

## Academic Standing and Discipline

Students who maintain a minimum grade point average according to the following schedule are considered to be in good academic standing. Academic records are reviewed after the fall and spring semesters.

Minimum Cumulative	
Credits Attempted	GPA
19-32	1.7
33-48	1.8
49-63	1.9
64 or more	2.0

Transfer students are evaluated based upon hours attempted at ENC plus hours transferred from other colleges, and the grade point average earned only in courses at ENC.

Students who fall below the above minimum standards are not in good academic standing and will be placed on academic probation (not the same as the financial aid probationary period describe under the Satisfactory Academic Progress Policy for Financial Aid Recipients elsewhere on this page). Students on academic probation are restricted to 13 semester hours during the probationary period. Only students in good academic standing may participate in student government, intercollegiate athletics, college drama presentations (except as part of the curricular requirements for a class), ENC summer ministry teams, or tour off-campus with ENC music ensembles. This policy does not apply to intramural activities.

If after one semester on academic probation the cumulative grade point average is not improved, or after two successive semesters on academic probation the grade point average does not meet the minimum standards for good academic standing (as outlined above), or at any time after two semesters at ENC the grade point average falls below a 1.0 average, a student may be academically suspended by the Vice President for Academic Affairs. In such a case the student has the right to appeal to the committee on Admissions and Academic Standing for a review of such a decision. Students who are eligible for academic suspension, but for whatever reason not actually suspended, will be placed on academic probation.

Students on academic suspension are not eligible to apply for readmission until after the lapse of one regular semester. If readmitted, the student will be on academic probation. If a grade point average of 2.0 is not attained for courses taken during the semester following, the student may be academically suspended again. In addition, the student continues to be subject to the standards for good academic standing.

### **SATISFACTORY ACADEMIC PROGRESS (FOR FINANCIAL AID RECIPIENTS)**

Financial aid recipients must meet the requirements for satisfactory academic progress established by Eastern Nazarene College in compliance with federal regulations. Failure to do so will result in the forfeiture of all financial aid.

Eastern Nazarene College defines satisfactory academic progress through the following criteria:

1. A student must be in good academic standing as defined by the College's policy on Academic Standing and Discipline
2. A student must earn enough cumulative credits after each academic year to maintain incremental progress toward completing a degree within the allowable time frame. Eastern Nazarene College has established the following maximum time frames for degree completion by full-time students: Associate Degree = 3 years; Bachelor Degree = 6 years; Master of Education Degree = 3 years; Master of Arts Degree = 4 years. This time frame requires a student to complete a minimum of 67% of the cumulative hours attempted each year. Hours attempted include credits for all courses appearing on the student's transcript, including course withdrawals made after the initial drop/add period, incomplete courses, repeated courses, pass/fail courses, courses with an "NC" (no credit) grade, and remedial course work.

Students will be evaluated at the end of each academic year for the purpose of determining satisfactory academic progress. A student who fails to meet either one of the criteria for satisfactory academic progress at that time faces one of the following consequences:

1. A student with less than 64 credit hours attempted and a cumulative grade point average above 0.7 may be granted a financial aid probationary period of one semester after failing to meet one of the established criteria for the first time only at the time of evaluation. The student may continue to receive financial aid during the probationary period, but must meet both criteria by the end of that semester.
2. Students who have attempted 64 or more credit hours or have earned a GPA of .7 or lower will forfeit all financial aid until they can meet the criteria for satisfactory academic progress.

A student may appeal the requirements for satisfactory academic progress with extenuating circumstances such as injury, illness, death of a relative, or other reasons of undue hardship. Appeals must be submitted in writing to the Director of Financial Aid no later than the first class day of the semester. The Financial Aid Committee will consider the appeal and make an appropriate decision.

For transfer students, satisfactory academic progress will be determined based on all coursework accepted toward a degree and included on the ENC transcript.

### **Directed and Independent Studies**

Directed and Independent Studies are available to upperclassmen with superior academic records. Permission of both the instructor and the Committee on Admissions and Academic Standing is required.

### **Directed Study**

A directed study consists of course work done outside the classroom under faculty supervision. Weekly conferences will be held with the instructor. Consequently, a fee for private instruction will be charged in addition to tuition for the course. Directed studies will only be approved if there are irreconcilable class schedule conflicts and will not be approved for core curriculum courses. Petitions will only be considered if submitted prior to the end of the early registration period.

### **Independent Study**

An independent study consists of investigation of a problem or topic done largely by the student with initial guidance, occasional consultation, and final evaluation by the faculty member who sponsors the project. Petitions will be considered in cases where a student wishes to pursue a subject of particular interest not already treated extensively in a regular course.

The Committee on Admissions and Academic Standing will not generally approve more than three concurrent Independent Study sponsorships for any faculty member.

Forms for submitting proposals for both Directed and Independent Studies are available in the Registrar's office or may be copied from the sample in the Appendix of this manual.

