



EASTERN NAZARENE COLLEGE



Student Handbook

CALENDAR AND PLANNER
2008 • 2009



Eastern Nazarene College

2008/2009

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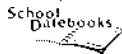
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“THE ENC WAY”

Greetings and Welcome to Eastern Nazarene College!

It is certainly a privilege to welcome the Class of 2012 to our campus! I also welcome transferring students and extend a hearty welcome back to our returning group of students. We have been preparing for your arrival hoping to make this year one of the best ever at ENC! This means not only preparing the campus but preparing the people who are here to assist you along your journey and help make it a smooth crossing leading to your goal – earning a degree!

We have adopted a little saying, “The ENC Way”, to help describe how things operate at ENC. It is “The ENC Way” to encourage, mentor, guide, and provide the best service possible to students. Of course we have yet to perfect this way of being but we make a valiant attempt each day with each opportunity to be of service to each other. We invite you to take on this challenge with us by participating in “The ENC Way”. Reading this handbook will help you get an idea of what is expected of our community both on and off campus.

As you adopt “The ENC Way”, it is our hope that a type of transformation takes place within you and on our campus that is not unlike the spirit of Christ whom we are called to follow. As you begin life in the ENC community it is our hope that this spirit is contagious and is visible in every facet of campus life. A brief attempt to describe it would be to say, “The ENC Way” is...

- Being civil in all matters dealing with our brothers and sisters in Christ.
- Taking ownership of your campus:
 - Doing your part to keep the campus clean and clear of litter.
 - Adopting the residence halls as your “home away from home” and leaving living spaces, chapel, and classrooms looking nice for the group following you.
- Being a good steward of our bodies by abstaining from substances (legal and illegal) that do us and others harm.
- Being a passionate supporter of ENC athletics, programs, and events!

- Appropriately balancing your social time, spiritual time, and work time with assigned reading and homework. (This planner can be a dangerous tool if used correctly.)
- Supporting and getting involved in your Student Government Association (SGA).
- Staying calm and cool when in a situation that warrants correction and justice.
- Enjoying the spirit of community as we gather for worship twice a week for chapel services.

Yes, “The ENC Way” is a way of life on our campus and you are invited to participate by partaking of the many campus functions and activities that makes the journey special. I trust you will get the most out of your time at ENC! May the Lord truly bless your time of learning at ENC!

The Peace of Christ be with you.

Vern

Vernon L. Wesley
Vice President for Student Development

MISSION STATEMENT

The mission of Eastern Nazarene College is to serve God, the Church, and the World by providing quality liberal arts education to students of all ages. Consistent with its Wesleyan heritage, ENC seeks to create and maintain an environment which awakens and fosters truth, righteousness, justice and holiness as made possibly by God's transforming grace through Jesus Christ.

VISION STATEMENT

Embracing its multicultural and urban environment, ENC prepares students to lead and serve in a diverse world by integrating "the best in education and the best in Christian faith".

DEFINING VALUES OF ENC

- 1. Transformational Education** – We will provide a holistic educational experience that integrates spiritual, academic and social development to prepare students to effectively serve in a changing world.
- 2. Faithful Authenticity** – We will be deliberately honest in our relationships, management procedures, strategic planning and communication to foster trust and confidence with both internal and external constituencies.
- 3. Institutional Vitality** – We will develop and sustain a sound financial and administrative infrastructure that provides a foundation for a vibrant campus culture and climate.
- 4. Service Orientation** – We will model servant leadership to our students and community by creating a culture of excellent customer service.
- 5. Multicultural Understanding** – We will create a context that welcomes and embraces various cultural backgrounds to promote cultural understanding and acceptance.
- 6. Christian Faith** – We will act and respond in ways that value and validate each member of the community so that we reflect the servanthood of Christ as we interact with one another and the world to participate in the kingdom of God.
- 7. Intentionally Collaborative** – We will develop and exercise the skills necessary for supportive and creative relationships to facilitate healthy collaboration both internally and externally.
- 8. Pursuit of Excellence** – We will utilize our intellectual, financial and interpersonal resources to cultivate a lifestyle of stewardship that maximizes our personal and institutional potential within our organizational and physical environments.

A WORD OF EXPLANATION

Eastern Nazarene College has prepared this Student Handbook to assist students in finding general information that may be helpful to them.

This Student Handbook is not a contract between ENC and its students. Although ENC has attempted to ensure that the information contained in this Handbook is accurate and complete at the time of printing, the contents are subject to change at any time. ENC reserves the right to add, withdraw or revise any policy, practice, provision, or requirement described in the Handbook. Students may obtain additional information by contacting the appropriate ENC offices. Students are responsible for acquainting themselves with the policies, requirements, rules and regulations of ENC included in the Handbook and in other official ENC publications. Students are to review and refer to the on-line ENC Undergraduate Catalog for additional information.

Eastern Nazarene College admits students of any race, color, gender, religion, ethnic or national origin, disability, or age to all the rights, privileges, programs, and activities generally accorded or made available to students at the College. It does not discriminate on the basis of race, color, gender, religion, or ethnic or national origin in administration of its educational policies, admissions policies, scholarship and loan program, or athletic and other school administered programs.

ACADEMIC CALENDAR 2008-2009

FALL SEMESTER

August 29	Faculty Day
August 30	Residence Halls Open (new students)
August 30-September 2	New Student Orientation
September 1	Residence Halls Open @ 9:00am (returning students)
September 2	Registration Day
September 3	Classes Begin
September 3	Labor Day
September 8-12	Welcome Week
October 13	Columbus Day (no classes)
October 16-18	Homecoming Weekend
November 26-28	Thanksgiving Break (no classes)
December 8	Last Day of Classes
December 9-13	Final Exams

December 13	Residence Halls Close @ 2:00pm
December 19	Final Grades Distributed to Students via Email
December 15 -January 1	Christmas Break (no classes)

JANUARY TERM

January 4	Residence Halls Open @ 9:00am
January 5	Classes Begin
January 6	Last Day to Register for a Class
January 7	Last Day to Add/Drop Class
January 14	Last Day to W/D, or take a Course as Pass/Fail/Audit
January 21	Martin Luther King Day (no classes)
January 22	Last Day of Classes
January 23-26	January Break (no classes)
January 26	Final Grades Distributed to Students via Email

SPRING SEMESTER

January 27-28	New Student Orientation
January 27	Registration Day
January 28	Classes Begin
February 3	Last Day to Register for a Class
February 8	Winter Commencement (Alt. Date Feb. 15 th)
February 9	Last Day to Add/Drop Class
March 9-13	Spring Break (no classes)
March 23	Mid-term Grades Distributed via Email
March 24-27	Mid-term Advising
March 30	Last Day to W/D, Pass/Fail/Audit
April 10-13	Easter Break (no classes)
April 16	Senior (5 th year)/Junior Registration Day
April 17	Sophomore Registration Day
April 20	Freshman Registration Day
May 8	Last Day of Classes
May 11	Reading Day (Morning)
May 12	Senior Grades Distributed via Student Email
May 11-15	Final Exams
May 15	Residence Halls Close @ 2:00pm
May 15	Baccalaureate
May 16	Spring Commencement
May 19	Final Grades Distributed to students via Email & Copy of full year emailed to home address

SECTION 1

INTRODUCTION

At Eastern Nazarene College, students will be expected to maintain high standards of personal conduct consistent with ethical Christian behavior. The College expects students who voluntarily associate with ENC to live within the principles of our Christian community of learning. In general, these principles include Christian standards of honesty, courtesy, morality, and the honoring of one's person as the residence of God's Holy Spirit.

As a college sponsored by the Church of the Nazarene, ENC accepts the principles and standards of the Manual of the Church of the Nazarene as a guide to conduct. Consequently, each student, upon applying, voluntarily agrees to abstain from the use of habit-forming drugs, including alcohol, and tobacco, and to avoid attendance at dances, bars, and places of entertainment which promote themes of violence, profanity, pornography, or activities demeaning human life. These serve to undermine our emphasis on holiness, wholeness, and respect for persons as God's creations. Each student is expected to observe the campus regulations and to show respect for both the property of the College and that of the members of the College community as a whole.

Eastern Nazarene College stands committed to providing all students fair treatment and an educational environment free of unlawful discrimination and harassment.

Eastern Nazarene College exists to develop exceptional Christian students into whole effective servants of Jesus Christ. Some of this development occurs because of the Holy Spirit's work in students through relationships with other people. A guiding and fundamentally important component of Christian student development then is the touching of life-to-life. We believe it is necessary for students to be immersed in quality community living for key life-to-life encounters to be possible. In community, students give and receive, they are shaped by and contribute to the shaping of campus life, and are challenged to integrate their classroom learning with their life experiences. Even in non-residence hall situations, students are expected to be a vibrant part of their communities both on-and off-campus.

SECTION 2

SERVICES FOR STUDENTS

ATHLETICS

Lahue Physical Education Center and Athletic Facilities, x3639
Dr. Nancy Detwiler, Athletic Director

GYMNASIUM HOURS:

Monday - Saturday 6:00 am – 8:00 am
(Alumni Basketball Association)

Monday - Saturday 8:00 am – 12:00 am

Sunday 1:00 pm – 12:00 am

Except when P.E. classes, varsity practice and games, and/or reserved events are scheduled. Closed for ENC holidays and breaks, including summer unless otherwise specified.

FITNESS CENTER HOURS:

Monday - Saturday 6:00 am– 12:00 am

Sunday 1:00 pm - 12:00 am

Except when PE classes are scheduled on Tuesdays and Thursdays 6:00 pm to 8:00 pm. Closed for ENC holidays and breaks, including summer unless otherwise specified. Days and times are subject to change.

Use of the Fitness Center is limited to current ENC students and employees. Guests are not allowed and Security will periodically check IDs. No one should work out alone as a safety precaution.

The athletic field, gymnasium, and tennis courts are provided exclusively for the use of the ENC community. The Athletic Department schedules all activities and strict observances of rules must be followed to assure maximum use of these areas. Anyone not observing these rules may be denied use of these facilities.

During soccer, softball, and baseball seasons, only varsity teams may use the playing fields. Playing of football is prohibited at all times to avoid personal injury and damage to the fields. At times, the fields may not be playable because of wet grounds. At these times, students are expected to use good judgment before playing on the fields. Those who damage the playing fields will be held financially responsible for all repairs. Any violation of the above guidelines can result in the denial of the use of all athletic facilities, as well as financial recovery in case of damage or replacement of lost or stolen equipment.

INTERCOLLEGIATE ATHLETICS

The Crusaders, ENC's intercollegiate teams, add spirit to the campus. Men compete with other colleges in varsity Basketball, Baseball, Soccer, Cross Country, and Tennis, while women compete on a varsity level in Tennis, Volleyball, Soccer, Basketball, Softball, and Cross Country. Christian sportsmanship is in keeping with ENC's ideals and objectives. Besides sportsmanship, another important ingredient of a good athletic program is the loyalty of students and staff. All are encouraged to take an active part in the intercollegiate program of sports by participating and sharing their enthusiasm.

ENC is a member of the NCAA Division III and Commonwealth Coast Conference.

To participate in the athletic program of the College, scholastic and disciplinary standards must be maintained. ENC follows eligibility rules as set forth by the College and NCAA III. All questions of eligibility should be referred to the Director of Athletics.

INTRAMURAL SPORTS

All participants in intramural athletics must be classified as undergraduate students. For part-time students to participate, they must be registered for at least eight credits in the given semester and pay the student activity fee for each semester in which they participate. Any students interested in participating in intramural sports should contact the Student Government Association (SGA) to notify them. SGA is in charge of the intramural sports program.

CENTER FOR ACADEMIC SERVICES

Gardner Hall, 3rd floor, x3836
Bill Boozang, Director
Cheryl Stone, Assistant Director

The Center for Academic Services (CAS) offers a variety of resources to assist students in reaching their full academic potential. General assistance is offered with time management, learning styles, note taking, and testing techniques. Learning Assistants help with tutoring, as well as editing papers. Group study sessions are available for classes if a minimum of four students need similar help. Supplemental instruction provides group sessions where classroom material is reviewed for certain core courses. Supplemental Instructors (S.I.s) are trained undergraduate students who have completed these courses and done well. They each lead 2-3 sessions per week to emphasize study skills and integrate these skills with a review of the course content. These services are offered, without charge, to all students.

One-on-one peer tutoring is available for students who require on-going and in-depth tutoring for particular courses. Students who choose to use this service should contact the Center and be matched with a tutor. The cost for this service is \$25 for 5 hours of tutoring and must be pre-paid directly or added to the College bill.

Eastern Nazarene College is committed to equality of educational opportunities for qualified students with disabilities. ENC will provide reasonable accommodations for students with documented disabilities on an individualized basis to allow students access to facilities, courses, programs, services, and activities at ENC. A student who wishes to be considered for reasonable accommodations at ENC must make a request to the Director of the Center for Academic Services, document the student's disability with recent evaluations, and identify the accommodations requested. The Director will explain the policy and procedure that will be followed by ENC to verify the student's disability and need for accommodation.

The College Achievement Program (CAP) offers developmental course work, tutoring, assistance with study skills, and academic advising to first year students whose academic records indicate that they may be challenged by the College curriculum. Placement in this program is determined by tests administered prior to initial registration. Students are encouraged to take a First Year Experience course during their first semester at the College. CAP students are required to take this course.

COLLEGE STORE

The ENC Store, Mann Student Center, 1st floor, x3591
Kelsey Towle, Manager

Blake Marshall, Assistant Manager

STORE HOURS:

Monday - Friday

9:00 am - 5:30 pm

Saturday

11:00 am - 2:00 pm

Special hours may apply during holidays and summer.

