# Table of Contents

Campolo College of Graduate & Professional Studies Student Handbook

- Student Conduct Policies and Procedures ...................................................... 3
  - Behavioral Expectations and Standards ....................................................... 3
  - Academic Dishonesty ........................................................................... 4
  - Accountability ....................................................................................... 5
  - Student Rights ...................................................................................... 5
  - Initial Information ................................................................................ 6
  - Investigation ......................................................................................... 6
  - Hearing Procedures ............................................................................. 6
  - Disciplinary Sanctions .......................................................................... 7
  - Appeals ................................................................................................ 9
  - Accommodations for Students with Disabilities Policy ......................... 9
  - Sexual Harassment Policy ..................................................................... 11
  - Inclusive Language ............................................................................... 14
  - Class Participation .............................................................................. 15
  - Copies of Course Assignments .............................................................. 15

- Student Services .................................................................................... 15
  - Academic Advising ............................................................................... 15
  - Student Responsibility .......................................................................... 16
  - Career Services .................................................................................... 16
  - Data and Identity Security .................................................................... 16
  - E-Mail Services .................................................................................... 17
  - Emergency and Crisis Information ......................................................... 17
  - Faculty/Course Evaluations .................................................................. 17
  - ID Cards (E-Cards) ............................................................................... 18
  - Inclement Weather ................................................................................ 18
  - Online Courses/Blackboard .................................................................. 19
  - Online Grades ...................................................................................... 21
  - Parking Permits .................................................................................... 21
  - Registration .......................................................................................... 21
  - Writing Services .................................................................................. 22
Behavioral Expectations and Standards

Behavioral expectations serve the aims and purposes of Eastern University as a Christian university and are in the best interests of students, faculty, and staff alike:

1. Academic honesty and integrity
2. Respect and equal treatment for all individuals
3. Tolerance for diversity and differences of opinion
4. Preservation of an uninterrupted, professional, and positive learning environment
5. Professionalism in interactions and attire
6. Conduct conducive to maintaining a genuine Christian environment where personal and spiritual growth is encouraged

Students should expect to be held responsible for violations of behavioral standards. Such violations include, but are not limited to:

1. All forms of dishonesty including but not limited to: cheating, plagiarism, theft, furnishing false information, and altering documents with the intent to defraud.
2. The use, sale, distribution, and/or possession of all illegal drugs on or off campus.
3. The use of racial or ethnocentric invectives, epithets, slurs, utterances, or physical acts or threats (written or spoken) used to attack or injure another individual rather than express an idea, ideology, or philosophy. Racial and ethnic intimidation and harassment is illegal in the state of Pennsylvania. Students are encouraged to report incidents relating to racial and ethnic intimidation and harassment to the local police and to the Dean of Students. The University will cooperate fully with the police in these matters.
4. Smoking in the classroom or in other “non-smoking” areas of the classroom or office facilities.
5. Possession or use of alcoholic beverages within an approved Eastern University site or attending a class “under the influence” of alcohol.
6. Possession or use of firearms or weapons (including air rifles, air pistols, knives, potato guns and blowguns), ammunition or explosives (fireworks) in or upon University-owned, supervised (leased/rented/contracted), or adjacent property.

7. The disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other university activities.

8. Physical assault, abuse, threats, and verbal or written intimidation of any person.

9. Theft from or damage to University premises or damage to property of a member of the University community.

10. Violations of law on or off University premises.

11. Failure to comply with directions of University officials acting in performance of their duties.

12. Retaliation, intimidation, or coercion directed against any member of the community, anyone who intends to register a complaint or anyone who has done so.

13. Use of cellular phones and pagers in the classroom or during any academic presentation.

**Academic Dishonesty**

The student is responsible to become familiar with acceptable standards for research and documentation and to abide by them. Academic dishonesty includes but is not limited to:

1. Plagiarism or presenting words, pictures, ideas, or artwork that are not your own, as if they were your own, in spoken, written, or visual form.

2. Submitting a paper written by another student or another person as if it were your own.

3. Submitting a paper written by you for another course or occasion without the explicit knowledge and consent of the instructor.

