Section 1: Introduction

MISSION STATEMENT
Eastern Nazarene College provides a transformational education that equips diverse students to lead and serve our world as agents of Christ’s love and truth.

VISION STATEMENT
Eastern Nazarene College will be widely recognized as a leader in innovative Christian education, renowned for excellence in student achievement, vibrant intercultural community, and global impact.

VALUES
- **Holistic education**: We provide a holistic educational experience in the liberal arts and professional studies that integrates spiritual, academic, emotional, and social development.
- **Christian community**: We facilitate the building of loving relationships so that we reflect the Spirit of Christ in our life together.
- **Student-centered**: We orient our work around the success of our students, making every effort to be responsive to the unique needs, aspirations, and backgrounds of each one.
- **Wesleyan**: Consistent with our rich Wesleyan holiness tradition, we create and maintain an environment that awakens and fosters truth, righteousness, and justice as made possible by God’s transforming grace through Jesus Christ.
- ** Civility and hospitality**: We intentionally welcome and embrace people from diverse cultures, viewpoints, and faith traditions.
- **Servanthood**: We model servant leadership to our students and community by building a culture of listening, respect, encouragement, and support.
- **Authenticity and transparency**: We are deliberately honest in our relationships, candid in our communication, and transparent in our governance in order to foster trust and confidence.
- **Excellence**: In an effort to provide “the best in education and the best in Christian faith,” we strive for excellence that honors God in all our endeavors.
- **Strategic innovation**: While remaining deeply rooted in our mission, we are boldly creative and innovative in the methods we employ.
- **Accountability**: We keep promises, honor commitments, meet and exceed expectations, and are willing to be held accountable for the faithful fulfillment of our responsibilities.
PURPOSE OF THE STUDENT HANDBOOK
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.

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 Handbook is meant to be a living document that can react to an ever-evolving student community and the broader environment. As such, the Handbook may be subject to change. Updates can be found at: http://www.enc.edu/student-development/.

PRIVACY OF STUDENT INFORMATION
By enrolling at an institution of higher education, a substantial amount of personal information and educational data (known collectively as education records) is accumulated, maintained, and disseminated. Education records include, but may not be limited to, academic, financial, and student conduct files.

FERPA Compliance
Concerning education records, the College complies with the Family Educational Rights and Privacy Act of 1974 (FERPA). This federal law:
• Affords the rights of student to review their own records and request amendments of records for inaccurate or misleading information. A student may request to review their education records (related to academic, financial, or student conduct) at any time by contacting the respective office.
• Protects the privacy of education records by prohibiting their unlawful disclosure. Access to a student's education records is limited only to those persons directly involved in the educational process, unless the student gives permission to release the information by completing a release request.

FERPA defines a student as an individual who has reached the age of 18 OR attends a postsecondary school at any age. 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.

Information Disclosure
Students requesting information related to their education record can contact the Office of the Registrar (academic records), Student Financial Services (financial and account records), or Student Development (conduct records) with a request in writing.
Students may 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.

In emergency situations, Student Development may contact parent(s)/guardian(s) if the student has not done so or is unable to do so.
Section 2:
Institutional Policies and Expectations

OVERVIEW
At Eastern Nazarene College, students are expected to maintain high standards of personal conduct consistent with ethical Christian behavior.

The College expects that students who voluntarily associate with ENC will act 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 for conduct. Consequently, each student, upon applying, voluntarily agrees to abstain from habit-forming substances and activities, including alcohol, tobacco, drugs, pornography, as well as abstaining from attending clubs, bars, places of entertainment, and demeaning activities. Such behaviors and environments 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.

While enrolled at ENC, all students – regardless of if living on or off campus – are expected to adhere to the policies and expectations set in this handbook.

COMMUNITY COVENANT
Although students at ENC may hold a variety of values and convictions, students are asked to submit to the following Community Covenant and the subsequent policies for the development of a healthy College community:

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 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 agree to comply with 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.

GENERAL POLICIES

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.
COHABITATION
Students are not permitted, whether on or off campus, to live or spend the night with someone of the opposite sex or with someone they are in a romantic/physical relationship with. This does not include spouses or family members.

DISORDERLY CONDUCT
Conduct that intentionally and substantially impedes or disrupts the actions of others is prohibited. Examples of this type of behavior include excessively loud behaviors, behaviors designed to intentionally aggravate and agitate specific individuals or defined groups of the community, behaviors that physically or psychologically impede normal college operations and student experiences, or other forms of inappropriate or indecent conduct.

HAZING
Hazing, whether through on-campus or off-campus activities, is strictly not permitted at ENC.

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. The text of Chapter 269 Sections 17 and 18 are stated below so that each member of the ENC community may understand the definition of “hazing” and the requirement to report hazing.

Section 17. Hazing. Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which wilfully 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 or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

Section 18. Failure to Report Hazing. Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.
Any incidents of hazing involving members of the ENC community should be immediately reported to Campus Safety and Security.

**HUMAN SEXUALITY AND GENDER**
As an institution of the Church of the Nazarene, ENC is aligned with the understanding of Human Sexuality and Marriage as detailed in Section (“Paragraph”) 31 of Manual of the Church of the Nazarene (29th General Assembly, 2017). (To review the full section on Human Sexuality and Marriage, visit [https://2017.manual.nazarene.org/paragraph/p31/](https://2017.manual.nazarene.org/paragraph/p31/).)

