



STUDENT HANDBOOK

as of August 25, 2025

Students join with the faculty and staff of the University to form a community of learning. This community will only be as meaningful as its members choose it to be. Each community member should use mature reflection in balancing the varied, and sometimes competing, interests of personal rights and advancement with the rights and advancement of the community as a whole. Making the balancing of varied interests even more complex, the governing authorities of the Township of Radnor, the Commonwealth of Pennsylvania, and the United States have great influence over some important aspects of the Eastern community. In addition, the interests of the citizens of St. Davids must be respected.

To foster a Christ-centered, cooperative and educationally meaningful atmosphere on campus, the University has established the procedures and regulations described below. Individuals are responsible for complying with these procedures and regulations as a part of the creative task of living with others in the academic environment.

It is important for each student to understand that attendance at Eastern is a privilege, not a right. The ultimate right to determine who should attend Eastern rests with the University. The University reserves the right to amend all procedures and regulations at any time and for any reason, with or without notice. This handbook is a resource; it does not constitute a contract between the student and the University.

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Student Code of Conduct

Mission

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

Vision

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

Philosophy and Authority

Eastern University encourages the intellectual and personal growth of its students as scholars and citizens. The University strives to maintain a campus community where the educational programs can flourish for all students. It is a choice to attend the University and by making this choice, students assume the obligations (including standards for conduct) imposed by the University and are expected to adhere to policies that represent high standards of ethical and moral behavior, both on and off campus.

Eastern University students and student organizations are expected to act in accordance with the policies, rules, regulations, laws, and requirements of Eastern University, municipalities and counties, the Commonwealth of Pennsylvania, and the United States. The policies and procedures in this document are designed to provide an educational and developmental process, balancing the interests of individual students with the interests of the Eastern University community and our Christian principles. Students are responsible not only for the *intent* of their conduct, but also for the *impact* of their actions.

Relationship Between Student Conduct & The Violation of The Law

The campus student conduct process is an educational and administrative process. It is not designed to mirror a court of law, but to further the educational mission of the University by maintaining an educational environment that furthers student learning and development. The University provides expectations for students that may be different than those found in criminal law. Participants in the campus conduct process are afforded the procedural protections provided in this document; however, they do not have the same rights afforded to a citizen participating in a court proceeding. For situations where a student's conduct may be a violation of law as well as University policy, the student conduct process may occur simultaneously, prior to, or following any criminal, employment, or other legal action.

University Authority & Jurisdiction

Authority

The Assistant Vice President of Student Development & Title IX Coordinator has the ultimate authority for interpretation of this Code, including the determination of a person's status with the institution in a particular situation. The Director of Student Conduct & Community Standards serves as the primary investigator and decisionmaker for reports of code of conduct violations. The Assistant Vice President of Student Development & Title IX Coordinator may also serve and designate additional University officials to serve the University in one or more roles in the student conduct process, including investigator, decisionmaker, appeal decisionmaker, and/or advisor.

Jurisdiction

The Code of Conduct applies to all currently enrolled students at Eastern University, including main campus, branch campuses, and online modalities. A student's action(s) may be subject to the student conduct procedures whenever the student commits or attempts to commit a violation of the Student Code of Conduct on property belonging to, or under control of the University, or at an activity, function or event sponsored, or supervised by the University. If a student commits a violation of this Code while off-campus (including through technology or social media), the student's behavior may be subject to the student conduct process if the behavior adversely affects:

- the University community;
- the mission or reputation of the University;
- the ability of an individual member of the campus community to pursue an Eastern University education and/or employment (including the creation of a hostile environment); or
- a function or operation of the University.

When students engage in misconduct as members of a student organization, both the student(s) and organization may be held accountable.

A student charged with violating the Code of Conduct may not avoid the conduct process by withdrawing from the University. Student conduct proceedings may continue without the student's participation, and/or a hold prohibiting further registration and/or release of transcripts may be placed on the student's record at the discretion of the Assistant Vice President of Student Development & Title IX Coordinator until the matter is resolved.

Important Terms

Advisor: Any person who supports a complainant or respondent as the student participates in the conduct process. The Advisor's supporting role is limited to conferring with and advising the student directly. The Advisor may not participate in the conduct process as a representative or advocate for the student. The University also reserves the right to have an Advisor present to advise University officials during the student conduct process. Requests for accompanying parties during Title IX proceedings are subject to their own and separate processes. For information on Advisors within the Title IX process, please contact the [Title IX Coordinator](#).

Complainant: A person who initiates a complaint in the student conduct process.

Faculty: Any person employed by the University to conduct classroom or teaching activities or who is otherwise considered by the University to be a member of its Faculty.

Decision-making Body/Decisionmaker: The person(s) who review the information in a case, make a determination of responsibility, and/or issue sanctions. Decisionmakers may include University administrators, Student Affairs staff, and other employees appointed by the Assistant Vice President of Student Development & Title IX Coordinator.

Member of the University Community: Any person who is a student, University official, faculty member, or any other person employed by the University. A person's status in a particular situation shall be determined by the person designated to have authority to interpret this Code.

Outcome(s): The determination that a respondent is responsible or not responsible for each alleged violation, as well as any sanction(s) imposed.

Respondent: A student who is accused of violating the Code of Conduct and provided with the opportunity to respond to the complaint.

Sanction: A consequence imposed as a result of a finding of responsibility.

Standard of Proof: The standard of proof used in all student conduct proceedings to determine whether a violation occurred is the "preponderance of the evidence" standard, also known as "more likely than not." A fact is established by a "preponderance of the evidence" if it is found, after considering all the evidence, that there is more than a 50% chance that the fact is true.

Student: Any individual who is currently enrolled in courses (credit or non-credit) and is

participating in University programs, whether full-time or part-time, on-campus or through online modalities. This includes any individual who has a current affiliation with the University, including those on a leave of absence or suspension.

Student Organization: Any group of students voluntarily organized for the purpose of furthering their common interests in a particular subject or issue. This includes, but is not limited to, student clubs and club sports and NCAA affiliated athletic teams.

University: Eastern University, also known as University

University Official: Any person employed or designated by the University to perform a specific function on its behalf.

Community Expectations & University Policies

Students are expected to uphold University policies in the pursuit of their educational objectives. The University reserves the right to set and communicate reasonable expectations as needed. The following are prohibited. Examples are provided to illustrate the specific prohibition and are not intended to be all-inclusive. Some incidents may result in multiple policy violations.

1. Threat to another's personal safety or conduct that intentionally or recklessly causes physical harm or that otherwise threatens or endangers the health or safety of any person.

Examples include, but are not limited to:

- Physical violence
- Threats
- Bullying
- Stalking
- [Hazing](#)
- Retaliation

2. Risk of the safety of the campus community.

Examples include, but are not limited to:

- Possession or use of unlawful or unauthorized weapons
- Use of items (including authorized items) aggressively or for violent purposes
- Making a threat of violence (including verbal, written, or virtual communication).
- Behavior that puts physical safety at risk, including but not limited to:
 - Possessing flammable chemicals or fireworks
 - Ignition or detonation of anything which could cause damage to persons or property or disruption by fire, smoke, explosion, noxious odors, stain, corrosion or similar means

- Knowingly putting others at risk of a contagious disease
- 3. Conduct that threatens the services of the University or the property of the University or others.

Examples include, but are not limited to:

- Misuse, theft, or unauthorized use of University services or property or the property of another.
 - Trespassing or unauthorized access to physical or virtual/cyber property or services of the University. Areas that are not considered public include rooftops, University infrastructure areas (including but not limited to utility tunnels, equipment rooms, maintenance shops, and storage areas), laboratories, and private offices.
 - Intentional destruction of/tampering with University property, including but not limited to: security equipment and signage.
 - Use of recreational or outdoor equipment indoors or reckless use of such equipment outdoors.
 - Having an animal in a campus building, other than in accordance with University policy and ADA laws.
4. Disruption of any operation of the University, including but not limited to teaching, research, administration, technology, meetings or proceedings, or any other University activity.