It is contrary to policy for faculty members to tutor for remuneration students enrolled in their courses.

### **Student Education Record Policy (Buckley Amendment)**

The Family Education Rights and Privacy Act of 1974, commonly referred to as the Buckley Amendment, (FERPA) is a federal law enacted to protect the privacy of student education records by preventing unauthorized disclosure of education records and other personally identifiable information to third persons. FERPA requires that colleges maintain a policy which informs currently enrolled or "eligible" students of the manner in which Eastern Nazarene College has chosen to implement FERPA.

### **Definitions**

The following definitions are used herein, solely for the purposes of implementing this policy:

Attendance

Official enrollment and personal participation in courses offered to students by ENC, including the period during which a person may be working under a work-study program.

### Education Records

Any record (including, but not limited to handwritten, printed, audio tapes, film, or other medium) maintained by ENC, or any party acting for ENC, which is directly and intentionally related to a student, except:

- Records of a staff member, kept in their sole possession as maker of the record, inaccessible and undisclosed to any other person except a temporary substitute for the maker of the record;
- Records maintained by the Campus Safety and Security Department if the record is solely for law enforcement purposes, revealed only to law enforcement agencies of the same jurisdiction, maintained separately from education records, and the Security Department is not granted access to education records maintained by ENC;
- Records relating exclusively to the employment of an individual whose employment is not contingent on the fact that he or she is a student, provided that the records are made and maintained in the normal course of business;
- Records made and/or maintained by a physician, psychiatrist, psychologist or other recognized professional acting in his or her professional capacity which are used only for the treatment of the student and are disclosed only to other individuals providing treatment;
- Alumni records which only contain information about the individual after he or she is no longer in attendance at ENC.
- Student: Any person who is now enrolled and attending, or who was enrolled and attended, ENC. For persons who were students, such term applies only to the period of time in which the person was enrolled and attended ENC.

### Annual Notification

To ensure that all current students are aware of the rights granted to them under FERPA, ENC provides an annual notification of their rights through the following means:

- Publication in the annual undergraduate catalog; and
- A notice statement, requiring a response by return with signature, included with necessary registration and/or financial aid materials.

### Procedure To Inspect Student Education Records

Students who desire to inspect and review their education records may do so upon request to the appropriate ENC record custodian. Students should submit to the record custodian or such other appropriate ENC staff person a written request which identifies as precisely as possible the record or records he or she wishes to inspect.

The record custodian or such other appropriate ENC staff person will make the necessary arrangements for access as promptly as possible and will notify the student of the time and place where the records may be inspected. Access to the records will be granted 45 days or less from ENC's receipt of the written request.

If a record contains information about more than one student, the student may inspect and review only the records which relate to him or her.

**Refusal to Permit Access**

ENC reserves the right to refuse to permit a student to inspect or review the following records:

- The financial statement(s) of the student's parents.
- Letters and statements of recommendation for which the student has waived his or her right of access, or which were placed in the student's file before January 1, 1975.
- Records connected with an application to attend ENC or a component unit of ENC if the application was denied.
- Those records not included in the term educational records as defined by FERPA.

**Fees for Copying and Forwarding Materials**

Students who request copies of their educational records will be charged \$ 1.00 per page. In addition, the student will be required to bear the cost of postage or shipping whichever is appropriate.

**Refusal to Provide Copies**

ENC reserves the right to decline to provide copies of records not required to be made available by FERPA when the student (a) resides within commuting distance of ENC; (b) has an unpaid financial obligation of any kind to ENC; or (c) the student is the subject of a pending disciplinary action or process by ENC or any action taken is unresolved

### **Types, Locations, and Custodians of Student Education Records**

The following is a list of the types of student education records ENC maintains, their locations, and the appropriate custodian to contact.

<b>Types</b>	<b>Location</b>	<b>Custodian</b>
Admission Records, Academic Records	Office of the Registrar Gardner Hall	Registrar
Financial Records	Office of Student Accounts	Student Accounts
Disciplinary Records, Placement Records, Progress Records	Office of Student Development Mann Student Center	VP for Student Development
Health Records	Health Services Clinic Brickley Counseling Center 104 Willow Street	Director of Health Services
Occasional Records	The appropriate official will collect such records, direct the student to their location, or otherwise make them available for inspection and review	ENC staff person who maintains such occasional systems records

### **Disclosure of Student Education Records**

ENC shall disclose information from a student's education records only upon written consent of the student unless the disclosure is made pursuant to the following criteria:

- To ENC officials having a legitimate educational interest in the records.

An "ENC official" is a person employed by ENC in an administrative, supervisory, academic, research, or support staff position; a member of the Board of Trustees; and a person employed by or under contract to ENC to perform a special task, such as an attorney or auditor.

A "legitimate educational interest" occurs where the ENC official is performing a task (a) specified in his or her position description or by a contract agreement; (b) related to a student's education; or (c) related to the discipline of a student.

