



# Student Handbook

2023 - 2024

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Edward Waters University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award baccalaureate and master's degrees. Questions about the accreditation of Edward Waters University may be directed in writing to the SACSCOC at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).

Edward Waters University has received specialized accreditation for its business programs through the International Accreditation Council for Business Education (IACBE) located at 11374 Strang Line Road in Lenexa, Kansas, USA. The business programs in the following degrees at the listed locations are accredited by the IACBE: Bachelor of Business Administration with concentrations in Accounting, Business Management, Computer Information Systems, International Finance & Global Trade, Organizational Management, and Healthcare Management.

# Authority for Student Handbook

The Student Handbook for Edward Waters University (EWU) provides information that outlines certain responsibilities of students enrolled at the University. The goals of this publication are to make students aware of the general policies and procedures of the University and to assist in their academic, personal, and social development. This handbook contains the guidelines and standards of personal conduct and related penalties for violations. They are not intended to be exhaustive of the rules and regulations applicable to students. Instead, it is intended as a general introduction to most rules, regulations, and guidelines. The University reserves the right to amend, modify, clarify, or add to this documents or the rules, regulations, policies, or procedures applicable to students, and to respond to specific situations in a manner that the administration deems appropriate under the circumstances.

Edward Waters University encourages student cultivation of Christian morals and spiritual values. While individual religion preferences and freedom are allowed and respected, practices that ignore basic ethical principles and Standards of Conduct (defined hereafter) will not be tolerated. Edward Waters University does not participate in or tolerate in any known incident, which may produce any psychological or physical stress to any of the resident occupants, administrators, faculty, staff, or persons affiliated with the University. EWU does not participate or tolerate any lewd sexual behavior, which may include but is not limited to verbal, sexual, physical, or psychological harassment on the University campus. Any harassment on the basis of race, color, gender, age, national origin, religion, marital status, citizenship status, genetic information, veteran's status, Accessibility, or any other class protected under federal or state laws and regulations ("Protected Class") will not be tolerated. Students are expected to conduct themselves appropriately whether on campus or engaged in off-campus activities. An environment that promotes the highest ethical values and principles of propriety will be maintained in the residence halls and throughout the entire campus.

Edward Waters University does not discriminate on the basis of Protected Class in the administration and operation of its educational policies, activities, or programs. The University is an equal opportunity employer.

A copy of the EWU Student Handbook is distributed to new students during New Student Orientation and sent to all students by EWU email. This important document is also available on the EWU website at <https://www.EW.edu/SSE>.

# Letter From the President

Greetings and an ardent welcome to the Edward Waters University Family. As President and Chief Executive Officer (CEO), I am ecstatic that you have made the decision to attend the higher educational crown jewel of Jacksonville and the state of Florida's 'Destination Institution' of Emerging Eminence, Edward Waters University (EWU)!

EWU is distinctively the state of Florida's first independent institution of higher learning as well as Florida's first institution established for the education of African-Americans. With a distinguished higher education lineage spanning over 150 years, EWU is primed to continue its Emerging Eminence as a premier urban, private, Christian (African Methodist Episcopal – AME), historically black, liberal arts university offering high quality degrees and preparing students holistically to advance in a global society through the provision of an intellectually stimulating academic experience. As you know, EWU offers a close-knit, collegial, intellectual community that draws students and faculty scholars from around the world. True to its historic mission, the University's academic program provides access and opportunity to a high-quality 21st-century undergraduate education consisting of a reinvigorated, practical, and engaging liberal arts curriculum buttressed by an array of comprehensive academic services to support high academic scholarship, achievement, and overall student success.

EWU's liberal arts curriculum is designed to provide students with a program that is rigorous, inclusive, pragmatic, socially relevant and responsible. As such, EWU is an institution of purposeful intention that employs its resources and aligns its practices to provide students with an impactful academic and experiential program of study. The University's graduates are pioneering leaders, insatiable learners, critical thinkers, and are highly skilled in navigating new environments, integrating knowledge from different sources, and becoming agents for positive change in every sector of our increasingly expanding society and world. Indeed, the glimmer that makes the EWU jewel shine so brightly is personified in the superlative achievements and accomplishments of the outstanding alumni who are a part of the lifeblood of our campus community and whose exploits have our venerable institution on a forward trajectory towards sustained growth and unprecedented success as a university of distinction, uniqueness, and longevity.

Accordingly, on behalf of our EWU Board of Trustees, the entire administration, faculty, staff, and students, we are ecstatic to welcome you to your new home, at your "Dear Ole' Edward Waters". Best wishes to each of you as you embark on this new journey. We will be here to support you every step of the way.

Yours with Tiger Pride,

A. Zachary Faison Jr., J.D.  
President & CEO

# Letter From the Vice President of Student Success and Engagement

Greetings, and welcome to all new and returning students at Edward Waters University (EWU). Thank you for choosing EWU, Florida's Destination Institution of Emerging Eminence as your home away from home. I am excited about the progress we have all made together and look forward to another year of excellence as the state of Florida's first Historically Black College and first independent institution of higher education.

As your Vice President for Student Success & Engagement, I provide oversight and leadership for various areas providing absolutely exceptional services to you all, our students. I encourage you to take full advantage of the resources and support they are prepared to offer. Our mission is to provide holistic leadership development and service opportunities that promote student engagement, success and retention. Our overarching goal is to foster a genuine student-centered culture essentially rooted in student leadership and development, student success and service, and student engagement and achievement.

In our effort of creating a culture of academic integration, the Division for Student Success & Engagement (DSSE) seeks to aid students in making meaningful connections between the material learned in the classroom and the various leadership opportunities afforded to you throughout your time at EWU. Through 10 different units, DSSE strives to meet the basic needs for college life and create a positively impactful campus environment. Our resources are offered by the following offices: *Black Male College Explorers Program; Campus Safety and Security; Campus Ministry and Church Relations; Career Services; Disability Services; Residence Life and Housing; Student Activities and Leadership; Student Conduct and Integrity; Telehealth Services (Virtual Care Group); and Title IX.*

Always remember, we are all committed to helping you shape an educational experience that will prepare and empower you even beyond your time at EWU. I encourage you to familiarize yourself with this Handbook as it will introduce you to the culture of our University. As an EWU Tiger, you are responsible for your interactions and decisions during your time with us, and this Handbook will definitely serve as a guide to these interactions in making healthy decisions as a part of our community.

Again, welcome to Edward Waters University, and congratulations on taking one more step towards achieving your career and lifetime goals.

Yours with Tiger Pride,

Jamel R. Hodges, Ed.D.  
Vice President for Student Success and Engagement



# Letter From Campus Safety and Security

Dear Tiger Nation:

I want to welcome each of you to Edward Waters University! You are about to begin one of the most exciting times in your life and everyone in the Department of Campus Safety and Security wants to help make your "Tiger Experience" a safe one.

You often hear that Edward Waters is a special place, and it is! Its depth of character, traditions, diversity, commitment to academic excellence, as well as its historic surroundings contribute to making Edward Waters University such an exemplary academic environment. We want you to enjoy the campus and take full advantage of everything Edward Waters University offers and, in doing so, we encourage you to take appropriate personal and collective precautions when living, learning, working, and playing at Edward Waters University.

We take your safety very seriously and we want you to do the same. We ask that you commit to preventing these issues from interfering with your educational experience. Your safety is, and always will be, our department's greatest concern. Please know that we are always available to you and we encourage you to contact us for any reason, at any time. You can reach us around the clock at 904- 470-8888.

In the event of a catastrophic event occurring on or near campus, we will reach you via Tiger Alert (Edward Waters' emergency notification system), which is a multimodal system of communications, mass email, cellphone (voice and/or text), telephone, and desktop alerts. If you have not done so, sign up for Tiger Alert at <https://ewc.omnilert.net/>. Campus Safety and Security provides Edward Waters University with professional safety and security services which include incident response, investigation, and follow up of all security related matters that come to our attention. As our strongest ally in deterrence and prevention we strive to engage our community via education, information sharing, and training programs. The members of this department are dedicated to the Mission of the University.

We are here to help you 24 hours a day, 7 days a week. You will see us around as you enjoy the campus, so please feel free to say hello or stop by and visit. Again, welcome to Edward Waters University and we look forward to you having a safe and wonderful Edward Waters University Experience!

Sincerely,

Edward Waters University Campus Safety and Security

# SECTION 1: Edward Waters University History

Edward Waters University (EWU) is, distinctively, Florida’s oldest independent institution of higher learning as well as the state’s first institution established for the education of African Americans. Edward Waters University began as an institution founded by blacks, for blacks. In 1865, following the Civil War, the **Reverend Charles H. Pearce**, a presiding elder of the African Methodist Episcopal (AME) Church, was sent to Florida by Bishop Daniel Alexander Payne. Observing the fast-paced social and political changes of the Reconstruction era, Rev. Pearce immediately recognized the need for an education ministry, as no provision had yet been made for the public education of Florida’s newly emancipated blacks. Assisted by the Reverend William G. Steward, the first AME pastor in the state, Pearce began to raise funds to build a school.

This school, established in 1866, was to eventually evolve into Edward Waters University. From the beginning, EWU was faced with both abject poverty and widespread illiteracy among its constituents resulting from pre-war conditions of servitude and historical, legally enforced non-schooling of African Americans. However, the school met the needs of its community by offering courses at the elementary, high school, university, and seminary levels. Construction of the first building began in October 1872 on ten acres of land in Live Oak. Further support for this new educational institution came from numerous friends, including railroad magnate General M.S. Littlefield, state Treasurer Simon Conaber, and Lieutenant General William Gleason. In 1892, the school’s name was changed to **Edward Waters College** in honor of the third Bishop of the AME Church. In 2021, the school’s name was changed to Edward Waters University.

In April 2018, the Board selected Dr. A. Zachary Faison, Jr. as the 30th President and CEO. At age 37, Faison’s appointment made him the nation’s youngest sitting president and CEO of an HBCU.

With a history beginning in the dark yet hopeful days of Reconstruction, today’s Edward Waters University is living, thriving proof of the power of education and the resilience of deeply rooted educational institutions. The University continues to experience the triumphs and challenges characteristic of its rich history and the bold dynamic future to which it aims.

## Presidents of the University

Rev. Wm. P. Ross	1885-1886
Rev. J.C Waters	1886-1888
Rev. J.H Welch	1888-1890
Prof. B.W. Arnett	1890-1892
Rev. J.R. Scott Jr.	1892-1895
Rev. D.J. Jordan	1895-1896

Rev. J.P.O Wallace	1896-1897
Rev. J.L.H. Watkins	1897-1898
Prof. A. St. George Richardson	1898-1909
Rev. A. Henry Attaway	1909-1913
Rev. John Gregg	1913-1920
Prof. John C. Wright	1920-1924
Rev. A.B Cooper	1924-1930
Rev. C.A. Gibbs	1930-1932
Rev. L.F. Morse	1932-1934
Prof. C.S. Long, Jr.	1934-1940
Dr. Howard D. Gregg	1940-1942
Rev. R.E. Lamb	1942-1946
Rev. A.J. White	1946-1951
Dr. W.B Stewart	1951-1972
Dr. Paul J. Driver	1972-1973 (acting)
Dr. Samuel Tucker	1973-1976
Dr. Cecile Cone	1977-1990
Dr. Robert Mitchell	1990-1995
Dr. Jessie Burns	1995-1997
Dr. Jimmy R. Jenkins	1997-2004
Dr. Oswald P. Bronson Sr.	2004-2007
Dr. Claudette Williams	2007-2010
Mr. Nathaniel Glover	2010-2018
<b>Dr. A. Zachary Faison, Jr.</b>	<b>2018-Present</b>

## **Vision**

Edward Waters University will become a national model for a dynamic, globally diverse learning center community that champions academic excellence through innovative teaching and learning strategies undergirded by a spirit of servant leadership.