Examples include, but are not limited to:

- Prohibiting or interfering with classroom instruction or University sponsored events.
 - Leading or inciting others to interrupt scheduled or normal activities within any campus building or area.
 - Obstructing the free flow of pedestrian or vehicular traffic on University property or at a University sponsored or supervised event.
 - Disruptive behavior
 - Hosting a disruptive gathering
5. Illegal, unauthorized, or irresponsible substance use.

Examples include, but are not limited to:

- Unlawful or unauthorized possession, manufacturing, use, purchase, and/or distribution of alcohol. Students may not sell, provide, or furnish alcohol to those under 21. No person under 21 years of age may possess or consume alcoholic beverages, under any circumstances.
- Possessing or being in the presence of:
 - Alcohol, including beer, wine, liquor, or mixed drinks being consumed in a container larger than 16 ounces.
 - Grain alcohol
 - Alcohol transported or stored in a container larger than 1 gallon.
 - Binge drinking paraphernalia including but not limited to:
 - Kegs
 - Beer Balls
 - Beer Bonges

- Common Source Containers such as a punch bowl or trash cans
 - Beirut, beer pong, or water pong tables
 - Irresponsible use of alcohol:
 - Binge drinking (e.g., “Shotgunning” or “Funneling” a beer)
 - Engaging in or organizing activities, games, and/or other behaviors designed for the purpose of rapid ingestion or abusive use of alcohol (e.g., use of binge drinking paraphernalia, keg stands, “around-the-world” parties, flip cup, quarters, beer/water pong, Beirut, power hour, beer die, and/or other alcohol consumption based on speed and/or volume, etc.)
 - Operating a vehicle while under the influence of alcohol or illicit drugs/controlled substances.
 - Unlawful or unauthorized possession, manufacturing (or attempted manufacturing), use, purchase and/or distribution of illicit drugs, controlled substances (including stimulants, depressants, narcotics, or hallucinogenic drugs), cannabis, or paraphernalia.
 - Being in the presence of illicit drugs, controlled substances (including stimulants, depressants, narcotics, or hallucinogenic drugs), cannabis, or paraphernalia.
 - Illegal possession, use, or distribution of prescription medications.
 - Public intoxication
 - Smoking tobacco products, hookahs, or vaporizing devices (including e-cigarettes) inside any University building or within 20 feet of any building exit.
6. Dishonesty.
- Examples include, but are not limited to:*
- Providing false information in any form to any University official or office.
 - Forgery, alteration, or misuse of any University record, document, or form.
 - Unauthorized distribution of copyrighted material.
 - Misrepresentation of one’s identity or misuse of the University’s copyrighted content and trademark.
 - Possession, use, manufacturing, and/or distribution of false identifications.
 - Plagiarism - More information available on the [Academic Honesty & Integrity](#) page.
7. Unauthorized or irresponsible use of University computer, network, or other technology system resources.
- Examples include, but are not limited to:*
- Unauthorized access or misuse of equipment, files, labs, or any other technological resource.
 - Violation of any University [computing and network ethics policy](#), including but not limited to use of University technology resources to violate a law.
8. Unauthorized use of personal electronic devices.

Examples include, but are not limited to:

- Audio, photograph, or video recording of any person without person's prior knowledge or consent. This includes recording in locker rooms or restrooms.
- Audio, photograph, or video recording of any person when it is not permitted by law or University policy.
- Use of a cell phone or other electronic device in a manner that disrupts educational activities, classrooms, offices, or other usual University operations.

9. Failure to comply

Examples include, but are not limited to:

- Failure to comply with the directions of an authorized University official or representative who is performing University duties, or law enforcement officers acting in the performance of their duties.
- Failure to comply with a communicated University policy or procedure.
- Conduct that constitutes a violation of the student conduct process or any sanction imposed in accordance with this procedure.
- Conduct that constitutes a violation of any University handbooks, program guidelines, rules, or regulations.
- Refusing to evacuate a building or area under the direction of a University official or while a life safety device is alarming.
- Failure to comply with federal, state, and local law.

10. Tampering with a life safety device

Examples include, but are not limited to:

- Pulling the fire alarm in a building when no such cause for the alarm exists.
- Discharging a fire extinguisher without a fire present.
- Removing or covering a smoke detector, heat detector, or carbon monoxide detector.
- Damaging a fire extinguisher box or fire alarm pull station.

11. Discriminatory Harassment

- Verbal, emotional, or physical conduct related to a person's protected class that unreasonably interferes with an individual's work or academic performance or creates an intimidating or hostile work or educational environment.

The University has a strong commitment to principles of equal employment opportunity and equal access to education and does not discriminate on the basis of race, color, national origin, gender identity and expression, sexual orientation, religion, age, creed, ancestry, veteran status, marital status, disability, or other classification protected by applicable law in the administration of any of its educational programs, admissions policies, financial aid, employment, or other University-administered programs.

12. [Sexual Misconduct](#)

Violation Definitions

Bullying - Any intentional written, electronic, verbal, or physical act or series of actions directed at another member of the University Community, which is severe, pervasive, or persistent enough that a reasonable person under the circumstances should know their actions will:

1. Place a member or members of the University Community in reasonable fear of substantial harm to their emotional or physical well-being or substantial damages to their property; or
2. Substantially interfere with a student's educational environment due to the severity, pervasiveness, or persistence of actions or due to a power differential between the bully and the target; or
3. Substantially disrupt the efficient and orderly operation of the University and its programs, activities, and events; or
4. Perpetuate bullying by inciting, soliciting, or coercing an individual or group to demean, dehumanize, embarrass or cause emotional, psychological, or physical harm to another member or members of the University Community.

Disruptive Behavior - conduct that is so loud, untimely (as being after Quiet Hours), destructive, or that otherwise disturbs other persons' peaceful enjoyment of their living, learning, or working environment, such that a report is made to or by a RA, Campus Safety Officer, Police Officer and/or other University staff complaining of such conduct.

Hazing – See definition in the University's [Anti-Hazing Policy](#). Eastern University does not tolerate hazing. Any student, student organization, team, or other persons associated with a student organization found responsible for Hazing or Organizational Hazing under this Policy, whether occurring on or off campus, may face disciplinary action from the University, and may also face criminal charges under state law including [The Timothy J. Piazza Antihazing Law, 18 Pa. C.S. § 2801, et seq.](#)

Physical violence – hitting, pushing, or other such activity resulting in or intended to cause physical harm. Physical violence may or may not include use of a weapon.

Retaliation – intimidation, threats, or harassments against an individual because they have reported a suspected violation of University policy or law, filed a complaint, participated in an investigation, hearing, or disciplinary proceeding, or otherwise exercised their rights under University policies or applicable law.

Stalking - engaging in conduct or repeatedly committing acts toward another person, including following the person without proper authority, under circumstances that demonstrate either of the following:

- place the person in reasonable fear of bodily injury; or

- reasonably cause substantial emotional distress to the person.

Stalking includes the concept of cyber-stalking, a particular form of stalking in which electronic media such as the Internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact are used to pursue, harass, or to make unwelcome contact with another person in an unsolicited fashion.

Sex-based Stalking is addressed in the University's [Sexual Misconduct Policy](#).

Theft - the unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

Threats - making a threat(s) of violence (including verbal, written, or virtual communication) that does or could cause(s) a reasonable expectation of harm to the health or safety of a specific person.