- To officials of another school, upon request, in which a student seeks or intends to enroll.
- To certain officials of the US Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs.

- In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount, or conditions of the financial aid.
- If required by a state law requiring disclosure that was adopted before November 19, 1974.
- To organizations conducting certain studies for or on behalf of ENC.
- To accrediting organizations to carry out their functions.
- To Parents of an eligible student who claim the student as a dependent for income tax purposes, pursuant to Section 152 of the Internal Revenue Code.
- After reasonable attempts to notify the student, to comply with a judicial order or a lawfully issued subpoena enforceable in the Commonwealth of Massachusetts.
- To appropriate parties in a health or safety emergency.
- To an alleged victim of any crime of violence of the results of any institutional disciplinary proceeding against the alleged perpetrator of that crime with respect to that crime.

**Record of Request(s) for Disclosure**

ENC will maintain a record of all requests for and/or disclosure of information from a student's education records. The record of disclosure will identify the name of the party making the request, any additional party to whom it may be re-disclosed, and the legitimate interest the party has in requesting or obtaining the information. The disclosure record may be inspected and reviewed by the eligible student.

**Directory Information**

ENC designates the following personally identifiable information contained in the student's education records, none of which would generally be considered a violation of privacy rights if disclosed, as Directory Information: student name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended, and photograph.

Any students who do not wish to have some or any of the information listed above disclosed must notify ENC in writing no later than 30 calendar days following publication of the annual Notice to Students concerning their federal law rights. The written notice should be signed by the student and include a description of all types of information which the student does not desire to have designated as directory information.

**Correction of Student Education Records**

Students are entitled to ask to have records corrected which they believe to be inaccurate, misleading, or in violation of their privacy rights. The following describe the procedures for the correction of student education records. NOTE: This policy is distinct from the Grade Grievance Procedure detailed on page 83 of this Section:

- A student must request an amendment of the record from the appropriate ENC official. In so doing, the student should identify the part of the record he or she wants changed and specify why he or she believes it is inaccurate, misleading or in violation of his or her privacy or other rights.
- ENC may comply with the request or it may decide not to comply. If ENC decides not to comply, it will notify the student of the decision and advise him or her of his or her right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's privacy or other rights.
- Upon request, ENC will arrange for a hearing, and notify the student, reasonably in advance, of the date, place, and time of the hearing.
- The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of the College. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by one or more individuals, including an attorney.
- ENC will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and reasons for the decision.

- If ENC decides that the challenged information is not inaccurate, misleading, or in violation of the student's privacy or other rights, it will notify the student that he or she has a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.
- The statement will be maintained as part of the student's education records as long as the contested portion is maintained. If ENC discloses the contested portion of the record, it must also disclose the statement.
- If ENC decides that the challenged information is inaccurate, misleading, or in violation of the students privacy rights, it will amend the record and notify the student, in writing, that the record has been amended.

## **Section 7**

### **Academic Support Services**

#### **Nease Library**

Nease library provides collections and services to support the curriculum of the college. The librarians endeavor to work as partners with the faculty in providing resources for student research and enrichment.

#### Collection Development

Each department is allocated an annual budget for materials. Any faculty member may order new books or non-print materials for inclusion in the collection. The department chair or designated library liaison coordinates the selection process for balance.

When ordering, please send the acquisitions librarian as much information as available. Orders are sent from sale catalogs as well as vendors and publishers.

To assist you in selecting the best materials, the library subscribes to Choice on cards and sends them to the department representative. Choice is a reviewing service that evaluates titles with an undergraduate academic focus.

Changes to the periodical collection are done only after careful consideration. If you wish to request a new title, contact the Periodicals Coordinator for details on the process.

#### Bibliographic Instruction

The librarians would also like to work with you to introduce your students to library research. Most students receive a general introduction through freshman seminar and critical writing bibliographic instruction. However, it is also important that students be introduced to research tools and literature within the major. Contact the Information Resources Librarian about scheduling a bibliographic instruction session for your majors.

#### Reserves

Faculty often put materials on reserve to increase short term access to limited copies. You may place on reserve library or personal copies of books, articles, papers, or non-print materials. Please give the library adequate time to process materials before announcing assignments.

### Circulation

Faculty may borrow books for four months and non-print materials for the designated two week or 3-day circulation period. We appreciate your cooperation in not re-loaning materials to students or using library copies as long term desk copies. Campus families may borrow materials for the same circulation period as students.

### Instructional Resources Center

The Donald E. Reed Instructional Resources Center provides instructional support for faculty and classroom audiovisual equipment. See the I.R.C. director for assistance with TV/VCRs, audio and visual tapes, cameras, overhead projectors and other A-V needs. The I.R.C. also houses an elementary/secondary curriculum collection and projection space for basic projects, especially to support the education department.

### Microcomputer Lab

The microcomputer lab is used for general student computer work, primarily word processing. Both Macintosh and PC environments are available. Software may be placed on reserve if user consultants are given instruction to assist students.