## **Mission Statement**

Edward Waters University is a Christian, Historically Black, urban liberal arts institution that offers quality academic programs. The University strives to prepare students holistically to advance in a global society through the provision of intellectually stimulating programs, and an environment that emphasizes high moral and spiritual values in keeping with the African Methodist Episcopal Church. Edward Waters University seeks to develop excellence in scholarship, research and service for the betterment of humanity.

## **Core Values**

- Christian Principles – Ethics and doctrines predicated on the AME Church theology “GOD our Father, CHRIST our Redeemer, MAN our Brother.”
- Excellence – Superiority, eminence, distinction and quality in scholarship, leadership and citizenship.
- Social Responsibility – Embracing a burden of obligation to collective society, both the immediate as well as the global.
- Civic Engagement – Dedication to addressing issues of public concern.
- Cooperation – Fostering the concept of teamwork as a means to success.
- Customer Service – Employing the Biblical tenant Matthew 7:12; “Therefore all things whatsoever ye would that men should do to you, do ye even so to them: for this is the law and the prophets.”
- Professionalism – Practicing proficiency, skill and expertise in all that we undertake.
- Student Engagement-Cultivating within our students a thirst for education, a desire for higher level thought processes and a willingness to persevere despite challenges.
- Scholarship – Creating a culture of erudition through a nurturing spirit.
- Diversity – Endeavoring to celebrate the uniqueness of all cultures with appreciation and understanding.

## **Statement of Purpose**

Edward Waters University provides an environment where students can achieve academically, socially, economically, and spiritually, while engaging in community service. The instructional programs, applied research, and community service activities are strategically designed to assist students in discovering their innate abilities and talents.

## **Edward Waters University Senior Administration/Executive Cabinet**

Dr. A. Zachary Faison, Jr., President and Chief Executive Officer

Dr. Sharron T. Burnett, Executive Vice President and Chief Operating Officer

Dr. Donna Mack-Tatum, Special Assistant to the President and CEO & Director of Title III

Dr. Genyne Henry Boston, Provost and Senior Vice President of Academic Affairs

Dr. Jame'l R. Hodges, Vice President of Student Success and Engagement

Dr. Jennifer Price, Vice President of Enrollment Management and Strategic Matriculant Services

Mrs. Tourea B. Robinson, Vice President of Institutional Advancement, Development, Marketing and Communications

Dr. Michael T. West, Vice President of Institutional Effectiveness, Operations, Systems Management and Process Optimization

Dr. Ivana Rich, Associate Vice President and Director of Intercollegiate Athletics

## **Edward Waters University Academic Affairs**

The Division of Academic Affairs at Edward Waters University is devoted to serving as an exemplary academic division committed to fostering quality education, scholarship, research and service through involved, innovative, and informed faculty and staff. Our faculty is committed to providing students an educational experience conducive to scholarly pursuits, preparation for leadership roles in the workplace, society and the world, and lifelong learning in a technologically advanced, complex global society. Our students will become intentional learners with the ability to integrate knowledge across fields, experiences, and levels of learning; formulate and ask complex questions; understand and interrelate among global communities; and engage with a diverse civic society.

The leadership of Academic Affairs is composed of the Provost and Senior Vice President, Associate and Assistant Provosts, Deans, and Department Chairs. You may find contact information for the Academic Affairs leadership at [ew.edu/academics](http://ew.edu/academics).

## University Resources and Locations

Academic Assistance, (Freshman & Sophomore)	University College – Tiger One Stop
Academic Assistance, (Junior & Senior) Academic Chairperson	Lee Cousins Building
Academic Records, (Registrar)	Lee Cousins Building
Accidents, (Campus Safety & Security)	Tookes Building
Activities Schedule, (Student Activities)	George N. Collins Student Center
Add / Drop Course, (Freshman & Sophomore)	University College – Tiger One Stop
Add / Drop Course, (Junior & Senior) Academic Chairperson	Lee Cousins Building
Athletics, Athletic Director	Adams/Jenkins Music Sports Complex
Bookstore	George N. Collins Student Center
Campus Ministry and Church Relations, (Chaplain)	George N. Collins Student Center
Career Planning and Placement (Career Service)	George N. Collins Student Center
Callings Cards, Cashier	Lee Cousins Building
Change Address, (Registrar)	Lee Cousins Building
Community Service	CETL - Tyler Street
Counseling	George N. Collins Student Center
Course Load, Registrar	Lee Cousins Building
Disability Services	George N. Collins Student Center
Emergencies, (Campus Safety & Security)	Tookes Building
Financial Aid, (Financial Aid Office)	Tiger One Stop
Food Service, (Business and Finance)	Lee Cousins Building
Grades, (Registrar)	Lee Cousins Building
Graduation Information, (Registrar/Moodle Portal)	Lee Cousins Building
Grievances / Complaints, (Academic)	Lee Cousins Building
Grievances / Complaints, (Non-Academic)	George N. Collins Student Center
Health Services, (Telehealth)	George N. Collins Student Center
I.D. Cards, (Information Technology) IT	Tookes Building
Immunization Records	Admissions Office
Library Services, (Librarian)	Centennial Building
Lost and Found, (Campus Safety & Security)	Tookes Building
Residence Life and Housing	George N. Collins Student Center
Security, (Campus Safety & Security Office)	Tookes Building
Student Fees, (Student Accounts)	Lee Cousins Building
Student Government Associations, (Student Activities)	Student Leadership House
Student Integrity and Conduct, (Academic)	Lee Cousins Building
Student Integrity and Conduct, (Non-Academic)	George N. Collins Student Center
Tutoring Services, (University College)	University College – Tiger One Stop

Tutoring Services, (TRiO)	Centennial Building
Transcripts, (Registrar)	Lee Cousins Building
Withdrawal from Edward Waters University, (Registrar)	Lee Cousins Building
Work Study, (Financial Aid)	Tiger One Stop

# SECTION 2: Student Rights & Responsibilities

## Student Rights

1. Free inquiry and forms of expression that does not disrupt or impair the normal operations of the institution are a valuable component of the student experience that the University seeks to provide to all students. This includes publications made by student press to be free of censorship with the exception of communications that are judged by the University administration to be lewd, obscene, defamatory, and/or not in keeping with the moral, ethical, and religious principles of the African Methodist Episcopal Church.
2. Students are free to pursue their educational goals; appropriate opportunities for learning in the classroom and on the campus shall be provided by the Institution.
3. The right of students to be free from harassment or discrimination based on race, color, ethnicity, religion, sex, national origin, age, ancestry, Accessibility, status as a veteran, sexual orientation, marital status, parental status, gender identity, gender expression and genetic information.
4. The right of students to privacy and to be secure in their persons, living quarters, papers, and effects against unreasonable searches and seizures is guaranteed. This right is extended to electronic communications. See EWU Appropriate Use and Information Security/Confidentiality Policy.
5. The University shall fully and clearly disclose the student handbook in advance of any supposed violation, disseminate annually each academic year and make available on the University website.
6. No disciplinary sanctions (with the exception of incidents that the university administration reasonably believes poses an imminent threat of physical harm or institutional property) resulting from a violation of rules and regulations may be imposed upon any student without prior written notice of the nature and cause for the charges.
7. Participate in the governance of the University through engagement with and/or in the Student Government Association.
8. A student, a student organization, or a campus organization charged with violating Institution regulations is entitled to a fair and impartial hearing. In the case of an appeal, the decision made shall be final and binding.
9. Request reasonable accommodations under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act.

## Student Responsibilities

All student members of the University community are responsible for:

1. Exercising sound judgment in their choices and assuming the consequences of their own actions at all times;



2. Respecting the rights and property of others;
3. Completing all of the Institution established requirements to earn a degree;
4. Learning and seeking the understanding of their rights;
5. Conducting their academic affairs in a forthright and honest manner;
6. Carrying their Institution ID card at all times;
7. Knowing, understanding, and complying with all Institution regulations and policies, as well as federal, state, and local laws;
8. Maintaining high academic, social, moral and civic character;
9. Protecting and guarding the resources, facilities, and brand of the Institution at all times;
10. Assist in maintaining a campus free of litter not limited to residential common spaces, private rooms and restrooms; and
11. Reporting any and all violations of the student code of conduct. (If you see something, say something).

## **SECTION 3: Student Honor Code**

The Edward Waters University community is committed to fostering a campus environment that represents our Christian tradition, is conducive to academic inquiry, a productive campus life and thoughtful study and discourse. The student conduct program within the Division of Student Success & Engagement is committed to an educational and developmental process that balances the interests and safety of individual students with the interests and safety of the Edward Waters University community.

A community exists on the basis of shared values and principles. At Edward Waters University, student members of the community are expected to uphold and abide by certain standards of conduct that form the basis of the Student Honor Code. These standards are embodied within a set of core values that include integrity, social justice, respect, community, and responsibility. An Edward Waters University student represents the Institution at all times; therefore, the Institution maintains high standards of behavior on and off campus, during the semester and in between terms.

Each member of the Edward Waters University community bears responsibility for their conduct and assume reasonable responsibility for the behavior of others. When members of the community fail to meet the expectations of integrity, social justice, respect, community, and responsibility by engaging in a violation of the rules and standards below, campus conduct proceedings are used to assert and uphold the Student Honor Code.

The student conduct process at Edward Waters University is not intended to punish students; rather, it exists to protect the interests of the community and to challenge those whose behavior is not in accordance with our policies. Sanctions are intended to challenge students' moral and ethical decision-making and to help them bring their behavior into accord with our community expectations and develop an understanding of the impact of their behavior. When a student is unable to conform their behavior to community expectations and/or their behavior is a danger to themselves or others, the student conduct process may determine that the student should no longer share in the privilege of participating in this community.

Students should be aware that the student conduct process is quite different from criminal and civil court proceedings. Procedures and rights in student conduct procedures are conducted with fundamental fairness but do not include the same protections of due process afforded by the courts. Due process, as defined within these procedures, assures a written notice and a hearing before an objective adjudicating officer or board. No student will be found in violation of Edward Waters University policy without information showing that it is more likely than not that a policy violation occurred (standard of proof). Sanctions will be proportionate to the severity of the violation, its impact on the community and its members, and to the cumulative conduct history of the student.

### **Zero Tolerance Policy**

A zero tolerance policy is one which requires a severe penalty to be imposed which is unbending in its imposition and often does not give allowance for extenuating circumstances. EWU has a zero tolerance

policy regarding dangerous and undesirable conduct and reserves the right to strictly enforce these policies. EWU will also take disciplinary action for many of the violations reported off campus, provided these violations have a connection to the campus. This would include violations that endanger students or may cause harm to the campus community. The Zero Tolerance Policy includes the following policies in The Honor Code Handbook:

- Drugs
- Sexual Misconduct
- Weapons
- Fighting
- Gang Activity/Affiliation
- Tampering with Life Safety Equipment
- Bullying/Cyberbullying
- Hazing

\*In the event a student has violated a Zero Tolerance Policy, the student will be immediately placed on interim suspension until such time for a hearing panel to be assembled and a hearing can take place and a sanction notification letter has been distributed.

