Edward Waters College is committed to a policy of equal education and employment opportunities for all persons regardless of race, color, gender, age, national origin, religion, marital status, citizenship status, genetic information, veteran’s status or disability. The College is an Equal Opportunity/Affirmative Action Institution.

This edition of the Student Handbook supersedes all previous editions.
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INTRODUCTION

The Student Handbook for EWC provides information that outlines certain responsibilities of students enrolled at the College. The goals of this publication are to make students aware of the general policies and procedures of the College and to assist in their academic, personal, and social development. This handbook contains the guidelines and standards of personal conduct violations and related penalties. 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 College reserves the right to amend, modify, clarify, or add to these 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 College 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 College 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 College. EWC does not participate or tolerate any lewd sexual behavior on the college campus, which may include but is not limited to verbal, sexual, physical, or psychological harassment. Any harassment on the basis of race, color, gender, age, national origin, religion, marital status, citizenship status, genetic information, veteran’s status, disability, 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 College does not discriminate on the basis of Protected Class in the administration and operation of its educational policies, activities, or programs. The College is an equal opportunity employer. Edward Waters College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools, 1866 Southern Lane, Decatur, Georgia, 30033-4097 (404) 679-4501 as a four-year institution to award the Bachelor of Arts and Bachelor of Science degrees.

COLLEGE COLORS  Purple and Orange
COLLEGE MASCOT  Tiger
COLLEGE ADDRESS  Edward Waters College
1658 Kings Road
Jacksonville, FL 32209-6199
TELEPHONE NUMBER  (904) 470-8000
TOLL FREE ADMISSIONS NUMBER  1-888-898-3191

Integrity Statement
Edward Waters College seeks to support and promote qualities of personal integrity. The College believes that all members of the community have the responsibility to participate in learning with honesty and integrity. Fundamentally, this principle asserts that faculty, staff, students, and administrators must fulfill the commitments we make as we enter our academic endeavors, and we must respect the learning process. This respect includes, but is not limited to:
• A commitment to working hard at learning, both in class and out of class.
• A sense of the value that all members of the learning community can bring.
• An honest undertaking of all tasks related to the College community.
• A commitment to honoring the College’s Code of Conduct and the Alma Mater.

**Student Handbook**
Any individual or organization within the College community may submit recommended changes in the content of the EWC Student Handbook. Such recommendations shall include the following:
1. Page number in current handbook for item(s) considered for revision.
2. Statement of suggested revision(s).
3. Reasons(s) for suggested changes.

Suggested changes for consideration should be submitted in writing to the Vice President for Student Success and Engagement on or before April 30th of any given academic year. The Vice President for Student Success and Engagement will present the suggested changes to the President’s cabinet. Suggested changes in policy, which require board approval, will be presented to that body.

The Division for Student Success and Engagement is responsible for keeping the handbook current. Approved revisions will be included in the publishing of the Student Handbook in July of each year. The college reserves the right at any time to alter, change, abolish, deviate from, or amend any rule, regulation, or procedure in the Student Handbook.

**ALMA MATER**

*In the town of Jacksonville, stands our college 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.*
Greetings and an ardent welcome to the Edward Waters College Class of 2023. As President, 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 at Edward Waters College (EWC)!

EWC 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, EWC is primed to continue its Emerging Eminence as a premier urban, private, Christian (African Methodist Episcopal – AME), historically black, liberal arts college offering high quality four-year baccalaureate degrees and preparing students holistically to advance in a global society through the provision of an intellectually stimulating academic experience. As you know, EWC offers a close-knit, collegial, intellectual community that draws students and faculty scholars from around the world. True to its historic mission, the College’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.

EWC’s liberal arts curriculum is designed to provide students with a program that is rigorous, inclusive, pragmatic, socially relevant and responsible. As such, EWC 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 College’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 EWC 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 college of distinction, uniqueness, and longevity.

Accordingly, on behalf of our EWC 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
Dear Class of 2023,

Welcome to Edward Waters College! As Vice President for Students Success and Engagement, I am thrilled that you all have joined the EWC Community. As a member of Tiger Nation, you are part of this special and wonderful community of students, faculty, staff, and alumni. I hope you will explore all that the campus community has to offer. Your contributions are unique, allowing you to enrich EWC in a way that no one else can. Don’t be afraid to step forward and find your place here.

Each of us shares responsibility for creating the community in which we live. As an institution of higher education, we commit ourselves to create a climate where students, faculty, staff, and community members can explore concepts and ideas with openness and respect.

Again, I welcome you to campus and look forward to meeting you. I hope your time on the campus will be exciting, challenging you in new and different ways. Your academic success is our top priority—study hard and enjoy your EWC experience. Have a terrific year!

Yours with Tiger Pride,

Mandrake T. Miller, Vice President for Students Success & Engagement
Our Vision
Edward Waters College will become a national model for a dynamic, globally diverse learning-centered community that champions academic excellence through innovative teaching and learning strategies under-girded by a spirit of servant leadership.

Our Mission
Edward Waters College is a small private, Christian, Historically Black, Urban, and Liberal Arts College that offers quality baccalaureate degree programs. The College strives to prepare students holistically to advance in a global society through the provision of intellectually stimulating programs and an environment which emphasizes high moral and spiritual values in keeping with the African Methodist Episcopal Church. Edward Waters College seeks to develop excellence in scholarship, research, and service for the betterment of humanity.

Our 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.

Our Institutional Strategic Goals

**Goal I** Increase recruitment, retention, and graduation rates.

**Goal II** Improve the effectiveness of the College through research, planning, and assessment.

**Goal III** Maintain a fiscal and physical infrastructure, including information technology that strengthen academic programs, business operations, and student life.

**Goal IV** Optimize philanthropic support and advance college image, resources, and relationships.

**Goal V** Improve the academic standards and competiveness of the College.

**Goal VI** Strengthen and support the social, cultural, and spiritual development of students.
Goal VII Identify EWC as an African Methodist Episcopal Church related institution of higher learning.

Statement of Purpose
Edward Waters College 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.

Intellectual Property Statement Applicable to Faculty, Staff, and Students
All members of the College community which includes: faculty, staff, and students are encouraged, as part of their work or student life experience to create or participate in the creation of information, processes, artwork, publications and other creations, or work products that are subject to registration or protection under copyright, trademark, or patent laws (collectively “Intellectual Property”). Absent of express written agreement to the contrary, any Intellectual Property created within the course and scope of a faculty or staff member’s employment, and/or with Edward Waters College property, shall be the sole and exclusive property of Edward Waters College, as shall revenue derived there from. Likewise, absent express written agreement to the contrary, any such Intellectual Property created by a student in the course or scope of the student’s coursework or a college sponsored extracurricular or work activity shall be the sole and exclusive property of Edward Waters College. Before undertaking any such efforts, faculty, staff, and students must obtain a written agreement with the College through the office of the President. This pertains to ownership and revenue generated by such efforts.

Location of Campus
Edward Waters College is centrally located in Jacksonville, Florida, which enables students to take advantage of a variety of educational, cultural, and community activities including the symphony, museums, and exhibits.

National and Staff Affiliation
Edward Waters College is licensed by the State Board of Independent Colleges (SBIC) and is approved for training veterans under Public Law 94-502 and the Florida Department of Education. Further, EWC maintains formal membership with the following professional organizations:

- National Association of Independent Colleges and Universities (NAICU)
- Southern Association of Colleges and Schools (SACS)
- Florida Association for Colleges of Teacher Education (FACTE)
- Florida Association for Colleges and Universities (FACU)
- Independent Colleges and Universities of Florida (ICUF)
- United Negro College Fund (UNCF)
- National Association for Equal Opportunity in Higher Education (NAFEO)
- American Council on Education (ACE)
- Council for Independent Colleges (CIC)
- Council for the Advancement and Support of Education (CASE)
- Association of Fundraising Professionals
- National Association of Intercollegiate Athletics (NAIA)
- National Association for Academic Advising (NACADA)
- Council of Colleges of Arts and Sciences (CCAS)
- International Association of Colleges of Business Education (IACBE)
Governance
Edward Waters College, located in Jacksonville, Florida, is the oldest historically Black institution of higher education in the state. Edward Waters College, a four-year liberal arts co-educational institution, is affiliated with the African Methodist Episcopal Church. The College is governed by a Board of Trustees and each member serves a three-year term. The current composition of the board consists of one student, one faculty representative, and six lay persons. The remainder of the board is comprised of representatives from the Eleventh Episcopal District of the African Methodist Episcopal Church from the Jacksonville, Florida area, the State of Florida, and the Southeastern United States. The Presiding Bishop of the Eleventh Episcopal District of the African Methodist Episcopal Church is the Chairman of the Board of Trustees. The Board of Trustees selects the president to guide Edward Waters College and carry out its mission. In addition, the President selects the Provost/Chief Operating Officer who also serves as the Vice President for Academic Affairs and three Vice Presidents (Student Success and Engagement, Business and Finance, and Institutional Advancement) to assist with institutional planning and program implementation. Further guidance comes from the President's Senior Staff including the Vice Presidents, Director of Human Resources, Director of Title III, Athletic Director, Assistant to the President, and Legislative Assistant. The senior staff meets weekly to plan and discuss issues regarding teaching, research, and community development.