4. Fabricating evidence or statistics that supposedly represent your original research.

5. Cheating of any sort on tests, papers, projects, reports, and so forth.

6. Falsification of any materials submitted for admission or grading purposes.
Each faculty member is required to send a record, together with all evidence of all cases of academic dishonesty, to the Academic dean, who will forward the information to the Dean of Students. (See the Grading section under Academic Policy and Procedure for penalties associated with academic dishonesty.)

**Accountability**

The principle of accountability is basic to providing a climate in which students are encouraged to take responsibility for their actions. Students who violate University expectations and standards are held accountable for their behavior. Students can expect to be confronted, counseled, advised, and, when warranted, disciplined. As a Christian university, Eastern University reserves the right to dismiss, at any time, a student whose conduct is inconsistent with the aims and objectives of a Christian educational community. Eastern seeks to provide a climate of trust and trustworthiness and therefore is committed to a process that will ensure essential fairness for its students. Practices in disciplinary cases may vary in formality with the gravity of the offense and the sanctions that are applied. The disciplinary authority of the University is vested in the President, in the deans, and in various disciplinary bodies of the University. The Judiciary Board and all other disciplinary bodies are recommending bodies to the University administration.

**Student Rights**

These standards represent the minimal procedural protection to be accorded to students charged with most disciplinary violations:

1. To know the nature of the charges.
2. To arrange for counsel of his/her academic advisor or other faculty member of his/her choice, throughout the proceedings.
3. To receive a reasonable time to prepare for a hearing.
4. To remain silent when his/her response might be self-incriminating.
5. To receive the decision in writing.
6. To appeal the decision.

According to court decisions, universities are not expected to develop regulations that are written with the scope or precision of a criminal code. Rare occasions may arise when conduct is so inherently and patently dangerous to the individual or to others that extraordinary action not specifically authorized in this policy may be taken.
**Initial Information**

1. Any member of the Eastern community may report information regarding an alleged incident of misconduct to any member of the Student Services staff.

2. The identity of the informant shall remain confidential insofar as possible.

3. When an incident occurs, it is the responsibility of the Dean of Students to determine whether to:
   - Dismiss the matter without disciplinary action; or
   - Invoke disciplinary sanctions in those instances wherein the best interest of the individual and the community are best served by private proceedings; or
   - Refer the matter to the Judiciary Board for review and recommendation.

**Investigation**

1. The Dean of Students shall assume responsibility for the preliminary investigation of the alleged incident.

2. The matter shall be discussed with the accused.

3. All pertinent sources of information shall be consulted in order to determine the validity of the initial information.

4. The accused shall have the right to request the counsel of his/her academic advisor or a trusted University employee or faculty member during the investigation. This request is at the initiative of the accused.

5. The Dean of Students shall have the power to suspend a student in extraordinary circumstances pending final adjudication of any case.

6. The University is not obligated to defer disciplinary investigations, hearings or decisions awaiting the outcome of criminal charges pending in various courts, if applicable.

**Hearing Procedures**

These procedures shall be in effect whether the matter is being considered by the Dean of Students or by the Judiciary Board.
1. The focus of inquiry in disciplinary proceedings is to determine whether the student has violated the University’s policies and should therefore be held accountable. Formal rules of evidence shall not be applicable, nor shall deviations from prescribed procedures necessarily invalidate a decision or proceedings, unless significant prejudice to the accused or the University may result.

2. The hearing shall be open only to those individuals having a direct, personal interest in the proceedings, at the discretion of the Dean of Students. Hearings are not open to lawyers engaged by the accused.

3. The accused must notify the dean of Students prior to the scheduled time of the hearing if he or she cannot be present. Failure to appear at the scheduled time without prior notification may result in adjudication of the matter in the student’s absence.

4. On occasions in which the incident of alleged misconduct involves more than one student, the Dean of Students or Judiciary Board reserves the right to consider the cases separately or jointly.

5. The Dean of Students or Judiciary Board shall raise questions pertinent to the alleged incident, to the attitude of the accused, and to his/her previous behavior.