# SECTION 4: Division of Student Success and Engagement

## **Mission Statement**

Our mission is to provide holistic development leadership and service opportunities that promote student engagement, success and retention. Our overarching goal is to foster a genuine student-centered culture essentially rooted in student leadership and development, student success and service, and student engagement and achievement.

## **The George N. Collins Student Union Building**

The George N. Collins Student Union Building (Student Union Building) is the facility, which houses both administrative offices and student space. The Student Union Building serves as the hub of student activity outside the classroom and residence halls. The Student Union Building houses student space and the Bookstore. Administrative spaces housed in the student union building include the Division of Student Success and Engagement, the Office of Career Services, the Office of Disability Services, the Office of Residence Life and Housing, the Office of Student Integrity and Conduct, and the Dining Hall.

## **Registered Student Organizations**

There are 21 registered student organizations in our community in addition to the opportunities to become a member of academic clubs, organizations, and experiences in other areas. Engagement is a key aspect of the growth and development of all students.

The University expects student organizations to educate, develop, serve, collaborate with and program for the Edward Waters University community of students, faculty, and staff. It is the responsibility of the student organizations to coordinate well-rounded activities and programs that meet these expectations.

## **Registered Student Organizations**

Kappa Upsilon Chapter of Alpha Phi Alpha Fraternity, Inc.

Nu Iota Chapter of Alpha Kappa Alpha Sorority, Inc.

Delta Psi Chapter of Kappa Alpha Psi Fraternity, Inc.

Chi Chapter of Omega Psi Phi Fraternity, Inc.

Omicron Beta Chapter of Delta Sigma Theta Sorority, Inc.

Gamma Pi Chapter of Phi Beta Sigma Fraternity, Inc.

Mu Gamma Chapter of Zeta Phi Beta Sorority, Inc.

Delta Upsilon Chapter of Sigma Gamma Rho Sorority, Inc.

Zeta Kappa Chapter of Iota Phi Theta Fraternity, Inc.

Sovereignty of Destruction

Yohannas Performing Arts Company

Melodic Stepping Experience

Precision Dance Squad

Pre-Alumni Council

Civic Engagement Club

Rotaract Club of EWU

EWU Wrestling Club  
One Mic Poetry Organization  
National Association for the Advancement of Colored People (NAACP)  
FACES Modeling Troupe  
Alpha Lambda Delta

Student organization members are also expected to participate in leadership initiatives to develop leadership skills, encourage collaboration building and resource utilization.

All registered student organizations (RSO) have been determined to meet an articulated need of EWU students and acknowledges the need to be in line with the mission of the University. A new organization seeking registration must complete the required process outlined within the Student Organization Handbook. Organizations committed to deepening the religious faith of students within the context of denominational or inter-denominational groupings, or of promoting national cultural traditions, must write a written proposal for review by the office of Campus Ministries. Use of University facilities and other services are available only to registered student organizations.

The Office of Student Activities and Leadership is responsible for registration of all student organizations, confirming advisors, reviewing, and recommending policies governing student organizations and providing an array of programs, workshops, and activities for students. Students who wish to initiate a new student organization or join an existing one may contact the Director of Student Activities and Leadership and/or an existing organization's president and/or advisor. Students are encouraged to carefully study an organization's mission and guidelines for membership. Membership requirements are not the same for all organizations. Membership and leadership in student organizations support the academic mission of the University. Such activities enrich the academic, cultural, emotional, physical, and spiritual experiences of students. Specific information about governance and student organizations can be found in the Student Organization Handbook. Contact the Office of Student Activities and Leadership for additional information about the Student Organization Handbook.

### **Greek Life – National Pan-Hellenic Council (NPHC)**

Student organizations, including fraternities and sororities are an integral part of student success and engagement at Edward Waters University. Greek Life at Edward Waters University is dedicated to the intellectual and personal development of students through membership in Greek Lettered Organizations. NPHC encourages all members of the university community to avail themselves of the scholarship, leadership, brotherhood/sisterhood, and philanthropic opportunities of fraternity and sorority membership. In doing so, NPHC strives to complement the mission of the University and produce men and women of competence and maturity who will contribute to the world in which they live.

For more information regarding individual chapters, contact the Division of Student Success and Engagement. All students interested in joining a Greek Lettered Organization must attend a mandatory session prior to engaging in the Membership Intake Process. Students with questions pertaining to requirements for membership should contact the Division of Student Success and Engagement.

Placement of fraternity and sorority plots shall be limited to one area for each organization. Structures may not be placed on campus that exceeds guidelines set forth by the Division of Student Success and Engagement. Chapters are responsible for the upkeep of fraternity and sorority plots. The Division of Student Success and Engagement reserves the right to remove organizations and or plots as it deems necessary in keeping with its responsibility and oversight of all campus buildings, structures, and grounds.

## **Student Government Association**

The Student Government Association (SGA) is the official recognized student body representative. The SGA membership is represented by the SGA Executive Board. The SGA Executive Board is comprised of the elected Executive Board members and Class Officers. All students at Edward Waters University are members of SGA.

The purpose of SGA is to foster greater unity among students, uphold high standards of scholarship and citizenship, establish an effective liaison with administration, faculty and staff as well as develop, maintain, and support the mission of the university.

## **Residence Life and Housing**

The Edward Waters University Residence Life and Housing is managed and operated by professional Residential Life staff (Director, Assistant Director, and Area Coordinators). The staff is firmly committed to the concept that residence life and housing is to provide a place where students grow, experience the richness of community living, and engage in learning outside the classroom. These dynamic communities form and contribute to each student's overall learning intellectually, culturally, socially, emotionally, and spiritually. On-campus living provides students with the proper balance of challenge and support, which allows them to take responsibility for themselves and for their development.

The residence life and housing environments are important components of the educational student experience. Residential living and learning emphasizes understanding, skill building, and fosters interpersonal relationships through residence life governance and education as well as recreational programs. Students within the on campus community share mutual obligations to one another and learn respect for others within the community environment. All students are expected to treat one another with respect, which means that theft, profanity, excessive noise, and other forms of intrusive behaviors will not be tolerated in the residential environment. The Residence Life and Housing community is closed during specified institutional breaks; no occupancy is permitted during these times.

The residence life and housing facilities are supervised, and students are responsible for their conduct and any property damage resulting from inappropriate use. Rooms are inspected for health, safety, and welfare.

University Residence Halls include:

Salter Hall (female only)

Morris-Cone A (male only)

Morris-Cone B (male only)

Ted Baker Apartments

Blue Honors Village

Adam J. and Connie S. Richardson Hall

# **SECTION 5: Campus Support Services**

## **University Bookstore**

The bookstore is located on the first floor of the George N. Collins Student Union Center (Student Union Building). The Bookstore offers services and merchandise for students, including writing instruments, supplies, and snacks. The store also features EWU clothing paraphernalia.

The Bookstore hours are 9:00 a.m. to 5:00 p.m. Monday through Thursday and 9:00 a.m. to 4:00 p.m. on Friday during the academic year with adjusted hours during the summer. The Bookstore may also be opened on weekends for special events.

## **Campus Safety & Security**

The Department of Campus Safety & Security's mission is to enhance the living, learning, and working experience at Edward Waters University by protecting life, maintaining order, and safeguarding property. Campus Safety & Security provides the EWU community with a full range of services that meet the highest professional and accredited standards of campus security. The Department is committed to the philosophy of "Community Caretaking" and working with students, staff, and faculty to build a lasting partnership.

The Department of Campus Safety & Security utilizes Tiger Alert for communication. Students may sign up for Tiger Alert at <https://ewc.omnilert.net/subscriber.php>.

In Case of Emergency: Call 911

In Case of Non-Emergency: Call 904-470-8888

## **Career Development and Placement Services**

Edward Waters University Career Services' mission is to support academic programs by providing services that assist students and alumni in developing, evaluating and implementing career plans that lead to employment and lifelong personal development. The Office of Career Services offers a variety of services ranging from career exploration to internships, graduate school assistance and employment.

The services and programs are tailored to meet the needs of all students as well as to advance their knowledge base. Students are encouraged to register in person at the Career Center or online to make use of career services. Collaboratively, assistance is given to each student based on an assessment of interests, skills, and abilities. Students can take advantage of all rendered services, which can be used as a springboard for development and enhancement purposes. The Office of Career Services is located in the George N. Collins Student Union Building. For more information, please call (904) 470-8007.



## **Campus Ministry and Church Relations**

The Campus Ministry and Church Relations seeks to facilitate spiritual growth, education, and care to the University at large by providing weekly chapel services, facilitating religious interest groups and religious programming. The campus ministry and church relations program contributes to the continued education of the student body and strengthens University morale. Campus Ministry and Church Relations seeks to connect the University with the religious community at large through interaction and activities.

## **Wellness & Disability Services**

The Edward Waters University offers a confidential, safe and friendly atmosphere for students, faculty and staff. Counseling and Disability Services provides a variety of ongoing services, support and assistance for personal, academic and developmental issues, which impact the overall learning environment of students.

With an increase of mental and emotional health demands by college students across the world, Counseling and Disability Services continues to promote healthy alternatives to combat mental illness and disabilities. Counseling and Disability Services seeks to increase the awareness and knowledge of topics related to college students.

A student with a disability that qualifies under the Americans Disability Act (ADA) and requires accommodations should contact Disability Services for information on appropriate policies and procedures. Disabilities covered by ADA may include learning, psychiatric, physical disabilities, or chronic health disorders.

## Virtual Care Group for Mental Health and Medical Services

Students can register for 24-hour counseling and medical assistance free of charge! Visit [www.thevirtualcaregroup.com/ewu](http://www.thevirtualcaregroup.com/ewu) to register.

Remember that Virtual Care Group provides unlimited, 24/7, emotional and mental counseling, medical, talk therapy, life coaching, and crisis counseling visits to EWU students at no cost. This service is available in all 50 states and Puerto Rico. To get started, activate your account at <http://thevirtualcaregroup.com/ewu>. For additional with your account assistance, do not hesitate to reach out to [care@thevirtualcaregroup.com](mailto:care@thevirtualcaregroup.com) or call our 24/7 call center at 866-533-1827.

For on campus assistance, please call 904-470-8231. For emergency after-hour needs, please call 904-415-7902. Individuals with hearing impairments can contact our office using the Florida Relay Service at 1-800-955-8771 (TTY).

## **Dining Services**

Dining Services are provided in the George N. Collins Student Union Building

Hours of Operation:

Monday – Friday

Breakfast: 7:00 a.m.-9:00 a.m.

Lunch: 11:00 a.m.-2:00 p.m.

\*Wednesdays 12:00 p.m.-2:30 p.m.

Dinner: 5:00 p.m.-7:00 p.m.

Saturday, Sunday, and Holidays

Lunch: 11:00 a.m.-2:00 p.m.

Dinner: 5:00 p.m.-7:00 p.m.

## **University College**

The University College is where you will find assistance with your academic journey. The University College serves as the direct point of contact for new and returning freshmen and transfer students with less than 60 credit hours and sophomores students, as it relates to academic advisement and registration of classes. In addition, The University College serves as the key resource for all students as it relates to personal and retention efforts. The office provides students with ongoing academic advising, tutoring, and academic support and is located in the Tiger One Stop.

## **First Year and Second Year Experience**

The First Year and Second Year Experience office is committed to increasing students' awareness of the university's requirements, policies, and procedures; establishing and maintaining traditions that connect students with the University; providing quality programming related to the first and second year college experience; promoting participation in student activities, student organizations, and service learning opportunities; and collaborating with entities at Edward Waters University to create a campus culture of supporting student success.

