

# STUDENT HANDBOOK

## EASTERN UNIVERSITY



This handbook is designed as a guide for Eastern University College of Arts and Sciences (CAS) students. Some of the information is intended for ALL students in ALL Eastern University schools, while other information is only intended for students in the College of Arts and Sciences.

Direct your questions concerning this to the Student Development Office at 610-341-5822.

As the needs of the community change, so will the EU Student Handbook. When significant contents are revised, changes will be communicated through Student Development's electronic newsletter, "The Waterwheel", and/or will be posted on the Eastern University website. Please visit the website for the most up-to-date version of this handbook.

All students in the CAS are responsible for reading The Waterwheel every week, sent to CAS students through their EU e-mail addresses. Paper copies of The Waterwheel can be obtained from the Student Development

# TABLE OF CONTENTS

<b>STUDENT DEVELOPMENT MISSION STATEMENT</b>	4
<b>STUDENT DEVELOPMENT</b>	5
THE CUSHING CENTER FOR COUNSELING AND ACADEMIC SUPPORT (CCAS)	5
COUNSELING	5
TUTORING	6
WRITING CENTER	6
ACT 101: THE PENNSYLVANIA HIGHER EDUCATION EQUAL OPPORTUNITY PROGRAM	6
OFFICE FOR TALENT AND CAREER DEVELOPMENT	ERROR! BOOKMARK NOT DEFINED.
STUDENT GOVERNMENT ASSOCIATION	7
INTERNATIONAL STUDENT AND SCHOLAR SERVICES	7
ATHLETICS	8
HEALTH CENTER	8
EVENING & WEEKEND MEDICAL CARE	9
MEDICATIONS	9
PREVENTIVE HEALTH REQUIREMENTS	9
HEALTH INSURANCE	9
ABSENTEEISM DUE TO ILLNESS	10
EMERGENCY ROOM VISITS	10
OFFICE OF FAITH & PRACTICE	ERROR! BOOKMARK NOT DEFINED.
<b>RESIDENCE LIFE AT THE ST. DAVIDS CAMPUS</b>	13
RESIDENCE HALL ORGANIZATION	13
ROOM SELECTION & ASSIGNMENT	14
SUMMER HOUSING	15
BREAK PERIODS	15
OCCUPANCY CALENDAR	16
<b>CARE, USE OF &amp; RESPONSIBILITY FOR RESIDENCE HALL ROOMS</b>	17
CHECK-IN & REGISTRATION	17
CHECK-OUT	17
PHONES	19
LOUNGES	19
SEARCH AND SEIZURE GUIDELINES	20
OTHER EXPECTATIONS	20
GUESTS & VISITORS	22
VISITATION POLICY	22
<b>STUDENT ACTIVITIES</b>	24
STUDENT ACTIVITIES BOARD	24
CLUBS & ORGANIZATIONS	25
<b>CONVOCATIONS &amp; UNIVERSITY-WIDE LECTURES</b>	27
<b>ACADEMIC ARRANGEMENTS</b>	28
THE UNIVERSITY REGISTRAR	28
TRANSCRIPTS	28
ADVISEMENT	28
STUDENT ABSENCES	29
WITHDRAWAL FROM THE UNIVERSITY (CAS)	29
CLASS CANCELLATION EMERGENCIES	29
<b>FINANCIAL ARRANGEMENTS</b>	31
HOUSING DEPOSIT	31
PAYMENT OF BILLS	31
INDEBTEDNESS	31
STUDENT ACCOUNTS	31

<b>STUDENT AID OFFICE</b>	32
<b>STUDENT IDENTIFICATION AND ACCESS CARD: THE E-CARD</b>	33
<b>STUDENT RIGHTS, FREEDOMS &amp; RESPONSIBILITIES</b>	34
STUDENT RECORDS	34
INSPECTION REQUEST	34
RECORDS CHALLENGE	34
<b>STUDENT LIFE</b>	35
<b>BIBLICAL STANDARDS OF CONDUCT</b>	37
BEHAVIORAL STANDARDS AND EXPECTATIONS	37
DISCIPLINARY PENALTIES FOR ACADEMIC DISHONESTY	40
DISCIPLINARY SANCTIONS	42
<b>ON-CAMPUS VEHICLE REGULATIONS</b>	44
<b>IMPORTANT POLICIES AND INFORMATION</b>	46
CONTINUED ENROLLMENT POLICY	46
POLICY ON COMPUTING AND NETWORK ETHICS	46
SAFETY TRANSPORTATION/ESCORT POLICY (ST. DAVIDS CAMPUS)	49
SEXUAL ASSAULT POLICY	50
SEX DISCRIMINATION POLICY	51
SEXUAL HARASSMENT POLICY	54
VICTIM'S RIGHTS AT EASTERN UNIVERSITY	56
ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES POLICY	57
EMERGENCY AND CRISIS PLANS	61
EMERGENCY SITUATION PROTOCOL FOR RESIDENT STUDENTS	62
EMERGENCY NOTIFICATION	62
MISSING STUDENT POLICY	68
INCLUSIVE LANGUAGE	70
WHAT EASTERN UNIVERSITY WANTS YOU TO KNOW ABOUT ALCOHOL & THE LAW	71
GRADE APPEALS	71
FINAL EXAMINATIONS	71
MUSIC AND DANCING POLICY	72
GUEST POLICY	72
DIVERSITY AT EASTERN UNIVERSITY	72
SUNDAY OBSERVANCE	73
STUDENT RESPONSIBILITY TO RECEIVE, READ AND RESPOND TO COMMUNICATIONS	73
POSTING OF NOTICES	74
EU BRANDING POLICIES	75
<b>FACILITIES AT THE ST. DAVIDS CAMPUS</b>	75
WARNER MEMORIAL LIBRARY	75
ACADEMIC COMPUTER LABS	79
EASTERN BOOKSTORE	80
MCINNIS LEARNING CENTER	81
ATHLETICS FACILITIES	81
WALTON HALL	81
DINING OPTIONS	82
MAIL CENTER/AUXILIARY SERVICES	83
THE KAGE AT KEA-GUFFIN HALL	84
TELEPHONE LISTINGS	85
FREQUENTLY CALLED OFFICE TELEPHONES	85

# STUDENT DEVELOPMENT MISSION STATEMENT

Eastern University is deeply committed to "student development" as an essential element of our educational mission as a Christian University. While our academic programs develop the ability to communicate effectively, both in writing and speaking, to think analytically, critically and independently, our student development program is designed to challenge and support students in their intellectual, physical, interpersonal and spiritual development. We are concerned that our students not simply accumulate credits that will earn them a degree; rather, we desire that our students become integrated persons who think and behave intentionally as Christians in all of their endeavors. We believe that learning opportunities exist within both the curricular and co-curricular dimensions of the University and both are critical in this regard. In the academic realm, students are challenged to explore the various theories current in philosophy, psychology, biology, and so on. In the student life realm, students are challenged to explore their own values and beliefs so as to come to a world and life view to which they can be committed.

Eastern University is committed to an educational philosophy that will bring our students to the point in which their intellectual, spiritual, and value commitments will be internalized and integrated into their very being. The process of coming to a personal "identity" requires a wide variety of experiences which help students clarify their interests, skills, attitudes and beliefs so as to come to a genuine sense of commitment. Providing students with both significant challenges and tangible supports is essential to the mission of student development at Eastern. An important dimension of support is the creation of a nurturing Christian community. While it is natural to value tranquility, and while some would value tranquility as a primary characteristic of a Christian community, it is obvious that a significant amount of conflict is essential for growth, particularly within the context of an academic living-learning community. This conflict that creates opportunities for growth comes by way of competing lifestyle issues, different interpretations of politics and ideology and vigorous argumentation with regard to moral and ethical issues. A University that struggles with the challenges of being a more inclusive than exclusive community such as Eastern University is, provides students with the opportunity for significant personal growth.

Central to Eastern's goal of student development is that our students receive an education that is liberating, one that demonstrates through teaching and through community life, the wonder of science, the splendor of art and the power of a redemptive relationship with God through a personal experience with Christ.

Eastern's student development program values the principle of individual responsibility and freedom within the context of community norms and standards. At Eastern University the Bible provides the necessary framework and standards for our behavior and our conduct. While we recognize there is great diversity among us in terms of commitments and beliefs, we nonetheless expect that our students submit themselves to the example and teaching of Jesus Christ in our dealings with one another and to the policies and behavioral standards unique to this community.

# STUDENT DEVELOPMENT

Bettie Ann Brigham, Vice President for Student Development, Daryl Hawkins, Dean of Students, and Sara Ralph, Assistant Dean of Students for Residence and Student Life as well as the entire Staff in Student Development, are concerned with the interpersonal, intellectual, and spiritual growth and development of all students. They work together to provide programs, environments, and comprehensive student services that facilitate and enhance the developmental process of students while in college. The following departments and offices fall under the Student Development umbrella: The Cushing Center for Counseling and Academic Support (CCAS) including counseling, writing support, tutoring and disability accommodations, Student Activities, Service Learning and Office of Faith & Practice, Athletics, Student Health Center, Housing, Talent and Career Development, Conferences and Special Events, Auxiliary Services, International Students, Safety and Security, Multicultural Student Advisory Board, Leadership Program, and Student Government Association. The Student Development Office is located in Room 200 on the third floor of Walton Hall. Call (610) 341-5822 or (610) 341-5823 for further information.

## THE CUSHING CENTER FOR COUNSELING AND ACADEMIC SUPPORT (CCAS)

The Cushing Center for Counseling and Academic Support, located on the St. Davids campus in Walton Hall, offers counseling, tutoring, writing assistance, and academic coaching designed specifically to help students in the College of Arts & Sciences (CAS) maximize their traditional undergraduate experience at Eastern University. Writing assistance is also available to students in colleges other than CAS (see Writing Center below for more information).

Disability services are administered by CCAS to qualified students enrolled in any program of the University.

### **Counseling**

Counselors offer evaluation and counseling to students seeking help with personal and psychological concerns ranging from difficulty adjusting to college to issues of depression and anxiety. Services are offered to currently enrolled students in the College of Arts & Sciences during the fall and spring semesters on weekdays from 9 a.m. – 5 p.m. Limited evening hours may also be available. There is no charge for services; however, due to demand and scheduling limits particular services may or may not be available at any given time.

Currently enrolled students in the College of Arts & Sciences are eligible for an initial evaluation in which the student's reasons for seeking counseling will be discussed and assessed. Following the evaluation, the counselor will make a recommendation regarding what type of support or treatment would be most beneficial for the student. If appropriate, the student may be referred for further counseling sessions at CCAS or may be referred off campus. A treatment plan including target goals and a recommended number of sessions may be proposed.

Students assessed to have needs that exceed what CCAS counseling services are designed to offer will be referred to off-campus resources. Examples include students whose problems require a specific expertise (e.g., certain eating disorders, severe obsessive compulsive disorder, drug and alcohol problems, marital/family therapy), students who need or are likely to need after-hours and/or year-round access to services, and students with chronic or severe mental health problems which require close monitoring and/or coordinated psychiatric support. The determination of whether a student can be adequately served by CCAS counseling services is made by the counselor. Payment for off campus counseling, psychiatric services, and medication is the responsibility of the student.

CCAS provides crisis response to students in the College of Arts & Sciences and consultation to faculty and staff during its normal hours of operation.

Counseling services are confidential, except in cases of imminent danger or when sharing of information is permitted or required by law. Contact CCAS directly for more detailed information about the confidentiality policy.

To request an appointment or inquire about services, stop by Walton 210 or call (610) 341-5837. Appointments are not made via email.

### **Tutoring**

Currently enrolled students may request peer tutoring for courses offered for the current session in the College of Arts & Sciences at the University. Peer tutors are undergraduate students who have performed well in the subject area and have been recommended by their professors to tutor. Tutors are trained and supervised by the Tutorial Coordinator. Tutors may also provide help with study skills, test-taking, and time management, depending on demand and availability. Tutoring sessions are usually scheduled by appointment in an individual or group format and held in Walton Hall.

The Tutoring Center is not staffed to provide help with preparation for standardized tests (e.g., PRAXIS, GRE, MCAT, etc.) or with English as a Second Language (ESL) needs outside the context of tutoring for a specific course. Students wanting assistance in those areas are advised to contact their programs or departments for referrals to other resources.

To request a tutor, students will submit a written request form, available in Walton 208 or 210 or at [http://www.eastern.edu/campus/academic\\_support\\_services/tutoring.html](http://www.eastern.edu/campus/academic_support_services/tutoring.html). Stop by or call (610) 341-5836 or (610) 341-5837 for further information.

### **Writing Center**

At the Writing Center peer writing assistants work with College of Arts and Sciences students in a personal, one-on-one environment. 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. Located in Walton 205, the Writing Center is open Sunday-Thursday from 6-9 p.m., and Monday-Friday from 11 a.m. – 2 p.m. During Fall and Spring semesters, services are available to currently enrolled students in the College of Arts & Sciences by appointment or on a walk-in basis. Appointments can be made by using the appointment book in Walton 205. Students in colleges other than Arts and Sciences can receive writing assistance by contacting Diane Moser, Professional Writing Assistant ([dmoser@eastern.edu](mailto:dmoser@eastern.edu)).

The Writing Center is not staffed to provide help with conversational English to non-native speakers. Students wanting assistance in developing English proficiency are advised to contact their programs or departments for referral to resources. For further information, stop by or call (610) 341-5837 or (610) 341-1453.

### **Act 101: The Pennsylvania Higher Education Equal Opportunity Program**

Act 101 is a state-supported program designed to foster academic success and leadership ability in

Pennsylvania residents with certain academic and financial needs. Participants are undergraduate students in the College of Arts & Sciences and are typically identified by CCAS and invited into the program before or shortly after they begin their first semester of study. Many Act 101 students begin with the EQUIP pre-college summer program and continue with an individualized program of tutoring, counseling, advising, and developmental reading and writing courses. Eligible students who do not attend EQUIP may get involved with Act 101 after admission. Act 101 students enjoy special social activities and academic recognition events. Contact CCAS for further information.

### **OFFICE FOR TALENT AND CAREER DEVELOPMENT**

The Office for Talent and Career Development is available for all first-year students through senior students in the College of Arts and Sciences. Individual counseling and testing can help identify possible career choices or university majors. Help with resume writing, interviewing skills, and job search skills is readily available through workshops and one on one sessions. Watch for weekly bulletins of part-time and full-time jobs and internship opportunities in the mailroom and on the website, as well as announcements of on-campus recruiters, job fairs, and other events. College of Arts & Sciences students should contact Talent and Career Development at (610) 341-5827 or [careers@eastern.edu](mailto:careers@eastern.edu). Students in the Campolo College of Graduate and Professional studies should contact Career Services at 610-341-1397.

### **STUDENT LEADERSHIP DEVELOPMENT**

For those students with a gift for leadership and a desire to lead, there are opportunities to serve and receive training and encouragement through the Resident Assistant program, Student Ministries, Student Government and many many others. The **Leadership Fellows Program** admits a cohort of entering students each year and includes coursework and experiential learning.

### **STUDENT GOVERNMENT ASSOCIATION**

The undergraduate Student Government Association consists of the Executive Board and the, the Senate. The Executive Board consists of the Executive President, Executive Vice-President, Secretary, Treasurer, and Parliamentarian. The Senate consists of President, Vice President, Secretary and Treasurer from each class all with voting power. The Executive Board oversees the Senate and directs the agenda for each meeting. The Executive Board, at times, will also implement standing committees to make SGA an effective governing body. The Senate votes on what is brought before them. Elections for first-year students are held in September and sophomore, junior, senior, and Executive Board members are held in April.

### **OFFICE OF INTERNATIONAL STUDENT AND SCHOLAR SERVICES**

The Office of International Student and Scholar Services (OISSS) provides information and document services to international students and scholars sponsored by Eastern University on F-1 and J-1 visas, and insures that Eastern University comply with the corresponding visa regulations required by the U.S. Department of State and the Department of Homeland Security. Additionally, OISSS assists international students and scholars to accomplish the academic and cultural exchange goals for which they came to Eastern while also enhancing diversity and global awareness within the campus community.

International student visas require full-time enrollment in consecutive terms, defined as a minimum of 12 credits at the undergraduate level, or 9 credits at the graduate level. International students must check with OISSS before dropping or withdrawing from courses. Visa regulations also restrict employment for international students, who may only work on-campus. Many campus jobs require Federal Work Study for which international students are not eligible. International students should consult with OISSS if they have questions

about employment, to acquire the necessary documents before traveling, or to prepare for graduation, which marks the end of visa status.

The OISSS also operates the Intensive English as a Second Language (IESL) program that serves international students who need to improve their English proficiency prior to starting a degree program at Eastern University.

More detailed information for international students can be found on the website at

<http://www.eastern.edu/student-life/international-student-services>

## ATHLETICS

Eastern University is a member of the National Collegiate Athletic Association (NCAA) Division III, and the Middle Atlantic Conference (MAC), competing within the Freedom Conference.

### **Men's Athletics**

Eastern has intercollegiate teams for men in the following sports:

- Fall – Soccer, Cross Country
- Winter - Basketball
- Spring - Baseball, Tennis, Golf, Lacrosse

### **Women's Athletics**

Eastern has intercollegiate teams for women in the following sports:

- Fall - Field Hockey, Volleyball, Soccer, Cross Country
- Winter - Basketball
- Spring - Lacrosse, Softball, Tennis, Golf

### **Cheerleading**

Both male and female students have the opportunity to participate in the athletic program as cheerleaders. Cheerleaders are an integral part of the school's desire to create a spirited campus. Contact the Athletics Office for more information.

### **Intramurals**

Eastern's intramural sports program for students in the College of Arts and Sciences has the objective of getting everyone involved in athletics and recreation. Both residents and commuters are welcome to participate. Men and women compete in many events, with some being run tournament-style and others as a league – offerings vary based on interest and facility availability.

## HEALTH CENTER

The Suzanne Walton Health Center serves all traditional full-time undergraduate students and international students. The Health Center is located in Doane Hall, Section A Ground Level, with offices for the Nurse-Director, University Physician, examination rooms, and a waiting room. We offer a Self-Care Center where students can get over-the-counter medications, as well as medical information on many pertinent health topics. The Health Center is not a general hospital but functions as a practitioner's office. A physician is available in the Health Center seven hours a week by appointment, or walk-in as available. Physician and nurse visits are free for full-time undergraduate students. Daily hours can be viewed on the Health Center website. Eastern provides medical services for the convenience of students and includes blood testing, throat cultures, travel vaccines and yearly influenza immunizations as well as referrals to local specialists. Crutches, ice packs and ace bandages are also available, and there are charges for medical supplies.



The Health Center is HIPPA compliant, and therefore the confidentiality of the student's health records will be observed. A signed release by a student will be necessary in order to share medical information. Medical care through the Eastern Student Health Center is reserved for traditional undergraduate students.

Although students are expected to assume full responsibility for their well-being, the Health Center is prepared to provide professional medical care and health-related counseling. When students become ill or injured they should come to the Health Center to see the nurse or University physician. X-rays and laboratory tests are available nearby and will be billed directly to the student insurance carrier. Eastern's Webpage (eastern.edu) lists many self-helps, links to nutrition and wellness sites, local doctors, dentists and claim forms for the health insurance. The Health Center phone number is (610) 341-5955.

### **Evening & Weekend Medical Care**

If students need a physician's care at other times, arrangements should be made to see a doctor off campus at the student's expense. Students are not charged for the physician's services on campus, provided they have filed a completed health form as required for enrollment. In addition to the services on campus, the Health Center has an up-to-date file of local medical services and resources not available on campus. In case of resident student emergencies after normal Health Center hours, the student should report to their Residence Hall Director. The Residence Hall Director will then seek the advice of the Health Director or refer the student directly to a local medical facility. Bryn Mawr and Paoli Hospitals are nearby for emergencies and prolonged illnesses. Students are urged to make their best judgment about emergency medical care after communication with parents and guardians. Students who return from an emergency room visit should bring documentation of their discharge to the Health Center upon returning to campus.

### **Medications**

Some commonly used prescription medications are available to students at the Health Center at low cost. Other prescriptions can be filled at a local pharmacy at the student's expense. There is a Self-Care Center in the Health Center for uncomplicated colds, headaches, and sore throats with over-the-counter remedies available. Allergy injections and immunizations are available at reduced cost. The Student Health Center does not, in any case, administer medications that are to be taken daily including psychotropic. Students are strongly encouraged to bring their own first aid kits.

### **Preventive Health Requirements**

Eastern requires all full-time undergraduate (domestic and international) and resident students to submit a medical examination form and immunization record that have been completed by their personal physician. This information is confidential and may not be released without the student's consent. Current students may access and print their own immunization record via the E-net if needed for international travel or job placement. Students **will not be permitted to move into the residence halls** until the form is on file in the Health Center.

### **Health Insurance**

Coverage for accident and illness is mandatory for all full-time undergraduate and international students. Such coverage can be provided by the student's parent or guardian, or under a group policy available through the university. An exemption from the Eastern University Student Health Insurance Plan can only be secured by providing proof of existing coverage through the online waiver/enroll process at: [www.firststudent.com](http://www.firststudent.com). Students must waive or enroll each year. The University Plan provides primary insurance for basic accident and sickness expenses, major medical coverage, and accidental death and dismemberment benefits. Married students may select dependent benefits for an additional premium.

The Eastern University Student Health Insurance Plan provided through FirstStudent provides coverage annually beginning in mid-August. The brochure explaining the policy is available online at [www.firststudent.com](http://www.firststudent.com); it is recommended that all students read the policy and exclusions prior to enrollment. Students are reminded that the university does not assume responsibility for injuries sustained in any university activity. Students are urged to maintain sufficient insurance for their protection. Coverage is needed not only for injuries sustained during athletic activities (on campus as well as off) but also during intramural sports, extra-curricular activities, physical education classes, laboratories, etc. Information regarding insurance is available in the Health Center and on the health center website [http://eastern.edu/centers/health\\_center/index.shtml](http://eastern.edu/centers/health_center/index.shtml). Students MUST provide proof of exemption online. Failure to do so annually will result in automatic enrollment for the University's health insurance policy. Once the deadline has passed, no refunds will be given for failure to waive.

All students are to carry their own medical insurance card. Students should be aware of how to use their insurance and prescription cards. If a student has HMO insurance, it is advised that they establish a primary care physician in the Wayne area.

### **Absenteeism Due to Illness**

Students are responsible for contacting their professors, advisors, and the Student Development Office when any illness prevents them from attending class, class-related activities, or exams. Professors may call the Health Center to verify that the nurse or physician saw the student due to illness. The Health Center will not provide written excuses unless the student has been seen by the Health Center nurse or physician and, as a result, is sent home for a week or more. Students who miss classes for more than a week due to illness but are not treated on campus should submit a physician's report to the Health Center upon their return to classes and to the Dean of Students in case documentation is needed for academic consideration.

### **Emergency Room Visits**

Any resident student that is treated in a local Emergency Room must provide a copy of their "discharge instructions" to their Residence Director **and** the Student Health Center upon return to the residence hall. These instructions will be reviewed with the student and remain part of the student health file. Students should go to Emergency room only in a true emergency. Many insurance policies will no longer pay for Emergency Room visits for minor illnesses such as nausea, sore throat or ear pain or visits that do not lead to "hospital admission".

## **OFFICE OF FAITH & PRACTICE**

The spiritual formation of students is an integral part of their education. As Dr. M. Robert Mulholland Jr. notes, "Spiritual formation is a process of being conformed to the image of Christ for the sake of others" (*Invitation to a Journey*, [Intervarsity Press, 1993], p. 12). We acknowledge that the foundation for spiritual formation begins with a personal relationship with Jesus Christ. It is on this commitment that weekly chapel, chapel worship team ministry, campus ministries, service-learning programs and mission trips are rooted. The following staff members (with areas of responsibilities) comprise the *Office of Faith and Practice*:

**Joseph B. Modica, Ph.D.** (610-341-5826 / [jmodica@eastern.edu](mailto:jmodica@eastern.edu))  
University Chaplain & Associate Professor of Biblical Studies

Offers *general oversight*, including the weekly chapel program, which takes place every Wednesday morning at 10:00 am in the gymnasium. There are also other opportunities for corporate worship, such as, Wednesdays and Sunday evenings.

