



# Eastern University

Student Handbook | 2024-2025



**EASTERN**  
UNIVERSITY

**Eastern University Student Handbook 2024/2025**

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### *Mission Statement*

Eastern University is a diverse, Christ-centered community preparing graduates to impact the world through faith, reason, and justice.

### *Vision Statement*

As a community, Eastern University will Listen...Love...Learn...Lead.

### *Statement of Community Ideals*

Eastern University is a community of students, faculty, administrators, and staff who are interested in achieving common goals through curricular and co-curricular activities. The Christian faith provides the basis which motivates, directs, and integrates the life of this academic community.

Each student brings a unique combination of interests, ambitions, abilities, habits, perceptions, values, and background. While the University accepts all students fully as they are, it also aims to assist them in developing their full potential. The expectations for community life at Eastern are devoted to this end.

Our Community Covenant establishes the standards for how we live in community together and reflects the University's theological heritage and educational commitments. Similar to other colleges or universities, students at Eastern University are asked to adhere to certain behavioral guidelines, these are found in our Code of Conduct. This Code of Conduct helps assure that the University fulfills its mission through nurturing personal and spiritual growth and maintaining an atmosphere conducive to learning and academic excellence.

### **Community Covenant**

In the motto, "Faith, Reason and Justice," the Eastern University community affirms that life draws meaning from submission to Christ and service to others. Our philosophy statement affirms the triune God as the creator of all that is, the source of all truth. As beings created in the image of God, we have special responsibilities and challenges.

As those committed to living out the teachings of Scripture, we are to act justly, love mercy, and walk humbly. We are to bring peace and unity where there is conflict and discrimination. We are to respect people and to value life above material wealth. Because we see people as having intrinsic worth, we avoid gossip, manipulative behavior, and sexist or racist attitudes or behaviors. Instead, we stress integrity, commitment, and compassion in relationships with others.

In our community of believer-scholars, we affirm the interrelatedness of what we believe, the way we live, and the way we learn. Our search for truth and commitment to Christ connects us not only to each other but also to God's creation and God's people throughout history.

With the task before us of searching for truth and promoting personal growth, we join together in the hope of achieving more together than we could separately. We agree to pursue the obligation and challenges of community membership with integrity, respecting our institutional heritage, and practicing biblical accountability.

### **Eastern's Core Values**

**E - Excellence:** We strive to achieve the highest standards in serving our community through distinctive academic experiences, student services, and community life.

**A - Authenticity:** We live with integrity and honesty, upholding the highest ethical standards as we seek to honor God with our lives, relationships, and work.

**S - Stewardship:** We treat our resources as gifts God has entrusted to us, including our earth, environment, facilities, and finances.

**T - Thoughtfulness:** Inspired by our commitment to truth, we think deeply, holistically, and critically about the world God has given us, benefiting from the insights offered by each individual in our rich learning community.

**E - Enthusiasm:** Anchored by our hope and joy in Christ, we approach each situation with optimism, working toward favorable outcomes, and celebrating our successes.

**R- Relationships:** With an attitude of humility and kindness, we honor and respect the dignity of each individual, promoting community, working to bring reconciliation to broken relationships, and championing diversity, equity, and belonging.

**N - iNnovation:** Promoting accessibility and affordability, we seek new and more effective approaches to education, exercising creativity to chart inventive paths forward into the future.

With this understanding, as members of the Eastern University community, we covenant together as believer-scholars to pursue the challenge of living out these values. We commit ourselves to promoting a campus atmosphere that is most conducive to personal well-being, service toward others, and the achievement of the University's distinctive goals, and educational objectives. We will strive to use our talents and time, both in and out of the classroom, for the benefit of the community and the glory of God.

## *Student Code of Conduct*

### **Statement of Purpose**

Eastern University is “dedicated to ideas, inquiry, and the development of people of faith who will enhance the quality of society and the church. Toward that end, Eastern will continue to expand its formative role in the world as a university in which knowledge and wisdom are imbued, Christ-like engagement is inspired, and stewardship is modeled.” The institution presumes that all who join our faith filled and scholarly community do so for this primary purpose. Accordingly, rules and regulations governing conduct among community members are designed with the specific intention of enhancing the mission and vision of the University.

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, 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 interpersonal 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 campus.

The Student Code of Conduct exists for several distinct purposes. First, the Code helps motivate good behavior, create community, and enhance respect for individual differences while emphasizing a commitment to God’s creation and community. Secondly, the Code represents limits, a description of behaviors and actions that contradict the nature and purpose of Eastern University. Finally, the Code’s purpose is to facilitate personal growth through values education so that members of the student community are made ready to assume responsibilities within and beyond campus. To accomplish these purposes, students who do not uphold the standards of the University, who violate the provisions of the Code, or who fail to fulfill their obligations as members of Eastern University will be held responsible and accountable for their conduct.

Behavioral expectations serve the aims and purposes of Eastern University as a Christian university and are exemplified by the following:

- Academic honesty and integrity
- Preservation of an uninterrupted, professional, and positive learning environment
- Conduct conducive to maintaining a genuine Christian environment where personal and spiritual growth are encouraged
- Respect and equal treatment for all individuals (self and others)

- Tolerance for diversity and differences of opinion

The following guidelines have been established as behavioral expectations for continued membership in the Eastern University community.

### *Jurisdiction*

The Student Code of Conduct applies to all students enrolled at Eastern University and visitors primarily at the St. David's location and students enrolled at Eastern University at Esperanza College. Locations are governed by their respective policies and procedures, in conjunction with policies outlined within the Student Code of Conduct. This Code of Conduct applies to students participating in Eastern University sponsored overseas study programs and study elsewhere programs. The University has a vital interest in the character of its students and may regard their behavior as a reflection of a student's fitness to be a member of the student body. Accordingly, the Code of Conduct applies to conduct that occurs both on and off the Eastern University St. David's and branch campuses and virtual platforms. The University reserves the right to sanction any student found responsible for violating the Code. The University will exercise its right to pursue violations of the Code and sanction students in cases where conduct has an adverse impact on the community and its members. Students will be afforded the elements of the process outlined within the Code. The University may impose sanctions up to and including expulsion, whether or not sanctions are imposed by Federal, State, or Local authorities.

In the event the student withdraws from the University with a disciplinary matter pending, the University retains jurisdiction over that person in the event the student seeks readmission or returns to the University community. It is advisable that all pending matters be adjudicated prior to student reenrollment or employment at the University.

### *Communications about Disciplinary Status*

Eastern students should check their emails regularly for notifications from University officials regarding matters of student conduct, community standards, etc. Students will receive notifications for student conduct appointments and student conduct decisions via email.

Eastern University expects dependent students to initiate communication with their parents/legal guardians when their enrollment or housing status is threatened or discontinued or when circumstances exist that seriously jeopardize the student.

Eastern University reserves the right to notify parents/legal guardians about the disciplinary status of their child/ward to the extent consistent with the provisions of the Family Educational Rights and Privacy Act (FERPA).

In addition, Eastern University reserves the right to communicate with parents or guardians of students of any age when there are violations of the Community Standards that involve the use of alcohol and/or drugs, or behavior that could result in a student physically harming themselves or physically harming another member of the University community, or there are violations that threaten the peace, health, and safety of the community.

### *Community Policies*

The list of prohibited behaviors set forth in the following statements is intended to be illustrative only. The list is not intended to be all-inclusive. Other misconduct, irresponsible behavior, or behavior that is disruptive to the community including without limitation, violations of published University policies, rules or regulations, or criminal statutes violates the Code whether or not specific description is included here. Items that violate state or federal law, the provisions of this Code, or other policies and regulations set forth by the University will be confiscated by appropriate University personnel and not returned. The policies included here may be amended during the course of the academic year as deemed appropriate.

### **Academic Honesty and Integrity**

Academic integrity is vital to any university community. The Eastern University student is expected to live a life of honesty and integrity consistent with the demands of Christian discipleship. Therefore, dishonesty is regarded by Eastern University as an egregious violation of both the academic and spiritual principles of this community. “According to the Scriptures, followers of Jesus Christ will...be people of integrity whose word can be fully trusted (Psalm 15:4; Matt. 5:33-37).”

Academic policies that relate to community and behavioral expectations are included within this Code and yet, are subordinate to the policies outlined in the applicable University Catalog, academic handbook, or most recent communication from the Academic Dean. For information on Academic Integrity, refer to the [General Academic Regulations](#) section of the University Academic Catalog.

### **Academic Integrity Policy and Procedure**

Eastern University desires for members of its community to strive for original thought in pursuits of academic inquiry. We believe that each individual has been made in the image of God and possesses a unique vantage point on aspects of faith, reason and justice. As such, assigned coursework should provide an opportunity for that perspective to be expressed. In addition, Eastern University seeks to provide students with an understanding of emerging technologies and opportunities to embrace their ethical and professional uses. To that end, the university policy on academic integrity aims to ensure academic integrity, promote learning, and maintain fairness in the evaluation process.



## **Expectations for Faculty**

All Eastern University instructors commit to educating students on the university standards regarding academic integrity. To that end, faculty are required to do the following:

- Affirm academic integrity as a core institutional value.
- Include links to the academic integrity policy in their syllabus and the university's LMS.
- In courses requiring documentation, define the preferred documentation style for the course (MLA, APA, Chicago Style, etc.)
- Provide students with their preferred resource for documentation guidelines, along with any adaptations of those guidelines in written form.
- Communicate their role as a guide and mentor, explaining how to ask questions regarding academic coursework and academic integrity proactively.
- Provide information about Eastern University's Writing Center support
- Articulate acceptable or unacceptable use (see table below) of generative software (e.g. large-language model AI) for the course as a whole and/or for individual assignments, presentations and assessments. (Unless otherwise specified, the default expectation for courses is that generative AI should not be used.)

## **Expectations for Students**

Eastern University students are expected to complete all academic work as individuals unless otherwise specified in assignment, presentation or assessment guidelines. To that end, students are required to do the following:

- Present work such as but not limited to words, pictures, ideas, data, and artwork that are one's own in written, audio and/or visual form.
- When incorporating work that is not one's own in written, audio and/or visual form, document those sources appropriately, following the citation guidelines provided.
  - Direct language taken from an outside source must be enclosed in quotation marks and cited properly. To omit quotation marks for a phrase that is taken word-for-word from a source is plagiarism.
  - Ideas taken from an outside source must be paraphrased and cited properly. To paraphrase without citing is plagiarism.
- Assume that all tests, assignments, presentations and in-class work are meant to be completed by the individual unless otherwise specified by the instructor.
  - To complete an individual test, assignment, presentation or in-class work in a group or to have someone else complete the test, assignment, presentation or in-class work on the student's behalf is plagiarism.

- To borrow all or part of another individual's work on the same test, assignment, presentation or in-class work is also a form of academic dishonesty.
- Submit new work to one's instructor. Assignments, presentations or assessments that were completed for another class are not accepted unless explicit knowledge and consent of the instructor is given.
- Ensure that one's own work is not improperly used by others by not sharing assignments, presentations, or assessments to students enrolled in different sections of the course.
- Use technology responsibly, including generative artificial intelligence tools

### **Policy on AI**

Generative Artificial Intelligence is an emerging technology that more closely approximates human reasoning through engaging in a variety of tasks. While AI has the power to innovate research and analysis, it also has the potential to serve as a shortcut to human reasoning. Therefore, it is important for students to learn how to use AI ethically and effectively. Eastern University is committed to teaching students how to pursue understanding and excellence in and beyond their studies with the recognition that AI technology is highly integrated into their daily environments. This means teaching students to live with integrity and discernment as many classes incorporate the skills of AI use into their curriculum.

Acceptable AI usage is dependent upon a variety of factors, including discipline, instructor and context. Classes that incorporate AI into learning will specify in assignment, presentation or assessment guidelines how it can be used to enhance student work. If an assignment, presentation or assessment guidelines do not indicate permissible AI implementation, students must assume no AI can be used.