## **University Library**

The EWU Library is housed on the first floor of the Centennial Building. It contains approximately 13,350 print volumes and provides access to over 259,000 electronic books (e-books). The Library also subscribes to 61 print periodicals.

The mission of the Library is to facilitate academic learning and research; support the University curriculum; enhance classroom instruction and the critical thinking process; the teaching of information literacy; and to promote professional, ethical, and social growth by providing the latest information resources, services, and technologies to students and faculty. The Library further endeavors to stimulate and encourage the development of lifelong learning.

The Library is open 7 days per week during the Fall and Spring semesters. Off-campus access to the electronic databases is available 24/7 for EWU students, faculty, and staff.

## **Post Office**

All packages delivered by the United States Postal Service, United Parcel Service, FedEx, etc. can be picked up from the University's Post Office first floor James Weldon Johnson Complex at:

1840 W 9<sup>th</sup> Street  
Jacksonville, Florida 32209

- The mailroom hours of operation are 8:00am – 5:00pm Monday – Friday. The mailroom phone number is (904) 470-8159.
- Students will receive a confirmation notice to their EWU email address or text message to your registered phone number for any mail or packages that arrives to the mailroom or the EWU Parcel Lockers located in the Student Union Building. Any items that are not retrieved from the Parcel Lockers within 10 days will be returned to the mailroom. Items that are not retrieved within 30 days will be discarded (Presorted Standard/Junk Mail) or Returned To Sender (RTS). **Photo identification is required to retrieve any items.**
- If there is any changes in address or phone number, it is the responsibility of the student to update this information in the portal.

## **Student Records - Family Education Rights and Privacy Act (FERPA)**

The University recognizes the need to maintain records for each student in order to preserve authentic documentation of the events and activities that constitute a part of the educational process and students' development, to access their educational needs and achievements, and to facilitate the informed and purposeful direction of its educational goals. In the development and administration of such records, the University complies with the Family Education Rights and Privacy Act (FERPA) (Buckley Amendment) of 1974. Edward Waters University protects student records by maintaining physical, electronic, and procedural safeguards in accordance with applicable policies and standards. All EWU personnel (to include student workers) that have authorized access to student records are trained in the proper handling of such records and must sign appropriate confidentiality forms as it relates to the area in which the records are maintained.

According to FERPA, students are afforded the following rights:

- To inspect and review the education records relating to the student maintained by the colleges the student attends or has attended;
- To challenge and require the University to amend any portion of the education records concerning the student that is inaccurate, misleading, or otherwise in violation of the student's privacy rights;
- To require the university to obtain written consent prior to the disclosure of personally identifiable information, except in those instances specifically noted in the statute;
- To be informed by the University of the rights afforded to the students under FERPA;
- The right to file a complaint with the Family Policy Compliance Office (FPC), the division within the federal Department of Education charged with enforcement of FERPA, alleging denial of rights. The address for the Family Compliance Office is 400 Maryland Avenue, SW, Washington, D.C. 20202-5901.

Student conduct records are confidential to the extent allowed by University policy and the law, and the conduct-related contents of student educational files cannot be shared unless the student signs a release permitting the information to be shared with specific individual's or, in the case of a student who is a minor, the eligible parent or legal guardian, with the following exceptions:

- Conduct related information may be shared with other educational institutions and other university personnel considered those who “need to know,” such as a coach in his or her role as an advisor to a student athlete, or the Director of Athletics;
- Conduct-related information pertaining to repeated or major violations of the drug and alcohol policy may be shared with parents or other legal guardians. This exception may not apply if the student is 21 years old or over, or if the student can demonstrate that they are financially independent.
- Parental notification may occur if the student's actions result in hospitalization or arrest.
- Conduct-related information may be shared subject to subpoena or other court order.

# SECTION 6: Student Code of Conduct & Community Standards

Edward Waters University (EWU) is an educational community of scholars in which freedom of inquiry, freedom of thought, freedom of expression and freedom of the individual are valued. The exercise and preservation of these freedoms require respect for the rights of all in the community to enjoy them to the same extent.

At Edward Waters University, student members of the community are expected to uphold and abide by certain standards of conduct that form the basis of the Student Honor Code. Each student and student organization assumes an obligation to conduct himself, herself, or itself in a manner compatible with the University's rules, codes, policies, and procedures ("Student Honor Code").

These standards are embodied within a set of student expectation that include **integrity, social justice, respect, community, and responsibility**. An Edward Waters University student represents the Institution at all times, therefore, the Institution maintains high standards of behavior on and off campus, during the semester and in between terms.

The EWU Student Integrity Process exists to respond to alleged violations of the Honor Code/Student Code of Conduct. The aim of the Student Integrity Process is to encourage responsible behavior, to maintain social order, and to protect the rights of all. EWU may sanction students for failure to abide by its Honor Code/Student Code of Conduct, and sanctions may be imposed singularly or in combination, both for individuals and for student organizations. Students are advised that a disciplinary sanction imposed by EWU pursuant to this Student Integrity Process does not preclude the possibility of a separate criminal or civil prosecution by law enforcement authorities and that conversely, improper conduct external to the campus may be grounds for EWU disciplinary action as well.

Behavior that violates the Student Honor Code/Student Code of Conduct listed here and elsewhere will be subject to disciplinary action through the appropriate process. If it is determined that a group is responsible for a violation, either by direct involvement or by condoning, encouraging, or covering up the violation, appropriate action will be taken with respect to the group as well as to the individuals involved.

Exclusions – Please note that this Conduct Process **does not apply to grade appeals**. In addition, outcomes of the appeal processes are not subject to further consideration through this Conduct Process.

Relative to academic issues, the Student Integrity Process only applies to complaints of Academic Dishonesty to the extent set forth in the Academic Integrity Policy (as outlined below).

## **Student Integrity & Conduct Violations**

Student Integrity & Conduct Process does not apply to complaints regarding Sexual Misconduct. For information regarding Sexual Misconduct, please see the Sexual Misconduct Policy and Procedures in Section 7 of this handbook (Title IX). In this section, we will define items, which violate the Edward Waters University Student Honor Code/Code of Conduct.

### ***Alcohol***

As a “dry” campus, Edward Waters University prohibits the unlawful possession, use or distribution of alcoholic beverages by students and employees on its campus. Further, any possession or consumption of alcoholic beverages (including alcoholic beverage containers, i.e. bottles, flasks, etc.) of any kind in plain view shall be considered in violation of campus policy. Privacy rights of students in their residential space will be respected, but any public nuisance coming from private space related to the consumption of alcohol shall bring the full force of this policy and applicable state law into play. Alcohol (including paraphernalia) found during health and safety inspections may result in suspension from residential living.

The concealment of illegal alcohol consumption from plain view does not preclude the enforcement of state laws or this policy for other just cause searches. Campus Security Officers and authorized staff may search beyond plain view with explicit approval from the Director of Campus Safety and Security, Director of Residence Life and Housing/Student Integrity & Conduct, Associate Vice President for Student Success and Engagement, or Vice President of Student Success and Engagement.

Students who violate this policy may be criminally prosecuted and be subjected to disciplinary actions ranging from probation with educational sanctions to suspension to expulsion. Students accused of violating these policies are afforded full due process under the Institution Student Honor Code. The Institution may also refer cases for criminal prosecution.

### ***Drugs***

As a “dry” campus, Edward Waters University prohibits the unlawful possession, use or distribution of illicit drugs by students and employees on its campus. Further, any possession or consumption of illicit drugs or drug paraphernalia in plain view shall be considered in violation of campus policy. Privacy rights of students in their residential space will be respected, but any public nuisance coming from private space related to the consumption of drugs shall bring the full force of this policy and applicable state law into play.

The concealment of illegal drug consumption from plain view does not preclude the enforcement of state laws or this policy for other just cause searches. Campus Security Officers and authorized staff may search beyond plain view with explicit approval from the Director of Campus Safety and Security, Director of Residence Life and Housing/Student Integrity & Conduct, Associate Vice President for Student Success and Engagement, or Vice President of Student Success and Engagement.

Students who violate this policy may be criminally prosecuted and be subjected to disciplinary actions ranging from probation with educational sanctions to suspension to expulsion. Students accused of violating these policies are afforded full due process under the Institution Student Honor Code. The Institution may also refer cases for criminal prosecution.

### ***Disorderly Conduct***

Edward Waters University defines disorderly conduct as behavior that in any way disturbs and/or disrupts the orderly functioning of the University, its officers or employees in the regular performance of their duties, its offices, buildings, departments, units, its normal business operations to include, but not limited to: obstruction, disrespect or disruption of University activities, duly unauthorized intrusion or occupation of public and private university owned or operated spaces, classroom instructional spaces, and/or any other University owned property, or university-sponsored event.

In addition, acts of disorderly conduct may also include but shall not be limited to: profanity, lewd or obscene conduct or behavior, gambling, distributing printed material that is libelous or that encourages the violation of public laws or university policies, damage to university property or university community member's property, conduct that is injurious to the University's reputation, image, or brand, and/or excessive or disruptive noise in person, via social media, and/or on-or-off the university campus.

### ***Endangering Safety and Welfare***

Reckless or willful conduct, displaying conduct or behavior that is deemed by administration to threaten or endanger the health and or safety of oneself or others. Tampering with, misusing, abusing, or altering any safety equipment or devices, including but not limited to, fire extinguishers, elevators, emergency telephones, elevators, etc. is prohibited.

### ***Face-Coverings***

During public health crises, everyone must wear face-coverings that cover both the nose and mouth to protect against communicable diseases. Students found in violation of University guidelines during a public health crisis shall be held responsible under the Student Honor Code/Code of Conduct which may result in sanctions up to and including suspension from the University. Ski-masks should not be worn at any time in university buildings.

### ***Failure to Comply***

Edward Waters University notes that failing to comply with any lawful directive given by a duly authorized University official acting in the performance of his or her duties is a violation of the Honor Code/Student Code of Conduct. In addition, all students are required to identify themselves by furnishing an EWU identification card when requested by a University official. Failing to comply may result in disciplinary actions as imposed by Campus Police and the Office of Student Integrity & Conduct.

### ***Falsification of Records***

No student shall alter, counterfeit, forge, falsify, or cause to be altered, counterfeited, forged, or falsified, any record, form, or document used by the University.

### ***Fire/Fire Safety***

Behavior including, but not limited to actions that result in a fire, a false fire alarm, falsely reporting the presence of an unlawful explosive, or unnecessarily discharging a fire extinguisher.

### ***Hazing***

Hazing is defined as any method of initiation into or affiliation with the Institution, a student organization, a sports team, an academic association, or another group directly or indirectly engaged in acts that intentionally or recklessly endangers that individual physically and/or mentally regardless of whether or not the recipient is a willing participant. Hazing is most often seen as an initiation rite into a student organization or group but may occur in other situations.

Hazing is any intentional, negligent, or reckless activity or situation that causes another pain, embarrassment, ridicule, harassment, physical, mental or emotional strain, or any activity which would in any way jeopardize the physical, moral or scholastic well-being of an individual, even if that person is a "willing participant".