Weapons & Explosives – firearms, including rifles, shotguns, handguns, air guns, and gas- powered guns, “3D” printed guns, “ghost” guns, and all ammunition or hand-loading equipment and supplies for the same; knives with a fixed blade over 2.5 inches, with a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or with a blade that opens or falls or is ejected into position by the force of gravity, or by an outward, downward or centrifugal thrust or movement (other than knives specifically manufactured for kitchen use or utensils); axes; bows and arrows; swords; any martial arts or security equipment of a dangerous nature, including throwing stars, nunchakus, brass knuckles, and spiked gloves; electronic incapacitation devices (Tasers); fireworks, chemicals, explosive devices, or any other object used to threaten, cause harm or is capable of inflicting injury. See Eastern University's Weapons, Firearms, and Dangerous Devices Policy for a full explanation of the policy.

Medical Amnesty Policy

Eastern encourages students to seek medical assistance for those in need, including oneself. Sometimes, students are hesitant to seek medical assistance for fear that they may get themselves or others in trouble. The University has a policy of not pursuing disciplinary action against students in situations involving alcohol or drug use or possession for students who actively seek medical help for themselves or others, for students who provide assistance in seeking help, or for students who accept medical help.

The University may pursue disciplinary action against the student(s) in rare circumstances:

- When an Eastern faculty, staff, or student-worker (while performing

University duties) initiates help seeking.

- In situations where more serious or significant alleged violations of the Code of Conduct other than alcohol or drug use, possession, or provision may have occurred.
- In situations where a student has repeated incidents of alcohol or drug use or possession.
- In situations where students are found to be encouraging excessive and/or dangerous alcohol consumption or drug use.

Requirements of students under this policy:

- Involved students will be required to meet with a Student Development staff member who may issue educational requirements that may include, but are not limited to, alcohol and/or drug education, counseling, and/or a substance use assessment. Serious or repeated incidents will prompt a higher degree of concern/response.
- Failure to complete the educational assignments or treatment recommendations will result in disciplinary action.

Reporting Student Misconduct

The University encourages students, faculty, and staff to resolve conflicts informally and at the lowest level. When that is not possible or appropriate, any member of the campus community may report alleged student misconduct to Student Development. There is an expectation that faculty and staff will report alleged student misconduct to Student Development. The report should describe the misconduct and identify the person(s) involved in the incident. Designated Student Development Staff will review reports, and may initiate the student conduct process if there appears to be reliable information indicating that a violation may have occurred (i.e., a complaint). The University may also initiate a case without a complaint. When appropriate, reports may be addressed through the Eastern Crisis Response Team and/or the University's CARE Team. A request to appear before the President, University Deans, Student Development Staff, Campus Safety, or Faculty, takes precedence over all other duties. Students must respond promptly to such a request.

Culture of Reporting

As the University is concerned about threats to personal or collective safety, all reports will be taken seriously and reviewed promptly. If a student may have violated another aspect of the Student Code of Conduct (such as consuming alcohol underage) and is concerned about consequences when reporting a more egregious incident (such as a threat of violence), the reporting student should be assured that the University's interest is in maintaining the

safety of individuals and the campus. Pending no threat to safety or other compelling reasons, other behaviors may be addressed through alternative means (such as informal discussions or referrals to counseling).

Preliminary Investigation & Review

A preliminary investigation may be necessary in order to determine if there is credible information that warrants charging a student with violating the Code. Preliminary meetings with involved parties or witnesses may occur prior to initiating the student conduct process.

The preliminary investigation and review may result in any of the following:

- **Case Not Pursued:** If there does not appear to be credible information to indicate that a violation may have occurred, the case will not be pursued through the formal student conduct process. To document that the situation was reviewed, the University will retain the information.
- **Informal Response:** If the situation is concerning, there may be an institutional response without formal conduct charges. For example, the student may be asked to meet with a staff member to discuss the situation prior to registering for courses, may be requested to participate in a mediated conversation, or may receive a follow-up letter outlining the concerns.
- **Initiation of Conduct Process:** If it appears that a student may have violated the Code and that this occurred within the University's jurisdiction, as defined in this Code, the student conduct process may be initiated.

Interim Action

In some cases, interim action prior to the resolution of the case may be necessary. This may be imposed upon initial receipt of a report, when the University becomes aware of a concern, or at a later time in the student conduct process. Reasons interim action may be issued include but are not limited to:

- to protect the health, welfare, or safety of a student or of the community,
- if the student poses a threat of significant disruption to the educational process and/or the normal operations of the University,
- to provide legally mandated interim remedies,
- if the student cannot be located and/or does not participate in the conduct process.

In the event that interim action will be taken, the student will be notified in writing.

Examples of interim action include but are not limited to:

- Suspension from residence halls
- Suspension from the University
- Restricted access to campus, limiting time or location
- Class section reassignment
- No-contact orders

A student subject to a suspension or restriction that significantly impacts their participation in the University's programs or activities must be given notice and an opportunity to challenge the decision immediately following the suspension or restriction. Students who would like to challenge the decision should contact:

Assistant Vice President for Student Development & Title IX Coordinator
(610) 341-5823; studentconduct@eastern.edu

Procedural Guidelines

The standard of proof for decision-making in student conduct matters, including in all findings of responsibility, is the “preponderance of the evidence” or “more likely than not” standard. This means that when all available information is considered, the University decisionmaker determines whether it is more likely than not that a violation occurred, based on what a reasonable person would consider.

University decisionmakers do not have the authority to issue a subpoena but may receive information without regard to the legal rules of evidence if the information is related to the questions of the case. Character witnesses are not permitted since decisions about responsibility relate to behaviors, not to character. The decisionmaker may consider anonymous information (such as reports or statements) but the unknown identity of the source will be taken into account in evaluating the credibility of such information. The University will communicate with participants in the student conduct process mainly via email using an online case management system and the student's Eastern email address.

Communication may occur through other means, such as through phone, U.S mail, or delivered in person. Students are responsible to review pertinent provisions, including updates, in conjunction with any proceeding.

Role of Advisors

Any participating complainant or respondent may bring an Advisor to student conduct meetings to serve as a support person, after the initial intake meeting with the student has occurred. The Advisor may be a friend, mentor, family member, or any other supporter who is both eligible and available, and may be an attorney. People who will be called as witnesses may not serve as Advisors. Students may be accompanied by

their Advisor in all meetings and interviews after the initial intake meeting. Advisors should help their advisees prepare for each meeting and are expected to advise ethically, with integrity and in good faith. The University cannot guarantee equal Advisory rights, meaning that if one party selects an Advisor who is an attorney, but the other party does not, or cannot afford an attorney, the University is not obligated to provide one.

All Advisors are subject to the same campus rules. Advisors may not present on behalf of their advisee in a meeting, interview, or hearing and should request or wait for a break in the proceeding if they wish to interact with campus officials. Advisors may confer quietly with their advisees as necessary, as long as they do not disrupt the process. For longer or more involved discussions, the parties and their Advisors should ask for breaks or step out of meetings to allow for private conversation. Advisors will typically be given a timely opportunity to meet in advance of any interview or hearing with the University officials conducting that interview or meeting. This pre-meeting will allow Advisors to clarify any questions they may have, and allows the University an opportunity to clarify the role the Advisor is expected to take.

Advisors are expected to refrain from interference with the University investigation and resolution. Any Advisor who steps out of their role in any meeting under the Code of Conduct resolution process will be warned that further disruption or failure to respect the limits of the Advisor role may result in removal from the meeting or hearing. An Advisor whose presence is deemed by the decisionmaker to be improperly interfering with the proceeding will be required to leave and may be prohibited from participating in further meetings or proceedings under this policy. When an Advisor is removed from a meeting, that meeting will typically continue without the Advisor present. Subsequently, the decisionmaker will determine whether the Advisor may be reinstated, may be replaced by a different Advisor, or whether the party will forfeit the right to an Advisor for the remainder of the process.