The ENC Store supplies textbooks, course materials, educational supplies and conducts a textbook buyback every fall and spring semester during finals week. The store also carries a variety of snack foods, sodas and juices, ENC clothing in many styles and price ranges, ENC memorabilia, greeting cards, magazines, books and music. The store offers special orders for music and general books, Fed Ex Ground Shipping, fax services, and accepts Mastercard, Visa and Discover. Students may open an ENC Store credit account in the Financial Aid office to pay for textbooks and other purchases throughout the school year using their student ID card.

COUNSELING, CAREER AND HEALTH SERVICES

Brickley Center, 104 Willow Street, x3892

Brad Thorne, Director

Krista Bogertman, Assistant Director of Career Services, x3895

CENTER HOURS:

Monday–Friday

9:00 am - 5:00 pm

evenings by appointment

The Brickley Center provides professional career services, medical consultation, and mental health counseling. All services are free, with individual mental health counseling having charges assessed after the 7th session.

COUNSELING SERVICES

Individual, couple, and group counseling is available for spiritual, academic, social, and emotional concerns, such as anxiety, adjustment issues, depression, stress, family tension, low self-worth, eating disorders, body image, grief, etc. All college counselors are licensed mental health professionals.

CAREER SERVICES

The following services in career planning are available:

- Internships; interest inventories and occupational information to assist in career selection and/or choosing a major
- Finding an off-campus job (postings are located in the Center and online)
- Information on resume and cover letter writing, job search strategies, interview skills, etc.
- Networking opportunities with professionals in related fields of interest
- Hosting jobs fairs and providing job fair information
- Courses in career development
- Graduate school information

HEALTH SERVICES

The College Health Services are under the direction of the Campus Nurse. Students can be seen by the nurse during regular clinic hours. No student will be visited by the nurse in his/her room during the clinic hours unless previously confined to bed per order of the nurse. The College Nurse can assist a student in making an appointment to be seen at an off-campus clinic or physician's office. It is the responsibility of the student to arrange their own transportation and to provide the proper insurance information to the health care provider.

The clinic will maintain the required health information of students including their immunization records.

HEALTH INSURANCE

Massachusetts law requires that all students enrolled $\frac{3}{4}$ or full-time in public and private institutions of higher learning must be covered by a comprehensive medical insurance plan. Students are automatically enrolled and charged for the College-sponsored student health insurance plan. An insurance waiver option is available for students who have proof of needed coverage through another policy. Please refer to the Health Services website at <http://ww.enc.edu/org/brickleycenter/healthforms.html> for further information. Varsity athletes have requirements of documentation of health insurance coverage for NCAA compliance. Please consult the Athletic Department for specific information.

The Student Health Insurance plan at the College is designed to cover the basic health needs which college-age young adults typically face. Coverage under the policy takes effect upon registration and continues until August 15 of the following year for students enrolled in both fall and spring semesters. This insurance is subject to the exclusions and limitations outlined in the Health Services brochure which can be accessed on the health services website listed above. A hard copy brochure is also available at the Brickley Center. The cost of the Student Health Insurance plan is included in the mandatory health insurance charge for all undergraduate students at ENC who are registered for at least $\frac{3}{4}$ time or more in a given semester. An insurance waiver option is available for students who have proof of needed coverage through another plan. If a student chooses to waive the College sponsored plan the automatic charge will be reversed.

HEALTH EMERGENCIES

In case of a medical emergency requiring an ambulance, dial x3911 from an on-campus phone for Campus Security. They will assist and direct an ambulance to the emergency location. If unable to reach Campus Security immediately, dial 9 for an outside line and then 911.

The College Nurse can assist students in determining if they need to be seen in the emergency room. If a student is ill after hours and needs assistance, contact the appropriate Resident Assistant and/or Resident Director.

MEDICATIONS

Students taking medication prescribed by a doctor are expected to notify the College Nurse so that a complete file can be maintained in the clinic. Resident students should also keep their

Emergency Contact card information updated in the Student Development office.

FINANCIAL AID

Gardner Hall, First Floor, x3712
Dana Parker, Director

The Office of Financial Aid helps students meet the costs of their education by assisting them in acquiring scholarships, grants, loans, and college work-study (when applicable). All students planning to apply for state or federal aid must annually complete the FAFSA (Free Application for Federal Student Aid). The application can be completed online by going to www.fafsa.ed.gov <<http://www.fafsa.ed.gov>>. Returning students should submit their completed FAFSA form by March 1st to ensure eligibility. Information about any topic in regards to financial aid can be found on the financial aid link through www.enc.edu <<http://www.enc.edu>> or www.e-fao.com/enc/student <<http://www.e-fao.com/enc/student>>.

FOOD SERVICES

The Commons and Dugout, Mann Student Center, x3575
Rick Harmon, Director

THE COMMONS HOURS:

Hot Breakfast	Monday - Friday	7:15 am - 8:15 am
Continental	Monday - Friday	8:15 am - 9:30 am
	Sunday	8:00 am - 9:00 am
Lunch	Monday - Friday	11:30 am - 2:00 pm
	Saturday Brunch	11:30 am - 1:00 pm
	Sunday	12:15 am - 1:15 pm
Dinner	Monday - Friday	5:00 am - 6:30 pm
	Saturday & Sunday	5:00 am - 6:00 pm

*Special hours apply at various times during the semester.
Students will be informed in advance.*

DUGOUT HOURS:

Breakfast/Lunch	Monday - Friday	8:00 am - 3:00 pm
Dinner		5:00 pm - 11:00 pm (Grill closes at 2:30 pm & 10:30 pm)
Dinner	Saturday & Sunday	7:30 pm - 11:00 pm (Grill closes at 10:30 pm)

*Special hours apply at various times during the semester.
Students will be informed in advance.*

THE COMMONS

The College dining hall (The Commons) provides meals prepared by Pioneer College Caterers, Inc. Students who reside in residence halls are required to be on one of the College's meal plans:

- 20 meal plan – this plan allows you to eat every meal during the course of a week.
- 240/210 Block Plan – This plan gives you a certain amount of meals per semesters, as well as, allows you to bring in guests (up to 5) per meal.
- Any 14 meals a week.
190/160 Block Plan
- Any 10 meals a week.
135/115 Block Plan

Students on all meal plans will be able to transfer up to 25 meals per semester in the Dugout. A menu as well as meal times will be posted for transfer meals.

All persons entering The Commons must show their validated ID or pay for meals at the door. Individual meals may also be purchased. Boxed meals will be provided for students on a meal plan who are missing regular meal times when arrangements are made at least 24 hours in advance. The posted meal times will be strictly enforced.

All meals from meal plans are non-transferable from one person to another. No one is permitted to enter The Commons using a meal pass or student ID other than their own. If a student enters The Commons using their student ID or meal pass and decides not to eat a meal, the meal credit will be forfeited. Unused meals in a given week cannot be credited to a student's meal plan for future weeks.

Meal plan exemption requests must be completed and submitted to the Office of Student Development one month prior to the beginning of the semester and are only granted in extreme medical conditions which cannot be met by Pioneer College Caterers in consultation with their nutritionist.

Paying for a meal (by cash or through use of a meal plan) entitles the individual to unlimited servings during that meal time. However, food, drinks, etc. cannot be carried out of the dining room (the only exception is an ice cream cone or single piece of fruit).

Throwing food or any other objects in the dining room may result in suspension from the dining room, as well as disciplinary action. The dining room's silverware, dishes, bowls, glasses, etc. may not be taken from the Commons. This is considered theft.

DUGOUT

The Dugout offers a limited menu of food, made to order for each customer. In addition to any of the meal plans, students and members of the community who have valid college IDs, can establish a declining balance account via their ENC ID card. These declining balance dollars, called “Crusader Cash” can be prepaid at the college cashier’s office and at the Food Service Director’s office in the form of cash or check. Each dollar that is purchased for “Crusader Cash” will be credited with a 10% bonus (for example, a \$25 purchase earns \$27.50 of spending credit). A balance at the end of the fall semester and/or J-term will carry over to the spring semester. However, any dollars left at the end of the academic year will be forfeited. Money for “Crusader Cash” can be purchased anytime during the academic year.

INFORMATION TECHNOLOGY SERVICES

Gardner Hall, Ground Floor, x3727
Charles Burt, Director

HELP DESK HOURS:

Monday – Friday

8:00 am – 5:00 pm

COMPUTER SERVICES

Students needing assistance concerning the use of the campus computer facilities, obtaining a campus e-mail account, and connecting a personal computer to the campus network in the residence halls are assisted by ITS. Students should also pay special attention to the Acceptable Use Policy for Campus Computing Resources in the Policy section of this Handbook.

TELEPHONE SERVICES

A telephone is provided for each residence hall occupant and is the property of the College. Loss or damage to the telephone will result in a charge of up to \$100 to the person to whom the telephone has been assigned.

Students are provided with mandatory basic on-campus service for which there is a fee. Off campus calls (local and long distance) require the use of an authorization code and are optional for students. This code is assigned and provided by an ENC authorized vendor if a student decides to use the phone service for outside calls. For normal service issues (phone not working, no dial tone, usage questions about the phone/voice mail), contact Information Technology Services (ITS). Note: If a student’s account balance goes over \$50 or if a bill is not paid on time, the authorization code will become deactivated. For questions on a phone bill, or to reactivate an authorization code, check the ITS web page for contact information for the vendor.

Unauthorized use of the telephone system (which constitutes theft) and/or using the telephone in a harassing manner will result in appropriate disciplinary action.

ENC holds the right to change/update the phone service provided to students without notice.

LIBRARY

Nease Library, x3850
Susan Watkins, Director

LIBRARY HOURS:

Monday-Thursday	7:30 am - 12:00 am
Friday	7:30 am - 5:00 pm
Saturday	10:00 am - 8:00 pm
Sunday	2:00 pm - 10:00 pm

Hours vary during school holidays and vacations.

Nease Library is the learning resource and information center for ENC. Materials in the library collections have been selected to support the curriculum and are organized to maximize access. Information service librarians provide individual assistance to respond to customer information needs.

The professional staff seeks to work with faculty and students to identify and provide access to the best resources. The librarians are committed to taking an active role in the college's teaching/learning process by assisting students and faculty in selecting and evaluating information for research.

MAILROOM

Mann Student Center, 1st floor, x3588
Cris Popa, Mailing and Materials Manager

MAILROOM WINDOW HOURS:

Monday-Friday	9:30 am - 3:00 pm
Saturday	9:30 am - 12:00 pm

The ENC Mailroom provides complete mail service for the campus. Each student, resident or commuter, is assigned a mailbox. New boxes are assigned at the beginning of each year. All off-campus mail sent to the College is picked up, sorted, and distributed through the Mailroom. Packages shipped to the college are kept for pick-up in the Mailroom during posted hours.

A \$15 key deposit is added to the school bill; keys can be picked up at the Mailroom window. A replacement fee will be charged for lost keys. At the end of the spring semester, or upon disenrollment, the \$15 deposit will be credited to the student's account when students

return their mailbox key. All students should leave a forwarding address for summer or upon leaving the College.

MULTICULTURAL AFFAIRS

Mann Student Center, 1st floor, x3595

Robert Benjamin, Director of Multicultural Affairs

Eastern Nazarene College seeks to promote, create and sustain a community which recognizes and respects the presence of diverse groups, acknowledging and valuing their socio-cultural differences, and will seek to encourage and enable their contributions which empower all. It is to affirm the biblical vision of the Kingdom of God, in which people from “every tribe and language and people and nation” are gathered, purchased by Christ’s sacrifice (Revelation 5:9). The Multi-cultural Affairs office seeks to accomplish these goals by:

- Programming through special speakers/lectures, workshops, training, seminars, activities
- A resource for administration, faculty, staff, and students
- Mentoring relationships with students
- Leadership in networking with students and constituents.

REGISTRATION AND RECORDS

Office of the Registrar, Gardner Hall, 1st floor, x3877

Margaret Ballard, Registrar

Jonathan Lanham, Assistant Registrar

The Registrar’s Office is responsible for registration, adding/dropping of classes, grade records, transcript evaluations, course information, changes of program, declaration of major(s), withdrawals, transcripts, graduation requirements, and permanent records. Students petitioning for exceptions to academic policy may pick up the needed forms from the Registrar’s Office and return them with appropriate signatures and documentation by the prescribed deadlines.

RESIDENTIAL LIFE

Mann Student Center, 1st floor, x3595

Robert Benjamin, Director of Residential Life

Residential Life seeks to provide, through Christian influence, discipleship, and co-curricular programming, a living/learning environment where residents can learn the practice of good stewardship and live to be responsible, Christ-like citizens of the ENC community who are committed to making a positive impact in the world.

PARLOR HOURS AND CONDUCT

PARLOR HOURS:

Munro and Spangenberg Parlors are open to male students during the following hours:

Sunday-Thursday	7:00 am – 12:30 am
Friday & Saturday	7:00 am - 1:00 am

The Underground Lounge in Memorial Hall is open to female visitors during the following hours:

Sunday-Thursday	7:00 am – 12:30 am
Friday & Saturday	7:00 am - 1:00 am

Residential hall quiet hours apply in the parlors and lounges.

CURFEW

The following hours have been designated as curfew for all freshmen, when they are to remain in their assigned residence hall:

Sunday - Thursday	12:30 am - 5:30 am
Friday - Saturday	1:00 am - 5:30 am

All freshmen men and women are required to sign in during their first semester when returning for the evening. Students are allowed 5 curfew misses without penalty their first freshman semester at ENC. Failure to sign in is a curfew violation and will result in disciplinary action may include, but not limited to, fines, extension of curfew into spring semester, etc. Students are not permitted to sign in for another student. Any student signing in and then leaving the residence hall will face disciplinary action.