6. All parties, including the accused, shall be excused from the hearing room when the questions are concluded.

7. A judgment will be made as to whether the student has violated University policy or published policy of the degree program. The disciplinary action, if any, shall be determined by the Dean of Students, or, if the matter is before the Judiciary Board, disciplinary action shall be recommended to the dean of Students.

8. The decision shall be reported to the accused by the Dean of Students as soon as possible. The notification shall include information pertinent to the decision.

   a. This may be done verbally when possible.

   b. This will be reported in writing even if reported verbally.

Judiciary Board Members - The Judiciary Board is made up of voluntary faculty, staff, and students and is convened by the Dean of Students on a case-by-case basis as deemed necessary.

Disciplinary Sanctions
The following sanctions are ones that may be involved when disciplinary action is taken:
1. **Growth Initiative:** A Growth Initiative is a policy that grants the possibility of immunity from punitive discipline if a student initiates an appointment with the Dean of Students and a request for help, prior to the knowledge of inappropriate behavior coming to the attention of University officials.

2. **Censure:** The action implies that the student’s behavior was inappropriate and not to be condoned. Conditions of the censure may be given in writing to the student.

3. **Disciplinary Probation:** Such probation implies that the offense was of a more serious nature. The probation becomes part of the record on file with the Dean of Students Office. The length of the probationary period will be defined for each case. When on disciplinary probation, one may or may not be eligible to participate in co-curricular activities in which the student would represent the University to individuals and groups outside of the University. Violations during the probationary period will usually result in a more punitive response.

4. **Restitution:** The offender is required to make reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages or fines. Restitution may be combined with another of the possible disciplinary sanctions.

5. **Work Assignment:** The requirement to perform certain duties as restitution for inappropriate behaviors and actions, or in some cases in lieu of fines.

6. **Fines:** Under certain circumstances, a monetary fine may be assessed. It will be posted to the student’s account along with notation as to the nature of the fine.

7. **Withdrawal:** When a student’s behavior and/or attitude seems inconsistent with University expectations, it may be determined that the student should withdraw to evaluate himself/herself and his/her relationship to Eastern.

8. **Suspension from University-Sponsored Housing:** There is no refund or release from financial responsibility.

9. **Suspension from the University:** Participation in the University as a student is suspended.

    The suspension will normally be followed by a period of disciplinary probation. Students are subject to academic penalties for work missed as a result of disciplinary action. Faculty members are not obligated to permit make-up of missed assignments and examinations in such cases.
10. **Expulsion**: One’s status as a student is terminated for an indefinite period with little, if any, likelihood of readmission.

### Appeals

1. A person may appeal a disciplinary decision made within the Eastern community to the Vice President for Student Development, who shall be the final appeal authority.

2. A written appeal must be received within one week of notification of the previous decision.

An appeal should be based on perceived irregularities in the application of the policies and procedures outlined heretofore, which had the effect of rendering the disciplinary decision arbitrary or capricious, or based on new information which was not available at the time of the hearing.

### Accommodations for Students with Disabilities Policy

Eastern University will make reasonable accommodations for students with disabilities in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. The purpose of accommodations is to provide equal access to educational opportunities to students with disabilities, and it is not intended that academic standards be lowered or essential elements of programs or courses be changed. Accommodations can include changes and modifications in the classroom, in assignments, and in the way tests are administered. Nonacademic accommodations can include changes and assistance to students relating to mobility and access to campus buildings.

Accommodations are granted on the basis of determined need and documentation of disabilities. In the event that disagreements arise between students and professors or administrators of the University over issues of accommodation, a due process procedure has been developed to settle such disagreements.

### Procedure for Requesting Accommodations

1. Students requesting accommodations on the basis of disabilities must fill out a request form that is available from the Cushing Center for Counseling and Academic Support (CCAS) and the Student development Office of Eastern University. If students require assistance in completing the form, they should request it from CCAS.

   - All requests for accommodations, both academic and nonacademic, should be submitted on the request form to the director of CCAS.

   - If the requests involve nonacademic accommodations, the CCAS director will notify the Dean of Students and send her/him a copy of the request form.
- Students are encouraged to submit a request form in advance of the semester term they plan to attend Eastern so that the request can be considered and appropriate arrangements implemented when the student begins.