The University expects that the parties will want the University to release information and documentation related to the allegations with the parties' Advisors and will ask for written consent to release of such information. The parties must provide written consent before the University is able to release information to an Advisor. The parties are not otherwise restricted from discussing and sharing information relating to allegations with others who may support them or assist them in preparing and presenting. Advisors are expected to maintain the privacy of the records disclosed to them by the University and are prohibited from releasing the information to third parties, disclosing the information publicly, or using the information for purposes not explicitly authorized by the University. This Policy does not create a privileged or confidential relationship between a Complainant or Respondent and an Advisor.

The University expects an Advisor to adjust their schedule to allow them to attend University meetings when scheduled. The University does not typically change

scheduled meetings to accommodate an Advisor's inability to attend. The University will, however, make provisions to allow an Advisor who cannot attend in person to attend a meeting by telephone and/or electronic meeting technologies as may be convenient and available.

A student may elect to change Advisors during the student conduct process, and is not required to use the same Advisor throughout. Students may be required to provide notice that an Advisor will be attending a meeting or hearing. Students who qualify for an accommodation through the Office of Disability and Access and who require a person to provide the accommodation or who may require a language translator to effectively understand the English language may also have such a person present in addition to an Advisor. If a student requires accommodations, a written notification must be submitted to the University at least 2 business days prior to the hearing.

Postponement of Resolution

A student who files a report or who is charged with a violation of the Code may request in writing to have a resolution postponed because 1) there is pending or possible civil or criminal litigation which may be jeopardized by the outcome of campus resolution process, or 2) the student is unavailable for communications due to being incarcerated or hospitalized. The University may grant this only when *both* of the following circumstances have been met:

- Interim action as determined by the Assistant Vice President of Student Development & Title IX Coordinator or designee is imposed to prevent further or additional incidents during the resolution process.
- The University does not have any compelling reason why the resolution process should proceed. Examples of compelling reasons include but are not limited to:
 - Concerns for the safety of the campus or its members if the situation is not resolved.
 - The need to provide a timely response in cases alleging sex discrimination, including sex-based harassment, retaliation, and related misconduct.
 - The quality of the investigation, ability to obtain evidence, or ability to hear from witnesses who have critical case information may be compromised.

The University reserves the right to postpone resolution indefinitely or for a finite period of time. The University may also independently decide to postpone resolution without a request from a student when the above conditions are met or when due to legal requirements.

Resolution Options

There are several forms of resolution available:

- [Informal Resolution](#)
- [Eagles Own Up](#)
- [Administrative Hearing](#)

The Assistant Vice President of Student Development & Title IX Coordinator or designee determines the most appropriate resolution option to be used in a given case. The Assistant Vice President of Student Development & Title IX Coordinator or designee will ensure that all investigators, decisionmakers, and decision-making bodies are appropriately trained to conduct proceedings, as set forth in this policy.

Informal Resolution

Students are encouraged to constructively resolve conflict with other students and community members prior to pursuing the Student Conduct Process. The person impacted should keep a written log that can aid in later investigation and resolution if necessary. Whenever possible and appropriate, the problematic behavior, conflict or misconduct should first be discussed by the impacted person and the person engaged in the problematic behavior, conflict, or misconduct. Members of the University Community are encouraged to consult with Faculty, Staff, Deans, or Human Resources staff to discuss concerns and seek resolution through an informal process. Informal resolutions may only be used if the parties are willing participants, in good faith. University officials will facilitate such conversations, upon request. If informal efforts are unsuccessful, and either party is alleged to have violated a policy, the other party may request the matter be referred to the Student Conduct Process. Either party has the right to end the informal process and request the matter be referred to the Student Conduct Process at any time prior to resolution. The Assistant Vice President of Student Development & Title IX Coordinator has the right and discretion to determine if informal resolution is appropriate or if a matter should be referred to the Student Conduct Process. The following are types of informal resolution processes available to the University Community and are not all encompassing. If a party is interested in exploring one of these processes, they should reach out to the Director of Student Conduct & Community Standards who oversees the student conduct process.

Conflict Coaching

Conflict Coaching is a one-on-one consultation process designed to assess and develop an individual's communication skills and conflict management strategies. This can either be in response to a specific conflict or is also available to those who simply want to strengthen their conflict resolution skills.

Facilitated Dialogue

Facilitated Dialogue is a conversation between two or more people involved in a conflict that is supported and structured by a trained, multi-partial facilitator.

Mediation

Mediation is a more structured form of Facilitated Dialogue where typically two involved parties in a conflict meet with a trained, multi-partial facilitator, to discuss the conflict and negotiate an agreement that resolves the conflict.

Shuttle Negotiation

Shuttle Negotiation is an indirect negotiation between two or more people involved in a conflict. In shuttle negotiation each person in the conflict meets separately with a facilitator to discuss their needs and interests, and the facilitator assists in finding a solution that is acceptable to everyone involved.

Restorative Justice Conferences and Circles

Restorative Justice Conferences and Circles are highly structured processes that are based on and rooted in indigenous practices. Restorative Justice Conferences or Circles provide an opportunity for community members to come together to address harmful behavior in a process that explores harms and needs and a path toward accountability and repair.

“Restorative Justice” is a philosophy of justice as well as a specific set of practices that bring together those who experienced harm with those who caused harm, along with the community, to “make things as right as possible.”

Eagles Own Up

Students are always encouraged to take responsibility for their actions and take accountability for any harm done to the University or other community members. Students who choose to accept responsibility for violations of the Student Code of Conduct may forgo an administrative hearing and opt to move through Eagles Own Up. Through this method, students work with a Student Development staff member to create a plan for them to repair any harm caused by their actions, rebuild trust with those impacted, and make sure no further violations of the Student Code of Conduct occur in the future. The plan must be agreed upon by students and the staff member. If a plan cannot be agreed upon, the matter is referred to an administrative hearing. If appropriate and available, students may participate in an informal resolution process, like a restorative justice circle or conference, as part of the plan. If students complete the plan and meet all requirements set forth in the plan by all deadlines outlined in the plan, students will not receive any sanctions and the student conduct decision will not be reflected on students' conduct record. If the plan is not followed or completed, students will be charged either for failure to comply or for their original behavior with the matter being referred to an administrative hearing. Information about the respondent's participation in the Eagles Own Up process will be shared with the complainant.

consistent with the requirements of FERPA.

This method is only available for students once per same violation and will not be afforded to students facing possible suspension or dismissal from the University. The Assistant Vice President of Student Development & Title IX Coordinator or designee has the discretion to decide whether or not a student may opt into this method of resolution.

Administrative Hearing

Through this method, a designated University official reviews the information related to a complaint, determines whether or not a respondent is responsible for each alleged violation, and issues appropriate sanction(s) for any findings of responsibility. This is the most common form of complaint resolution, and a Student Development Staff member will serve as the decisionmaker for most cases. The Assistant Vice President of Student Development & Title IX Coordinator may also designate additional decisionmakers and may serve as a decisionmaker.

In this method, a student is informed of the opportunity and deadline to meet with the decisionmaker to:

- Ask questions about the student conduct process.
- Review the complaint of misconduct and other relevant case information, such as the substance of information received from witnesses.
- Respond to the complaint by providing information about the incident and alleged conduct.
- Bring forth witnesses to be interviewed.
- Acknowledge or deny responsibility for the charged violation(s).
- Provide any information related to sanctions (if applicable), including what was learned from the incident or any factors to be considered at sanctioning.

In some cases, a campus investigation may be done prior to the case proceeding to an administrative hearing. If the respondent chooses not to meet with the decisionmaker by the given deadline, the decisionmaker may proceed with the determination of responsibility and impose any sanctions. Depending on the nature of the case, the Assistant Vice President of Student Development & Title IX Coordinator or designee may place a hold on the student's account until the student has met with the decisionmaker.