In some courses where concepts, theories and application are first introduced, AI usage may be less encouraged and/or outright forbidden. This is to encourage students to build a foundation of original thinking before deepening that thinking with artificial intelligence tools. However, in other courses and/or disciplines where AI is deemed an essential tool, students can expect clear guidelines on how to initiate AI usage, validate its findings, integrate it into their own thinking, and attribute sources.

Instructors are encouraged to use the following designations on assignments, presentations and assessments:

- **No AI Assistance(NAA):** An assignment, presentation or assessment in which no use of an AI tool is allowed beyond spelling and grammar checking features.
- **AI Augmented Labeled(AAL):** Students are free to seek assistance from AI generative tools to augment their own work in tasks such as idea generation, outlining, basic copywriting, graphic design, and reference identification. However, the contributions must

be clearly labeled by the student regarding which elements were produced with the assistance of an AI tool.

- **AI Augmented- Non Labeled(AANL):** Students are free to seek assistance from AI generative tools to augment their own work in tasks such as idea generation, outlining, basic copywriting, graphic design, and reference identification. In this designation, the contributions do NOT need to be clearly labeled.
- **AI Generated(AIG):** This designation indicates that the assignment can be fully generated through the use of an AI tool.

These labels are not meant to be comprehensive. Students should consult assignment, presentation or assessment guidelines for more detailed guidance on AI usage in each context.

Unless stated in the assignment guidelines, students are prohibited from using AI or AI-enabled generative tools to replace aspects of academic assignments, presentations and assessments, including but not limited to full or partial automated text generation, plagiarism detection evasion, or unauthorized data analysis. Students must not submit content generated by AI systems without proper attribution and citation. The use of AI tools to aid in content creation should be within the bounds permitted by the instructor, and must be used only to supplement, and not replace, the student's own knowledge, understanding, and effort.

A note about Grammarly and other related AI-assisted tools:

For courses that prohibit the use of generative AI, Grammarly Premium and similar tools that use AI to generate content are prohibited. Grammarly has other uses (e.g., correcting grammar and sentence structure); however, anything other than adjusting slight spelling and grammatical concerns would be considered AI generation. (If students no longer wish to use Grammarly's generative AI features, in "Account Settings," click on "Feature Customization," and turn off the generative AI settings.)

### **Use of Google Docs/Microsoft:**

Students are highly advised to use either Google Docs or Microsoft 365 for written assignments. Both tools allow students to keep a history of their drafts and edits. On rare occasions, an AI detector may flag documents falsely, and the use of these tools can help to show students' multiple drafts and the originality of their work.

Tiers of Academic Dishonesty

Eastern University situates incidents of academic dishonesty within three tiers with varying levels of intentionality and corresponding consequences.

Tier One Offenses may include the following:

- misuse of paraphrasing
- citation errors
- recycling old work
- other non-malicious errors
- use of AI or AI-enabled generative tool(s) in contradiction to class expectations to replace minimal elements of an assignment, presentation or assessment in contradiction to class expectations

A Tier One AI offense might be something like this:

- Using AI to generate some content used in an assignment, presentation or assessment.
- Using AI to produce an anecdote or hypothetical example for use in an assignment, presentation or assessment.

This tier should be viewed as rehabilitative and educative.

Tier Two Offenses may include the following:

- a student's second minor offense, of the same or differing nature from the first
- plagiarism, particularly in one or more small portions of an assignment
- cheating on an exam; including utilizing notes, study aids, or another's work when sitting for online or in-person examinations or quizzes, unless otherwise directed by the instructor
- assisting or contributing to academic dishonesty through helping or attempting to help others commit an act of academic dishonesty.
- use of AI or AI-enabled generative tool(s) to replace significant aspects of an assignment, presentation or assessment in contradiction to class expectations

A Tier Two AI offense might be something like the following:

- Using AI to generate a significant portion of an assignment, presentation or assessment
- Using AI to generate an entire project that the student then paraphrases themselves.

This tier should be viewed as rehabilitative and educative. For Tier Two AI offenses, a report of >50% of AI detection may prompt the instructor to require additional information from students, such as a Google Docs history.

Tier Three Offenses may include the following:

- paying someone to complete an assignment or assessment
- copying the majority of an assignment, presentation or assessment from an outside source,

- including AI generative tools in contradiction to class expectations
- submitting an assignment, presentation or assessment that was largely completed by someone else
- fabricating or falsifying data, evidence, statistics, or material to augment one's original research or idea.

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

Academic integrity is vital to any university community. The Eastern University student is expected to live a life of honesty and integrity consistent with the demands of Christian discipleship. Therefore, dishonesty is regarded by Eastern University as an egregious violation of both the academic and spiritual principles of this community.

A student who commits an act of academic dishonesty will receive disciplinary sanctions, which may include educational initiatives, failure of the assignment, failure of the course, or separation from the University. Given the serious consequences of academic dishonesty, the student is encouraged to discuss any course-related difficulties openly with the appropriate instructor instead of resorting to dishonest conduct.

### **Process for Adjudicating Academic Dishonesty**

All cases of academic dishonesty will be reviewed and adjudicated by the instructor. The instructor will submit the Academic Dishonesty Form. Academic dishonesty constitutes a violation of both the academic and spiritual principles of the University community. This report will be sent to the Academic Deans and/or the Office of the Provost, who will interface with the Office for Student Development as needed. As such, disciplinary action may occur at both the course and University level.

The Provost and Academic Deans have the discretion to modify the following procedures at any time during a specific investigation or adjudication, as circumstances warrant. Nothing contained in these procedures is intended to create, or be interpreted as creating, any contractual rights on the part of any student.

When the academic integrity policy is violated, according to the definition adopted by the faculty and any additional definition(s) the instructor has published to their students, the instructor should follow these steps:

1. Communicate with the student about the instance of academic dishonesty, particularly if AI usage is suspected. In this communication, faculty may want to inquire about the writing process and/or key content elements of the assignment. For suspected AI usage, faculty may want to ask students to provide access to the document history.
2. Gather evidence. Instructors should prepare a summary of their conversation with the student, along with documentation from Turnitin for non-AI-related offenses. For AI-

specific violations, the summary of the student conversation, along with a document history, are essential for corroborating any AI detector report.

3. Fill out the Preliminary Academic Integrity Form.
4. The instructor will receive an automatic email letting them know whether or not this was the student's first offense, along with a link to the Academic Integrity Report Form. (This automatic email will include how many times the student has been reported for academic dishonesty, and the number is inclusive of the instructor's report, e.g. when an instructor reports a student's first offense, they will receive an email saying that the student has been reported (1) time.)
5. The instructor will fill out the Academic Integrity Report Form, in which they will choose one of the following penalties according to their assessment of the severity of the infraction and any extenuating circumstances:
6. Assign a grade of F or zero on the paper, project or examination but allow resubmission, resulting in a maximum grade of C. (Recommended for TIER ONE OFFENSES)
7. Required referral to the Director of the Writing Center (or their designee), for additional education on academic integrity (Recommended for TIER ONE and TIER TWO OFFENSES)
8. Assign a grade of F or zero on the paper, project or examination without the opportunity for resubmission. (Recommended for TIER TWO OFFENSES)
9. Assign a grade of F in the course. (Recommended for TIER THREE OFFENSES)

In all cases, the instructor will submit evidence of academic dishonesty through the Academic Integrity Report Form. The instructor is responsible for all communication with the student. This includes the preliminary conversation and the delivery of academic consequences.

### **Appeals Procedure**

Students may appeal the allegation of academic dishonesty and their grade through the University procedure for resolving grade disputes.

### **Student Rights**

- The right to choose whether to respond to faculty communication and/or meeting request(s) regarding the allegation, with the understanding that findings and sanctions may be imposed with or without participation.
- The right to notice of the allegation that a violation of the Academic Integrity Policy has taken place.
- The right to notification of meeting opportunities with the instructor related to the complaint and of the prompt timeframes anticipated for major stages of the complaint process.
- The right to notice of the factual allegations that form the basis of the complaint.
- The right to a prompt and impartial response and resolution of complaints.

- The right to have the University or the Complainant bear the burden of proof by a preponderance of the evidence.
- The right to present relevant statements, materials, and witnesses during the conduct review proceedings in communication and/or meeting with the instructor.
- The right to review all written statements and materials related to the allegation.
- The right to notification of any finding of responsibility.
- The right to be free from retaliation for participating in the University's investigation and fact-finding process.
- The right to appeal, consistent with the provisions outlined within this policy

## **B. Classroom Behavior Expectations**

Primary responsibility for managing the classroom environment rests with the faculty. Students who engage in any prohibited or unlawful acts may be directed by the faculty member to leave the class. Behavior that a reasonable person would view as substantially or repeatedly interfering with the conduct of a class or conduct that is disruptive, disrespectful, or threatening will not be tolerated. In addition to academic measures that may be taken, behavioral infractions may be resolved through the Student Code of Conduct.

### 1. Student Classroom/Course-Related Conduct Policy

As a diverse, Christ-centered community, committed to faith, reason, and justice, Eastern University welcomes all students. We expect all interactions in our community to model respect for each person. Students are expected to uphold the Eastern University community standards during all of their academic and course-related meetings and activities in classrooms, laboratories, offices, hallways, library, meetings, and other campus learning environments (in person and online) including any course-related, academic, off-campus activities (e. g., field trips). Eastern University respects the right of students to learn. Students should be able to inhabit academic spaces in which their ability to learn is unhindered by any disruptive conduct of others. When a member of the faculty is conducting a teaching activity, it is their professional responsibility to help protect and ensure each student's right to learn. This policy document defines disruptive student behaviors in a two-tiered model, and provides a clear procedure for addressing them should they occur.

#### **a. What constitutes disruptive behavior?**

Any behavior that a reasonable faculty member judges to impede normal academic functions is a disruption to the learning environment. Conduct that interferes with or obstructs the teaching or learning process is prohibited. Note: Civil expression of disagreement with views is not itself a disruptive behavior. Disruptive actions can be classified into two levels:

Level I disruptive behavior can include:

- Inappropriate use of electronic devices
- Audio or video recording without permission

- Sleeping during class
- Chronically entering class late or leaving early
- Eating/drinking in class without permission
- Persistent speaking without being recognized or interrupting other speakers
- Refusing to participate in activities
- Persistent use of profanity in class

**Level II** disruptive behaviors can include:

- Verbally confronting a faculty member or another student using utterances that have the effect of insulting or demeaning them
- Engaging in physical violence, threats, harassment, intimidation, bullying, coercion, and/or other conduct which threatens or endangers the health or safety of any person as described in the Student Code of Conduct
- Refusing to comply with faculty direction to leave the classroom

Some disruptive actions may arise from students who have emotional or mental disorders. Although such students may be considered disabled and are protected under the Rehabilitation Act/ADA, they are held to the same standards of conduct as any student.

**b. Policy To Address Disruptive Behaviors**

Each member of the faculty has the authority to initiate one or more of the following steps to ensure the teaching and learning environment is protected:

Level I Disruptive Behavior

- Depending on the offense, the instructor should first consider issuing a **general word of caution** to the class/group as a whole rather than to a particular student to try to limit the confrontation.
- The instructor may request a student stay after class or another time for a **private meeting** to discuss the disruption. The meeting should be briefly documented with a description of the problem, the reason for it and why it is disruptive, the classroom conduct expectations and the consequences for continued disruptions.
- Documentation should be shared with the student and the student's academic advisor. The academic advisor should request a follow-up meeting with the student.
- Next Steps: If the situation is not resolved, the instructor may consult with or refer the situation to the department chair (or if the instructor is a chair, to the appropriate Dean). After reviewing the documentation, the department chair may meet with the student, or consult the Student Conduct Officer, or contact the appropriate Academic Dean to resolve the situation. Any Academic Dean involvement should include notification to the Office of the Provost.