Historical Highlights
Edward Waters College is a private, historically black college whose future is lined with pride, growth, and success. Edward Waters College, the oldest private institution of higher education in the state of Florida, was founded in 1866 specifically to educate newly freed slaves. Edward Waters College was initially named “Brown Theological Institute” by Rev. William G. Steward, the first AME pastor in the state. The school experienced some financial difficulties and was forced to close for nearly a decade. In 1883, the school reopened under the name of “East Florida Conference High School” and later, “East Florida Scientific and Divinity High School”. Within a decade, the educational program was extended, and the school’s name was changed to Edward Waters College in honor of the third bishop of the AME church. Through the years, the College has withstood the test. After being destroyed by fire in 1901, the College acquired the current site in 1904 and began to rebuild Edward Waters College. The school was first accredited as a junior college in 1955 under President William B. Stewart, and by 1960, the college had restored its four-year curriculum. In 1979, the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) accredited the College as a four-year institution and the College continues to be accredited by SACS today. Located on the Kings Road corridor, U. S. Highway 23, at 1658 Kings Road, the College is in close proximity to downtown Jacksonville, FL. Edward Waters College continues to build upon its solid foundation of teaching, research and community outreach.

COLLEGE TRADITIONS
Edward Waters College has many traditions that bear significance for the college family. As you are made aware of these, we hope you will be sensitive to their true meaning. It is the responsibility of each student to see that these traditions are carefully supported. We take pride in following these traditions and we gladly share them with anyone who becomes a member of the Edward Waters College family.

New Student Orientation
The purpose of the new student orientation at Edward Waters College is to ensure that new students have a successful transition and integration into college life. The program promotes discussion among parents, new students, continuing students, and faculty and staff on the expectations and perceptions of the campus community. Attending orientation will: (1) facilitate initial academic advisement, course selection, and registration; (2) familiarize students with the campus environment and physical facilities; (3) create an atmosphere that minimizes anxiety, promotes positive attitudes, and stimulates an excitement for learning; (4) provide a welcoming atmosphere for students and families to meet faculty,
staff, and continuing students, as well as other new students; (5) provide the families of new students with comprehensive information about the academic and student service resources and programs; and, (6) provide leadership training and learning opportunities for continuing selected students as OWLs and RA leaders through selection, training, and supervision.

Academic Honors Day
An Annual Academic Honors Day Program is sponsored by the Division of Academic Affairs. Individual awards are presented, and recognition is given to students who have excelled and have made outstanding academic achievements in the various academic programs of the College.

Athletic Awards Banquet
Each year an Athletic Banquet is held. Individual awards are presented, and recognition is given to students who have made outstanding contributions in athletics.

Baccalaureate and Commencement
Baccalaureate and Commencement ceremonies are held for the awarding of degrees and honors to students successfully completing all academic work. Distinguished speakers from all walks of life are chosen to deliver the baccalaureate sermon and commencement address. Occasionally, the college bestows honorary degrees upon individuals who have made outstanding contributions to the college and society.

Chapel Attendance
Each Wednesday at 11:00 a.m., all students are required to attend Chapel Services. All residence halls will be closed at that time and students will be asked to leave residence halls during this time.

Convocatum Est
Convocatum Est is a ceremony of matriculation, officially welcoming new students to the Edward Waters College community. Faculty is dressed in academic regalia for the ceremony. Students witness their signature in the Registry and have the opportunity to shake the hand of the President, while being introduced to the faculty, staff, students, and friends of the College. The ceremony represents the official opening of the semester and is held during the spring and fall semesters. Participants include all new, freshmen and transfer students.

Coronation
This annual event enables guests to participate in the crowning of Miss Edward Waters College. The coronation of Miss EWC is an intrinsic part of the academic year. Miss EWC represents the College at a variety of functions throughout the year. This function is held early during the fall semester leading up to homecoming.

Homecoming
To honor its graduates, a week of activities is set aside each year for homecoming. A home football game highlights a week filled with social and special events. A committee composed of students, faculty, alumni, and staff plans all homecoming events.

STUDENT’S RESPONSIBILITIES, RIGHTS, AND FREEDOM POLICIES
“Standards of Conduct”

Students’ Responsibilities, Rights, and Freedoms
1. Students are responsible for consequences of their behavior and actions. They are expected to conform to Standards of Conduct, both on and off campus.

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2. Students are responsible for the knowledge and observance of all policies, rules, and regulations not herein enumerated, which have been established and promulgated by the appropriate college boards, designated college committees, etc. (i.e., social rules, residence standards, traffic regulations, civil laws, particularly Florida Statutes currently enforced).

3. Students are responsible for ensuring that the essential order of the College is preserved. There can be no assembly or gathering that interferes with the order of the College, or violates statutes governing unlawful assembly (refer to “Peaceful Assemblies and Demonstrations” in the policy section of this handbook).

4. Students are responsible for supporting (1) free and peaceful discussions consistent with the scholarly nature of an academic community; (2) accountability on the part of speakers and sponsors to campus; and, (3) adherence to civil authority under existing laws and regulations.

5. Students are responsible for ensuring that no recognized organization, either in name or fact, has a purpose to advocate or overthrow the government by force or other unlawful means and that no students' organizational constitution nor other organizational document includes discriminatory clauses pertaining to a Protected Class.

6. Students are responsible for becoming fully acquainted with the EWC College Catalog, Student Handbook, and other published policies and procedures.

NOTE: Violations of local, state, or federal laws away from campus may result in sanctions being imposed by the College. Also, the aforementioned will be reviewed during New Student Orientation.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." Because the College provides post-secondary education beyond the high school level, students have discretion over the release of their confidential education records in accordance with the law. EWC students have the right to inspect and review their education records maintained by the College.

- EWC students have the right to request that EWC correct records which they believe to be inaccurate or misleading. If EWC decides not to amend the record, the student has the right to a formal hearing. After the hearing, if EWC still decides not to amend the record, the student has the right to place a statement with the record setting forth his or her view about the contested information.

- Generally, EWC must have the student’s or his or her legal representative’s written permission in order to release any information that is a part of the student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  1. School officials with legitimate educational interest.
  2. Other schools to which a student is transferring.
  3. Specified officials for audit or evaluation purposes.
  4. Appropriate parties in connection with financial aid to a student.
  5. Organizations conducting certain studies for or on behalf of the school.
  6. Accrediting organizations.
7. To comply with a judicial order or lawfully issued subpoena.
8. Appropriate officials in cases of health and safety emergencies.
9. State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify students annually of their rights under FERPA. The actual means of notification is left to the discretion of each school. The publication of this notice in this Student Handbook serves as the required disclosure to students. In the event students do not wish to have their directory information shared, students must provide written notice to the Office of the Registrar no later than the 1st day of classes.

Title IX of the Education Amendment of 1972
No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.

College Non-Discriminatory Policy
Pursuant to Title IX, Part 86, Title VII, and Section 504 of the Rehabilitation Act of 1973, no person in the United States shall, on the basis of race, sex, color, religion, national origin, age disability, or veteran status, be denied the benefits of, or be otherwise subjected to discrimination under any education program or activity administered by Edward Waters College; or in any term, condition, or privilege of employment. EWC does not discriminate against, or otherwise harass, qualified persons on the basis of Protected Class in its recruitment, admission, employment, facility, and accessibility or service. Furthermore, it is a violation of EWC policy for any employee or student, male or female, to harass another employee or student by making sexual advances, requests for sexual favors, and/or other physical or expressive behavior that may constitute a hostile environment. Harassment of any form is not tolerated. Students who think that they have been discriminated against, harassed, or otherwise had their rights violated shall make a formal, written complaint to the Dean of Students. The complaint should contain at a minimum the date and place of the alleged incident as well as names, addresses, and telephone numbers of any and all witnesses. The specific facts and context of the complaint should be documented.

The Americans with Disabilities Act of 1990
The Americans with Disabilities Act (ADA) was adopted by the United States Congress and signed into law on July 26, 1990. The ADA gives civil rights protection to individuals with disabilities similar to those provided to other Protected Classes. It guarantees equal opportunity in public accommodation, employment, transportation, state and local government services, and telecommunications. Under the ADA, a person has a disability if he or she has a physical or mental impairment that substantially limits a major life activity. The ADA also protects individuals who have a record of a substantially limiting impairment and people who are regarded as having a substantially limited impairment.