2. Documentation of disabilities should accompany the request form. Documentation should be a report by a professional qualified to evaluate disabilities in areas specific to the student. Documentations might include a psycho-educational evaluation by a psychologist or educational specialist, or a report from an orthopedist, neurologist, or other physician regarding physical disabilities. The documented evaluation must be recent to indicate the extent and severity of the student’s disability and the extent of need for accommodations at the present time. This time frame will vary but is typically no longer than five years.

3. Students should make an appointment to meet with CCAS staff to discuss their specific requests and needs for accommodation. In response to the student’s written request, a decision will be made within a reasonable period of time after submission of the form. In the interim, a plan addressing the student’s needs will be put into action, if appropriate.

4. Students who have been granted academic accommodations for a particular semester are responsible to update their requests with CCAS each semester; this will not be done automatically. This typically involves providing a current list of their classes and reviewing with a CCAS staff member whether the accommodations requested previously are still appropriate. An in-person interview may be required.

5. Students whose disabilities and needs for accommodations change after initial requests for accommodations have been implemented should resubmit a request for Accommodations form stating the changes and additional or new requests for accommodations.

6. Essential components of courses or programs are listed in their respective descriptions in the Eastern University catalogs. These components will not be changed or eliminated, but modifications in the way the student meets these requirements will be made.

7. In implementing accommodations approved by the University, a letter from CCAS and/or the Dean of Students will be sent to the appropriate faculty member, administrator, or staff member. In addition, the student will be encouraged to arrange meetings with all involved faculty members to discuss the nature of his or her disability as well as specific needs for accommodations.

Procedures for Settling Disagreements Regarding Disability Accommodations
In the event of a disagreement between student and faculty or other agent of the University over an issue of accommodation, the following plans for settling disagreements will be used, affording the student due process:
1. The student should discuss his/her disagreement with the faculty member and try to resolve the disagreement.

2. If the problem is not resolved, the student should continue to reach resolution through the lines of academic authority at the University: 1) professor, 2) Director of Student Services, 3) Dean of CCGPS.

Attempts should be made to settle the dispute at the lowest level of authority possible, and if agreement is not reached after a reasonable period of discussion and negotiation, appeal to the next highest level of authority. The student should keep CCAS informed at all levels of the dispute.

3. A Disability Accommodations Committee will assist in creating, reviewing, and revising policy regarding accommodations for students with disabilities. The committee will meet twice a year and convene at other times to assist in resolving disagreements with respect to accommodations for students with disabilities. The committee will be a faculty committee of the faculty senate and composed of three teaching members of the faculty who have interest and expertise in fields that would best serve the committee (e.g., special education, psychology, nursing, rehabilitation, etc.). In addition to the core members of the committee, other faculty members and experts could be invited to serve on the committee who have expertise in the particular issue of accommodation and will meet within 10 class days after receiving a written request to consider the issue of accommodations. The Committee will provide written decision within 10 class days after its meeting. If, after its initial meeting, the committee decides that more information is needed (i.e. additional evaluation of the student), the time the committee has to provide a written decision may be extended another 10 class days. The decision rendered by the disability Disability Accommodations Committee will be the University’s final decision.

**Sexual Harassment Policy**

Believing that members of our community have the right to work, study, and communicate with each other in an atmosphere free from unsolicited and unwelcome sexual advances, Eastern University does not condone and will not tolerate behavior, verbal or physical, which constitutes sexual harassment.

Sexual harassment is a form of discrimination in violation of Title VII of the Federal Civil Rights Act of 1964, Title IX of the 1972 Education Amendments, the Pennsylvania Human Relations Act, and Eastern University policy. Unwelcome sexual advances, requests for sexual favors, inappropriate behavior of a sexual nature, and other written, verbal, or physical conduct of a sexually intimidating or offensive nature constitutes sexual harassment when:
1. Such conduct is pursued among persons who have not mutually consented (implicitly or explicitly, verbally or non-verbally) to such conduct;

2. Submission to such conduct is made, explicitly or implicitly, a term or a condition for employment, advancement, matriculation, or academic evaluation at Eastern University;

3. Submission to, or rejection of, such conduct is used as the basis for employment or academic decisions;

4. A pattern of singling out members of one sex for disproportionate attention with elements of emotional or physical pressure;

5. Such conduct has the purpose or effect of substantially interfering with an individual’s employment or academic performance or creating an intimidating, hostile, or offensive residential, work, or academic environment. Sexual harassment is unwelcome and usually repeated behavior, but in some instances it can be an action that occurs only once.