The system is designed to give the student freedom, while demonstrating personal honesty, discipline, and responsibility. Any abuse of these privileges and a student may face disciplinary action.

Students whose work schedule conflicts with these hours must contact their Resident Director (RD) for exemption. Students over the age of 20 or transfer students who have completed one academic semester are exempt from curfew after verifying their status with their RD.

ROOM SELECTION AND PRICING

The College assesses room fees based on the type of room a student selects. (Refer to the Office of Student Accounts for a detailed fee schedule). The College has four types of rooms within its residence halls: singles, doubles, triples, and suites. Students qualify for these various types of rooms based on seniority and availability during room selection. Juniors, Sophomores, and Freshmen will follow respectively (if they have pre-registered for classes). Students will be

assessed a fee for occupying a double room alone or for occupying a triple or suite at less than full capacity.

Before registering for room draw, a student is required to pay a non-refundable room reservation deposit through the Office of Student Accounts. Their receipt, along with room reservation paperwork, is submitted to the Office of Student Development.

The College reserves the right to inspect, assign, and reassign rooms, and to take any other steps necessary or advisable for reasons of health, safety, or conduct of its residence hall program. If a vacancy should occur, an alternate roommate may be assigned by the College.

ROOM CHECK-IN PROCEDURES

Each student is required to sign a Room Inventory Form upon moving into their room. This form serves to indicate the condition of the room as assessed by the Resident Assistant. Upon check-out, a student's room will be inspected for damage. The student is responsible for any damage not indicated on the form at the time of check-out.

ROOM OCCUPANCY

Residence hall rooms may be occupied by upper-class students on or after the appropriate day designated in the Academic Calendar. Students must vacate the halls on the date designated by the College each year. Freshmen may occupy rooms on the first day of New Student Orientation.

All residence halls will be closed during Christmas vacation (see calendar) and students will not be permitted to remain in rooms during that time. The Office of Student Development will work with students who need to find alternate housing (international students, missionary children, etc.) although ultimately it is the student's responsibility to find alternate housing. The Office of Student Development reserves the right to close one or more residence halls during school breaks. Residents of halls selected for closing during breaks will need to make arrangements for alternate housing.

During Thanksgiving, January and Spring breaks, the residence halls will remain open. Some students will need to remain on campus due to curricular activities such as student teaching or to participate in extracurricular activities, such as sports teams who are playing games during the break.

DAMAGE DEPOSIT

At registration, a damage deposit is added to all resident students' accounts. Except for normal wear and tear, resident students are responsible for all damage done to their rooms and common areas. In addition, residents share equally in repairs for damage to common

areas. While every reasonable effort will be made to determine who is responsible for damage to common areas, charges for damage caused by persons unknown are shared among students.

Residence hall room keys must be surrendered at the time a student completes check-out procedures (normally at the close of the spring semester). This then enables a student to receive a refund of the room damage fee.

Any refunds due graduating seniors will be made in the summer. Any refunds due to students not returning in the fall will be made upon request of the student. Refunds to returning students will be added as a credit to their accounts. Charges in excess of a student's damage deposit will be added to a student's bill for collection.

RESIDENCE HALL KEYS

Keys to residence hall rooms are issued to residents at the beginning of the academic year by their Resident Director. At the close of the school year, residents are required to turn in their assigned key to the Resident Director. If a student misplaces his/her key another key must be secured by paying a fee of \$25 to the Office of Student Accounts and submitting a copy of the receipt to the Resident Director. The Resident Director will then make arrangements for the student to receive a new key. Students are not to share room keys with another student or with a guest. Unauthorized duplication of campus keys is not permitted. All rooms in buildings where students reside must be accessible by a master key.

FURNISHINGS

Rooms are furnished for each resident. Each resident student will have a twin bed, dresser, desk chair, closet, window shade, phone, and data and phone jack. All other furnishings, including lamps (non-halogen only), are provided by the student.

Exchanging of furniture with another room is not permitted. Removal of fixed furniture (in Spangenberg or Williamson) is not permitted. Wardrobes in Young Suites or Williamson cannot be moved. Unauthorized movement of furniture may result in a fine. Existing fixtures, switches or wiring may not be altered in any way. Outlets may not be overloaded and extension cords cannot be placed under rugs. Charges for repairs or replacement will be assessed to the student(s) occupying the room where damage occurs.

ROOM CARE

Each student is responsible for the cleanliness of his/her room. The College reserves the right to inspect residence hall rooms and their contents when such action seems in the best interest of the College or in the interest of student health or safety. Such inspection may be held at times specified by the Director of Residential Life.

WALL AND ROOM DECORATIONS

Student rooms are painted by Facilities Management. Students are not permitted to paint, wallpaper, or otherwise alter residence hall/suite rooms without the advance written permission of the Director of Residential Life. Students may only use blue painter's tape or one-inch-long brad nails to attach items to walls. Students are responsible for any damage to their room. Such damages include the use of large nails in walls or furniture, or the painting of rooms or furniture. Charges for repairs will come out of the damage deposit which all residents pay upon registering.

No articles of any kind are to be hung out of windows or placed on the outside ledge of a room. Shelves added by students over doorways in residence hall rooms are considered hazardous and are not permitted.

Cans or bottles for beer, wine, or other alcoholic beverages are not acceptable room decorations. Advertisements for beer, liquor, wine, or tobacco are not allowed in the residence halls. Sexually suggestive posters and photos are also not permitted. Pictures, magazines, or wall decorations which are not in accord with Christian principles must be removed.

Because of fire hazards, no more than 50% of wall or ceiling space can be covered with paper or cloth decorations. Any of the above will be removed from residence hall rooms without warning.

MAINTENANCE

Students are responsible to report any faulty plumbing, electrical failures, or similar matters requiring immediate attention to the RA, RD, or Office of Student Development, who will notify the appropriate personnel. Residents should not contact Facilities Management independently.

ROOM INSPECTIONS

The College will periodically conduct room inspections, as a means of ascertaining the general level of repair and upkeep of its facilities. In general, the reason for a room inspection is to maintain a safe and appropriate living environment for resident students. Generally, room inspections will be conducted by two members of the College's staff, with at least one of them being a member of the Residential Life staff.

SEARCH OF RESIDENT'S ROOM

The College will conduct a search of a resident's room when it is believed, in good faith, that there exists immediate necessity, an emergency situation, or that a federal, state, civil law, a College rule or regulation, or a health and safety regulation is being violated. Generally, at least two College staff members will be present during

a search of a student's room. One of these staff members must be either the Resident Director or a representative from the Office of Student Development.

SEIZURE

The College may seize from resident student's room items that are specifically prohibited on College property and those that may pose a danger to the health and/or safety of the residents, in the sole discretion of the College.

NOTIFICATION

Resident students will be notified of the search and/or removal of items, if residents are not present during the search. Residents will be given a receipt for all items removed. These items may be claimed by the residents if and when the College determines that no laws, rules or regulations will be violated by doing so. But in no event may such items be claimed prior to the College's disposition of the matter.

APPEALS

A resident student who believes this policy has been violated or his/her rights disregarded through a search and/or seizure of the resident's room or property may appeal in writing to the Vice President for Student Development within three days after the search/seizure takes place.

LIABILITY AND INSURANCE

Eastern Nazarene College is not liable for loss or damage to personal property. Students are strongly encouraged to carry their own personal property insurance.

ELECTRICAL APPLIANCES

No heaters or extension cords are allowed in the residence hall rooms. One surge protector is allowed per resident. Cooking is not allowed in the residence hall rooms. On rare occasion, due to documented medical conditions, individual exceptions may be made. Small microwaves and refrigerators are the only appliances allowed. Only small (approximately 2 cubic feet or less) refrigerators are allowed in residence hall rooms. No hot plates, bread machines, electric grills, toasters, toaster ovens, or similar cooking appliances are not allowed in residence hall rooms due to the fire safety. Smoke alarms inadvertently set off by food preparation in rooms may result in disciplinary action. Cooking facilities are available in Munro and Spangenberg Halls and the lounges of the Suites. Kitchen utensils, pots and pans, etc. are not to be kept in the common cooking facility. These facilities are not intended to become any one resident's private kitchen. Students leaving the kitchens in poor condition may be subject to loss of privileges or other sanctions.

BICYCLES

Resident students may keep a bicycle in the residence hall room as long as it does not interfere with the safety and convenience of room occupants. No bicycles may be stored in stairwells, hallways, lounges, or in any location blocking the egress of occupants. All bicycles must be removed from campus at the end of the academic year.

LAUNDRY

Laundry facilities are available in each residence hall and in Young Apartments for residents of the Suites. Students should report any difficulties with the equipment to the Office of Student Development for assistance.

GUESTS

ENC views the residence halls and suites primarily as places which foster healthy living and learning opportunities and therefore views them as different from one's own private home environment. To ensure these opportunities are afforded each student, the visitation of guests, including parents, siblings, extended family and friends, is ample, but limited. Babysitting, tutoring, and other child care are never permitted in the residence halls.

Any individual who is not registered as a resident student is considered a guest, including commuting students. Any student hosting a guest overnight must first obtain permission and a guest pass from the Office of Student Development. Guests should retain their pass throughout their stay and present it upon request. Persons without a guest pass may be asked to leave campus. Visitation is limited to no more than three nights per visit. Each guest can visit and stay in residence halls no more than two times a semester. Each student will be allowed to host overnight visitors three times per semester. Guests are not allowed in residence halls the two nights preceding, and during the week of, final examinations. Residential students may not lend their key or ID card to guests. All visitors and guests shall be escorted by their host/hostess during their visit to the residence halls, suites or in other campus buildings or to campus activities. Guests who park their vehicles on school property should obtain a guest parking permit from Security in advance.

STORAGE

All storage containers such as suitcases, trunks, and wooden boxes, must be stored in the available storage rooms during the academic year. Tagged trunks may be stored in the residence hall storage areas, as space and residence hall usage permits. Summer storage is not available.

ROOM CHANGES

The College reserves the right to make room and roommate assignments and to terminate the housing contract. It also may change room assignments whenever this seems to be in the best interest of the students and/or the College community. Student-initiated room changes must first be approved by the Director of Residential Life. Except in extreme emergencies, student initiated room changes will only be considered between semesters.

If a student initiates a room change, he/she should take into consideration the fee schedule as room fees vary based on the type of room being occupied, i.e., singles, doubles, triples, or suites.

ROOM CHECK-OUT PROCEDURES

Residents must leave their rooms “broom clean” and free of any trash or other personal belongings when they move out of a room (during or at the end of the year). This includes furniture, carpets, pictures, and decorations, as well as articles of clothing and equipment. Anything found in a room which has been vacated will be considered discarded. The College is not responsible for personal effects left in rooms.

Students who have room damage, fail to properly clean their rooms, leave items in their rooms, and/or fail to return their keys at time of departure will be billed accordingly. When appropriate, charges will be split between roommates. Specific instructions for the end-of-year check out are distributed to all resident students before closing. A Residential Life staff member must inspect each resident’s room prior to the student’s departure.

SUMMER HOUSING

Summer housing for single students at ENC is offered on the basis of priority and availability. First priority is given to students enrolled in the College summer school session(s). Second priority is given to students approved for full or part-time summer employment on campus. Students selected for summer housing must be pre-enrolled for course work in the Fall and must be pursuing a degree program with a satisfactory Quality Point Average (QPA). They must also be covered under an acceptable hospital/medical plan approved by the College. No student will be considered for summer housing who has been suspended or placed on probation for disciplinary reasons during the spring semester.

Students who begin the summer as campus employees and who terminate their employment on campus will waive their privilege to reside in summer housing.

MARRIED STUDENT HOUSING

While married students are not required to live on campus, the College does have a limited number of apartments available on a first come, first served basis in the Young Apartment building. Interested students need to file an application. Applications are available in the Office of Student Development. All contracts for married student housing are maintained by the Office of Risk Management.

COMMUTER STATUS

Since ENC is a residential college, unmarried students are expected to live on campus. There are, however, reasons a student can petition to move off campus. Exceptions are considered under the following circumstances but are not automatically approved:

- 23 years old and older and/or a 5th year senior
- Living with parents or mature relative
- Living in housing with an ENC faculty/staff member
- Living in housing which gives a reduction in rent in exchange for services rendered. A note from the landlord verifying this arrangement should be attached to the petition. The Office of Student Development reserves the right to review the living arrangements.

In addition, a letter of acknowledgment of the off-campus petition needs to be sent from the parents of traditional students. Nonetheless, parental permission is not the sole reason that a student might be granted a waiver.

Petitions are available in the Office of Student Development and must be submitted and approved by the Residential Life Committee prior to the beginning of the semester and prior to the student moving off campus. Students are warned against signing any contract for off-campus housing prior to gaining approval from the Office of Student Development. Typically, the approval process takes up to two weeks. All petitions must be filed at least a month before the beginning of the semester.

RESIDENT DIRECTORS/RESIDENT ASSISTANTS

The traditional undergraduate program at Eastern Nazarene College is designed to blend academic work with programming and activities into a seamless curriculum that is part of preparation for life. The Office of Student Development provides non-credit educational programming and opportunities for leadership and service for students. The Office of Student Life serves as a resource for students and parents. In addition, this office addresses student disciplinary matters. The resources of the Office of Student Development are available to all students, residential and commuting.

RESIDENT DIRECTORS

Resident Directors (RDs) under the guidance of the Director of Residential Life, are professionals who serve and reside in their respective buildings. Resident Directors are an integral part of the educational programs of the College and promote a living and learning environment where students can develop spiritually, intellectually, emotionally, socially, and physically. They also have a variety of responsibilities including, supervising a team of resident assistants assigned to their building, overseeing the day-to-day activities of the residence hall, upholding the policies of the College, and fostering a climate of mutual respect. Each Resident Director also coordinates programs sponsored through Student Development, including New Student Orientation, Educational Programming, Resident Assistant Training, SGA Liaison, Judicial Coordinator and Coordinator of the Mann Student Center.