Developing a holistic Christian sexual ethic during the college years is both challenging and rewarding. As a vital Christian community of Wesleyan heritage, ENC is committed to helping our students develop and live out a holistic Christian sexual ethic as a part of this community. To facilitate this sexual ethic, students are expected to foster healthy dating relationships evidenced by mutual respect and appropriate displays of affection. Students are expected to abstain from sexual intimacy outside of the covenantal marriage union between one man and one woman.

ENC affirms that all human life, including life developing in the womb, is created by God in His image and is, therefore, to be nurtured, supported, and protected. If a premarital pregnancy occurs, ENC is committed to standing by both the mother and father of the unborn child to offer spiritual and emotional support. No student will be dismissed from ENC due to pregnancy.

ENC seeks to be a community where students identifying as lesbian, gay, bisexual, transgender, and queer (LGBTQ+) are treated with dignity, grace, and holy love in the Spirit of Christ. The College recognizes the societal complexity of current issues related to same-sex attraction, same-sex marriage, and gender identity. The College desires to faithfully care for all students while engaging these conversations with respect, care, humility, courage, and discernment.

A student (or potential student) who needs assistance with matters related to gender identity (such as gender dysphoria, sexually ambiguous birth, legally altered birth documentation) is invited to discuss these concerns with the Dean of Students, who will provide support, care, and assistance in accessing college resources.

It is the general practice of the College that residential life housing assignments, intercollegiate athletic team assignments, use of single gender restrooms, and locker rooms are consistent with one’s biological sex.

Due to the sensitive nature of all issues related to sexual behavior, each situation will be handled with utmost care for student privacy.

**JURY DUTY POLICY**
According to the Office of the Jury Commissioner of the Commonwealth of Massachusetts, every U.S. Citizen 18 years of age or older who is a Massachusetts resident or an inhabitant of Massachusetts for more than 50% of the time is eligible to serve as a juror.
Eastern Nazarene College supports students in their fulfillment of the important civic duty of jury duty. Jury duty is an important legal obligation, and those who fail to respond are subject to criminal prosecution.

Students who must miss class to fulfill their jury service requirement should notify each of their instructors of the summons and make arrangements to complete any missed work. Students may also contact the Registrar’s Office for assistance.

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.

Students requesting a meal plan reduction or exemption may submit a request through this form: [https://forms.office.com/r/sqb169RSt4](https://forms.office.com/r/sqb169RSt4)

Students requesting an exemption due to dietary restrictions should contact the Vice President for Multicultural Affairs to explore potential arrangements.

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

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 AND LEWDNESS 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.
Section 3: 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.

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/](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.
Section 4: Chapel Statement and Policy

Statement of Chapel Importance
In chapel we gather as a covenant community of faith to worship God. Through the act of worship, we, the body of Christ, find ourselves encouraged, equipped, energized and empowered by the Spirit of God for acts of loving service in the world. Chapel is one opportunity where faith formation leads us to discover and explore authentic avenues by which we glorify God.

Attendance Policy
As members of a Christian college community that values both academic and spiritual development, students are expected to participate in the spiritual development of the campus and, specifically, to meet the chapel requirements as one demonstration of fidelity to institutional values. It is unacceptable that a student leader would not fulfill the chapel requirements and maintain their leadership role. Similarly, it is expected that all students (who voluntarily come to ENC) will support this requirement. Thus, in keeping with a holistic approach to this covenant community, students who do not meet the community standards for chapel attendance will be sanctioned a fine.

Each student must earn ten 15 chapel credits in the Fall Semester and 20 in the Spring Semester. (This is an effort to begin to return to the pre-Covid requirement of 24 each semester as many elements of campus life begin to return to more regular rhythms.)

There are a number of opportunities by which a student can meet the chapel requirement and, on occasion, other special services may be held where extra chapel credit may be received. The Office of Spiritual Development will inform students about any opportunities to earn credit.

It is the student’s responsibility to keep track of their chapel attendance, as they will be held accountable for all excessive absences. Tracking of Chapel attendance may be done online through the Presence dashboard. [https://enc.presence.io/](https://enc.presence.io/)

If students have a unique circumstance, the Office of Spiritual Development may grant an exemption upon approval of the Chaplain/Dean of the Chapel. If a chapel exemption is approved, the student will need to submit an alternative Covenant Plan which is a spiritual growth strategy rooted in covenant community. Key elements of a Covenant Plan include a statement of intentionality, a proposed plan for spiritual growth, and a means of accountability. The Covenant Plan must be submitted by the established deadline stated in the exemption approval letter issued each semester once an exemption has been approved. Students who are granted an exemption yet fail to return their Covenant Plan and meet with their Spiritual Mentor will be fined the maximum Chapel fine for that semester.

Chapel Exemption Submission Deadline
Chapel Exemption submission deadline to the Office of Spiritual Development is the date the Registrar has posted as the last day to Add/Drop classes. Please make your request by this time.
Levels of Accountability
Persons exempted from chapel will choose, or be assigned, a Spiritual Mentor within the ENC Faculty & Staff to be accountable to during the semester of exemption.

Students earning fewer than the required number of chapel credits per semester will be sanctioned a $15 fine per credit not earned.

Falsification of Information
Falsification of information is a serious offense and will be treated and looked upon as such.

Students who are dishonest when filing a petition will be subjected to a $200.00 fine.