Notice of Outcomes

The Assistant Vice President of Student Development & Title IX Coordinator or designated University Official will provide both the complainant and respondent with written notice of the final resolution of charged violation(s) within 10 business days of the hearing. The written notice includes:

1. Each charged violation(s) and the determination of responsibility;
2. A rationale of the findings;
3. The sanction(s) imposed, if any, and the deadlines or time periods for which the sanctions are in effect;
4. A statement of the right to file an appeal and process for doing so;
 1. Failure to file a request for an appeal within the time below shall be deemed a waiver of the right to an appeal.

University Officials may also receive notice (in all or in part) of the outcomes when there is a legitimate educational reason for such notice, such as when the University Official's role is necessary for enforcement of the sanction(s).

Appeals

The University offers the opportunity to appeal student conduct Administrative Hearing outcomes. Sanctions are in effect while an appeal is being considered, unless otherwise stated in writing by the Assistant Vice President of Student Development & Title IX Coordinator. An appeal is not a re-hearing of the case, but an evaluation of whether the ground(s) for an appeal are present and should alter the outcome of the case. Not participating in a conduct process is not grounds for an appeal. Appeals may be requested based only on one or more of the following grounds:

1. University procedures were not followed, and the deviance would substantially alter the outcome(s) of the case;
2. New relevant evidence was not reasonably available at the time of the hearing and would substantially alter the outcome(s) of the case;
3. Severity of sanctions, in cases where the sanction includes suspension or expulsion.

Appeals addressing one or more of the above grounds must be submitted in writing to the Vice President of Student Development within 7 business days of the sending of the notice of outcomes. The written appeal should be no longer than 8 pages, typed. If the Vice President of Student Development determines the written appeal has met one or more of the grounds for appeal, except in cases involving new relevant evidence, they (or their designee – someone other than the decisionmaker) will review all relevant information to the case and provide a response within 10 business days after receipt of the appeal. If the grounds for appeal that University procedures were not followed are determined to be founded, the appeal officer may adjust the finding(s) and/or the sanction(s).

In cases where the student's appeal is based on severity of sanctions, the appeal officer may only affirm, reduce, or increase the sanctions assigned by the original Hearing decisionmaker, and may not change the finding of responsibility.

In cases where the student's appeal is based on a claim of new relevant evidence, should the Vice President of Student Development determine the appeal grounds were met, the case will be remanded to the original decisionmaker for review. The original decisionmaker will issue a new notice of outcomes taking into account the newly discovered evidence. (The new notice of outcomes may affirm or modify the original findings and sanctions.)

In cases where the behaviors in question may also constitute a crime of violence (as defined in the Clery Act), both the respondent and the complainant have the right to appeal the finding(s) of responsibility and/or sanctions based on the above criteria. If an appeal is received, the other party will be notified of the receipt of the appeal, the grounds upon which the appeal has been sought, and of the opportunity to provide information for consideration by the appeal officer no later than 10 business days from notifying the party of the appeal. In these cases, the appeal officer will have an additional 10 business days to provide a response to both parties.

The decision by the appeal officer is final.

Additional Considerations

Student Organization Misconduct

Student organizations alleged of misconduct may proceed through one of the resolution methods outlined in this Code, and they may also be referred to the Office of Student Engagement for administrative review and response in lieu of or in addition to the student conduct process.

Incidents Involving Multiple Students

In incidents where multiple students have been alleged to have engaged in misconduct, the Assistant Vice President of Student Development & Title IX Coordinator (or designee) will determine the best form of resolution that balances the protection of privacy of students' records as well as the institutional resources available to provide a timely and fair resolution.

Students with Special Relationships to the University

Students who are athletes, student leaders, student workers, or hold other unique relationships with the University whose behaviors violate the Student Code of Conduct may also face consequences outside of the student conduct process if their behaviors violate NCAA guidelines, employment expectations, or other such standards. Employees who enter into a relationship with the University as students and whose alleged

misconduct occurs in the context of the relationship as a student may also be held accountable through the student conduct process. In those cases, Human Resources may be consulted to ensure there are no conflicts with employee contracts or Human Resources procedures.

Sanctions

Sanctions are designed to promote the University's educational mission, promote safety, and deter students from behavior that harms, harasses, or threatens people or property. More than one sanction may be imposed in a case. Some or all of the following factors are considered when determining what sanctions are appropriate in a particular case:

- The nature of the violation(s)
- Prior findings of responsibility and sanction(s)
- Mitigating circumstances surrounding the violation
- The student's motivation(s) for engaging in the behavior
- Impacts of the behavior
- Sanctions which have been imposed in similar cases in the past
- The developmental and educational impact on the student

Standard Sanctions

Standard sanctions pertain to a student's relationship with the University and provide a form of consistency in responding to acts of misconduct. One or more of these is usually issued when a student has been found responsible for violating this Code:

Disciplinary Warning – written notice to the student that the behavior is not acceptable at Eastern University and that additional incidents may result in more severe sanctions. A Disciplinary Warning is placed in the student conduct file and is not reflected on an academic transcript.

Disciplinary Probation – a period of time (which may be indefinite) during which a student is under warning that any other violation of University policy will result in more severe sanctions, which may include suspension or dismissal. While on Disciplinary Probation the student may be ineligible to hold leadership positions on campus or represent the University in any way. Disciplinary Probation is not reflected on the academic transcript.

Suspension – a defined period of time during which a student is not permitted to engage in any of the privileges, courses, organizations, events, or activities associated with being a student at Eastern. During the period of suspension, a hold designating such will be placed on the student's account prohibiting registration, enrollment, attendance, or ability to earn credit for any credit or non-credit courses offered by the University. A notation is

placed on the academic transcript designating that the student is suspended for a specified period of time. Suspension also prohibits receipt of a degree or certificate from the University during this time. Suspension does not prevent a student from attending another college or university, transferring any otherwise qualifying credits back to Eastern at a later date, or receiving copies of Eastern transcripts reflecting academic credits previously earned. Once the period of suspension has been completed, the hold will be lifted from the student account, provided the student has completed any other requirements required prior to return. During the period of suspension, the student is also banned from Eastern property unless otherwise stated.

Dismissal –the indefinite termination of a student’s status at the University. This prohibits engagement in any of the privileges, courses, organizations, events, or activities associated with being a student at Eastern University. This does not prohibit the transferring of credits earned to another college or university, but the dismissal is designated permanently on the student’s academic transcript. Unless otherwise stated, the student is also indefinitely banned from Eastern University property. This is the most serious sanction that Eastern University can impose upon a student.

Conditional Re-Enrollment – A hold is placed on the student’s account, prohibiting re-enrollment until certain activities or sanctions are completed. The student may also be under behavioral restrictions upon enrollment.

Restriction of Access or Privileges – Prohibition on accessing a specific area or building of campus, and/or prohibition from participating in certain activities. This sanction may or may not affect a student’s ability to take a specific course, but it typically allows for the pursuit of educational programs overall.

Ban from Campus – prohibition on accessing any Eastern University property.

Student organizations found responsible for violating the Student Code of Conduct may result in a full range of sanctions, up to and including suspension or loss of recognition by the University, community service, restitution, or other educational sanctions for members.

Individualized Sanctions

Individualized sanctions may be imposed in place of or in addition to standard sanctions. These sanctions are designed to maximize the learning of a specific student. Multiple individualized sanctions may be imposed, including but not limited to one or more of the following:

Alcohol Edu for Sanctions: This is an online module for students who violated the alcohol policy to learn more about how alcohol affects the body and strategies to reduce high- risk drinking.

Alcohol's Impact Course: This one-hour course is offered to students who violated the alcohol policy to reflect on what matters to them and the impact of alcohol on themselves, their peers, and their community.

Influence of Cannabis Course: This one-hour course is offered to students who violated the drug policy to reflect on what matters to them and how marijuana has already or could impact their life in the future.

BASICS: BASICS consists of 2 private sessions with a staff member that allows students time to reflect on their behavior and undergo a brief assessment related to substance use.