Depending on the offense, the instructor may need to direct the student **on the spot** to stop the action. If so, a follow-up meeting with the student is recommended prior to the next class meeting.



The meeting should include the documentation described above with copies sent to the student and to their academic advisor.

- Depending on the offense and any non-compliance with a previous warning/meeting, the instructor has the authority to direct the student to **leave the classroom** immediately. In this case, the instructor must fill out the [Faculty Student Incident Reporting Form](#) located on the Student Development website. This will be shared with the student, the student's academic advisor, the department chair in charge of the course, and the Dean of the college under which the course is held. **Depending on the situation, the instructor may wish to call Public Safety (610-341-1737) to assist with escorting the student from the classroom.**
- Next Steps: The instructor may decide who should initiate a meeting with the student to resolve the situation (see Next Steps above) and endeavor to do so in a timely manner so the student does not miss more than one week of class. If the issue is not resolved to both the instructor's and the student's satisfaction, the instructor must notify the Dean of Students Office (for Next Steps, see below).

### **C. Level II Disruptive Behavior**

The main course of action is to **contact Public Safety 610-341-1737** to defuse the situation as necessary. **In the case of imminent danger, CALL 911 FIRST, then call Public Safety.**

· Next Steps: All Level II violations *must* be referred to the Dean of Students Office using the [Faculty Student Incident Reporting Form](#). The Dean of Students will then notify the department chair and the Dean of the college where the course is housed. The Provost's Office must also be notified by the academic Dean.

· The student will be contacted by the Dean of Students Office concerning violations of the general Student Code of Conduct and will have a hearing opportunity before sanctions for misconduct are considered. Once a decision is made, the following will be notified in writing of the decision: the student, the instructor, the academic advisor, the department chair, the Dean of the college where the course is housed, and the Provost's Office.

· This policy does not replace nor preclude any syllabus policies or university policies or local, state or federal laws concerning unlawful behaviors, whether inside or outside the classroom, including those concerning the health and safety of class members or the instructor.

### **Penalties for Continued Disruptive Behaviors**

· Repeated disruptive behaviors occurring after the issue has been addressed by the instructor may result in either a temporary **suspension or permanent removal from the class**. It is the student's responsibility to be aware of the financial aid and athletic eligibility implications that may result from removal from a class and the reduction in registered credits.

## **C. Environmental Expectations**

The creation of a safe and peaceful environment where both people and property are respected is the responsibility of every community member. At Eastern University we believe that “we are to care not only for people throughout the world, but also for creation itself as responsible stewards of the environment and other physical resources.” Consistent with this environment, illegal, offensive, and dangerous behaviors, including but not limited to those listed below are prohibited. Any student found to have committed or attempted to commit the following misconduct is subject to the disciplinary process outlined in Implementing the Code of Conduct Section:

### **A. Facilities Use**

Facilities on campus are designed to support the living and learning atmosphere of Eastern University. Community members are expected to use facilities as they have been intended. All Eastern University community members should have the opportunity for person and property to feel safe and respected while utilizing campus facilities.

- Unauthorized Entry: Unpermitted entry includes forcible entry, or unauthorized entry of buildings, student rooms, structures, facilities, and roofs. Entry or attempted entry to any University residence hall after closing for breaks is also unauthorized.
- Keys and Access Cards: Unauthorized use, conspiracy or attempt at unauthorized use, distribution, duplication, or possession of keys, access codes or access cards issued for any University building, facility, or laboratory.
- Unauthorized Use of Credentials: Possessing or using an account, access code, or credentials assigned to another.
- Unauthorized Use of Property or Equipment: Misusing or using without authorization of property or equipment belonging to another person or entity.
- Door Entrance and Egress: propping open or otherwise tampering with any door in an attempt to defeat the closing or locking mechanism, or attempts to circumvent the security of the doors. Opening “exit only” doors to provide access. Utilizing “exit only” or “emergency exit only” doors for any purpose outside of that listed.

### **B. Complicity**

Encouraging, assisting, conspiring, hiring, or being an accessory to any prohibited or unlawful conduct will be considered a violation of this policy.

### **C. Destruction of Property**

Intentionally, recklessly, or negligently damaging, destroying, defacing, or tampering with university property or the property of another is prohibited. This includes but is not limited to:

- Tampering with, in any way, E-Card access readers or supporting equipment (door latches, wiring, and alarms).

#### D. Dangerous Practices

Given the imperative to love our neighbors as ourselves, students are expected to avoid behavior that is malicious or poses any risk or injury to individuals inside and outside of the community. This includes but is not limited to:

- Endangerment: Engaging in any activity that endangers the health, safety, well-being, or property of themselves or another member of the Eastern community or institution. In addition, failure to abide by communicated and posted safety protocols as outlined in buildings or in the Residence Life policies section.
- Failure to Evacuate: Failing to exit immediately any building when an alarm has been activated or as directed by University or emergency personnel. In addition, obstructing with person or property fire escape egress or emergency exit.
- Hazard Materials and Weapons: Possession, sale, production, purchase, or use of any combustible liquids, explosives, fire-works, incendiary devices, BB/pellet guns, paintball guns, lethal weapons\* or reasonable facsimile. *\*As outlined in the University's official Weapons, Firearms, and Dangerous Devices Policy, lethal weapons include but are not limited to: any firearm, shotgun, rifle, pistol, knife, cutting instrument, bow, arrows, nunchaku, BB guns, paintball, pellet, water, Orbeez gun, or any other tool, or instrument capable of inflicting bodily injury.*
- Tampering with Safety Equipment: Tampering with, obstructing, displacing or damaging of any fire or safety equipment including, but not limited to, alarms, alarm protectors, fire safety devices (such as smoke detectors, sprinklers or CO2 detectors), card access devices, or any door locking mechanism. Additionally, falsely activating a fire alarm, or tampering with a security, fire, or life safety system
- Unauthorized use of drones and unmanned Aircraft Systems: Drones and unmanned aircraft systems are prohibited from being operated inside or near University facilities including residence halls. Students must comply with local and Federal Aviation Administration regulations related to Unmanned Aircraft Systems (Drones).

#### E. Identification

“Eastern University is a Christian university dedicated to the preparation of undergraduate, theological and graduate students for thoughtful and productive lives of Christian faith, leadership and service.” Accordingly, Eastern confidently expects that all students will comport themselves in a manner that promotes the continuance and enhancement of the University’s purposes, ethos, and traditions.

Any student found to have committed or attempted to commit the following misconduct is subject to the disciplinary process outlined in Implementing the Code of Conduct Section:

- Personal Identification: Students are expected to carry identification (E-card) issued by the University. Upon request, students must surrender their ID card to authorized

personnel (e.g. Public Safety Officers, Student Development staff, Resident Assistants, or other University Officials). Students must provide accurate information and must comply with the directions of the University personnel in the performance of their duties.

- False Identification: Furnishing false identification includes providing a false name, submitting a falsified identification card, tampering with and/or alternating the student ID (E-Card). Additionally, possession of an identification card that falsely identifies a student by name, age, date of birth, or photograph as well as producing or distributing identification cards that falsely identify a person by age, date of birth, or photograph are prohibited.
- False Documentation and Statements: Students are prohibited from furnishing or conspiring to furnish the University with false information in the forms of forgery, alteration, or misrepresentation in documentation, records, and/or written or oral statements.

#### F. Impeding Conduct Processes and Proceedings

Directly or indirectly interfering with the student conduct process in any way including, but not limited to: Falsifying, distorting, or misrepresenting information; Attempting to discourage an individual's proper participation in, or use of, the conduct process; Harassing or intimidating an individual involved in the process prior to, during, or following the process.

#### G. Other University Policy Violation

Violations of any University policy not otherwise specified in the Code, including temporary policies communicated to the campus via electronic message and/or posted online or in buildings, may be referred to Student Development and result in a conduct allegation.

#### H. Smoking/Vaping

Eastern University has been a smoke free campus since 1991, an effort led by the student body. In this commitment of stewardship to both our environment and our community member's health the following products and behaviors are not permitted on campus, on adjacent properties, in University rented properties, or while attending University related events: tobacco products including cigarettes, cigars, pipes, and cloves; and e-cigarettes, e-hookahs, Juul vaporizers, or similar electronic vaping devices. Items that violate state or federal law, the provisions of this Code, or other policies and regulations set forth by the University will be confiscated by appropriate University personnel and not returned.

#### I. Soliciting

Soliciting on University property without proper approval from the proper office. Information about approval can be obtained from the Dean of Students Office by providing a written request via email.

#### J. Alcohol

In accordance with The Drug Free Schools and Communities Act of 1989 (101-226, 20 U.S.C. § 1011i) and its implementing regulations (34 CFR Part 86.100) the following expectations and prohibited behavior serve as the written standards of conduct that clearly prohibit the unlawful possession, use or distribution of alcohol by students as well as communicate the university policies prohibiting alcohol use and distribution by students.

### **Pennsylvania State Law**

Pennsylvania state law provides that it is unlawful for anyone under the age of 21 to:

- Possess, consume, purchase, attempt to purchase, or transport alcoholic beverages.
- Falsely represent oneself as 21 years of age in order for the purpose of procuring any alcoholic beverage.
- Attempt to obtain alcoholic beverage by using the identification card of another or by using an identification card that has not been legally issued.

Pennsylvania state law also provides that it is unlawful to:

- Furnish alcoholic beverages to anyone who is under the age of 21.
- Appear in any public place manifestly under the influence of alcohol.
- Drive, operate or be in physical control of the movement of a vehicle or bicycle while under the influence of alcohol and/or drugs.

The University reserves the right to sanction students who violate the state law (both on and off campus) or any of the following provisions. Violations may result in a range of sanctions as outlined in the Implementing the Code of Conduct Section (Sanctions could include warnings, educational provisions, fines, disciplinary probation and up to and including suspension or expulsion from the University).

### **University Alcohol Policies**

In addition to upholding and honoring all PA state laws and as a Christ-centered academic institution, Eastern University sets additional behavioral expectations for students regarding alcohol possession and consumption. Eastern University acknowledges that within the evangelical community there are differing perspectives about the role of alcohol in a Christian's life. We believe alcohol to be detrimental to the living-learning community and as such, Eastern University is a dry campus.

The alcohol policy of Eastern University prohibits the following, regardless of age:

- To produce, manufacture, sell, intend or attempt to distribute alcohol either on or off campus, including but university-sponsored events and events hosted by student organizations
- To possess, consume, purchase, attempt to purchase, or transport alcoholic beverages on

campus, or in campus-affiliated buildings.

- Students may not have anyone possess or consume alcoholic beverages in their Eastern University provided residence hall room/apartment.
- Alcoholic beverages may not be possessed or consumed in academic or administrative areas of campus without authorization from the appropriate university authority.
- The use or possession of paraphernalia specifically associated with and contributing to the consumption of alcohol (e.g. funnels, beer-pong tables, any item associated with drinking games).
- The possession or presence of empty alcoholic beverage containers.
- Displaying alcoholic beverage signs, decoration, or propaganda in outward facing windows or as ornamental use where it can be viewed publicly.
- Disruptive or disorderly conduct related to excessive consumption of alcohol either on or off campus, including but not limited to conduct when returning to campus intoxicated.
- Driving on campus or in the local community while under the influence of alcohol or drugs.
- Students or student organizations responsible for organizing non-University sponsored events that result in underage or excessive alcohol consumption, misbehavior, or criminal activity will be subject to university sanctions at the individual and organizational level. A range of sanctions will be considered up to and including suspension from the University.