Students submitting ID cards to be scanned for others not in attendance will be subjected to a $25.00 fine for each participating party and will not receive credit for the chapel in question.
Section 5:
Title IX Sexual Harassment and Gender-based Discrimination Policies

POLICY STATEMENT

It is the policy of Eastern Nazarene College to provide a work and educational environment free of all forms of sex discrimination. Accordingly, the College has established a policy regarding Title IX Sexual Harassment and Gender-based Discrimination (“Policy”) that articulates the College’s behavioral standards and descriptions of prohibited conduct. The Policy and related procedures – the Title IX Sexual Harassment Investigation and Resolution Procedures (“Title IX Sexual Harassment Procedures”) and Gender-based Discrimination Investigation and Resolution Procedures (“Gender-based Discrimination Procedures”) – outline the College's approach to addressing reports of Title IX Sexual Harassment, Institutional Gender-based Discrimination, and other alleged or suspected violations of this Policy, taking into account the College's status as a private institution of higher education and its unique mission and culture. The College is committed to the prompt and equitable resolution of all alleged or suspected violations of this Policy about which the College knows or reasonably should know to the fullest extent possible under the circumstances. Because the College's approach to resolving alleged or suspected violations of this Policy is grounded in its mission and purpose as an educational institution, its approach is educational, rather than legal or judicial. As a result, the College retains the discretion to exercise its academic and educational judgment in investigating and resolving alleged or suspected violations of this Policy in a manner that is consistent with applicable laws and regulations.

The College is committed to complying with the requirements of Title IX of the Education Amendments of 1972 ("Title IX") and the U.S. Department of Education’s regulations implementing Title IX and the Violence Against Women Reauthorization Act of 2013. The College is also committed to complying with Title VII of the Civil Rights Act of 1964 ("Title VII").

Consistent with Title IX and its implementing regulations (see 34 C.F.R. § 106 et seq.), the College prohibits Title IX Sexual Harassment that occurs within its Education Programs and Activities (as defined below). For purposes of this Policy, Title IX Sexual Harassment includes Quid Pro Quo Sexual Harassment, Hostile Environment Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, and Stalking.

SCOPE

This Policy applies to all students, faculty, and staff, to other members of the College community, and to contractors, consultants, and vendors doing business or providing services to the College.

This Policy applies to Title IX Sexual Harassment that occurs in the United States and within the College’s Education Programs and Activities and is committed by a current administrator, faculty member, staff, student, contractor, guest, or other member of the College community. For purposes of this Policy, Title IX Sexual Harassment includes Quid Pro Quo Sexual Harassment, Hostile Environment Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, and Stalking.
Violence, Dating Violence, and Stalking. Reports or complaints of Title IX Sexual Harassment will be governed by the College’s Title IX Sexual Harassment Procedures.

This Policy also applies to Gender-based Discrimination that occurs on-campus and off-campus, when the off-campus conduct: (i) occurs during a College-sponsored employment or education activity or program; (ii) adversely impacts the education or employment of a member of the College community; or (iii) otherwise threatens the health and/or safety of a member of the College community. For purposes of this Policy, Gender-based Discrimination includes sex-based discrimination and harassment that does not fall within the definition of Title IX Sexual Harassment. It also includes Title IX Sexual Harassment that occurs outside the College’s Education Programs and Activities or outside the United States (such as in a study abroad program). Reports or complaints of Gender-based Discrimination will be governed by the College’s Gender-based Discrimination Procedures.

Where a complaint or conduct report that allegedly or potentially includes acts of both Title IX Sexual Harassment and Gender-based Discrimination, and where the allegations involve the same parties or are otherwise materially related, the allegations will be consolidated and addressed using the Title IX Sexual Harassment Procedures.

DEFINITIONS OF PROHIBITED CONDUCT

Title IX Sexual Harassment

Title IX Sexual Harassment is conduct on the basis of sex that constitutes Quid Pro Quo Sexual Harassment, Hostile Environment Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, or Stalking.

1. Quid Pro Quo Sexual Harassment: Quid Pro Quo Sexual Harassment is an employee of the College conditioning the provision of an aid, benefit, or service of the College on an individual’s participation in unwelcome sexual contact.

2. Hostile Environment Sexual Harassment: Hostile Environment Sexual Harassment is unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person access to the College’s education programs and activities.

3. Sexual Assault: Sexual Assault involves actual or attempted sexual contact with another person without that person's consent. Sexual assault may involve individuals who are known to one another or have an intimate and/or sexual relationship, or may involve individuals not known to one another. Sexual Assault includes:
   a. Sexual Penetration without Consent: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, when consent is not present or coercion and/or force is used.
   b. Sexual Contact without Consent: The touching of the private or intimate parts of another person for the purpose of sexual gratification, or disrobing another person when consent is not present or coercion and/or force is used. Sexual contact includes kissing, and includes contact done directly or indirectly through clothing, bodily fluids, or with an object. It also includes causing or inducing a person, when consent is not present, to similarly touch or fondle oneself or someone else.
c. Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by the laws of Massachusetts.

d. Statutory Rape: Sexual intercourse with a person who is under the legal age of consent (16 years in Massachusetts).

4. Domestic Violence: Domestic Violence includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the state, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the state.

5. Dating Violence: Dating violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim, where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. It can include but is not limited to:

• Sexual abuse or the threat of such abuse;
• Battering that causes bodily injury;
• Purposely or knowingly causing reasonable apprehension of bodily injury;
• Emotional abuse creating apprehension of bodily injury or property damage.
• Dating violence does not include acts covered under the definition of domestic violence, below.