### Hours

The library building is normally open 7:45 am - 11 pm Monday through Thursday, 7:45 am - 8 pm on Fridays, 10 am - 8 pm on Saturdays, and 1:00 pm - 5:00 pm on Sundays. The I.R.C. and microlab are available during all library hours.

## Copying and Copyright Law

The following guidelines, promulgated by the Authors' League of America, the Association of American Publishers, and the American Council on Education, cover duplication of copyrighted materials for classroom use, whether from Nease Library or the faculty member's own shelves:

1. Single Copying for Teachers: A single copy may be made of any of the following by or for a teacher at his or her individual request for his or her scholarly research or use in teaching or preparation to teach a class:

(a) A chapter from a book. (b) An article from a periodical or newspaper. (c) A short story, short essay or short poem, whether or not from a collective work. (d) A chart, graph, diagram, drawing, cartoon or picture from a book, periodical, or newspaper.

2. Multiple Copies for Classroom Use: Multiple copies (not to exceed in any event more than one copy per pupil in a course) may be made by or for the teacher giving the course for classroom use or discussion; provided that:

(a) The copying meets the tests of brevity and spontaneity as defined below; and, (b) meets the cumulative effect test as defined below; and, (c) each copy includes a notice of copyright.

Definitions:

Brevity:

(i) Poetry:

(a) A complete poem if less than 250 words and if printed on not more than two pages or  
(b) from a longer poem, an excerpt of not more than 250 words.

(ii) Prose:

(a) Either a complete article, story or essay of less than 2,500 words, or  
(b) an excerpt from any prose work of not more than 1,000 words or ten percent of the work, whichever is less, but in any event a minimum of 500 words. (Each of the numerical limits stated in (i) and (ii) above may be expanded to permit the completion of an unfinished line of a poem or of an unfinished prose paragraph.)

(iii) Illustration:

One chart, graph, diagram, drawing, cartoon or picture per book or per periodical issue.

## (iv) “Special” works:

Certain works in poetry, prose or in “Poetic prose” which often combine language with illustrations and which are intended sometimes for children and at other times for a more general audience fall short of 2,500 words in their entirety. Paragraph (ii) above notwithstanding such “special” works may not be reproduced in their entirety; however, an excerpt comprising not more than two of the published pages of such special work and containing not more than ten percent of the words found in the text thereof, may be reproduced.

## Spontaneity:

- (i) The copying is at the instance and inspiration of the individual teacher, and
- (ii) the inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

## Cumulative Effect:

- (i) The copying of the material is for only one course in the school in which the copies are made.
- (ii) Not more than one short poem, article, story, essay or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical volume during one class term.
- (iii) There shall not be more than nine instances of multiple copying for one course during one class term. (The limitations stated in (ii) and (iii) above shall not apply to current news periodicals and newspapers and current news sections of other periodicals.)

3. Prohibitions as to (1) and (2) above: Notwithstanding any of the above, the following shall be prohibited:

(a) Copying shall not be used to create or to replace or substitute for anthologies, compilations or collective works. Such replacement or substitution may occur whether copies of various works or excerpts are accumulated or are reproduced and used separately.

(b) There shall be no copying of or from works intended to be “consumable” in the course of study or of teaching. These include workbooks, exercises, standardized tests and test booklets and answer sheets and like consumable material.

(c) Copying shall not:

(i) substitute for the purchase of books, publisher's reprints or periodicals.

(ii) be directed by higher authority.

(iii) be repeated with respect to the same item by the same teacher from term to term.

(d) No charge shall be made to the student beyond the actual cost of photocopying.

## **The Center for Academic Services**

The Center for Academic Services provides academic assistance to students of all levels. Located on the third floor of Gardner Hall, the Center offers a variety of services to supplement classroom instruction.

### General Study Assistance

The Center provides drop-in tutoring and editing. In addition there are study units in writing and mathematics. Peer learning assistants provide help with time management, learning styles, and study skills.

### Tutor Bank

This is a resource that students use for on-going and in-depth tutoring. The tutors are recommended by the professors and/or have achieved academic honors. Students who wish to use this service should contact the Center to be matched with an appropriate tutor. The cost of this program is shared between the student and the college.

### Supplemental Instruction

This program provides group instruction sessions which are to supplement the classroom material presented by the professors in these courses. Trained undergraduate students, who completed these courses and did well in them, attend all classes and model good student behavior. They hold three sessions each week to emphasize study skills with a review of the course content.

### College Achievement Program

This program offers developmental course work, tutoring, assistance with study skills and academic advising to first year students whose academic records indicate that they may be especially challenged by the college curriculum. Placement in this program is determined by tests administered prior to first time registration. The Director of Academic Services closely monitors the progress of students in this program and provides academic support and advisement.

### Testing Services

The Center provides a place for students to take rescheduled examinations under the supervision of the Center's staff.