### ***Improper Conduct***

Behavior that is a misrepresentation of University values to include inappropriate and offensive comments and behavior, furnishing or intentionally providing false information to a University official, representing the University without specific prior consent, initiating or participating in unauthorized gatherings, unauthorized collection of monies or promotions on campus, misuse of a motor vehicle, unauthorized use of university facilities (buildings and grounds), unauthorized entry into University facilities and unauthorized possession or transfer of keys to University facilities, including residence hall rooms, failure to surrender keys, violation of any federal, state or local law that has a negative impact on the University or members of the University community is strictly prohibited.

### ***Improper Guest Behavior***

Student or Student Organizations whose guest(s) behavior is in violation of the EWU Honor Code to include failure to monitor the behavior of guest(s).

### ***Misrepresentation***

Lying or furnishing false information to University officials, including RAs, knowingly misrepresenting facts pertaining to University procedures, falsifying academic products, possessing, or displaying any form of false identification or any identification not one's own, assuming or attempting to assume the identity of another person, forgery. No student shall alter, counterfeit, forge, falsify, or cause to be altered any record, form or document used by the University.

### ***Misuse of Technology & Social Media Usage***

Using technology to include any form of social media and or electronic devices in a threatening, harassing or bullying manner, using technology in a way that is inappropriate or offensive to students,



faculty or staff or in ways that interfere with the University's reputation, technological infrastructure, using University-owned devices to access pornographic content, use of someone else's University email account, gaining or attempting to gain unauthorized access to a computer facility or software, illegally using copyrighted software and materials on University information systems, knowingly engaging in any activity harmful to the information system.

The University strictly prohibits the misuse of social media and other technology platforms to harm and disrespect others, also known as cyberbullying. This behavior includes, but is not limited to: sending mean, threatening or harassing messages to another person through texts, emails, instant messaging, telephone communications, private social media messaging, or social media postings, spreading lies and rumors through the internet or text messages, posting pictures without the consent of the individual, creating websites, polls, blogs or other internet postings that are meant to embarrass or harass others, recording conversations or videos without consent and posting the content online.

### **Definitions**

**Social Media:** A software system or service provided via the Internet used to communicate and share information between people through interactions with video, audio, text, or multimedia. Examples include, but are not limited to: Facebook, Twitter, Google Plus, Flickr, Pinterest, Tumblr, Instagram, LinkedIn, You- Tube, WordPress, petition sites and other similar services.

**Copyright:** A form of intellectual property law protecting original works of authorship including literary, dramatic, musical, and artistic works. A copyright does not protect facts, ideas, systems, or methods of operation – only the way these objects may be expressed.

### **Expected Standards of Behavior**

Students are personally responsible for what they communicate on or through social media and they must adhere to the standards of behavior set out in this provision and the student Honor Code.

Communications on social media must be respectful at all times and in accordance with this provision. Use of social media must not infringe on the rights, or privacy of other students, or staff and students must not make ill-considered comments or judgments about other students, staff or third parties. Students must take particular care when communications through social media can identify them as a student of Edward Waters University to members of staff, other students, or other individuals.

### **Cyber Bullying Via Social Media Sites**

The University will not accept any form of bullying or harassment by or of members of University staff or students.

The following examples illustrate the types of behavior, displayed through social media communications, which the University considers to be forms of cyberbullying:

- Maliciously spreading rumors;
- Lies or gossip;
- Intimidating or aggressive behavior;
- Offensive or threatening comments, content, posting of comments/photos etc; or
- Deliberately mocking an individual with the intent to harass or humiliate them

Cyber bullying may also take place via other means of electronic communication such as email, text, or instant messaging. Cyber bullying in these forms is not tolerated by the University. Any student who is experiencing cyber bullying by another student or a member of University staff will have the full support of the University. The University Associate Vice President for Student Success and Engagement is readily available to respond to a student if they feel they are being bullied, harassed, or victimized.

### **Intellectual Property**

All students must ensure that they have permission to share any third-party materials, including all images, photographs, text, and videos, before uploading them to or linking to them via social media and, where sharing is permitted, should ensure that such materials or shared links are credited appropriately.

In addition, all students must check the terms and conditions of a social media account and/or website before uploading material to it; by posting material to social media accounts and/or websites, you may be releasing ownership rights and control of the content. For this reason, you must exercise caution in sharing all information.

The University is not responsible for, nor does it hold any ownership, of any content posted by its students, other than content posted by students using University accounts, or in the course of their duties, as a form of professional communication.

### ***Pet Violations***

Having pets in buildings or on campus including residence halls, classrooms, offices, etc. except when required in connection to a service animal, classroom assignment, and/or without the written permission of the Associate Vice President for Student Success and Engagement.

### ***Physical Abuse/Fighting***

The intent, attempt, or assistance with the infliction of physical injury upon a person, which includes, but not limited to engaging in acts of physical assault or violence, the infliction of bodily harm upon another person in any form, instigating, participating, or otherwise encouraging others to engage in fighting both on and off-campus. While self-defense will not excuse a student's actions, the University will take these actions into account when addressing a proper outcome.

### ***Drug and Smoke Free***

Edward Waters University is a Tobacco and Smoke-Free Campus, committed to providing a healthy environment on campus (see aforementioned Smoking Policy). “Tobacco Products” are defined as cigarettes, cigars, pipes, vaporizers “Vapes”, all forms of smokeless tobacco, clove cigarettes and any other smoking devices that use tobacco, such as hookahs, or simulate the use of tobacco, such as electronic cigarettes.

EWU prohibits the use of Marijuana and Black & Milds under its smoke and drug-free policies. Marijuana (aka weed, pot, grass, and herb) is the dried flowers, leaves and stems of the Cannabis sativa plant.

### ***Theft***

Theft/attempted theft or unauthorized possession of, or misuse of property belonging to other persons, groups, or organizations. This includes possessing, receiving, storing, using, moving, giving away, or selling of property known to have been wrongfully taken from the University or from any person or group. Also, to include, but not limited to larceny, fraud, shoplifting, or embezzlement.

### ***Vandalism***

Damaging property of the University and/or members of the University community or other personal or public property, on or off campus.

### ***Verbal Abuse/Threats/Cyberbullying***

Actions that place a person in actual and reasonable fear of harm or damage to property, or actions that create a hostile environment by substantially interfering with or impairing a student’s educational performance, opportunities or benefits, or engaging in behavior that impairs or impedes a University employee’s ability to conduct or perform the essential functions of his/her job.

Examples include, but are not limited to, spreading false rumors, insulting, teasing, taunting, verbal intimidation, or threats, intentional acts inflicting emotional distress against other students or university faculty/staff, and acts intentionally aimed at embarrassing another student or university employee.

The University strictly prohibits the misuse of social media (see “Misuse of Technology & Social Media Usage” referenced above) and disrespect of others through social media mediums, also known as cyberbullying. This behavior includes, but is not limited to: sending insulting, threatening or harassing messages to another person through texts, emails, instant messaging, telephone communications, private social media messaging, or social media postings, spreading lies and false rumors through the internet or text messages, posting unseemly or embarrassing pictures of students or university employees without the consent of the individual, creating websites, polls, blogs or other internet postings that are meant to embarrass, insult, or harass others, recording conversations or videos without consent and posting the content online.

## ***Weapons***

Edward Waters University seeks to maintain a welcoming and safe educational environment for students, employees, and visitors and adopts this policy for possession of dangerous weapons and firearms on campus and at events. Except as otherwise allowed by law, the Institution prohibits the possession, transportation, and use of firearms and other dangerous weapons on campus. Institution students may not possess firearms at any time on campus and may be confiscated.

Student violations may be addressed in accordance with the Student Honor Code/Code of Conduct as well as other applicable policies and may include sanctions, up to and including expulsion.

1. Any object or device which will, is designed to, or may be readily be converted to conduct harm upon oneself or another person;
2. A Taser is a weapon and possession of a Taser is considered a violation of the Student Honor Code;
3. Any object or device which will expel shocks, bullets, shot, or shell by the action of an explosive or another propellant;
4. Any handgun, pistol, revolver, rifle, shotgun or another firearm of any nature, including concealed weapons licensed pursuant to the Personal and Family Protection Act, and amendments thereto;
5. Any BB gun, pellet gun, air/C'O2 gun, stun gun or blow gun;
6. Any explosive, incendiary or poison gas (A) bomb, (B) mine, (C) grenade, (D) rocket having a propellant charge of more than four ounces, or (E) missile having an explosive or incendiary charge;
7. Any incendiary or explosive material, liquid, solid or mixture equipped with a fuse, wick or detonating device;
8. Any tear gas bomb or smoke bomb; however, personal self-defense items containing mace or pepper spray shall not be deemed to be a weapon for the purposes of this policy;
9. Any knife, commonly referred to as a switch-blade, which has a blade that opens automatically by hand pressure applied to a button, spring or device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement;
10. Any straight-blade knife of four inches or more such as a dagger, dirk, dangerous knife or stiletto; except that an ordinary pocket knife or culinary knife designed for and used solely in the preparation or service of food shall not be construed to be a weapon for the purposes of this policy;
11. Any martial arts weapon such as nun chucks or throwing stars; or
12. Any longbow, crossbow and arrows, or another projectile that could cause serious harm to any person

## ***Prohibition of Food and Drinks (in teaching and learning spaces)***

Food and/or drinks in formal teaching and learning spaces is strictly prohibited. All food and drink consumption shall be restricted to dining facilities and events as designated.

## ***Student Identification***

Identification cards are required for all students and must be presented at all times.

### ***Two-Strike Policy***

The two-strike policy is enforced as a result of a violation to the alcohol policy or disorderly conduct of an excessive nature. Violators will be sanctioned with the following:

- first offense – \$100 fine to be paid within 72 hours and residential probation
- second offense – removal of residential living privileges

### ***Three-Strike Policy***

The three-strike policy is enforced as a result of a violation to visitation guidelines (which applies to residents and guests), excessive noise, and health and safety inspections (excluding life-safety violations). Violators will be sanctioned with the following:

- first offense – written warning
- second offense – \$100 fine to be paid within 72 hours
- third offense – removal of residential living privileges

### ***Unauthorized Entry or Use of University Facilities***

University facilities are available for student use during specified times and entry upon any university premises is strictly limited to currently enrolled students. Entry upon university premises by non-students is wholly prohibited without prior authorization from a duly authorized university employee or administrator.

### ***Visitation***

Student visitation hours are Sunday through Thursday, 6:00 p.m. – 11:00 p.m. and Friday and Saturday, 12:00 p.m. – 12:00 a.m. Students that are not assigned to the residence hall are not permitted outside of the residence hall first floor lobby/common space. At no point should anyone who does not reside in a building be present in another residence hall room outside of the visitation hours. Violation of the visitation guidelines set forth may result in the enforcement of the three-strike policy.

## **Conduct Decision Procedure**

### **Pre-Hearing Conference**

The Pre-Hearing Conference is heard solely by the Director of Student Integrity & Conduct or university designee serving as the hearing officer. The hearing officer is to review the findings and determine if a conduct violation has been committed. If it is determined that a violation has occurred a sanction may be rendered. During the Assessment, an accused student can either accept responsibility or dispute the allegations and request a formal hearing by the hearing board.

If the student chooses to accept responsibility, the case may be resolved, and the hearing officer will determine the appropriate sanction. Sanctions imposed pursuant to a Formal hearing cannot be appealed. If additional information becomes available after a resolution is reached, the hearing officer reserves the right to refer the case for review by a designee.

## **Formal Hearing**

A formal hearing can be requested by the student with the Director of Student Integrity and Conduct, the hearing officer, or other designees, as necessary. If the appeal officer or designee determines the sanction is appropriate, the rendering decision will be final.