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act
Originally known as the Campus Security Act, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, commonly known as the “Clery Act” is a federal law that requires colleges and universities to collect information on campus crime and to publish and distribute such data along with designated institutional policy statements on safety and security to all current students and employees and to any applicant for admissions or employment, to meet the requirements of the legislation. The College publishes an annual report of campus crime statistics as well as periodic
crime alert notices and reports. Copies of the report can be obtained from Campus Security Department or by visiting the Edward Waters College website at www.ewc.edu.

Campus Sexual Violence Elimination Act
The Campus Sexual Violence Elimination Act, or Campus SaVE Act (SaVE), is a 2013 amendment to the federal Jeanne Clery Act. SaVE was designed by advocates along with victims/survivors of sexual violence and championed by a bi-partisan coalition in Congress as a companion to Title IX that will help bolster the response to and prevention of sexual violence in higher education.

SaVE requires colleges and universities, both public and private, participating in federal student aid programs (covering virtually every campus in the United States) to increase transparency about the scope of sexual violence on campus, guarantee victims enhanced rights, provide for standards in institutional conduct proceedings, and provide campus community wide prevention educational programming.

Code of Conduct
Edward Waters College has a Zero Tolerance Policy regarding the following, which shall not be possessed, utilized, or conducted on College property: weapons, drugs, alcohol, fighting or sexual activities not consistent with the philosophy of the A.M.E. Church or the mission, values, and vision of the College. A student who refuses to cooperate in any investigation may be subject to discipline including, but not limited to suspension or expulsion in the sole discretion of the College. If any student engages in behavior that adversely affects the health, welfare, or security of the College or any of its students, faculty, staff, or visitors, such student may be subject to disciplinary action including but not limited to suspension or expulsion in the College’s sole discretion. Any information withheld during a search or investigation of an incident that affects the health, welfare, and security of the college will lead to immediate expulsion. Any public display of affection will not be tolerated. The Board of Trustees and the College President have the authority to enforce College regulations. The Vice President for Student Success and Engagement is responsible for enforcing college regulations as they apply to the student body.

Students, faculty, and staff are responsible for reporting cases of misconduct promptly to Student Success and Engagement. In all cases so referred, the Vice President for Student Success and Engagement or his designee has the authority to decide on any appropriate disciplinary measures that should be applied.

At the discretion of the Vice President for Student Success and Engagement, cases may be directed to an appropriate body responsible for disciplinary actions, take action, or make recommendations to the President. The following positive behaviors enhance the student’s college experience and maintain a strong positive role in the community:

1. Be courteous to others.
2. Follow the campus traffic regulations (including parking).
3. Follow the campus dress codes and recommendations.
4. Promote the rights of others.
5. Support the operations of college affairs.

Zero Tolerance Policy
Edward Waters College has a zero-tolerance policy regarding dangerous and undesirable conduct and reserves the right to strictly enforce these policies. The following acts/behaviors are strictly prohibited and will result in severe penalties, even for first-time offenses, including, but not limited to suspension or expulsion:
1. Illegal drugs and drug paraphernalia - Includes use, presence of same in an area under the student’s control (i.e. residence hall, vehicle, etc.), or sale
2. Weapon(s) possession – Weapons include, but are not limited to:
   a. Guns
   b. Knives
   c. Box Cutters
   d. Ammunition
   e. Explosives
   f. BB and/or Pellet Guns
3. Alcohol and/or empty alcohol bottles or containers
4. Violence
5. Sexual Acts - Students are prohibited from being present in the residence hall rooms of someone of the opposite sex or engaging in sexual activities or behavior of any kind whether with a member of the same sex or opposite sex.

Any violation of the above may result in immediate suspension or expulsion from the College and no hearing will be held if guilt is determined by the Dean of Students or Vice President of Student Success and Engagement. Violators may be required to immediately vacate the college’s property or the residence life facilities.

The possession, use, or sale of illegal drugs is a serious offense and will result in suspension from the college and immediate referral to the local law enforcement agencies.

If you are in your room or visiting another student’s room and drugs are present, you will be held responsible. All non-traditional residence apartment occupants present (room A & B) during illegal drug use are held responsible for the offense.

Drug and Alcohol Policy
Edward Waters College is fully committed to making good faith efforts to achieve a drug and alcohol-free environment for its students. The College has ZERO tolerance for alcohol, illegal drugs, and drug paraphernalia. The Drug -Free Schools and Communities Amendments of 1989 require that as a condition of receiving funds or financial assistance under any Federal program, colleges must create and maintain a drug-free environment and implement a program to prevent the unlawful possession, use, or distribution of drugs and the abuse of alcohol by their students. The College recognizes that dependency on alcohol and other drugs is a treatable condition and offers counseling and referral services for students with substance dependency. The College reserves the right to require students to submit to drug or alcohol testing. Questions concerning College policy and services may be directed to the Vice President of Enrollment Management and Strategic Matriculant services. The unlawful manufacture, use, possession, distribution, and sale of drugs in any form other than by proper prescription or otherwise in accordance with the law are strictly prohibited on the campus of Edward Waters College, on College-owned property, and at College-sponsored events. Prescription drugs must be properly labeled. Additionally, students may be charged with violating the Standards of Conduct upon the reasonable suspicion of drug possession, use, distribution, or sale of illegal drugs on the College campus, at College-sponsored events and activities, and on College-owned property. Students do not have an expectation or right of privacy when on College property, the College campus, or while attending College-sponsored events. Residence life and campus security staff members have the authority to check a room, vehicle, personal property, or other areas to investigate suspicions of such violations. Violations will result in disciplinary action in accordance with College policies and procedures regarding the conduct of students. Students may not possess, consume, or allow any guest or visitor of the student to possess or consume alcoholic beverages on the College campus, on College-owned property, or at College-sponsored events.
In addition to illegal substances, students shall not use legal substances in a manner that impairs work performance, scholarly activities, or student life. Disciplinary sanctions ranging from a reprimand to expulsion may be imposed for such unlawful possession, use, or distribution. The College may report any violations of State, Federal, or Local laws relating to drugs and alcohol to local authorities. Disciplinary sanctions imposed by the College will be separate and apart from any penalty, fines, imprisonment, or other sanctions imposed through the legal system. Inquiries regarding these Standards of Conduct should be referred to the Vice President for Enrollment Management and Strategic Matriculant Services.

Smoking Policy
Edward Waters College is a smoke free environment; smoking is not permitted on campus.

Computer Usage Policy
Everyone within the Edward Waters College community who uses College computing and communications facilities, including the College’s Internet, servers, and computer networks (“IT Systems”) has the responsibility to use them in an ethical, professional, and legal manner. This means that users agree to abide by the following conditions:

1. The integrity of the systems must be respected. Students will not take any action or omit to take any action that would jeopardize the integrity of the College’s IT Systems.
2. Students will not use or cause to be used College’s IT Systems to violate the privacy rights of others.
3. Users of College IT Systems will not access any data that the College intends to be or that one would reasonably expect would be confidential. This includes, but is not limited to educational files, academic files, employment files, grading systems, and email accounts not belonging to the user or for which the user does not have permission to access.
4. Users of College IT Systems will not access or cause to be accessed the accounts, systems, or files of others without authorization of the account, system, or file owner or licensee. College IT Systems are intended to be used only for research, instruction and administrative, educational, and other purposes that further the College’s purpose, mission, and vision or otherwise enhance the educational experience of EWC’s staff and students.
5. Users of College IT Systems shall become familiar with and abide by the guidelines for appropriate usage for the systems and networks that they access.

Access to College IT Systems may be revoked by the College in its sole and absolute discretion. Access to College IT Systems will be revoked for reasons including, but not limited to, attacking the security of the system, modifying or divulging private information such as file or mail content of other users without their consent, modifying or destroying College data, or using the national networks in a manner contrary to the established guidelines. Students may appeal revocation of access to College IT Systems to a committee appointed by the Dean of Students. Students violating policies and procedures governing the use of College IT Systems will be subject to discipline including, but not limited to suspension and expulsion.

Bullying and Cyberbullying Policy
Students have the right to attend College in an environment that is safe and secure. Bullying is detrimental to the College’s environment and promotion of higher education and learning. Bullying interferes with the College’s ability to educate its students and disrupts operations. It is not the College’s intent to inhibit students from expressing their ideas or engaging in lawful, civil debate. However, the College does not condone and will take action in response to conduct that inhibits a student’s opportunity to learn or the operation of the College.
Prohibited behavior includes, but is not limited to the following:

1. Bullying
2. Cyberbullying
3. Harassment and Sexual Harassment
4. Retaliation against those reporting these prohibited behaviors
5. Knowing and false accusations of bullying.