6. Stalking: Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others; or to suffer substantial emotional distress. For the purposes of this definition:

a. “Course of conduct” means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property;

b. “Reasonable person” means a reasonable person under similar circumstances and with similar identities to the victim; and

c. “Substantial emotional distress” means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Gender-based Discrimination

1. Non-Title IX Sexual Harassment: Non-Title IX sexual harassment is unwelcome communication or conduct of a sexual nature, including unwelcome sexual advances, requests for sexual favors and other verbal, written or physical conduct of a sexual nature, without regard to whether the parties are of the same or different genders or gender identities. It includes:
a. Quid Pro Quo Sexual Harassment, Hostile Environment Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, or Stalking as defined above, that occurs outside of the College’s Education Programs or Activities or outside the United States;
b. Unwelcome conduct that does not rise to the level of Hostile Environment Sexual Harassment, as defined in this Policy, but that:
   i. is sufficiently serious (severe, pervasive, or persistent) and objectively offensive so as to deny or limit a person's ability to participate in or benefit from the College’s programs, services, opportunities, or activities; or
   ii. that has the purpose or effect of unreasonably interfering with an individual's work or academic performance

2. Sexual Exploitation: Sexual exploitation occurs when a person takes non-consensual or abusive sexual advantage of another for personal benefit, or to benefit anyone other than the person being exploited, and that behavior does not otherwise constitute one of the preceding offenses.

Examples of behavior that could rise to the level of sexual exploitation include:
- Prostitution another person;
- Non-consensual visual (e.g., video, photograph) or audio-recording of sexual activity;
- Non-consensual distribution of photos, other images, or information of an individual's sexual activity, intimate body parts, or nakedness, with the intent to or having the effect of embarrassing an individual who is the subject of such images or information;
- Engaging in non-consensual voyeurism;
- Knowingly transmitting an STI, such as HIV, to another without disclosing one’s STI status;
- Exposing one's genitals in non-consensual circumstances, or inducing another to expose their genitals;
- Possessing, distributing, viewing or forcing others to view illegal pornography;
- Inducing incapacitation for sexual purposes includes using, or causing another person or person to use drugs, alcohol, or other means with the intent to affect the ability of an individual to consent or refuse to consent (as “consent” is defined in this Policy) to sexual contact, regardless of whether prohibited sexual contact actually occurs.

Other Definitions

1. Consent: Consent refers to words or actions that a reasonable person in the perspective of the Respondent would understand as agreement to engage in the sexual conduct at issue. A person who is incapacitated is not capable of giving Consent. It is the responsibility of each person to ensure that Consent is given by all participants prior to the sexual activity and that such Consent remains throughout the sexual activity.

2. Incapacitation: Incapacitation is a state where one cannot make a rational, reasonable decision to engage in sexual activity because they lack the ability to understand the fact,
nature, or extent of the act (e.g., to understand the "who, what, when, where, why or how" of their sexual interaction), and/or are physically helpless.

3. **Coercion:** Coercion is direct or implied threat of force, violence, danger, hardship, or retribution sufficient to persuade a reasonable person of ordinary susceptibility to perform an act which otherwise would not have been performed or acquiesce in an act to which one would otherwise not have submitted. Coercion can include unreasonable and sustained pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. A person’s words or conduct cannot amount to Coercion for purposes of this Policy unless they wrongfully impair the other’s freedom of will and ability to choose whether or not to engage in sexual activity.

4. **Complainant:** the party who has alleged Gender-based Discrimination or Title IX Sexual Harassment or to whom Gender-based Discrimination or Title IX Sexual Harassment was directed.

5. **Respondent:** the party who has been reported to be the perpetrator of conduct that could constitute Gender-based Discrimination or Title IX Sexual Harassment

6. “**Education Programs and Activities**” refers to all the operations of the College, including, but not limited to, in-person and online educational instruction, employment, research activities, extracurricular activities, athletics, residence life, dining services, performances, and community engagement and outreach programs. The term applies to all activity that occurs on campus or on other property owned or occupied by the College. It also includes off-campus locations, events, or circumstances over which the College exercises substantial control over the Respondent and the context in which the Title IX Sexual Harassment occurs, including Title IX Sexual Harassment occurring in any building owned or controlled by a student organization that is officially recognized by the College.

**UNDERSTANDING HOSTILE ENVIRONMENT**

In considering whether a hostile environment exists for purposes of both Title IX Sexual Harassment and sexual harassment, as defined above, the College will consider the totality of the circumstances, including factors such as the actual impact the conduct has had on the Complainant; the nature and severity of the conduct at issue; the frequency and duration of the conduct; the relationship between the parties (including accounting for whether one individual has power or authority over the other); the respective ages of the parties; the context in which the conduct occurred; and the number of persons affected. The College will evaluate the totality of circumstances from the perspective of a reasonable person in the Complainant’s position. A person’s adverse subjective reaction to conduct is not sufficient, in and of itself, to establish the existence of a hostile environment.