### Academic Counseling

The professional staff in the Center is available to provide academic counseling to students who may need additional guidance to maintain satisfactory progress in their course work. Students will be encouraged to develop a structured plan to meet their educational goals and then to utilize the Center and other resources to reach these goals.

## **Computing and Telecommunications Services**

Computing and telecommunication services are provided by the Information Technology Services (ITS) department. This department is responsible for supplying voice and data services (hardware, software, network access, training, and other support services) to the college. Both administrative and academic needs are handled by ITS. Services to the academic community are under the direction of the Director of Academic Computing. The role of ITS in this arena is to provide support for the instructional and research needs of the faculty. In this capacity, the Director of Academic Computing works in consultation with the Instructional Resources Committee. Services to the administrative community are under the direction of the Director of Administrative Computing who, working with the Administrative Computer Committee, supports the administration by providing the necessary services to manage and secure institutional data.

Additionally, both directors are charged with the continual review, updating, and implementation of the institution's strategic technology plan and technical platform. A committee comprised of both directors and the Vice Presidents for Academic Affairs and for Financial Affairs serves as a college-wide information technology policy generator.

The services provided by ITS include some of the most dynamic assets of the institution. More detailed information including the College Acceptable Use Policy is found in the *Summary of Information Technology, Facilities & Services for Faculty*, See Appendix VII

## **Section 8**

### **Student Development Office Policies of Interest to the Faculty**

Eastern Nazarene College has always sought to serve its students in a wide variety of ways. For a more complete description of services provided by the areas of Student Development at ENC, please refer to the current issue of the Student Handbook, obtainable through the Student Development Office, located in Mann Student Center.

Below are some excerpts of the Student Handbook which provide faculty an outline of the principles that support the student community and environment at ENC. In August 2002, the Student Handbook will be accessible on the ENC website.

#### **Section 3 - (Excerpt from the Student Handbook)**

##### **Community Covenant: Principles and Disciplinary Policies**

###### **Introduction to Community Covenant**

The Biblical concept of “covenant” is important for understanding God’s relationship with His people. There are many examples of and references to covenant in the Bible. The Bible speaks of different types of covenants. Usually in the Bible a covenant is an agreement between God and His people. They willingly bind themselves to each other in mutual commitment and service. The people pledge to follow the Way of the Lord. The Way of the Lord includes a commitment to the community as a whole, and to one another. The New Testament has much to say about how Christ and His people give themselves to each other, and how Christians are responsible one to another. Disciples actually show their commitment to Christ through the responsibility they exercise towards each other.

Based on this 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.

These principles are meant to be practical solutions for the differences among us for the time that we are together. We do not consider them to be a judgment on other people, Christian or non-Christian. However, our principles do respect what we have found to be the most workable and suitable in fulfilling our College mission and attempting to glorify God in all that we do.

While some might personally disagree with some of the expectations, we do expect that people who come to ENC voluntarily agree to live by these standards. We ask for an understanding of the need for standards, a good spirit in keeping them, and cooperative efforts in improving them. The principles assist community members to see the larger picture of what we do and how we do it affects other people as well as ourselves. The guidelines allow us to order our lives with justice, fairness, and love, individually and as a community.

## Principles

- **“As an ENC student I will honor God and Biblical principles;**

A commitment to this principle is consistent with participating regularly in worship through attending community chapels and seeking other opportunities to focus on God and His glory. This principle is also consistent with living lives of ministry and service in order to use one’s God-given gifts.

*“[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*

- **I will honor and respect the dignity of all persons;**

A commitment to this principle is consistent with treating people well and caring for the safety of their body and spirit, thus maintaining an environment which supports the dignity of individuals or groups, including abstaining from discrimination, intimidation, and harassment.

*“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*

- **I will commit myself to lifestyle choices which support and encourage my growth and development;**

A commitment to this principle is consistent with taking care of your whole person - body, mind, spirit, and emotional well-being. ENC seeks to support students towards wellness in all of these areas.

*“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*

- **I will adhere to core values of honesty and integrity;**

A commitment to this principle is consistent with maintaining academic honesty and integrity, representing only one's work as one's own, representing facts completely and truthfully, and initiating solutions to inequities and problems.

*"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*

- **I will respect rights and property of others (world, community, and individual property);**

A commitment to this principle is consistent with honoring an individual's rights to move about freely, express themselves appropriately and enjoy privacy. Respect for the property of others is consistent with guarding against and not participating in any forms of theft, vandalism, arson, misappropriation, malicious damage, desecration, and the destruction of property.

*"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*

- **and 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;**

A commitment to this principle is consistent with upholding the standards of the community and providing action which contributes to the health of this community. Such actions involve sharing in dialogue which advances the community, avoiding slander and gossip which serve to tear the community apart.

*"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*

## **Disciplinary Policies**

Note to Faculty: Faculty should consult the Student Handbook to familiarize themselves with the general policies on appropriate student conduct. In August 2002, the Student Handbook will be accessible on the ENC website.