RESIDENT ASSISTANTS

A resident assistant is an undergraduate student hired by the Office of Student Development. He/she primarily serves a group of students within a particular residence hall area. The resident assistant has a variety of responsibilities including being a role model, mentoring, planning events, enforcing policies, checking students in and out of the residence hall, writing weekly reports, assisting students who are new to ENC, and being a friend.

RESIDENTIAL LIFE DIRECTORY

Robert Benjamin, Director of Residential Life

MEMORIAL/SHIELDS

Resident Director
Ground Memorial
First Memorial
Second Memorial
Third Memorial
Ground Shields
First Shields
Second Shields
Third Shields

Matthew Thomas
Trevor Duke
Junior Filho
Emmanuel Janvier
Benjamin Thompson
Matthew Woodley
Trevor Oates
Sean Reese
David Coleman

MUNRO

Resident Director
First Munro
Second Munro
Third Munro
Fourth Munro

Tanya Miller
Rebekah Guevara
Jillian Noyes
Erica McGrath
Theresa Kodua

SPANGENBERG/WILLIAMSON

Resident Director
First Spangenberg
Second Spangenberg
Second Spangenberg
Third Spangenberg
Third Spangenberg
First Williamson
Second Williamson
Third Williamson

Melissa Lowell
Charmaine Barnett
Holly Hight
Sarah Blake
Alexandria Cabral
Cassandra Pettit
Mandolin Porter
Rachael Neri
Brittany Garrafolo

YOUNG SUITES

Resident Director
Third Young
Third Young
Fourth Young
Fifth Young

Jennifer Lopez
Melissa Douglas
Jeremy Stanford
Hannah Rauchfuss
Leif Mieras

RISK MANAGEMENT

Mann Student Center, 1st floor, x3728

Paul J. White, Director

OFFICE HOURS:

Monday- Friday

9:00 am - 3:00 pm

24 hour security coverage

The Office of Risk Management is involved in the identification, evaluation, policy development, training, and implementation of ongoing programs to make the campus aware of, and responsive to, issues of safety and security. Students are encouraged to discuss their concerns relating to campus safety and security with the Director.

SECURITY

A security officer is on duty 24 hours a day, seven days a week and can be reached by dialing x3911 from on campus or 617-745-3911 (from off campus). A security officer should be notified in the event that someone needs to be escorted on campus, is experiencing any type of emergency, or has observed any suspicious activities.

The after hours Security Office is located near Munro Hall facing Young Apartments and an auxiliary office at 162 Old Colony Avenue.

If for any reason, a person feels unsafe walking to the Waterston Parking Lot, he/she should request a security escort. If a person is in the Waterston Lot and needs an escort to campus, there is a call box located at the entrance to the parking lot. Press and hold down the button and a guard will meet the individual in the Waterston Lot for an escort back to campus. The call box is conveniently located so that the driver can press the service button while remaining in the vehicle.

COLLEGE ID CARDS

Students are expected to carry their College ID cards while on campus and present them upon request. The ENC ID serves the student in the following ways: identifies individuals as students and members of the ENC community, and provides access to the dining hall, lounges, library, and residence halls. In addition, students can use their ID as a declining balance account at the Dugout (see Food Service).

Students will be charged a fee of \$18 to replace a lost ID. Students need to bring a receipt to the Risk Management Office from the Cashier's Office indicating that the replacement fee has been paid or charged to the student's account before obtaining a new ID.

PARKING, VEHICLE REGISTRATION, AND OTHER TRANSPORTATION

Please note: Due to space limitations, freshmen will not be permitted to register their vehicle nor park in any ENC parking area.

All motor vehicles including motorcycles operated by ENC faculty, staff, students (including commuters), and/or individuals residing in college housing must be registered with campus security. Parking permits are limited to properly licensed, insured and maintained vehicles. Students may register and operate only one vehicle on campus. Current permits should be properly displayed (adhere decal to left bottom corner of rear windshield or left side of rear bumper) on vehicles that will be parked on campus or on other property of ENC at any time. This policy allows easier identification of trespassers, proper control of the limited parking on campus, identification of owner/operator in case of emergency, and identification of parking violations. (Please refer to the Policy Section of this Handbook for Parking and Traffic Policies.)

Riding bicycles, skateboards, roller blades, or other forms of wheeled transportation is expressly forbidden and subject to disciplinary action. Security bicycles may be an exception to this rule.

SPIRITUAL DEVELOPMENT

Mann Student Center, 1st floor
Corey McPherson, College Chaplain

CHAPEL HOURS:

Wednesday, Friday 10:25 am - 11:15 am

Eastern Nazarene College is a Christian college. This distinctive makes the ENC experience unique. ENC is:

- a covenant community - All members of the community (students, faculty, and staff) agree to pursue a life which reflects the best of the Christian faith.
- a discipling community - ENC emphasizes the development of each person's unique talents, skills, and gifts for service to God and society, and emphasizes relationships of mentoring, teaching, and learning as essential for this process.
- a worshipping community - We gather together for worship through the unity we share in Christ, celebrating diversity of culture and tradition which is a characteristic of the Body of Christ. We recognize that true worship involves giving God our best in every endeavor and activity.
- a serving community - We believe and practice the call of Christ to minister to those in need, and we recognize that this call begins with our neighbor and extends to our city and

to the world, and we understand that the best way to prepare for a life of service is to serve today.

- a holiness community - We believe that God's will for our life is not manifested solely in a concern for eternity, but also in the present moment, and that His will involves each one of us growing in Christ-likeness through the power of God's Holy Spirit. This growth is encouraged in Christian community.

Each student at ENC is expected to participate in a life of Christian worship and service during their time at the College. Chapel is the backbone of the program for spiritual life on campus. In chapel, we gather to worship God. Through the act of worship we, the body of Christ, find ourselves encouraged, energized and empowered by the Spirit of God for acts of loving service in the world. Chapel allows us to participate in discussions involving issues that impact the context of our community.

Eastern Nazarene College maintains a chapel attendance requirement. This information is available through the Office of Student Development. Consult the Office of Student Development for further details and chapel waiver information. Information regarding the College ministry opportunities, and other spiritual life events are available in the Office of Spiritual Development.

STUDENT ACCOUNTS

Gardner Hall, 1st Floor, x3600
Melinda Vasquez, Bursar

The Office of Student Accounts is responsible for billing and collection of tuition, fees, room and board, special fees, and fines. This office provides advice and information for students concerning payment plans for financing their education. Additionally, this office verifies financial clearance for participation in campus activities, trips and graduation.

STUDENT DEVELOPMENT

Mann Student Center, 1st floor x3717
Vernon Wesley, Vice President for Student Development

The Office of Student Development functions within the philosophy that there is a considerable amount of learning taking place outside the classroom and advocates for student interests and concerns within the larger ENC community. Student Development provides programs and services for currently enrolled traditional undergraduate students in their holistic development. Several areas fall under this umbrella: Athletics, Food Services, Multicultural Affairs, Residential Life, Commuter Services, Student Discipline, Student Government Association (SGA), and the Brickley Center,

which houses Counseling Services, Health Services, and Career Services. These areas, under the direction of the Vice President, provide program development and implementation of a wide variety of activities addressing student needs and the quality of life at ENC.

STUDENT EMPLOYMENT (ON CAMPUS)

Gardner Hall, Ground Floor x3812
Laura Bragg, Payroll Coordinator

Students seeking employment on campus must attend the Student Employment Workshop during the first week of fall semester classes. The Payroll Office is responsible for all aspects of generating students' pay. All first-time student employees must complete a Payroll Packet (tax forms, direct deposit, I-9, and student work agreement) before being eligible to receive pay. Proper identification must be provided to the Payroll Office (i.e., driver's license and social security card, copy of birth certificate or passport). Student employees who do not complete the Payroll Packet within 3 business days of their first day of work cannot continue working until the Packet is complete. Students must submit a completed student contract to the Payroll Office for each department in which they work in order to be paid. Timecards should be submitted to the department manager. Direct deposit to a checking or savings account is required of all students, staff, and faculty. Students can pick up their first pay in the Cashier's Office. Subsequent direct deposit vouchers will be delivered to the student's mailbox. Student paydays are bi-weekly occurring every other Thursday.

STUDENT LIFE

Mann Student Center, 1st floor, x3710
Jamica Nadina Love, Associate Dean of Student Development

The Associate Dean of Student Development serves as a resource for students, with a special focus on commuter student resources and new student orientation. In addition, the Associate Dean oversees disciplinary issues with a focus on the learning process within the disciplinary system.

COMMUTER STUDENT SERVICES

Students who commute to campus are encouraged to become fully engaged in the life of the College. This includes participation in Commuter Council, Student Clubs, Supplemental Instruction (SI) and other services of the Center for Academic Services (CAS), ministries and organizations through the Student Government Association (SGA), and other extra-curricular activities, such as ministry team, varsity athletics, intramurals and social events. In addition, commuter students can have their student ID formatted to allow access to campus buildings. The student ID card serves as a

“swipe card” to allow entrance to areas such as parlors (Munro, Spangenberg, and the Underground), the 24-hour student lounge in the library and the gymnasium. Commuter students are subject to the same hours in campus facilities (including lounges) as resident students. Consult appropriate Handbook section for further details. Commuter students also have a variety of services available to them on the campus.

COMMUTER STUDENT ORGANIZATION

A Commuter Student Organization is sponsored through the Student Government Association (SGA). Each year commuter students elect a president to the Commuter Council who serves in the SGA. Commuting students are encouraged to participate in the life of the College.

LOCKERS

Lockers are available free of charge. These lockers are located in the Mann Student Center. Students must register for a locker and can do so in the Office of Student Development. Any locks left on lockers will be removed at the end of the academic year. The contents of the locker will be disposed.

NEW STUDENT ORIENTATION

New Student Orientation is designed to help new students become acclimated with the campus prior to starting classes and before returning students arrive on campus. Students new to ENC arrive on campus before classes start and attend various meetings and activities that allow them to get to know ENC better. This is a campus wide event that incorporates all offices and encourages the offices to get to know the new students and help them with the transition to college life at ENC.

DISCIPLINARY CHAIR

The disciplinary system has been redesigned to reflect our continued focus on accountability balanced with grace. The Associate Dean Chairs the Council on Community Responsibility (CCR) and oversees all disciplinary procedures. For more information on the Disciplinary System see Section 3.

JURY DUTY

According to the Office of the Jury Commissioner of the Commonwealth of Massachusetts, “Every U.S. Citizen 17 years of age or older who is a Massachusetts resident or an inhabitant for more than 50% of the time is eligible to serve as a juror. If you are a resident of another state but a student at a Massachusetts college, you are an inhabitant for more than 50% of the year and, therefore, eligible to serve as a juror in Massachusetts.”

It is not unusual for students residing in Norfolk County to be summoned to serve as trial jurors. Jury service, on a short-term basis, can provide students with a good opportunity to fulfill one of their important responsibilities as members of the community. Eastern Nazarene College supports students in their fulfillment of this civic duty.

Students should carefully read all materials they receive with their summons to service, which contain helpful information. Jury duty is an important legal obligation, and those who fail to respond are subject to criminal prosecution.

Students who must miss class in order to fulfill their jury service requirement should notify each of their instructors of the summons and make arrangements to complete any missed work. Staff at the Registrars office can assist you in making arrangements for missed class time due to jury service. Students will be required to furnish their summons notice or the certificate of service when making these arrangements.

If you have any questions about jury duty, including confirming, postponing, rescheduling, or limiting your service, please contact the Office of the Jury Commissioner (1-800-THE-JURY/1-800-843-5879). Further information is located on the Office of Jury Commissioner's website at www.massjury.com.

POSTING SIGNS ON CAMPUS

In order to maintain the physical appearance of the Mann Student Center, the following guidelines will apply when posting materials:

- Posting advertisements of any kind is limited to designated areas of the Mann Student Center. All requests to post must be submitted to the Office of Student Development at least 24 hours prior to the needed posting date to ensure adequate time for review and approval.
- Student groups advertising an event must take the materials to the Student Government Association for review and approval.
- Non-student groups (faculty, administration, off-campus, etc.) wanting to post materials need to submit their materials to the Office of Student Development for review and approval.
- Approved materials will be validated for a two-week time period.
- Once stamped, materials may only be displayed on designated bulletin board space. Any papers or posters posted on other surfaces (i.e., windows, walls, doors, etc.) will be taken down and the person or group posting it will be responsible for any repairs that need to be made.

- Groups or students that do not comply with these guidelines are subject to fine and/or loss of posting privileges.

SECTION 3

COMMUNITY COVENANT: PRINCIPLES AND DISCIPLINARY POLICIES

JUDICIAL AFFAIRS MISSION STATEMENT

The disciplinary system at ENC is part of the Office of Student Development. As the Office of Student Development seeks to help students grow in a variety of areas, the disciplinary system is designed to foster a foundation of ethical development, community interactions and safety. With consequences for students' actions, the judicial system seeks to be both educational and restorative. Scripture says, "Where there is no vision, the people perish: but he that keepeth the law, happy is he" (Proverbs 29:18 KJV).

ENC COVENANT RELATIONSHIP

Based on the above concept, ENC requires its students, who voluntarily enter this community, to commit to a covenant relationship with the community and its members. Listed below are principles which we believe will uphold a community of learning, mutual respect, and well-being for all students. In addition, it is the hope of ENC that these values will serve our students well for life and will provide them with a foundation for living life in community.