Reflective Activity: An activity designed to promote reflection by the student about behavior and its impacts. Examples can include: writing assignments, interviews, research projects.

Completion will be based on fulfilling the objective requirements of the assignment, not on whether the student adopts or expresses a particular perspective or point of view.

Remedy: Correcting or addressing the harm to the complainant and other affected parties, such as payment for or repair or replacement of vandalized property.

Fines: Fines may be imposed for a fire safety violation.

No Contact Order: a directive that the parties refrain from having contact with one another, directly or through proxies, whether in person or via electronic means.

University Service: Completion of a designated number of hours of service to the campus.

Meetings with University Resources: Meeting with a University employee or office to learn about resources offered to support students.

Student Conduct Record

The University maintains student conduct records as part of student education records in accordance with the Family Educational Rights and Privacy Act, 20 U.S.C.S. §1232g (FERPA): [Family Educational Rights and Privacy Act \(FERPA\) at Eastern University | Eastern University](#). Students may request to review their student conduct record by contacting the Office of Student Conduct & Community Standards in writing.

No earlier than 7 years following the resolution of any conduct case (including fulfillment of any relevant sanctions), a student's conduct record may be purged in accordance with

campus procedures if there is no longer an administrative value to the record and the individual's relationship to the campus has ended.

Student conduct records will be disclosed only with written consent of the eligible student or the student's parents (if student is under 18 years of age), except as otherwise allowed pursuant to FERPA and its implementing regulations. The following contains a non-exhaustive list of situations where disclosures of records without consent may be appropriate:

- To other University officials within the institution when there is a legitimate educational interest in the information in order to exercise or complete their responsibilities on behalf of the institution;
- Records related to behavior that poses a significant risk to the safety or well-being of that student, other students, or other members of the University community; including as part of emergency response, emergency notification, timely warning, or other notifications as required by law;
- To University officials, including officials at other institutions, who have legitimate educational interests in the student's education record (this includes release of records to another institution where the student seeks to enroll or has enrolled, in relation to a behavioral risk or threat assessment);
- Regarding any violation of any Federal, State, or local law, or of any rule or policy of the institution governing the use or possession of alcohol or controlled substance to a parent or legal guardian of a student if the student is under the age of 21 and the institution determines that the student has committed a code violation with respect to such use or possession;
- In cases where the behaviors in question may also constitute a crime of violence (as described in the Clery Act), the complainant will be informed of the outcome, including the determination of responsibility, rationale, and sanction(s); or
- Final results (the name of the student, the nature of the violation committed, and the sanction(s) imposed) of the student conduct process for any student who is found in violation of a University policy that is also determined to be a "crime of violence," may be released publicly as required by the Clery Act.

Policy Revision Statement

Eastern University reserves the right, without prior notice, to correct errors and to make changes in this Handbook and its policies, procedures, programs, and/or activities as it deems appropriate and in the best interest of the University. This handbook is a resource; it does not constitute a contract between the student and the University.

The policy is effective as of August 25, 2025

Anti-Hazing Policy

Anti-Hazing Policy Statement

Hazing is abusive, degrading, psychologically damaging, and may be life-threatening. It is unacceptable in all forms and has no place in the Eastern University community. Student groups, organizations, and athletic teams are important contributors to a vibrant and positive campus life and must act in accordance with the Student Code of Conduct and are expected to treat others with respect. Hazing by individuals and student organizations is prohibited in any form both on campus and off campus.

Definitions

1. Hazing

Any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, that:

- Is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, a student organization; and
- Causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury. The following are non-exhaustive examples of conduct that causes or creates such a risk:
 - Whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body, or similar activity;
 - Causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity;
 - Causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances;
 - Causing, coercing, or otherwise inducing another person to perform sexual acts;
 - Causing, coercing, or otherwise inducing social, mental, or emotional abuse through social media or other digital platforms
 - Any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;
 - Any activity against another person that includes a criminal violation of applicable local, Pennsylvania State, Tribal, or Federal law; and
 - Any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, State, Tribal, or Federal law.

2. Student Organization

An organization at an institution of higher education (such as a club, society, association, varsity or junior varsity athletic team, club sports team, fraternity, sorority, band, or student government) in which two or more of the members are students enrolled at the institution of higher education, whether or not the organization is established or recognized by the institution.

Procedure

Reporting Incidents of Hazing

Hazing, in any form, is strictly prohibited by Eastern University and reports of hazing are taken very seriously. Members of the campus community who learn of possible hazing are expected to report it. The University will investigate all reports diligently and thoroughly in accordance with the Student Code of Conduct and/or other applicable policies and procedures.

Any person may report hazing in person, by telephone or by email, using the contact information listed for the Director of Student Conduct & Community Standards, or by utilizing the University's online reporting form:

Director of Student Conduct & Community Standards
(610) 341-5823; studentconduct@eastern.edu
[Hazing Reporting Form](#)

The University's ability to investigate reports and enforce University policy depends on the accuracy and specificity of the information provided. You are encouraged to provide as much specific detail as possible so that appropriate action can be taken to address the reported behavior.

Amnesty Related to Hazing Reports

Eastern University recognizes that students are sometimes reluctant to report hazing activity due to a fear of potential consequences for their own conduct. For this reason, the University has adopted an amnesty policy which states that a student who acts in good faith to report activity that may fall within the definition of hazing and/or a victim who cooperates fully as a witness in the investigation and disciplinary process may not be subject to student conduct sanctions related to their own participation in hazing behavior and other behavior including related alcohol and/or drug violations, as determined by the University in its sole discretion.

In the event amnesty is granted for self-reported behaviors, if evidence is presented that the student has continued to engage in hazing behaviors or has knowledge of hazing

activity that was not reported, they may be held accountable for past behavior. Students who choose to report and request amnesty for their own conduct should know that amnesty does not apply to any criminal or civil action that may be taken by any law enforcement agencies.

Investigations and Sanctions

After a report is received, Eastern University will quickly review the submission and determine the next appropriate actions. If a report is criminal in nature, Public Safety and/or local law enforcement will be contacted. Eastern University will also conduct its own investigation and enforce the appropriate University policy to prevent a recurrence of the alleged hazing and to determine if there are potential violations of the Student Code of Conduct and/or any other applicable processes depending upon the nature of the complaint.

In the case of students, violations of this policy may result in the full range of sanctions under the Student Code of Conduct, up to and including suspension or expulsion, as well as removal from the organization, community service, or restitution. In the case of organizations, violations of this policy may result in the full range of sanctions under the Student Code of Conduct, up to and including suspension or loss of recognition, as well as community service or restitution. Violations of this policy by employees may result in discipline ranging from verbal or written reprimand to termination of employment. For individual students and employees, the sanctions imposed may take into account whether the individual voluntarily reported the violation. Please note that there are also criminal penalties and/or fines for conduct that constitutes hazing under applicable law.

Retaliation

Retaliation against any person who refuses to engage in a hazing activity or conduct is strictly prohibited. Similarly, retaliation against any person making a complaint or perceived to be making a complaint of hazing, or, cooperating or participating in an investigation or hearing of alleged hazing is strictly prohibited. An individual reporting hazing is entitled to protection from any form of retaliation following a report that is made in good faith, even if the report is later not substantiated.

Discriminatory Acts Policy

Introduction

Eastern University is committed to the continuous development of an environment in which all members of its community are valued as individuals, and are respected, affirmed, welcome, and safe as they pursue their lives at Eastern University. As one component in the development of an equitable and safe University climate, this policy aims to clarify and expand procedure in the event of discriminatory acts, including hate crimes. It aims to simplify procedures for those submitting reports of discriminatory acts and to ensure respondent responsibility for such acts; in addition, it aspires toward an initial step in healing the community in the aftermath of such acts. The goal of this policy is to contribute to the formation of a diverse, inclusive, and just community that respects the humanity of all its members and puts them in the position to excel at Eastern and throughout their lives.