Offers *pastoral care* for students, faculty and staff. All students are strongly encouraged to participate in an area church. There is an annual “Area Churches Day” which introduces students to area pastors and their churches. There is also an *Area Churches* brochure distributed to all first-year students, as well as being located on our web site.

Oversees the *Student Chaplain program*, which consists of approximately 30+ highly selected students, who assist students (residential and commuters) in their relationship with Jesus Christ. Student Chaplains lead weekly “Grow Groups” Wednesday evenings at 10:00 pm (St. Davids campus).

**Megan D. Acedo, M.Div, M.S.W.** Coordinator of Student Ministries & Service Learning  
(610-341-1830 / [macedo@eastern.edu](mailto:macedo@eastern.edu))

*Directs Service Learning* opportunities for approximately 450 students to do 20 hours of service in the fall semester as part of the first year seminar course--INST 150 “Introduction to Faith, Reason and Justice.”

#### **Service-Learning Opportunities:**

- **The Commodore Barry School in Philadelphia** (our “sister” elementary school)—*tutoring, assisting teachers, mentoring*
- **City Team Ministries**—*outreach to homeless, poor, & drug addicted*
- **Good Works, Inc.**—*rehabilitation of sub-standard housing*
- **MANNA/Metropolitan Aids Neighborhood Nutrition Alliance**—*prepare nutritious meals for people with HIV/AIDS*

*Supervises Campus Ministries*, which includes Habitat for Humanity, Prison Ministry, Y.A.C.H.T. (Youth Against Complacency and Homelessness Today), Watchman Prayer Ministry, Transformed! and others (See below for a brief description of each ministry).

**Habitat for Humanity:** Eastern University’s chapter of Habitat for Humanity was one of the first university chapters in the nation and works with neighboring urban chapters in renovating abandoned housing to provide home-ownership opportunities for low-income families. Student volunteers work under the supervision of Habitat staff people. Workdays average about two Saturdays per month. Students also participate in Habitat mission trips during spring break to work on a housing project somewhere in the USA or abroad.

**Prison Ministry:** The Prison Ministry consists of students who lead worship services held every Friday evening at the Philadelphia House of Corrections. The students also meet informally with inmates before and after the worship service.

**Transformed!:** This is a student-led Christian drama team that has established an excellent reputation for the quality of its programs and the testimony of its members Using contemporary theatre as a means of proclaiming the gospel message, *Transformed!* performs programs consisting of skits that challenge the audience to reflect on society and to live consistent Christ-like lives. (Membership is by audition. This can be taken for academic credit).

**Watchmen Prayer Ministry:** This ministry group provides many outlets for the Eastern University community to grow in prayer and to reach out to the community through prayer.

**Y.A.C.H.T. Club:** Youth Against Complacency and Homelessness Today is made up of concerned

students who address issues of apathy and reach out to assist the homeless in Philadelphia.

*Oversees Missions Efforts: Missions Forum* (annually in October), short term missions trips like annual Spring Break trips to the *Dominican Republic* (Food for the Hungry) and with *Habitat for Humanity (United States)*, and other trips in May and January.

**Theresa Noye, M.Ed.** (610-341-5992 / [tnoye@eastern.edu](mailto:tnoye@eastern.edu))  
Chapel Worship Team Advisor & Residence Director, Kea-Guffin Hall

*Supervises Chapel Worship Teams:* Various team leaders, vocalists, and instrumentalists are chosen to lead the Wednesday morning campus-wide chapel service. These teams share a range of styles and sounds so as to reflect the diversity in our community. Members of the teams are selected through the *Office of Faith & Practice*.

**Peder Wiegner, B.A.** (610-225-5040) / [pwiegner@eastern.edu](mailto:pwiegner@eastern.edu) *Administrative Assistant*  
Assists with the day-to-day operations of *The Office of Faith & Practice*

<p>If you have any questions, please contact the Office of Faith &amp; Practice at 610-225-5040 or visit our web site at <a href="http://www.eastern.edu">www.eastern.edu</a> (Click “Student Life” then “Office of Faith &amp; Practice”)</p>
--

# RESIDENCE LIFE AT THE ST. DAVIDS CAMPUS

## PHILOSOPHY

Much of the maturing and learning that is part of the undergraduate student's experience involves confronting new ideas and differing viewpoints. Progressive integration of ideas and theories that result from interaction with diverse ways of seeing life is foundational to a student's personal and intellectual development. The process of coming to a personal identity requires various experiences, which help the individual clarify interests, skills, attitudes, and beliefs and to come to a genuine sense of commitment.

At Eastern, it is our goal to provide a residence hall environment that allows for experimentation with differing roles choice within the context of alternatives, and meaningful achievement in a wide variety of activities. The university years often are associated with stress and anxiety, and we seek to provide the support that allows growth to occur even within the context of difficult life experiences.

Eastern University strives to be a true Christian community. As such, we value the principles of individual responsibility and freedom, within the context of community norms and standards. As a community, Eastern includes a very wide range of persons from different cultural, racial, and socio-economic backgrounds. Within the context of such diversity, we purposefully strive to meet the social and spiritual needs of students by providing a sense of rootedness and belonging, a sense of affiliation with friends, and a relation to the larger community. The communal character of Eastern is a powerful and positive dimension of Eastern's educational process.

To facilitate a varied residence life experience, Eastern houses students in suites, traditional residence hall living and apartments with intentional efforts to encourage residents to experience life with others who are from different backgrounds, communities etc.

## RESIDENCE LIFE STAFF

Bettie Ann Brigham, Vice President for Student Development, works with Daryl Hawkins, Dean of Students and Nathaniel Stutzman, Assistant Dean of Students, to administer the Residence Life Program.

### **Residence Hall Directors (RDs):**

Heidi Birtwistle, Hainer Hall  
Nichelle Bennett, Gough Hall  
Calvin Skinner, Sparrowk Hall  
Ben Howard, Gallup Center  
Theresa Noye, Kea/Guffin Hall  
Nathaniel Stutzman, The Village Apartments  
Anthony Harris, Eagle Hall  
Sara Ralph, Doane Hall

## RESIDENCE HALL ORGANIZATION

Three components of resident hall leadership work together to provide governance for residence life:

1. The **Hall Council**, elected by the residents of each hall, serves on a volunteer basis and is given responsibility to organize and carry out hall activities.
2. The **Resident Assistants (RAs)** serve as resource people to the entire hall program. RAs are undergraduate students who have exhibited leadership qualities and interpersonal skills that allow them to be successful in a peer leadership position. The RA position is considered one of the premier leadership training positions on the campus.

3. Finally, the ultimate responsibility for the hall lies with the **Residence Hall Director (RD)**, usually a master's level, student development professional who is involved in every aspect of student life pertaining to their buildings.

## **UNIVERSITY HOUSING**

**University Housing** refers to any housing managed by Eastern University's Office of Student Development. This includes housing located on the St. Davids campus and elsewhere. University Housing is primarily designed and available for full-time, traditional undergraduate students in the College of Arts and Sciences (CAS). For all CAS students residency is required, including room and board (meal), as long as space is available. First-year students are assigned housing. Returning students are expected to enter the Housing Process each year of enrollment, to select a room and roommate and select a board (meal) plan. **Students who fail to enter the housing process will be placed in a room by the Housing Office and billed for the Housing deposit and for the room and a full board plan.**

Students who fit into one of the categories for exclusion listed below, may petition for an exception to the residency requirement, in writing with supporting documents, to the Dean of Students:

1. Living at home address of parent(s)/guardian(s)
2. Currently serving in the military reserves or previously served on active duty in the military.
3. Attaining 23 years of age before the beginning of the academic term of enrollment.

## **Housing Process**

Returning students are required to submit a Housing Affirmation Form each year as directed through the "Housing Guidelines" information sheet to be found in their campus mailbox each November. The affirmation deadlines and associated requirements are firm. The student must make the housing deposit, register on time and attend housing events in order to secure a room. If the student misses any of these deadlines or events, participation in choosing a room may be forfeited and housing will be assigned after all others have made their choices.

*It is up to the student to read all mail and to secure a housing affirmation. The student is encouraged to verify that the Housing Office has received the affirmation. Housing hopefuls must meet all requirements and deadlines associated with the housing process which will be communicated by e-mail and/or campus mail. Students who miss these deadlines and events are encouraged to request that their names be placed on the housing waiting list.*

Housing priority is given to students who maintain their University Housing residency. Students who opt out of residency for any reason, are eligible for University Housing only after all who did not opt out are placed.

## **Housing and Roommate Selection**

Resident students and students attending Eastern University recognized Semester Elsewhere programs are offered the opportunity to select a room and roommate(s) of their choice through the Housing Selection Process each year. Information on this process is sent personally to each returning resident student through campus mail during each fall semester. Students who are not on campus for a semester should make arrangements for housing upon their return by contacting the Housing Office and paying their housing deposit to student accounts well in advance.

Housing may be limited. Students who have been in housing uninterrupted and students who are participating in Eastern University recognized Semester Elsewhere programs receive priority in housing, in that order. Students who otherwise stop out for a semester (or longer) or who are commuters may make the Housing Deposit and register for classes then request to be placed on the housing waiting list.

The housing deposit is not refundable except to waiting listed students who are not placed in housing by the first day of classes for the semester. A request for the refund of a deposit must be made in writing and if granted the student will be removed from the waiting list.

### **Room Selection & Assignment**

After the first year of enrollment, students are given an opportunity to choose a roommate for each subsequent year and to request University Housing by entering the Housing Selection Process. Students who are required to be in residence and who do not enter the Housing Selection Process will be assigned a room and a roommate and a full board plan by the Housing Office. In order to enter the Housing Selection Process and choose a room and roommate, the housing deposit must be submitted to Student Accounts by the due date and time publicized. This deposit is non-refundable. Payment of this deposit and assignment to a room obligates the student to a room and board contract for the entire academic year (fall and spring semesters) unless advanced permission is given for alternative arrangements. No room or board refunds will be made after the first day of classes for the semester/session (see the University Catalogue concerning other refund information).

### **Room and Roommate Changes**

All room assignments are made through the Housing Office. Student-initiated room changes must be pre-approved mutually by the Residence Director and Housing Office, in advance of any move. Students who move without permission will be asked to move back and will be fined. Room and roommate changes are not normally approved during the first six weeks of the semester.

### **Summer Housing**

On-campus summer housing is available by application only, to traditional full-time undergraduate students in the College of Arts and Sciences who **were residents during the preceding semester and are registered for housing and classes for the following academic semester.** Students must make full financial arrangements to pay for room and board before moving into the residence hall for any portion of the summer. The Dean of Students must approve all applicants for summer housing. Students who are on disciplinary probation will generally not be eligible for summer housing. Summer residents whose status changes during the summer due to academic dismissal or work eligibility changes will be required to leave housing.

Living on campus during the summer months is a very special privilege. Students are expected to adhere to all policies of the university. Students who violate campus community expectations during the summer months will be subject to the disciplinary process and are likely to be required to leave summer housing. The same residence hall policies are in effect that apply during the regular semester (Except residents may only have an overnight guest for three nights instead of five.). Summer visitation hours are the same as the visitation schedule for the regular academic year. Summer visitation hours may be reduced during certain times and under certain conditions at the discretion of the Dean of Students. Board is required during the summer. Residents can expect to be housed in one or two selected wings of a residence hall during the summer sessions. This is done for the convenience of housekeeping, energy efficiency, and security.

### **Break Periods**

All students must vacate their rooms prior to the deadlines listed in the Academic and Residence Life Calendar and the "Waterwheel" newsletter unless advanced permission is granted by the RD to remain over the break. Students who have extraordinary needs will be housed over breaks at the discretion of the RD. Break housing carries extra fees which will be applied to the student bill. An application must be made to the Housing Office to live on campus over the summer, and summer housing is subject to availability and the parameters listed above.

## Occupancy Calendar

Occupancy in the residence halls is according to the traditional undergraduate Academic & Residence Life Calendar, printed on the front inside cover of this handbook and available online at [www.eastern.edu](http://www.eastern.edu).



## RESIDENCE HALL ROOMS: CARE, USE & RESPONSIBILITY

### Check-In & Registration

Before occupying a residence hall room, each student shall report to the RA, who will collect the \$20.00 residence hall fee and will issue the appropriate room key. Failure to pay the annual \$20.00 hall fee at check-in will result in the fee being billed to the student's account along with a \$5.00 posting fee. The student will be asked to complete and sign a check-in form indicating the condition of the room and its furnishings and acknowledging the receipt of the room key. Students who fail to check in according to this procedure before occupying the room will be charged an improper check-in fee.

### Check-Out

Students must check-out of the room with the RA at the end of the academic year, upon a withdrawal/suspension from the university during the year, or when there is an approved room change. A check-out form must be completed and the room key returned.

Rooms must be left clean and in good order. If cleaning is necessary, a service fee will be charged. At check-out time any damage to the room will be noted by the RA and the RD and the student will be billed accordingly. The University will replace lost keys for \$10.00, if reported at the time of loss and before the last day of classes at the end of each semester. Keys not returned for any reason at the time of check-out will result in a \$25.00 charge. University-issued keys may not be duplicated or loaned.

All students must vacate rooms and check-out in accordance with the check-out procedure within 24 hours following their:

- 1) completion of final examinations
- 2) withdrawal from the University (voluntary or involuntary)
- 3) suspension from the University

Exceptions to this policy may be made on rare occasions by the RD or Dean of Students.

### Protection of Personnel Property

In order to protect student property and personal safety, all residents must keep their room doors locked at all times. The University does not reimburse students for the loss of personal property for any reason.

### Furniture

Students are not permitted under any circumstances to detach "built-in" furniture. Students found removing or "borrowing" furniture from public rooms or lounges, or found using such for other than its designated purposes, subject themselves to disciplinary action, including a fine. Students may not move furniture out of their room or swap/exchange furniture with other rooms without specific, written, advance permission from the Resident Student Services Office. Students who do this will be fined, and if the furniture cannot be found and returned to the room, the full cost of replacement furniture will be billed to the student. Under no circumstances may furniture be stacked, unless it is designed for this purpose. If a bed is taken apart it must be put back together properly before check out. Failure to do so will result in a fine.

### Lofts

Since the university purchases furniture for all rooms, the use of lofts is not generally permitted. Students must get permission in advance to bring a loft, and sign a loft request agreement.

### Room Care

In keeping with the high personal standards made manifest by Eastern's students, it is expected that they will exhibit comparable standards in the decoration, maintenance, care, and upkeep of their residence hall rooms.

- 1) It will be assumed that all living areas will be quiet enough to permit study or sleep at all hours of the day or night.
- 2) The safekeeping of and insurance for all personal student property is the responsibility of each individual student and no reimbursement from the university can be expected for the loss of such property. Rooms should be locked at all times and valuable property secured. Students are urged to confirm whether they are covered under their parents' homeowners' insurance policy and to make arrangements for additional insurance coverage if necessary.
- 3) Very limited cooking is permitted in residence hall rooms. Hot pots or similar small appliances may be used, as long as they are in good condition and circuits are not overloaded nor odors created. The importance of not overloading circuits cannot be stressed enough. Electric frying pans, air conditioners, etc. are not permitted in residence halls unless specific permission is granted. Any appliance with an exposed coil (i.e. hot plate or immersion coil) is never permitted due to the fire hazard it creates.
- 4) Refrigerators over four cubic feet are not permitted.
- 5) Room decoration (posters, pictures, etc.) shall be in good taste, consistent with the expectations of a Christian community. The university expects students to avoid displaying materials which might be construed as sexually explicit and exploitative, and materials which suggest or encourage a lifestyle opposed to that of a Christian ethic within a Christian community; such as drunkenness, violence, greed or promiscuity.
- 6) Because of odors, allergies, and noise considerations, no pets are permitted under any circumstances.
- 7) All personal belongings must be removed from the rooms by the end of each school year.
- 8) In order not to damage the walls of the rooms, the university requires that no nails or adhesive of any kind be used on room, lounge or hallway walls. Students will be charged for paint chips, marks, tape residue on any surface and holes in the walls. Duct tape may not be used to secure wires to carpet, walls or furniture.
- 9) Door closers are not to be removed. Removal is considered a fire safety violation.
- 10) Window screens are not to be removed from windows in residence halls for any reason, at any time.
- 11) Students may not paint their rooms at any time under any circumstances. Rooms are repainted by the maintenance department on a rotational basis.
- 12) Empty alcoholic beverage containers found in residence hall rooms, vehicles, wastebaskets, and dumpsters) will be regarded as a violation of the university's policy pertaining to the possession of alcohol in the residence halls.
- 13) It will be assumed by the university that the student has knowledge of, and is aware of, within reason, conditions existing in and activities taking place around them. Accordingly, a student will be held responsible for those conditions and activities occurring in their room or in their presence, found to be in violation of University policy.
- 14) Halogen lamps/bulbs are not permitted in the Eastern University residence halls because they have been deemed to be a fire hazard in community living settings. Possession of a halogen lamp/bulb of any kind in the residence halls will result in an automatic fire safety violation fine.
- 15) The use of cinderblocks for any purpose is discouraged in the residence halls because of safety and damage concerns. Students who choose to use them can expect to receive a fine if their use results in damage to the residence hall. If a student uses cinderblocks the person, to whom the cinderblocks belong must write their name on the cinderblocks in black magic marker. Cinderblocks must be removed from the residence hall and taken home when the student moves out. Failure to do so will result in a fine. Cinderblocks cannot be placed in storage.
- 16) Furniture may not be stacked, unless designed for that purpose.
- 17) Furniture cannot be removed from the room or moved within suites, moved room to room or swapped unless written, advance permission has been granted by the Housing Office.
- 18) Furniture in rooms with an upstairs loft may not, under any circumstances, be moved from one level to another.
- 19) Talking through windows is not permitted. Students may not have "visitors" at their room window

at any time, as it is disruptive to others and will be considered a violation.

20) Bikes must be kept in the student's room or in the bike racks provided. Bikes may not be left in the lounges or hallways of the residence halls. Bikes found in locations other than those stated above will be confiscated and disposed of: No Warnings will be given.

21) Locks on doors may not be installed, changed or removed. Particularly, the installation of a lock on the suite bathroom between suites is strictly prohibited. This is a serious violation of the fire safety regulations of both the State of Pennsylvania and Eastern University. There is a minimum fine of \$50.00 for any safety and security violation.

22) Violations of fire safety include the use of explosive devices such as fireworks, any open flame, candles, hotplates, incense, space heaters, halogen bulbs, heat lamps and other items that pose a fire hazard of any kind. The use of these items will result in no less than a \$50.00 fine on the first offense. No warnings will be given.

### **Renter's Insurance**

The University does not carry insurance for students' personal belongings and will not reimburse or replace lost items. Belongings that are damaged, lost, or otherwise compromised will not be repaired or replaced by the university no matter the case. Rental facilities and homeowners who rent rooms do not carry insurance for renters' personal belongings. Every student should carry renters insurance. The cost is minimal and can save a person thousands of dollars should there be damage to personal items. Contact any homeowner insurance company for rates and coverage information.

### **Room Phones**

Each student residence hall room is provided with a phone with private voice mail capabilities for each student. The voice mail system is accessible from any phone location in the world. Resident students must contract with STC Services prior to utilizing this service for toll calls. Student room phones will be disconnected within 48 hours of each semester close down. Voice mail remains active as long as the student is enrolled. Room phones are re-connected to the voice mailboxes generally within 10 days of a student submitting a request for their voice mailbox to be set up. Voice mail box setup request forms can be obtained by the student from the Resident Assistant or the Housing Office. Phones are the property of the University, and abuse or misuse that is deemed inappropriate according to the standards of conduct for Eastern students may result in disciplinary action, including suspension of phone service to the room. Students are not permitted to accept collect calls on any campus phone, including the room phones.

### **Lounges**

Common areas are provided for group interaction and as alternative study/socializing areas. Lounges are open according to schedules determined by the Residence Hall Director of each building. Students are to maintain the cleanliness of these areas. All lounges are considered public areas; therefore, inappropriate dress, inappropriate displays of affection, and sleeping in them will not be tolerated. Trash left in the lounges will result in a fine.

### **DVDs/Videos**

DVDs and/or videos may not be viewed in the residence hall lounges in compliance with federal copyright laws. Lounges are considered "public areas" under the law, and are thus subject to licensing fees by the film studios. It does not matter who owns the DVD, video, DVD player or VCR - it is illegal to watch movies in a public area without a public performance license.

### **Damages**

Eastern University will not tolerate destruction of University property. Students will be held accountable for damages to university property caused by them. The repair of damages in a student room will be shared by the occupants of that room unless an individual is willing to assume full responsibility. Damages that occur in public areas for which the responsible person cannot be ascertained will be accounted for in the

following ways:

- 1) Damages on a specific floor will be distributed equally among members of that floor.
- 2) Damages occurring in the lobbies and lounges will be distributed equally among the members of the entire residence hall.

Repairs will be made by Plant Operations or by a contractor hired by the University. The University does not tolerate “raiding” on residence hall floors or anywhere within the University facilities. Students who organize to disrupt other residence halls are subject to disciplinary action. The damage of university property will result in damage charges and/or fines. The unauthorized presence of men and women on floors housing persons of the opposite sex will be treated as visitation and security violations.

### **Search and Seizure Guidelines**

A student’s right to privacy will be respected. The university may enter a student’s room without notice in emergencies where danger to life, safety, health or property is reasonably feared or when there is suspicion that university regulations have been or are being violated. The university may conduct a search of a student room in a residence hall to determine compliance with federal, state, and criminal law or to address safety and security matters. At the onset of each break period, each student room will be inspected by a member of the residence life staff/campus services to ensure that check out procedures have been followed (i.e. curling irons, computers, etc. have been unplugged). Any contraband found by university personnel while conducting the inspection will result in disciplinary action.

## **OTHER EXPECTATIONS**

### **Fire Safety**

Students are asked to exercise every care to prevent fire, which could not only destroy valuable property and students’ personal belongings, but might put lives in jeopardy. A minimum of one fire drill will be held each semester. Students must exit immediately whenever the fire alarm sounds or when requested to do so by University personnel. All residence students will be required to view a fire safety video in the fall semester of each year to remind them of fire safety guidelines and procedures for responding to fire alarms.

### **Selling and Soliciting**

University individuals and University groups desiring to sell, advertise, or solicit on the campus must be registered with and have written approval from the Dean of Students or a Student Development staff designee. Non-campus individuals or groups desiring to sell, advertise, or solicit anywhere on the campus must follow the same procedure. Eastern University does not allow the marketing of credit cards to students through advertising, personal solicitation, or mailings under any circumstances.

### **Residence Hall Floor Meetings**

Throughout the semester matters will arise which involve all the residents of a particular floor or building, thereby creating the need for a floor meeting. Attendance is mandatory, and the Residence Director is permitted to assess a fine for failure to attend.

### **Thermostats and Temperature**

Thermostats in rooms or halls are not to be tampered with. They will be checked and set seasonally. Tampering with a thermostat will result in a fine of not less than \$25.00 plus damages. A student who judges their room to be too hot or too cold should make a direct call to Plant Operations at (610) 341-5917 (8:30 a.m. to 4:30 PM on weekdays), or Security at (610) 341-1737 (evenings and weekends).

### **Electric Heaters**

Student-provided portable heaters can be a fire hazard and are not allowed in student rooms. Plant Operations will provide safe temporary heat, as necessary should to heating system problems arise.

### **Drying Racks**

Drying racks are allowed in student rooms but not in bathrooms or hallways. Due to fire code regulations, hallways and all public exit routes must be clear of obstructions at all times.

## **Trash Removal**

All personal trash must be taken to the appropriate dumpster. Leaving personal trash anywhere else, including outside the student's room or in lounge trash receptacles is a violation of policy.

## **Recycling**

We are a single-streaming recycling community. The following items should be recycled and can all go into the same recycling container:

1. Aluminum: empty and place in "cans only" containers.
2. Paper of any color or size: It must be clean (i.e. free from grease, etc.) and not laminated.
3. Cardboard: It must be clean and dry.
4. Plastic
5. Glass

Recycling receptacles are located in all residence halls and academic and administrative buildings.

## **Kitchens**

Students are expected to demonstrate proper use of kitchen facilities and equipment. Cleanliness is imperative.

## **Laundry Rooms**

There are coin-operated washers and dryers in several locations on campus for personal laundry. These facilities are provided for the convenience of students and should not be abused. Visitation hours must be honored in laundry room areas, if applicable.