Examples of sexually harassing conduct include, but are not limited to:

1. Repeated sexually suggestive looks, gestures, or questions;

2. Repeated, unwanted, and unacceptable remarks that stigmatize or ridicule on the basis of gender or sexual matters;

3. Persistent following, letters, or phone calls discussing sexual matters;

4. Display of offensive, sexually oriented visual materials (i.e., photos or posters) except for the purposes of instruction as appropriate to course objectives;

5. Cornering or leaning over, touching, pinching, or patting;

6. Pressure for sexual favors.

Eastern University strongly urges that each member of the community know their rights and responsibilities, cooperate with those who are designated to help resolve allegations of harassment, and report incidents of harassment, especially if she/he is a victim.

**Dealing with Sexual Harrassment**

*What to do:*

1. Say no to the offender. Respond immediately and directly to the offender, indicating that the behavior or remark is not acceptable. State without smiling or apologizing that you want the behavior to stop, and make it clear that you do not approve.
2. Do not ignore the problem. Experience shows that this only makes things worse.

3. If you are unsure that your experience was sexual harassment, discuss it with a trusted friend, colleague, or a member of the Student Services staff on an informal basis.

4. Keep a written record of the harassment. Include the date, time, place, and any other relevant circumstances. Record your response to the harassment as well. Keep all relevant correspondence that may be used as evidence of harassment, such as letters, notes, or memos.

5. Find out if someone witnessed the incident or your reaction immediately after the incident. That person may be a witness for you. Take names and phone numbers for future references.

6. If you feel that your academic or work evaluation will be affected by the harassment, ask for and collect copies of past evaluations or anything that would tell the quality of your work.

The Procedure for Reporting Sexual Assault
Members of the Eastern University community are encouraged to report information regarding an alleged incident of sexual harassment or assault to the Dean of Students.

Should the alleged victim choose to do so, she/he may choose a support person who may be a friend or may be a trusted staff or faculty member of the Eastern University community. The support person may accompany and advise the alleged victim in the investigation and in any informal or formal procedures which follow.

The following procedures apply when the alleged perpetrator is a student. If the alleged perpetrator is a staff or faculty member, the Faculty representative to Administration will provide information about the procedure. To initiate an informal grievance, the victim of the alleged incident or her/his support person should inform the Dean of Students of her/his intent. The Dean of Students will seek to resolve the complaint informally in a manner satisfactory to both the complaining party and the accused party. If the complaint is not resolved to the satisfaction of both parties, the complaining party may elect to initiate a formal grievance.

The victim of the alleged incident is not obliged to pursue an informal grievance before filing a formal grievance. The victim of the alleged incident may initiate a formal grievance to the Dean of Students, after which the Dean of Students will notify the accused party of the incident. If evidence warrants it, a formal hearing will be convened. The nature of the charges necessitate that the Judiciary Board be composed of the dean of Students, at least one male faculty member, at least one female faculty member, at least one male student, and at least one female student. The fifth voting member will be of the same gender as the alleged victim. An
effort will be made that the same members of the Board be present at every hearing for the particular case. Either the victim or the accused may request that a student member be included or excluded.

If the alleged perpetrator is a member of the faculty or staff, the Dean of Students will report the incident to the Dean to whom the alleged perpetrator reports. The provisions of the Faculty and Staff Handbook, available in the full official edition of the Sexual harassment Policy, will pertain relative to hearing proceedings.

**Confidentiality and External Charges**
The University will maintain complete confidentiality regarding allegations. Only those directly involved in the alleged incident(s) and resulting investigation will have access to information concerning the case unless the alleged victim or accused chooses otherwise. The victim of criminal activity such as sexual harassment or assault is strongly encouraged to file formal charges with the local police. The victim will receive support from all members of the Student Services Office should the victim choose this option. The internal procedure will be implemented and disciplinary sanctions imposed without regard to the status of the external procedure.