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

ENC students have voluntarily chosen to attend a private, church-related college. ENC students voluntarily agree to accept the responsibility to fulfill the rules and regulations of ENC when they sign their application. They continue to carry this responsibility while they are students at ENC. In exchange for tuition and fees, the College agrees to provide room, board, teachers and classrooms to the students.

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, either party is 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.

While it is not possible to list each and every action for which a student may be disciplined, [the Student Handbook has] set forth a list of certain types of behaviors that are not acceptable. The list is not all inclusive, but is set forth to provide students with an understanding of the nature of their obligations. Because it is impossible to list each impermissible act, a student may be subject to disciplinary action for unacceptable behavior or conduct even if it is not specifically listed. Disciplinary action may include, but is not limited to, 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 accrual of disciplinary points. The College will determine what disciplinary action is appropriate based upon the particular circumstances.

In some instances, disciplinary points may be assigned for violations of certain College policies. ENC may discipline students for their actions and/or violation of policy without assigning disciplinary points. A student who has accumulated 25 disciplinary points in any given academic year, or a total of 40 disciplinary points since enrolling at the College, will be subject to dismissal. A student may be dismissed or be subjected to other disciplinary action even if he or she has not accrued 25 points in a year or 40 points in 4 years. A disciplinary file is also one area of review for leadership roles within the College - whether an elected position or a role selected to represent the College.

Meanwhile, as participants in a redemptive community of grace, the College is especially eager to help remorseful students who have made poor choices to learn from their mistakes, and to complete appropriate steps towards rehabilitation and restoration. If a student violates a portion of College policy, in part or in whole, his or her voluntary self-reporting of the incident will be viewed favorably as the review and sanction process begins. So, for example, a student's action of initiating a voluntary, self-report to the Vice President for Student Development and Retention, the Associate Dean of Students, the Director of Residential Life, or their Resident Director, prior to being confronted with an investigation or possible disciplinary charge, will be considered positively when determining the severity of any disciplinary sanctions. A student who voluntarily self-reports that he or she violated a College policy will still be subject to disciplinary actions

and consequences, but the early self-reporting will be considered as a mitigating factor which will likely result in the College not imposing the most severe sanctions.

Students who believe that they have a problem controlling behavior which puts them in violation of the College's lifestyle guidelines are urged to contact the Vice President for Student Development and Retention, the Associate Dean of Students, the Director of Residential Life, or their Resident Director for referral for help. Again, voluntary self-reporting prior to an investigation or disciplinary process beginning will be to a student's advantage. Students who believe that they are not able to comply with the College's policy in regard to alcohol, drugs, tobacco products, pornography, or other behaviors in conflict with this community's expectations are urged to voluntarily seek help.

#### **Section 4 - (Excerpt from the Student Handbook)**

##### **Imposition of Disciplinary Measures, Student conduct Committee, Appeal of Disciplinary Decision**

###### **Imposition of Disciplinary Measures**

The Vice President for Student Development and Retention, Director of Residential Life, and the Associate Dean of Students, or their designees, have the authority to determine if a student's actions constitute a violation of the College's policies, principles or regulations or otherwise warrant discipline and what disciplinary action is appropriate, given the particular circumstances. Each situation is to be evaluated in a case-by-case manner, as individual circumstances do vary.

Students who are involved in disciplinary issues must realize that the rules which apply to a court hearing do not apply to the College situation. ENC is a private, church related college. This characterization alone immediately indicates that her students are in a different category than students at a public, state supported college. State supported colleges often operate differently than private colleges.

Students who are accused of violation of College policies, principles, rules or requirements, or of misconduct will be informed of the nature of the offense. The sources of information do not need to be disclosed to the student. Students have the opportunity to provide a response or explanation of the conduct at issue, and are encouraged to do so by promptly meeting with the Vice President for Student Development and Retention, or her designee, and providing that office with a written statement explaining their view of the situation and what they believe would be the appropriate outcome and/or disciplinary action. If a student does not take the opportunity to do so, the College will proceed to address the situation and impose any appropriate disciplinary action without the student's input. The student will be informed of the outcome and any disciplinary actions imposed against them.

**Student Conduct Committee**

The Vice President for Enrollment and Student Development, or her designee, may exercise her discretion to bring a student situation before the Student Conduct Committee in order to obtain a recommendation from the Student Conduct Committee as to the appropriate disciplinary action. The Student Conduct Committee consists of student representatives, Student Development staff and, when possible, faculty and/or staff representatives. This committee will meet on an ad-hoc basis.

The Student Development Office is free to follow the recommendations of the Student Conduct Committee in whole or in part, or to reject the recommendations. Ultimately, the decision regarding disciplinary actions is to be made by the Director of Residential Life, Associate Dean of Students and/or the Vice President for Enrollment and Student Development.