Requests for an appeal will be considered. A request for an appeal does not guarantee that an appeal hearing will be granted. The Director of Student Integrity and Conduct, hearing officer, or designee has 24 hours to respond to the students' request for a formal hearing.

## **Student Mediation**

A student complainant or the Director of Student Integrity & Conduct may propose mediation as a means to resolve some disciplinary cases. Mediation is possible; with the approval of the (DSI&C) when all parties involved voluntarily agree to engage in the mediation process and when students involved, have not previously engaged in mediation. If mediation fails, the case may be remanded to a formal hearing.

### ***Privacy and Disclosure***

In order to comply with FERPA and to provide an orderly process for the presentation and consideration of relevant information without undue intimidation or pressure, the hearing and mediation processes are not open to the general public. Accordingly, documents prepared in anticipation of a hearing or mediation and other information introduced at a hearing or mediation may not be disclosed outside of the hearing or mediation, except as may be required or authorized by law.

Note: The DSI&C or designee have the authority to initiate an administrative withdrawal (or involuntary separation) process based on threats or behaviors that cause concern for the safety and well-being of an individual, and/or the campus community. While the aforementioned violations provide context for the Student Honor Code, it shall be clear that actions beyond the scope of this list shall be addressed by the authority of the DSI&C or designee.

## ***Student Integrity & Conduct***

### ***Vice President of Student Success and Engagement***

The Vice President of Student Success and Engagement, or his/her designee, has “emergency powers,” which may be exercised to suspend or amend procedural regulations, when, in his or her judgment, is necessary to safeguard the campus community.

### ***Director of Student Integrity & Conduct***

The Director of Student Integrity & Conduct has oversight of student conduct and is responsible for determining the appropriate sanctions for adjudicating alleged violations of University regulation. The Director of Student Integrity and Conduct is charged with providing oversight and coordination of the conduct process. Any member of the EWU community shall bring complaints against a student or a group of students to the attention of the Director of Student Integrity & Conduct, the Director of Safety and Security, Office of Residence Life & Housing, or the Title IX Coordinator (if related to a Title IX matter). To report an incident, an email may be sent to [sic@ewc.edu](mailto:sic@ewc.edu) or visit [www.ew.edu/compliance](http://www.ew.edu/compliance) for a Title IX matter.

### ***Decision Process***

The Student Integrity and Conduct Process is designed to settle complaints of student misconduct and, where applicable, to impose sanctions for such misconduct.

### ***Appeal Process***

A student found to have violated the Student Honor Code, Residence Hall Guidelines Guide or Housing Agreement by the Director of Student Integrity and Conduct, may appeal a hearing panel decision to the Division of Student Success & Engagement. This appeal must be received within two (2) business days after notification of the decision of the hearing panel. Appeals submitted after this allotted time will be denied, and the sanctioned student must comply with all terms of the hearing decision before the case is closed. The sanctioned student may appeal to the Associate Vice President for Student Success and Engagement. The decision made by the Associate Vice President of Student Success and Engagement shall be final and binding.

The student may file an appeal only if one or more of the following choices apply: a) A procedure was not followed, b) A claim that the decision of the hearing panel was clearly erroneous, c) A claim that the sanction(s) imposed was (were) overly harsh or inappropriate (suspension and expulsion only) d) New evidence, not available at the previous hearing is presented that could exonerate the student.

NOTE: A formal letter of appeal, and supporting documentation, must be submitted with the appeal form for consideration. Submission of an informal letter (handwritten or otherwise) is not acceptable. Resubmission of a letter does not extend the allowable appeal period. Failure to submit a formal letter of appeal with this form will deem this appeal incomplete. After the submission of this appeal, the appellate officer may approve a meeting with the student to discuss the details of the appeal. This form must be submitted to the appellate officer outlined in the student's sanction letter. A decision will be rendered with the appellate officer's response within five (5) business days from his/her receipt of the appeal.

### **General Conduct Procedure**

#### ***Report of Violation***

Any member of the University community (students, staff, and faculty) parents, and/or community members may report an alleged violation of the Honor Code to the Director of Student Integrity and Conduct, Director of Campus Safety and Security, Associate Vice President for Student Success and Engagement, Vice President of Student Success and Engagement, or any other University officer. All reports must be submitted in writing.

Reports may be filed individually or jointly with another representative of the University (for example: Pan-Hellenic Council, another student, a faculty, or staff member). In addition, the University reserves the right to pursue violations on its own.

### ***Investigation***

The Director of Student Integrity and Conduct, the Director of Safety and Security, or designee will conduct an investigation to gather information about the alleged violation(s). Following the investigation, the investigator will make recommendations as to whether or not there is enough evidence to proceed. The Director of Student Integrity and Conduct, the Director of Safety and Security, or designee may question and/or request written statements of the accused student, the complainant (if applicable) and/ or witnesses or other individuals involved.

### ***Notification - Conduct Assessment***

If the Director of Student Integrity and Conduct determines that a reported misconduct merits a conduct assessment, the respondent will receive a written statement of violation and potential disciplinary action (and mediation, if applicable) procedures. The accused student (and complainant, if necessary) will receive notice, via EWU email, and/or a hard copy at least 48 hours before the proposed fact-finding meeting, unless an expedited assessment is deemed necessary by the Director of Student Integrity and Conduct or designee. Notifications will include the date, time, and place of the meeting, and provide documentation for submitting the names of witnesses scheduled to appear (if necessary).

Certain violations may require an emergency hearing and notice time may be amended. EWU emails are the official mode of communication for the University.

Students are expected to notify parents or guardians of the charges and these persons may request a conference with the university officials, pending FERPA consent.

The decision reached at the fact-finding meeting will be communicated in writing to the student. If the student is a minor or is found responsible for an alcohol or drug violation, or if the student so requests; his/her parents or guardian may be also notified.

### ***Conduct Sanctions***

If the respondent is found responsible for any violation of the student Honor Code or other University policy, he or she may be subjected to one or more of the following sanctions which may, under certain circumstances, be communicated to the student's parents or guardians.

Responsibility for violating the Student Honor Code may be assigned any of the following sanctions in addition to disciplinary conduct points:

#### **Warning**

Notice, orally or in writing, that continuation or repetition of prohibited conduct may be cause for additional disciplinary action.

#### **Campus Resource Referral**

A student or group may be required to contact an individual or department on campus.



### Counseling

A student may be referred to undergo counseling with the University Office of Counseling Services or designee for a specified time period or until he or she has successfully completed a course of counseling (and such completion is documented by the Counselor in writing).

### Account Hold

Various departments on campus can place a hold on a student's account for many reasons to include failure to comply with departmental directives (i.e. failure to pay fines, tuition or comply with a disciplinary sanction, and withdrawal or suspension from the University). The student must rectify (to the satisfaction of the Office that placed the hold) the matter at hand before the hold is removed.

### University Service Hours

A student may be required to perform a certain number of hours of work on campus for a designated University employee, department, or organization.

### Educational Sanction

The objective of an educational sanction is to provide opportunities for education, reflection, and rehabilitation and is selected to be commensurate with the offense.

### Fine

An individual or group may be fined any amount determined to be appropriate and commensurate with the severity of the offense.

### Restitution

Restitution is reimbursement for damage to or misappropriation of property. It may be in the form of service or other compensation.

### No Contact Order

For complaints involving allegations between students, the Director of Student Integrity and Conduct and/or Department of Safety and Security will issue a no-contact order. If it is deemed appropriate by the Director of Student Integrity and Conduct and/or Department of Safety and Security that a no-contact order should be issued, the complainant and respondent will each receive the order. Each party will be informed by the DSI&C once a no-contact order has been issued to the other party. Note: If living on campus, students involved in a conduct matter who live near or with each other may also request to have living arrangements modified pending the outcome of the hearing.

### No Trespass Order

The Director of Student Integrity and Conduct and/or Department of Safety and Security reserves the right to issue a no trespass order if it is deemed appropriate for the safety and security of faculty, staff, and students.

### Residence Hall Restriction

A student may be restricted from entering a specific residence hall or all residence halls, as specified, without the express written permission of the Office of Housing and Residence Life.

### Reassignment of Housing Location/Cancellation of Housing Contract

A student removed from the residence halls for an assigned period of time or expelled from the residence halls on a permanent basis may not enter any residence hall without the express written permission from the Office of Housing and Residence Life. A student who is reassigned to a residence hall due to disciplinary action may only enter the newly assigned residence hall. The reassigned student may not enter any other residence hall without the express written permission from the Office of Housing and Residence Life. If the student is residing in housing at the time of the suspension or expulsion, no refund of the housing deposit or fee will be made. The student must return their room keys to Residence Life and Housing. Failure to return university property and/or room keys will result in a fine.

### Residential Probation

A student is advised that additional violations on or off-campus could result in the reassignment of their housing location or the cancellation of their housing contract.

### Residential Suspension

A student may be suspended from the residence halls when his or her conduct violates the Honor Code or the Housing and Residence Life Handbook. Students suspended from the residence halls must complete the official check-out process and are prohibited from visiting any of the residence halls for the length of time imposed. Students suspended from the residence halls will not be entitled to reimbursement of fees associated with room charges.

### Probation

A student or group is given a warning that further violations will result in consideration of suspension. The student or a group representative may be required to report to the Director of Student Integrity and Conduct (DSI&C) on a regular basis during the period of the probation. Terms of the probation shall be specified and may include denial of specified social privileges, exclusion from extracurricular activities and other measures deemed appropriate. Violation of this Honor Code during the period of probation will normally result in suspension or expulsion from the University. A student who engages in prohibited conduct prior to the expiration of his or her disciplinary probation may be subject to suspension from the University.

### Title IX Referral

Any complaints involving allegations of Title IX sexual harassment or sexual assault and other conduct matters are handled exclusively under EWU Sexual Misconduct Policy. In cases involving allegations of sexual misconduct, the investigation will focus primarily upon the allegations of sexual misconduct. Students involved in a sexual misconduct case may qualify to receive amnesty for other violations of the Honor Code.

### Deferred Suspension

Individual or group suspension may be deferred. Deferred terms, i.e., conditions of the deferred suspension and its duration, will be set by the Director of Student Integrity and Conduct which imposed the sanction. If a succeeding Director of Student Integrity and Conduct and/or designee finds the student responsible for violating the terms of the deferred suspension during the period set up by the preceding Director of Student Integrity and Conduct and/or designee, the student may be suspended.

### Suspension

An individual or group will be dismissed from the University for an assigned time period, and under the conditions deemed necessary by the conduct review process. A student suspended from the University may not enter campus grounds for any reason during the period of her/his suspension without the express written permission from the Director of Student Integrity and Conduct and/or the Director of Safety and Security. A student suspended from the University before an academic semester-end will not receive a refund of any monies paid and is not relieved of any financial obligations to the University, including tuition, fees, and room and board. No academic credit earned during the period of suspension at any other institution may be transferred to EWU. A conduct suspension and its effective dates are recorded on a student's academic transcript.

### Expulsion

An individual or group will be separated from the University on a permanent basis. An individual's expulsion will be permanently recorded on his/her academic transcript. A student expelled from the University may not enter campus grounds for any reason without the express written permission from the Director of Student Integrity and Conduct and/or the Director of Safety and Security. A student expelled from the University will not receive a refund of any monies paid and is not relieved of any financial obligations to the University, including tuition, fees, and room and board.