### **Enforcement and Sanctioning for Alcohol Policies**

- Items found that violate this policy will be confiscated by appropriate University personnel and not returned.
- When a suspected violation of the alcohol policy is encountered by University staff in a residence hall room or apartment, University staff may enter rooms to address policy violations, confiscate container(s) of alcohol (whether full, partial, or empty), and disperse guests, if appropriate. University staff may open and inspect refrigerator(s) and /or cooler(s) in order to remove alcohol from the premises. Students are expected to comply with University staff in their efforts.
- The University reserves the right to sanction residents where a violation occurs regardless if the alcohol containers are empty or full, decorative or otherwise, and whether or not the residents are present at the time of the violation.
- When a student is found responsible for an alcohol policy offense, the University reserves the right to notify parents/legal guardian(s) about the disciplinary status consistent with the provisions of the Family Educational Rights and Privacy Act (FERPA).

- Conduct hearing and possible sanctions are outlined in Implementing the Code of Conduct Section.

#### K. Failure to Report Citation or Arrest:

Failure to accurately report an off-campus citation or arrest by any law enforcement agency for any crime to the institution within 72 hours of release from custody. This includes all summary, misdemeanor, and felony offenses. Student organization and club leadership are also required to report if a member is arrested or cited as a result of any actions or behaviors taking place at or arising out of a Student organization/club-sponsored event. Reports should be made to Student Development regardless of final disposition.

#### L. Drugs

In accordance with The Drug Free Schools and Communities Act of 1989 (101-226, 20 U.S.C. § 1011i) and its implementing regulations (34 CFR Part 86.100) the following expectations and prohibited behaviors serve as the written standards of conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs by students as well as communicate the university policies prohibiting drug use and distribution by students.

#### **University Drug Policies**

In addition to upholding and honoring all federal, PA state and local laws and as a Christ-centered academic institution, Eastern University sets additional behavioral expectations for students regarding drug possession and consumption. It should be noted that any substance that tests positive for THC, regardless of how that substance was sold, will be considered cannabis for the purposes of this policy.

- The sale, production, and/or distribution of all illegal drugs including but not limited to cocaine and its derivatives, cannabis, barbiturates, amphetamines, hallucinogens, and other addictive or illegal substances.
- The possession and/or use of marijuana in any form, including medical marijuana, is prohibited on Eastern University campuses and at University-sponsored events.
  - Students with prescriptions for Pennsylvania medical marijuana are encouraged to contact the Office of Disability Services to register and develop a reasonable accommodation plan involving responsible off-campus use.
  - Students who obtain a medical marijuana registration card from the Pennsylvania Department of Public Health may submit a letter to the Dean of Students requesting to be released from their university housing and dining contract. In such situations, students may be released from their contracts with no financial penalty. Any payments made to the university for dining services or housing facilities will be returned to the student in proportion to the remainder of their time on a university meal plan or in university residence halls.
- The use of prescription medications without a valid prescription.

- Students with prescribed medications who misuse, sell, or distribute those medications may be in violation of the Code of Conduct.
- The use or possession of paraphernalia specifically associated with drug use (e.g. bong, pipes, rolling papers, hookahs, grinders, scales, etc.).
- Driving on campus or in the local community while under the influence of illegal or controlled substances.
- Disruptive or disorderly conduct related to illegal or controlled substance use either on or off campus, including but not limited to conduct when returning to campus under the influence.

#### Enforcement and Sanctioning for Drug Policies

- Items found that violate this policy will be confiscated by appropriate University personnel and not returned. The University will follow state and local laws and turn in any drug or drug related paraphernalia and information as required by governing authorities and guidelines.
- The University reserves the right to sanction students in cases where indicia of use are present, but where no cannabis or drugs are recovered. Indicia of use may include, but are not limited to: the odor of cannabis, the presence of drug paraphernalia, lack of cooperation or attempts to mask odors, deliberate attempts to block airways or other such behaviors designed to avoid detection.
- All students found responsible for violations of the drug policy must comply with educational sanctions as specified by the conduct officer.
- When a student is found responsible for a drug policy offense, the University reserves the right to notify parents/legal guardian(s) about the disciplinary status consistent with the provisions of the Family Educational Rights and Privacy Act (FERPA).
- Conduct hearing and possible sanctions are outlined in Implementing the Code of Conduct Section.

#### M. Limited Immunity Clause for Medical Assistance for Alcohol and Other Drugs

In keeping the Christian values that promote a caring community and since the health and safety of students is our primary concern to the University, students should contact a University official when medical assistance is needed for another individual who is intoxicated or impaired. In these cases, students should contact a Resident Assistant, Resident Director, Public Safety Officer, or call for emergency assistance.

Students who seek medical assistance for an intoxicated/impaired student(s) will not be subject to the formal University disciplinary action, if they too are impaired/intoxicated at the time of notification. Similarly, students who report or seek assistance for another student(s) for incidents



involving potential sexual assault, sexual harassment, or other sexual misconduct or other crimes of violence will not be subject to the formal University Alcohol and Drug Policies for any ingestion of alcohol or other drugs at the time of incident or notification. Intoxication or drug use, however, will not be a defense to a student charged with such misconduct. In addition, this policy does not preclude disciplinary action for other violations of University policies and does not prevent action by outside local or state authorities.

Students who do report an incident will have the opportunity for educational follow-up, organized through the Dean of Students Office.

#### N. Failure to Comply with a University Official

Failure to comply with the directions of University officials (including Resident Advisors) or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so; refusal or failure to leave premises because of conduct prescribed by this code.

#### O. Gambling

Eastern University expects students to abide by federal and state laws prohibiting illegal gambling. Such activity includes but is not limited to: betting on, wagering on, or selling pools on any athletic event; possessing on one's person or premises any card, book, or other device for registering bets; knowingly permitting the use of one's phone, computer, or other device for illegal gambling; offering, soliciting, or accepting a bribe to influence the outcome of an athletic event; and involvement in bookmaking or wagering pools with respect to sporting events.

Student organizations planning fundraising events should confer with policies as outlined for Clubs and Organizations. Student leaders should consult with the Assistant Dean of Students to ensure that fundraising, auctions, and raffles adhere to University procedure and do not violate the Code of Conduct.

Students found responsible for violations will be sanctioned as outlined in Implementing the Code of Conduct Section.

#### P. Guest and Visitation Policies

The University's policies regarding guest and visitation are anchored in safety, rights, and privacy of roommates, academic atmosphere, and community conducive to spiritual growth and formation.

The misuse of guest and visitation policies or visitation hours constitutes a violation of the Code of Conduct and may result in fines, disciplinary action and/or withdrawal of visitation privileges. Additional possible sanctions are outlined in Implementing the Code of Conduct Section.

The University reserves the right to revoke guest and visitation privileges for individual students, or rooms/suites/apartments as necessary.

Guests

Guest visits should be limited in duration and respectful of roommate relationships and the building community. For the purposes of this policy guests are defined as students who do not live in the residence hall, family members, and non-university visitors. If the presence of a guest infringes on the rights of the roommate or the building residents, the guest must leave.

- Residential students should accompany non-university visitors, and guests who do not reside in the same residence halls at all times. Residents may be held responsible for damages or violations of university policy by their guest.

### Overnight Guests

Overnight guests should occur on a limited and infrequent basis. Overnight guests will be permitted the third week of classes each semester through reading day. Overnight guests must be at least 18 years of age and the same gender as the hosting student. Overnight guests are only permitted to stay overnight one time per semester. Hosting students are only permitted 2 overnight guests per semester. Overnight guests must abide by the visitation hours. All overnight guests are required to register with Residence Life staff, which will include submission of a copy of a state issued photo identification card. Registration forms should be properly filled out by 8:00 pm the evening before the first overnight stay. This form can be obtained by emailing your Resident Assistant or Resident Director. Guests are required to stay with their host for the entirety of their visit and to abide by all policies outlined in the Code of Student Conduct.

### Visitation & Quiet Hours

Residents are permitted guests of the opposite sex or intimate partners during designated visitation hours which exist as such:

Quiet Hours are Sunday - Saturday 10pm to 7am

During quiet hours guests should be in your resident hall room or lounges, noise must be kept to a polite volume, and sound from electronics should only be loud enough for you to hear and not disrupt neighbors.

1. Students found in violation will receive a verbal warning.
2. Following a verbal warning, a student will receive a 2nd warning and be written up.
3. On the third incident, all guests will be required to leave and visitation will be suspended for the remainder of the evening.

Sun., Mon., Tues., Thur.: 12:00 pm – 12:00 am;

Wed.: No Visitation Hours (No Visitation on Wednesdays is intended to provide opportunities for residents to have a day free from visitation)

Fri., Sat.: 12:00 pm – 2:00 am

- Visitation to the extent of cohabitation is not permitted by the university and is considered a violation of the Code of Conduct.
- Visitation hours may be extended for special occasions, in this case the change in hours would be clearly posted and communicated to residential students.
- Visitation hours may be further restricted at low occupancy times or to enhance the academic atmosphere. Restrictions to visitation hours will be clearly posted and communicated to residential students.

Campus Apartments operate under extended visitation hours from 12:00 pm – 2:00 am every day. Visitation guidelines for graduate student housing apartments located in Gallup Hall and Hainer, and Doane Hall can be found in the agreement between the graduate student and the Housing Office. Graduate students should consult with the Housing Manager at housing@eastern.edu for all questions and clarifications related to guests and visitation outlined within this agreement.

#### Q. Interference with University Operations

Intentional obstruction of teaching, research, administration, disciplinary proceedings, or other activities that occur on University premises or at University sponsored or supervised events. Violations of the University's Demonstration policy are a violation of this policy and may result in sanction(s) ranging from disciplinary warning, up to and including suspension.

#### R. Parking/Vehicles on Campus

All vehicles operated and parked on Eastern property by students, faculty, and staff must be registered with the University. University parking privileges are non-transferable. The fraudulent use or attempted fraudulent use of parking permits is likely to result in disciplinary probation, fine and/or suspension of privileges. Students must adhere to all Public Safety rules and regulations related to parking, vehicle privileges, and operating a motor vehicle on campus.

#### R. Pets

For health and safety reasons, pets are not permitted in any non-residential spaces to include, academic buildings, classrooms, administrative buildings, and student services offices. Animals required to assist students with documented needs are approved once the completion of university procedures as identified by the Cushing Center and in some cases in conjunction with University Housing. Students who violate this policy may incur charges for damages incurred to other residents as well as damages to any and all University property. Students who repeatedly violate the University's Pet Policy will be referred to the Student Code of Conduct Office for adjudication. Potential sanctions for violations to the pet policy may include dismissal from the residence halls without a refund and or dismissed from in-person instruction.

#### S. Unauthorized Recording Equipment

As it is an infringement on the privacy of others, the use of hidden/unauthorized surveillance equipment (e.g. cameras, video cameras, webcams, and recorders, monitoring devices) is strictly prohibited on all areas of University owned and leased property. This policy also extends to virtual meetings and interactions that may be considered official University business or as a part of the University's daily operations (i.e. virtual student conduct hearings and virtual meetings between students and student services staff). Students are not permitted to video or voice record any conduct proceedings without the written consent of the Vice Provost for Student Development. This policy also includes any use of cellular, mobile, or other technological devices to call, teleconference, videoconference, and or live stream University operations, to include student conduct hearings, private meetings with university personnel, as such actions may result in unauthorized recording and distribution of private and or confidential information.

#### T. University IT Policies

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. The Policy on Computing and Network Ethics 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.

The complete policy can be found here:

<https://www.eastern.edu/about/offices-centers/information-technology>

Please keep in mind that all university emails and materials contained in Brightspace and other university owned and licensed platforms are the property of Eastern University.

#### D. Relational Expectations

Among the strongest expectations for any voluntary community are those defining behaviors between and among its members.

As Eastern's Foundational Commitments attest, "our commitments lead us to work towards shaping a campus community that embodies values of Christian witness, caring and compassion, justice and integrity, competence and affirmation. We wish 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."