Any student that engages in any of the above-noted prohibited behaviors that constitutes bullying shall be subject to discipline including, but not limited to suspension or expulsion.

To assist in better understanding the constraints of the bullying and harassment policy, the following definitions are accepted by the College in implementation of sanctions:

“Bullying” includes, but is not limited to written, verbal, or electronic expression by physical act or gesture, or any combination thereof directed at a student or students that:

(1) Has, or a reasonable person would expect it to have, the effect of:
   (a) Physically harming a student or damaging a student’s property.
   (b) Placing a student in reasonable fear of physical harm or damage to the student's property.

(2) Interferes with the rights of a student by:
   (a) Creating an intimidating or hostile educational environment for the student.
   (b) Interfering with the student's academic performance or ability to participate in or benefit from the services, activities, or privileges provided by the College.

(3) Is based on a student's actual or perceived race, color, national origin, ancestry, religion, physical or mental disability, gender, sexual orientation, or any other distinguishing characteristic or a Protected Class, or is based on a student’s association with a person with one or more of these actual or perceived characteristics, and that has the effect described in subparagraph (1) or (2) above. (These behaviors might also meet the criteria for harassment as otherwise set forth in this Student Handbook).

Examples of conduct that may constitute bullying include, but are not limited to:

1. Repeated or pervasive taunting, name-calling, belittling, mocking, put-downs, or demeaning humor.
2. Behavior that is intended to harm someone by damaging or manipulating his or her relationships with others, including but not limited to gossip, spreading rumors, and social exclusion.
3. Non-verbal threats and/or intimidations such as use of aggressive, menacing, or disrespectful gestures.
4. Threats of harm to a student, to his/her possessions, or to other individuals, whether transmitted verbally or in writing.
5. Blackmail, extortion, demands for protection money, or involuntary loans or donation.
6. Blocking access to College property or facilities.
7. Stealing or hiding books, backpacks, or other possessions.
8. Stalking.
9. Physical contact or injury to another person or his/her property.
“Cyberbullying” means bullying through the use of technology or any electronic communication, including, but not limited to, a transfer of signs, signals, writing, images, sounds, and data or intelligence of any nature transmitted by the use of any electronic device, including, but not limited to, a computer, telephone, cellular telephone, text messaging device, and personal digital assistant.

Examples of conduct that may constitute cyberbullying include, but are not limited to:

1. Posting slurs or rumors or displaying any defamatory, inaccurate, disparaging, violent, abusive, profane, or sexually oriented material about a student on a website or other online application.
2. Posting misleading or fake photographs or digital video footage of a student on websites or creating fake websites or social networking profiles in the guise of posing as the target.
3. Impersonating or representing another student through use of that other student’s electronic device or account to send e-mail, text messages, instant messages (IM), or phone calls.
4. Sending e-mail, text messages, IM, or leaving voice mail messages that are mean or threatening or so numerous as to bombard the target’s e-mail account, IM account, or cell phone.
5. Using a camera phone or digital video camera to take and/or send embarrassing or “sexting” photographs of other students.

“Retaliation” means an act against a student for reporting or alleging an act of bullying has occurred. Retaliation also includes reporting or alleging an act of bullying when it is made knowing the allegation or report is false or making a report or allegation of bullying not in good faith.

The College’s Bullying and Cyberbullying Policy applies to any College student, employee, faculty, staff member, contractor, visitor, or volunteer who engages in conduct that constitutes bullying and retaliation. All of the foregoing identified are expected to abide by the College’s Bullying and Cyberbullying Policy. This Bullying and Cyberbullying Policy applies to bullying that:

1. Takes place at the College or on College grounds, meaning: a College building; property on which a College building or facility is located; and property that is owned, leased or used by College for a College-sponsored activity, function, program, instruction, or training. “College grounds” also includes college-related transportation vehicles.
2. Takes place while students are being transported to or from College grounds or College-sponsored events.
3. Takes place at any College-sponsored event, activity, function, program, instruction, or training.
4. Takes place elsewhere or through the use of technology, including the use of College IT Systems.

Incidents of bullying shall be reported to the Dean of Students who shall be responsible for promptly investigating any complaints of bullying. Bullying reports may be made verbally or in writing and may be anonymous. Complaints of bullying should include a description of the incident, date and time of the incident, person(s) involved, and witnesses. Any student who violates this policy will be disciplined up to and including suspension or expulsion.

**Domestic Violence Policy**

Domestic Violence is a patterned behavior in which one person uses physical, sexual, and/or emotional abuse to control another in a relationship. Examples of domestic violence include sexual assault, dating violence, and stalking. A student who engages in any type of sexual activity that forces a person to join in unwanted sex is guilty of sexual assault. A student who exhibits a pattern of controlling, coercion, and assaulting behavior against his/her intimate partner is guilty of dating violence. A student who willfully, maliciously, and repeatedly follows or harasses another, or who makes a credible threat, with the intent to
place in reasonable harm is guilty of stalking. The sanction for physical abuse is suspension or expulsion.

All other offenses not involving physical contact will be determined by the Dean of Students.

Students should be aware that the above-noted penalties are for violation of this Student Handbook only.

Sanctions do not include those available by law. Domestic violence is a state criminal offense that may be
punishable by a fine, imprisonment, or both.

**Sexual Harassment/Harassment Policy**

Edward Waters College is committed to maintaining an environment free of discrimination or harassment
that unreasonably interferes with the security, well-being, or academic experience of others.

Discrimination, harassment, sexual harassment, and quid pro quo harassment (collectively “harassment”) is expressly prohibited. This policy applies to any College student, employee, faculty, staff member, contractor, visitor, or volunteer who engages in conduct that constitutes harassment. All of the foregoing are expected to abide by this policy. This policy applies to harassment that:

1. Takes place at the College or on College grounds, meaning: a College building; property on which a College building or facility is located; and property that is owned, leased or used by College for a College-sponsored activity, function, program, instruction, or training. “College grounds” also includes college-related transportation vehicles.
2. Takes place while students are being transported to or from College grounds or College-sponsored events.
3. Takes place at any College-sponsored event, activity, function, program, instruction, or training.
4. Takes place elsewhere or through the use of technology, including, but not limited to College IT Systems.

To assist in better understanding the constraints of the bullying and harassment policy, the following definitions are accepted by the College in implementation of sanctions:

“Discrimination” occurs when an individual is treated adversely based on a Protected Class.

“Harassment” means unwelcome conduct based on an individual’s membership in a Protected Class that unreasonably interferes with the individual’s work or educational environment. It includes verbal, visual, or physical conduct where the conduct may have the purpose or effect of unreasonably interfering with an individual’s work or educational performance or creating an intimidating, hostile or offensive working or educational environment.

Examples of harassing behavior include, but are not limited to:

- Joking or teasing
- Verbal abuse
- Notes, letters, or other forms of harassing communication
- Derogatory or degrading comments
- Display of derogatory or degrading objects or pictures.

“Sexual Harassment” refers to unwelcome sexual or gender-based conduct. When sexual harassment becomes so severe or pervasive as to interfere with an individual’s ability to work, learn, or participate in College’s programs, it is called a sexual or gender-based “hostile environment.”
Examples of prohibited sexually harassing behavior include, but are not limited to:

- Unwelcome sexual advances or propositions
- Requests or demands for sexual favors
- Sexually oriented joking or teasing
- Continued or repeated verbal abuse of a sexual nature
- Graphic or degrading comments about an individual or his or her appearance
- The display of sexually suggestive objects or pictures
- Pressure for sexual activity
- Unwelcome physical contact such as patting, hugging, pinching, or touching another person’s body
- Other verbal or physical conduct of a sexual nature.

A determination as to whether a hostile environment has been created is based on the totality of the circumstances, considering factors, including, but not limited to the following:

1. Severity of the particular incident
2. Context in which behavior occurred
3. Whether the conducted was repeated
4. Whether the conduct was verbal or physical
5. Whether the conduct caused intimidation or was threatening.

“Quid pro quo” (this for that) harassment is also prohibited. Quid pro quo harassment occurs when a person in position of authority confers employment benefits to obtain sexual favors and threatens some job detriment if the person does not comply. Quid pro quo harassment can be expressly stated, but it also can be implied.

Examples of quid pro quo harassment include, but are not limited to the following:

- The leader of a student organization permits a student to join the group only if that student allows the leader to watch the student engage in a sexual act.
- A student in a position of authority disciplines or fires another student who refuses sexual advances or ends a romantic relationship with that person.