- As an ENC student, I will honor God and Biblical principles.
- I will honor and respect the dignity of all persons.
- I will commit myself to lifestyle choices which support and encourage my growth and development.
- I will adhere to core values of honesty and integrity.
- I will respect the property of others (world, community, and individual property).
- I will engage in being a contributing member of this community and show concern for the conditions which support the learning and development of myself and others.

These principles are meant to be practical solutions for the differences among us for the time that we are together. Our principles exemplify our College mission. While some might personally disagree with some of the expectations, we require them to be met for us to live in community together. Thus, we require students who come to ENC to agree to live by these standards while affiliated with the College on or off-campus, during the academic year and all breaks from classes.

With our community's principles as our foundation, the College expects students to adhere to defined standards of behavior and to comply with College policies, which are designed to assist us in achieving those principles.

ENC STUDENT RESPONSIBILITIES

ENC students have voluntarily chosen to attend a private, church-affiliated college, and thus accept the responsibility to honor the rules and regulations of ENC when they submit their application. At that time, they commit to the College's lifestyle guidelines. Upon initial enrollment, they agree to the covenant policies and principles while they are students at ENC.

It is assumed that the student and the College will honor their responsibilities in good faith. If either party feels the other one is not fulfilling its responsibilities, they are free to terminate the arrangement. The student may withdraw during the academic year, and the College may require the student to terminate attendance at the institution when his/her behavior is incompatible with the College's policies and expectations.

SECTION 4

STUDENT DISCIPLINE

COUNCIL ON COMMUNITY RESPONSIBILITY (CCR)

PURPOSE

The Council of Community Responsibility (CCR) exists in order to aid students and the community in upholding community standards. The CCR's core values consist of three areas: Truth, Accountability & Grace.

COUNCIL ON COMMUNITY RESPONSIBILITY

The Associate Dean of Student Development (or his/her designee) may exercise his/her discretion to bring a student situation before the CCR in order to determine if the summoned student violated the

Community Covenant and to determine an appropriate disciplinary action. (There are times when the CCR is on sabbatical, i.e. J-term) The CCR is chaired by the Associate Dean of Student Development (or designee).

When the CCR addresses a possible violation of community standards by a student, that student will be informed of the nature of such violation and be summoned to a meeting of the CCR. A student who wishes to provide a response or explanation of the conduct at issue before the CCR meeting is held may promptly schedule a meeting with the Associate Dean of Student Development (or designee). Even if the student does not do so, the College will proceed to address the situation with the scheduled meeting of the CCR.

Similarly, if a student chooses not to attend the CCR meeting the CCR Chair will proceed to present information regarding the incident without the student's input. The CCR will determine if the student violated the standard, and may impose sanction(s). The summoned student will be informed of any disciplinary sanction(s).

COMPOSITION OF THE CCR (GENERALLY)

Associate Dean-CCR Chair

One (1) Faculty Member/Administrative Faculty

One (1) Student Member

One (1) Staff Member

TYPES OF INCIDENTS ADDRESSED BY THE CCR (GENERALLY)

Level Two (2) Incidents (Major Infractions of Community Covenant)

CCR MEETING STRUCTURE

During a CCR meeting, the summoned student will meet with the CCR. The CCR Chair (Associate Dean) will provide information regarding the basis of the disciplinary summons. The summoned student may then state his/her case and is expected to answer any questions presented to him/her honestly and clearly. The CCR members will open a dialogue with the summoned student by asking questions related to the incident and his/her understanding of community standards and college policy.

The CCR may ask the Chair to admit a witness who has direct knowledge of the case, and approval will be granted by the Chair based on the Chair's judgment as to the relevance of a witness's information. The CCR will open a dialogue with the summoned student by asking questions related to the incident and his/her understanding of community standards and college policy.

If a member of the CCR is unable to attend the meeting and/or to continue participation in the meeting, the meeting may continue nevertheless.

The summoned student may have an advisor accompany him/her to the CCR meeting. The advisor must be a member of the Eastern Nazarene College (ENC) community. However, an advisor cannot be a counselor, residential life staff, student or family member. In addition, since this is not a legal proceeding the advisor cannot be a lawyer. The advisor may consult with the student, but is **not** allowed to speak on her/his behalf. The advisor may not prepare the student's statement before the meeting. If the charged student wants to have an advisor appear with him/her, the student must inform the CCR Chair of the name of the advisor 48 business hours in advance of the CCR meeting.

The CCR will make a determination as to whether the summoned student violated the Community Covenant.

The CCR and Dean's Administrative Meeting takes great precautions to ensure the confidentiality of all involved parties.

ROLE OF THE CCR CHAIR (ASSOCIATE DEAN OF STUDENT DEVELOPMENT)

The Chair shall oversee the meeting and is responsible for ensuring the orderly conduct of the meeting and sanctioning process. The Chair shall have no vote unless there is a tie within the council members.

CCR GENERAL MEETING GUIDELINES

- Prayer
- Presentation of allegation by the chairperson
- Presentation by student (generally no more than 10 minutes, excluding questions)
- Questioning and response of student
- Deliberation and decision (student not present)
- Written and/or verbal notification of decision

APPEALS PROCESS

The students may appeal the decision(s) rendered in the Disciplinary System *only* if new significant information not available at the time of the original decision has been identified that would significantly influence the case. The Appeals Council may examine precedent cases that have addressed similar issue(s) to your case.

Students wishing to appeal the disciplinary action may submit an appeals form to the Associate Dean of Student Development within 48 business hours of learning the decision, but no later than 2 days

after the decision is sent to the student. The form should be submitted to the Associate Dean of Student Development. Appeal forms are located in the office of the Associate Dean of Student Development. Students may be required to comply with the sanctions while the appeal is pending. The college reserves the right to implement sanctions immediately.

The Appeals Council may request a meeting with the student if deemed necessary. If the appeal is denied, the original decision by the Dean's Administrative meeting, CCR or other designated meeting offices shall become final. If the Board rules in favor of the student's appeal, the Board may make its own determination (including a modification of sanctions) and/or refer the case back to the CCR with a written expression of the Board's instruction on how to proceed. Once the Appeals Council has made a determination, the decision is final, and all disciplinary action will be carried out. The Board's decision shall be mailed to the appealing student. The Board's decision is final.

COMPOSITION OF THE BOARD OF APPEALS (GENERALLY)

VP for Student Development or designee (Chair)

One (1) Resident Director, rotation basis

One (1) Staff Member

One (1) Faculty Member

BOARD OF APPEALS GENERAL MEETING GUIDELINES

- Prayer
- Presentation of grounds for appeal
- Presentation of allegation by the chairperson
- Presentation by student (if requested)
- Questioning and response of student (if requested by board)
- Deliberation and decision (student not present)
- Written and/or verbal notification of decision

SANCTIONS

The following minimum responses are general sanction guidelines the College may impose. These sanctions may be combined with other sanctions and may be altered at the sole discretion of the College, based upon the facts and circumstances of each situation.

Disorderly behavior or violation of other College rules while possessing or consuming alcohol and other drugs (AOD)

- A **first** violation of alcohol policies will result in a minimum of a \$100 fine, and AOD education intervention.

- A **second** violation of alcohol policies will result in a minimum of a \$150 fine, an AOD education intervention, disciplinary probation and suspension from holding leadership roles in any student organization for the duration of one-full semester.
- A **third** violation of alcohol policies will result in a minimum of a \$200 fine, and suspension from the college for a minimum of one full year.

Acts of Emotional or Physical Harm

- A **first** violation may result in disciplinary probation
- A **second** violation may result in suspension from the college for at least one full semester.
- A **third** violation may result in dismissal from the college.

Possession and or consumption of illegal drugs or drug paraphernalia

- A **first** violation of possession or consumption will result in a minimum of a \$100 fine, and AOD education intervention.
- A **second** violation of possession or consumption will result in a minimum of a \$150 fine, an AOD education intervention, disciplinary probation and suspension from holding leadership roles in any student organization for the duration of one-full semester
- A **third** violation of possession or consumption will result in a minimum of a \$200 fine and suspension from the college for a minimum of one full year.

Selling and/or providing (sharing) illegal drugs or drug paraphernalia

- Penalties up to and including dismissal from the college

Arson

- Penalties up to and including dismissal from the college

The following is a general explanation of sanction language. The sanctions listed below are at the discretion of the college.

Disciplinary Probation – Students placed on disciplinary probation will have a period of time designated to them during which any additional violations of College policy may result in additional sanctions, including but not limited to, suspension from the College.

Dismissal – Students dismissed from the college will be permanently denied access to degree work.

Fines – Students may have fines levied upon them ranging in amounts from \$15.00 to \$1000, usually not exceeding \$1000.

Suspension from the College – Students suspended from the college will not be able to pursue course work and will not be considered to be in “good standing” during the time of suspension. After the designated period of suspension, students may apply to be re-instated to the college (and if allowed to return may be required to be on disciplinary probation status).

Educational Programming Sanctions – Students may be required to attend an educational program or workshop series and meet with a counselor or staff person.

Loss of Privileges – Students may have their opportunity to take part in some or all campus activities and/or their access to specific buildings abridged for a specific period of time or permanently.

Community Service – Students may be required to do various community service projects, for example; research a specific topic, design and create bulletin boards, work with residential life staff or facilities, etc. on a program or project, and/or participate in some other form of community-based service which is educational in intent, as determined by the College.

DEAN’S ADMINISTRATIVE MEETING

PURPOSE

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

COMPOSITION OF THE DEAN’S ADMINISTRATIVE MEETING (GENERALLY)

Associate Dean of Student Development (or designee)

Student Development Disciplinary Officer (or designee)

TYPES OF INCIDENTS ADDRESSED BY THE DEAN’S ADMINISTRATIVE MEETING (GENERALLY)

Level One Incidents (Minor Infractions of Community Covenant)

DEAN'S ADMINISTRATIVE MEETING STRUCTURE

During an administrative meeting, the summoned student meets with the Associate Dean of Student Development and a Student Development Disciplinary Officer (or designees). These meetings are designed to be educational, redemptive and reprimanding if need be. The Associate Dean and Disciplinary Officer (or designees) communicate the information that forms the basis of the disciplinary summons. The Associate Dean and Disciplinary Officer will open a dialogue with the summoned student by asking questions related to the incident and his/her understanding of community standards, covenant and college policy.

The Dean and Disciplinary Officer (or designees) will determine whether the summoned student violated the Community Covenant.

If a student chooses not to attend the Dean's Administrative Meeting, information will be presented by a member of the Office of Student Development. The Dean and Disciplinary Officer will recommend one or more disciplinary sanction(s). The summoned student will be informed of the outcome and any disciplinary sanction(s).

OVERVIEW OF DISCIPLINE PROCESS AND SANCTIONS

The purpose of the discipline process is three fold:

- Communication of community principles and responsibility;
- Delineation of places where the student has been unsuccessful in meeting community responsibilities and holds the student accountable for not meeting community responsibility standards.
- Provide opportunities to restore a student back into the ENC community and to assist the student in accepting responsibility for his/her actions.

The established discipline procedures are designed to hold all members accountable not only to themselves, but also to the community. All violations are taken seriously and it is our effort to address all violations while helping each student member in becoming a positive contributor to the values of Eastern Nazarene College.

Students who do not comply with the expectations of the College community are subject to disciplinary action. While it is not possible to list each and every action for which a student may be disciplined, a general overview of unacceptable behaviors has been compiled and appears in Section VII, Community Covenant Infraction Levels. The overview is not all inclusive, but is set forth to

provide students with an understanding of the nature of their obligations. A student may be subject to disciplinary action for unacceptable behavior or conduct even if it is not specifically listed.

The Associate Dean of Student Development (and/or designees) and/or the Council on Community Responsibility (CCR) have the authority to determine if a student's actions constitute a violation of the College's policies, principles or regulations. Further, the CCR determines if a student's conduct warrants discipline, including the determination of appropriate disciplinary actions and sanctions.

Students who are accused of violating College policies, principles, rules, requirements, or of misconduct will be informed of the nature of the concern(s). The source(s) of information does not need to be disclosed to the student. Generally, the college will provide written notice to students via student campus mailbox, or last known address in reference to the incident and the day and time of the disciplinary meeting.

Students have the opportunity to provide a response or explanation of the alleged incident before a disciplinary meeting is held and can do so by promptly scheduling a meeting with, and/or by submitting a written statement to, the Associate Dean of Student Development. The student may request that a disciplinary meeting be waived and take any sanction that may be assigned to him/her. However, the College, through the Associate Dean of Student Development (or designee) will, in its sole discretion, determine if a scheduled disciplinary hearing will take place.

Even if a student does not take the opportunity to provide a response, the College will proceed to address the situation, including holding a disciplinary meeting if, in its sole discretion, it determines to do so, and imposing any appropriate disciplinary action. In addition, failure to appear at a meeting can be taken into account when deciding sanctions.

Sanctions may include, but are not limited to; community service, educational programming, counseling, fines, loss of privileges, disciplinary probation, suspension, or an immediate dismissal. A student may be prohibited from participation in various aspects of community life-living on campus, presence on certain campus property, attendance at extracurricular events, leadership role(s), etc. The College will determine what disciplinary action is appropriate based upon the particular facts and circumstances of each situation it reviews. A student's disciplinary history will be considered at the discretion of the disciplinary officials.

Students who are involved in disciplinary matters must realize that the rules, formalities and standards which apply to court proceedings do not apply to the College's handling of disciplinary matters. In addition, the College reserves the right to modify the College policy, the Dean's Administrative disciplinary process, the CCR disciplinary process or any other provision contained herein, at any time, as it deems appropriate.