The College encourages members of the College Community to report any and all instances of sexual harassment, even if they are unsure whether the conduct rises to the level of a policy
violation. Some specific examples of conduct that may constitute Hostile Environment Sexual Harassment and/or sexual harassment if unwelcome include, but are not limited to:

- Repeated comments about a person’s physical appearance;
- Sexually suggestive remarks, insults, jokes, humor, or innuendo;
- Insulting, demeaning, or degrading another person based on gender or gender stereotypes;
- Displays of sexually suggestive material, including sexual graffiti, pictures, videos, or posters;
- Using sexually explicit profanity;
- Asking about, or telling about, sexual fantasies, sexual preferences, or sexual activities;
- Leering or staring at someone in a sexual way, such as staring at a person’s breasts or groin;
- Sending sexually explicit emails, text messages, or social media posts;
- Commenting on a person’s dress in a sexual manner;
- Unwelcome advances or conduct such as touching, patting, caressing, kissing or sexual propositions;
- Giving unwelcome personal gifts that suggest the desire for a sexual relationship;
- Unreasonable pressure for a dating, romantic, or intimate relationship or sexual contact;
- Sexual advances accompanied by threat of punishment or promise of reward including the withholding or giving of grades and promotions;
- E-mail and Internet use that violates this policy.

UNDERSTANDING CONSENT

Consent to engage in sexual activity must be informed, freely given and mutual. Consent must be ongoing, throughout each instance of sexual activity, and for each form of sexual contact. Consent to one form of sexual contact does not constitute consent to all forms of sexual contact. For example, an individual may agree to kiss but choose not to engage in touching of the intimate parts or sexual intercourse. An individual should obtain consent before moving from one act to another. In the Commonwealth of Massachusetts, consent can never be given by minors under the age of 16.

- Consent consists of an outward demonstration indicating that an individual has freely chosen to engage in sexual activity. Consent is demonstrated through mutually understandable words and/or actions that clearly indicate a willingness to engage freely in sexual activity. Relying on nonverbal communication can lead to misunderstandings. Consent may not be inferred from silence, passivity, lack of verbal or physical resistance or lack of active response alone. Consent cannot be inferred by an individual’s manner of dress. In the absence of an outward demonstration, consent does not exist. If at any time it is apparent to either party that the other party is hesitant, confused or uncertain, both parties should stop and obtain mutual consent before continuing sexual activity.
- A current or previous dating or sexual relationship, by itself, is not sufficient to constitute consent. Further, a person’s consent to past sexual activity does not constitute consent to future sexual activity. Even in the context of a relationship, there must be mutually understandable communication that clearly indicates willingness to engage in sexual activity each time such activity occurs.
• Consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another.
• Consent does not exist if it results from the use or threat of physical force, intimidation, or coercion, or any other factor that would eliminate an individual's ability to exercise their own free will to choose whether or not to have sexual contact.
• Consent can be withdrawn at any time.
• A person cannot consent to sexual activity if that person is unable to understand the nature of the activity or give knowing consent due to circumstances, including without limitation the following:
  • The individual is incapacitated due to drug or alcohol consumption, either voluntarily or involuntarily;
  • The individual is unconscious, asleep or otherwise unaware that the sexual activity is occurring;
  • The individual is under age (16 years in Massachusetts); or
  • The individual has a mental disability that impairs his/her/their ability to provide consent.

A finding of a lack of consent can occur even if: (a) the Respondent’s belief in affirmative consent arose from the intoxication or recklessness of the Respondent, or (b) the Respondent did not take reasonable steps, in the circumstances known to the Respondent at the time, to ascertain whether the Complainant affirmatively consented.

UNDERSTANDING INCAPACITATION

Incapacitation is a state where an individual cannot make an informed and rational decision to engage in sexual activity because of a lack of conscious understanding of the fact, nature, or extent of the act (e.g., to understand the who, what, when, where, why, or how of the sexual interaction), and/or is physically helpless. For example, an individual is incapacitated, and therefore unable to give consent, if the individual is asleep, unconscious, or otherwise unaware that sexual activity is occurring. An individual will also be considered incapacitated if the person cannot understand the nature of the activity or communicate due to a mental or physical condition. Some indicators of incapacitation may include, but are not limited to, lack of control over physical movements, lack of awareness of circumstances or surroundings, or the inability to communicate for any reason. Where alcohol or other drugs are involved, one does not have to be intoxicated or drunk to be considered incapacitated. The impact of alcohol and drugs varies from person to person, and evaluating incapacitation requires an assessment of how the consumption of alcohol and/or drugs impacts an individual’s decision-making capacity, awareness of consequences and ability to make informed judgments, or capacity to appreciate the nature of the act.

Whether a responding party reasonably should have known that a Complainant was incapacitated will be evaluated using an objective reasonable person standard. The question is whether the Respondent knew, or a sober, reasonable person in the position of the responding party, knew or should have known, that the Complainant was incapacitated. An individual may experience a blackout state in which they appear to be giving consent, but do not actually have conscious
awareness or the ability to consent. It is especially important, therefore, that anyone engaging in sexual activity be aware of the other person's level of intoxication or impairment. It is the responsibility of each party to be aware of the intoxication level of the other party before engaging in sexual activity. In general, sexual activity while under the influence of alcohol or other drugs poses a risk to all Parties. If there is any doubt as to the level or extent of the other individual’s intoxication, it is safest to forgo or cease any sexual contact or activity.

Being intoxicated or impaired by drugs or alcohol is never an excuse for sexual harassment or gender-based discrimination and does not excuse one from the responsibility to obtain consent.