The College will respond promptly to formal complaints of harassment, and where it is determined that harassment has occurred, will act promptly to eliminate the conduct and impose such corrective action as disciplinary action including, but not limited to suspension or expulsion. Moreover, Edward Waters College will not tolerate retaliation in any form against individuals who report or oppose discrimination.

**Complaint and Grievance Procedures**

Any student who believes that he or she has been subjected to any form of prohibited harassment is expected to bring the matter to the attention of any one of the following:

<table>
<thead>
<tr>
<th>Employee</th>
<th>Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee’s immediate supervisor, director, or vice president of the division</td>
<td>Dean of Students or designee</td>
</tr>
<tr>
<td>The Director of Human Resources</td>
<td>Vice President for Student Success and Engagement</td>
</tr>
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</table>
In instances where the individual to which the conduct is to be reported is the subject of the complaint, or the student believes such person has not taken appropriate action, the employee or student is free to bypass and make a confidential complaint directly to any of the aforementioned personnel set forth above.

Employees or students should report any instances of harassment that they personally witness. All allegations of harassment will be investigated promptly and thoroughly by Edward Waters College. Harassment complaints will be handled as confidentially as possible, with disclosure made only to those individuals with a legitimate need to know of the complaint. The Dean of Students (for students) and the Human Resource Director (for employees) will conduct the investigations, which can include taking witness statements, witness interviews, and collecting relevant written material.

If the investigation reveals that the policy has been violated, the College will take prompt and appropriate remedial action. Such remedial action may include, but is not limited to, warnings, mandatory training, demotions, compensation actions, temporary removal from the workplace, and termination of employment, suspension, or expulsion.

**Title IX Coordinators**
Complaints of sexual assault, sexual harassment or other conduct prohibited under this policy, and inquiries concerning the application of Title IX and its regulations should be directed to the EWC Title IX Coordinator:

<table>
<thead>
<tr>
<th>Title IX Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Lanita Reesie Holsey</td>
</tr>
<tr>
<td>Assistant Vice President - Student Success and Engagement/Dean of Students</td>
</tr>
<tr>
<td>1743 Kings Rd</td>
</tr>
<tr>
<td>Jacksonville, FL 32209</td>
</tr>
<tr>
<td>(386) 470-8221</td>
</tr>
<tr>
<td><a href="mailto:l.holsey@ewc.edu">l.holsey@ewc.edu</a></td>
</tr>
</tbody>
</table>

**Dress Code Policy**
Edward Waters College is committed to sustaining the principles of excellence and ethics with unity of purpose, integrity, and effective practices. This includes a commitment to Christian principles and values, morals, and ethical behavior. In accordance with its affiliation with the African Methodist Episcopal Church, the College expects faculty, staff, and students to model and uphold high standards of conduct and behavior both on and off campus, conducting themselves with pride and respect. EWC adheres to a business casual dress code and every student registered at EWC must be in compliance. Students who continually dress in a manner not consistent with the dress code policy as stated will be subject to disciplinary measures.

Examples of acceptable business casual dress are:

**Business Casual Attire for Females**
Casual blouse, pants, capri/cropped pants, jeans, sweaters, jackets or blazers, and dresses and skirts (must be no more than three inches above the knee when standing).
Business Casual Attire for Males
Collared or polo shirts, sweaters, casual shoes or sneakers, and khaki pants or jeans (with no graphics or writing on them).

All Students
In order to be in compliance with the dress code, students should NOT wear:
- Hats or caps inside buildings
- Wave caps, (du rags) bandanas, or stocking caps outside of the residence halls
- Sagging pants
- Pants below the waistline
- Sleeveless undershirts (wife beaters)
- Shorts except for physical education classes
- Skirts or dresses that are more than 3” above the knee when standing
- Tops that expose any part of the midriff area or excessive cleavage
- Tube tops
- Sexually explicit or derogatory attire
- Underwear that is visible
- Undergarments worn as outer wear
- Pajamas outside of the residence hall

*Students should be prepared to dress appropriately for Professional/Business Dress Day every Wednesday, 7:00 a.m.-7:00 p.m.* Students should include the following items in their wardrobes:

Professional/Business Attire for Females
- Business suit (skirt or pants) or tailored pants or skirt with business dress blouse (jackets or sweaters are optional)
- stockings/nylons
- Closed-toe shoes
- Accessories must be tasteful and complement the outfit

Professional/business Attire for Males
- Business suit or collared shirt, dress slacks, tie, belt, dress socks and shoes (jackets and sweaters are optional)
- Accessories should be limited to watches (no earrings)

Students will be excluded from classes, campus buildings, grounds, and college-sponsored events if they are not dressed in a manner consistent with the policy. Absences as a result of being dismissed from class will be considered an unexcused absence. Students who do not adhere to the College dress code policy are in violation of this Student Handbook and are subject to disciplinary proceedings via the Student Judicial Process.

**CAMPUS GOVERNANCE**

**Student Judicial Conduct System**
As an educational institution, EWC has the authority to establish and enforce reasonable policies and procedures regarding the conduct of its students which are aimed at protecting the integrity of its educational programs, its facilities, and the rights and safety of its constituents. Upon acceptance for admission to EWC, students acknowledge both this right on the part of the College and their awareness that they will be held accountable through the EWC Student Judicial Conduct System. Any member of
the College community may report an alleged violation of College policies, including, but not limited to a violation of the provisions set forth in this Student Handbook.

There are two parts to EWC’s Student Conduct System; one for matters related to academic integrity and one for non-academic matters (see flow chart below). All disciplinary decisions related to the student conduct that are based on a violation of this Student Handbook or based on a violation of an EWC policy or procedure are based on a review of relevant information and facts. Decisions rendered through the judicial process will be made using a preponderance of the evidence standard, which means “more likely than not.”

Non-Academic Matters
Reports regarding non-academic matters should be written and directed to the Dean of Students. Reports should be submitted as soon as possible after the alleged violation occurs. The Dean of Students, or other person(s) designated by the Dean of Students will conduct preliminary inquiries and determine the merit of allegations and may issue sanctions for non-academic matters. Edward Waters College may notify parents/guardians of students who are under the age of 21 of alcohol and other drug or substance abuse violations. Parental notification may also be utilized in the College's discretion when permitted by FERPA or other applicable laws or regulations or when the student consents.

For cases that do not involve alcohol or drugs, the College can only share information if a student has signed a release giving the College permission to share protected information and/or the family has notified the College of the student’s financial dependence. If a student has not signed a release giving the College permission to share protected information and/or the family has not notified the College of the student’s financial dependence, the College is not able to notify the family regarding disciplinary situations. However, in all student conduct cases, we encourage students to discuss the situation with their families.

Disciplinary Hearings
Students accused of non-academic offenses are subject to a disciplinary hearing with the Dean of Students or his/her designee who is an employee of the College. This hearing is to be used as a dialogue to find resolution to the incident. Resolutions for students found to be responsible for violating College policy can include a variety of sanctions. Sanctions will be assigned by the Dean of Students or designee.

For behavior that may result in suspension or expulsion, the student will be notified in writing about the date and time of the disciplinary hearing. The notice will also include the nature of the specific alleged violations of College policy.

Any student wishing to appeal the outcome of a disciplinary hearing will notify the Dean Students, in writing, within five (5) calendar days of the date of written notification of the decision. An appeal of the findings established during a disciplinary hearing will be referred to the College Judicial Committee.

College Judicial Committee Policies and Procedures
1. The Committee will meet on a specific date to determine guilt or non-guilt based on majority vote.
2. Additional meetings may be called for the purposes of policy recommendations and emergency hearings.
3. No hearing shall take place in the absence of the College Judicial Committee Chairperson or his or her designated representative.
4. In the event a case before the College Judicial Committee involves a roommate, relative, or co-worker of a member of the Judicial Committee, or there is otherwise a conflict for any member of the Judicial Committee to hear a particularly disciplinary matter, such member of the Judicial Committee shall not be permitted to hear the particular case in which he or she has a conflict.

5. A hearing shall be conducted before the College Judicial Committee using the hearing procedure set forth herein.

6. Following the hearing, the College Judicial Committee will issue a Written Decision including findings of fact and disciplinary sanctions to be imposed.

7. Student disciplinary record/files shall at all times remain confidential and stored in the Dean of Students office under lock and key. Any college officials who have just reason to review a student’s disciplinary record can access that record through approval from the Dean of Students.

**Jurisdiction**

All cases involving non-academic matters shall first be heard by the Dean of Students or designee. The Dean of Student Office has jurisdiction to hear all cases involving an alleged violation(s) of Edward Waters College’s Student Handbook regulations or of a student violating a College policy or procedure. Cases can be referred to the Dean of Students by College faculty, staff, or students. Appeals from decisions by the Dean of Students office shall be heard by the Vice President of Student Success and Engagement whose decision shall be final, binding, and not subject to further appeal.