## **Bathrooms**

Semi-private and private bathrooms will be maintained and cleaned by the room/suite/apartments occupants. These bathrooms will be checked by the staff at mid-semester and at each semester's end. A bathroom that is not up to standard will result in a fine of not less than \$50.00 per resident. Bathrooms shared by a floor are cleaned on a regular basis by the housekeeping staff. Out of respect for our housekeepers, students are expected to keep these areas as clean as possible. No personal trash, dirty dishes, clothing, etc. are to be left in the bathrooms.

## **Holidays**

Housing is not provided except in extraordinary circumstances with permission from the RD during the following vacation and break periods: Thanksgiving, Christmas - New Year's, Spring Break, and Easter. Students should leave their respective halls before the vacation period begins as printed in the Academic and Residence Life Calendar. These check-out/in dates may be changed by publication in the "Waterwheel" weekly newsletter. Students must comply with these check-out/in times and should consult with the RD well in advance if they need housing over time periods. The university is under no obligation to provide housing to resident students when the residence halls are closed. Break housing will be applied to the student's account. There is no food service available over breaks.

## **Storage**

All personal property must be removed from the rooms of the residence halls and other campus buildings at the end of the school year. General storage is not provided. Students who live very far away and wish to store articles over the summer must obtain advance permission and instructions from the RD. If permission for storage is given, all articles are to be placed in closed boxes and labeled. The label must include the student's name, home address, and phone number. All articles left in storage must be removed by the end of the first full week of classes each semester. Students who are not enrolled in classes for the following semester may not use storage areas. The university will not accept responsibility for loss of or damage to a student's personal property at any time. Students should insure their property.

## **Courtesy Phones**

Campus phones as well as pay phones are provided in lounges and halls. Students may not accept collect calls on any campus phones.

## Emergency/Security Alarms and Equipment

Because abuse of emergency alarms and equipment endangers the lives of many people, tampering with this equipment in any way is considered to be a serious fire safety/security violation and will result in fines without warnings.

## GUESTS & VISITORS

Guests in the halls are welcome under the proper circumstances. No strangers (uninvited guests) may at any time stay in any of the halls. There is no charge for overnight guests, but such guests must be registered with the hall staff on each visit. Failure to register the overnight guest by 8:00pm on the evening of the visit will result in a minimum \$25 fine for the resident host. A resident is permitted to host overnight guests no more than five nights a semester. No single guest may stay on campus more than five nights per semester. Guests must agree to abide by university regulations and be accompanied by their host at all times while on campus. Under no conditions are men permitted in the living areas of women's halls, nor are women permitted in the living area of men's halls, outside of designated visitation hours. The host of a non-resident visitor must educate the guest as to the policies of Eastern University and will be held responsible for the behavior of his/her guest. No guests are permitted during final exam periods or during commencement weekend in the fall and spring.

### Baby-sitting/Childcare

Childcare is not permitted in any campus building, including campus offices, residence hall rooms or lounges.

### Visitation Policy

Visitation provides residents with the opportunity for interaction and inter-personal growth within the student community and provides students with opportunities to meet other students within a group context. It is expected that students will conduct themselves with discretion and respect for the rights of others during visitation. Inappropriate displays of affection that could be offensive to others must not occur. Conformance to a Biblical standard of morality is expected, and sensitivity to good taste within the context of a Christian community should prevail.

Visitation is permitted in the residence halls at the following times each week:

Monday	4:30 PM – 10:30 PM	Friday	1 PM - 1 AM
Tuesday	4:30 PM – 10:30 PM	Saturday	1 PM - 1 AM
Wednesday	NO VISITATION	Sunday	1 PM – 10:30 PM
Thursday	4:30 PM – 10:30 PM		

1. The Residence Life Staff is responsible for supervision during visitation hours.
2. Where guests are being entertained, the light must be on, the door must be open, and unobstructed visual access to the room shall be maintained.
3. Study groups may ask written permission from the floor RA to close the room door if hallway noise is prohibiting study. If such permission is granted, written notification must be posted on the door by the RA, and the RA must be present on the floor. This privilege is limited to academic and Bible study groups and depends on the discretion of the RA, with direction from the Residence Director.
4. Any floor, by majority vote, can reduce or eliminate visitation hours from their floor. This vote will be taken after deliberate and intentional floor-based discussions have taken place. The Residence Director of the building will facilitate the discussion and be available to support the entire floor throughout the process.
5. Non-student visitors must be visiting a specific resident student and must be met by that student at

the outside door to the building. The combination to a residence hall may not be shared with a non-Eastern student. The visitor must be in the presence of the host student for the entire time of the visit.

6. It is the responsibility of the resident student to make sure that guests are not present before the visitation hours begin and that they leave before the visitation hours are over.

7. Violations of the visitation policy include visitation at hours other than those formally specified as "visitation hours." Violations are considered a serious breach of university regulations.

8. Visitation violations may result in suspension of visitation privileges for all occupants of a room, even when one occupant is the violator, in addition to other penalties.

### NON-MOTORIZED BICYCLES

Students who need non-motorized bicycles for transportation and will use them on a regular basis may bring them to campus. Occasional riders are not encouraged to bring bicycles with them to campus as local roads can be treacherous and storage of the bicycle is up to the student. Bike racks are located outside and are limited. Inside bike storage is not available. All bicycles must be removed from campus over the summer months unless the owner is living on campus. Bicycles on campus over the summer that do not have an owner living on campus will be considered abandoned and will be disposed of. Bicycle riders should wear a good quality helmet while riding, both on and off campus.

## STUDENT ACTIVITIES

Student activities are sponsored by many departments and individuals on the campus. The Coordinator of Student Activities and the Student Activities Assistant work with the Student Activities Board (SAB) and other campus departments to coordinate a student activities calendar. An effort is made to promote a variety of cultural, spiritual, social, and intellectually stimulating events that appeal to various elements within the university community.

### STUDENT ACTIVITIES BOARD

The Student Activities Board (SAB) is a group of students who work with the Coordinator of Student Activities and are responsible for planning, promoting, implementing, and supervising the yearly calendar of activities for students on Eastern's campus. This committee also develops ideas, programs, and future activities, providing advice and consultation to any organization or individual wishing to sponsor an event or suggest an idea. The SAB members each receive a *Student Leadership Grant* are selected in the spring prior to the year they will serve, or as vacancies open. There are opportunities for student involvement on the following areas:

**SAB Chairperson:** Works closely with the Coordinator or Student Activities serves as the leader of the Student Activities Board.

**Special Events Committee:** Responsibilities include off-campus trips, movie nights, and various on campus events such as games and the annual CAS christmas party.

**Dances Committee:** Responsibilities include planning on an off-campus dances such as the homecoming dance, the Spring Banquet and other dances throughout the semester.

**Performing Arts Committee:** Responsibilities include identifying and providing professional and amateur entertainment for concerts, coffeehouses, talent shows, and other such events.

**Promotion and Marketing Committee:** Responsible for all Student Activities Board event publicity, such as fliers, SAB social media, and the Walton Display Case.

While the official member of SAB are selected in the year prior to their service, student volunteers are always welcome to help at any of the events.

*Any student wishing to volunteer should see the Coordinator of Student Activities or call (610) 225-5575.*

### **Planning Activities**

Any organization, group, or individual wishing to hold a student activity open to the campus community must obtain approval in advance from the Coordinator of Student Activities. This includes, but is not limited to, the following process: choosing an available date on the calendar, reserving a space on campus, financing the event, and providing leadership. Even if dates are tentative, reservations for events should be made prior to the start of each semester.

### **Space Reservations**

To avoid scheduling conflicts, student organizations desiring rooms for meetings or events must make reservations for space through the Student Activities Office. Students should do this by filling out a space request form, found on the E-Net Services page on Eastern's website. Requests must be made five business days in advance.



## CLUBS AND ORGANIZATIONS

Eastern affords a variety of opportunities for students to become involved in a number of extracurricular experiences through student organizations. Themes include: awareness, culture, outdoors, sports, just for fun, professional clubs, student media, and honors organizations. Groups may be more or less active in any given year according to the level of interest.

### AWARENESS & CULTURE

**Black Student League (BSL):** Open to all students, the BSL promotes close fellowship among members and African-American cultural awareness.

**Earthkeepers:** Students devoted to promoting proper stewardship of God's creation through education and service.

**International Student Services:** Open to all students. This club helps international students adjust to life in the USA and promotes a sense community among students interested in diverse cultures.

**Latinos Unidos:** An organization open to all students to educate people on the Latino heritage and history, centered on Christ, for spiritual, social, academic, & familial support.

**Music Guild:** A student-led booster club for the school's music program; open to all students with an interest in music.

**Theological Society:** Students initiate discussion of theological issues through a series of dialogues with faculty and other speakers.

**International Justice Mission (IJM):** A human rights organization that works to secure justice for victims of violent oppression such as bonded slavery, forced prostitution, and police brutality among others.

**Run4Kenya :** A group that yearly trains for and runs the Philadelphia Marathon and other local races. Each year we seek to use our talents and love for running to do something missional. Primarily, we work with a grassroots non-profit in Nakuru, Kenya.

**Habitat for Humanity:** Eastern's chapter of Habitat for Humanity renovates abandoned or substandard housing to provide home-ownership opportunities for low-income families. Habitat also works to raise money and educate the Eastern community about what Habitat for Humanity is doing.

**EU Theology Society:** The Eastern University Theology Society provides a forum for students to engage in lively theological inquiry and discussion about the truths of the Christian faith. It also hosts lectures, panel discussions, and formal debates on important theological topics with Eastern faculty and outside speakers

**SPEAK:** A group of students committed to Eastern's mission of justice, pursuing global issues on a local level.

**Dominican Republic Missions:** Each year students return to Sabana Cruz, in the Dominican Republic, the community Eastern adopted over ten years ago. They build latrines, teach VBS and go on home visits. Currently, the people of Sabana Cruz are working together to build a water cistern that will bring running water to the community

### NATURE, SPORTS AND JUST FOR FUN

**ETHEL'S Club:** Eastern's Toe-Tappin, High-Steppin', East Coast, Lindy-Hoppin' Swing Club. Find out what swing dancing is all about!

**Outdoors Club:** Open to all interested in hiking, camping, spelunking, and more!

**Ultimate Frisbee Club:** Open to anyone interested in the sport. The Ultimate Frisbee club plays the intercollegiate club circuit and tournaments.

**Intramural Sports:** Intramurals is a great place to get some quality down time to exercise, meet new people, challenge yourself and laugh. A variety of sports are offered throughout the year including volleyball, basketball, dodge ball, floor hockey, soccer and more!

### PROFESSIONAL

**Student Penn State Education Association:** Open to all that are planning to enter teaching as a profession. The chief purposes of this organization are to provide information on current developments in education and to develop strong professional attitudes toward the teaching profession.

**EU HMC Pre-Med Club:** For all students interested in pursuing a career in medicine.

**Student Athletic Trainers Association (SATA):** Open to all students involved with athletic training for EU athletes.

**The Chemistry Club (ACS- American Chemical Society):** A group of students who feel that science is an important aspect of our society. They come together as a support system to those majoring in chemistry, biology, and biochemistry. Members also work with the Barry School Students, an inner city elementary school, teaching them basic concepts of science. Reaching out into the community of Eastern and the Philadelphia area ACS club members educate and bring awareness to important science issues facing society today.

**The Exercise Science Club:** We are composed of students in the Exercise Science major. The primary interest is to build camaraderie amongst the lower and upper classmen. The focus is fundraising for students to attend conferences and other events. The club provides opportunities for participants to educate the community on healthy lifestyle behaviors and conduct fitness testing at local health fairs.

**Student Government Association (SGA):** Elected by classmates, representatives help voice student concerns on campus

**Students In Free Enterprise (SIFE):** SIFE is an international student organization that is present in over 14,000 university and college campuses around the world. We are a group of people who seek to create economic opportunity for our communities through entrepreneurship. SIFE students are social entrepreneurs who address critical problems in their communities by offering solutions. Through projects and initiatives, we are able to accomplish many things not just in the Eastern community, but throughout the Philadelphia and international communities as well.

### STUDENT MEDIA

**Inklings:** The annual literary magazine publishes student and faculty verse, prose, and art.

**The Log:** The traditional undergraduate university yearbook summarizes classes, clubs, and individual achievements, particularly those of the seniors in the graduating class.

**The Waltonian:** The university newspaper is devoted to world events, campus news and student activities.

### MINISTRY ORGANIZATIONS

**Prison Ministry:** Students participate in worship services held every Friday at the Philadelphia House of Corrections. There are opportunities to meet informally with inmates before and after the service.

### HONOR ORGANIZATIONS

**Delta Mu Delta:** Business Administration Honors

**Phi Alpha Theta:** History Honors

**Phi Sigma Iota:** Language Honors

**Psi Chi:** Psychology Honors

**Sigma Zeta:** Science Honors

**Chi Alpha Epsilon:** ACT 101 Program Honors

**Kappa Delta Pi:** Education Honors

**Lambda Pi Eta:** The Communication Studies Honor Society.

### NEW ORGANIZATIONS

Any group of students wishing to establish an organization or club must present to the Dean of Students a written plan or charter demonstrating need, purpose, and structure. The Dean will in turn submit the plan to the appropriate Student Government Association.

## CONVOCATIONS & UNIVERSITY-WIDE LECTURES

### **Fall Convocation**

All students are required to attend the Fall Convocation. This Convocation is a formal ceremony that marks the official beginning of the academic year. New students, faculty, administration and staff are welcomed into the Eastern community as we ask for God's blessing on our work together as the semester begins.

### **“Windows on the World”**

Windows on the World is a campus-wide Friday forum. Its purpose is to provide a strong intellectual forum where faculty and students enter into proactive dialogue/debate and try to think in a Christ-like way as they wrestle with the real complexities of our time. Through these forums, the campus community is exposed to Christian thinkers and activists who model Eastern's motto “The Whole Gospel for the Whole World.”

Individual faculty may require students in particular classes to attend particular forums.

# ACADEMIC ARRANGEMENTS

## THE UNIVERSITY REGISTRAR

The Registrar and the Registrar's Office staff prepare and distribute registration materials and semester warnings. Semester grades, major and minor declarations and students' progress toward graduation are processed through this office. Students may access their academic record, progress toward graduation (degree audit), semester schedule, student data, and financial records on-line with their Eastern passwords. The staff evaluates transfer credits and processes schedule changes and courses taken elsewhere, including affiliate registrations at Cabrini and Rosemont Colleges and approved Off-Campus Study Program. The Registrar schedules classes, final examinations and evaluates requests for incompletes.

### **Transcripts**

These are issued upon written request, if all financial obligations to Eastern University are met. Official transcripts, with the university seal and Registrar's signature, are sent directly to other institutions and authorized persons. Unofficial transcripts for student use do not carry the signature or seal. When requesting a transcript, please include former or maiden name, sign the request, and allow one week's notice. During finals, graduation, and registration weeks, please allow two weeks' notice. A special processing fee of \$5 is required for "rush" transcript requests; otherwise, there is no charge for a transcript.

### **Academic Advisors**

Advisors assist students in planning and implementing their program of studies from first year to graduation. Upon entering, each student is assigned an advisor. The student should take initiative to meet with the advisor periodically to discuss the student's academic program. The advisor also serves as a liaison between the student and campus resources, and can provide referrals to necessary services.

The Academic Advising Center (AAC) in the College of Arts and Sciences is located on the second floor of McInnis Hall on the St. Davids campus. The AAC provides help for CAS students with urgent questions on academic policies, course selections, and registration, and with difficult questions related to advising. The Center is also a great resource for faculty advisors, who are invited to refer students to the center when the situation calls for attention that is beyond an advisor's or department's area of expertise.

### **The Catalog**

The College of Arts and Sciences catalog is published each year to provide important information about curriculum and academic regulations. Each student is given a catalog at new student orientation and is personally responsible for fulfilling all requirements contained in it. Note that program requirements depend on the catalog in effect when the major or degree program is declared. Therefore, every student should study this part of the appropriate catalog carefully. Academic advisors, University staff, and MyEastern degree audit provide guidance as for the student to plan semester class schedules, but each student is ultimately responsible for fulfilling degree requirements.

### **MyEastern**

Eastern's portal, MyEastern, provides each student with secure access to personal data, billing and financial aid information, calendars, announcements, academic record, degree audit, and registration.

## STUDENT ABSENCES

Excused absences from class or examinations are the prerogative of each professor. It is expected that students attend every class. In cases where extenuating circumstances exist, such as illness, students should notify the professor prior to an examination and follow up to make arrangements for a make-up exam. Students should make personal contact with faculty members concerning absences and take initiative to obtain missed notes and materials as soon as possible.

### **Documentation and Notification**

The Dean of Students does not excuse student absences. Students who wish to document their absences should notify the Dean of Students as soon as they become aware of the necessary absence. Information and documentation given to the Dean of Students will be kept for later reference as needed and is not considered confidential unless a written request for confidentiality is submitted with the documentation. The Dean of Students provides notification to the student's professors when informed that a student will miss or has missed more than a week of classes for an emergency situation such as a death in the family or an illness. This notification lets faculty know that the student has contacted the Dean and the absence appears to be legitimate. The student is expected to contact professors individually to make up missed coursework. The Health Center will provide medical documentation only if a student has been treated in the Health Center. Students whose absence is due to medical problems treated by off-campus physicians should submit medical documentation to the Dean of Students to keep on record and to the University Health Center for later reference as needed.

### **Withdrawal from the University (CAS)**

Any undergraduate student who is contemplating withdrawing from the university should consult his/her academic advisor. If the decision is made to withdraw from the university, the student should make an appointment for an exit interview with the appropriate member of the Student Development Staff. Resident students should contact their RD. Commuters should contact the Commuter Advisor. Campolo College for Graduate and Professional Studies (CCGPS) students should contact the Student Services Department. Any student who would like his/her exit interview to be conducted by someone outside of his/her degree program may make an appointment with the Dean of Students. Voluntary withdrawals are recognized only after the student completes an exit interview. The official withdraw date is the date the student began the withdraw process. The university reserves the right to withhold the General Expense Deposit when the exit interview has not been completed. Leaves of absences are special cases requiring compliance with regulations for federal financial aid.

A student may be required by the Dean of Students or the Vice President for Student Development to withdraw from the university if that action is deemed warranted after medical or psychological evaluation, if the student poses a threat to himself/herself, the community or its members, or in the event that a student refuses to receive evaluative testing or counseling when asked to do so. Students who cannot or will not attend classes regularly will be asked to withdraw from the university.

### **Class Cancellation Emergencies**

University policy is to maintain regular class schedules whenever possible. Faculty members will make every effort to get to campus on time. Commuting students are expected to do the same, without taking undue risks if traveling is hazardous. During final examination periods, every effort will be made to give examinations on schedule. Cancellations are highly unlikely. Campus closure announcements are placed on campus voice mail and Eastern's website (eastern.edu). In cases of extreme weather, listen to KYW1060 on the AM dial for Eastern's emergency closing numbers: Day Classes, 496 and Evening Classes, 2496. The university's main campus is located in Delaware County. Other Eastern University locations have designated school closing numbers. Ask your specific program office for school closing information. Members of the Eastern University Community can also sign up to receive

cancellation notices due to extreme weather via E2Campus, Eastern University's emergency alert system. Registration and updates for the emergency alert system can be made through the following website: [http://www.eastern.edu/campus/university\\_wide\\_services/security/e2campus\\_info.html](http://www.eastern.edu/campus/university_wide_services/security/e2campus_info.html)

# FINANCIAL ARRANGEMENTS

## HOUSING DEPOSIT

A deposit is required of all eligible students entering and all returning students to access the housing process. This deposit is applied to the following year's account. The housing deposit allows the student to hold a place in the student body and request a residence hall space. Scholarships, grants, or loans may not be credited towards the housing deposit. The housing deposit will not be accepted until the current balance due is zero. The housing deposit is non-refundable.

## PAYMENT OF BILLS

Bills are available to students through the portal (my.eastern.edu). Eastern University does not send paper bills. Students are notified by email when bills are available to be viewed through the portal. Fall bills are available beginning in June and Spring bills are available beginning in November. A late payment fee may be assessed to accounts that are not paid by the start of the semester/session and service charges will be assessed monthly to accounts which remain unpaid. Payments are accepted either through the portal or may be submitted to the Student Accounts Office located on the St. Davids campus.

## INDEBTEDNESS

The University requires all students, as a matter of good stewardship and careful planning, to accept full responsibility for his/her financial obligations. Arrangements should be made well in advance if finances are likely to be a problem. Financial counsel is readily available from both the Student Accounts and Financial Aid Offices. Students who fail to meet their financial obligations in accordance with university regulations may be impacted and may not be permitted to enroll in subsequent semesters/ sessions until the financial obligations have been satisfied.

## STUDENT ACCOUNTS

The Student Accounts Office, located in the Janet Long Mall Cottage, manages the billing and receives payments on behalf of the students of the University. The Student Accounts Office, also, provides check cashing and notary services. Office hours are from 9 AM to 5 PM on weekdays. (It is closed during Wednesday Chapel.)

### **Payment and Payment Plan Options**

All session bills are payable to the University on or before the due date. Students may elect to enroll in a Sallie Mae payment plan to enable students to pay their bills throughout the semester and to avoid potential late payment fees and/or service charges. Students should keep their payments current to evade issues that could impact the students' abilities to secure financial clearance for registration and housing for future semesters/sessions.

### **Veteran's Educational Benefits**

Information is available from the Department of Veterans Affairs website at: [www.gibill.va.gov](http://www.gibill.va.gov). After you have contacted the Veteran's Administration concerning your eligibility, you may contact the Student Accounts Office to initiate your Enrollment Certification. Students transferring from another institution must file form 22-1995 Change of VA Education Program or Place of Training with the Veteran's Administration.

## FINANCIAL AID OFFICE

The Financial Aid Office in the Mall Cottage is open weekdays from 9 a.m. to 5 p.m. Through this office, students apply for federal, state, and institutionally funded financial aid. The Federal Work-Study Program (FWSP) and Eastern Campus Employment (ECE) are administered by this office. Need-based financial aid (Eastern University Grant, Student Aid Fund Award, Church Matching Grant, Ministerial Discount, State Grant Programs, and Federally funded programs including Pell, SEOG, Federal Work-Study and the Perkins and Stafford Loans) must be applied for each year on time, in the spring to establish aid eligibility for the next academic year. The Free Application for Federal Student Aid (FAFSA) must be submitted to establish eligibility for all need-based aid programs. Students receiving the National Scholastic Award, Tuition Exchange through another college/university or tuition remission as a dependent of an Eastern employee must also file the FAFSA each year. It is the student's responsibility to make himself/herself aware of deadlines for paperwork submission as well as the requirements for "Satisfactory Academic Progress." Students receiving Eastern, federal or state aid/loans are required to maintain Satisfactory Academic Progress (SAP). SAP requires a student to meet certain quantitative and qualitative standards within a maximum time frame developed by the Department of Education. Failure to maintain this standard may result in a loss of aid. If a student's status (full time/part-time, resident/commuter) changes or courses are dropped, it is his/her responsibility to notify the Financial Aid Office immediately. These changes may result in an adjustment to the student's financial aid award package. Please see the University Catalog and the Eastern University Financial Aid Award Guide for more information regarding financial aid regulations.



## STUDENT IDENTIFICATION AND ACCESS CARD: THE E-CARD

The E-Card, the Eastern University identification card, is used as an access card for some residence hall doors and other campus doors. Resident students E-Cards allow them to access appropriate doors. Commuters who attend classes held in residence hall buildings may request that access be given to them through their E-cards, by presentation of their class schedule to the Service Stop. Students who have permanent mobility limitations may request that their card be activated to enter the Dining Commons handicapped accessible doorway.

The E-Card must be carried by the student at all times to be presented upon request to security officers, police or any university employee. E-Cards are non-transferable, may only be used by the student to whom they are issued, and become invalid upon termination of the student's association with the university. E-Cards should not be modified in any way (i.e. punching a hole in them), since this damages the card. "Loaning," attempting to falsify, refusal to present the card when asked, or other misuse of the E-Card will result in serious disciplinary action. Report the loss of an E-Card to security immediately.

**The E-Card is used By residents of the St Davids Campus in the following ways:**

To gain access to the Dining Hall for EACH MEAL and to use declining balance dollars  
(Declining balance dollars may be added to the E-Card through the food service office.)