Because Eastern University is a Christian University and a Christian community, we are concerned with establishing standards of conduct consistent with a Christian lifestyle. We believe these standards flow from biblical values and from our commitment to be witnesses to one another. We seek to reflect the message of Jesus Christ and the teachings of the Gospels. We also believe these standards are in the best interests of each individual student as well as the community as a whole. Therefore, insensitive, disrespectful, harassing, threatening, obscene, or violent behavior is considered most egregious.

Any student found to have committed or attempted to commit the following misconduct,

including but not limited to the behaviors listed below, is subject to the disciplinary process outlined in Implementing the Code of Conduct Section:

Verbal threats or abuse, harassment, intimidation, threatened and/or actual physical assault, disregard for the rights and welfare of others, activities that cause or threaten emotional, mental, or physical harm or suffering; actions or words that demean the dignity of an individual, actions that interfere with or cause interference with another student's academic performance and/or process.

Defamation of others through word, print, visual media, or other mediums is subject investigation and adjudication through this code.

#### A. Bullying

Eastern University defines “bullying” as any repeated and/or severe behavior that is likely to intimidate or intentionally harm or control another person physically or emotionally, and which is not protected by freedom of expression. This includes behavior that may occur online (also known as cyberbullying), in person, by telephone, mail, or any other action, device, or method.

To report bullying in academic settings, please reach out to the Dean of your department in writing to make a report. It is helpful to include a description of your experience, the names of all alleged parties, the name of your professor, and the name of any academic settings in which you believe bullying has occurred.

To report bullying in a residential or student life setting, please provide a written statement to your Resident Director, Student Group Advisor, Director of Student Conduct and Community Standards, and or the Dean of Students. It is helpful to include a description of your experience, the names of all alleged parties, and the setting in which you believe bullying has occurred.

#### **Limited Immunity for Self-Reporting**

Eastern University offers limited immunity for individuals that report activities that may fall within the University definition of hazing even if their personal conduct is in violation of the bullying policy.

Immunity may be granted if the individual self-reports an activity of bullying while seeking the immediate medical or mental health related attention for themselves or for another individual experiencing a medical or mental health emergency. Immunity may also be granted for self-reports of which the University had not obtained previous knowledge of the incident. However, if an individual who is a victim of the bullying incident makes a complaint, or if the University had prior knowledge of the bullying activity from another source, the University will process the incident per the standard judicial process.

A decision to grant immunity means that the University will not independently pursue disciplinary action against the self-reporting individual.

## **Process and Sanctions for Violations of Bullying Policy:**

Reports and complaints of bullying will be investigated thoroughly. All violations of the Eastern University Bullying Policy will be adjudicated per the Implementing the Code of Conduct section outlined within.

- Potential Sanctions for bullying are include but are not limited to:
  - o The imposition of fines.
  - o The withholding of diplomas or transcripts pending compliance with rules or payment of fines.
  - o The rescission of permission for the organization to operate on campus or school property or to otherwise operate under the sanction or recognition of the institution or secondary school.
  - o The imposition of probation, suspension, dismissal, or expulsion.

### **B. Hazing**

Eastern University is committed to fostering a “genuine community where individuals show compassion and friendship towards others in the spirit of Christian love” (Eastern University Foundational Commitments, Section 5). Because this commitment is rooted in our deeply held belief that all human beings are created in the “image of God as an expression of God’s eternal love” (Eastern University Faith Statement, Section 1), we find the practice of hazing to be a distortion of true Christian community that devalues personhood and thus it is incompatible with our beliefs and practices.

Hazing is illegal in the Commonwealth of Pennsylvania and under Commonwealth law may be considered a “summary offense” or “misdemeanor of the third degree” (PA Senate Bill 1090). Hazing of any kind will not be tolerated at Eastern University and any acts of hazing will be considered serious violations of university policy.

### **Definition of Hazing**

Eastern University supports and will enforce the Commonwealth of Pennsylvania definition of hazing (PA Senate Bill 1090). A person commits hazing when the person intentionally, knowingly or recklessly, for the purpose of initiating, admitting, or affiliating a minor or student into or with an organization, or for the purpose of continuing or enhancing a minor or student's membership or status in an organization, causes, coerces or forces a minor or student to do any of the following:

- Violate Federal or State criminal law.
- Destroy or remove public property.
- Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the minor or student to a risk of emotional or physical harm.

- Endure brutality of a physical nature, including whipping, beating, branding, calisthenics, or exposure to the elements.
- Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment.
- Endure brutality of a sexual nature.
- Endure any other activity that creates a reasonable likelihood of bodily injury to the minor or student.
- Engage in public stunts, morally degrading or humiliating games and activities, forced financial obligations that are outside the standard requirements of the organization, or late-night activities that interfere with scholastic activities.

Even if no malicious intent is present, an activity may still be considered hazing if it is directed at any student(s) in a group in order to subject them to abusive, humiliating, harassing, degrading, or any dangerous activity (this may also include ‘pranks’). Participation or cooperation by the individual(s) being hazed does not excuse the violation. Failing to intervene to prevent, failing to discourage, and/or failing to report those acts may also violate this policy.

### **Reporting of Hazing**

It is a violation of Eastern University hazing policy that a student should fail to report a known or suspected incident of hazing. A known or suspected incident of hazing may be reported to the Director of Student Conduct in person at the Office for Student Development (Walton 200) or by emailing [studentconduct@eastern.edu](mailto:studentconduct@eastern.edu).

### **Limited Immunity for Self-Reporting**

Eastern University offers limited immunity for individuals that report activities that may fall within the University definition of hazing even if their personal conduct is in violation of the hazing policy.

Immunity may be granted if the individual self-reports an activity of hazing while seeking the immediate medical attention for themselves or for another individual experiencing a medical emergency. Immunity may also be granted for self-reports of which the University had not obtained previous knowledge of the incident. However, if an individual who is a victim of the hazing incident makes a complaint, or if the University had prior knowledge of the hazing activity from another source, the University will process the incident per the standard judicial process.

A decision to grant immunity means that the University will not independently pursue disciplinary action against the self-reporting individual.

### **Process and Sanctions for Violations of Hazing Policy:**

Reports and complaints of hazing will be investigated thoroughly. All violations of the Eastern

University Hazing Policy will be adjudicated per the Implementing the Code of Conduct section outlined within.

- Sanctions: Pursuant to Pennsylvania law (PA Senate Bill 1090), any individual or organization which participates in hazing may face any or all of the following sanctions from the University:
  - o The imposition of fines.
  - o The withholding of diplomas or transcripts pending compliance with rules or payment of fines.
  - o The rescission of permission for the organization to operate on campus or school property or to otherwise operate under the sanction or recognition of the institution or secondary school.
  - o The imposition of probation, suspension, dismissal, or expulsion.

### C. Bias-Related and Harassment-Related Behavior

It is the intent of Eastern University to maintain an educational environment free of bias. Actions that are characterized by bias based on an individual's race, ethnicity, religion, gender, sexual orientation, creed, national origin, ancestry, age, or disability are intrinsically opposed to the values of Eastern University.

Bias-related acts also have a great tendency to provoke retaliation, inflict significant emotional harm on their victims, and incite community unrest and division. For all these reasons, they are not acceptable behavior on the Eastern University campus. In this light, violations of University policy are considered to be of a unique nature when characterized by a bias towards the personal characteristics of other individuals.

Harassment is characterized by aggressive pressure or intimidation and covers a wide range of behaviors of an offensive nature. Behavior that is repeated or continuing uninvited contact that serves no useful purpose beyond creating alarm, annoyance, or emotional stress is considered harassment.

When violations of University policy are committed and it can be shown that these violations had the purpose of substantially interfering with an individual's academic or work performance, or created an intimidating, hostile or demeaning educational or employment environment, the violator can be subject to the full range of sanctions outlined in the Community Standards for Student Conduct.

Sanctions for bias-related incidents can include, but are not limited to:

- Educational training or programs in the area of individual differences
- Community service



- Disciplinary probation/loss of good disciplinary status
- Suspension from on-campus housing
- Suspension from the University
- Expulsion from the University

Repeated offenses will result in separation from the University. To report a bias related incident experienced by another student, staff, faculty or member of the University community, please complete the [Bias Incident Reporting Form](#). Once the form is completed and sent it will arrive in the email inbox for the Dean of Students to review. The Dean of Students can be reached at 610-341-5824 or [deanstudev@eastern.edu](mailto:deanstudev@eastern.edu) or stopping by Walton 200. Once the form is received an investigation will be conducted. At the conclusion of the investigation the Dean of Students will contact the reporting party with any findings of the investigation and next steps.

#### D. Indecent Conduct

In keeping with University community standards and in alignment with the values of Eastern University, conduct which is lewd or conduct a reasonable person would find offensive, affronting, and/or alarming is subject to be sanctioned under the Code of Conduct. Depending on the nature of the incident, indecent conduct may be considered a violation of the University's Sexual Assault, Sexual Harassment, or Sexual Misconduct Policy.

Additionally, incident conduct includes but is not limited to any unauthorized use of audio or video recording on Eastern's premises without the Eastern community member's prior knowledge and consent when such recording is likely to cause injury or distress. This includes but is not limited to surreptitiously taking pictures of another person in a gym, locker room, or restroom.

- E. Retaliation, intimidation, or coercion directed against any member of the community, anyone who intends to register a complaint or anyone who has done so will be considered a violation of this Code.

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 they have been retaliated against, that person should consult immediately with the Office for Student Development, the Dean of Students, or a responsible University authority.

#### F. Physical Altercation

Eastern strives to maintain a safe and secure environment for all members of the community and thus does not tolerate physical violence used by or against the members of the community. Students are expected to avoid all physical conflicts, confrontations, and altercations unless their own safety or that of another is at extreme jeopardy. Failure to do so will ordinarily result in more severe disciplinary action up to and including suspensions, dismissals, and expulsions.

## G. Sexual Intimacy

As a Christian community, Eastern University expects a sexual lifestyle that is consistent with our understanding of biblical teaching. For our community, sexual intimacy and specifically the genuine and complete expression of love through sexual union requires a commitment to living and sharing a life in marriage. It is the University's position that sexual intimacy is prohibited outside the commitment and bond of marriage. The University reserves the right to take action under the Code of Conduct for students found in violation of this policy.

### **Immunity for Self-Reporting**

Eastern University offers limited immunity for individuals that report activities that may fall within the University definition of sexual intimacy even if their personal conduct is in violation of the alcohol, drug, visitation, guest, or sexual intimacy policy(ies).

Immunity may be granted if the individual self-reports an activity of sexual intimacy while seeking immediate medical attention for themselves or for another individual experiencing a medical emergency and or while making a report of sexual assault, sexual harassment, or any other form of sexual misconduct.

## H. Sexual Assault/ Sexual Harassment / Sexual Misconduct Title IX

Sexual assault is a violation of Title VII of the Federal Civil Rights Act of 1964, Title IX of the 1972 Education Amendments Act, 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.

In alignment with our values, our community seeks to create a culture of consent. The university defines consent as a clear, voluntary, unambiguous, and positive agreement to engage in specific sexual activity through a sexual encounter. Consent cannot be inferred from the absence of a "no"; a clear "yes," verbal or otherwise, is necessary. 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.

### **Reporting Procedures**

Members of the Eastern University community are encouraged to report information regarding an alleged incident of sexual harassment or assault.

To file a report of sexual harassment, assault, or misconduct, please visit:

<https://www.eastern.edu/form/report-sexual-misconduct> For more information on Eastern University's Title IX policies visit <https://www.eastern.edu/about/offices-centers/public-safety-610-341-1737/title-ix-and-reporting-sexual-misconduct>" You may also make a report to a Residence Life Staff member or Student Development employee.