A. Hearing Procedures

1. A written Notification of a Conduct Violation of the charge(s) shall be prepared and distributed to the accused student from the Office of Student Integrity and Conduct either by hand or by certified mail within seven (7) class days following the written report of a conduct violation. “Class days” are those days in which EWC is open for student classes regardless of whether a particular student has class on that day. The Notification of a Conduct Violation shall include, at a minimum, the name of the student, a description of the policy/procedure violated, the date of the alleged violation, and the date, time, and location of where the hearing will be held before the Dean of Students regarding the matter.

2. A hearing on the case is usually conducted within five (5) class days following the Notification of Conduct Violation.

3. The accused may be advised or represented by any person inside the College community (faculty, staff, or student) or outside the College community (parent, relative, etc.), and has the right to call witnesses and otherwise present evidence at the hearing. The role of the advisor shall be:
   - To accompany the accused to the hearing.
   - To advise the accused with the preparation and presentation of the case.
   - To assist the accused with the preparation of appeals. The advisor may not serve as a representative during the hearing.

4. The Dean of Students or College Judicial Committee (“Fact Finders”), as applicable, may hear from two types of witnesses: (1) witnesses to the incident and (2) character witnesses.

5. The hearing shall be closed.

6. If the hearing occurs on a date/time the student is expected to be in class or at another College function, the Dean of Students shall issue the student a written notification of absence to be provided to his/her instructors, as applicable. Such absences shall be considered excused absences and shall not count adversely against the student.

B. Steps in the hearing process will include:

- Introduction/overview of case by the Dean of Students and student.
- Introduction of the Fact Finders.
- Presentation by EWC of its case in chief.
- Presentation of EWC’s evidence and witnesses.
• Presentation by the student of its case in chief.
• Presentations of Student’s evidence and witnesses.
• Questions from the Hearing Board.
• Closing statements by EWC and the student.
• Private deliberation by the Fact Finders.

Academic Integrity Matters
(See the College Catalog)

College Judicial Committee/Non-Academic
The Judicial Committee consists of at least six (6) members, two (2) students and four (4) faculty, staff or administrators) all of whom are recommended by the Faculty and the Dean of Students and approved by the Vice President of Student Success and Engagement. The Chairman of the Judicial Committee is selected by the Dean of Students and approved by the Vice President of Enrollment Management and Strategic Matriculant Services. At least four (4) members of the Judicial Committee must be present to establish a quorum. The Judicial Committee will convene for purposes including, but not limited to the following:
• Hear alleged violations of the Student Handbook.
• Conduct hearings to consider relevant information about alleged violations.
• Discuss alleged violations.
• Determine whether any provision of the Student Handbook or of any other College Policy or Procedure has been violated by an EWC student.
• Recommend sanctions, if appropriate.
• Determine whether sanctions are not necessary based on the violation.

Conduct Decision Notification
A copy of the Fact Finders’ Written Decision will be prepared by the Dean of Students or College Judicial Committee, as applicable, and delivered to the campus mailing address of the accused within five (5) class days of the hearing.

Conduct Violations and Related Penalties
It is important for students to conduct themselves consistently with the standards expected of Edward Waters College students. Although it is impossible to list all types of violations, sanctions are within the College’s sole discretion. Students who are suspended or expelled from the college will have 24 hours to vacate the premises. The college is not responsible for transportation and additional lodging expenses.

Explanation of Penalties
The Dean of Students and College Judicial Committee may impose sanctions, including, but not limited to:
1. Reprimand - A written notification that the student’s conduct is in violation of College’s rules and regulations.
2. Conduct Probation - A period of observation during which the student must comply with College rules and regulations and any other restrictions imposed by the hearing board or be subject to additional sanctions.
3. Removal from Residence Hall - A student is removed from the residence hall for a specified period of time.
4. Suspension - A student is withdrawn from the College and all coursework for a specified period of time. While under suspension, a student may not reside in College-owned or leased housing.
facilities; attend College-sponsored functions both on and off campus, participate in student organizations, represent the College in any capacity, or visit campus facilities.

5. Expulsion/Indefinite Suspension - A student is withdrawn from the College for an indefinite or unspecified period of time. Reinstatement may be requested by completion of an application for admission and a case review by the College Judicial Committee and approval by the Vice President for Student Success and Engagement. While under expulsion/indefinite suspension, a student may not reside in College-owned or leased housing facilities, attend College sponsored functions both on and off-campus, participate in student organizations, represent the College in any capacity, or visit any campus facility.

6. Fines – All fines are to be paid. These fines are to be paid to the cashier in the business office. All persons who refuse to pay fines will be suspended.

7. Education Sanctions – A student will be required to attend sessions with the Counseling Center, attend an educational program, participate in a community service project, assist residence hall or other College staff members, or engage in other appropriate activities.

Students are expected to conduct themselves appropriately whether on campus or off-campus. An environment that promotes the highest ethical values and principles of propriety will be maintained in the residence halls and throughout the state and local communities.
Formal Grievance Procedure for Students
Edward Waters College hopes that minor differences can be resolved without recourse to formal processes; however, there may be situations where a more official process may be necessary. The formal grievance process is intended to settle disputes through mediation and reasoned discussion. It is not intended to supplant the student conduct process or the administrative rules of the College. Usually the resolution of a complaint or grievance involves resolution of the problem/issue; not punishment of those involved. Students who intend to file a complaint of an academic or nonacademic grievance must follow the instructions below:
Dispute Resolution for Incidents Other Than Grievances
This Grievance Procedure applies to minor complaints or disputes between a student and the College for which a formal procedure does not otherwise exist for resolution as otherwise set forth in this Student Handbook. More formal alternative procedures exist for more serious situations (which do not qualify as grievances) such as the following:

- A student is erroneously denied registration.
- A student is erroneously required to pay a fine or penalty.
- A student erroneously has money withheld by the College.
- A student has been denied the right to amend his/her educational records.
- A student is charged with an offense under this Student Handbook or another College policy or procedures
- A student is alleging discrimination on the basis of a Protected Class.
- A student is alleging sexual harassment.

Definitions
A) Informal Complaints: An informal complaint is defined as an academic or non-academic issue that a student has with another student, faculty/instructor, staff member, administrator, department, or program of the College.

B) Non-Academic Grievance: 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 College as a whole or any unit or agency or function thereof and in a manner that has caused actual harm to the student.

C) Academic Grievance: An academic grievance occurs when a Grievance Petition Form is submitted to the College because a student believes he/she has been harmed by being treated arbitrarily or unfairly within the context of a particular class or course. In order to file an academic grievance, the student must demonstrate actual harm. It does not involve perceived rude treatment, classroom style or general grading policies. For example, the student may not like a particular professor’s classroom style or grading practices as a whole, but this does not constitute grounds for a grievance. The student may, however, use the Informal Complaint Process set forth below to talk with an administrator about the perception of inappropriate behavior. The assignment of course grades are at the heart of the faculty member’s responsibility. Only the responsible faculty member can judge students’ performance in a particular course. Thus, only the responsible faculty member can assign or recommend changes of letter grades (A, B, C, D, F) for his or her courses.

D) Complainant/Grievant: A Complainant/Grievant is an individual who believes his/her rights have been violated.

E) Respondent: A Respondent is an individual who is the subject of the grievance or complaint, if applicable.

F) Appellant: An Appellant is an individual who is filing an appeal.

G) Appeal: The resolution of an academic or non-academic grievance may be appealed. Appeals must be based on the issue of substantive or procedural errors, which are prejudicial to impartial consideration of the case.
H) Confidentiality: It is understood that committee members, faculty, staff, and administrators involved in the discussion of complaints or grievances will maintain professional standards of confidentiality. Students should be aware that every effort will be made to maintain confidentiality; however, College officials may be obligated to disclose information to law enforcement or other agencies as required by law.

Informal Complaints

Resolving a Non-Academic Informal Complaint
The student must first discuss and attempt to resolve the issue with whomever the issue arose, if at all possible. In the event that such an informal discussion is not possible or the issue is not resolved, then the student should contact the Vice President for Student Success and Engagement, or his or her designee to try to reach an informal resolution. The student is strongly encouraged to initiate a complaint immediately after the alleged incident. The Dean of Students or appropriate administrator or designee receiving the complaint shall attempt to resolve the matter and report the decision, in writing, to the Complainant(s) and Respondent(s) via their Edward Waters College email address within a timely manner of receiving the complaint. A copy of this decision/resolution will be sent to the Dean of Students who maintains a repository for student complaints/grievances.