Eastern University strictly prohibits any retaliation, intimidation, or coercion directed against any member of the community, anyone who intends to register a complaint, or who has done so. Any member of the community who, after appropriate investigation, has been determined to have retaliated against a complainant or one who expresses the intent to complain (or against any other party involved) will be subject to disciplinary action. If any member of the Eastern University community believes she/he has been retaliated against, that person should contact the Dean of Students.

**Inclusive Language**
Eastern University is committed to the belief that in Christ, and in the new order inaugurated in his life, death, and resurrection, there can be no room for inferior and superior categories of human beings, on the basis of gender, race, ethnic, or national origin (Galatians 3:28), physical health or ability, age, etc.

Within this conviction, Scripture teaches that male and female alike respond to the calling of God into the ministries of Christ, and that both male and female are gifted by God’s Spirit for such ministries (Acts 2:16-18). In light of the insight provided by contemporary scholarship into the ways language shapes as well as reflects culture, we have a particular responsibility to use language in ways that do not exclude members of that community, or distort the significance of contributions made by all persons to our historical and present day experience.

Therefore, the University expects all members of its community (as well as other persons who are invited to address various forums at Eastern functions):
1. To use inclusive language when speaking about or addressing human beings in written and oral communication. Faculty may return written work to students for rewriting in keeping with this expectation and should make them aware of oral communication habits which tend to be exclusive.

2. To exercise sensitivity in the selection of classroom materials and examples. It is desirable that all students feel included and recognized in academic discourse.

3. To exercise grace in ways which will allow persons to grow from traditional, habitual language patterns toward more inclusive ones.

**Class Participation**

All “talk” does not constitute good class participation. Participation that contributes to a positive grade is characterized by the following:

1. Ties personal experiences to the concepts that are being studied, giving an orderly, brief version of the experience, with a point that is stated clearly.

2. Avoids repeating in a different form points made by others.

3. Shows evidence of having completed, understood, and applied to the readings.

4. Incorporates ideas shared by others and the instructor to create a “fuller picture” of the concept under review.

5. Poses real-life questions or challenges that spring from the discussion material and attempts to shape an “informed” conclusion.

**Copies of Course Assignments**

Students are responsible for retaining a copy(ies) of all materials submitted for grading. If a paper or project is misplaced or lost in transition, the student must provide a substitute copy upon request.

**Student Services**

**Academic Advising**

Each student is assigned an academic advisor by one’s department or school. Depending on the nature of the program, the advisor may be able to assist the student with the following functions: changes of status, requests for Incompletes, petitions for exceptions to policy, grade appeals, graduation clearances, academic plans or programs of study, professional and career
advising, and other matters that will contribute to the student’s successful and timely completion of his or her chosen program.

**Student Responsibility**

It is the student’s responsibility to be knowledgeable about academic policies, curricula and services of the University, as stated in this publication and posted to [www.eastern.edu](http://www.eastern.edu), particularly with regard to degree requirements. A student experiencing personal and/or academic difficulties should contact her/his program advisor at the earliest possible time to ensure appropriate interventions and remedies.

**Career Services**

Career Services equips current students and alumni with the tools and skills needed to manage their careers in constantly changing work environments. Services include résumé critique, mock interviews, networking tips, and job search strategies. Helpful online resources, such as articles on job market trends and current salaries as well as a list of career fairs. Contact [gpscareerserve@eastern.edu](mailto:gpscareerserve@eastern.edu) for more information.

**Data and Identity Security**

Eastern has taken a layered approach to IT security. Physical access to enterprise systems is very limited and strictly controlled. Electronic access to those systems and data is dependent on who the user is, their specific relationship to the University, and what they need to know in order to function in that relationship. The IT infrastructure limits the kind of communication that can reach the systems and from where, both internally and externally. In addition to the University firewall, an intrusion detection system adds another layer of security. Other layers of security are being constantly evaluated.