Acts of sexual assault, sexual harassment, and other sexual misconduct are violations of this Code of Conduct and Title IX and may constitute crimes. More detailed policy and definitions are outlined under Eastern's Sexual Violence Awareness Program and related policies by visiting <https://www.eastern.edu/student-life/student-development/important-info-policies-all-students/sexual-violence-awareness>. These policies are incorporated by reference into this Code of Conduct. Resources and accommodations are available to individuals who have been subjected to sexual assault, sexual harassment, or other sexual misconduct regardless of whether a formal complaint is filed under this Code.

Persons found responsible for acts of sexual assault, sexual misconduct, or other sexual misconduct are subject to the full range of sanctions as listed in Implementing the Code of Conduct section. These sanctions include suspension and expulsion.

### **Residence Life Policies**

The Office for Student Development is committed to providing students with a residential experience that enhances and extends the educational mission of the University. The Office sets the following policies, procedures, and regulations for residential students and their guests and expects students to adhere to these guidelines as we seek to form a community that is welcoming, safe, and conducive to learning for all of our residential students.

While living in community at Eastern University, you are likely to meet people who are different from you. Eastern University, as stated in our mission, seeks 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." As such, Eastern University is committed to welcoming and housing all admitted undergraduate students and does not discriminate on the basis of race, color, religion, sex, age, national origin, physical or mental ability, or sexual orientation, with the goal of "fostering an environment where diversity is appreciated and reconciliation is practiced."

Students found in violation of these policies will be subject to disciplinary action under the Student Code of Conduct. These policies may be amended during the course of the academic year as the University deems appropriate.

#### **1. Residence Requirements**

Eastern University's St. David's campus is a residential campus. As such, Eastern University guarantees and expects all undergraduate residential students to live on campus.

##### **A. Assignments**

Housing assignments are the exclusive responsibility of the Office for Student Development and are typically implemented through the Housing Manager. The Housing Office reserves the right to change or modify housing assignments and to fill housing vacancies as necessary. Students may not change assignments without written authorization from the Office for Student

Development. Students who change assignments without authorization are subjected to disciplinary action.

Eastern University housing assignments and roommate placements are based on information submitted in the Housing Portal within StarRez. Questions regarding housing assignments and roommate placements will be addressed through the Housing Manager and the Office for Student Development. Questions and requests will be handled with sensitivity and an ethic of care.

Housing assignments are reserved for full-time, undergraduate students matriculated at the University. Limited shared housing is available to graduate students and is available on a first-come, first-served basis.

#### B. Move in/Move Out

Move-in and move-out dates and times are established by the Office for Student Development. Students must move-in and move-out according to these dates and times. Failure to do so may result in a fine assessed in the amount of \$40 per resident per day. The Office for Student Development does not permit students to access their residence halls/apartments prior to the scheduled move-in dates or remain in their housing assignments beyond scheduled move-out dates unless a University staff person or faculty member specifically sponsors that student for participation in an approved, University sponsored and supervised activity. Requests for early move-in dates outside of approved sponsored events are subject to review and approval and students may be charged a daily fee. All University policies and provisions of the housing contract are in effect for all students given permission to arrive early or remain late.

Under specific circumstances, the Housing Manager under the direction of the Dean of Students may open an application process for extended stay and or early arrival requests to be processed on a case by case basis. For more information on how to apply for early arrival or extended stay accommodations, please contact the Housing Manager at least four weeks in advance of your requested accommodation date.

#### C. Lounge Utilization / Furniture

Lounges are provided for the use of all building residents. Lounge and public furniture may not be moved into rooms or apartments for personal use. Each resident found with lounge furniture in their room or apartment is subject to disciplinary action.

#### D. Personal Property

Students are required to remove all personal property and furnishings (e.g. couches, chairs, rugs, electrical appliances) from their room/apartment prior to check-out at the end of the academic year or when vacating the housing assignment. Students will be charged a labor and removal fee for items left in spaces and forfeit the right of ownership of these belongings. The University

assumes no legal obligation to pay for loss of, or damage to, items of student's personal property occurring on campus or in its building or storage areas.

Personal property must be stored in residential room assignment. Students are not permitted to store personal property in other residents' room assignments, hallways, lounges, bathrooms, stairwells, laundry rooms, storage closets, or other common areas.

It is highly recommended that students insure their own personal property through a parental homeowner's insurance or through renter's/tenant's insurance policy.

#### E. Pets

For health and safety reasons, pets are not permitted in the University residence halls or apartments, with the exception of a small, non-electric fish tank without a filter. Animals required to assist students with documented needs are approved once the completion of university procedures as identified by the Cushing Center and in conjunction with University Housing is achieved. Students who violate this policy may incur charges for damages incurred to other residents as well as damages to any and all University property. Students who repeatedly violate the University's Pet Policy will be referred to the Student Code of Conduct Office for adjudication. Potential sanctions for violations to the pet policy may include dismissal from the residence halls without a refund.

#### F. Room Changes

Residents interested in changing their room assignment must obtain and complete the room change request with the Housing Office. In all cases, changes must be approved by the Housing Office. In the event that a room change request is precipitated by a roommate conflict, room changes will only be approved after other methods of resolving the conflict were attempted and or completed. Mediation of conflict may be facilitated by the RA and/or RD. Every effort should be made by the residents to resolve the issues.

Students who change room assignments without the proper approval may be subjected to daily fines, reassignment, disciplinary action, and/or termination of their housing contract without a refund.

#### G. Room Condition / Damage Assessments

The condition of the residence hall rooms and campus apartments are assessed by Residence Life staff prior to fall semester start date. The condition is documented on the Room Condition Form. Students are provided with the opportunity to review and make necessary adjustments to the Room Condition Form within 5 business days of their assumption of possession (the day the student moves in).

During occupancy, students are not permitted to affix construction of any kind to the walls, ceiling, or floors. Residents may not drill holes, or permanently attach objects to the walls, ceiling, floor, doors, windows, or furnishings. Decorations should not be mounted to the wall to avoid marring the painted surface when removed. Tape, duct tape, nails, tacks, and screws are

prohibited, as they damage wall surfaces. Residents may not attach stickers to doors, windows, walls, ceilings, furnishings and should make every attempt to remove command hooks and strips when vacating the housing assignment.

Residents may not paint any area of university facilities.

Upon departure, residents are expected to return their rooms/apartments to their original condition. Prior to the close of the academic year, students will be provided with detailed information concerning expectations for the condition for their room/ apartment at the time of departure. After check-out Residence Life staff will assess each room against the original Room Condition Form. Occupants will be held individually or jointly responsible for damages or missing furniture that were not specified on the original Room Condition Form. Residents may be held financially responsible for damages to common areas and equipment (e.g. hallways, lounges, bathrooms), when the students responsible for those damages do not claim responsibility and cannot be identified.

Residents may also be held financially liable for the removal of trash and or furnishings not provided by the University when a resident(s) do not claim responsibility for such items.

#### H. Room Furnishings

Room furnishings provided by the University must remain in the rooms and/or apartments they were designated for at all times. At no time may students remove room furnishings, including, but limited to, mattresses and desk chairs. Requests for exemptions should be submitted through the Housing Manager by emailing [housing@eastern.edu](mailto:housing@eastern.edu).

#### I. Semester Breaks Periods

Students are not permitted to remain in the residence halls during semester break periods without authorization from the Office for Student Development.

Requests can be made through the break housing request process, as orchestrated and approved by the Housing Manager. The Office for Student Development reserves the right to approve or deny requests as necessary. Residents who attempt to remain in the halls without authorization are subject to daily fines of \$40 and other disciplinary action as deemed appropriate.

University rules and policies remain in effect unless otherwise communicated.

#### J. Terms of Occupancy

In signing the University Housing Contract, students agree to occupy the space they have been assigned on or after the date specified by the University and to vacate their assignment within 24 hours of their last examination or at the conclusion of a full-time academic internship, graduation, suspension, withdrawal, or termination of full-time student status.

#### 2. Behavioral Responsibilities

Living in community requires sensitivity toward and respect for the needs of others. As Eastern

University's primary enterprise is education, the following policies are intended to protect the right of each student to enjoy an educationally, purposeful residential environment.

#### A. Academic Atmosphere

As residential living is intended to complement a student's academic pursuits, other activities are appropriately subordinate to an individual's desire to study. Toward that end, each residence hall will maintain Quiet Hours from 10:00 pm to 7:00 am, Sunday through Saturday. During those hours, students and guests are expected to refrain from activity that is disruptive to the residential community. During exam periods residence hall Quiet Hours will extend to include 24 hours each study and exam day.

When Quiet Hours are not in effect, consideration and respect for others should continue to guide student and guest behavior and activities.

#### B. Disruptive Behavior

The University reserves the right to reassign or temporarily revoke on-campus housing or take appropriate action as deemed necessary, without a formal hearing, for those students whose behavior is considered disruptive or potentially detrimental to the individual, roommates, and/or others in the residential community.

#### C. Unauthorized Recording Equipment

As it is an infringement on the privacy of others, the use of hidden/unauthorized surveillance equipment (e.g. cameras, video cameras, webcams, and recorders, monitoring devices) is strictly prohibited in the residence halls.

### 3. Safety and Security Responsibilities

The Office for Student Development expects all members of the Eastern University community to be active participants in the creation and maintenance of a secure and safe residential environment.

Toward that end both residents and non-residents are expected to adhere to the following policies:

#### A. Dangerous Practices

The following are defined as particularly dangerous behaviors in a residential community. Students found engaging in these behaviors may be subject to the disciplinary action as outlined within.

- Blocking or preventing the use of room doors, hallways, exit doors, and stairwells.
- Actions that compromise the security of residents including, but not limited to, propping open or otherwise tampering with the locking mechanisms of interior or exterior doors.

- Entering or misusing restricted areas such as roofs, balconies, fire escapes, attics, workrooms, or storage areas.
- Possession, use, or storage of flammable/combustible materials or liquids, including outdoor grills (prior permission needed for apartment spaces).
- Individual or group activities that may lead to injury or destruction of property including, but not limited to, ball games and sports played in the halls.
- Removal or damage of exit signs, emergency phones, or other safety devices.
- Tampering with fire safety equipment such as extinguishers, smoke detectors, sprinklers, and alarms.
- Throwing any object or substance with potential of defacing or damaging personal or University property or causing personal injury or disruption.

#### B. Electrical Appliances

Because of their potential contribution to accidental fires and unsanitary health conditions and in an effort to conserve energy, the following electrical appliances are restricted or prohibited in all University residences. Students found in violation of these policies are subject to immediate confiscation and disposal of appliance(s) and referral for disciplinary action.

- Hot plates, induction cooktops, personal space heaters, and any appliance with an open heating element are prohibited.
- Toasters or open coils, toaster ovens, air fryers, George Formal grills, electric woks, crock pots, pressure cookers, and griddles are prohibited. Permission must be granted in writing by the Office for Student Development for an exemption to be granted. Please contact the Housing Manager at [housing@eastern.edu](mailto:housing@eastern.edu) to request an exemption.
- All lamps and appliances should be UL approved. Halogen lamps are prohibited.
- Refrigerators are restricted to 4 cubic foot units per residence hall room.
- Extension cords and surge protectors should be UL approved and not rated less than 125 volts/15 amperes. Residents should employ prudent use of surge protectors to protect property from unexpected electrical damage.

#### C. Fire Safety Alarms

Students may not disregard a fire alarm or refuse to evacuate a building where an alarm is sounding, regardless of its nature (drill, false alarm, or actual alter). Residents who fail to evacuate a building in a voluntary and timely manner will be subject to disciplinary action.

Candles / Open Flames:



Candles (of any type or form, whether decorative or functional), open flames, candle warmers, and the use of incense, are all prohibited in the University residence halls and apartments.

Prohibited items will be confiscated and not returned. Violations may result in disciplinary action under the Code of Conduct.

#### Equipment

Tampering with or the misuse of fire safety equipment is considered exceptionally dangerous behavior in a residential community and represents a serious breach of community safety standards. See section on Residence Life policies, dangerous practices, section 3.A.