Eastern recognizes that excellent educational experiences include and must allow for divergent viewpoints and perspectives, some of which may challenge individual beliefs, values, or cultural norms. As a University community, we value and protect academic freedom and the free and open exchange of ideas. This policy is not intended to undermine or weaken these precepts. Rather, it emphasizes that all members of the University community are responsible for maintaining an environment in which people are free to learn and work without fear of discrimination or harassment. As an institution of higher learning, Eastern aspires to create a safe environment—one in which all members can live, work, and study together. Through providing clear procedures for responding to behaviors that harm marginalized members of our community, we aim to take one small, incremental step in improving our environment. These ideals are aspirational, and we have not always succeeded in the past at achieving them. However, they are not beyond our grasp.

This Policy sets forth the way the University will respond to reports of discriminatory acts, including hate crimes. The University will not only seek to hold responsible those who have perpetrated such acts but also endeavor to repair the deleterious impacts of such acts on our community and prevent them from recurring. Discriminatory acts, be they discriminatory harassment or hate crimes, violate college policy and, in many instances, state and federal law; are antithetical to the standards and values of the University; and will be addressed vigorously.

Definitions

A Discriminatory act is a completed, attempted or threatened abusive or hostile act against persons, property, or an institution, where such acts manifest evidence that the target was intentionally selected on the basis of the target's actual or perceived race, color, national origin, gender, sexual orientation, gender identity or expression, religion,

age, creed, ancestry, veteran status, marital status, disability, or other classification protected by applicable law.

Discriminatory acts comprise two sub-categories:

- **Discriminatory Harassment:** An act that has the purpose or effect of unreasonably interfering with a person's employment or education, creating a hostile employment or educational environment where the motivation for this act is based substantially on the target's actual or perceived identity as a member of a class protected by the University's non-discrimination policy.
- **Hate Crime:** A hate crime is defined by federal and state law. It requires an underlying criminal act – e.g., criminal homicide, sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple assault, intimidation, or destruction/damage/vandalism of property — where such crime manifests evidence that the target was intentionally selected because of the respondent's bias related to the target's actual or perceived race, gender, gender identity, religion, sexual orientation, ethnicity, national origin and/or disability or other classification protected by applicable law.

A Target is someone who has been directly and individually subject to a discriminatory act.

A Complainant is someone who has submitted a report of a discriminatory act, whether or not that person was the target.

A Respondent is someone who has been identified by a complainant or by a preliminary investigatory process as an individual likely to have committed a discriminatory act.

How Do I Report a Discriminatory Act?

There are three ways to report an act of discrimination generally:

1. **File a report with Public Safety** – Public Safety, located in Eagle Hall, is open 24 hours a day. Call 610-341-1737 or go to the office to file a report with a Public Safety Officer. **If the discriminatory incident presents immediate safety concerns, contact Public Safety (610-341-1737) or call 911.**
2. **[File a report using this online form](#):** This form can be used by all members of the University community.
3. There are other ways to report an act of discrimination. These options depend on whether the person reporting the incident is a student, faculty member or member of the staff:

For Students: Contact the Vice President for Student Development, directly at VPSD@eastern.edu or 610-341-5823.

For Faculty and Staff: Contact Human Resources at CHRO@eastern.edu or 610-341-1569. Your call or email will reach the Chief Human Resources Officer.

Privacy: The University strives to protect the privacy of targets, complainants, and respondents; to speed investigations, anonymous reporting is discouraged. The privacy of all parties to a report of a discriminatory act will be respected, consistent with the University's policies; where privacy cannot be strictly kept, it will be tightly controlled. Witnesses are also expected to maintain the privacy of information shared with them during interviews and/or hearings. Violations of the privacy of the complainant or the responding party may lead to conduct action by the University. All parties, including witnesses, involved in an allegation are strongly encouraged to maintain the privacy of information and/or written materials.

Is It Ever Too Late to Report a Discriminatory Act?

No. An investigation can be opened at any time based on new evidence that becomes available. The University does not limit the time frame for reporting, although a delay in reporting may impact the University's ability to investigate the incident and take certain actions.

What Happens After I Report a Discriminatory Act?

The University encourages students, faculty, and staff to report discriminatory acts as soon as possible upon experiencing or learning of the details of an incident. Reports will be forwarded to the appropriate University resource for follow-up.

Reports of discriminatory acts related to students will be handled in accordance with the [Student Code of Conduct](#) and/or the [Title IX and University-Defined Sexual Misconduct Policy](#).

Reports of discriminatory acts related to faculty, staff, or visitors of the University will be handled in accordance with the appropriate faculty and staff policies and procedures. See, for example, the [Statement of Non-Discrimination](#) and [Title IX and University-Defined Sexual Misconduct Policy](#).

Reports of discriminatory acts that contain information indicating a possible violation of the [Title IX and University-Defined Sexual Misconduct Policy](#) will be handled in accordance with that policy.

Reports of discriminatory acts that contain information indicating a possible discrimination based on disability will be handled in accordance with the [Accommodation Policy](#) through the [Office of Disability and Access \(ODA\)](#).

What Is the Investigatory Process?

Consistent with the University's policies, the investigation may include review of the report and any supporting documentation, examination of other relevant documentation, and interviews with relevant individuals. The extent of the investigation will be determined by and at the discretion of the appropriate office listed above.

Possible outcomes of an investigation include (1) a finding that a discriminatory act occurred but that the individual responsible cannot be identified, with appropriate remedial measures; (2) a finding that a discriminatory act occurred, and that the responsible party can be identified, with the issuance of appropriate sanctions and/or remedial measures; and (3) a finding that a discriminatory act did not occur.

The investigation, including outcome, is confidential in accordance with University policies and applicable law.

If the respondent is a known student, and the investigation identifies sufficient information regarding a discriminatory act, the complainant may have the following options:

- **Restorative Resolution Process:** If both the complainant and the respondent agree to the Restorative Resolution process, they will participate in facilitated conversation, possibly with representatives of affected communities (for example, members of a specific identity group, a residence hall community, or members of a student organization), to establish a plan for repairing damage to those affected and/or targeted by the discriminatory act. This process requires respondents to acknowledge their part in the incident and to accept restorative actions agreed upon by all parties. **Note:** The perceived severity and impact of the discriminatory act will determine whether this option applies to particular cases. The case will be reviewed to determine whether this option applies. For example, restorative resolution would not likely be available for discriminatory acts resulting in significant property damage or any level of physical assault.
- **Student Code of Conduct Process:** Depending on the nature of the discrimination and the alleged prohibited conduct, the process may include a Hearing with a Conduct Review Officer. [Details](#)
- **No Disciplinary Action, Discrimination Reported:** Complainants may decide to report the incident and request that no further action be taken. Eastern will evaluate any such request in the context of the University's responsibility to provide a safe and nondiscriminatory environment for all members of its community. In certain situations, the University may need to move forward regardless of the target's wishes.

It is a violation of University policy to retaliate against any person making a discrimination complaint or against any person cooperating in the investigation of (including testifying as a witness to) an alleged act of discrimination. For these purposes, "retaliation" includes intimidation, threats or harassment against any such complainant or third party. Retaliation should be reported promptly to Public Safety or the Administrator handling the

case and may result in disciplinary action independent of the sanction or interim measures imposed in response to the underlying allegations of discrimination. Whether or not the University moves forward with a resolution process, the incident will be coded and reported in Eastern's hate crime or discrimination incident statistics.

If the respondent is a known faculty or staff member and the investigation identifies sufficient information of a discriminatory act, disciplinary action and/or restorative resolution will be taken consistent with appropriate faculty and staff policies and procedures, including the University's Non-Discrimination and Equal Employment Opportunity Policy. Whether moving forward with an adjudication process or not, the incident will be coded and reported in Eastern's discriminatory act or hate crime statistics.