NON-RETALIATION

“Retaliation” is intimidation, threats, coercion, or discrimination against any individual for the purpose of interfering with any right or privilege secured by Title IX and its implementing regulations, or because an individual has, in good faith, opposed any practices forbidden under this Policy or made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this Policy or the related Gender-based Discrimination Procedures or Title IX Sexual Harassment Procedures.

It is a violation of College Policy to engage in Retaliation. This includes action taken against a bystander who intervened to stop or attempted to stop Gender-based Discrimination, or Title IX Sexual Harassment. Retaliation may take many forms, and may include intimidating, threatening, coercing, or in any way discriminating against an individual because of the individual's complaint or participation. Action is generally deemed retaliatory if it would deter a reasonable person in the same circumstances from opposing practices prohibited by this Policy.

The College will take immediate and responsive action upon receiving any report of Retaliation and may pursue disciplinary action as appropriate.

Reports or Formal Complaints of Retaliation based on a complaint of Title IX Sexual Harassment or participation in the Title IX Sexual Harassment Procedures may be made in the manner specified in the Title IX Sexual Harassment Procedures, and will be processed under those Procedures in the same manner as a report or Formal Complaint of Title IX Sexual Harassment.

Reports of Retaliation based on a complaint of Gender-based Discrimination or participation in the Gender-based Discrimination Procedures may be made in the manner specified in the Gender-based Discrimination Procedures, and will be processed under those Procedures in the same manner as a report of Gender-based Discrimination.

The College retains discretion to consolidate a report or Formal Complaint of Retaliation with a report or Formal Complaint of Title IX Sexual Harassment or Gender-based Discrimination, as the case may be, for investigation and/or adjudication purposes if the two complaints share a common nexus.
Individuals who engage in Retaliation as defined by this Policy may be subject to disciplinary action that may include, but is not limited to, the sanctions listed in the Title IX Procedures or Gender-based Discrimination Procedures, as appropriate, up to and including dismissal or other separation from the College.

TITLE IX COORDINATOR AND TITLE IX TEAM

The College’s Title IX Coordinator is available to meet with or talk to students, faculty and staff regarding issues relating to this Policy.

Title IX Coordinator
Ian Slater, Ph.D.
Vice President for Student Development
Eastern Nazarene College
23 East Elm Avenue
Quincy, MA. 02170
Phone 617-745-3718
Fax 617-745-3980
ian.slater@enc.edu

The Title IX Coordinator is responsible for implementing this Policy and the related Title IX Sexual Harassment and Gender-based Discrimination Procedures. The Title IX Coordinator is also responsible for monitoring compliance with Title IX and its implementing regulations, and other federal and state laws applicable to this Policy. This includes coordination of training, education, communications, and administration of the complaint and grievance procedures for the handling of suspected or alleged violations of this Policy. The role of the Title IX Committee is to assist the Coordinator in reviewing current policies and procedures, and recommending updates or changes to the administration to better meet the institution’s context while maintaining federal compliance. The Committee also assists in the delivery of training, education, and communication of this policy and related procedures to the College community.

Title IX Committee Members:
• Ian Slater, VP for Student Development (Title IX Coordinator)
• Nadine Pfautz, Human Resources (Deputy Title IX Coordinator)
• Kristen Pierce, Dean of Students
• Christian Hughes, Director of Student Housing and Accountability

To submit a Title IX Report, contact Ian Slater at TitleIX@enc.edu.

EDUCATIONAL PROGRAMMING

The College will provide the following education programming designed to promote the awareness of Gender-based Discrimination and Title IX Sexual Harassment.

1. Officials with Responsibility for Investigating or Adjudicating Alleged Violations of this Policy: The College will provide officials responsible for the investigation,
adjudication, or informal resolution of misconduct under this Policy with annual training regarding Title IX Sexual Harassment and Gender-based Discrimination, including:

- The College’s Policy and procedures;
- The relevant federal and State law concerning Sexual Assault, Domestic Violence, Dating Violence, and Stalking;
- Training on at least an annual basis on how to conduct an investigation and hearing process that protects the safety of all participants and promotes accountability;
- The roles of the College, medical providers, law enforcement, and community agencies in ensuring a coordinated response to a reported incident of sexual violence;
- The effects of trauma on a Complainant;
- The types of conduct that constitute Sexual Assault, Domestic Violence, Dating Violence, and Stalking, including same-sex violence;
- Consent and the role drugs and alcohol use can have on the ability to consent;
- Cultural sensitivity and compassionate communication skills for dealing with persons reporting or accused of sexual harassment or gender-based discrimination; and
- Trauma-informed response training.

2. **Primary Prevention and Awareness Programs**: The College will provide primary prevention and awareness programs for all incoming students and new employees that includes the following:

- A statement that the College prohibits the offenses of Sexual Assault, Domestic Violence, Dating Violence, and Stalking, and a description of the College's policies and procedures that prohibit this conduct;
- The definition of consent and inability to consent, in reference to sexual activity, as defined in this Policy and under Massachusetts law;
- The definition of Title IX Sexual Harassment and Gender-based Discrimination, including Sexual Assault, Domestic Violence, Dating Violence, and Stalking (or similar offenses) in this Policy and under Massachusetts law;
- The definition of retaliation as it relates to Sexual Assault, Domestic Violence, Dating Violence, and Stalking;
- Safe options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of Sexual Assault, Domestic Violence, Dating Violence, and Stalking against a person other than such individual;
- Information on risk reduction to recognize warning signs of abusive behavior and how to avoid potential attacks;
- The procedures that a Complainant should follow if Sexual Assault, Domestic Violence, Dating Violence, and Stalking as described in this Policy, has occurred;
- The Complainant’s options for reporting such incidents to the College, to College Safety and Security enforcement, and to local law enforcement;
- The option for either a party to discuss incidents or accusations of Sexual Assault, Domestic Violence, Dating Violence, and Stalking with a confidential resource;
• Available services for both Complainants and Respondents;
• The possible sanctions and protective measures that the College may impose following a final determination under this Policy and related procedures;
• The procedures that the College will use to investigate and resolve allegations of Title IX Sexual Harassment and Gender-based Discrimination as described in this Policy, including the standard of proof that is used;
• Information about how the College will protect the confidentiality of the parties, including how publicly-available recordkeeping will be accomplished without the inclusion of identifying information about the parties, to the extent permissible by law;
• Information about existing counseling, health, mental health, victim advocacy, legal assistance, and other services available for student and employee Complainants and Respondents both on-campus and in the community; and
• Information about options for, and available assistance in, changing academic, living, transportation, and working situations, if so requested by a party and if such accommodations are reasonably available, regardless of whether the Complainant chooses to report the crime to campus security or local law enforcement.

3. **Ongoing Prevention and Awareness Campaigns:** The College will also provide ongoing prevention and awareness campaigns for students and employees that include the information covered in the primary prevention and awareness programs.

**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.

**CHANGES IN THIS POLICY**
The College reserves the right to make adjustments and changes in this Policy at any time. Last updated [September 2021].

**APPENDIX**
**Assistance and Resources for Victims of Alleged Sexual Misconduct**

**Immediate Assistance**
Quincy Ambulance/Fire/Police 911
Campus Safety and Security Office 617-745-3911

**On-Campus Resources**

**Confidential Resource Providers**
Robert Benjamin (Multicultural Affairs) Robert.Benjamin@enc.edu
Toni Kabilian (Athletics) Toni.Kabilian@enc.edu
Stephanie Flaherty (CARES Director/ Faculty) Stephanie.Flaherty@enc.edu
Brad Thorne (Brickley Counseling Center) Bradford.Thorne@enc.edu
David Young (Chaplain) David.Young@enc.edu

**Non-Confidential Resources**

To file a report with the College of dating/domestic violence, sexual assault, or stalking
Ian Slater, Title IX Coordinator  TitleIX@enc.edu

**Off-Campus Resources**

**Confidential Resources**
Health Imperatives  508-588-TALK (8255)
- 24hr hotline; emergency shelter; rape crisis center; dating/domestic violence services; medical and legal advocacy

Boston Area Rape Crisis Center  800-841-8371
- 24hr hotline; medical advocacy; counseling and support services

La Red/ The Network  617-742-4911
- 24hr hotline; advocacy; counseling and support services; LGBTQ-specific

Safelink  877-785-2020 (multiple languages)
- 24hr hotline; state-wide shelter bed locator; referrals to local providers

**Non-Confidential Resources**
Quincy Police Department 617-479-1212 (non-emergency line)
Criminal complaints, 209A orders (restraining order), HPO (Harassment Prevention Order)

**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.

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 6:
Health and Medical Care Policies

MEDICAL ABSENCE NOTE POLICY

Medical Absence Notes
Eastern Nazarene College Health Services does not provide absence excuse notes for students due to illness, injury and mental health problems that may lead to missed classes, exams or academic deadlines.

It is the student’s responsibility to inform the professor prior to the missed class, just as the student would be expected to inform their place of employment prior to the start of their work day. It is also the student’s responsibility to make arrangements for missed class work or collecting missed notes of lectures or other assignments as necessary. Absence from class should be a rare occurrence. Just as ENC strives to grow students of competence and character, Health Services encourages students to make healthy and mature decisions when they are sick. This includes healthy eating, adequate sleeping, following medical advice, and possibly missing classes when ill. All decisions about the impact of an absence and arrangements for making up missed work must be determined between the professor and student.

Assistance with ongoing illness or injury
Any student with an illness, injury, hospitalization or mental health problem requiring multiple absences should contact Health Services or Counseling Services. If necessary, Health Services will help facilitate communication with the Center for Academic Success and with Academic Services. Health Services will assist with documentation for medical incomplete and medical withdrawal petitions as needed.

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-ADMIT POLICIES
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 Student Development 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:
1. 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.
2. 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.

**HEALTH INSURANCE**

All students who are registered in semester length courses, with an enrollment status of at least ¾ time, are required to carry health insurance. Students may either enroll in the ENC-sponsored Student Health Insurance Plan or submit a waiver that demonstrates that they are covered by a US-based or Embassy-sponsored insurance plan with coverage equal to or better than the ENC sponsored Student Health Insurance Plan. International insurance plans, travel insurance plans such as ISO, Tokio Marine, and International Medical Group, and plans not fully compliant with the Affordable Care Act are not deemed comparable.

Students planning on using non-ENC health insurance are strongly encouraged to carefully review their coverage limits and network options.
Section 7:
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. Student Development 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.

Student Development 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.
Section 8: Safety and Security Policies and Procedures

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

SECURITY

A security officer is on duty 24 hours a day, seven days a week and can be reached by dialing x3911 from on campus telephones or 617-745-3911 from a cell phone. Additionally, red phones are located around campus which connects the caller directly to an on-duty security officer.