Identity theft is more likely to happen in ways that are controllable by individual technology users. You can help to protect your own information by following these guidelines:

- Don't answer any e-mail that asks for personal information.
- Make online purchases only at established, reputable sites.
- Don't leave logins, passwords, PINS and personal information easily accessible to others. If you store passwords and financial information on your portable devices, be careful where they are kept and be sure to protect your files.
- Shred personally identifiable records.
E-Mail Services
Eastern University issues a unique user name (login), password, and e-mail account to each enrolled student. The Eastern University e-mail account is the primary method of communicating with students about community events, important announcements, and last-minute changes such as class cancellations. Therefore, it is very important to check the Webmail account regularly and/or follow the online instructions to redirect Webmail to a primary e-mail account. For detailed instructions on Web mail, please go to www.eastern.edu and find helpdesk – E-mail Support using the Search command.

Emergency and Crisis Information
In the case of an emergency event, we ask that all community members use their best judgment. We also recommend that each member of this community become familiar with emergency procedures. Call Security at (610) 341-1737 for emergencies on the St. Davids campus or building security at other sites.

1. Carry identification, including an emergency contact card, with you at all times.
2. Keep a flashlight, a battery-powered radio and extra prescription medication on hand.
3. If you wear contact lenses, carry glasses with you at all times.
4. Set up a contact plan. Ask someone who lives outside of your area to be your family’s contact, and include that phone number on your emergency contact card.
5. If the building you are in is affected, go to another place of safety.
6. As you use your E-Card/key to access buildings, do not allow people unknown to you to enter.

It is advisable to create an account for the EU Emergency messaging System. Go to www.eastern.edu and find Safety and Security using the Search command.

Faculty/Course Evaluations
Students evaluate instructors and curriculum regularly using an electronic evaluation system. Students receive notification via their Eastern e-mail address informing them that a course evaluation is available for completion with instructions to access the evaluation.
ID Cards (E-Cards)

Students must have an ID card in order to use the library, to obtain borrowing privileges at area libraries, and to participate in activities on the St. Davids campus. Students may also be asked to identify themselves to security or other University personnel.

Inclement Weather

Decisions to cancel class will be made by 3:30pm on a weekday and 6:00am on Saturday mornings. Please call us or listen to the radio after 3:30pm or 6:00am, respectively.

In the event of a cancellation, classes for accelerated programs will be rescheduled, usually on another night of the week or on a Saturday, in order to meet the required number of seat hours. You will be informed of the make-up arrangements through your instructor.

As adult students, you will have to use your own judgment regarding travel conditions from your area. If you determine that it is unsafe to travel and the class has not been cancelled, CCGPS attendance policy will apply.

If the University is closed or classes are delayed due to inclement weather (snow, ice, extreme weather conditions), there are two convenient ways for you to stay informed:

- The CCGPS Information Bulletin Board
- The CCGPS Information Bulletin Board (found on our phone system) will be updated with information concerning those classes affected.

Radio

Philadelphia Area
Should we close or delay classes in the Philadelphia area (including Reading), a radio announcement will be made on KYW News radio, 1060 AM; our school closing number is listed in Delaware County and is 1207.

Central Pennsylvania Area
Should we close or delay classes in the Central PA area, a radio announcement will be made on WARM 103 FM; schools are listed alphabetically, by name, and according to the type of closure (full closing, delay of 2 hours, etc.).

School Closing Information
Go to www.eastern.edu and enter School Closing Info into the search window to review the current status of facilities and operations at campuses and locations operated by Eastern University.

---

1 To access our CCGPS Information Bulletin Board, please call the voice mail system at (610) 225-5000; once you hear “Hello, Repartee Messaging System,” dial 2834 and the recorded message will begin. The standard message indicates that there are no messages at this time. For those making long distance phone calls, please feel free to dial (800) 732-7669; at the menu, dial 2834.
Text Alerts
If you would like to receive text messages alerting you to class cancellation due to weather closure, sign up for text alerts by clicking here. Fees may apply depending on your mobile phone contract, please contact your wireless provider with any questions.

Online Courses/Blackboard
Eastern University uses Blackboard for the e-learning environment. The Blackboard system is easy to navigate and is specifically designed for online and hybrid learning in today’s classrooms. This system allows students and faculty access to their courses anytime, anywhere.