#### D. Food Preparations / Storage / Trash Disposal

Storage and food preparation in residence hall rooms frequently contributes to electrical overload as well as fire hazard, sanitary, and health concerns. As a result, meal preparation in the residence hall rooms should be kept to a minimum. Additionally, in the interest in controlling pests, all food items in the residence halls should be kept in tightly sealed plastic containers. Trash should be emptied regularly and disposed of in the designated trash disposal areas.

#### E. Guests and Visitation

University Guest and visitation policies are highlighted in the Community Policies section of the Student Code of Conduct.

#### F. Room Entry

The University reserves the right to enter, search, and inspect rooms and all contents of a room without prior permission from residents. Situations which may result in University searching the contents of a room include, but are not limited to, if the University has reason to suspect that an emergency situation exists; if it has reason to suspect a violation of University policy; to locate persons or missing property; to complete fire safety inspections; to facilitate maintenance; or to ensure that safe and sanitary conditions exist. No community member shall install additional locks or devices that may impede access by University officials or modify room locks in any way. Room inspections will occur prior to Winter and Spring Breaks and as necessary by University staff or Township personnel or their independent contractors, for the purpose of ensuring that safe and sanitary conditions are being maintained. Students who persist in maintaining unsafe or unsanitary conditions after being asked to correct deficiencies may be subject to disciplinary action. Prohibited or illegal items discovered during an inspection will be confiscated and not returned.

#### G. Room Key/Combos

Residents are responsible for their room key and hall combinations in a way that does not jeopardize the safety and security of individuals or property. Residents are expected to carry their keys and to keep interior room doors locked as appropriate. Room keys may not be duplicated or lent to other students. Residents of a room may be held accountable for violations of the Code of

Conduct that occur in their rooms, even if the resident is not present.

A lost key should be reported immediately to the Office for Student Development, replacement fees to apply. Key return policies will be communicated by the Office for Student Development in conjunction with year-end closing notifications. Residents who fail to return their key will be subject to an increased key replacement fee.

#### H. Windows/Window Screens/Window Displays

Under no condition should windows be blocked or window screens removed, nor should windows be used as a method for access or egress of residence hall room except in the case of an emergency.

Banners, signs, and window decorations may not be hung on the exterior of buildings or windows. Items hung on the interior of windows and displayed outward toward public areas must be in keeping with the University's values and standards.

### 4. Publicity and Sales in the Residence Halls

#### A. Publicity, Sales, and Solicitation

Students and student organizations are not permitted to infringe on the privacy of residents in University residence halls.

Publicity and Solicitation- All advertising prepared for distribution or posting in the residence halls must be stamped for approval by the appropriate department and process.

The University reserves the right to remove all postings that do not comply with this policy.

The St. David's campus posting policy can be obtained by emailing [studev@eastern.edu](mailto:studev@eastern.edu) or contacting the Residence Life Director.

Sales- Students are not permitted to operate a business or use their room assignment or residence hall as a place of business (i.e. using the room as a store or to store items for sale).

All fundraisers need to be approved by the Student Programming Coordinator through the Office for Student Development. The Student Programming coordinator will clarify expectations, however, door- to-door solicitation is generally prohibited.

#### Implementing the Code of Conduct

Maintaining and implementing the Student Code of Conduct is the responsibility of every member of the University community. Students, staff, and faculty should reinforce through their behavior the ideals expressed by the Code and encourage every student to do likewise.

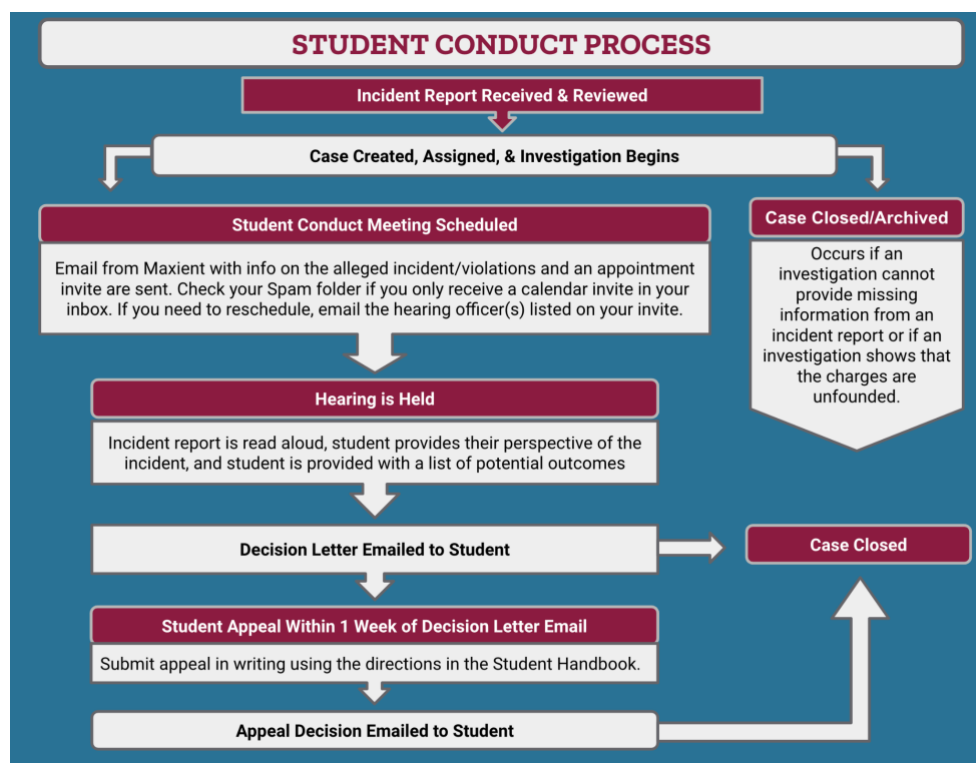
Administratively, the Dean of Students, the Office of Student Conduct, the Residence Life staff, and the Department of Public Safety are primarily responsible for assuring compliance with the Code. The Dean of Students, the Director of Student Conduct and Community Standards, and

their assistants are responsible for reviewing student conduct in general, educating students to appropriate community standards, and as necessary assigning sanctions for the purpose of encouraging compliance with those standards.

While an alleged disciplinary violation is being investigated and at any time during the adjudication of the matter, the Conduct Review Officer may, at their discretion put in place appropriate administrative measures to ensure the safety and well-being of the community, to preserve evidence, and to maintain integrity of the Student Code of Conduct process.

\*Note: Palmer Seminary Students are subject to disciplinary processes as outlined in the Palmer Seminary Student Handbook.

### *Overview of the Student Conduct Process*



#### 1. Initiating a Complaint/Submitting an Incident Report

Any University student, faculty, or staff member who believes that a student(s) has violated the Student Code of Conduct may file a report with the Dean of Students, the Department of Public Safety, or the Residence Life staff.

Any member of the University community ("complainant") may file a complaint against or submit an incident report about a student(s) or student organization(s) ("respondent") alleging violation of the Student Code of Conduct. In cases where the University initiates an incident report, it becomes the complainant.

After a complaint is made, the Office for Public Safety and or the Student Conduct Office

investigate the report, as necessary. When a complaint is filed, the Dean of Students and/or his or her designee (Conduct Review Officer) will review the complaint and determine whether or not, if proven, the allegations would constitute a violation of the Code. If so, the respondent will meet with the Dean of Students or the Conduct Review Officer to review the complaint and to discuss the procedures available to them. Complaints will be addressed promptly.

The University reserves the right to exercise discretion on taking disciplinary action against students. Complaints/incident reports can be made to:

Dean of Students  
Walton Hall Room 200  
(610) 341-5823

Department of Public Safety  
Centennial Hall  
(610) 341-1737

Residence Life Staff  
Various Offices Across Campus  
(610) 341-5823

## 2. Student Procedural Rights

Once a complaint has been initiated under the Student Code of Conduct, the Conduct Review Officer will schedule a meeting with the accused student (“respondent”). The Conduct Review Officer will provide the rights and options available as well as the potential sanctions for the alleged violation in question.

During the meeting, the alleged violations of the Student Code of Conduct are discussed and the Respondent is afforded the opportunity to review the facts which form the basis of the allegation. If a student fails to respond to a notice of a meeting with the Conduct Review Officer, they may find the student responsible and in the student’s absence, sanction the student accordingly, and/or place a hold on the student’s account until the meeting takes place.

### Rights of the Respondent

1. The right to choose whether to participate in the conduct review process, with the understanding that findings and sanctions may be imposed with or without participation.
2. The right to notice of the allegation that a violation of the Student Code of Conduct has taken place.
3. The right to notification of the conduct review proceedings related to the complaint and of the prompt timeframes anticipated for major stages of the complaint process.
4. The right to notice of the factual allegations that form the basis of the complaint.
5. The right to a prompt and impartial response and resolution of complaints.

6. The right to have the University or the Complainant bear the burden of proof by a preponderance of the evidence.
7. The right to present relevant statements, materials, and witnesses during the conduct proceedings.
8. The right to review all written statements and materials presented at the proceedings.
9. The right to notification of any finding of responsibility.
10. The right to be free from retaliation for participating in the University's investigation and fact-finding process.
11. The right to appeal, consistent with the provisions outlined within this Code.

#### Rights of the Complainant

1. The right to choose whether to participate in the conduct review process.
2. The right to notification of the conduct review proceedings related to the complaint and of the prompt timeframes anticipated for major stages of the complaint process.
3. The right to notice of the factual allegations based on any response by the Respondent.
4. The right to a prompt and impartial response and resolution of complaints.
5. The right to present relevant statements, materials, and witnesses during the conduct proceedings.
6. The right to review all written statements and materials presented at the proceedings.
7. The right to the notification of the outcome of the complaint as set forth within the guidelines of the Code.
8. The right to be free from retaliation for participating in the University's investigation and fact-finding process.
9. The right to appeal, consistent with the provisions outlined within this Code.

Students have the right to request an accompanying party or advisor to attend conduct hearings for major policy violations as described below (see Sanction Matrix p. 43). Any requests for an accompanying party or advisor must be made in writing to [studentconduct@eastern.edu](mailto:studentconduct@eastern.edu) and [deanstudev@eastern.edu](mailto:deanstudev@eastern.edu) at least two business days before the conduct hearing. If your meeting was scheduled less than two business days in advance (typically in the case of critical incidents), students must submit their written request as soon as they are able to before the hearing. A decision will be rendered before the meeting begins. The Director of Student Conduct & Community Standards and the Dean of Students reserve the right to approve and or deny requests for accompaniment. If an approved accompanying party or advisor is deemed by the Conduct

Hearing Officer to be disruptive to the student conduct process or a threat to student or staff safety, the accompanying party or advisor will be asked to leave the meeting. Requests for accompanying parties during Title IX proceedings are subject to their own and separate processes. For information on accompanying parties and or advisors within the Title IX process, please contact the university's Title IX Coordinator.

### 3. Procedural Options

If the University elects to pursue action under the Student Code of Conduct, the Conduct Review Officer will schedule a meeting with the Respondent. If the case sanction is no greater than a Written Warning, the Conduct Review Officer may elect to administratively sanction the student and notify them in writing. Upon notice of the sanction, the student may request a meeting be held if there is an objection to the imposed sanction. In special circumstances, it may be beneficial based on the nature or complexity of the facts of the case to have the matter heard by a Conduct Review Board. A Conduct Review Board is generally composed of one student, one faculty member, and one administrator. All members of the Board shall be impartial with no conflict of interest. For further information or to request a review of your case by the Conduct Hearing Board, please reach out to [studentconduct@eastern.edu](mailto:studentconduct@eastern.edu).

If a student fails to respond to a notice of a meeting with the Conduct Review Officer, they may find the student responsible and in the student's absence sanction the student accordingly, and/or place a hold on the student's account until the meeting takes place.