To purchase limited or special rate tickets for events

To gain admittance to athletic and other events

To check out books and borrow university-owned materials

To gain access to various buildings and facilities

### Replacement

An E-Card must be replaced if it is lost or damaged or if there is a change of name. Replacement E-Cards will be issued at certain times during the week at the Service Stop. When obtaining a replacement E-Card, official identification will be required. The student is responsible for use of his/her card until it is reported missing to the Security Office. A fee is assessed for replacement of a lost or damaged E-Card and charged to the students account.

### WEPA

Your E-Card is also used for use with [WEPA \(Wireless Everywhere. Print Anywhere\)](#) printers. To print, non-traditional Eastern students/visitors must pay \$0.12 per page (B&W) or \$0.24 per page (color) (see Reference Desk with questions). Wireless printing is available by setting up a free WEPA account at [wepanow.com](http://wepanow.com). Our WEPA printers can print letter size only, and in either black and white or color.

## STUDENT RIGHTS, FREEDOMS & RESPONSIBILITIES

Eastern University exists to provide liberal arts, graduate, pre-college, professional, and pre-professional programs that are rooted in a unifying Christian worldview. The university views its mission as the pursuit of truth, the transmission of knowledge, and the development of students for a life of service to the church and to society. Foundational to a Christian academic community is both the freedom to teach and the freedom to learn. Both faculty and students should exercise these freedoms with responsibility. The freedom to learn depends on appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. The responsibility to honor and respect conditions conducive to this freedom is shared by all members of the academic community. The purpose of this statement is to enumerate the essential provisions for students to learn.

- A. Students are responsible for learning the content of any course of study for which they are enrolled, but they shall be free to take reasoned exception to the data or views offered in any course and to reserve judgment about matters of opinion.
- B. Students shall have protection against prejudiced or capricious academic evaluation through the publication of clear course objectives and evaluation policies and methods.
- C. The process of redress of grievances is:
  1. The student should first consult the faculty member involved.
  2. If the student remains unsatisfied, he/she may approach the department chairperson, who will set up a hearing between the faculty member and the student.
  3. If still unsatisfied, the student may approach the division chair, when applicable.
  4. If the problem remains, the student should consult the Academic Dean for the program.

### Student Records

Eastern University is in compliance with the Family Rights and Privacy Act of 1974 and amendments. The following offices maintain student records.

- A. Registrar's Office - grades, GPA, graduation requirements, academic status, class standing, admission credentials, and other academic records
- B. Student Development Office - student's evaluations, leadership and activities records, disciplinary related information, references, absence documentation, medical documentation.
- C. Admissions Office - prospective student files
- D. Alumni Office - Information regarding graduates of Eastern
- E. Health Center - health-related records for current students
- F. Academic Advisors - academic and advising materials for advisees

### Inspection Request

A student may, upon reasonable notice, request in writing to see any of the applicable files listed above. The signed, written request will be retained in the student's file. Each office will designate a person to give the student a confirmation of his/her request and make an appointment with the student (within 45 class days) to review and explain the records.

### Records Challenge

After reviewing the records, a student has the right to challenge the content and accuracy of the information. To challenge a record, the student should first make a written request to solve the problem. If no agreement is reached, a student may request a hearing of a committee convened by the Dean of Students and comprised of one student, one administrator and one faculty member. Within 30 working days after such a meeting, a decision will be rendered in writing to the student. If the decision is NOT to amend the record, the student has the right to include a written statement in the record.

## STUDENT LIFE

In order to protect the freedom of students and to promote the ideals of the university, the following guidelines will apply:

- A. **Students shall have the right to organize** and join officially approved associations to promote their common interest.
- B. **The membership policies and actions** of official student organizations shall be determined by a vote of only those persons who hold bona fide membership in the university community.
- C. **Student organizations desiring recognition** by the university shall be required to submit a statement of purpose, criteria for membership, a constitution, and rules of procedure to the Dean of Students. Official recognition includes approval by the Student Government Association, approval by the Student Development Committee, and approval by the Dean of Students.
- D. **Advisors** are required for all student organizations. Each organization should choose its own advisor, subject to approval by the Dean of Students.
- E. **Recognized campus organizations** shall be open to all students without discrimination unrelated to their purpose.
- F. **Approved student organizations**, with the consent of their advisor, may invite speakers to the campus. If an advisor of the organization is in doubt as to whether the purposes or goals of such persons invited to speak are in the best interests of the goals and purposes of the university, the advisor may consult with the Dean of Students. The university may require any or all of the following provisions:
  1. that the meeting be chaired by a designated faculty member
  2. that the speaker be available for questions from the audience
  3. that the opportunity be offered to balance the speaker's view with a differing opinion.

Sponsorship of guest speakers does not imply approval or endorsement of the views expressed, either by the sponsoring group or by the university.

### G. Student Participation in University Government

1. Students shall be free individually and collectively to express their views on issues of university policy and on matters of general interest to the student body.
2. Students participate in the formulation and application of institutional policy affecting academic and student affairs in the following ways: student governments and their various committees, student media, Student/Faculty Judiciary Board, and student representatives on various university committees and task forces.

### H. Student Media

1. Student media are seen by the university as an important means of establishing and maintaining an atmosphere of free and responsible discussion and expression.
2. Student media are not independent corporations in that they are neither financially nor legally separate from the university. The university, in effect, serves as "publisher/producer" and from this standpoint bears a responsibility for the content of the publication/programming. Although student media at Eastern are free of censorship, the members of the staffs are expected to be governed by the canons of responsible journalism/broadcast and are expected to avoid libel, mis-quotes, indecency, undocumented allegations, sacrilege, attacks on personal integrity, and harassment or innuendo.
3. Methods for redress of grievances: Complaints having to do with an alleged violation of the above guidelines should be taken to the editor of the publication involved. If a student is not satisfied with the editor's response, the complaint may be taken to the advisor who will connect with the Vice President for Student Development.
4. Student publications shall state explicitly on the editorial page that the opinions expressed are not necessarily those of the university or the student body.

**I. Commuting students** represent Eastern in the communities and neighborhoods where they live. Eastern University students who commute agree to uphold community ordinances and the laws of their state and country as well as to be good neighbors to those living around them. Eastern expects all students to respect the property and sensibilities of their neighbors at all times. Students are encouraged to get to know their neighbors and to act as helpful, responsible, and positive members of their community.

Commuting students who violate ordinances or laws off campus or who disrupt or disrespect their neighborhood community property can expect to be held accountable by the university.

**J. Commuter Housing Resources**

Since students' (including married students and graduate students) work/class schedules and housing requirements vary greatly, individuals and families need to secure living arrangements within the surrounding community on their own, according to their needs and resources. The Graduate Office and Student Development Office have various resources available and will provide counsel on securing housing in local areas. Commuting students are encouraged to begin looking for housing early. Apartment-sharing opportunities are often available. Call the Student Development Office if you have a housing opportunity to share or if you are looking for a roommate. See <http://eastern.edu/campus/studev/index/html> for housing options.

**“Paint the Rock” Tradition**

Eastern University has a large, natural rock formation on the main campus that is traditionally painted and repainted many times a year, to communicate messages to particular persons, groups or to the community as a whole. The rock is located near the Waterwheel on Thomas Drive just across from Willow Lake and next to Lower Lake. In keeping with the long established tradition, Eastern University allows students, employees, groups and clubs to communicate various messages and announcements of events to the student body, employee community and guests of the University by painting “The Rock”.

While there are no specific rules regulating the painting of “The Rock” it is expected that with this as with everything else, good taste and respect for others will be maintained.

Anyone can become part of the “Paint the Rock” tradition. Offer your well wishes to other students, your group’s announcements and invitations regarding University events during the year as you desire. Display your artistic gifts to the community as well. With so many events and activities happening on campus combined with so many active and talented individuals and groups, be sure to take a picture of your finished product so that you may cherish the results of your rock painting experience long after someone else has continued the tradition of painting “The Rock”... covering your masterpiece!

## BIBLICAL STANDARDS OF CONDUCT

For Christians, the Bible provides the necessary framework and standards for behavior and conduct. The following scriptures are particularly relevant:

“Don't let people look down on you because you are young; see that they look up to you because you are an example to them in your speech and behavior, in your life, faith, and sincerity.” I Timothy 4:12

“And whatever you do, in word or deed, do everything in the name of the Lord Jesus, giving thanks to God through him.” Colossians 3:17

“I want you to be able always to recognize the highest and the best, and to live sincere and blameless lives until the day of Christ.” Philippians 1:9-10

“For yourself, concentrate on winning God's approval, on being a worker with nothing to be ashamed of, and who knows how to use the work of truth to the best advantage. Turn your back on the turbulent desires of youth and give your positive attention to goodness, faith, love, and peace in company with all those who approach God with sincerity.” II Timothy 2:15, 22

“Why all this stress on behavior? Because, as I think you have realized, the present time is of the highest importance - it is time to wake up to reality. Every day brings God's salvation nearer. The night is nearly over; the day has almost dawned. Let us therefore fling away the things that are done in the dark; let us arm ourselves for the light of the day! Let us live cleanly, as in the daylight, not in the delights of getting drunk or playing with sex, nor in quarreling or jealousies. Let us be Christ's from head to foot and give no chance to the flesh to have its fling.” Romans 13:11-14

### Behavioral Standards and Expectations

As a Christian university, Eastern is an academic community that strives to be characterized by Christian principles in all facets of its common life. While we recognize that there is great diversity among us in terms of commitment and belief as members of the community, we nonetheless submit ourselves to the example of Christ Jesus in our dealings with one another. His example of love, gentleness, meekness, and goodness shall be the standard that we seek in all of our inter-personal relationships. Individuals who choose to become part of the Eastern University community are asked to adhere to policies that represent high standards of ethical and moral behavior, both on and off the campus. These 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.

The following are specific violations of university policy for which community members should expect to be held responsible and which may result in confrontation and possibly disciplinary proceedings:

1. **All forms of dishonesty** including but not limited to: cheating, plagiarism, theft, furnishing false information on or off campus, publication of false information anywhere (including in online communities), altering documents with the intent to defraud. Using a false or forged ID card of any type.
2. **As a Christian community**, Eastern University expects a sexual lifestyle that is consistent with our understanding of biblical teaching. For our community, **inappropriate displays of affection** are not acceptable and **sexual intimacy** is prohibited outside of marriage between a man and a woman.
3. **The use, sale, distribution and/or possession of all illegal drugs** on or off campus. Evidence of drug use/possession such as odors, items used to mask odors, paraphernalia, and storage containers

will be seen as a violation of policy.

4. **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. Community members are encouraged to report incidents relating to racial and ethnic intimidation and harassment to the local police and to the Dean of Students.
5. **Gambling and gaming for money, exchanging chips or markers for money is prohibited.** The University does not condone the participation in games for money (or other things of value) on campus, through the Internet or at Eastern University sponsored events off campus. Clubs and organization leaders, planning fundraising activities should consult with the Student Activities Office; review the University's position as well as state and federal law. University organizations and groups may conduct fundraising events that include raffles, auctions and such, provided the event is approved by the Student Activities Office well in advance of the advertising of the event. Students are encouraged to seek assistance for gambling related concerns early. The policy under Growth Initiative as listed under Disciplinary Sanctions in the University Student Handbook, applies to those who seek help.
6. **Tobacco products/devices** and their use are not permitted on campus or in areas adjacent to the campus.
7. **Beverages containing alcohol**, being found with alcoholic beverages, use or possession of alcoholic beverages or the presence of "empties" in the residence halls or areas adjacent to the residence halls, including student vehicles.
8. **Coercive or unwelcome sexual behavior**, including sexual assault, rape, acquaintance rape, indecent liberties (verbal or physical) or related actions.
9. **Lewd, indecent, or obscene conduct or activities**, whether demonstrative, visual, verbal, written or electronic.
10. **Verbal threats or abuse, harassment, intimidation**, threatened or actual physical assault, disregard for the rights and welfare of others, activities that cause or threaten emotional, mental, or physical harm or suffering, including bullying and intimidation related to gender or sexual orientation; actions or words that demean the dignity of an individual, actions that interfere with or cause interference with a student's academic performance and/or process.
11. **Returning to campus drunk** or intoxicated.
12. **Visitation in residence halls outside the established visitation hours and policies** (see visitation policy).
13. **Possession or use of firearms or weapons**, including air rifles, air pistols, knives, potato guns or blowgun, ammunition or explosives (fireworks) in or upon university-owned, supervised or adjacent property.
14. **Violations of fire safety** including use of explosive devices such as fireworks, any open flame, candles, hotplates, incense, space heaters unless issued by plant operations, halogen bulbs, heat lamps and other items that pose a fire hazard of any kind. The use of these items will result in no less than a \$50.00 fine for the first offense. No warnings will be given.
15. **Failure to possess and show the E-Card** and identify oneself immediately when requested to do so.
16. **The intentional disruption or obstruction of teaching**, research, administration, disciplinary proceedings or other university activities.
17. **Physical abuse, threats, and verbal or written intimidation of any person.**
18. **Sexual harassment, stalking and/or unwanted contact (of any kind) after verbal or written warning.** Community members are encouraged to report incidents immediately to any Office of Student Development professional.
19. **Theft from or damage to university premises** or damage to property of a member of the university community.

20. **Failure to comply with requests or directions of university officials** acting in performance of their duties.
21. **Violations of law** on or off university premises.
22. Participants in university-sponsored, off-campus class trips or activities, social, academic or sports related, are expected to observe on-campus behavioral expectations for the duration of the off-campus activity. -See Student Behavior Policy for Off Campus University Related or Sponsored Trips and Events, page 52.
23. **Community members who host or participate in events** where underage or excessive drinking occurs jeopardize their relationship with the university.
24. **Retaliation, intimidation, or coercion** directed against any member of the community, anyone who intends to register a complaint or anyone who has done so. Any member of the community who, after appropriate investigation, is 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 s/he has been retaliated against, that person should consult immediately with a Student Development professional.
25. **Defamation of others** through word, print, visual media, or other vehicles.
26. **Academic Dishonesty:** Community members are responsible to become familiar with acceptable standards for research and documentation and to abide by them. Academic dishonesty includes but is not limited to:
  - 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. In written work, three or more words taken directly from another author must be enclosed in quotation marks and properly cited. The source of distinctive ideas must also be acknowledged in a footnote. The words or ideas of another are not made your own work simply by paraphrasing. A paraphrase, even if acknowledged in a footnote, is unacceptable unless specifically permitted by the instructor.
  - Submitting a paper written by another student or another person as if it were your own.
  - Submitting a paper written by you for another course or occasion without the explicit knowledge and consent of the instructor.
  - Fabricating evidence or statistics that supposedly represent your original research.
  - Cheating of any sort on tests, papers, projects, reports, and so forth.

Where academic dishonesty is suspected or found, the instructor is required to send a record, together with all evidence of all cases of academic dishonesty, to the appropriate Academic Dean for review, who will forward the information to the Dean of Students for disciplinary action and record keeping.

#### **Academic Penalties for Academic Dishonesty**

When academic honesty is violated, according to the definition adopted by the faculty and whatever additional definition the instructor has published to his/her students, the instructor may choose one of the following penalties according to his/her assessment of the severity of the infraction and any extenuating circumstances:

- Assign a grade of F or zero on the paper, project or examination but allow re-submission, resulting in a maximum grade of C.
- Assign a grade of F or zero on the paper, project or examination without the opportunity for re-submission.
- Assign a grade of F in the course.

Instructors are encouraged to discuss findings with students.

In all cases the instructor will forward in writing evidence of the academic dishonesty and the academic penalty to the academic dean of the program who will in all cases forward all materials to the Dean of Students for follow-up and record keeping.

### **Disciplinary Penalties for Academic Dishonesty**

All cases of academic dishonesty will be referred to the Dean of Students. If disciplinary action is warranted, the case will be reviewed by the Dean of Students and/or the Judiciary Board. The following disciplinary actions may occur in addition to the academic penalty:

*First Offense:* Warning or Suspension with Disciplinary Probation

*Second Offense:* Suspension for a minimum of one full semester, usually longer OR Disciplinary Probation (If the student is found to have committed academic dishonesty is a graduating senior at the end of the semester of the offense, participation in graduation will not be permitted.

*Third Offense:* Indefinite suspension (no less than two semesters), possible expulsion.

It is unlikely that a person found to be in violation of the academic integrity policies of the University more than twice would obtain a degree from the University.

### **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 Vice President for Student Development, in the Deans, and in various disciplinary bodies of the university. The Judiciary Board and all other disciplinary bodies are recommending bodies to the Dean of Students.

### **Rights of the Accused**

An individual accused of misconduct shall be granted the following prerogatives. 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 request the counsel of his/her academic advisor.
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.

\* A hearing is defined as a meeting with University Personnel to answer to the charges.

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 including immediate suspension or expulsion.



## Disciplinary Procedures

### A. Initial Information

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

### B. Investigation

1. The Dean of Students (or designee) shall assume responsibility for the preliminary investigation of the alleged incident.
2. All pertinent sources of information shall be consulted in order to determine the validity of the initial information. Those sources might include the student's Residence Hall Director, Resident Assistant, academic advisor, and witnesses.
3. The matter shall be discussed with the accused.
4. The student shall have the right to request the counsel of his/her academic advisor during the investigation. This request is at the initiative of the student.
5. The Dean of Students shall have the power to suspend a student pending final adjudication of any case where a student is disruptive to the learning and/or living community, is a danger to self or others or for other reasons deemed necessary.
6. The University is not obligated to defer disciplinary investigations, hearings or decisions awaiting the outcome of criminal charges pending in various courts.

### C. 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 student.
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 room when the questions are concluded.
7. A judgment as to whether the student has violated university policy will be made. 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 by the Board.
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.

- This may be done verbally when possible.
- This will be reported in writing even if reported verbally.

#### D. 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 or other Student Development staff member, 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. *Warning*
4. *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 Student Development 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.
5. *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.
6. *Work Assignment*: The requirement to perform certain duties as restitution for inappropriate behaviors and actions or in some cases in lieu of fines.
7. *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.
8. *Leave of Absence*: When a student's behavior and/or attitude seems inconsistent with university expectations, it may be determined that the student should take a leave of absence to evaluate himself/herself and his/her relationship to Eastern.
9. *Suspension from the residence hall*: The student loses his/her privilege of living on campus. The student does not receive a refund on room or board.
10. *Suspension from the university*: Participation in the university as a student is suspended. The suspension may be from a classroom or completely from the University. 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. The student does not receive refund on tuition, room, or board.
11. *Expulsion*: One's status as a student is terminated for an indefinite period with little, if any, likelihood of re-admission. The student does not receive refund on tuition, room, or board.

#### Parental Notification

1. Students should expect that, unless they provide evidence of financial independence to the Dean of Students, parents or guardians may be made aware of disciplinary investigations, proceedings, and outcomes.
2. Disciplinary letters may be sent to the student's parents, academic advisor, coach or group leader and/or scholarship and tuition program administrator.



## Reporting Disciplinary Outcomes to Coaches and Leaders

At Eastern University any group's advisor or leader can require releases for disciplinary information from their student participants through signature or published program requirements. At the leaders request he/she will then receive copies of all disciplinary letters *that rise to the level of the Dean of Students*. Coaches, advisors and other leaders may apply penalties for this level of discipline as they see fit. Responses may differ from student to student depending on the student's history with the program/group.

Encouraging consistency in behaviors across departments is essential in character development. Students tend to compartmentalize and often do not think about how their choices and actions can effect both themselves, others and the University they represent. It is important to help students learn that their behavior/choices and affiliations have implications for them outside of the isolation of an "event", especially if they are representing the University in a significant way. This approach encourages congruence as to who they are in all aspects of their lives, which is important for moral development and spiritual formation.

### Appeals

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.

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

# ON-CAMPUS VEHICLE REGULATIONS

Students are responsible to know all parking regulations and to abide by them. The roads and lots on campus are private and are maintained by the University for the convenience of students, faculty, staff, and visitors. Roads and lanes are used for pedestrian as well as vehicular traffic; all vehicles shall be operated at a maximum of **15 mph** on the University property. Student parking permits are issued on a school-year basis and must be displayed when parking on the campus.

## Resident Student Parking Policy

Parking for resident students is limited. Currently first year students are not permitted to have a vehicle on the campus, however space is available in the West Campus Parking Lot. Incoming students must apply for parking privileges before the beginning of the Fall semester. No student may bring a car to the campus without authorization. All other resident students may be issued on-campus parking privileges on a first-come, first-served basis. Permits will be issued only to the limit of the maximum number of spaces available. Returning students should apply for parking privileges prior to the beginning of the semester.

## Commuting Student Parking Policy

Commuting students shall register a vehicle prior to the beginning of a semester. Generally, commuting student parking is limited to the McInnis parking lots. Certain residence hall lots may be limited to resident students only, and are posted as such.

## Registration Regulations

1. Parking permits are **not transferrable** and may be used only by the person to whom they were issued.
2. The person to whom the permit is issued is responsible for the proper parking of the vehicle on campus, regardless of who was last driving it.
3. Permits must be **clearly displayed** any time the vehicle is parked on the campus
4. Issuance of parking privileges does not guarantee a student a place to park on the campus and lack of space is not a valid excuse for parking in violation of regulations.
5. All vehicles parked on campus must have a current state registration, inspection and insurance.

## Towing and Booting Regulations

1. Vehicles that are double parked; blocking doors or dumpsters; or parked in traffic lanes may be towed at the owner's expense.
2. Unregistered vehicles will be booted. Cars that have been booted may be released by the Director of Security, or his designee, after payment of a fee and proper registration of the vehicle (if permitted).
3. Vehicles belonging to **chronic violators** of parking regulations (**4 or more violations**) may be towed or booted at any time, at the owner's expense, and campus **parking privileges may be revoked**.

## Parking Fees

1. Parking privileges are granted for a school year, September to August. Parking Applications are available through the Security website, the myEastern Portal, the New Student Information Website under Student Development, or in-person at the Service Stop, Walton 4 (second floor of Walton Hall). Parking Application & Permit Fee for Full-Time Students (Annual) \$250.00, Parking Application & Permit Fee for Part-Time Students (Annual) \$130.00. Your student account will be charged half of the amount each semester. A student must return their permit at the end of the fall semester in order to get a refund for the spring semester.
2. Parking on campus without a valid permit carries a \$100.00 fine. All other violations of parking regulations carry a \$25.00 fine.

3. Fines will be posted on student accounts after the 10 day appeal period has expired. Fines must be paid at the Office of Student Accounts in the Mall Cottage.

### **Parking Restrictions**

1. Resident students may not park in the McInnis Lots Monday through Thursday from 9:00 AM to 7:30 PM and Friday from 9:00 AM to 3:00 PM to give commuters, faculty, and staff priority during those hours. No warnings will be given.

2. Only vehicles that display an official handicap license plate or placard may park in the designated handicap spaces.

3. Vehicles may not park in:

- Fire lanes
- Driveways (posted or not)
- Any landscaped area or lawn
- Any place where parking is prohibited by posted signs
- In front of dumpsters (even for a minute)

4. Any student who is unable to find a parking space should call Security on extension 1737 or on one of the emergency phones located in campus parking lots.

### **Appeals**

1. Appeals of parking violations, or the towing or booting of vehicles, may be made to the Director of Safety and Security in person or in writing. The Director's office is on the ground floor of Ott Hall, phone 610 341-1720.

2. Appeals are scheduled weekly on Wednesdays or Thursdays.

3. Appeals of any ruling of the Director may be made in writing only to the Dean of Students.

4. "I didn't know" is not a valid reason for an appeal.

### **Eastern University Liability**

The issuance of parking privileges, and the charging of fees for parking, in no way implies that the University assumes liability for care or protection of vehicles parked on the Eastern University property. Any damage to a vehicle parked on Eastern University lots is the responsibility of the owner or the person who caused the damage, if known.

*Any questions about parking rules and regulations, contact the Director of Safety & Security, 610 341-1720*

### **Refunds**

Students who return their permit during the first week of the semester will be refunded 100% of the permit fee. Students who return their permit before mid-term will be refunded 50% of the permit fee. After mid-term there will be no refunds of permit fees.

Students who will not have a vehicle on campus for the Spring semester can return their permit at the end of the first semester and they will not be charged for the Spring semester.