Grievances

Initiating a Grievance
If the complaint is not resolved informally and the student wishes to continue the process, the student must present a completed Grievance Petition Form to the Dean of Students. Prior to filing any grievance, the Complainant(s) must attempt to obtain a satisfactory resolution through the Informal Complaint Process. If still unresolved, a Grievance Petition Form must be filed no later than ten (10) class days after receipt of the notice of informal complaint resolution decision, or if no decision was issued, no later than fifteen (15) class days after the applicable decision deadline.

Grievance Petition
A Grievance Petition Form must be in writing and contain:
1. The Grievant(s)’s name, student identification number (if applicable), and contact information, including email address
2. The name(s) of the Respondent(s)
3. A detailed description of the nature of the grievance and the actual harm suffered by the Complainant
4. A detailed description of attempts at informal resolution
5. A detailed description of the relief sought
6. Signature of Complainant(s)

Non-Academic Appeals and Non-Academic Grievances Procedures
If the complaint is not resolved informally, the student may submit a completed Grievance Petition Form to the Dean of Students. A non-academic grievance must qualify as a Grievance in order to be reviewed and/or heard and must not be covered by any other College policy, procedure, or administrative rule (i.e., policy or procedure set forth in this Student Handbook or otherwise). The Dean of Students 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 College email addresses within fifteen (15) class days of receiving the grievance petition. 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 Dean of Student’s written response to previous resolution attempts within ten (10) class days.
days of receiving the decision, or if no decision was issued, no later than ten (10) work days after the applicable decision deadline.

**Academic Appeals and Academic Grievance Procedures**

The following procedures outline the steps in the academic appeal/academic grievance process and should be used to appeal or resolve disputes concerning academic grades and other academic decisions considered by a student to be arbitrary or contrary to College policy. These procedures should also be used to grieve perceived violations of any of the student academic rights detailed above. For the purposes of these procedures, a student is an individual who holds an “active” registration status at the time of the alleged violation.

Step 1. Consultation with Faculty - Any student who believes that a faculty member has acted improperly or in a manner inconsistent with academic expectations specified in this policy, may initiate action to obtain a remedy. It is the responsibility of the student to initiate the academic grievance process with the faculty member by submitting a completed Student Conference Request Form to the faculty member involved. Together with this form, the student must submit documentation to support his/her complaint. The action must be initiated within fourteen (14) business days after the student becomes aware of the alleged offense. The student should make every reasonable effort to discuss the matter with the faculty member whose action is addressed in the student’s written grievance. The student shall attempt resolution by seeking a meeting with the instructor in question. The instructor will review the complaint, render a decision, and provide the decision in writing to the student within seven (7) business days of receipt of the student’s completed Student Conference Request Form.

If, to the student, this process does not seem feasible, or if a personal conversation with the instructor has been attempted/initiated, but a resolution satisfactory to the student’s grievance is not obtained, the student may seek resolution through written appeal to the instructor’s Department Chair. The Department Chair will then attempt to resolve the matter between the student and the instructor. If the grievance is against the Department Chair, the student should proceed to step 3 below.

Step 2. Department Chair - In the event that a student perceives that he/she has not received satisfactory resolution to the issue from a discussion with the faculty member involved, or if a student prefers not to discuss his/her concerns directly with the involved faculty member, the student may schedule a conference to discuss the matter with the department chair or equivalent. Such discussion must be initiated by the student within seven (7) business days after the final discussion with the faculty member. During the conference, the student must provide the chairperson with a copy of his/her written appeal and/or grievance. The department chair will review the complaint, render a decision, and provide the decision in writing to the student and to the involved faculty member, within seven (7) business days of receipt of the student’s report of an unresolved issue. If the department chair is the involved faculty member, this step should be skipped.

Step 3. Associate Provost for Academic Student Success & Research Initiatives - Only in instances when all established College procedures have been exhausted will it be appropriate for the Associate Provost for Academic Student Success & Research Initiatives to consider a final appeal from a student. Generally, the Associate Provost for Academic Student Success & Research Initiatives will consider only those appeals that either demonstrate violations of due process or evidence that prior proceedings resulted in a decision contrary to College policies and procedures. Either party to a grievance appeal – whether instructor or student – may appeal the decision of the Chairperson to the Associate Provost for Academic Student Success & Research Initiatives, in writing, within ten (10) business days following notice of the Chairperson’s decision. A written reply to the other party must be filed within ten (15) business days after receipt of the appeal. The Chairperson’s decision shall be “stayed” pending appeal. The Associate Provost
for Academic Student Success & Research Initiatives has discretion to determine the information and procedure that he/she will utilize in deciding each appeal. Should the Associate Provost for Academic Student Success & Research Initiatives not find reasonable grounds for the student’s appeal, the Associate Provost for Academic Student Success & Research Initiatives will issue a formal decision regarding the appeal, within fifteen (15) business days of receipt of the appeal. However, if the Associate Provost for Academic Student Success & Research Initiatives deems it necessary to hear additional evidence, he/she will convene the Academic Appeals Committee within thirty (30) days of receipt of the appeal.

The Academic Appeals Committee will convene hearings as necessary to allow the involved parties the opportunity to present their cases to the committee in a fair and expeditious manner. Appropriate precautions should be taken to ensure the confidentiality of the grievance proceedings – including information regarding the outcome.

The Associate Provost for Academic Student Success & Research Initiatives will consider the findings and recommendations and render a final university determination. This decision will be submitted in writing to the student, faculty member, the department chair, and the Academic Appeals Committee within ten (10) business days after receiving the Academic Appeals Committee’s written recommendation. The written decision rendered by the Associate Provost for Academic Student Success & Research Initiatives shall be final step in the academic grievance process and may not be further appealed. In the case of a grade change, the Associate Provost for Academic Student Success & Research Initiatives or his/her designee, will be responsible for making the change. Files shall be maintained in the office of the Associate Provost for Academic Student Success & Research Initiatives.

**Formal Complaint/Grievance against the College with the Southern Association of Colleges and Schools Commission on Colleges**

An individual may make an inquiry regarding complaint procedures or about issues and concerns that could be considered complaints against Edward Waters College by inquiring to the **Southern Association of Colleges and Schools Commission on Colleges, 1866 Southern Lane, Decatur, Georgia, 30033-4097 or by phone at (404) 679-4501.**

**DIVISION OF STUDENT SUCCESS AND ENGAGEMENT**

**Mission Statement**

The Division of Student Success and Engagement at Edward Waters College strives to contribute to the holistic development of students. Through the provision of a variety of services and programs, students are able to develop intellectually, spiritually, interpersonally, socially, emotionally, and physically.

The Division of Success and Engagement staff is pleased to welcome those of you who are new to Edward Waters College and extend best wishes to our returning students. We are here to serve and assist you. Normal office hours for all offices located within the division of Student Success and Engagement is Monday through Friday, 8:00 a.m. to 5:00 p.m. Please feel free to visit the Student Success and Engagement office located at in the George Collins Student Union at 1743 Kings Rd, Jacksonville, Florida, 32209.

The division of Student Success and Engagement is comprised of departments and programs reporting directly to the Vice President for Student Success and Engagement. Such programs include Black Male College Explorers Program, Campus Ministry, Career Services, Counseling Center, Health Services, HIV/AIDS Program, Residential Life, Student Activities, and the Suicide Prevention Program.
BLACK MALE COLLEGE EXPLORERS PROGRAM
The Black Male College Explorers Program (BMCEP) is an intervention program designed specifically for black males who are potential high school dropouts. The goals of the program are to prevent students from dropping out, facilitate their admission to college, and significantly increase their chance of earning a college degree. High schools and middle schools are asked to identify “at-risk” black males, grades 7 through 12. The program hosts two components, The Saturday Academy and Summer Institute. The Saturday Academy provides mentoring and academic classes for the students to excel in and out of the classroom throughout the academic year. The Summer Institute is a residency program that provides highly concentrated developmental activities and experiences designed to enhance and enrich the young men’s ability to communicate effectively and to understand the importance and function of accessing, processing, using, and evaluating information.

The office is located in James Weldon Johnson, Office 21. Phone: 904-470-8955.

CAMPUS MINISTRY
The Chaplain - Director of Campus Ministry and Church Relations serves as the spiritual covering for the campus, provides various spiritual based programs and opportunities, and provides pastoral care and spiritual support to members of the College community in times of crisis and emergencies.

The Campus Ministry exists to win souls and change lives. Our philosophy is that spiritual growth & development can facilitate personal empowerment through self-discovery and faith maturity, as well elevate our spiritual values and moral consciousness.