When the Student Conduct Committee is asked to address a student situation, students will be informed when their situation will be dealt with by the Student Conduct Committee and where and when the Committee will meet. Students are welcome to present the circumstances around the incident to the Student Conduct Committee themselves. If they choose not to attend, information will be presented by a member of the Student Development Office. The Student Conduct Committee may recommend one or more disciplinary actions. Students will be informed of the outcome and any disciplinary actions imposed against them.

**Appeal of Disciplinary Decision**

- (a) A student has the right to appeal any disciplinary action imposed upon him or her, as set forth below.
- (b) A student who wishes to appeal a disciplinary action against him or her consisting of an imposition of fines, a ban from living on campus, a ban from use of or presence of certain campus property, a ban from leadership roles, an imposition of community service, and imposition of educational programming, an imposition of counseling, an accrual of disciplinary points and/or any other action not described in paragraph c, below, may submit a written appeal to the Vice President for Student Development and Retention within one (1) week of learning of the decision that he or she is appealing. The Vice President for Student Development and Retention's decision on the appeal will be final.
- (c) A student who wishes to appeal a disciplinary action against him or her consisting of the imposition of an dismissal or a suspension may submit a written appeal to the Administrative Council, within one (1) week of learning of the appeal decision that the student is appealing. The decision on the appeal made by the Administrative Council is final.
- (d) the written appeal should contain a statement of the student's position in regard to (1) the violation at issue; (2) why he or she disagrees with the disciplinary action imposed,

and (3) what other disciplinary action (if any) the student believes to be more appropriate than the one imposed.

(e) Students must comply with the discipline imposed upon them while any appeal is pending. (For example, a student who appeals an immediate dismissal must still comply with the terms of his or her dismissal even if he or she has appealed the dismissal.)

**AIDS Policy**

Copies of the AIDS and other communicable diseases policy for Eastern Nazarene College can be found at the Human Resources Office, Student Development Office, Academic Dean's Office, Counseling Center, Health Services and Student Government Association.

**Alcohol, Drugs and Tobacco**

The use, possession or distribution of alcoholic beverages and illicit drugs on or off campus is prohibited. Students participating in such activities will be involved in a program of education, counseling, and/or suspension from school at the decision of the Judiciary Committee and/or Student Development Office. Students under the age of 21 need to understand that legal sanctions apply for unlawful possession or distribution of alcohol. For illicit drugs, legal sanctions apply for any age. The use of tobacco in any of its forms is not permitted on or off campus. Students who are concerned about their need for therapeutic treatment in these areas are encouraged to come to the Student Development Office or Counseling Center for assistance without disciplinary implications. A complete description of ENC's program in compliance with the Drug Free Schools and Communities Act Amendment (1989) is distributed to every student by the Student Development Office. Ornamental use of alcoholic beverage containers and advertising in residence halls is not permitted.

**Student Bill of Rights**

1. Any student may present in writing to a Student Council member a matter of student interest, which the said member is under obligation to transmit to the Student Council at the next regular meeting.
2. A student may at any time attend Student Council meetings without the privilege of voting on any matter; permission for non-council members to engage in discussion may be given by vote of a majority of the Student Council.
3. The legitimate student publications are the Campus Camera and the Nautilus which should reflect the Student Body of Eastern Nazarene College, its interests, and consistently uphold the ideals of Eastern Nazarene College. These publications bear the unqualified right of freedom from censorship. All questions of publication should be referred to the Publication Board.
4. Any student may have the right to editorial comment by means of writing to the Campus Camera or the Student Government Association, without the fear of being censured. The right of appropriate response is extended to the student body, faculty, and administrative sectors of ENC
5. Any student may request and receive an itemization and decoding of his/her school bill.

6. Any student who lives consistently within the ideals of Eastern Nazarene College, regardless of race, sex, religion, or national origin, is entitled to participate fully in its program and share in its interests and benefits.
7. Every student has the right to a quality education. If at any time a student should question the quality of his/her education, he/she may petition in writing to the Academic Dean and/or Student Government Association.
8. Every student has the right of protection from injury to his/her person or belongings. Any infringement of that right should be reported immediately to the Office of Student Development and/or Student Government Association.
9. Every student has the right to confidential treatment of his/her academic and social behavior.
10. All students possess the right of adequate housing and food. Any infringement should be reported to the Office of Student Development and/or Student Government Association.
11. Any student actively employed by the college has the right to adequate reimbursement in cash or scholarship for his/her labor, according to government standards.
12. Any student may petition to his/her District representative on the Board of Trustees to make known his/her interests and reflect student opinion.

### **Dishonesty**

Untruthfulness, in any form, is unacceptable. Students should neither participate in cheating nor encourage cheating by allowing it to go unreported. Dishonesty on the part of students in assignments, papers, examination, etc. is a serious offense, and chronic cheating is so disruptive to the academic community that disciplinary action is necessitated.