A security officer should be notified in the event that someone needs to be escorted on campus, is experiencing any type of emergency, or has observed any suspicious activities. If for any reason a person feels unsafe walking to the Waterston Parking Lot, he/she should request a security escort.

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). 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.
o Having natural Christmas trees or decorative branches inside/outside of their rooms.
o Storing flammable items in residence rooms or storage areas.
o Possessing or burning candles or incense in the residence halls.
o Lighting fires of any kind, inside or outside of College buildings/property.
o Setting off bombs or fireworks of any type.
o 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.

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. 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. Students will receive a hang tag allowing them to park in the Waterston Lot. This tag must be returned to the Security office at the end of the Spring semester or a $15 fine will be placed on your student account. 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 Safety and Security.

*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.

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 9:  
Student Conduct Administration

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:

1. Communication of community principles and responsibility
2. 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.
3. 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.

ALCOHOL, DRUGS, SMOKING

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 Dean of Students or designee. If the student is open about his/her involvement in a policy violation it is at the discretion of the Dean of Students 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 Dean of Students 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 Dean of Students 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 Dean of Students (and/or designees) reserves the right to temporarily remove any student under investigation from campus if the Dean (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 Dean of Students (and/or designees) and/or the Council on Community Responsibility (CCR) have the authority to determine if a student’s actions constitute a violation of the College’s 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 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 Dean of Students for non-compliance.

**DEAN’S ADMINISTRATIVE HEARING**

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

**Composition of the Dean’s Administrative Hearing (Generally):** Dean of Students (or designee), Student Development Staff Member
Types of Incidents Commonly Addressed by the Dean’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)

Deans’s Administrative Hearing Structure: A student is notified in writing to meet with the Dean of Students (Dean) and a member of the Student Development Staff (or designees). The Dean 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 Dean 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 Dean 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 Dean of Students (Dean) (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 Dean 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 Dean (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):
Dean of Students -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 (Dean) 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 Dean of Students (Dean) within 3 business
days of learning the decision. The Dean 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 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
- Hate Crimes / acts of intolerance
- 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.

**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.

**INFRINGEMENTS**

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. 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. Infractions 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 or writing (social media, text, email, bulletin boards, classroom boards, etc.) that can be deemed harassing to another individual anywhere on campus. This includes, but is not limited to; symbols or writing 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 10: Residential Life

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.

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.

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 students’ 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 suites 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**

Open Hall Hours vary each year and will be published and communicated at the start of the semester.

**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.
Section 11: Commmuter Students

Commuter Status
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, 5th 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 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 2021 there will be several options for commuter meal plans.
- 5 Meal Plan (5 meals per week) + $25 Cub Cash
- 7 Meal Plan (7 meals per week) + $25 Cub Cash
- 25 Block Plan (Any 25 Meals) + $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.
Section 12:  
Student Involvement Policies

CAMPUS POSTING

The following guidelines apply when posting materials:

- All materials must be submitted for review and approval by Student Development.
- Posted materials should generally be sponsored by official ENC offices, clubs or organizations, or other entities and promote activities, events, processes, or messages that align with the mission and purposes of the College.
- Materials that promote businesses, events, or organizations not affiliated with ENC or behaviors that are not aligned with will generally not be approved.
- Posters, promotions, and other materials may only be posted in designated areas in Mann Student Center, including bulletin boards and poster strips. Items must be hung with staples, push pins, or painter’s tape.
- Materials may be posted for no more than two weeks. Event-based promotions must be removed within 24 hours of the conclusion of the event.
- Materials may be removed immediately and without notice, particularly when posted improperly and without approval.

CAMPUS SOLICITATION

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 Student Development. 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.

The following guidelines apply for external vendors:

- Vendor requests should be set up at least two weeks ahead of time.
- ENC reserves the right to inspect goods or services sold and to have any products removed.
- 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.
- Proof of Liability Insurance must be submitted to Student Development and approved at least one week prior to the date of vending.
- ENC 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.
STUDENT ENTERTAINMENT

Students are expected to exercise thoughtful discernment and discipline around entertainment practices. All members of the ENC community should approach their leisure and entertainment choices with a high degree of moral integrity and self-restraint, as well as with consideration to other students (particularly when in public locations).

STUDENT DANCES

All student dances must be approved by Student Development. 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.

PUBLIC SHOWINGS OF FILMS OR TV

Most films, television shows, and consumer media are protected under federal and international law. Contact the Office of Community Life to for guidelines and requirements around public media showings.

DEMONSTRATIONS AND PEACEFUL ASSEMBLIES

As a Christian liberal arts institution dedicated to the exploration of truth and to the civil discourse of ideas, ENC encourages members of its community to engage freely, fully, and respectfully around contemporary issues and concerns. Students seeking to host a public demonstration, vigil, or rally must adhere to the following guidelines:

- Demonstrations, vigils, and rallies must be registered and approved at least one business day in advance of the proposed date and time. The form is available here: http://enc.co1.qualtrics.com/SE/?SID=SV_b7n9QiLGez7MNzT
- Only current ENC students may organize, lead, or participate in demonstrations on campus. Participants that are not members of the ENC community may be asked to leave.
- All demonstrations must be peaceful, orderly, and respectful of other students on campus, campus operations, and the local community.
- All demonstrations must allow 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.
- 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 Office.

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