COMMUNITY COVENANT INFRACTION LEVELS

As stated earlier, the College takes all policy infractions seriously. Nevertheless, we have identified these guidelines in regard to levels of severity within disciplinary offenses.

Level One- Minor infractions of community covenants/college policies

"[Jesus] answered: 'Love the Lord your God with all your heart and with all your soul, and with all your strength and with all your mind;' and, 'Love your neighbor as yourself.'" - Luke 10:27

1.1 Students are encouraged to be active in Christian ministry. All students will fulfill the chapel attendance requirements of the Spiritual Development program of the College. (Violations will be considered in consultation with the Chaplain).

"Also a dispute arose among them as to which of them was considered to be greatest. Jesus said to them, 'The kings of the Gentiles lord it over them; and those who exercise authority over them call themselves benefactors. But you are not to be like that. Instead, the greatest among you should be like the youngest, and the one who rules like the one who serves. For who is greater, the one who is at the table or the one who serves? Is it not the one who is at the table? But I am among you as one who serves.'" - Luke 22:24-27

2.1 No person shall speak or shout profanity or vulgar language or use such language in any way that can be deemed harassing to another individual.

"Do you not know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought at a price. Therefore honor God with your body." - I Corinthians 6:19-20

3.1 No person shall publish, broadcast, advertise, or communicate any promotion of alcoholic beverages or controlled substances.

3.2 No person shall display or be in possession of containers, paraphernalia, or advertisements for alcoholic beverages or controlled substances.

3.3 No person shall organize, encourage, or participate in any form of gambling. This includes, but is not limited to, raffles, pools, and lotteries.

“Therefore each of you must put off falsehood and speak truthfully to his neighbor, for we are all members of one body.” - Ephesians 4:25

4.1 No person shall permit others to use his/her College identification. This includes, but is not limited to, signing in to an event or residence hall for another person or using a meal card or room key for the purpose of improperly gaining access to a campus area, event, or equipment.

4.2 No person shall refuse to provide his/her name and show appropriate identification to a College staff member performing his/her duty, upon request.

“Give everyone what you owe him: If you owe taxes, pay taxes; if revenue, then revenue; if respect, then respect; if honor, then honor. Let no debt remain outstanding, except the continuing debt to love one another, for he who loves his fellowman has fulfilled the law. The commandments, ‘Do not commit adultery,’ ‘Do not murder,’ ‘Do not steal,’ ‘Do not covet’ and whatever other commandment there may be, are summed up in this one rule: ‘Love your neighbor as yourself.’ Love does no harm to its neighbor. Therefore love is the fulfillment of the law.” - Romans 13:7-10

5.1 No person shall use a phone in an unauthorized manner. This includes, but is not limited to, the unauthorized use of another person’s phone code, calling card, cell phone, or incurring unauthorized or non-reimbursed charges on a College phone.

5.2 No person shall have unauthorized use or occupancy of College facilities nor shall any person refuse to vacate a College facility when directed to do so by an authorized College official.

“From [Christ] the whole body, joined and held together by every supporting ligament, grows and builds itself up in love, as each part does its work.” - Ephesians 4:16

6.1 No person shall exhibit conduct that creates undue noise or interrupts the College community. This includes, but is not limited to, violating quiet and/or courtesy hours by unauthorized playing of musical instruments, radios,

televisions, or games. Playing of loud music is not conducive to quality community living. Playing of stereos in common areas needs prior approval of the appropriate Resident Director. Quiet Hours

Quiet hours are from 10:00 pm to 7:00 am daily. Reasonable quiet is expected from 7:00 am to 10:00 pm daily, when individuals may be studying or sleeping. Radios and stereos should be played at a reasonable volume. During finals week each semester there will be 24 hour quiet time.

6.2 No person shall interfere with the safe or clean environment of themselves or others.

6.3 No person shall keep animals of any kind in the residence halls or suites except for fish (in maximum of 10 gallon aquariums). For health, safety, and sanitation reasons, no animals of any kind are allowed in the residence halls. Only fish are allowed if kept in a well-maintained small aquarium (10 gals. or less).

6.4 No person shall commit actions that intentionally or unintentionally endanger the student, the College community, or the academic process. This includes, but is not limited to, pranks or horseplay.

6.5 No person shall throw anything into or out of a window or on or off of a roof of any campus building. Also, no person shall throw anything at a building, window, or door.

6.6 No person shall take up temporary or permanent residence in any public or community area (i.e., lounges, parlors, or other common areas).

6.7 No person shall host a visitor in the residence hall or suites without the advance permission of the Resident Director and/or the Office of Student Development. All visitors and guests must have a guest pass and shall be escorted by their host/hostess during their visit to the residence halls, suites or in other campus buildings or to campus activities (refer to the Guest policy in the Residential Life section of this Handbook). The Office of Student Development sponsors weekly residence hall visitations, known as Open House, at times announced to residents. Visitation in residence halls at other times by members of the opposite sex is prohibited, except in parlor areas or as approved by the Resident Director of the residence hall.

6.8 No person of the opposite gender (other than staff members assigned to the building) shall be in the residence halls or suites after posted visiting hours.

6.9 No person or group shall be involved with unauthorized demonstration or solicitation in any campus area.

6.10 No person shall dress in an inappropriate manner. Students, and guests of students, should dress appropriate to the occasion at all times. While it is not possible to fully define appropriate attire, it is expected that members of the ENC community will choose to dress modestly. The College believes that dressing modestly supports our life in community by helping to minimize possible discomfort caused others due to inappropriate attire. . We have set forth below a list of certain types of clothing restrictions. If you question the appropriateness of any articles of your own attire, it is suggested that you seek the assistance of a member of the Student Development staff. Shoes must be worn in campus buildings including Mann Student Center. This includes, but is not limited to, the following guidelines: It is unacceptable for men to go shirtless, except when involved in athletic activity. Short shorts for men and women are inappropriate wear. Women's attire involving bare midriffs, spaghetti strap tops, tube tops, and halter tops is unacceptable. Shoes must be worn in all public buildings and offices on campus.

Level Two- Major infractions of community covenants/college policies

7.1 No person shall harass, abuse, harm, or threaten to harm another person or another person's property. This shall include, but not be limited to, threats, violent acts, abuse, or harassment based on race, creed, ethnic origin, sex, age, political persuasion, sexual orientation, religion, or disability.

7.2 No person shall initiate, or participate in, hazing or any other type of initiation rite. Eastern Nazarene College supports and abides by the Commonwealth of Massachusetts which has established a law (Chapter 269, Section 17-19) naming hazing a crime punishable by a fine of up to \$1,000 and/or imprisonment for up to 100 days. The text of the law (section 17 et seq. of Chapter 269 Massachusetts General Laws, Crimes Against Public Peace) is included here so that each member of this community may understand the definition of "hazing" and the consequences of organizing, participating in, or observing such hazing behavior and activities. Persons observing such activity should report the violation immediately to Security or a member of the Student Development Staff. "Section 17 et seq. Whoever is a

principle organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than \$3,000 or by imprisonment in a house of correction for not more than one year, or both by such fine and imprisonment.” The term ‘hazing,’ as used in this section and in section 18 and 19 shall mean “any conduct or method of initiation into any student organization whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity that is likely to adversely affect the physical health or safety of any such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.” Failure of a witness to report knowledge of an incident of hazing to appropriate law enforcement officials may lead to a fine of up to \$1,000. Eastern Nazarene College will cooperate with state or local authorities in the investigation of hazing incidents and/or the prosecution of violators.

7.3 No person shall display any symbols that can be deemed harassing to another individual anywhere on campus. This includes, but is not limited to; symbols supportive of vulgarity, hate crimes, intolerance, or threats.

7.4 It is expected that good judgment, in keeping with the standards at ENC, will be utilized in the viewing of VCR tapes, DVDs, or other media in residence hall rooms or common areas. No “R” or adult-rated movies may be shown in common areas. Other guidelines regarding appropriate entertainment apply (within private rooms) even for computer games, videos, and other media. No person shall display or possess any pornographic literature, films, videos, CDs, DVDs or images of nudity.

“Do you not know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought at a price. Therefore honor God with your body.” - I Corinthians 6:19-20

8.1 No person shall smoke or use any tobacco products on or off campus.

8.2 No person shall use, manufacture, sell, barter, trade, distribute, or be in possession of alcohol whether on-campus or off-campus. Additionally, a person found in a posture of

approval towards these situations where such substances are found and/or are being consumed is deemed to have violated this section. In these incidents a breathalyzer may be used. Refusal of breathalyzer qualifies as an admission of policy violation. In addition, ENC employs the use of a breathalyzer for personal and community safety.

8.3 No person shall use, manufacture, sell, barter, trade, distribute or be in possession of a controlled substance (including illegal drugs, drugs prescribed to another individual, etc.). Additionally, a person found in a posture of approval towards these situations where such substances are found and/or are being consumed is deemed to have violated this section.

“Therefore each of you must put off falsehood and speak truthfully to his neighbor, for we are all members of one body.” - Ephesians 4:25

9.1 No person shall engage in lying, deception, or other types of dishonesty. This includes, but is not limited to; signing documents for another, misleading a College official, filing false reports, falsification of College documents, fraudulent behavior, and/or bribery.

“Give everyone what you owe him: If you owe taxes, pay taxes; if revenue, then revenue; if respect, then respect; if honor, then honor. Let no debt remain outstanding, except the continuing debt to love one another, for he who loves his fellowman has fulfilled the law. The commandments, ‘Do not commit adultery,’ ‘Do not murder,’ ‘Do not steal,’ ‘Do not covet’ and whatever other commandment there may be, are summed up in this one rule: ‘Love your neighbor as yourself.’ Love does no harm to its neighbor. Therefore love is the fulfillment of the law.” – Romans 13:7-10

10.1 No person shall tamper with any communication system (of the College or other institution or individual). This includes, but is not limited to, telephone, computer, or emergency communication systems.

10.2 No person, except for authorized mailroom staff performing the duties of their job, shall tamper with the contents of another individual’s or department’s campus mailbox.

10.3 No person shall possess, use, manufacture, distribute, or sell any weapons. This includes, but is not limited to, firearms, air guns, B.B. guns, paintball guns, pellet guns, knives with blades longer than two inches, or wrist rockets including sling shots.

10.4 No person shall be in possession of any unregistered pepper spray or defensive aerosol.

10.5 No person shall circulate or initiate a report or warning known to be false concerning an impending bombing, fire, or other emergency or catastrophe.

10.6 No person shall set any unauthorized fires on College property nor possess, use, manufacture, distribute, or sell any fire producing agents, explosives, and/or incendiary devices. This includes, but is not limited to, candles, fireworks, and firecrackers.

10.7 No person shall interfere in any way with emergency services or procedures, nor fail to conform to established safety regulations.

10.8 No person shall tamper with fire equipment nor use such equipment for other than the prevention or control of a fire. Fire equipment shall include, but not be limited to, thermal or smoke detectors, fire alarms, fire extinguishers, fire extinguisher boxes, fire hoses, smoke alarms, panels and any other emergency equipment.

10.9 No person shall tamper with, destroy, deface, vandalize, or steal the property of the College or another person.

10.10 No person shall use an unauthorized lock on, or block access to, a door or window in a campus area, including but not limited to; an office, lounge, residence hall or suite.

“From [Christ] the whole body, joined and held together by every supporting ligament, grows and builds itself up in love, as each part does its work.” - Ephesians 4:16

11.1 No person shall interfere with an investigation involving College policy or safety matters, and no person shall fail to comply with the request of College officials acting in the regular performance of their duties.

11.2 No person shall engage in sexual acts with anyone other than a spouse. Excessive public display of affection is unacceptable. Excessive display of affection includes couples sleeping or reclining with one another, passionate kissing, fondling of body parts, removing clothing or being covered with blankets.

11.3 No person shall engage in cheating, plagiarism or other forms of academic dishonesty (refer to Academic Council).

The above list is not exhaustive. Rather, any conduct (whether or not specifically listed above) that is disruptive, unacceptable, or otherwise interferes with the orderly operation of the College and its campus, or which endangers the health and safety of one's self and/or others will be evaluated in light of the College's principles and policies, and the student who engages in such conduct will be subject to disciplinary action and sanctions, as determined by the College in its sole discretion. Indecent, inappropriate or disorderly conduct and/or failure to comply with the directions or requests of College officials acting in the regular performance of their duties, is not compatible with the College's function as an educational institution in the Christian tradition. The College may establish additional policies, rules and regulations to encourage, support and develop its community and its principles.

SECTION 5

ON CAMPUS ORGANIZATIONS

STUDENT GOVERNMENT ASSOCIATION

Mann Student Center, 1st floor, x3579

Jonathan Ardrey, Student Government Association President

The mission of the Student Government Association (SGA) is to represent ENC students by:

- Serving the needs and interests of the general student body, and effectively representing, nurturing, and defending its Constitution and Bill of Rights and those of its satellite organizations
- Developing and maintaining school spirit by encouraging extra-curricular activities and supporting all campus chartered student ministries, clubs and organizations, intramurals, social and cultural events, and service opportunities
- Providing and supporting student leadership through regular training and communication
- Promoting responsible citizenship on the campus through the discussion and consideration of other significant issues, and in a broader community, by thoughtful attitudes and action

The Executive Council of the SGA consists of the Executive President, Director of Finance, Administrative Assistant, Director of Social Life, Director of Student Ministries Organizations, Director of Publicity, and the Director of Recreational Life. The SGA also

consists of the editor of the Nautilus, the editor of the Campus Camera, the Commuter Representative elected by commuter students, the Publications Board Chairperson, the Accountability Review Board (ARB) Chairperson, and the members of each class council. Students are encouraged to maintain contact with their student representatives and get involved in campus life.