# SECTION 7: General University Policies

## **University Grievance Policy**

The primary objectives of The Student Complaint and Grievance Procedure are to ensure that students have the opportunity to present grievances to the Institution regarding a certain action or inaction by a member of the Institution community and that the Institution has a consistent way of resolving those grievances in a fair and impartial manner.

Each student is afforded the right to file a formal written grievance/complaint about matters of concern with the University. The protocol for submitting and responding to such complaints is outlined below.

### ***Procedures for Submitting Input and Complaints***

When a student encounters a University-related problem that he or she does not know how to resolve, he or she should always try to work out the problem by first discussing it with those most involved with the issue. Dealing with concerns in the most direct and honest fashion should always be the first step toward resolution. Many problems are resolved when a student makes an appointment with a faculty or staff member to communicate concerns calmly and honestly. If the student remains dissatisfied after consultation with the staff or faculty member, the student may initiate the formal complaint process at EWU described in the next section. All formal complaints must be put in writing.

### ***Grievance & Complaint Procedure***

#### **A Non-Academic Grievance/Complaint**

A non-academic grievance occurs when a Grievance Petition Form has been filed because a student believes that he/she has been dealt with arbitrarily, unfairly or in ways which violate established laws, rules, policies or procedures, or past practices by the University as a whole or any unit or agency or function thereof and in a manner that has caused actual harm to the student. It is the student's responsibility to initiate the non-academic grievance process in a timely manner. A Grievance Petition Form must be filed no later than ten (10) class days after receipt of the notice of informal (non-written) complaint resolution decision, or if no decision was issued, no later than fifteen (15) class days after the applicable decision deadline. The following steps outline the procedures for non-academic grievances:

**Step 1:** Completion and submission of a Grievance Petition Form.

**Step 2:** The Associate Vice President for Student Success and Engagement receiving the written grievance shall attempt to resolve the matter and is required to report the decision, in writing, to the Complainant(s) and Respondent(s) via their Edward Waters University email addresses.

**Step 3:** If the Grievant(s) wishes to appeal the grievance decision, the Grievant must submit an appeal to the Vice President of Student Success and Engagement along with the Associate Vice President for Student Success and Engagement's written response to

previous resolution attempts within ten (10) class days of receiving the decision, or if no decision was issued, no later than ten (10) work days after the applicable decision deadline.

### An Academic Grievance/Complaint

*\*In an effort to assure alignment with the college catalog, the use of the word “college” has been kept in place until revised the catalog is revised.*

The Academic Grievance Policy explains to a student what constitutes the initiation of the academic grievance process as well as the procedure and is outlined in the College Catalog. Below is a concise outline of the Academic Grievance Procedures (College Catalog pp. 64-68) [5].

**Step 1:** Student submits a written complaint to the faculty or staff member with whom they have a concern. If not resolved to the student’s satisfaction, student moves to Step 2. If a student prefers not to discuss his/her concerns directly with the involved faculty member, the student can schedule a conference to discuss the matter with the department chair or equivalent. If the grievance is against the Department Chair, the student should proceed to Step 3.

**Step 2:** In the event a student has not received satisfactory resolution to the issue, then a written appeal/grievance is submitted to the Department Chair. The Department Chair will review the complaint, render a decision, and provide said decision in writing to the student.

**Step 3:** Only when all established College procedures have been exhausted will the Associate Provost for Academic Student Success, Research Initiatives, and Faculty Affairs consider a final appeal. Either party – student or faculty – may appeal the decision of a Chairperson. After review, the Associate Provost will either:

- a. Issue a formal decision in writing regarding the appeal within fifteen (15) business days of receipt of the appeal; or,
- b. Convene the Academic Appeals Committee within thirty (30) days of receipt of the appeal, if deemed necessary to hear additional evidence.

**Step 4:** Academic Appeals Committee

Only if necessary will the Academic Appeals Committee convene a hearing to allow all parties the opportunity to present their cases in a fair and expeditious manner.

This decision is final and may not be further appealed.

### **Sexual Misconduct Policy**

Edward Waters University (“Institution”) is committed to providing a safe and non-discriminatory learning, living, and working environment for all members of the Institution community. The Institution

does not discriminate on the basis of sex, gender, sexual orientation, gender identity, gender expression or pregnancy in any of its education or employment programs and activities. Furthermore, the Institution prohibits sexual harassment, sexual/gender-based misconduct, retaliation and violations of supportive measures. Zero Tolerance conduct, as defined by the Edward Waters University Student Honor Code is expressly forbidden and will not be tolerated at Edward Waters University.

The Institution adopts this Policy with a commitment to: (1) eliminating, preventing, and addressing the effects of sexual harassment and sexual/gender-based misconduct; (2) fostering an environment where all individuals are well-informed and supported in reporting sexual harassment and misconduct; (3) providing a fair and impartial process for all parties; and (4) identifying the standards by which violations of this Policy will be evaluated and disciplinary action imposed.

All individuals responsible for the implementation of this policy will be trained annually on this policy, issues related to sexual harassment, domestic violence, dating violence, sexual assault, and stalking and the process for conducting an investigation and hearing that protects the safety of and promotes accountability of members of the University community. All training will be conducted in an unbiased and objective manner and will prepare those involved in the grievance process to serve impartially.

For information regarding Sexual Misconduct or see the fully Sexual Misconduct Policy and Procedures, please refer to <https://www.ew.edu/compliance/>.

## **Definitions**

**Advisor:** Any person selected by the parties to provide assistance during meetings, interviews, hearings, or any phase of the University's grievance process.

**Appeal:** The process by which any party to the University's sexual harassment grievance process can request a reconsideration of the findings and/or sanctions issued by a hearing panel.

**Complainant:** An individual who is alleged to be the victim of conduct that could constitute sexual harassment or sexual/gender-based misconduct.

**Consent:** Means an informed decision, freely given, made through mutually understandable words or actions that indicate a willingness to participate in mutually agreed upon activity. Consent cannot be given by an individual who is asleep; unconscious; or incapacitated, either through the effect of drugs/alcohol or for any other reason; or is under duress, threat, coercion, or force. Past consent does not imply present or future consent. Silence or an absence of resistance does not imply consent. Consent can be withdrawn at any time.

**Dating Violence:** Violence committed by a person:

1. Who is or has been in a social relationship of a romantic or intimate nature with the complainant; and
2. Where the existence of such a relationship shall be determined based on a consideration of the following factors: a) The length of the relationship, b) The type of the relationship, c) The frequency of interaction between the persons involved in the relationship.

**Domestic Violence:** Felony or misdemeanor crimes of violence committed by:

1. A current or former spouse or intimate partner of the complainant;
2. A person with whom the complainant shares a child in common;
3. A person who is cohabitating with or has cohabitated with the complainant as a spouse or intimate partner;
4. A person who is similarly situated to a spouse of the complainant under the domestic or family violence laws of the jurisdiction receiving grant monies; or
5. Any other person against an adult or youth who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

**Formal Complaint:** A document signed and filed by a complainant or signed and filed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the University investigate the allegations. A formal complaint may be filed with the Title IX Coordinator in person, by mail, by electronic mail or by submission to the official University complaint reporting system.

**Grievance Process:** The formal means of resolving complaints of sexual harassment and sexual/gender-based misconduct. The grievance process includes all meetings, interviews, conferences, hearings and appeals that occur during the resolution of a complaint.

**Incapacitation:** The inability to make rational reasonable judgments as a result of the use of alcohol, other drugs, being asleep, unconscious, or in a state of blackout. Incapacitation is a state beyond drunkenness or intoxication in which a person is unable to make fully informed judgments or have an awareness of consequences.

1. It is a defense to a sexual harassment or sexual/gender-based misconduct policy violation that the respondent neither knew nor should have known the complainant to be physically or mentally incapacitated, regardless of the reason.
2. A determination whether a respondent "should have known" that a complainant was incapacitated is made by looking at the particular facts available from an objective, reasonable-person standard. The definition of "a reasonable person" includes a person who is both sober and exercising sound judgment.

**Informal Resolution:** A process by which the complainant and respondent agree to resolve a complaint. The informal resolution process is designed to assure fairness, facilitate communication and maintain an equitable balance of power between the parties. Informal resolutions are facilitated by the Title IX Coordinator or his/her designee.

**Investigator:** An official designated by the Title IX Coordinator to conduct investigations of sexual harassment and/or sexual/gender-based misconduct under this policy, the Student Honor Code, and any other applicable University policies.

**Mandatory Reporter:** Institution faculty and staff who are required to report any information related to sexual harassment or sexual/gender-based misconduct of which they become aware.

**Notice:** University provided email is the official form of communication. When notice is transmitted by email, the notice is effective on the date that the email is sent. In situations where no University provided email is available or active, notice will be given in writing and transmitted by United States mail and or hand delivery to the address on file. When notice is transmitted by United States mail, the notice is effective on the date that it is mailed. When notice is hand delivered, it is effective on the date of delivery. Parties must notify the University of updated contact information throughout the grievance process.

**Party:** Either the complainant or the respondent. References in this Policy to the plural “parties” includes complainant and respondent.

**Preponderance of The Evidence:** The standard by which the University will determine at a hearing whether a violation of this policy has occurred. Preponderance of the evidence is also referred to as “more likely than not” that a violation of policy did or did not occur. This standard applies for all complaints of sexual harassment and/or sexual/gender-based misconduct under this Policy or the Student Honor Code.

**Report:** Any communication by any person to an office of the occurrence of conduct that could constitute sexual harassment or sexual/gender-based misconduct.

**Reporter:** Any person sharing information related to conduct that could constitute sexual harassment or sexual/gender-based misconduct.

**Respondent:** An individual who has been reported to be the perpetrator of conduct that could constitute a violation under this Policy.

**Retaliation:** Any action taken against a person because that person has reported an alleged violation of this policy or because that person has filed a complaint, served as a witness, assisted, participated or refused to participate in an investigation or grievance process. This includes action taken against a bystander who intervened to stop or attempt to stop sexual harassment as defined in this policy. Retaliation includes intimidating, threatening, or coercing an individual because of the individual's complaint or participation.

**Sexual Assault:** An offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation, which includes:

1. Sex Offenses, Forcible: Any sexual act directed against a complainant, without the consent of the complainant including instances where the complainant is incapable of giving consent.
  - a. Forcible Rape: The carnal knowledge of a person, forcibly and/or against that person’s will or not forcibly or against the person’s will in instances where the victim is incapable



- of giving consent because of his/her temporary or permanent mental or physical incapacity.
- b. Forcible Sodomy: Oral or anal sexual intercourse with another person, forcibly and/or against that person's will or not forcibly or against the person's will in instances where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
  - c. Sexual Assault With An Object: To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will or not forcibly or against the person's will in instances where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
  - d. Forcible Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will or not forcibly or against the person's will in instances where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
2. Sex Offenses, Nonforcible: Unlawful, nonforcible sexual intercourse.
- a. Incest: Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
  - b. Statutory Rape: Nonforcible sexual intercourse with a person who is under the statutory age of consent.

**Sexual Exploitation:** Occurs when a person makes non-consensual or unjust sexual advantages toward another person for their own advantage or benefit, or to benefit another person other than the one being exploited. Any act that extends the bounds of consensual sexual activity with or without the knowledge of the other individual for any purpose, including but not limited to sexual gratification, financial gain, or personal benefit. Examples include:

1. Non-consensual streaming, audio or video recording, photographing, or transmitting intimate or sexual utterances, sounds, or images without consent of all parties involved;
2. Allowing others to view sexual acts (whether in person or via a video camera or other recording device without consent of all parties involved;
3. Engaging in voyeurism without consent, even if the act itself is consensual;
4. Prostituting an individual;
5. Knowingly exposing an individual to sexually transmitted diseases without the individual's knowledge;
6. Inducing incapacitation for the purpose of making an individual vulnerable to non- consensual sexual activity.