*Any questions about parking rules and regulations, contact the Director of Safety & Security, 610 341-1720.*

# IMPORTANT POLICIES AND INFORMATION

## CONTINUED ENROLLMENT POLICY

Eastern University students must demonstrate that they are able to appropriately manage academics, social, personal lives and their health, in order to remain enrolled.

- Students who do not attend classes or who are otherwise disruptive to the academic process or experience of other students may be required to withdraw.
- Students must demonstrate that they are able to comply with Doctor's recommendations concerning medications and self-care.
- Student Health Services does not administer medication to students in order to regulate compliance with medications.
- Students who self-injure, and/or act in ways that are dangerous to themselves or others will be required to withdraw and seek resolution to the underlying problems before reenrollment is considered.
- Students who leave the campus and/or are hospitalized, due to psychological crises may not return directly to the campus until they have met with the Vice President for Student Development and been cleared for return by a psychiatrist.
- The return/reenrollment policy/procedure may be requested from the Student Development Office.

## POLICY ON COMPUTING AND NETWORK ETHICS

### **Preamble**

Eastern University provides access to both an internal campus network and to the Internet. While such access, used appropriately, legitimately advances the academic mission of the University, there is also the possibility for its misuse. This policy is intended to provide guidelines for the use of network resources that both reflect the Mission Statement of the University, and protect community members and others from harm.

### **Scope of Policy**

While this policy deals specifically with issues involving the use of University computing resources and networks, it does not stand alone. All users of University resources are expected to abide by the rules and regulations of the applicable University handbooks, and the laws of the state of Pennsylvania and of the United States of America. We remind users that laws that apply in the physical world, such as those dealing with harassment, discrimination, copyright infringement, or obscene materials, are just as valid on campus networks and the Internet.

This Policy on Computing and Network Ethics applies to all users of Eastern University's computing and data/phone network facilities. By using these systems, the user agrees to comply with and be subject to this Policy. Users accessing Eastern University computing and data/phone network facilities are responsible for maintaining a current understanding of the terms of this policy, which the University reserves the right to change without prior notice. This policy also covers all devices connected to campus systems, whether owned by the University or private individuals.

### **Statement of Purpose**

The computing facilities and data/phone networks at Eastern University (including the University's Internet connection) are provided for University-related use by Eastern students, faculty, administration and staff in support of the educational programs, research and administration of the University. As a Christian university, Eastern expects its users to exercise responsible and ethical behavior when using the University's computing and data/phone network facilities.

## General Guidelines

- All use of University computing facilities and data/phone networks must be in keeping with the mission of the University.
- Use of University computing facilities and data/phone networks is limited to authorized users.
- University computing facilities and data/phone networks may not be used for any illegal purpose.
- Users are responsible for all actions performed from their network, Internet and e-mail accounts, as well as from personally owned computers connected to University data/phone networks.
- The privacy and rights of others must be respected.
- The ability of legitimate users to utilize the computing facilities and data/phone networks of the University in an efficient and secure manner must be respected.
- Intellectual property rights, particularly those involving copyrighted material, must be respected.
- The University reserves the right to take any and all actions necessary to protect the integrity and security of University computing facilities and data/phone networks, including those necessary for law enforcement or other purposes.
- The use of the University's computing facilities and data/phone networks is a privilege that may be revoked at any time. Disciplinary action in accordance with the Eastern University Handbooks and/or legal action will be taken when warranted.

These general guidelines are designed to be easily remembered “rules of the road”. This policy also includes, as an appendix, specific amplifications of each guideline, which all users are responsible for understanding. Questions about this policy, or suspected violation of this policy should be directed to Academic Computing at 610-341-1721.

## Appendix to the Policy on Computing and Network Ethics

This appendix is designed to aid in the understanding of each of the general guidelines by providing specific examples of appropriate and/or inappropriate use. Examples of inappropriate conduct should *not* be construed as the only ones covered by the Policy on Computing and Network Ethics, but instead are designed to provide a framework for its interpretation. All users are expected to follow these guidelines in *spirit*, as well as in letter.

- **All use of University computing facilities and data/phone networks must be in keeping with the academic mission of the University.**
  - The following are prohibited:
    - The use of University computing facilities or data/phone networks for private financial gain, without University approval.
    - The sending of unsolicited bulk e-mail (spam) unrelated to the mission of the University.
    - The sending of email messages with fraudulent address information or having misrepresentation in content in an attempt to harmfully deceive others.
    - Accessing or downloading of obscene/pornographic images or text or other materials using University facilities or storage of such materials on University owned systems, or on systems connected to the University data/phone network.
  - Eastern University is linked to off-campus computing resources via the Internet, through a connection provided by Yipes Enterprise Services, Inc. All use of the external network connection must meet their Acceptable Use Policies available at [http://www.yipes.com/about/accept\\_use.html](http://www.yipes.com/about/accept_use.html), in addition to all provisions of this document.
- **Use of University computing facilities and data/phone networks is limited to authorized users.**
  - All access to University owned computing facilities and data/phone networks must be approved by Eastern University. Account request forms for the academic network and Internet connectivity are available through Academic Computing or on the University's web site at <http://www.eastern.edu/helpdesk/newaccount.html>.



- No unauthorized access to University computing and data/phone networks is permitted.
- Unauthorized use of another user's account as well as the providing of false or misleading information for the purpose of obtaining access to computing or network facilities is a violation of this policy.
- Attempting to access restricted portions of University systems and/or networks or the unauthorized possession of tools for such a purpose is a violation of this policy.
- **University computing facilities and data/phone networks may not be used for any illegal purpose.**
  - The following are examples of violations of this policy:
    - The placing of unlawful information on University systems.
    - The sending or storage of abusive, obscene, harassing or fraudulent public or private email messages and/or materials.
- **Users are responsible for all actions performed from their network, Internet and e-mail accounts, as well as from personally owned computers connected to University data/phone networks.**
  - To protect their accounts users should not give out their passwords to others and should logout of the network when finished with the facilities.
- **The privacy and rights of others must be respected.**
  - The following are examples of violations of this policy:
    - Monitoring (or attempting to monitor) another user's data communications.
    - Obtaining (or attempting to obtain) another user's password.
    - Reading, copying, changing, or deleting (or attempting to read, copy, change or delete) another user's files or software without the prior permission of the owner.
    - Accessing (or attempting to access) computer systems through the University network, including those external to the University, without authorization of the owner of that system. This includes port scanning, system exploits, or other techniques designed to gain unauthorized access to a system.
- **The ability of legitimate users to utilize the computing facilities and data/phone networks of the University in an efficient and secure manner must be respected.**
  - The use of any device or software that interferes with the ability of others to access University networks or systems is prohibited.
    - This includes unauthorized networking devices such as routers, and implementations of DHCP, DNS, NNTP, POP, IMAP, SMTP, and WINS servers.
  - To ensure the integrity and security of the network, all unauthorized wireless networking devices are prohibited.
  - The following are also examples of violations of this policy:
    - Damaging (or attempting to damage) any portion of University computing facilities
    - Use of University facilities for non-university related email, browsing the Internet or games or other such activities when computing facilities are crowded is considered to be depriving other authorized users of access to computing.
    - The use of peer-to-peer networking, or other file-sharing technology, while not in itself a violation of this policy, may become a violation if in the opinion of the University it places an undue burden on University resources, or is used in violation of copyright laws, or in violation of local, state, or federal statutes.
    - The deliberate introduction of computer viruses/worms into University facilities, as well as attempts to create or disseminate such programs.
    - The deliberate misuse of software or other techniques to degrade system or network performance or otherwise deprive authorized personnel of resources or access to University systems or networks.
- **Intellectual property rights, particularly those involving copyrighted material, must be**

respected.

- The dissemination of copyrighted materials, outside of the provisions of “fair use”, without permission of the copyright holder, including music, movies, or software is prohibited.
- Computer software protected by copyright is not to be copied from, to, into or by University computing facilities, except as permitted by law. The use of illegally copied software is a violation of copyright law and will be treated as such.
- **The University reserves the right to take any and all actions necessary to protect the integrity and security of University computing facilities and data/phone networks, including those necessary for law enforcement or other purposes.**
  - The University specifically reserves the right to immediately disconnect any computer disrupting the University’s data/phone network, or is being used for any activity in violation of this policy.
  - The University has the right to monitor and log network traffic and email communications, and take appropriate action based on information obtained in this manner.
  - The University has the right to examine any files stored on or transmitted using University owned machines.
  - University search and seizure policies and processes apply to residence hall rooms, as outlined in the student handbook.
  - The University has the right to remove any file stored on University owned machines.
  - The University disclaims responsibility for loss of data or interference with files resulting from its efforts to maintain the security and privacy of the University’s computing and data/phone network facilities.
- **The use of the University’s computing facilities and data/phone networks is a privilege that may be revoked at any time. Disciplinary action in accordance with the Eastern University Handbooks and/or legal action will be taken when warranted.**
  - The University reserves the right to suspend, without notice, the network access privileges of any user who is believed to be in violation of this policy, pending investigation and review.
  - Questions about this policy or suspected violations of this policy may be reported to Academic Computing at 610-341-1721.

### SAFETY ESCORT/SHUTTLE POLICY      St. Davids Campus

It shall be the policy of the Eastern University Department of Safety and Security to provide vehicular transportation or walking escort to students, faculty, and staff when it is practical to do so. The circumstances under which transportation/escort service is provided shall be generally limited to:

Reasons of personal safety, such as those cases when a member of the community is traveling alone on foot from one point to another on the campus at a time when little or no activity exists in the general area. *Generally*, students will not be escorted for safety reasons prior to 9:00 PM. Students should expect that response to requests for escort for safety reasons should be within fifteen (15) minutes. However, be aware that the officers could be attending to urgent matters from time to time, causing a delay in response time. It is not anticipated that such a delay would ever exceed twenty (20) minutes

Security Officers provide Shuttle Service from the St Davids Campus to the Villages, West Campus Parking Lot and local rail stations at Radnor. CALL - 610-341-1737 when you are ready for pick up. Give your name, student ID # and your location. You must be ready for your ride and you must be waiting for pick up BEFORE YOU CALL. Show your ID to the driver. Pick-up timing will depend on other ride calls and your location. Wait patiently for your ride. Pick up points on St. Davids campus are the rear of McInnis Hall and the front of Eagle Learning Center. Do not request a shuttle before you have arrived at the pick up point.

Emergency phones in campus parking lots may be used to request safety escorts.

Security officers are authorized to delay or deny transportation and safety escort services to any member of the community in those cases when they are otherwise occupied with urgent campus security matters. In those cases, security officers are required to offer a courteous explanation for refusing a request.

Nothing in this policy shall prevent a security officer from providing a safety escort to a member of the community by walking with them from one place to another on campus, when practical. Severe inclement weather may suspend all Shuttle transports and/or escorts.

## SEXUAL ASSAULT POLICY

As a Christian academic community, Eastern University expects a sexual lifestyle that is consistent with biblical teaching. For our community, sexual intimacy is not acceptable apart from marriage. Sexual assault is a 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 the standards which Eastern University expects of its students. Sexual assault is a crime that involves power as the motive, sex as the weapon, and aggression as the method. Anyone can become a victim of sexual assault regardless of age, gender, race, appearance, or economic status. A person has the right to say "no" at any stage of an encounter. However, a person does not have to say "no" for the attack to be considered a sexual assault. A person does not attract sexual assault by acting or dressing in a provocative manner. There is no evidence to support a link between physical attractiveness and sexual assault.

### **Definitions**

**Sexual Assault** is the commission of a sex offense. It is a more general term which includes but is not limited to rape and sexual abuse. If a person is unable to give consent, the behavior of the perpetrator is considered sexual assault. Persons are considered unable to consent if:

1. they are temporarily incapable of appraising their conduct due to a) the influence of alcohol or drugs or b) physical helplessness because they are unconscious or otherwise physically unable to communicate consent;
2. they are impaired because they are suffering from a mental illness which renders them incapable of appraising the nature of their conduct; or
3. they are under the age of 18.

Having a sexual encounter with a person under such circumstances is considered sexual assault, even if the assailant is under the influence of alcohol or drugs.

**Rape** is forcing someone to have sexual intercourse, either vaginal, oral, or anal. The act may be perpetrated by a person who is either a stranger or an acquaintance of the victim. The force necessary can be any threat or physical force that places the victim in fear of anything, including but not limited to loss of job, lowered grades, injury, or death. The perpetrator does not need to use a weapon or to injure the victim in order or make the victim fearful.

**Date Rape**, also known as "acquaintance rape," "social rape," or "silent rape," is rape by someone the person knows—friend, roommate, classmate, date, neighbor, professor, employer, co-worker, fiancé, lover or ex-lover, or casual acquaintance.

**Sexual Abuse** is forcing a person to engage in any sexual contact other than sexual intercourse. Sexual abuse means any touching of the sexual or intimate parts of another person, whether directly or through clothing, which is offensive to the victim and which could reasonably be understood as offensive. (See Sexual Harassment Policy for additional infractions not covered in this document)

### **If you are sexually assaulted:**

1. Immediately tell a trusted friend, a member of the Student Development staff, or CCAS counselor. You

will need support throughout the process.

2. Seek medical attention immediately. Call your doctor or go to the hospital emergency room for treatment of any injuries and for collection of evidence for legal prosecution, even if you are not sure that you want to prosecute. You can decide later to prosecute, but the exam cannot wait.
3. Report the sexual assault to the police. They will inform you of your legal rights and help you collect evidence. You can decide whether or not to prosecute later.
1. Make a written report of all the events that led up to the sexual assault, the sexual assault event, and your behavior after the sexual assault. Include dates, times, and witnesses.
5. Seek counseling. Your Resident Assistant, Residence Hall Director, or a member of the Student Development Office staff can help you contact the Eastern University Counseling Center. A counselor can give confidential support, help in decision-making, and help the victim to move through the emotional and psychological processes from victim to survivor.
6. Report the sexual assault to any member of the Student Development staff. See below for the procedure.
7. DO NOT:
  - a. clean up, wipe or wash with tissue, douche, bathe, shower, or change your clothes before you go to the hospital.
  - b. be afraid to tell others and report this crime to the police.
  - c. blame yourself.

## SEX DISCRIMINATION POLICY

### I. Statement of Policy

Eastern University is committed to complying with all State and Federal laws prohibiting discrimination, including Title IX of the Education Amendments of 1972 and its implementing regulations, which prohibit discrimination on the basis of sex.

### II. Prohibited Acts.

Title IX of the Educational Amendments of 1972 states:

No person in the United States shall, on the basis of sex, be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under any education program or any activity receiving Federal financial assistance.

Title IX, as it pertains to the Eastern University community, applies to but is not limited to, fair practices regarding: recruitment, admissions, housing, athletic, and extracurricular activities, rules and regulations, discipline, class enrollment, access to programs, courses, and internships, distribution of financial assistance, distribution of institutional resources, hiring practices, employment, promotion, and policies, among other things.

### III. Title IX Coordinator

The Title IX coordinator responsible for Title IX compliance at Eastern University is the Vice President for Student Development, Walton 200, St. Davids. Phone: 610-341-5823, bbrigham@eastern.edu.

### IV. Complaint Procedures

Any person at Eastern University who believes that s/he has been discriminated against on the basis of sex (the

“complainant”), by Eastern University students, faculty, staff or outside third parties is encouraged to promptly take the following actions:

1. Immediately communicate with the individual perceived as engaging in discriminatory conduct (the “respondent”) and request a proposed course of action to resolve the situation.
2. If the matter cannot be resolved at that level or if the complainant does not wish to or feel comfortable communicating directly with the respondent, then the complainant may make a complaint in writing within two weeks of the alleged discriminatory conduct to the Vice President for Student Development. If the Vice President for Student Development is involved in the acts that the complainant believes to be discriminatory, then the complaint should be made to the General Counsel.
3. The complaint should provide the following information.
  - a. The names, addresses and telephone numbers, if available, of the complainant and respondent;
  - b. Specific acts alleged, including dates, times and locations;
  - c. Names of any potential witnesses, including addresses and telephone numbers, if available
  - d. Actions taken by any party to address the discrimination, if any.

## V. Investigation Procedures

The following procedures will govern all investigations of complaints alleging violations of this policy. Eastern reserves the right to deviate from these procedures only when such deviation is necessary to ensure appropriate processing of the investigation.

1. The investigation will begin within 10 *work days*<sup>1</sup> of the receipt of the complaint. Should the Vice President for Student Development be unavailable within the time frame, his/her designee will act instead. If the Vice President for Student Development or his/her designee is involved in the alleged discrimination, the complaint will be investigated by General Counsel.
2. The Vice President for Student Development, or his/her designee(s), will investigate allegations of violations of this policy.
3. If the complainant or the respondent is under 18 years of age h/her parent or legal guardian will be notified of the complaint via phone, e-mail or US mail.
4. The investigation should include interviewing the complainant and the respondent, as well as any relevant witnesses suggested by the complainant and the respondent.
5. The investigation should also include interviewing any additional witnesses or reviewing any documents deemed relevant by the Vice President for Student Development or his/her designee(s).
6. Confidentiality of the investigation will be maintained to the extent possible.

---

<sup>1</sup> Work days is defined as days in a row, when the University is open for business, excluding Saturday and Sunday.

7. If witnesses cannot be reached or are not available, the complaint will be investigated in their absence.
8. After all available information is reviewed and interviews are completed, the Vice President for Student Development or his/her designee(s) will:
  - a. Determine whether a violation of this policy has occurred, and if so, the appropriate response.
  - b. Notify the complainant and the respondent either verbally or in writing of the outcome of the investigation within five working days after the completion of the investigation.
  - c. Make recommendations to the appropriate supervisor/dean regarding discipline, if warranted.
  - d. Partner with departments, divisions, programs and Deans to take any corrective action as may be appropriate under the circumstances.
9. All complaints will be adjudicated as expeditiously as possible and generally within 30 *work days*.

## VI. Appeal Procedures

1. Within two weeks of being notified by the Vice President for Student Development or his/her designee of the decision regarding the investigation, either party may appeal the decision by submitting a written statement of the basis for the appeal to Judiciary Board.
2. Appeals will be heard by the aforementioned Judiciary Board who will hear/review statements (oral or written) from the parties and review evidence compiled by the Vice President for Student Development during his/her investigation. All appeals will be heard as expeditiously as possible and generally within 30 *work days*<sup>1</sup>.
3. Eastern University believes that individuals involved in a sex discrimination investigation should be heard in final appeal by an impartial Judiciary Board with representation by at least one member from their primary constituency group (i.e., student, faculty or staff, which includes administration). Accordingly, members of the Judiciary Board shall reflect the primary constituency group of the complainant and the respondent.

When the alleged discrimination involves:	The Judiciary Board will be composed of:
Faculty and student	Faculty and student(s)
Staff and student	Faculty, staff and student(s)
Student and student	Faculty and student(s)
Staff and staff or Faculty and staff	Faculty and staff
Faculty and faculty	Faculty

4. The decision of the Board will be communicated to the complainant within five working days of the conclusion of the Board's investigation. The decision of the Board will be final.

## VII. Retaliation

Retaliation against a person who brings a complaint alleging a violation of this policy or who participates in an investigation is strictly prohibited. Retaliation will be cause for appropriate disciplinary action in accordance with the procedures set forth above.

Students, faculty or staff who *knowingly* make false charges alleging violations of this policy may be subjected to disciplinary action, as well as any related/relevant civil or criminal legal proceedings.

## 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 any behavior, verbal or physical, which constitutes sexual harassment.

**Definition:** 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 a 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 exists 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 those used for the purposes of instruction as appropriate to course objectives;
5. cornering or leaning over, touching, pinching, or patting;
6. pressure for sexual favors.

**Dealing With Sexual Harassment:** Eastern University strongly urges that each member of the community know her/his rights and responsibilities, cooperate with those who are designated to help resolve allegations of harassment, and report all incidents of harassment, especially if she/he is a victim.

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

## The Procedure for Reporting Sexual Assault/Sexual Harassment

Members of the Eastern University community are encouraged to report information regarding an alleged incident of sexual harassment or assault to any member of the Student Development staff. Although any member of the Student Development staff may be informed, that member will report the incident to the Dean of Students, who will investigate it.

Should the alleged victim choose to do so, she/he may choose a support person who may be a friend or 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 that follow.

The following procedures apply when the alleged perpetrator is a student. 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 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 obligated 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 or staff member, at least one female faculty or staff 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 to have the same members of the Board present at every hearing for the particular case. Either the victim or the accused may request that a student member be included or excluded. The Hearing, Disciplinary Sanction, and Appeals Process are outlined elsewhere in this handbook.

If the alleged perpetrator is a member of the faculty or staff, the Dean of Students will report the incident to the Vice-President or 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 Development 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 anyone 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 a member of the Student Development Staff.

### VICTIM'S RIGHTS AT EASTERN UNIVERSITY

Eastern University is concerned for those within the community who might become victims related to the actions of others in the community as well as those outside the community. Although internal incidents are rare, victims should know their rights and advocate for themselves regarding them.

The following are Victim's Rights at Eastern University.

- To request advice and personal support from authorities without making a formal complaint
- To make a complaint and then withdraw the complaint
- To present a spoken or written report and or complaint concerning the matter, to appropriate authorities
- To have a friend or personal counselor accompany them at meetings concerning the matter
- Should the case go before the Student-Faculty Judiciary Board:
  - To submit a written statement to the Dean of Students to be read during the hearing
  - To request to the Dean of Students, anonymity during the hearing
  - To be informed of the outcome of the hearing. This may be done verbally or in writing by the Dean of Students or designee.

Victims may consider bringing their case through the legal system and/ or to other external authorities. The choice to do this or not rests solely with the victim. Note that adjudication of matters relative to student behavior within a private university setting is not subject to laws regarding legal proceedings, nor is it meant to be a substitute for the legal process. Regardless of the victim's decision relative to bringing external charges, when school policy has been broken internal disciplinary procedures will be followed and concluded, with or without reference to external adjudication, at the discretion of the Dean of Students.

Victims who participate in the legal system should understand their rights under the law within the state of Pennsylvania. Pennsylvania, victim's rights can be found here:

[http://crime.about.com/od/victims/qt/victims\\_pa.htm](http://crime.about.com/od/victims/qt/victims_pa.htm)

Victim's rights differ state by state. Victims are advised to check policy in the appropriate state where the concerning event occurred.

## ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES POLICY

*\*Note: This is an overview of disabilities policies and procedures. Students are urged to contact CCAS for more detailed information relevant to their specific situations.*

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 otherwise qualified students with disabilities. It is not intended that academic standards be lowered or essential elements of programs or courses be changed, and accommodations are not intended to ensure a satisfactory or desired grade or evaluation. In determining reasonable accommodations, consideration will be given to the student's documented needs, essential elements of the involved courses or university activities, and institutional resources. Academic accommodations *may* include modifications in the classroom, in assignments, and in the way tests are administered. Non-academic accommodations *may* include modifications and assistance relating to physical accommodations in the residence halls and mobility and access to campus buildings. Accommodations are granted in response to student requests on the basis of determined need and documentation of disability. 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.

### **Eligibility**

To be eligible for accommodations for disability, a student must:

1. Have an identified disability as defined by the Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA)
2. Submit a written request for accommodations in a timely manner to CCAS (or its designee)
3. Submit appropriate and adequate documentation of disability

### **Procedure for Requesting & Using Accommodations**

1. Students requesting accommodations for disability must submit a written request form available from the Cushing Center for Counseling & Academic Support (CCAS). If students need assistance in completing the form, it will be provided by CCAS upon request.

- All requests for accommodations, both academic and non-academic, should be submitted on this form to the Director of CCAS (unless the student is otherwise directed).
- Students should submit their requests (including the request form and documentation of disability) well in advance of the semester/session they plan to attend Eastern to allow adequate time for review of the request, development of appropriate plans, and implementation of arrangements in time for the semester/session of study.
- If the request involves non-academic accommodations, the CCAS Director will notify the appropriate contact person for the student's academic program and may provide him/her a copy of the request after a review of the student's documentation of disability has been determined that the student is eligible for accommodations.
- If the request involves academic accommodations for a student in a program outside the College of Arts & Sciences, the CCAS Director will notify the appropriate contact person for the student's program and may provide him/her a copy of the request form after a review of the student's documentation of disability has determined that the student is eligible for accommodations.