STUDENT GOVERNMENT ASSOCIATION (SGA) DIRECTORY

EXECUTIVE COUNCIL

President	Jonathan Ardrey
Director of Finance	Patrick Lane
Administrative Assistant	Micah Horton
Director of Student Activities	Lindell Pascall
Director of Student Ministries	Philip Nase
Director of Recreational Life	Luke Dodge
Director of Publicity	Hilary Gallagher
Student Development Liaison	Melissa Lowell

COMMUTER COUNCIL

President	Naomi Vilfort
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SENIOR CLASS COUNCIL

President	Junior Filho
VP for Finance	Andrew Hill
Administrative Assistant	Sarah Leonard
Chaplain	Joshua Burley
Recreational Life	Joseph Burley
Student Events	Leif Mieras

JUNIOR CLASS COUNCIL

President	Allison Cammarata
Vice President for Finance	Naveen Rajan
Administrative Assistant	Emily Marascia
Chaplain	Tyler Restrict
Recreational Life	David Coleman
Student Events	Sara Miller

SOPHOMORE CLASS COUNCIL

President	Mandolin Porter
Vice President for Finance	Melissa Henry
Administrative Assistant	Emily Prugh
Chaplain	Joe Wilkinson
Recreational Life	Jen Thompson
Student Events	Mary Middleton

FRESHMAN CLASS COUNCIL

[to be elected]

SECTION 6

INSTITUTIONAL POLICIES AND PROCEDURES

ACADEMIC INTEGRITY POLICY

A cornerstone of academia is a commitment to academic integrity. In a scholarly community, the importance of having respect for one's own work and the work of others is essential; building a sense of trust among members of such a community is crucial as individuals create, share, and apply scholarly work. The importance of academic integrity is heightened within a Christian community of scholars in that we are also accountable to God for any behaviors of a dishonest nature. In consultation with administrators, faculty, and students, Eastern Nazarene College has set forth basic standards of academic integrity.

BASIC STANDARDS OF ACADEMIC INTEGRITY

At Eastern Nazarene College, integrity and honesty are expected and required in all activities associated in any way with academic course work. While it is not prudent or practical to attempt to specify an exhaustive list of unacceptable behaviors related to academic integrity, examples of unacceptable behavior include, but are not limited to, the following:

- Cheating (e.g., using any unauthorized materials or devices during an examination, allowing other students to submit your work under their name, changing responses on an exam after it has been graded, etc.).
- Plagiarism, which is presenting the work of others as your own, either directly or by implication (e.g., not giving credit to the original source for any thoughts, ideas, quotations, charts, and so forth that may be included in one's own work, etc.).
- Falsifying information (e.g., reporting of undocumented data, fabricating a set of data, fabricating volunteer hours required for a course, signing the attendance sheet for an absent student, etc.).
- Stealing and/or distributing exams which have not been authorized for release or otherwise taking advantage of dishonest behavior for the purpose of gaining an unfair academic advantage.

The basic standards of academic integrity are to be presented during freshman orientation, included in syllabi, and discussed in individual classes at the beginning of each semester.

Students and faculty should consult the Registrar's Office for the procedures for appealing and reporting academic dishonesty. It can

also be found on the college website at www.enc.edu under the Registrar's Office.

ACCEPTABLE USE POLICY FOR CAMPUS COMPUTING RESOURCES

The intent of this statement is to give an overview of acceptable and unacceptable uses of ENC's computing resources without exhaustively enumerating all such uses and misuses. This statement is intended as an addition to existing college policies concerning academic honesty, harassment, and use of facilities. The predominant goal of this policy is to promote honesty, respect for individuals and respect for both physical and intellectual property of ENC and others in the use of computing resources. All expectations regarding academic honesty and professional ethics extend to electronic media.

PURPOSE OF COMPUTING RESOURCES AT ENC

The primary purpose of ENC's computing resources is to enhance and support the educational mission of ENC. As a Christian community, we take the stewardship of our resources seriously since it is a means to develop effective servants to address the needs of our world. These resources include microcomputers, workstations and multi-user computer systems owned by ENC or its students. In addition, computing resources include local area networks, including network and telecommunication capabilities in the residence halls as well as connections to other computer networks via the Internet, and all electronic mail systems. All students, faculty and staff are responsible for using ENC's computing resources in an effective, ethical, lawful, and responsible manner. Use of computing resources and use of ENC telephone and voicemail systems, much like use of the library resources, is a privilege to be utilized responsibly. Computing resources are tools to enhance the educational process. While they afford a vast potential of resources, they also pose important challenges. Users must be aware of the traps inherent in this kind of technology.

- Time spent on the computer can quickly become excessive and restraint needs to be exercised for personal as well as institutional reasons. Our society is now seeing many individuals who are suffering from computer addiction in ways similar to other addictions such as alcohol or gambling.
- Networks can be used by unethical individuals to deceive users. ENC urges all users to exercise good judgment and caution to avoid becoming victims of illegal, unethical or immoral activity.
- Interaction with unknown users is not recommended because of the potential for harm.

ENC encourages any user to seek out appropriate resources for assistance. This includes seeking assistance for instruction from the Information Technology Services (ITS) staff in the use of resources, as well as accessing counseling resources available through the Brickley Counseling staff, Student Development staff, or faculty members.

SECURITY

While the College acts diligently to maintain the security of its systems, ENC does not guarantee the privacy of electronically stored information or electronic mail. Users of College-operated computing resources should also be aware that the College reserves the right to its sole discretion.

Additionally, users are responsible for the security of their own network services accounts. Users must follow the password guidelines distributed when the account is created.

ACCEPTABLE USE

ENC encourages the College community of faculty, staff and students to fully utilize the computing resources at ENC in a manner consistent with the mission of the College. Acceptable use also means that while utilizing computer resources for administrative, education, and research purposes, the legal protection of copyrights and licenses must be respected.

UNACCEPTABLE USE

While the potential for appropriate use of ENC's computing resources abounds, there are, however, aspects of use that can be problematic both for the individual and the institution. Unacceptable use of ENC's computing resources can fall into three different categories: unreasonable, unethical and illegal. These categories are not necessarily mutually exclusive, nor do they create situations which are equally problematic. All users are asked, however, to consider the following categories so that the resources may be accessed efficiently and appropriately.

UNREASONABLE USE

Activities that consume large amounts of bandwidth or time on a computer and interfere with the ability of others to use ENC's computing resources or network connected services are considered unreasonable. Overuse of bandwidth, connect time, information storage space, or printing capacity can present problems for other users. Some examples of unreasonable use include:

- Excessive downloading and use of peer-to-peer file sharing applications. These applications can hoard internet bandwidth and interfere with network access for other users.

- Excessive use of computing resources for computerized entertainment or games. Entertainment use should not interfere with a user who needs to work on academic projects.
- Excessive use of resources for e-mail. Distribution of chain letters or broadcasting to large lists of individuals can cause congestion on the network.
- Excessive use of computing resources outside of specific academic assignments. This raises issues of concern in terms of personal time management, the effective completion of academic assignments and the dangers of compulsively spending time on the computer.
- Printing of multiple copies of papers, posters, resumes, and banners. Only one copy should be printed on college-provided equipment.

UNETHICAL USE

Use of ENC's computers or networks that violates ENC regulations or policies, or is inconsistent with ENC's ethical standards or mission is prohibited. Some forms of use which are unethical may also overlap with the illegal use category. Some examples of unethical use include:

- Providing, assisting in, or gaining unauthorized or inappropriate access to ENC's computing resources is forbidden.
- Use of ENC computers or networks in a manner resulting in the inappropriate access to systems, software or data at other sites is not ethical. Do not use the College's computing system to gain access to a computer system that you are not authorized to use.
- Access and/or distribution of obscene, pornographic, abusive or threatening information of any data type including text, audio, graphic images, etc. via the campus network, Internet or other means is prohibited. Simply because a user can get access to objectionable material through computer networks does not justify viewing, downloading, or printing.
- Activities (e-mail, chat groups, etc.) conducted via the campus network or the Internet, for the express purpose of soliciting sexual favors and/or arranging meetings for the pursuit of sexual activity is unacceptable.
- Use of ENC computers or networks for commercial use or profit-making enterprise, except as specifically agreed to with the College, is not allowed.
- Attempting to circumvent ENC's computer security system is unethical.

- Damaging hardware, software or data which belongs to ENC or members of the ENC community is unacceptable.

ILLEGAL USE

Use of ENC computers or networks for any illegal purpose including, but not limited to, violation of federal, state or local laws regarding such subjects as obscenity, pornography, child pornography, hate communications, discriminatory harassment, or criminal activity. Some examples of illegal use include:

- Unauthorized reproduction of copyrighted material.
- Activities that result in the loss of another person's work or unauthorized access to another person's work.
- Racial, sexual or any other kind of harassment of an individual or a group through the computing resources of ENC.
- Altering, destroying data or utilizing services that do not belong to the user.
- Involvement in on-line gambling.
- Accessing or downloading obscenity or child pornography images.

ONLINE COMMUNITIES

Students should not assume any website or blogsite to be confidential. The Student Development Office encourages all students to use caution when posting on-line information. Students should be aware that on line material is open to public viewing. Users of facebook, myspace and similar websites are advised not to post specific address, residence hall, room or phone number due to the potential for harassment, stalking or identity theft. The "world wide web" is used by people and organizations around the world for good and bad things. Students are encouraged to take extreme caution when posting information about themselves or their friends." "Threats to others and to oneself will be taken seriously if brought to the attention of SDO staff. The Student Development Office does not monitor on-line communities. However, any behavior that violates the community covenant or policies which are brought to the attention of the SDO staff will be treated as any other violation and will be referred to appropriate disciplinary channels.

SANCTIONS

Out of respect for the entire ENC computing community, violations to the Acceptable Use Policy will be taken seriously. Violations of written policy may incur any of the following actions, depending upon the specific nature of the infraction:

- Electronic mail or letter of warning from the Director of Information Technology Services may be issued.

- Computer account and network privileges may be lost.
- There may be immediate dismissal, suspension, fines, ban from living on campus, ban from use of or presence on certain campus property, ban from leadership roles, community service, educational programming, counseling and/or appearance before the Council on Community Responsibility (CCR).
- Incidents of plagiarism or other academic dishonesty may also result in a reduced grade or course failure and/or loss of computing privileges.

In incidents of illegal actions, cases may be prosecuted by local, state or federal agencies.

COMMUNICABLE DISEASES POLICY

Copies of the AIDS and other communicable diseases policy for Eastern Nazarene College are available in the Student Development office, Academic Dean's Office, Brickley Center, and Executive Student Government Association Offices.

EMERGENCY CLOSING PROCEDURES

The campus community is notified of changes to the work or school day due to weather or other emergencies via the ENC website at enc.edu/delays or enc.edu/alerts. In addition, individuals can dial 617.745.3999 from off campus or x3999 on campus to hear the recorded message or sign up for the E2 Campus alerts for emergencies and closings that are sent as a text to cell phones. Information will be provided regarding traditional, graduate, and adult studies programs.

FIRE SAFETY POLICIES AND PROCEDURES

Tampering with firefighting equipment or deliberately setting off fire alarms is a criminal offense. Smoke alarms and fire extinguishers are placed throughout the residence halls and campus buildings for the safety and protection of students and staff. Deliberately activating fire alarms brings the local fire department to the campus needlessly, endangers the responding firefighters, leaves the rest of the community vulnerable, and is a very serious matter. When the fire department ascertains that a fire alarm has been deliberately activated falsely, the individual(s) or the residence hall will be fined \$500. The continuing student status of the responsible party will also be considered. In addition, Massachusetts General Law allows for a penalty of \$500 and 6 months in jail for persons setting a false fire alarm. Vandalism of safety equipment calls for a fine of \$1,000 and up to a year in jail. The College will cooperate with local fire safety officials when they are seeking to prosecute any person guilty of setting a false alarm, tampering with an alarm device (smoke alarm or fire extinguisher), or vandalizing any part of the system.

The fine by the College for playing with or discharging a fire extinguisher as a prank, or tampering with smoke detectors is \$300 for each offense and may result in further disciplinary action.

Residence hall rooms have an early detection smoke alarm, and the hallways are equipped with both smoke and heat detector units. In addition, there are fire extinguishers in every hallway. The College permits and encourages students to have an all-purpose, dry powder fire extinguisher in their rooms. Dry powder fire extinguishers are the only type permitted.

Students are encouraged to:

- Become familiar with the location of the fire equipment, fire exits, and evacuation procedures.
- Keep rooms and public areas free of fire hazards.
- Report all damaged or unsatisfactory fire equipment to the Office of Student Life or the security guard on duty.

In case of fire:

- Activate the nearest campus alarm (linked automatically with the Fire Department) or dial x3911 and report the fire to Campus Security.
- When possible, shut windows, unlock and close doors, and leave lights on before leaving the room and evacuating the building.
- Keep the driveways clear
- Stay at least 100 feet from the building.
- Do not reenter the building until it has been cleared by the Fire Department.

As a matter of fire safety and College policy, students are required to refrain from unsafe practices. These include, but are not limited to, the following:

- Overloading electrical circuits.
- Storing or maintaining gas combustion engines of any kind in campus buildings.
- Using electric space heaters or air conditioner units, except those provided by the College.
- Storing flammable liquids of any kind.
- Propping interior fire doors open.
- Having natural Christmas trees or decorative branches inside/outside of their rooms.
- Storing flammable items in residence rooms or storage areas.
- Possessing or burning candles or incense in the residence halls.

- Lighting fires of any kind, inside or outside of College buildings/property.
- Setting off bombs or fireworks of any type.
- Covering or disabling smoke alarms in residence hall rooms or lounges.