In order to access an Eastern University online course, your computer and internet service must meet minimum system requirements.

System
- XP Service Pack 3, vista Business or Premium, Windows 7, Apple Leopard or above

Processor
- 1 GHz or better, 2+ GHz preferred

Hard Drive
- 80GB for new equipment (20GB minimum), 160+GB preferred

Memory/RAM
- 2 GB, 3 GB preferred

Software
- Microsoft Office 2007, Microsoft Office for Mac 2008 (Word, PowerPoint, Excel)
- Current versions of: Anti-virus software (e.g., McAfee 8.x), Adobe reader 8.x or higher
- Anti-spyware software for PC (Adaware or Spybot, downloadable free from the web)

Internet Connection
- Dial-up is not permitted
- Broadband connection (DSL, FiOS, cable, etc.)
- Wireless– 802.11 b/g

Web Browser
• Current version of either: Mozilla Firefox 5.x, Internet Explorer 7 or higher

• For Macs: Safari or Mozilla Firefox 5.x

• Java 6.x

**Communications Tools**

• Webcam (optional)

• Microphone and headset (needed for Adobe Connect)

The following is the step-by-step process to access your Eastern University online course.

• Open your internet browser

• Type in the URL: [http://eastern.blackboard.com](http://eastern.blackboard.com)

• A screen will appear with a **Login** button

  - Click the **Login** button. It will redirect you to a new screen with two lines for your specific information

  - In the **Username** box, type your username and, in the **Password** box, type the password that was provided to you by Eastern.

    Remember that everything is case sensitive, so type it exactly as you received it.

  - Click **Login** when both your **username** and **password** have been typed into the appropriate boxes.

    This should take you to a Welcome page where you will see Eastern University in the top left hand corner, a “Welcome....” banner, several boxes of information, and a **Tool Box** on the left-side of the screen

  - Under the **My Courses** box you will see any courses you are enrolled in. Place your cursor over the title of the course you would like to enter, left click and this will take you to your course information.

If you have problems accessing your course, please contact your faculty member.

Some popular ISP’s have difficulty using e-learning platforms like Blackboard. If you must use an ISP that is having difficulty, minimize your ISP’s home page and open another Internet browser.
such as Internet Explorer or Netscape. This may alleviate any conflict your ISP may have with Blackboard.

**Online Grades**

Grades are entered by the registrar as they are received from faculty. Cumulative credits and GPA statistics are updated weekly.

To access student records:
1. Go to myEastern (my.eastern.edu)
2. Enter your username and password
3. Click on Student Records tab
4. Under Grade Report option on right side of screen, select proper term from drop-down list
5. Click on View Final Grade Report link below drop-down list

For additional help, go to www.eastern.edu and enter Tech Support in the search window. If you forgot your login and password for myEastern, contact CCGPS Student Services at student-services@eastern.edu.

**Parking Permits**

Vehicle registration forms are completed online as part of the registration process for most CCGPS students. Please refer to the CCGPS Online Orientation ([http://tiny.cc/euorientation](http://tiny.cc/euorientation)) for detailed information on how you may obtain a parking permit. Not all CCGPS locations require parking permits, be sure to determine the requirement of your location. Permits should be displayed at all relevant locations to identify the vehicle to the campus or site security. Please abide by posted parking lot restrictions in order to avoid receiving a ticket.

**Registration**

Students enrolled in semester-based programs may use online registration at announced periods. To do so, follow the directions below to reach the online registration section in myEastern:
1. Go to myEastern (my.eastern.edu)
2. Enter your username and password
3. Click on Registration tab
4. Follow the directions on the Registration homepage to register online

Students enrolled in cohort-based programs are registered in advance for all courses in the major program of study, unless there is an interruption in attendance. Students should contact the Registrar’s Office to re-register. Tuition rate and fees in effect at that time will apply.

**Writing Services**

Professional Writing Assistants help students improve writing basics like punctuation, structure, and documenting sources, identify areas of strength and weakness, and solve problems with written expression. The goal is to help students improve their writing skills and become more proficient in reviewing and revising their own work. Students can receive writing assistance by contacting Diane Moser, Professional Writing Assistant (dmoser@eastern.edu).