2. Documentation of disability should accompany the request form. A decision about requests cannot be made until adequate documentation is received. Documentation must come from a professional qualified to evaluate disabilities in the areas related to the student's request, must be sufficiently thorough and recent to establish

whether the condition qualifies as a disability, must indicate the extent and severity of the student's impairment, and must address the nature and projected time frame for any accommodations needed at the present time.

#### a) Overview of General Documentation Requirements

NOTE: This is not a comprehensive statement of documentation requirements. Specific requirements apply to specific disabilities. Students should contact CCAS for specific requirements for their condition.

- Documentation must be provided by a professional qualified to evaluate disabilities in the areas related to the student's request
  - Vague and/or short statements of diagnosis (e.g., by a physician for ADHD) are not sufficient.
  - Information provided by the student, parent, or others might be helpful supplementary information, but it does not constitute documentation of disability.
- Documentation must be on the professional's official letterhead with date and signature.
- Documentation must be recent enough to establish that the condition is still present and to reflect current impairment and needs. This would typically be no longer than 3 years old for learning disabilities and ADHD, more recent for changeable psychiatric or medical conditions (e.g., migraine headaches), longer for permanent disabilities (e.g., blindness).
- Documentation of conditions submitted as part of request for disability accommodations must include the following elements:
  1. Current diagnosis. A clear statement of diagnosis must be included. A clinical diagnosis in itself is not evidence of disability, however.
  2. How diagnosis was determined (e.g., this would typically be a psycho-educational testing battery for learning disabilities and ADHD, neuropsychological evaluation for head injury, medical or psychiatric evaluation for other medical or psychiatric conditions)
  3. History of illness/condition (including how/when condition was first diagnosed and by whom, course of illness/condition over time)
  4. Current symptoms (including specific nature of symptoms, frequency, severity)
  5. Extent of functional impairment caused by symptoms/condition (specifically related to life realms for which patient is requesting accommodations, if possible to determine)
  6. Need for accommodations at the present time (include specific recommendations if possible)
  7. Projected time period for which accommodations might be needed

Students should be aware that having had accommodations in high school or another setting (e.g., a 504 Plan) does not necessarily qualify them for any or the same accommodations in a particular post-secondary setting. In particular, students should be aware that an IEP alone, a summary of performance, or a short statement from a physician does not constitute adequate documentation of disability.

b) It is the **student's responsibility** to obtain and furnish the appropriate documentation. CCAS staff will assess presented documentation and make a decision. Additional documentation will be accepted and a reevaluation will occur as documentation is received. If requested, CCAS staff can advise the student about how to obtain adequate documentation (e.g., by explaining requirements to the documenting professional).

3. Students should make an appointment to meet with CCAS staff to discuss their specific requests and needs for accommodation. This can be done after the student has submitted the request form and documentation, or the student can submit the form and documentation at this meeting. In cases where an in-person meeting is extremely difficult (e.g., student at a distant campus) or not essential (straightforward request that can be handled by phone), the requirement for the meeting can be waived by the Director.
4. After the written request (with documentation) has been received and evaluated (either in the meeting or without a meeting at the discretion of the Director), a decision will be made within a reasonable period of time. This time period will vary depending on the extent of the requested accommodations and the time of year. In any case, students should expect that a minimum of 14 working days will be needed to evaluate requests. In some cases, an interim plan addressing the student's needs may be put into effect (e.g., a visually impaired student may be provided with a reader while a request a specific type of text enlarger is under consideration). An interim plan would be appropriate only in cases where the student's disability is apparent or indisputable (e.g., obvious physical impairments).
5. After the determination of eligibility (i.e., documentation shows the student has a disability), reasonable accommodations for the disability will be determined. In making the determination, CCAS staff will consult the documentation, the student, and relevant university officials (e.g., professor, Dean of Students, etc.).
  - Essential components of courses or programs will not be changed or eliminated, but modifications in the way the student can meet these essential requirements will be made when possible. Essential components of courses and programs are listed in their respective descriptions in the Eastern University catalogs. CCAS will consult with faculty, staff, and outside professionals when needed to determine essential elements and reasonable accommodations. Examples of essential components that will not be modified include, but are not limited to: requiring that the student make oral presentations in a public speaking class, competence in dance skills in a dance class, competence in playing a musical instrument for a music performance class, class attendance in a group dynamics class.
6. In implementing the accommodations approved by the university, CCAS and/or the Dean of Students will provide written notification of the accommodations to the appropriate faculty member, administrator, or staff member. In addition, the student will be responsible to meet with all involved parties to discuss his/her needs for accommodations and clarify how these will be implemented.
7. Students who have been granted academic accommodations for a particular semester/session **must update their request with CCAS each successive semester/session**. This will not be done automatically. This typically involves submitting an updated request form, available at the CCAS office, and reviewing with a CCAS staff member whether the accommodations requested previously are still appropriate. An in-person meeting may be required by CCAS or requested by the student.
8. Students who have been granted non-academic accommodations may be required to update their request every semester/session or more often if the nature of their condition or need is likely to change. CCAS staff will advise the student of whether this will be needed at the time the initial request (or update) is approved.
9. Students whose needs for accommodations change after the initial requests for accommodations have been implemented should submit additional information. For new or different accommodations for the same disability (already verified with documentation), they should submit an Updated Request for Accommodations form. For a new/additional disability, they should submit another copy of the initial Request for Accommodations for Disabilities with supportive documentation. In this latter case, the review process outlined above will recommence.

10. Students are responsible to inform CCAS promptly if they encounter problems with the implementation of their accommodations (e.g., if a student approved for extended testing time reports the professor would not permit him to take the test with extra time). CCAS cannot adjust grades or course requirements “after the fact” in a case where a student reports he/she suffered academically because he/she did not receive an accommodation that was approved and did not report the problem to CCAS in a timely manner that allowed correction of the problem.

11. Accommodations cannot be approved retroactively. For example, a student who reports a learning disability after taking an exam, and has not previously requested and been approved for accommodations, would not be entitled to re-take the exam with special accommodations. Similarly, a student cannot be excused for absences due to a disabling medical condition reported after the fact. Students are urged to make their requests as early as possible to allow time for review of the request and planning.

### Disclosure of Disability

Disclosure of a disability is voluntary. Students are not required to disclose or request accommodations for a disability. They are not eligible for any protection under the law if they fail to disclose disability and request accommodations, however.

### Confidentiality

Disability-related material at Eastern University is considered covered by the Family Educational Rights & Privacy Act. Disability information will not be disclosed or released except as needed to University agents with a legitimate educational interest, and/or as otherwise required or permitted by law, and/or as otherwise requested by the student.

### Procedures for Settling Disagreements Regarding Accommodations

In the event of a disagreement between student and faculty or other agent of the university over an issue of disability accommodation, the following plan for settling disagreements will be used, affording the student due process:

1. The student shall discuss his/her disagreement with the Director of CCAS or the faculty member or other involved agent of the university and try to resolve the disagreement.
2. If the problem is not resolved, the student should continue to reach resolution through the lines of authority at the university: a) professor (or directly involved staff member or administrator), b) department chair (or relevant supervisor of party involved in Step A), c) division head (or relevant supervisor of party involved in Step B), d) academic dean (or relevant supervisor of party involved in Step C), e) provost (or relevant supervisor of party involved in Step D), f) Accommodations Committee whose decision will be final. Attempts should be made to settle the dispute at the lowest level of authority possible. If agreement is not reached after a reasonable period of discussion and negotiation, appeal to the next highest level of authority can be made. The student should keep CCAS informed at all levels of the dispute. *(NOTE: If the student believes this chain of appeal is not appropriate given the nature of the disagreement, he/she should contact the Director of CCAS regarding this.)*
3. In the case of a disagreement regarding a non-academic modification (e.g., regarding building access, residence hall modifications), requests for resolution of the dispute can be made to the Dean of Students who will contact the relevant university staff member(s) in an attempt to resolve the dispute. If resolution of the disagreement is not reached by the Dean of Students, the matter can be appealed to the Vice President for Student Development, who will be the final appeal.
4. A Disability Accommodations Committee will assist in creating, reviewing, and revising policy regarding accommodations for students with disabilities. The committee will be convened when needed to review policy and to assist in resolving disagreements regarding accommodations for students with disabilities and is the final appeal for academic accommodations disputes.

The Disability Accommodations Committee will meet within ten 10 class days after receiving a written request from the student to consider the issue of accommodations that needs to be resolved when all other steps have been exhausted. The committee will provide a written decision within 10 class days after its meeting. If, after its initial meeting, the committee decides that more information is needed (e.g., an additional evaluation on the student, additional information on standards of practice in the field, etc.), the time the committee has to provide a written decision can be extended another 10 class days. The decision rendered by the Disability Accommodations Committee will be the university's final decision on appeals for academic accommodations.

The Disability Accommodations Committee will meet within ten 10 class days after receiving a written request to consider the issue of accommodations that needs to be resolved. The committee will provide a written decision within 10 class days after its meeting. If, after its initial meeting, the committee decides that more information is needed (e.g., an additional evaluation on the student, additional information on standards of practice in the field, etc.), the time the committee has to provide a written decision can be extended another 10 class days. The decision rendered by the Disability Accommodations Committee will be the university's final decision.

## **EMERGENCY AND CRISIS PLANS**

There is no way to fully prepare for every eventuality concerning unknown and unpredictable events that might occur in our area or in another area nearby. In the case of an event, we ask that each community member use their own best judgment as to how to get safe, stay safe and what to do next. We also recommend that each member of this community take the time to educate themselves and their families and friends using the general information that is available.

Here are some web sites that may be helpful. Remember, as always whenever looking for information on the web, especially about a topic like "Homeland Security" read everything with all of your best critical thinking tools fully operational!

[www.whitehouse.gov/homeland/](http://www.whitehouse.gov/homeland/)

[www.whitehouse.gov/news/releases/2003/02/20030207-10.html](http://www.whitehouse.gov/news/releases/2003/02/20030207-10.html)

[www.fema.gov/areyouready/](http://www.fema.gov/areyouready/)

[www.ready.gov](http://www.ready.gov)

[www.cdc.gov](http://www.cdc.gov)

We have listed below some pointers concerning preparedness that will work with many applications. You should know and practice these during this time of uncertainty, as well as in general.

- Carry identification with you at all times.
- Make up an emergency contact card and carry it with your license.
- Set up a contact plan with your relatives and friends. Ask someone who lives well outside of your area to be the contact clearing house for you and your relatives. Carry that phone number and address with you on your emergency contact card.
- In the event of an incident out of doors and if the building you are in is not affected, stay inside that building and seek further information before exiting.
- If the building you are in is affected, leave and go inside another place of safety.
- As you use your E-Card/key to access buildings, do not allow people unknown to you to enter.
- Report suspicious people or activity to security (x1737) immediately.
- Keep a flashlight and a battery-powered radio on hand. Keep a supply of fresh batteries available.
- Keep extra prescription medications with you.
- If you wear contact lenses, carry glasses with you at all times.
- Keep a good supply of water on hand in your room or at home.
- If an event occur on or near the campus, The Disaster Plan for Resident Students will be put into action.

## EMERGENCY SITUATION PROTOCOL FOR RESIDENT STUDENTS

All Residence Directors and RAs should follow these emergency preparation and procedure guidelines:

1. Every RA and Residence Director should have access to a working flashlight and at least one set of extra batteries at all times.
2. Every RD should have one working, battery operated radio and extra batteries on hand.
3. Every RA and Residence Director will remain on campus and on duty throughout the emergency period and throughout any electrical power outage. Residence Directors will make requests for time away during emergency events with the Dean of Students. RAs will make arrangements with their RDs. Generally, no time away will be given until the emergency situation is resolved.
4. Absolutely no candles or open flames will be permitted in any location, at any time, regardless of the lack of electricity. No warnings will be given.
5. RAs and Residence Directors will be very visible on the floors, in lounges, and on the campus in general for the duration of the emergency.
6. All communications made to the Dean of Students will be disseminated through the Residence Directors, to the RAs, then to the students in general. In an extended emergency, where residents stay on the campus, the Dean of Students or his designee will give general information and status updates each day during lunch at 12 noon and during dinner at 6:00 PM (if needed and if passage between buildings is safe) in the Walton Hall Dining Commons.
7. In the event that there is a phone system breakdown, communication will be made through the Security Officer on duty.

## EMERGENCY NOTIFICATION

All students in all Eastern University schools are urged to register for electronic notification of crises and extreme emergencies that may occur on an Eastern University campus or adjacent to a campus.

Administrators from any campus should call Security on the main campus at 610-341-1737 to report emergency conditions while area police and or campus/building security are responding to the emergency. The Director of Safety and Security, in consultation with the Vice President for Student Development will determine if a requested message is appropriate and if so, what the message will contain. All messages will be brief and will contain the directive as to where to find additional information as appropriate.

A second and separate sign-up opportunity is made available through the same system for snow and other closing or late opening notices.

This system will be tested annually with the message: "This is a test of the Eastern University Emergency Alert System. This is only a test. If it has been a real emergency you would receive a caution or directive."

To register for this service go to [www.eastern.edu](http://www.eastern.edu). Click on Security under Quick Links (top right) then click on Emergency Alert System. Select your campus. Remember your password and keep your contact information in the system up to date. Text messaging and other fees may be charged by your service provider depending on the plan you have chosen.

Specific questions concerning emergency protocols can be addressed to Bettie Ann Brigham, Vice President for Student Development; Daryl Hawkins, Dean of Students; or Jim Magee, Director of Campus Safety and Security.

## EVACUATION PLAN

### **Purpose:**

This plan outlines the procedures to respond to an event that requires evacuation of a portion or the entire campus population to safety either at assembly point on or off campus. Evacuation is applied to any situation when it is necessary to move students, staff and faculty away from danger. The Director of Safety & Security will make the decision to implement the evacuation procedure as they are on-scene and have assessed the situation first hand. It may be applied campus-wide or on a limited basis depending on the situation.

### **General procedures:**

- The person who is a witness to the triggering event calls Safety/Security.
- Safety/Security calls 9-1-1 and initiates the Evacuation Plan
- Everyone is encouraged to remain calm.
- Safety/Security announces to the campus community, as appropriate, through audible alarm, email, e2Campus, in person.
- Leave by the nearest and safest possible exist as quickly as possible.
- Do Not delay – take only what is quickly available to you.
- Report as quickly as possible to the Assembly point - check-in and await further information
- Call Safety/Security with a report of activities; such as
  - Location of assembly point and the number of person present
  - Status of those in the assembly point – anyone injured, need for assistance, everyone safe, need to move personnel, etc.

### **On Campus**

On Campus evacuations refer to moving persons from an administrative building, residence halls or academic building where there is an apparent danger to a safe haven or assembly point on campus away from the danger. On campus evacuations can encompass individual buildings, multiple building, and sections of the campus, sporting events, concerts or public forum being held on campus. Some of these evacuations will be routine while others will pose a variety of unique problems.

### **Off Campus**

Off Campus evacuations refer to moving persons from administrative buildings, residence halls, academic buildings or sections of the campus where there is an apparent danger to a safe haven or assembly point off campus and away from the danger. Off campus evacuations can encompass individual buildings, multiple building, and a section of the campus, a sports venue, concerts or public forum being held on campus. Off campus evacuations can be selective or involve the full campus. Some of these evacuations will provide ample time to prepare while others will be the result of a sudden and serious event and will be anything but routine to effect.

### **Command Post**

Once an alarm is activated, a Command Post will be established at the predetermined assembly location for each building or at a safe location nearby as determined by Safety/Security. The Command Post will be staffed by Safety/Security, Student Development staff, Facilities and Public Relations personnel for emergencies. The primary goal of the Command Post is to implement the Incident Command Structure to help ensure an orderly response and the safety of all concerned. The Command Post will be the central point for determining personnel and student safety and accountability issues.

As Student Development or other staff complete evacuation procedures for their immediate buildings/living areas, they will report the status to the Command Post. The Command Post will keep track of personnel/student accountability, areas checked/secured, assign staff to access control or assembly points as appropriate, and determine if personnel/students will require relocation to another area on or off campus.



Once the evacuated area/building is secured and no threat remains, the all-clear will be called allowing Safety/Security to reset alarm system and elevators when authorized by the Police/Fire Department. Once the system reset is complete, the Command Post will dispatch staff to the assembly or relocation area to allow re-entry to the area/building.

### Preparing For an Evacuation - Buildings and Classrooms

Floor plan maps are available in classrooms and office areas. Know your building's floor plan. Know where the stairs and fire extinguishers are located. Determine in advance the nearest exit from your work location and the route you will follow to reach that exit in an emergency. Know the location of alternate exits from your area.

If you work in an office, know exactly how many doors you will pass along your evacuation route before you reach the nearest exit door. In heavy smoke, exit signs may be invisible. Even in heavy smoke, you can count the number of doors as you pass, so you will know when you reach the exit door.

Please do not return to the building until you have heard the *all clear signal (verbal all clear from Safety/Security)* or you have received the *all clear message* from emergency or campus personnel.

Emergency evacuation signage is posted in buildings so that occupants can become familiar with the evacuation routes and assembly points for their area.

Whenever the fire alarms are activated, occupants **must evacuate the building** and reassemble at their designated assembly point. Occupants on floors above the ground floor must use emergency exit stairwells to leave the building. **Do not use elevators!**

For certain emergencies such as a bomb threat or a natural gas leak, the fire alarms may not be activated. Instead, public safety/security coordinators will move through the building and order the occupants to evacuate.

If time and conditions permit, secure your workplace and take with you important personal items such as car keys, purse, medication, glasses.

Follow instructions from emergency personnel. Know your Assembly Point and report to it directly.

- Check doors for heat before opening. (Do not open door if the door is hot.)
- Walk—do not run! Do not push or crowd. Assist others as needed.
- Keep noise to a minimum so you can hear emergency instructions.
- Use handrails in stairwells; stay to the right.
- Assist people with disabilities.
- Move to your assembly point unless otherwise instructed.

Safety/Security personnel are available to assist and direct building occupants to the fire exit stairwell. They will confirm that all occupants have evacuated the areas and will report to the campus emergency response coordinator that their area is clear. Try to remain calm, and listen to evacuation instructions. Keep your group together.

## Assembly Points

Designated Campus Evacuation Assembly Points	
Building	Assembly Point (On-Campus)
McInnis Hall	Softball field/Recreation Gym
Andrews Hall	Softball field/Recreation Gym
Janet Long Mall Cottage	Softball field/Recreation Gym
Harold Howard Center	Softball field/Recreation Gym
Walton Hall	Softball field/Recreation Gym
Fowler Hall	Sparrowk-Eagle Parking Lot/Recreation Gym
Eagle Learning Center	Sparrowk-Eagle Parking Lot/Recreation Gym
Workman Hall	Sparrowk-Eagle Parking Lot/Recreation Gym
Gym	McInnis Hall/Recreation Gym
Gym Cottage	Gym Parking Lot/Recreation Gym
Gatehouse	Lower Doane Lot/Recreation Gym
Ott Hall	Lower Doane Lot/Recreation Gym
Adams Hall	Lower Doane Lot/Recreation Gym

## Residence Life Staff Evacuation Procedures

### Responsibility of Residence Hall Staff

Residence Hall Staff are responsible for being thoroughly knowledgeable of emergency evacuation procedures and for knowing the primary and alternative routes of exit from their buildings. They are also responsible for knowing the location of the sleeping rooms of resident students who are mobility impaired, visually impaired and hearing impaired. Each semester, Residence Hall Staff should notify Public Safety/Security about the normal location or the sleeping rooms occupied by students with physical disabilities.

### Evacuation Procedures

Work to alert all residents of the need to evacuate if the alarm is not sounded. Work to move all residents away from danger to their assembly point. Depending on the individual's condition, escort or direct them outside to the assembly point.

If safe, knock on all doors and direct residents to the nearest exit and assembly point. Evacuate your corridor(s) but **do not use or direct residents to elevators.**

Once outside of the building, go to the designated assembly point for the building. Take an accounting of residents. Identify the potential location of anyone missing – were they in the building, were they away from the building or campus? Report the areas secured and report any missing resident to the Command Staff.

If students are to be relocated, direct students to the relocation site and ask all of them to report to the relocation area even if they have alternate plans. Stress the importance of registering at the relocation site to ensure all students are accounted for and emergency personnel are not put in harm's way trying to locate students who are already safe and secure. At the relocation area, conduct a by-name count of students from your area. Update this list as students arrive at the relocation site. If requested, give list to the Command Post.

Respond to requests from the Command Post to help assist with access control or keeping residents at a safe distance until the “All Clear” has been declared. Assist the Command Post as directed to notify residents when the building is reopened and they can return.

Do not attempt to use a fire extinguisher to put out the fire unless...

- The building fire alarm has been activated to alert others.
- Security has been notified.
- You have received specific training in the use of a fire extinguisher.
- You know what is burning and what type of fire extinguisher to use.
- It is a small fire – perhaps no larger than a wastebasket and the fire is not spreading rapidly.
- There is no toxic smoke present.
- You know the fire extinguisher is fully charged.
- There is an escape exit or route behind you.

## **Those with Disabilities**

Public Safety/Security personnel are available to work with individual departments to identify any employees with a disability who would need consideration and assistance during an evacuation. At least two staff members should be assigned to each person identified with a disability to provide assistance, ensuring that the disabled person will be assisted during the evacuation. Should the disabled person not be able to use the fire exit stairwells, he or she must be escorted to the exit stairwell landing as a *Safe Area of Rescue*. The escort should remain with the disabled person at the landing to provide additional assistance. The Public Safety/Security coordinator will inform an authorized emergency responder that a disabled person is waiting for rescue on the specified floor within the exit stairwell.

Faculty and instructors should identify any student(s) with a disability that would need consideration and assistance during an evacuation. At least two students should be assigned to each person identified with a disability to provide assistance, ensuring that the disabled person will be assisted during the evacuation. Should the disabled person not be able to use the fire exit stairwells, he or she must be escorted to the exit stairwell landing as a *Safe Point of Rescue*. The escort should remain with the disabled person at the landing to provide additional assistance. The faculty member or instructor should inform an authorized emergency responder that a disabled person is waiting for rescue on the specified floor within the exit stairwell.

## **If relocating outside a building...**

- Move quickly away from the building.
- Watch for falling glass and other debris.
- Keep roadways and walkways clear for emergency vehicles.

## **Evacuation of Disabled Persons**

### **Persons Using Crutches/Canes or Walkers**

In emergency evacuations, these individuals should be treated as if they were injured. Have the individual sit on a sturdy chair, preferably a chair with arms, and follow the procedure for non-ambulatory persons.

### **Non-ambulatory Persons**

Evacuation may not be advisable or necessary. Many stairwells are designed to provide temporary protection from fire or other danger. A volunteer should stay with a wheelchair user in the platform area of the stairwell while a second person notifies emergency personnel or paramedics of the exact location of the wheelchair user.

If immediate evacuation is necessary, be aware of the following considerations:

- Wheelchairs have movable parts; some are not designed to withstand stress or lifting.
- You may need to remove the chair batteries; life-support equipment may be attached.
- In a life-threatening emergency, it may be necessary to remove an individual from the wheelchair. Lifting a person with minimal ability to move may be dangerous to their well-being.
- Wheelchairs should not be used to descend stairwells, if at all possible.
- Non-ambulatory persons with respiratory complications should be removed from smoke/fumes.
- Check the evacuation routes for obstructions before assisting the person to the exit.
- Delegate other volunteers to bring the wheelchair.
- Reunite the person with the wheelchair as soon as it is safe to retrieve it.
- Always consult with the person in the chair regarding how best to assist him/her.
  - Ways of being removed from the wheelchair.
  - Whether to extend or move extremities when lifting because of pain, braces, etc.
  - Whether to carry forward or backward on a flight of stairs.
  - Whether a seat cushion or pad should be brought along if the wheelchair is being left behind.
  - In lieu of a wheelchair, does he/she prefer a stretcher, chair with cushion/pad, or car seat?
  - Is paramedic assistance necessary?

### Visually Impaired Persons

Most visually impaired persons will be familiar with their immediate work area. In an emergency situation, describe the nature of the emergency and offer to act as a *sighted guide*: offer your elbow and escort him/her to a safe place. As you walk, describe where you are and advise of any obstacles. When you have reached safety, orient the person as to where you are and ask if any further assistance is needed.