### **Health Service**

The health service is under the direction of a physician, assisted by the head nurse who holds regular clinic hours and is available for emergency call. A portion of the student fee provides health insurance.

### **Office of Counseling and Career Services**

The Counseling and Career Services Center, located in Brickley Counseling Center, provides a central source of information and assistance on all aspects of college adjustment and career/life planning for students and alumni. Confidential mental health counseling for

spiritual, academic, social, and emotional concerns is available to students by appointment and on a drop-in basis. Personality and interest testing, resume writing, job search strategies, part- and full-time employment postings, internships, graduate school information and testing, career counseling, program for undecided majors, and four-credit courses on personal and career development are some of the career services offered. The office's approach is holistic in keeping with the College's commitment to developing the whole person through a Christian liberal arts experience.

### **Housing and Food Service**

Eastern Nazarene provides housing in campus residence halls and food service in the Mann Student Center at reasonable cost. There are no fraternities or sororities, and off-campus housing must be approved by the Vice President for Student Development.

### **Student Life Policies**

The co-curricular program at ENC is built around the concept of developing Christian character through a variety of well-planned activities which are rich in tradition and invite a high degree of participation. Activities are planned by the Student Government Association and the Student Development Office. The Artist and Lecturer Series, Fine Arts presentations, class and social events, and the athletic program all make their contribution to the student life of the College. For a more detailed explanation of the co-curricular program, see the current issue of the Student Handbook.

### **Faculty Sponsorship of Student Organizations**

Faculty members will frequently be asked to serve as sponsor of a student organization for the College year. They should not normally accept sponsorship of more than one class or other group and one departmental club. The Vice President of Student Development assists student groups by supplying names of faculty members available for selection as sponsors and in distribution of responsibilities among the faculty.

Constitutions and by-laws of student organizations may be found in the Office of the Student Government Association. The Accountability Review Board actively works with classes and organizations. All student organizations must have their accounts audited by the Business Office annually during the second semester.

### **Athletic Policies**

#### **General Athletic Policies**

The athletic program at ENC consists of intramural and inter- collegiate competition in selected sports within broad policies set by the Department of Education of the general church, implemented by the Board of Trustees and controlled by the administration and

faculty of the College. The athletic program is integrated closely with the institutional objectives of the College; participation of students in athletics is to be subordinate and contributory to the spiritual and educational program of the College. The following general guidelines shall govern the total athletic program at ENC:

1. Development of the individual to the full extent of his/her capabilities
2. Evaluation to ensure that all parts of the program, whether prescribed Physical Education courses, intramural athletics, or intercollegiate athletics, are designed and conducted to serve the spiritual and educational purposes of the College.
3. Integration of the Physical Education program with the entire set of College policies and practices so that it is included in budgetary provisions and controls, institutional policies and restraints and is treated with the same consideration as other departments are accorded.
4. Provision, in harmony with the above, for administration of the program under supervision of the Vice President of Student Development and the Director of Athletics to see that dealings with athletes, scheduling, and all financial transactions relating to athletics are subject to this control.

**Policies on Intercollegiate Athletics**

In order to give a detailed basis for participation and control of intercollegiate athletics, Eastern Nazarene College shall abide by the restrictions and principles set forth in the Official Handbook of the National Collegiate Athletic Association. Specifically, this code and amplification of the Department of Education of the General Church of the Nazarene provide that:

1. No College team shall participate in any intercollegiate athletic contest which is not under the direct control and supervision of the administration and faculty.
2. Athletes and non-athletes shall be admitted to the College under the same admission standards and procedures.
3. All financial aid to any student in money or in kind, except that which comes from members of his immediate family or from those upon whom he is legally dependent, shall be administered by the College under policies and procedures established for the administration of scholarships and grants-in-aid to students having special abilities and need, subject to faculty sanction and the regular audit of the College.
4. College administrators shall see that the scheduling of intercollegiate events on a modest basis is controlled by the institution so as to contribute to and not to conflict with the goals of the College.
5. Athletic competition shall be with colleges having similar educational philosophies, policies, and practices.
6. Every effort shall be made to maintain Nazarene standards in all phases of intercollegiate activities.
7. The intercollegiate program shall contribute to and in no way minimize participation of the student body in the intramural program,
8. NCAA rules concerning recruitment and institutional rules of eligibility shall be followed scrupulously.

**Eligibility Requirements for Athletics**

There are no eligibility requirements for intramural athletics other than that participants shall be regularly enrolled students at the College. In order to be eligible for intercollegiate competition a student must:

1. Be registered for a minimum of three semester-courses.
2. Be in good academic standing; i.e., not on academic probation, or have passed, for the last eligibility period in which he/she was registered, all courses for which he was registered with an average of 2.0 or better for three or more semester courses.
3. Participate in no more than ten semesters of intercollegiate competition within five years of enrollment.

Certification of eligibility shall be authenticated by the Registrar. General supervision of the athletic program with the Vice President of Student Development and Retention and the Director of Athletics.

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