If the respondent is unknown, the complainant may have the following options:

- **Request Further Investigation:** The target can request an investigation, at which point the incident will be turned over to the appropriate University officials for further investigation. If the alleged discriminatory act targets property or the institution, then we encourage University constituents to report the incident so that the University can commence with an investigation.
- **No Action, Discrimination Reported:** Eastern is committed to keeping accurate records of all discriminatory incidents, even when the respondent is unknown. As such, we encourage reporting of all incidents of discrimination, even if the respondent is unknown and unlikely to be known. Depending on the circumstances, the University may need to move forward with further investigation regardless of the target's wishes.

How Will Discriminatory Acts Be Reported to the Community?

Reporting: The University will, as appropriate and consistent with University policies and the law, provide additional communication to faculty, students, and staff both in the immediate and longer-term aftermath of discriminatory incidents. The primary mode of communication to the University community will be email.

Hate Crimes Reporting: In addition, in accordance with the [Clery Act](#), the University will disclose statistics for hate crimes in its [Annual Security Report](#) released by October 1 each year.

How Will the Community Heal from Acts of Discrimination and Work to Prevent Future Incidents?

By their very nature, discriminatory acts reinforce and perpetuate inequalities in our community. These actions create an unsafe environment, increasing the isolation and discomfort of those individuals and groups that are often the targets of discriminatory acts.

We aim to respond to these actions by collectively affirming our principles of inclusion and access for all. Discriminatory actions may cause physical damage, bodily harm, and serious wounds to our community, so it is essential that we seek to heal these wounds through actions that disavow discrimination. To this end, the University, through the [Dean of Student Belonging and Success](#) and the [Special Assistant to the President for Diversity, Equity, and Belonging](#), will work collaboratively across divisions and offices to initiate actions that attempt to heal the injuries to both the targets of discrimination and the University as a whole.

What If I Have Questions?

**For questions related to acts of discrimination involving students, please contact:
Assistant Vice-President for Student Development and Title IX Coordinator**

VPSD@eastern.edu

610-341-5823

Walton Hall, 3rd Floor, Student Development Suite

For questions or concerns related to acts of discrimination involving faculty and staff of the University, please contact:

Chief Human Resources Officer

CHRO@eastern.edu

610-341-1459

Harold C. Howard (HHC) Building, 1st Floor

For questions or concerns related to acts of discrimination involving visitors of the University, please contact:

[Public Safety](#)

610-341-1737

Eagle Hall

How Will This Policy Be Reviewed and Revised?

This is a living document as well as a policy statement, and it will be subject to improvement and revision as the University moves forward in the future. The policy will be reviewed on a regular basis by a team including members of Academic Affairs, Student Development, the University Leadership Team, and Office of the President, in light of incidents, reporting, adjudication, and restorative resolution.

Academic Policies

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

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.

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.

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.

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).

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.

Athletics Policies

It is the responsibility of any participant to be cleared by their physician, and to possess good physical health, prior to participating in any athletic activity, including intramural sports, sponsored by Eastern University.

Before participating in intercollegiate athletics, a student must have a University physical on file with the Wellness Center and the Athletics Department. Limitations on eligibility and participation are determined by Eastern University institutional guidelines, the NCAA, and the Middle Atlantic Conference.

Eastern University reserves the right to make final decisions on eligibility and participation. A full overview of the Athletics Handbook can be found [here](#).

Residence Life Policies

The Office of Residence Life 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.

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.

Assignments

Housing assignments are the exclusive responsibility of the Office of Residence Life. Residence Life 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 Residence Life. 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 Residence Life. 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.

Move In/Move Out

Move-in and move-out dates and times are established by Residence Life. 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. Residence Life 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, Residence Life 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 Residence Life at least four weeks in advance of your requested accommodation date.

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.

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 the 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.

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 [Office of Disability and Access \(ODA\)](#) and in conjunction with Residence Life 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 Conduct Office for adjudication. Potential sanctions for violations to the pet policy may include dismissal from the residence halls without a refund.

Room Changes

Residents interested in changing their room assignment must obtain and complete the room change request with Residence Life. In all cases, changes must be approved by Residence Life. 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.

Room Condition / Damage Assessments

The condition of the residence hall rooms and campus apartments are assessed by Residence Life staff prior to the 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.

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 to Residence Life by emailing housing@eastern.edu.

Semester Break Periods

Students are not permitted to remain in the residence halls during semester break periods without authorization from Residence Life.

Requests can be made through the break housing request process, as orchestrated and approved by Residence Life, who 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.

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.

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.

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 Thursday, and 12 am to 7am, Friday and 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.

Courtesy Hours are in effect at all times. During these hours, noise should not be audible at a level that bothers others outside the hall, suite, or apartment, and students are expected to respond positively to neighbors' requests to decrease noise. Speakers, musical instruments, and televisions should be played at reasonable times and at a volume that will not negatively impact others.

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.

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.

Safety and Security Responsibilities

The Office of Residence Life 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:

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.

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 Forman grills, electric woks, crock pots, pressure cookers, and griddles are prohibited. Permission must be granted in writing by Residence Life for an exemption to be granted. Please contact Residence Life at 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.

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 Student 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.

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.

Guests and Visitation

Eastern University values a vibrant and respectful residential community where students can host guests responsibly and in accordance with Christian values. This policy emphasizes individual accountability, open communication among roommates, and adherence to community standards. Students are expected to exercise good judgment and ensure their guests contribute positively to the residential environment. This policy applies to all Eastern University students residing in University housing and their guests. All resident students are responsible for their guests and adherence to all University policies.

Overnight guests must be between 18-24 years old and the same gender as the hosting student. Guests aged 16 or 17 must have parent/guardian approval. Overnight guests may not be under 16 years old.

Overnight guests who are not Eastern students must be registered by their host. Registration requires the guest's full name, contact information, and emergency contact details.

Overnight guests are permitted for a maximum of two consecutive nights and a total of two nights within any seven-day period.

Consent from all roommates is required for any overnight guest. The host is responsible for ensuring this consent is obtained and respected. Guests are required to stay with their host for the entirety of their visit and must comply with all policies outlined in the Student Code of Conduct.

The University reserves the right to adjust these policies as needed to ensure the safety, security, and well-being of all community members.

Room Key and Key Replacement Policy

An individual room key will be issued to residents of each hall as appropriate. Residents are responsible for their room key 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 Student Code of Conduct that occur in their rooms, even if the resident is not present.

If a student loses a key, they should report the loss immediately to their Resident Assistant and/or their Resident Director, who will complete a maintenance request to replace the key and bill the student accordingly. If a student finds and returns the key within 72 hours, they will only be charged the \$15 replacement cost. If a student does not return the key within 72 hours, they will be charged a \$275 replacement key fee and the locks will be changed on that door. At the end of the academic year, students must return room keys to Residence Life. If room keys are not returned at the end of the year,

the student will be charged key replacement fees as appropriate.

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.

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 rooms 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.

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 or contacting the Director of Residence Life.

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 Office of Student Engagement by emailing studev@eastern.edu. The Office of Student Engagement will clarify expectations, however, door- to-door solicitation is generally prohibited.

Sexual Misconduct Policy

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 misconduct.

For the full Sexual Misconduct Conduct Policy or to file a report of sexual harassment or misconduct, please visit the [Title IX webpage](#). 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/or Title IX, and may constitute crimes. Resources and accommodations are available to individuals who have been subjected to sexual misconduct regardless of whether a formal complaint is filed under this Code.

Persons found responsible for acts of 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.

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.

Student Handbook Policy Revision Statement

Eastern University reserves the right, without prior notice, to correct errors and to make changes in this Handbook and its policies, procedures, programs, and/or activities as it deems appropriate and in the best interest of the University. This handbook is a resource; it does not constitute a contract between the student and the University.

The policy is effective as of August 25, 2025