### Hearing Impaired Persons

Because persons with impaired hearing may not perceive emergency alarms, an alternative warning technique is required. Two methods of warning are:

- Write a note describing the emergency and nearest evacuation route (e.g. "Fire. Go out rear door to the right and down, NOW!").
- Turn the light switch off and on to gain attention, and then indicate through gestures what is happening and what to do.

### Identifying Those with Disabilities

#### Purpose

This program establishes procedures for emergency evacuation of persons with disability from residence halls and other occupied buildings on campus. The guidelines set forth in this program are in compliance with NFPA 101 Life Safety Code, the Americans with Disabilities Act, and ANSI A117.1.

#### Introduction

Policies and procedures require that all persons in a facility evacuate that facility any time the fire alarm system is activated. Persons with disability may not be able to evacuate unassisted. Therefore, they should inform another person that assistance may be necessary during fire alarm activation.

All persons with disabilities are required to report their status and need for possible assistance in the event of an evacuation. All persons with disabilities should complete the form in the Appendix of this plan.

Campus officials will communicate the information in a secure and confidential manner to the appropriate personnel such as Residence Directors, staff or faculty members to arrange for assistance in the event of an emergency.

**"Buddy System"**

Make use of a "Buddy System". During the first week of classes or employment, make several acquaintances with fellow students, residents, class members, or office workers. Inform them of any special assistance that may be required in the event of a fire alarm (i.e., hearing the alarm, guidance during evacuation, etc.).

When the fire alarm sounds, the "Buddy" (or assistant) will make sure of the location of the person with disability, then go outside and inform emergency personnel that a person in that location needs assistance in leaving the building. Emergency personnel will then enter the building and evacuate that person.

**Assembly Points for Residence Halls**

Designated Campus Evacuation Assembly Points	
Residence Hall	Assembly Point (On-Campus)
Doane Hall	Lower Doane Lot/Recreation Gym
Kea-Guffin Hall	Olson Field/Recreation Gym
Gough Hall	Softball Field/Recreation Gym
Hainer Hall	Softball Field/Recreation Gym
Gallup Hall	Softball Field/Recreation Gym
Sparrowk Hall	Sparrowk-Eagle Parking Lot/Recreation Gym
Eagle Hall	Sparrowk-Eagle Parking Lot/Recreation Gym
The Village Apartments	VFMA Football Field

**MISSING STUDENT POLICY**

All commuters and residents are requested to let at least one other member of the community know where they are going and their anticipated time of return. Students are also encouraged to let parents and other family members know their whereabouts with they will be away from college for an extended time. This is so that we can know that if they do not return at or close to the time they are expected to do so, there is someone who will be concerned. This is encouraged so that we can all be responsible for and accountable to each other.

**REPORTING A MISSING STUDENT**

Any community member who becomes aware that a resident student is or is suspected to be missing should make a verbal or written report to a member of the residence life staff, directly to the Dean of Students or to the Security Department. The contact numbers for these people can be found in the University phone Directory.

**EMERGENCY CONTACTS AND CONFIDENTIAL EMERGENCY CONTACTS**

Each student living in University Housing should keep the emergency contact information that they report to the university, up to date and accurate. Students who are over 18 may register a confidential contact person to be notified in the case that the student is determined to be missing, by making that request in writing, to campus security; otherwise the emergency contact for the university in general will be used to try to locate the student. If a student registers a confidential emergency contact, only campus officials and law enforcement officers will have the right to access this information.

## MISSING PERSON NOTIFICATION

In all cases missing person notifications received by residence life staff or the Dean of Students will be reported to campus security and in all cases the reverse will hold. Once a resident student has been missing for 24 hours or if there is a reason to suspect foul play, a report will be made to the local police. In all cases when the missing person is less than 18 years of age the emergency contact and the parent or guardian will be notified. For students over 18 years of age, the emergency contact given by the student will be notified. The parent or guardian will be notified if the over 18 year old student remains missing for over 24 hours or earlier if notification of the parent or guardian is in the judgment of campus officials to be helpful to locating the student.

## PROTOCOL FOLLOWING A MISSING PERSON REPORT

Once a student is reported to be missing, a campus official will be designated by the Vice President for Student Development, as the campus official to follow-up with the report and to try to locate the person. This person will work with other community members and external sources as needed. The next steps are likely to be, but not limited to these:

- All persons who might have information concerning the missing person will be contacted for an interview
- The student's emergency contact and parent/guardian will be notified as deemed appropriate.
- All known methods of communication to the student will be used to try to contact the student
- All methods to try to find information as to the possible whereabouts of the student will be investigated
- If the student still cannot be found, a report will be made to the local police, either by the campus official or by the person who made the missing person report.
- Once a missing person report has been filed with the local police the campus official will remain in touch with the local police and take direction from them until the case is resolved.
- This protocol may be revised by the campus official through consultation with the Vice President for Student Development depending on the specifics of the situation, the time of year (classes in session or not) and the facts as they emerge.

This protocol may be revised by the campus official through consultation with the Vice President for Student Development depending on the specifics of the situation, the time of year (classes in session or not) and the facts as they emerge.

## INCLUSIVE LANGUAGE

“There is neither Jew nor Greek, slave nor free, male nor female, for you are all one in Christ Jesus.” - Galatians 3:28

Scripture teaches that male and female are equally loved by God, equally called by God into the service of Christ, and that both male and female are gifted by God’s spirit for such ministries (Acts 2:16-18). We have a particular responsibility to use language in ways that do not exclude, alienate or marginalize members of our community, or distort the significance of contributions made by all persons to our historical and present experience. Therefore, the university asks all members of its community, as well as other persons who are invited to address various forums at Eastern University functions:

- To use inclusive language when speaking about or addressing human beings in written and oral communication;
- To exercise sensitivity in the selection of classroom materials and examples;
- To use Scripture responsibly. Often, the original text does not demand that a masculine pronoun for human beings be used. A comparison of various translations may shed some light on this issue;
- To accept and appreciate diversity of biblical language and imagery when addressing God in prayer;

Summary: The gospel invites us to grow; it does not coerce us. In our relationship with each other, invitation to greater sensitivity ought to be the norm, rather than the demand for conformity. Eastern University is a community of cultural, racial, gender, age, and ecclesiastical diversity, committed to the equality of all persons as revealed in Jesus Christ.

## EASTERN UNIVERSITY’S DRUG AND ALCOHOL PREVENTION PROGRAM

Eastern University student and employee health and wellbeing are of great importance and the University wants all students and employees to know about the dangers of drug and alcohol abuse and the resources that are available to them concerning education, what to do about abuse and addiction in self and others, and other general information. To this end, the University has established programming and/or resources for students and employees appropriate to their needs.

Undergraduate students are held accountable through University alcohol policies, as listed in the Student Handbook. Students who may be abusing alcohol will be confronted and offered or required to receive alcohol education, alcohol counseling or to otherwise get assistance with the problem.

College of Arts and Sciences resident students are required to participate in an annual face-to-face group alcohol awareness program administered by the residence life staff. Athletes participate in additional annual programming through the Department of Athletics and are also asked to abide by the Student Athlete Handbook which affirms and embraces the University alcohol policy and additional and more stringent alcohol policies for participating athletes. Students who self-report as needing help with a drug or alcohol addiction will be referred to appropriate resources. Students who come to the attention of the University through violation of policies will be responded to in a restorative manner when possible, and will also be held accountable for the outcomes of drug or alcohol use and abuse through the disciplinary process as outlined in the Student Handbook.

Employees are referred to the [New Employee Welcome Packet](#) for specific information on drug and alcohol education and prevention. In addition to the annual face-to-face alcohol awareness programming, students are required to review the [Drug and Alcohol Use, Abuse and Resources](#) information annually.

## WHAT EASTERN UNIVERSITY WANTS YOU TO KNOW ABOUT ALCOHOL & THE LAW

### FEDERAL AND STATE VIOLATIONS AND FINES

If you are under 21 and you possess a fake ID or falsify an ID card to misrepresent your age or purchase, attempt to purchase, use, or transport alcoholic beverages, you will lose your driver's license on the first conviction.

- ❑ First offense - 90 day mandatory suspension
- ❑ Second Offense - 1 year suspension
- ❑ Third Offense - 2 year suspension

You will pay a fine of up to \$500.00 and it will cost \$25.00 to get your license back. Your parents will be notified and, if the courts stipulate, you'll be required to complete an alcohol education or counseling program.

Moreover, it is unlawful for any person to sell, furnish, or give any liquor, or permit any liquor to be sold, furnished, or given to any person visibly intoxicated or to any minors (persons less than 21 years of age). Violation carries a minimum \$1,000.00 fine for the first offense and a \$2,500.00 fine for second and further offenses. Maximum penalty: \$2,500.00 and one year imprisonment.

### ADDITIONAL INFORMATION

#### **Health Risks**

Alcohol is a depressant that affects the heart, liver, kidneys, and brain activity. When mixed with other depressants such as marijuana or barbiturates, it can cause loss of consciousness or death. Combining alcohol with stimulants such as cocaine places harmful stress on the body as the two drugs work against each other; this can result in irregular heartbeat, extreme excitability, and possible heart attack.

#### **Available Assistance**

If you need help and/or would just like to talk to someone about your own or a family member's drinking, or if you are struggling with the decision to use drugs or alcohol and are student, , call the Cushing CCAS office. Our staff will provide short-term counseling or referrals to counseling and facilitates a variety of ongoing support and therapy groups throughout the school year. The CCAS staff will refer students to an extensive network of counseling services, hospitals, or treatment centers.

#### **Eastern's Response**

We are very serious about maintaining alcohol- and drug-free residence halls. We expect our students to abide by State and Federal laws (no drinking at all if you are under 21) as well as Eastern University policy. Should you choose to violate the university policies or the laws of the state or federal government concerning drugs and alcohol, you can expect to be confronted, challenged, and when warranted, disciplined. Students who believe drugs and alcohol must be a part of their college experience should not consider Eastern. In addition, parents or guardians may be informed when underage students are involved in violating our policy.

### GRADE APPEALS

For more information about the grade appeals policy, please reference the University catalog.

### FINAL EXAMINATIONS

For more information on the policies regarding final examinations, please reference the University catalog. Students will not be granted permission to change an exam time due to transportation plans or other personal plans, such as attending a wedding. Students are to arrange all transportation well in advance in order to avoid conflict with the exam schedule.



## STUDENT BEHAVIOR POLICY FOR OFF CAMPUS UNIVERSITY RELATED OR SPONSORED TRIPS AND EVENTS

The safety and behavior of Eastern University students when they attend off campus trips/events/study is a matter of concern. When students are participating in these experiences, they are to be positive representatives of the University. Policies as outlined in the *Student Handbook* are in effect for the duration of all off campus, University sponsored, social and sporting trips/events. In all cases when involved in foreign study or travel, students are to know and abide by the policies and behavioral expectations of the sponsoring organization, the trip leader, and know and abide by all local and government laws.

Students who violate University behavioral expectations or the law while at events or on trips, in consultation with the trip advisor or sponsor, may be required to cease participation in the event/trip and leave the group (at their own expense). All policy violation cases will be reported to the trip/event advisor/coach, who will in turn report the violation to the Dean of Students. All such violations are subject to disciplinary action by the University.

### MUSIC & DANCING POLICY

The Student Activities Board and other student organizations strive to maintain an uplifting and safe environment at dances by regulating musical content and the behavior of attendees. Music that contains obscenities, racial slurs, and lewd or sexually suggestive lyrical content is prohibited, as is dancing that is considered sexually suggestive. Dance moves that mimic sexual activities, “grinding,” and groping the body of a dance partner are not permitted. Simply dancing close may not be considered inappropriate, but all attendees should consider the ways in which their actions may be causing themselves or others to stumble. Off-campus guests are also required to register when they enter a dance.

### GUEST POLICY

Although we encourage students to bring off-campus guests, and some events are open to students from other colleges and universities, all attendees are expected to abide by Eastern University standards regardless of their affiliation. In order to ensure that all attendees are aware of and comply with university standards and provide information in the event of an emergency, all guests must register at the entrance to the dance and provide photo ID that will be held until they leave the event. Anyone seeking admission to dances and some other events will be asked to present a photo ID in order to enter. Eastern students who bring guests are responsible for the behavior of those guests while they are anywhere on campus. Off-campus visitors who attend events based on a general invitation from an Eastern University student group will be considered the guest of the primary student group leader unless the guest provides the name of another Eastern student as their host.

### DIVERSITY AT EASTERN UNIVERSITY

“We seek an inclusive student body, faculty, staff, and board. We seek to treat each member of the campus community with fairness, dignity, and respect, seeking a spirit of unity and harmony as we join together to achieve our common mission.” *Excerpt from the Eastern University Mission Statement*

Eastern University promotes multi-culturalism and diversity that permeates the academic, social, and spiritual life of its students, faculty, administration, and staff. We expect those who choose to become members of this community to:

- Acknowledge that all human beings are made in the image and likeness of God by practicing the “Golden Rule” which states, “Do unto others as you would have them do unto you...” (Matt. 7:12);
- Recognize that “There is neither Jew nor Greek, there is neither bond nor free, there is neither male nor female: for you are all one in Christ Jesus,” (Gal. 3:28);
- Treat all human beings with respect and dignity without regard to race, gender, age, national origin, or denominational differences;

- Seek opportunities to go beyond racial, cultural, and religious boundaries to share in the beauty that is found in diverse people from around the world;
- Accept the challenge to live in harmony and unity in a campus environment that reflects the multi-racial, multi-cultural nature of the world.

### SUNDAY OBSERVANCE

Eastern University, as a Christian liberal arts university, advocates the observance of Sunday as the Lord's Day, both as a day of worship, and as a day of rest. As such, the university will not conduct business as usual. This means that the university will not normally schedule events and activities which might detract from the observance of Sunday as a "day set aside."

The University will not routinely schedule intercollegiate athletic competition on Sundays. There may be times when athletic teams participate in tournaments and rescheduled games (such as rainouts) that would require Sunday play. In such instances, teams will be permitted to compete. Scheduling complications may also result in rare Sunday practice. However, the team members will be encouraged to conduct an informal worship service and/or make an effort to attend church services. Any individual student athlete who objects to Sunday competition will be encouraged not to compete.

### ACADEMIC & ADMINISTRATIVE COMMUNICATION

At Eastern there are a number of avenues for communication between students and faculty/staff. Important information is shared via these avenues:

1. "Waterwheel" – (Weekly newsletter placed in all campus mailboxes.)
2. Voicemail
3. E-mail
4. "The Wall" in Walton Hall
5. Intranet/Extranet
6. AT EASTERN (weekly University wide e-mail)

All traditional undergraduate students are expected to read the "Waterwheel" newsletter weekly. In addition, students are expected to listen to their voice mail and check their e-mail daily and respond as appropriate. Students are held accountable for all information communicated to them via the "Waterwheel" newsletter, voice mail, and e-mail. Students should never share mailbox combinations, e-mail, or voice mail passwords or access codes.

### STUDENT RESPONSIBILITY TO RECEIVE, READ AND RESPOND TO COMMUNICATIONS

Every resident student and each full time commuter in the College of Arts and Sciences is provided with a campus mailbox, and an e-mail account. We do not charge extra for these services. Each of these have privacy codes/combinations given only to the student. Students are held accountable to know, understand and be responsible for all the information that they receive through these communication vehicles and to keep their access codes private and secure.

Faculty often send class related notices, registration materials arrive through these mediums and important information about housing, security issues and many other things are communicated through these mail methods. Read/listen to things thoroughly, save important information, print out calendars and date notifications for later reference and contact the sender if you have questions or don't understand the content of the materials received. E-mail boxes must be maintained or new messages will not be received. Students are held accountable for all messages sent and therefore must clean out their accounts regularly. Go to <http://www.eastern.edu/helpdesk/index.html> for additional information.

## POSTING OF NOTICES & POSTERS

### *POSTING POLICY FOR THE ST DAVIDS CAMPUS*

*Guidelines for advertising and posting notices, posters, and flyers on campus:*

1. Please include the following on every posting/notice
  - a. Event name
  - b. Date of event or date to be removed
  - c. Time and Location
  - d. Sponsor's Name
2. Use **only** general bulletin boards in Walton and the Howard Center and **only** the tack strips in the stairwells in McInnis.
3. **Do NOT post:**
  - a. Anything on any window, door, or wall without prior approval.
  - b. Unrelated materials on otherwise designated bulletin board areas.
  - c. With ANY TYPE OF TAPE OR STAPLES
4. Postings are permitted using only white 3M poster putty on walls/doors and pins/thumbtacks on bulletin boards.
5. Talk with Residence Life Staff on where to post in specific residence halls (most halls have a community bulletin board – but all other areas are up to the RD's discretion).
6. Painting walls, buildings, or sidewalks is never allowed
7. Window paints (washable) and sidewalk chalking are only allowed with prior permission\*. Such permission is granted on a case by case basis.
  - a. If approved *sidewalk chalking* must be on cement, not bricks, and must not be under an awning. You are never permitted to chalk on buildings.
  - b. You are not permitted to chalk or window paint during or before special campus events, such as Welcome Week, Homecoming, and Commencement.
8. Items are posted at the risk of loss or removal. Bulletin boards cannot be policed.
9. Any posting that is not approved\* or is posted improperly can be removed immediately. Damages caused by advertising improperly (inside and outside) will be billed to the individuals or the departments/student clubs who are sponsoring the advertising/event.
10. All advertising must follow the Handbook's guidelines on appropriate content displayed.

#### On-Campus Student Groups:

- All materials for posting and advertising on-campus must be \*approved by the Student Activities Office (Walton 5 or KaGe).
- If you are a student group who would like to print out a flyer, you can fill out a Print Form at the Student Activities office.
- Flyers will be stamped by Student Activities to show they are approved to post.

#### Off-Campus Groups and On-Campus Non-Student Groups

- All materials for posting and marketing on-campus must be stamped \*approved by the Student Development Office.
- Flyers will be stamped by Student Development to show they are approved to post.

## EU Branding Policies

Student clubs and organizations that organize within the community, meet, use space or advertise meetings and events on any EU campus (whether they get funding or not from any department within the University) as well as University divisions, departments and units who wish to use EU branding on apparel and other materials should use the Eastern University shield and logos, available from the Marketing and Communications Office of EU. The purchase and production of logo or tag line bearing materials need to have advance approval from the Faculty-Staff Advisor of the student group. We highly encourage consultation with the Marketing and Communications Department prior to production. *Secondary branding logos and tag lines used at EU (For example: Athletics, The Templeton Honors College, Leadership Fellows, are for exclusive use of those departments and organizations and may not be used by others without express permission from the Dean or Director.*

Added to handbook 11/13

## FACILITIES AT THE ST. DAVIDS CAMPUS

### HOURS

Student-related facilities are open at posted hours. An effort will be made to have the library, computer labs, dining commons, security, and athletic facilities open on their daily schedules whenever the residence halls are open, regardless of classes being held. Other offices and facilities may be closed on holidays or when classes are not in session. Check with specific departments and offices to determine their open/close schedule.

### WARNER MEMORIAL LIBRARY

#### Our Mission

The mission of Eastern University Libraries is to provide information access and research instruction to all of Eastern University's communities; making a difference in the world, church, and individuals through Christian higher education.

Warner Memorial Library serves all academic constituencies with the provision of organized collections of books and media, online resources, reference, and research instruction.

The Austen K. deBlois Library of Palmer Theological Seminary serves Eastern University by providing theological resources and services to the seminary, graduate, undergraduate, and alumni communities of Eastern University.

Eastern University Libraries adhere to the Characteristics of Excellence applicable to libraries from the Middle States Association on Higher Education; and the standards of the Association of Colleges and Research Libraries. The Austen K. deBlois Library also conforms to standards of the Association of Theological Schools. We assess our service through regular surveys of faculty and students.

#### Library Hours

##### Warner Library

Sunday: 2-11pm

Mon: Thurs 8am – 11pm

Friday: 8am - 5pm

Saturday: 10am – 5pm

##### Craymer Curriculum Lab Hours

Mon-Thurs - 9am-7pm

Fri - 9am-2pm

Sat/Sun – Closed

##### Palmer Theological Library

ABC North Gulph Rd

Mon-Thurs: 8:30-4:30

Sat - 12-4

Sun - Closed

\*The library is closed for most Federal holidays, for Commencement, and for the Christmas-New year shutdown. Hours are significantly reduced during mid-August.

#### Contact Information

Circulation and Front Desk: 610-341-5981

Reference Desk: 610-341-1777

Fax: 610-341-1375

E-mail: [reference1777@eastern.edu](mailto:reference1777@eastern.edu)

#### Staff / Phone Numbers

James L. Sauer, Director of University Libraries, Acquisitions & Collection	610-225-5957
Joy Dlugosz, Librarian for Public services, Administration & Research, Assistant Archivist	610-225-5660
Jonathan Beasley, Technical Services Librarian and Cataloguer	610-225-5003
Fran Decker, Computer Services Librarian, Troubleshooting	610-341-1592
Jean Demey, Technical Services Assistant	610-341-5960
Jeron Frame, Palmer Seminary, Public Services	484-384-2945
Ellen Mergner, Interlibrary Loan	610-341-5958
Ted Merriman, Library Aide	610-341-5981
John Mokonyama, Circulation/Reserves Manager	610-225-5041
Mark Puterbaugh, Information Services Librarian	610-341-1461
Andrea Reed, Media & Digital Services Librarian	610-341-5004

#### Our Collection

Our collection of 270,396 has been rated "A" for size according to the Association of College and Research Libraries. We have more than 65,000 periodical titles in paper and electronic format. And there are over 80,000 full text e-journal titles online. We have access to over 115,000 e-books. We also maintain a collection of about 17,500 audio and video recordings in various formats.

Our collection is greatly enhanced through interlibrary loan, using both OCLC and the [EZ Borrow system](#), which contains over 60,000,000 books. These resources give us access to books in academic libraries around the country (OCLC) and in both public and academic libraries here in Pennsylvania (EZ Borrow).

#### Our Community

We have a large community site with access points to our Library Blog, Facebook and Twitter accounts, Video Tutorials and more. Click on "Our Community" from the library website for the latest library news and information.

#### Research Tools

Warner Library has a wide variety of research tools for students to use when completing assignments and papers. Students may access these tools from the Library homepage. We offer personal help with research as well as information literacy sessions in many courses.

#### Computers & Technology in the Library

Warner Library has 38 computers for public use situated on all floors of the library. Printing is available via EU campus WEPA system through student debit payment cards.

The online catalog public access catalog (OPAC) shows all materials in the library's collection, including books and journals in print, electronic books (e-books), and media materials. The catalog is also available remotely to anyone accessing Warner Library's web pages through Eastern's homepage.

The library has wireless capabilities and also has portals on all three levels for hard wired connection to the university network, so patrons can use their laptops in the library. Database access is open for anyone in the library and around the campus. Off campus database use is limited to Eastern students and employees of the university. Visit our website to learn how to access databases remotely.

Electronic Reserves provide a convenient way to access class materials available through the Library. Students may access these through their Blackboard accounts.

### **Photocopying:**

The Library maintains photocopiers for student use. There are two – one is located on the Main Level (200) of the library and the other on the Lower level (100). Copies are \$.10 each.

### **Microforms:**

Microform materials are available via request.

### **Interlibrary Loans (ILL)**

Almost 55 million items, both books and articles, can be obtained via EZ Borrow and Rapid ILL services. To submit requests, visit the library's Interlibrary Loan page. The library reserves the right to not process Interlibrary Loan requests for sexually explicit or inappropriate materials. Sexually sensitive material may be requested for students when approved by faculty as part of recognized, course specific, academic research.

### **Circulation Policy**

#### **Library Cards**

The E-card issued to all members of the Eastern Community serves as a library card for the purpose of borrowing materials. **A valid card must be presented in order to borrow materials.**

#### **Alumni Privileges**

Alumni may borrow books and use any of our databases while on campus. Alumni will have limited access to databases. Alumni do not have access to our subscription databases off campus, or use of the Interlibrary Loan tools.

#### **Letters of Introduction**

We are one of the founding libraries of TCLC, the Tri-State College Library Cooperative, a Delaware Valley cooperative of over 44 colleges and universities in Pennsylvania, Delaware, and New Jersey. Letters of introduction are required for any of our patrons wanting to borrow material directly from other TCLC libraries. Such a letter is available from any librarian on request.

#### **Circulation Periods**

Materials may be borrowed from the collection for differing periods, depending on the material and the patron's status.