\*Note: Adjudication of allegations of sexual assault, sexual violence, and violations of Title IX policies are subject to their own and separate processes.

During the meeting with the Conduct Review Officer, the students suspected of a violation of the Code who accept responsibility for their behavior as documented will be sanctioned accordingly by the Conduct Review Officer and receive notice of the sanction(s) imposed. Acceptance of responsibility may be rejected by the Conduct Review Officer in cases that warrant additional investigation. Students who accept responsibility do not waive their right to appeal for review of the sanction as outlined in the Code.

In certain circumstances, Student Development may impose restrictions including, but not limited to, contact limitations, a University or residence-hall suspension, a transcript hold, or a degree hold prior to the final outcome of a case. Interim action may be imposed to ensure the safety and well-being of the members of the University community and to preserve the safety of University property, to ensure the student's own physical or emotional safety and well-being, to ensure normal operation of the University if the student poses a threat of disruption, and to preserve the integrity of the conduct process. Interim actions can be added, amended, or removed at any time at the discretion of Student Development. Students may request an interim action be amended or removed at any time by submitting an interim action appeal request in writing to the Assistant Vice President of Student Development. Interim action appeals will be reviewed by a designated University employee whose decision in the matter will be final.

Although interim action may be deemed necessary, the University will work with the impacted student to identify if any options exist for alternative coursework so that the interim action has as minimal an impact as possible on the student's academic progress.

#### 4. Sanctions

After the finding or admission of responsibility, the Conduct Review Officer will impose sanctions after considering the following:

1. Statements made or evidence presented during the disciplinary proceedings
2. Disciplinary precedent
3. Prior disciplinary record of the Respondent
4. Impact to the larger University community
5. Guidelines in the Student Code of Conduct.

The Conduct Review Officer may consult with other University officials as they deem appropriate.

Sanctions serve to reinforce that students are held responsible and accountable for their behavior. This is accomplished by measures to educate, to deter future misconduct, to establish community ideals, and to provide consequences for one's actions.

Eastern University reserves the right to notify parent(s)/legal guardian(s) about the disciplinary status of their child/ward, to the extent that it is consistent with the provisions of the Family Educational Rights and Privacy Act (FERPA).

The following student conduct sanctions shall comprise the range of official actions which may be imposed for violations of rules and regulations. One or more may be imposed in response to a given situation.

#### **Educational Measures**

An action that requires the student to complete an educational task as assigned by the Conduct Review Officer. Failure to complete the assignment within the designated timeframe will result in additional disciplinary action. These may include, but are not limited to, research and educational writing assignments, alcohol and drug education, and anger and behavioral management classes.

#### **Verbal/Written Disciplinary Warning**

A Disciplinary Warning is an official verbal/written notice to a student that a particular action or type of behavior is in violation of stated regulations or policies, and, therefore, unacceptable.

Continuation of similar behavior or future violation may be cause for more severe disciplinary action.

### **Location Restriction**

Loss of access to specific buildings, residence halls, sites, and or campuses belonging to or affiliated with Eastern University.

### **Loss of Privileges**

Loss of privileges means during a designated period of time the student is not permitted to engage in specific privileges and opportunities at the University.

### **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 Office for Student Development. 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.

### **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.

### **Work Assignment**

The requirement to perform certain duties as restitution for inappropriate behaviors and actions in the form of uncompensated service to some task recognized as valuable to the University community. The Conduct Review Officer will make the assignment of duty and will verify that the work has been completed within the communicated timeframe. Failure to complete the service will result in further disciplinary action.

### **Disciplinary Fine**

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 (See attached Fine Matrix).

### **Parental/Coach/Advisor Notification**

When a student's behavior and/or attitude seems inconsistent with university expectations, the university may notify and discuss behavioral concerns with a parent/legal guardian(s).

Additionally, coaches and/or advisors may be notified when student behavior or action does not align with the expectations of the team/organization and/or when loss of privileges have occurred.

### **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 themselves and their relationship to Eastern University.

**Suspension from Residence Hall**

The student loses their privilege of living on campus. The student does not receive a refund on room or board.

**Suspension from 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 a refund on tuition, room, or board.

**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 a refund on tuition, room, or board.

**Sanction Matrix**

To provide transparency to community members, a guideline has been established below. **Please keep in mind that the following sanction matrices are guidelines that are meant to serve as recommendations. The following guidelines should not be viewed as the final determination of an outcome. Students are responsible for paying fees related to educational sanctions.** If a student is unable to pay a fine or for an educational measure, compensatory service or alternative educational measures can be implemented. To request an alternative sanction due to financial hardship, students must make a request to the Dean of Students in writing within two weeks of delivery of their sanction letter.

Student Conduct Review Officers will utilize statements made or evidence presented during the disciplinary proceedings; disciplinary precedent; prior disciplinary record of the Respondent; impact to the larger University community; and the sanction matrices to come to a decision. Final decisions will be communicated in writing and delivered via email, addressed to the student's Eastern University issued email account.

<b>Sanction Matrix for Major Policy Violations</b>				
<b>Type of Infraction</b>	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>	<b>4th Offense</b>
Failure to Complete Sanctions	\$25 Fine	\$50 Fine	\$100 Fine	Suspension
<b>Alcohol Violations</b>				
Public Intoxication; Possession; Paraphernalia	\$100 Fine Educational Measure **	\$175 Fine Educational Measure **	\$200 Fine Educational Measure **	Suspension

(use); Providing Access to Minors; Driving Under the Influence				
Underage Possession or Consumption	\$50 Fine Educational Measure **	\$100 Fine Educational Measure **	\$200 Fine Educational Measure **	Suspension
Paraphernalia (possession); Open Container; Empty Containers	\$25 Fine	\$50 Fine	\$100 Fine	Suspension
<b>Drug Violations</b>				
Distribution or sale	Suspension	Expulsion	N/A	N/A
Possession or Use (cannabis); Paraphernalia	\$100 Fine Educational Measure **	\$175 Fine Educational Measure **	\$200 Fine Educational Measure **	Suspension
Possession or Use (illegal drugs or controlled substances other than cannabis); Prescription Drugs; Driving Under the Influence	\$250 Fine Educational Measure **	Suspension	Expulsion	N/A
<b>Other</b>				
Hazardous Materials (use)	Suspension	Expulsion	N/A	N/A
Hazardous Materials (possession without use)	\$250 Fine Educational Measure **	Suspension	Expulsion	N/A
Tampering with Safety Equipment	\$200 Fine	\$400 Fine Suspension	Expulsion	N/A
Failure to Evacuate	\$100 Fine	\$200 Fine	\$400 Fine	N/A
Taking of Property	\$250 Fine Educational Measure **	Suspension	Expulsion	N/A
Unauthorized Possession of Property, Destruction or Damage	\$250 Fine Educational Measure **	\$250 Fine Educational Measure **	Suspension	N/A
Physical Harm	Suspension	Expulsion	N/A	N/A
**Students must pay a \$35 enrollment fee for all associated training listed as assigned.				

<b>Sanction Matrix for General Policy Violations</b>						
<b>General Policy Violation(s)</b>	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>	<b>4th Offense</b>	<b>5th Offense</b>	<b>6th Offense</b>
General Policy Violation(s)	Verbal and Written Warning	\$25 Fine	\$25 Fine	\$50 Fine	\$75 Fine	Referral to Senior Conduct Review Officer as a Major Violation

## 6. Appeals

The Vice President of Student Development or their designee will review appeals for two possible reasons 1) for new disciplinary proceedings or 2) to review/amend a sanction. The Vice President of Student Development may consult with other University officials as deemed appropriate. All decisions made by the Vice President are final, including whether or not an appeal is procedurally permitted.

### **Grounds for an Appeal**

The Respondent or Complainant may request an appeal based only on one or more of the following grounds:

#### **Appeal for New Disciplinary Proceedings:**

1. Procedural Defect: a material procedural defect on the original disciplinary hearing.
2. New Evidence: new evidence that was not available, through no fault of the appealing party, at the time of the original disciplinary proceeding.
3. Disproportionate Sanction: the sanctions imposed were disproportionate to the violation.

### **Process to Appeal**

The Respondent and the Complainant may request an appeal within one week of notification of the decision/sanction by the Conduct Review Officer.

Appeals must be made in writing, signed by the appealing student, and submitted to the Vice President of Student Development. The appeal should consist of a concise statement detailing the grounds for appeal. If an appeal is submitted that does not meet the “Grounds for Appeal,” it will be denied.

When granting appeals, the Vice President of Student Development will meet with each party separately to discuss the appeal. Each party may request to be accompanied by an advisor, parent(s) and guardian(s) during the appeal meeting. Any requests for an accompanying party must be made in writing in the initial appeal request submitted to the Assistant Vice President of Student Development. The Vice President of Student Development reserves the right to approve and or deny requests for accompaniment.

Appeals will be reviewed promptly and the Vice President of Student Development will provide written notification of the appeal outcome to the appropriate parties.

### **Student Records Retention and Disclosure**

The Family Educational Rights and Privacy Acts affords students the right to: review their education records within 45 days of the university’s receipt of the request; request an amendment of the education records that are believed to be inaccurate; and consent to disclosures of personally identifiable information contained in education records, except to the extent that FERPA authorizes disclosure without consent. A student may file a complaint with the U.S. Department of Education concerning alleged failures to comply with the requirements by writing

to Family Policy Compliance

Office, U.S. Department of education, 600 Independence Avenue. SW, Washington, D.C.  
20202-4605

Eastern University regards students as adults in their responsibilities and their rights. Students have direct access through the secure Web portal MyEastern to their own grade reports, academic records, academic warnings, progress toward graduation requirements and notification of academic honors.

Personally identifiable "directory information" from the education records of the student in attendance at the university may be disclosed without the necessity of prior consent of the student concerned as provided by FERPA. Directory information may be found:

<https://www.eastern.edu/about/offices-centers/office-registrar/family-educational-rights-and-privacy-act-ferpa-eastern>

Eastern University discloses personally identifiable education records with the prior written consent of the student. However, the university may disclose information without the prior written consent of the student in the following circumstances:

- To school officials with a legitimate educational interest in the records
- "School Officials" include people employed by Eastern University in an administrative, supervisory, academic, research, or support staff position. This includes, but is not limited to, attorneys, counselors, health staff and law enforcement, people serving on the Board of Trustees and those serving on official university committees (including students). School officials may also be volunteers, contractors, consultants or other outside parties that perform service or functions for which the school would otherwise use its own employees, those under the direct control of the university with respect to maintenance and use of educational records such as an attorney, auditor, collection agent or a student volunteer helping a university official perform his or her job functions. All parties are obligated not to disclose personally identifiable information without prior written consent of the student.
- Legitimate academic interest can include performing a task related to one's regular job duties or professional responsibilities, a student's education, the discipline of a student, a service to benefit a student, measures to support student success, and safety and security of the campus.
- To officials of another school, at the request of those officials, in which a student seeks or intends to enroll
- To certain officials of the U.S. Department of Education, the U.S. Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs
- In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the

terms and conditions of the aid

- If disclosure is required by certain state laws relating to the juvenile justice system
- To organizations approved to conduct certain studies for or on behalf of the university
- To accrediting organizations to carry out their functions
- To either of two parents when at least one parent has claimed the student as a dependent for income tax purposes (a certified copy of the parents' most recent Federal Income Tax Form may be required to verify dependency)
- To comply with a valid court order or subpoena or to comply with federal law
- To appropriate parties in a health or safety emergency
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, the final results of a disciplinary proceeding conducted by the university with respect to that alleged crime or offense (disclose the final results of the disciplinary proceeding, regardless of whether it concluded a violation was committed)
- To parents of students under the age of 21 when laws or university policies regarding alcohol or drugs are violated
- To a court or administrative agency in the event of legal action between the university and a student