When a fire alarm is sounded, whether established as actual or false, the building must be evacuated immediately. Any individual refusing to vacate a building during a fire alarm will be subject to disciplinary action. Participation in unauthorized activities will result in fines and/or other disciplinary action. If any of these activities results in a false fire alarm, the fine will be \$500 and may result in other disciplinary action.

PARKING AND TRAFFIC POLICIES

VEHICLE REGISTRATION

All vehicles parked on campus must be registered through the Office of Risk Management. This includes, but is not limited to, bicycles, motorcycles, automobiles, and mopeds. The student vehicle registration fee is \$45.00 for the year. For this fee each registered resident student is permitted to park in the Waterston Parking Lot. This lot is a well-lighted enclosure which is locked each evening after curfew hours begin. A call box is conveniently located at the entrance. Those who would like an escort from their vehicle to the residence hall at night can press and hold the blue button and talk into the speaker. A security officer will promptly respond via radio as to his/her estimated time of arrival to the lot. When the gate to this lot is locked, a security officer will open it if requested.

Some resident students (RAs, disabled students, married students, etc.) may be assigned to another campus parking lot.

Commuter and Graduate students will be charged \$25 for registering their vehicles and are permitted to park in the Sachem Lot while classes are in session or when the Library is open. When this lot is full, they may utilize the Waterston Lot. (See section on obtaining a Parking Overflow Pass regarding overnight parking in this lot.)

All unregistered or improperly registered vehicles parked on campus or in college parking areas may be towed and stored off campus until the owner is identified and the costs of towing, storage fees, registration fees, and past fines are properly billed or paid.

Privately owned motor vehicles are not permitted to undergo major repairs on campus. Disabled cars are not permitted in the Waterston Lot during and/or after the school year unless specific arrangements are made with the Director of Risk Management. Vehicles left on campus or in the Waterston Lot at the close of the school year will be

towed to a tow lot (with no liability to the college) with the exception of summer students' vehicles and those who have made specific arrangements with the Director of Risk Management.

Vehicle and parking fines include but are not limited to:

- Registered resident or commuter student parking on main campus (behind and on the side of Cove, the Garage lot, and behind Young) - \$15
- Fire lane and unauthorized Handicapped parking - \$30
- Unregistered vehicles - \$50
- Registered resident student parked in Schem - \$10
- Towed vehicle – Student will bear all costs for towing and storage

After a student is issued three vehicle violation tickets, a large adhesive sticker will be placed on the window of his/her vehicle, warning the student that the next parking violation will result in the vehicle being towed and stored at a tow lot. Also, any student with three or more ticket violations will be subject to student discipline through the Office of Student Life. A fourth violation will result in the vehicle being towed. The student who registered the vehicle will bear all costs of towing and storage. Following the fifth ticket, the student will lose on-campus parking privileges for a semester.

A student may appeal a parking violation ticket by completing and submitting a Traffic Citation Appeals Form no later than 7 days after the issuance date of the parking ticket. This form can be obtained from the Security Office.

Under no circumstances should any motor vehicle be parked on the lawn areas or other unpaved spaces on campus at anytime. Parking in fire lanes or the spaces reserved for the handicapped will not be tolerated and violators will be subject to disciplinary actions, and may also be ticketed and may be towed without warning.

VEHICLE MOVING VIOLATIONS

The campus speed limit is 5 miles per hour. Drivers of motor vehicles are expected to exercise caution when driving on campus. Those observed driving in an unsafe manner (speeding, peeling tires, stopping suddenly, etc.) will be subject to a fine of up to \$50 per offense. Repeat violators will be subject to disciplinary actions, and may also be required to remove their vehicle from College property.

VISITOR/ GUEST PARKING REGULATIONS

Visitors and guests of the College who would like to park their vehicles on ENC property are required to obtain a temporary parking pass. Contact Security to obtain a pass by dialing 617-745-3911 or by dialing x3911 on any campus phone. The Security Officer will need the license plate number and a contact number for the guest in

order to process the temporary parking pass. He/she will also direct the driver as to where to park their vehicle.

Visitors/guests who violate ENC parking regulations are subject to a warning letter. Any parking violations incurred after receiving the letter will result in a large adhesive warning sticker being placed on the vehicle window. Any subsequent violation will result in the vehicle being towed and stored at a tow lot at the vehicle owner's expense.

PARKING OVERFLOW PASS

This pass will be used to allow students with registered on-campus parking permits to park in the Sachem Parking Lot between the hours of 11 pm and 7 am if the Waterston Lot is filled to capacity. Students can obtain this pass by contacting the Security Officer on duty at x3911 or 617-745-3911. This lot is utilized heavily during the daytime by faculty, staff, and commuters. Therefore any resident overnight parking must be cleared by 7 a.m. This pass is only valid for one night of parking and a new pass must be obtained each time the Sachem Lot is utilized.

TEMPORARY VEHICLES

If an ENC registered vehicle is being repaired or is not going to be on campus for another reason, a temporary parking pass can be issued to the driver via Security. This pass will only be valid for 1 week. Those in need of a parking pass for longer than this length of time will need to make arrangements with the Director of Risk Management.

SNOW EMERGENCIES

Wendell Avenue and East Elm Avenue between Gardner Hall and Wollaston Church of the Nazarene are designated for snow emergency access by the City of Quincy during heavy storms. Vehicles parked along East Elm Avenue during these times are subject to being towed and stored at the owner's expense. Overnight parking is never permitted on East Elm Avenue.

MOTOR VEHICLE INSURANCE AND RESPONSIBILITY

Eastern Nazarene College assumes no financial responsibility for any damage or loss to a student's vehicle or its contents. Students who park on or off campus do so at their own risk. Owners of motor vehicles must maintain public liability insurance to conform to the laws of the Commonwealth of Massachusetts.

SEXUAL ASSAULTS AND OFFENSES

A sexual assault or offense is any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

It is the policy of Eastern Nazarene College, in keeping with its Christian standards, that sexual assaults are totally unacceptable and intolerable. This is concurrent with efforts to establish an environment in which the dignity and worth of all members of the community are respected and is in keeping with the standards set in the 1992 Campus Sexual Assault Victim's Bill of Rights.

Throughout the year, beginning in New Student Orientation, programs and materials are made available to highlight responsibilities and concerns in terms of sexual conduct. The brochure on "Campus Safety, Personal Safety, and Law Enforcement" has added information on sexual assault prevention and is available through the Office of Risk Management.

Victims of sexual assault are encouraged to report offenses immediately to the Office of Student Development staff, on-campus security personnel, local police, and/or go to the nearest hospital emergency room. All reports are considered confidential. The student can avail him/herself of counseling and support opportunities on campus or through outside agencies. Area hospitals and police departments have staff trained for rape crisis intervention. On-campus personnel are available to assist in that reporting process, if requested. The Office of Student Development will also address the situation as it deems appropriate, including implementing disciplinary actions against the perpetrator and addressing any needs for change of academic and living situations and/or counseling.

It is important for the victim to go to the hospital to receive proper medical attention and preserve evidence in the event of future decisions to pursue the offense legally. It is also important to contact Student Development Office and/or the Counseling Center so that emotional support (including the option of professional counseling) is available.

SEXUAL BEHAVIOR STATEMENT

As Christian educators, Eastern Nazarene College has a responsibility to state clearly our biblical understanding of human sexuality. Human sexuality is a gift from God to share under the guidance of biblical principles and only within a marriage relationship between a man and a woman.

With the grace and wisdom of God's spirit, we believe that students can live victoriously with respect to sexual integrity and refrain from any practice of sexual inappropriateness. All individuals can be a successful part of the ENC community if they are willing to abide by the ENC community lifestyle covenant. Due to the confidential nature of all issues related to sexual behavior, each incident will be handled administratively rather than through the CCR.

Resources are available to students who have questions in the Office of Spiritual Development, the Brickley Center, and the Office of Student Development.

PREGNANCY STATEMENT

If a premarital pregnancy occurs while currently an ENC student, ENC is committed to standing with both the father and mother of the unborn child to offer spiritual and emotional support. As both individuals consider the results of their actions and plan for their future and that of their baby, ENC mandates that the parents attend personal counseling and spiritual counseling. ENC encourages students to inform a Resident Director, the Office of Student Development, the Office of Spiritual Development, or the Brickley Center to obtain support, structured assistance, and education.

No student will be dismissed from ENC due to pregnancy. Any consequences determined necessary by the College will be applied equally to both parties if both are students. Until the baby arrives, if the students are currently living on campus, both individuals (father included) may be required to move out of the residence hall. Due to the confidential nature of all issues related to sexual behavior, each incident will be handled administratively rather than through the CCR.

COHABITATION

Living/residing with a non-related person of the opposite sex outside the bonds of a heterosexual marriage is contrary to the ENC lifestyle covenant.

SEXUAL HARASSMENT

Sexual harassment of employees and students of Eastern Nazarene College is defined as any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of sexual nature, when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting that individual's employment or education
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or educational experience, or creates an intimidating, hostile or offensive work or educational environment.

It is the policy of Eastern Nazarene College, in keeping with its Christian standards and with efforts to establish an environment in which the dignity and worth of all members of the institutional community are respected, that sexual harassment of employees and students at Eastern Nazarene College is unacceptable conduct and will not be tolerated. Sexual harassment may involve the behavior of a person of either sex against a person of the opposite or same sex, when that behavior falls within the definition outlined above.

Students, faculty and staff members who feel that they have been sexually harassed (under the above definition) and wish further information or assistance in filing a complaint should contact one of the following persons: the Vice President for Student Development, the Associate Dean of Students, the Director of Residential Life, or the Academic Dean.

The College officer who has been sought out will first hear the complaint. He/she may do fact finding and give guidance to the complainant and may also, when possible by mutual consent to do so, arrange for a written statement or agreement to resolve the matter before it goes to formal hearing. The College officer receiving the complaint may also assist the complainant in filing a written, signed, formal complaint if no further resolution at this point can be reached that is satisfactory to all parties. If the officer who handles the matter up to this point concludes this stage of investigation without such a resolution, there will be either a finding of probable cause or of no violation. In the case of no violation, the parties involved may appeal the decision that will result in forwarding the matter for a formal hearing. In the case of a probable cause, findings on the matter will be forwarded to the hearing committee along with the nature of the violation and the evidence supporting the finding. The officer may also forward a recommendation that specific sanctions be imposed.

Upon the receipt of a formal written complaint, the College officer will refer the matter, along with his/her findings and recommendations, to a formal hearing committee appointed for this purpose by the President to hear the complaint. The hearing committee will receive all information presented by parties or the investigating officer and recommend its findings to the Administrative Council for imposition of sanctions if the finding is for the complainant. The Administrative Council may impose sanctions ranging from verbal or written reprimand to termination of employment or student status.

At no stage of this process, whether informal or formal reviews are involved, shall either party have legal counsel present.

Efforts shall be made during both formal and informal reviews of cases claiming sexual harassment that retaliation against the complainant does not take place. Efforts shall also be made at each level of review to keep discussion confined to persons who need to know about the matter, but no guarantee of confidentiality can be given under the circumstances.

STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT

The Student Right-to-Know and Campus Security Act of 1990 mandates that certain information be kept and disclosed on campus crimes considered to be a threat to students or staff such as murder, rape, robbery, aggravated assault, burglary, and motor vehicle theft which are reported to campus security or to local police. In addition, institutions must also report arrests for the following crimes: liquor law violations, drug abuse violations, and weapons possessions. This information is distributed annually by the Office of Risk Management to all enrolled students and to prospective students upon request.

Students and employees are to promptly report crimes to the Director of Risk Management and to the Quincy Police. In an effort to inform students and employees about campus security procedures and policies, and to encourage students and employees to be responsible for their own security and the security of others, a Campus Security and Safety brochure is distributed to each student.

SECTION 7

CAMPUS RESOURCE DIRECTORY

(when dialing from off-campus, dial the central ENC number (617-745-3000) and request the following extension)

ACADEMIC DEPARTMENTS

Biology	3553
Business	6847
Chemistry	3548
Communication Arts	3715
Education	3534
English	3834
Foreign Languages	3508
History	5816
Math/Computer Science	5812
Movement Arts	3639
Music	3715
Physics	5812
Psychology	3556
Religion	3536
Social Work	3565
Sociology	3556
Teacher Education	3534

STUDENT SERVICES DEPARTMENTS

Academic Affairs	3706
Admissions	3711
Athletic Department	3639
Campus Camera	3577
Commons/Cafeteria	3961
Campus Nurse	3893
Career/Counseling/Health (Brickley Center)	3892
Cashier	3701
Center for Academic Services (CAS)	3836
College Store	3591
Dugout	3954
Facilities Management	3716
Financial Aid	3712
Food Services	3575
Help Desk (ITS)	3727
Housing (Residential Life)	3595
Human Resources	3723
Instructional Resource Center (IRC)	3841
Kinder Haus	5716
Library	3580
Mailroom & Materials	3588
Nautilus	3578
Payroll/Student Employment	3812
Praxis Office	3837
President's Office	3702
Registrar	3877
Resident Directors	3596
Security	3911/3728
Spiritual Development	3536
Student Accounts	3701
Student Development Office	3718
Student Government Association	3580
Tutor Bank	3838
Wollaston Church	3934/472-5669

CALENDAR YEARS

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2010

January	S M T W T F S 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	February	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	March	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	April	S M T W T F S 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
May	S M T W T F S 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	June	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	July	S M T W T F S 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	August	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
September	S M T W T F S 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	October	S M T W T F S 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	November	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	December	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31





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23 East Elm Avenue • Quincy, MA 02170
(617) 745-3000 • www.enc.edu