Books for all students	21 Days
Audiobooks	21 days
Music CDs	7 days (No renewals)
DVD	7 days (No renewals)

Students may check out 3 non-book media of each type (3 DVDs, 3 CDs, etc.).

Media is not available for interlibrary loan--either lending or borrowing.

Other library materials may be renewed twice.

E-Z Borrow books are permitted only one renewal.

### **Patron Fines for Overdue Materials**

**Books:** The overdue book fine is \$0.25 per day, including Saturdays, Sundays and holidays. Maximum fines reach \$20.00 per item.

**Media:** Fines for audio visual materials also accrue at \$0.25 per day, including Saturdays, Sundays, and holidays. Maximum fines reach \$20.00 per item.

**Reserves:** Fines for overdue reserve materials are \$0.25 per hour, including hours the Library is closed. Maximum fine reserve items is \$20.00 per item.

**Interlibrary Loan:** Fines for unreturned interlibrary loan books are \$2.00 per day, with a maximum fine of \$80.00 per item payable to Eastern University. Penalty fee for lost interlibrary loans will be \$80.00 per item, as well as cost designated by the lending institution. Interlibrary loan fines and fees will be levied against students, faculty, and administrators.

If a library fine is not paid by the end of the semester, fines will be charged against the student's regular school bill. Overdue notices are sent as soon as material is overdue; failure to receive the notice does not excuse the borrower from responsibility. Overdue materials will eventually be considered lost and full replacement costs will be charged to the patron's account (see below).

**E-Z Borrow Book:** Any patron losing a book borrowed from another library incurs special charges. The library charges an initial penalty fee of \$80.00. Any and all charges from the lending library (up to \$100) are added to that amount and billed through student accounts. Interlibrary Loan and E-Z Borrow fines and fees are levied against all patrons.

### **Patron Costs for Lost Materials**

For lost items, the Warner Library will charge patrons as follows:

Hardback book	\$60.00
Paperback book	\$30.00
DVD/VHS Materials	\$30.00
CD (Music or Audiobook)	\$25.00
Interlibrary Loan Books / EZ Borrow	\$80.00 plus charges from the lending institution (possibly up to \$100 additional per item).

### **Library Building**

Warner Memorial Library is centrally located on campus as part of the Harold C. Howard Center. The Building has three floors: the main level (200) contains the Reference and Circulation Desks, computer workstations, and the beginning of the circulating collection (A-BL). The Upper Level (300) contains the central part of our lending stacks (BL-PZ), computer workstations, student study rooms, the Media Room, the Archives, the Mazie Hall African American Heritage Room, Edison Room, and the Special Collections Room. The Lower Level (100) contains the remaining lending book collection in movable shelving (Q-Z), the bound periodical collection in movable shelving, and more computer workstations.

### **Faculty Publications**

This area houses books written by Eastern University current and past faculty as well as administrators. These books are located on the Main Level of the library and may be checked out.

### **Mazie Hall African American Heritage Room**

In 2006, Eastern University had the privilege of receiving the private collection of Mazie Hall, a local historian, civil rights activist and educator from the Mount Pleasant area of our community. Mazie Hall spread her love of books and learning to local children. Her collection of over 500 books includes biographies of famous black men and women in sports, politics and the military. There are also many music books related to black musicians and composers. This room is open to the Eastern University community for study and meetings.

### **The Edison Room**

The Thomas A. Edison Room is another study room used by the campus community. This room also houses a wonderful collection of Edison artifacts and photographs from Thomas Edison. This collection came to Warner Library in 1971 through Thomas Alva Edison's son, Charles Edison, former governor of New Jersey.

### **Eastern University Archives**

The archives are located on the upper level of the library. This is a closed-stacks area. If you need assistance with archival research/information please contact Dr. Fred Boehlke, the University archivist or Joy Dlugosz, Assistant Archivist and Public Services Librarian.

### **George H. Rothacker Gallery**

In October 2007, George H. Rothacker exhibited a show in Warner Memorial Library of his paintings of Eastern University. The 13 paintings display the campus' beauty throughout the seasons. These paintings may be viewed on the library's main level.

### **ACADEMIC COMPUTER LABS**

Eastern's Academic Computing office maintains lab facilities in McInnis 105 and 319 for use by students. Classes utilizing various instructional packages are also regularly scheduled in each lab. Internet access is available at each of the 40 stations to registered Eastern students. Both labs have laser printers and color scanners. A PowerMac is also available in the 105 lab. The phone number for the Academic Computing office is 610-341-1726.

#### **Hours**

McInnis 105 and 319 are open seven days a week when school is in session, with convenient daytime and evening hours. Labs are staffed with knowledgeable supervisors at all times.

#### **Instructional Technology Support Center (ITSC)**

Located on the 3<sup>rd</sup> floor of McInnis Hall, Room 302, ITSC provides audio/visual services to faculty and students for class related projects and on campus events. Students needing audio/visual equipment for classroom presentations must request it in person 24 hours in advance. Available equipment includes: Laptops, Data/Video Projectors, Tape Recorders, CD players, DVD players, VCRs, Overhead and Slide Projectors. ITSC also provides audio support with 1-week notice (7 days) for on campus events and concerts. For questions on services and equipment availability, call ITSC at (610) 341-5865.

#### **Semester Office Hours:**

Monday – Thursday: 7:30 a.m. – 10:00 p.m.

\*Wednesday: 10:00 a.m. – 11:00 a.m. CLOSED for Chapel

Friday: 7:30 a.m. – 4:00 p.m.

Saturday and Sunday: CLOSED

ITSC is closed for all University holidays. Office hours are subject to change.



## EASTERN BOOKSTORE

The Bookstore, located on the lower level of the Harold Howard Center, is the campus source for most of the following items:

- Textbooks & course material
- School & office supplies
- Health & beauty aids
- Snacks & soda
- Software – on our website
- Eastern imprinted items such as clothing, gifts, and memorabilia
- Diploma Frames & class rings

In addition, the Bookstore staff can order a large selection of other items by request.

The store is open weekdays year round, as well as weekends for Homecoming, Graduation and other special events. Students can sell their textbooks back to the store at the end of every fall and spring semester. Store hours vary at the beginning of every term, as well as holidays, vacations, and special events, but are generally:

### Fall and Spring

Monday-Thursday 9AM-5PM  
Friday 9AM-4PM

### Summer

Monday-Thursday 10AM-3PM  
Friday 10AM-2PM

### Contact Information

Manager: Frank Martinez  
Phone Number: 610-341-5815  
Email: [eastern@bkstr.com](mailto:eastern@bkstr.com)  
Website: [www.eastern.bkstr.com](http://www.eastern.bkstr.com)

## MCINNIS LEARNING CENTER

McInnis Learning Center is a multi-purpose building containing classrooms, an auditorium-recital hall seating 300, administrative and faculty offices, several computer and science laboratories, a planetarium, The Bradstreet Observatory, The Helen Craymer Curriculum Lab, and the Instructional Technology Support Center (ITSC).

## ATHLETIC FACILITIES

The University Gymnasium facility houses a main gym with two basketball courts, a recreational gym, two volleyball courts, a weight and exercise room, a dance studio, administrative offices, facilities and for athletic training and instruction in physical education/health science. Outdoor facilities include a swimming pool, sand volleyball, tennis courts, baseball fields, and softball fields and two multipurpose state of the art artificial turf fields.

## WALTON HALL

This forty-room mansion, named in honor of Charles S. Walton, Jr., is the Student Center at Eastern. It currently houses student lounges, the Eagle's Nest Café and Jammin' Java coffee shop, Dining Commons, reception/security office, mail and copy center, prayer chapel, and the following offices under the auspices of Student Development: the Vice President for Student Development, the Dean of Students, the Assistant Dean of Students, Housing, The Office of Faith and Practice (Chaplain, Service Learning & Campus Ministries) the Office of Talent and Career Development. Cushing CCAS (counseling, writing, tutoring, accommodation, Act 101), Multicultural Student Advisor, International Student Services, the Student Government Association (SGA) and *The Waltonian*, student newspaper.

## DINING OPTIONS

### EAGLE'S NEST CAFE

The coffee shop is located on the ground floor of Walton off of the Lower Walton Lounge. Meals and an assortment of snacks are available during open hours. The Eagle's nest accepts Flex Dollars, Eagle Dollars, debit/credit cards and cash. The Eagle's Nest hours are as follows:

Monday to Thursday	8 a.m. – 8 p.m.
Friday	8 a.m. – 3 p.m.
Saturday	CLOSED
Sunday	CLOSED

### JAMMIN JAVA COFFEE SHOP

Jammin Java is a specialty coffee bar located within the Eagle's Nest. Various specialty drinks and pastries are available for purchase. The Eagle's nest accepts Flex Dollars, Eagle Dollars, debit/credit cards and cash. Special musicians are featured on occasion to add to the atmosphere. Hours of operation are:

Monday-Thursday	8 a.m. – 11 p.m.
Friday	8 a.m. – 4 p.m.
Saturday	Closed
Sunday	8 p.m. – 11:30 p.m.

### BREEZEWAY GRILL

The Breezeway Grill located in Guffin Hall offers expansive views of the athletic fields as well as lunches Monday to Friday and evening snacks. The E-Card may be used here for meals. The hours of operation for the Breezeway are:

Monday – Friday	11 a.m. – 1:30 p.m. 8 p.m. – Midnight
Saturday	8 p.m. – Midnight
Sunday	5 p.m. – Midnight

### THE WALTON DINING COMMONS

The Dining Commons is the main dining room for resident students on the campus. The Breezeway accepts Flex Dollars, Eagle Dollars, debit/credit cards and cash. Students may also use 1 meal swipe during lunch at the Breezeway. Students on a board plan must bring their E-Card for access to each meal. A board plan is required of all resident students. All first-year residents are on the Unlimited Meal Plan (unlimited visits each week, 1 'to-go' meal per day and 50 flex dollars). Upper-class residents choose either the Unlimited Meal Plan or one of the following meal plans: 15 Meal Plan (up to 15 meals each week, 1 'to-go' meal per day and 175 flex dollars ); 12 Meal Plan (up to 12 meals each week, 1 'to-go' meal per day and 250 flex dollars ); 7 Meal Plan (up to 7 meals each week, 1 'to-go' meal per day and 400 flex dollars ). The cost of the plan is reflected in the board fee on the student's bill. No rebates are given for meals missed. Each meal plan also includes "bonus points" that can be spent in the Eagle's Nest Cafe, Jammin' Java Coffee Shop, or the Breezeway Grill. One bonus point equals one dollar. Meals are served cafeteria-style in the Dining Commons. Special arrangements for banquets or dinner meetings can be made through the Dining Hall Manager.

#### Dining Commons Meal Periods (Monday thru Friday)

Breakfast	7:30 am - 9:00 am
Light Breakfast	9:00 am - 11:00 am
Lunch	11:00 am - 2:00pm
Light Lunch	2:00 pm - 4:00 pm
Dinner	4:00 pm - 7:00 pm

Breakfast	Saturday	8:30 a.m. - 9:30 a.m.
Lunch	Saturday	12:00 p.m. - 1:30 p.m.
Dinner	Saturday	4:30 p.m. - 6:00 p.m.
Breakfast	Sunday	CLOSED
Brunch	Sunday	12:00 p.m. - 2:00 p.m.
Dinner	Sunday	4:30 p.m. - 6:00 p.m.

**Door prices are as follows:**

Breakfast	\$6.05
Lunch	\$8.10
Faculty & Staff Lunch	\$6.80
Dinner	\$8.65

A valid and active E-Card must be presented for all students on a meal plan. Bare feet are not allowed and shirts must be worn in the Dining Commons. Updated menus and information about commuter meal plans and locations/menus, etc. can be viewed online at [www.easterndining.com](http://www.easterndining.com).

### MAIL CENTER/AUXILIARY SERVICES

**Location:** Walton Hall, Ground Floor

**Office Hours:** Monday thru Friday, 10:00am – 5:00pm

**Telephone Number:** 610-225-5029

All *Resident Students* are assigned mailboxes at the beginning of each Fall Semester.

- Resident students residing in most residence halls will have mailboxes located within their respective residence halls. Other mailboxes are located in Walton Hall.
- Resident students must obtain their mail box information by simply logging into their “*myEastern*” account, and clicking on the *Academics tab* to view their mailbox number and combination at the bottom of the page under *Campus Mail*.

Traditional full time *Commuter Students* will only be assigned mailboxes upon their request by contacting the Mail Center.

- Commuter student mailboxes are located in Walton Hall.
- Commuter students must obtain their mailbox information 48 hours after submitting their request by logging into “*myEastern*” (Academics tab, bottom page).

All students are required to check their mailboxes on a regular basis and will be held responsible to know and/or respond to all communications placed in their mailbox.

Students will receive email notifications when a package (larger than their mailbox) has arrived for them. It can be picked up from the Mail Center.

Inner campus mail for professors, administrators, and students may be sent through the Mail Center without charge and must measure at least “3 ½ wide x 4 high” to qualify.

Outgoing mail is delivered to the Wayne Post Office at 4:00pm (Monday thru Friday).

Students must include a return address on both US Mail and campus mail, should it need to be returned.

Students should request that their mailing address be sent in the following format:

*Student's Name*  
*Eastern University*  
*Box # \_\_\_\_\_*  
*1300 Eagle Road*  
*St. Davids, PA 19087-3696*

Students are required to supply the Mail Center with a forwarding address when they leave Eastern University for the summer or graduate.

### **THE KAGE AT KEA-GUFFIN HALL**

The KaGe is a small student recreational space for students, and is located in Kea-Guffin Hall, a short walk down the hall from the Breezeway Grille. The KaGe offers a variety of activities and student space including a student kitchen, lounge, game rooms (air hockey, fuse ball, video games, pool table) and more. Hours are late afternoons to late evenings and are posted outside the KaGe.

## TELEPHONE LISTING - ST. DAVIDS CAMPUS RESIDENCE HALLS

### DOANE HALL

Residence Director, Sara Ralph: 5975

A-Ground: 5976  
A-First: 5977  
A-Second: 5978  
B-First Lounge: 1731  
B-Second: 5979  
B-Third: 5980  
C-First Lounge: 5981  
C-First: 5982  
C-Second: 5983  
D-Ground: 5984  
D-First: 5985  
D-Second: 5986

### EAGLE HALL (Off-campus dial 484-654-and the number below)

Residence Director, Anthony Harris: 3601

Lobby: 2885  
North First: 2876  
North Second: 2884  
North Third: 2890  
South First A: 2880  
South First B: 2882  
South First Lounge: 2881  
South Second A: 2887  
South Second B: 2889  
South Second Lounge: 2888  
South Third A: 2891  
South Third B: 2893  
South Third Lounge: 2892

### GALLUP HALL

Residence Director, Ben Howard: 1550

Gallup A Lobby: 1560  
Gallup A Second: 1551  
Gallup A Third: 1552  
Gallup B Second: 1553  
Gallup B Third: 1554  
Gallup B Apt. North: 1565  
Gallup C Second: 1555  
Gallup C Third: 1556  
Gallup C Apt. North: 1561  
Gallup C Apt. South: 1562  
Gallup D Second: 1557  
Gallup D Third: 1558  
Gallup D Apt. North: 1563  
Gallup D Apt. South: 1564

\* Off-Campus, dial either 610-341-xxxx or 610-225-xxxx to reach these numbers (see exception for Eagle).

### HAINER HALL

Residence Director, Heidi Birtwistle: 1540

Lobby: 5993  
First North: 5994  
First South: 5995  
Ground East: 5551  
First East: 5552  
Second East: 5553  
Second North: 5996  
Second South: 5997

### GOUGH HALL

Residence Director, Nichelle Bennett: 5080

Lobby: 5081  
East First: 5087  
East Second: 5088  
East Third: 5086  
West Second: 5082  
West Third: 5083  
West Fourth (Penthouse): 5084

### GUFFIN HALL

Residence Director, Theresa Noye: 5992

Lobby: 5987  
Ground: 5988  
First: 5989  
Second: 5990  
Extension Second East: 5991  
Extension Second West: 1374  
Apartment: 5998

### KEA HALL

Residence Director, Theresa Noye: 5992

Lobby & Main Lounge: 5809  
First South: 5807  
First North: 5805  
Ground South: 5806  
Second South: 5806  
Second North: 5804

### SPARROWK HALL

Residence Director, Calvin Skinner: 5195

Lobby: 5600  
First East: 2151  
Second East: 2152  
Third East: 2153  
East Stair: 2157  
West Stair: 2158  
Main Stair: 2160  
First West: 2154  
Second West: 2155  
Third West: 2156  
Elevator: 2159

## FREQUENTLY CALLED OFFICE TELEPHONES

\*Off-campus, dial 610-341-xxxx or 610-225-xxxx.

Athletics: 1736	Pool (summer only): 1739
Bookstore: 5815	Health Center: 5955
Library: 5981	Campus Services (Maintenance): 5917
Mail Center: 5029	Career Services: 5827
University Chaplain: 5826	ITSC (Instructional Technology Support Center): 5865
Graduate Admissions: 5947	Jammin' Java Coffee Shop: 5811
Registrar: 5853	Computer Lab (McInnis): 1726
Student Accounts: 5831	CCAS: 5837
Financial Aid: 5842	Student Development: 5822
Student Government: 5813	Dining Commons: 5820
Security: 1737	

A complete phone list is available from the Information and Security Office.

### Emergency Closing & Snow Numbers

◆ Eastern University	496	(Delaware County)
◆ Evening School	2496	(Delaware County)
◆ Eastern Seminary	385	(Montgomery County)
◆ Cabrini College	523	(Delaware County)
◆ Evening School	2523	(Delaware County)
◆ Radnor Schools	457	(Delaware County)
◆ Rosemont College	342	(Montgomery County)
◆ Evening School	2342	(Montgomery County)

Published by:  
Eastern University  
Student Development Office  
1300 Eagle Road  
St. Davids, PA 19087-3696

<b>A</b>	
Absence Notification Policy.....	28
Absences .....	27
Absenteeism Due to Illness .....	10
Academic Arrangements .....	27
Academic Dishonesty.....	37
Academic Penalties for Academic Dishonesty .....	37
Accommodations.....	55
Accountability.....	38
Advisement.....	27
Alcohol.....	17
Alcohol and The Law .....	68
Appeals, Disciplinary.....	41
Athletic Facilities.....	76
Athletics .....	8

<b>B</b>	
Baby-sitting.....	21
Bathrooms.....	20
Behavioral Standards and Expectations .....	35
Bikes .....	18
Black Student League (BSL).....	23
Bookstore.....	75
Break Periods .....	15
Breezeway Cafe .....	77

<b>C</b>	
Campus Ministry Programs.....	11
Career Services.....	7
Chapel Worship Teams.....	11
Cheating .....	37
Check-In and Registration.....	16
Check-Out.....	16
Cheerleading .....	8
Child Care .....	21
Christian Life.....	10
Cinderblocks.....	17
Class Cancellations .....	28
Clubs and Organizations .....	23
Coffee Shop.....	76
Collect Calls.....	18, 21
Communications .....	70
Commuter Accountability .....	34
Commuter Housing Resources.....	34
Computer Labs .....	75
Computing and Networks Ethics Policy.....	44
Cooking.....	17
Courtesy Phones .....	20
Cushing Center for Counseling and Academic Support (C.C.A.S.) .....	5

<b>D</b>	
Damages.....	18
Date Rape .....	48
Dining Commons .....	77
Disabilities.....	55

Disciplinary Penalties for Academic Dishonesty.....	38
Disciplinary Probation.....	40
Disciplinary Procedures .....	38
Disciplinary Sanctions .....	40
Diversity.....	70
Drugs.....	35
Drying Racks.....	19

<b>E</b>	
Earthkeepers .....	23
Eastern University Student Athletic Trainers Association.....	24
E-Card.....	31
Electric Heaters .....	19
Emergency and Crisis Plans .....	59
Emergency Closing .....	80
Emergency Situation Protocol for Resident Students .....	60
Emergency/Security Alarms and Equipment .....	21
Entertainment Committee.....	23
ETHEL'S Club.....	24
Expulsion.....	40

<b>F</b>	
Facilities.....	72
Final Examinations .....	69
Financial Aid Office.....	29
Financial Arrangements.....	29
Fines.....	40
Fire Drills .....	19
First Aid Kit .....	9
Floor Meetings .....	19
Furniture.....	16

<b>G</b>	
Growth Initiative.....	40
Guests.....	21

<b>H</b>	
Habitat for Humanity.....	11
Halogen lamps/bulbs.....	17
Health Center.....	8
Health Insurance.....	9
Holidays .....	20
Honor Organizations.....	25
Housing Deposit.....	29

<b>I</b>	
Identification Card.....	31
Immunizations .....	9
Inclusive Language .....	67
Indebtedness.....	29
Inklings.....	25
International Student Club.....	24
International Student Services Director .....	7
Intramurals.....	8



<b>J</b>	
Jammin Java.....	76
Judiciary Board.....	39

<b>K</b>	
Kitchens.....	20

<b>L</b>	
Latinos Unidos.....	24
Laundry Rooms.....	20
Leave of Absence.....	28, 40
Library.....	72
Locked Doors.....	16
Locks.....	18
Lofis.....	16
Log.....	25
Lounges.....	18

<b>M</b>	
Mail Room.....	78
Marketing of Credit Cards.....	19
McInnis Learning Center.....	76
Meal Periods, Dining Commons.....	77
Medical Care.....	9
Medications.....	9
Mission Statement.....	4
Music Guild.....	24

<b>N</b>	
New Organizations.....	25

<b>O</b>	
Occupancy Calendar.....	15
Off-campus Parties.....	37
Office Telephones.....	80
On Campus Vehicle Registration.....	42
Outdoors Club.....	24

<b>P</b>	
Parental Notification.....	40
Payment of Bills.....	29
Pennsylvania Student Education Association.....	24
Performing Arts Committee.....	23
Pets.....	17
Phones.....	18
Plagiarism.....	37
Planning Activities.....	23
Posting of Notices and Posters.....	71
Pre-Med Club.....	24
Prison Ministry.....	11
Procedure Reporting Sexual Assault/Sexual Harassment.....	53
Professional Organizations.....	24

<b>R</b>	
Rape.....	48
Records Challenge.....	32
Recycling.....	20
Refrigerators.....	17
Registrar's Office.....	27
Renters Insurance.....	17, 18
Residence Hall Fee.....	16
Residence Hall Organization.....	13
Residence Hall Rooms.....	16
Residence Life Staff.....	13
Restitution.....	40
Retaliation & Intimidation.....	37
Rights of the Accused.....	38
Room Care.....	16
Room changes.....	15
Room Decorations.....	17
Room Selection & Assignment.....	15

<b>S</b>	
Search and Seizure Guidelines.....	19
Selling and Soliciting.....	19
Sexual Abuse.....	48
Sexual Assault.....	48
Sexual Harassment.....	52
Snow Numbers.....	80
Space Reservations.....	23
Special Events Committee.....	23
Standards of Conduct.....	35
Storage.....	20
Student Accounts.....	29
Student Activities.....	23
Student Activities Board.....	23
Student Behavior Policy for Off Campus University.....	37
Student Behavior Policy/Off-Campus.....	69
Student Development.....	5
Student Government Association.....	7
Student Media.....	25, 33
Student Records.....	32
Student Responsibility/Campus Communications.....	71
Student Rights, Freedoms and Responsibilities.....	32
Summer Housing.....	15
Sunday Observance.....	70
Suspension from the Residence Hall.....	40
Suspension from the University.....	40

<b>T</b>	
The Catalog.....	27
Theft.....	36
Theological Society.....	24
Thermostats and Temperature.....	19
Transcripts.....	27
Transformed.....	12
Trash Removal.....	20

<b>U</b>	
Ultimate Frisbee Club.....	24
University Housing.....	14

*Use of Adhesives* ..... 17

**V**

*Veteran's Educational Benefits Information*..... 29

*Videos* ..... 18

*Visitation Policy*..... 21

*Visitors*..... 21

*Vistitaion Hours*..... 21

**W**

*Walton Hall*..... 76

*Waltonian* ..... 25

*Watchmen Prayer Ministry* ..... 12

*Window Screens* ..... 17

*Window Visitors* ..... 18

*Withdrawal*..... 28

*Work Assignment*..... 40

**Y**

*Y.A.C.H.T. Club*..... 12