**Sexual/Gender-Based Misconduct:** Any conduct on the basis of sex or gender that satisfies one or more of the following:

1. An employee of the University conditioning the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct;

2. Unwelcome conduct determined by a reasonable person to be severe, pervasive, or objectively offensive that it denies a person equal access to the University's educational programs or activities; or
3. Any conduct that constitutes sex/gender-based discrimination, sexual assault, dating violence, domestic violence, stalking, or sexual exploitation as defined in this policy and not falling under the definition of sexual harassment as contained in Title IX and its implementing regulations.

**Sexual Harassment:** For purposes of Title IX of the Education Amendments of 1972, sexual harassment is any conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the University conditioning the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University's educational programs or activities; or
3. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (1) fear his or her safety or the safety of others; or (2) suffer substantial emotional distress. Stalking includes but is not limited to:

1. Attempting to gather information about the target;
2. Vandalism, including attacks on social media, email and cyber accounts;
3. Direct physical and/or verbal threats against a target of unwelcome conduct or loved ones of a target of unwelcome conduct, including animal abuse;
4. Gathering of information about a target of unwelcome conduct from family, friends, coworkers, and/or classmates;
5. Defamation or slander against the target of unwelcome conduct; posting false information about the target of unwelcome conduct; posing as the complainant in order to post to websites, news groups, blogs, or other sites that allow public contributions; and/or encouraging others to harass the target of unwelcome conduct;
6. Posing as someone other than oneself to initiate transactions, financial credit, loans, or other contractual agreements;
7. Arranging to meet the target of unwelcome conduct under false pretenses.

**Title IX Coordinator:** The official responsible for oversight and coordination of the University's educational programs and training efforts with regard to sexual misconduct.

## **Smoking**

Edward Waters University is a smoke-free campus and strives to maintain a healthy workplace and campus environment for all faculty, staff, students, contractors, vendors, and visitors. For that reason, smoking is prohibited on all grounds and facilities of, or under the jurisdiction of, Edward Waters

University, regardless of campus or location, including indoor and outdoor locations, playing fields, parking lots, entrances and exits and to all persons, including but not limited to faculty, staff, contract personnel, vendors, students, and visitors of EWU.

In concurrence with this policy, the following is also prohibited by this policy:

- the sale and use of all tobacco products including but not limited to cigarettes, cigars, pipes, smokeless tobacco, including electronic cigarettes on all grounds, facilities and vehicles under EWU jurisdiction,
- smoking or the use of smoking devices, as outlined in this policy, including indoor and outdoor locations such as playing fields, entrances, and exits to buildings, parking lots, and vehicles;
- tobacco industry promotions, advertising, marketing, and distribution of marketing materials on campus properties; and
- tobacco industry sponsorship of athletic events and athletes.

## 1. Definitions

To “smoke” means: inhaling, exhaling, burning, or carrying any lighted or heated tobacco or plant product intended for inhalation, whether natural or synthetic. It also includes use of any such tobacco or plant product with a pipe or hookah; with an electronic smoking device which in any way creates an aerosol or vapor in any form; or any other oral smoking device, such as e-cigarettes, vaporizers, or other such devices.

“Tobacco-derived or containing products” means products that include, without limitation, cigarettes (including clove, bidis, kreteks and similar type products), electronic cigarettes, aerosol or vapor nicotine delivery devices, cigars and cigarillos, pipe tobacco, hookah-smoked products, and oral tobacco (spit and spit less, smokeless, chew, snuff).

Marijuana means all parts of the plant of the genus cannabis, growing or not; the seeds of the plant; the resin extracted from any part of the plant; and every compound, manufacturer, salt derivative, mixture, or preparation of the plant or its seeds or resin, including marijuana concentrate and the marijuana –infused products.

Marijuana-infused products mean a topical formulation, tincture, beverage, edible substance, or similar product containing marijuana and other ingredients and that is intended for human consumption. “Alternative nicotine product” means any noncombustible product containing nicotine that is intended for human consumption, whether chewed, absorbed, dissolved, or ingested by any other means.

“Alternative nicotine product” does not include any nicotine vapor product, tobacco product, or product regulated as a drug or device by the U.S. Food and Drug Administration (FDA) under Chapter V (21 U.S.C. § 351 et seq.) of the Federal Food, Drug, and Cosmetic Act.

## 2. Regulations

This regulation is for all EWU faculty, staff, students, vendors/contractors, and visitors to our campus.

Edward Waters University supports and is committed to wellness and a healthy environment. No person shall smoke, chew, or otherwise use tobacco, tobacco products, tobacco-derived or smoking simulation products or devices, and/or alternative nicotine, products on, in, or upon property owned or leased by Edward Waters University.

Marijuana is not permitted anywhere on campus property or at any campus sponsored events. Use of marijuana includes, but is not limited to, smoking in any form or any edible form. Marijuana smoking or use of marijuana is prohibited in any private vehicle, any university owned vehicle, or any vehicle located on university property. Marijuana is considered illegal in the state of Florida, and its possession, use, and sale could carry prison time and/or other disciplinary consequences.

Student's disciplinary consequences are set forth in the Student Honor Code. Disciplinary action may consist of payment of fines, verbal reprimand, restitution of damages, and restriction of privileges, disciplinary probation, suspension, dismissal and/or notation on the student's record of dismissal or suspension.

This regulation does not include any cessation product specifically approved by the U.S. Food and Drug Administration for use in treating nicotine or tobacco dependence. (See exemption for FDA-approved cessation products in the definition of alternative nicotine product, below.)

## 3. Monitoring

The University reserves the right to monitor, intercept and review within the law, without further notice, on-campus student behavior that may warrant intervention.

### Consequences of a Breach

Any breach of these rules and regulations may result in disciplinary action up to and including suspension or expulsion.

Any disciplinary action will be taken in accordance with the procedures outlined in the Student Code of Conduct.

Where conduct may be an illegal offense, the University may report the matter to the police.

#### 4. Reporting

Any complaints received under this policy will be reported on an anonymous basis where appropriate, to the relevant body within the University.

#### **Dress Code**

Edward Waters University has a prescribed dress code, and some attire is considered inappropriate in specific settings on/off-campus. The University retains the right to define what is considered appropriate attire. Dressing appropriately is considered a part of the learning process. Students and their guests who do not adhere to the dress code may be denied access to University services, including, but not limited to, the classroom, the dining hall, and other academic buildings. If an instance occurs wherein a student feels that a request regarding the dress code is unreasonable, the student should first adhere to the request of the faculty or staff member, and then follow up with a written document using the appropriate appeal procedure.

To report an incident, an email may be sent to [sic@ewc.edu](mailto:sic@ewc.edu)

The items below provide an overview of items prohibited by the EWU dress code, except in the residence halls and at designated University activities and events, on and off campus. These include, but are not limited to:

- Pajamas, bathrobes, bras, lingerie, and boxer shorts worn in public spaces and/or as outerwear (except in the residence halls),
- Bedroom slippers (except in the residence halls),
- Sagging pants worn mid-hip with undergarments revealed,
- Sleeveless shirt meant to be worn as an undergarment without a top shirt (except in the residence halls),
- Appearing in public spaces without a shirt, top or blouse,
- Ski-masks, Du-rags, head rags/scarves, and bonnets for men and women,
- Caps and hats for men and women worn inside of buildings,
- Curlers, rollers, and other items used to groom hair,
- Shirts worn as head wraps,
- Hoodies with hoods over the head while inside a building,
- Micro-mini skirts, midriff shirts, see-through blouses, low cut blouses, and/or other such attire that reveals excessive cleavage in classroom buildings, and
- Clothing, jewelry, hats and/or other garments/or other accessories with obscene or offensive language, gestures, and/or profanity, or the display/elude to drugs, drug paraphernalia, and other illegal substances.

Students are expected to follow the guidelines below in determining what to wear at special events. Examples of special events include: New Student Orientation activities, Convocatum Est Ceremony of Matriculation, Founders Day, Career Fairs, On-Campus interviews, Honors programs, and Convocation. The attire for these events is outlined below:

- Dress pants (no jeans), business suit, dress shirt, tie, and dress shoes; and
- Professional skirt, blouse, dress, or two-piece suit (skirt or pants), and dress shoes.

Students requesting special permission for head attire due to religious affiliation should give notice to the Associate Vice President for Student Success and Engagement.

#### Masks and Face Coverings

Students, faculty, and staff will be required to wear face masks (during a declared pandemic) in all campus building and all common areas (hallways, elevators, study rooms, dining rooms, assembly rooms, etc.), classrooms/labs, office visits and all places where six feet of separation cannot be clearly maintained.

#### **Infectious Disease/Virus**

This Policy is intended to prevent the spread or outbreak of communicable or infectious diseases/viruses and will be interpreted and administered in order to protect the health and well-being of the University community.

Infectious Disease/Virus is defined as a disease of humans or animals resulting from an infection or an illness due to exposure to a specific disease agent which arises through transmission of that disease agent, either directly or indirectly, including but not limited to, hepatitis A, B and C, HIV/AIDS, Coronavirus, tuberculosis, Rubella, chicken pox, influenza, measles, meningitis, and others.

Edward Waters University will comply with all applicable federal and state laws in connection with an individual who contracts an Infectious Disease/Virus. Students, employees, and visitors are encouraged to immediately report information related to the potential occurrence of an infectious disease within the campus community. In the event of an infectious disease, the University will review and monitor the situation on a case-by-case basis and work with local, state, and federal authorities, as necessary, to determine the appropriate course of action.

As permitted by law, the University may take steps to identify and address potential infectious diseases, including but not limited to the following:

- Inquire about an individual's medical condition;
- Require an individual who has contracted an infectious disease to submit a physician's statement of health prior to returning to the University, which may include proof of appropriate vaccination;

- Require an individual to submit to an appropriate medical evaluation from a physician of the University's choosing.
- Consult with the individual's physician (with appropriate consent) regarding the infectious disease;
- Consult with a physician designated by the University, and such other persons or resources, including the public health department, to assist in determining the appropriate course of action;
- Institute quarantine or isolation protocol;
- Restrict travel to high-risk locations;
- Exclude individuals who are infected or at risk of infection from the classroom, workplace, or other University activities;
- Maintain the confidentiality of and/or disclose the identity and other information regarding the infectious disease as may be required by law;
- Follow guidance or directives from local, state, or federal authorities;
- Activate University Emergency Operations to consider measures such as social distancing, University closure, cleaning procedures, travel monitoring, class suspension, etc.; and
- Implement other temporary action(s) that is reasonably required to prevent unacceptable risk of exposure until the University is able to consult with a physician or local, state or federal authorities.

## **Alma Mater**

In the town of Jacksonville, stands our university dear,  
 Where our founding fathers planned for future years,  
 Strove to educate our youth and inspire our lives,  
 Edward Waters, hail to thee; may you never die.

Dear Old Edward Waters, you're the world to me,  
 Dear Old Edward Waters, you will always be.  
 A guide to lead me onward everywhere I go.  
 I'm always thinking of you as I move about your halls;  
 I'll still be thinking of you when I leave these sacred walls.  
 Dear Old Edward Waters, you're the world to me.