The Chaplain and the Creative Worship Team is available to assist students in their efforts to effectively cope with day-to-day living, collegiate challenges, spiritual and moral decisions, and to provide opportunities to serve.

The spiritual nurturing of the campus-wide community includes, but is not limited to: Weekly Chapel Services, Bible Study - Life Groups, Sunday Worship Services, Religious Emphasis Week activities, Pastoral Advising (Psychological-Spiritual), and Corporate and Individual Prayers. These activities are in keeping with Edward Waters College’s mission to help students to develop a commitment to a life of excellence and ethics. While maintaining its college-affiliated heritage with the African Methodist Episcopal (AME) Church, Edward Waters College enrolls students of all faith traditions, and encourages the students to pursue their spiritual fulfillment in the manner of their choosing.

The Chaplain is located at 1710 Pearce Street, Jacksonville, Florida, 32209.

CAREER SERVICES
The office for Career Development and Placement Services provides resources and assistance in all aspects of the career development and job search processes. The mission of Career Development and Placement Services is to support the institution’s purpose of educating individuals to become productive citizens in society by serving as a liaison between students, alumni, faculty, and the world of work. Our task is to adequately prepare, groom and empower students for the workplace and a lifetime career. We commit to providing meaningful career counseling as well as up-to-date job search, coaching, resume and cover letter writing strategies, and hiring trends resources.

We also strive to encourage and connect students to experiential learning opportunities. Internships and on and off-campus part-time job opportunities are made available via our website. In an effort to fortify services rendered by this office, the Director works with internal and external constituents to enhance
career development and employment opportunities. Career events bring employers to campus for networking purposes as well.

Career Services is located at 1710 Pearce Street, Jacksonville, Florida, 32209.

COUNSELING AND DISABILITY SERVICES
The Edward Waters College Office of Counseling and Disability Services is a confidential, safe, and friendly atmosphere for students, faculty, and staff. We provide 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 health demands by college students across the world, we continue to promote healthy alternatives to combat mental illness and disabilities. We seek to increase the awareness and knowledge of topics relate to college students to include but not limited to depression/suicide, domestic violence/dating violence, LGBT+, stress management, drug/alcohol, mental illness, and more.

Services are available by appointments, walk-ins, and referrals. Services are available to all currently enrolled Edward Waters College students. There are no fees or charges for use of services. After-hours emergency contact number is 904.415.7902 or contact Campus Security at (904) 470-8888 or 911.

Counseling and Disability Services is located at 1710 Pearce Street, Jacksonville, FL, 32209. The mailing address is 1658 Kings Road, Box 699, Jacksonville, FL, 32209.

Goals and Objectives
1. To promote student growth and development as well as the enhancement of self-awareness and understanding in achieving personal and academic growth.
   • To provide intervention through outreach and educational awareness programs.
   • Seek collaborations with faculty and staff in order to increase student participation in programs, and workshops.
   • Provide consultation to facilitate programs and workshops of educational relevance.

2. To assist in resolving emotional, social, and developmental deficiencies related to academic progress.
   • Provide on-going individual and group counseling.
   • Provide stress management, sexual assault, domestic violence, and other pertinent workshops.
   • Provide consultation and reasonable accommodations in adherence to the American Disabilities Act.

3. To develop an on-going relationship with community agencies for consultation and referral purposes when deem necessary.
   • Consult with mental health and disability service professionals regarding agency services, policies, and procedures.

4. To promote outreach and consultation to faculty and staff for those students who express emotional, personal, social, and academic deficiencies.
   • Provide faculty and staff with information pertaining to counseling and disability services.
   • Develop referral processes and forms for faculty and staff usage.

Privacy and Confidentiality
Counselors are required and must keep all information and records maintained by the College that is related to counseling services confidential. Because of confidentiality constraints, counselors cannot talk with you about a student you have referred without a written release from that student. Counselors are required to abide by College rules as well as by law to break confidentiality:
• If it is clear to the counselor that the student may harm him/herself or someone else, then the counselor is required by law to take the appropriate steps to protect any potential victim.
• If a child or elder is being abused, and this becomes known in counseling, the counselor is required to act.
• If the record of any sessions is requested by a court order, it must be given to the court.

Email Disclaimer: We discourage people from contacting us via e-mail regarding personal problems. The nature of e-mail is such that we cannot guarantee the confidentiality of your correspondence, nor do we find e-mail communications as useful as in-depth, face-to-face contact. Moreover, we cannot guarantee that we will read e-mail right away or respond in a timely fashion.

Referrals
Students can be referred to Counseling and Disability Services for individual counseling. Individuals who are hostile, suicidal, and/or addicted to drugs and alcohol are immediately referred outside the Center. If it is an emergency and/or a student presents clear and imminent danger to self or others, please contact Campus Security, and/or dial 911. Because of confidentiality constraints, counselors cannot talk with you about a student you have referred without a written release from that student. Also, please submit concerns within a 24-hour period, unless it is an emergency.

Emergency Psychological Assessment
When deemed appropriate, the Director of Counseling and Disability Services may recommend that a student is seen outside of the college for a psychological assessment. Based upon the outcomes of the assessment, the Vice President of Student Success and Engagement may determine whether or not the student may continue matriculation at the college. Psychological assessment is usually recommended if the following is evident:

• Emergency intervention-students behavior represents imminent danger to self and/or others.
• Formal Complaint-students behavior interferes with or interrupts the overall learning environment of the campus community.
• A consultation will be held with the student regarding a recommendation for a psychological evaluation/assessment.

The student is responsible for obtaining the psychological/assessment within three (3) days of notification. Community referrals will be determined by the Director. A release form must be signed by the student that will allow the college to receive results of the evaluation/assessment. Copies of the outcomes will be maintained in a locked file cabinet in Counseling and Disability Services.

Assessment results must be received within 5 (five) business days. At that time, there will be a review of the documents. A decision will be made within 3 (three) days and the student will be notified in writing.

Prior Mental Health History
All students are required to immediately inform and participate in an intake interview with Counseling and Disability Services if they are currently under the care of a mental health professional, have a history or current mental health diagnosis, and/or currently taking any prescribed medications to treat a mental health diagnosis. Failure to abide by this policy may result in a temporary “mental health administrative leave.”

Mental Health Administrative Withdrawal
A student suffering a mental health episode to the degree that his or her condition may pose a direct threat to the health or safety of the student or others and/or that, if not addressed, may be detrimental to the best
interest of the College (i.e., the condition may impede the educational progress or well-being of other students), will be strongly recommended by the College for referral and is strongly encouraged to seek mental health treatment from a Certified Mental Health Provider. The separation will be treated as a medical withdrawal and not as a violation of the Edward Waters College Student Handbook or any other policy or procedure. Before a student is allowed to return, he or she must follow-up with the Counseling and Disability Services upon return to campus.

**Transportation**
Counseling and Disability Services does not provide transportation.

**Disability Services**
Edward Waters College provides equal opportunity to qualified disabled persons in accordance with the requirements of Americans with Disabilities Act. Individuals should complete an application requesting accommodations, submit documentation from a licensed physician, psychologist, or psychiatrist (not older than three years) describing their disability, and upon approval, meet with a counselor for an intake interview.

Accommodations are academic adaptations that do not compromise academic standards or the master of essential course elements but provide students with disabilities an equal opportunity to succeed. A referral system for students with disabilities is in place through counseling and disability services.

Who is eligible for disability services?
Any enrolled EWC student with a limitation that substantially limits one or more major life activities, such as walking, learning, and performing manual tasks, is eligible for disability accommodations. Students requesting services and accommodations are encouraged to register by submitting an application and disability documentation provided by a licensed/certified professional.

Where do students register for disability services or accommodations?
Counseling and Disability Services is the office responsible for determining eligibility and appropriate reasonable accommodations for EWC students with disabilities. We assist the college in fulfilling its legal responsibilities mandated by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. These laws require institutions to provide equal access and physical access to educational programs for qualified students with disabilities. The student is responsible for being a self-advocate and registering for accommodation with the Counseling and Disability Services.

What is the process for a student to register for disability services?
A student is eligible for accommodations if he/she is a person with a disability (to include temporary disability), has identified themselves to the Counseling and Disability Services, and has presented disability documentation provided by a licensed/certified professional to the college as required by the Counseling and Disability Services based on documentation guidelines. Upon approval for accommodations, the student will be contacted for an intake interview. The student is responsible for delivery of letters to faculty/staff. A student can give written permission to have letters emailed to their instructors.

**NOTE:** Accommodations are effective after the student submits appropriate and complete documentation in accordance with the Counseling and Disability Services’ documentation requirements, completes disability registration, and has presented and discussed the accommodation letter with the faculty/staff member. Accommodation letters should be provided as soon as possible to assure accommodations are being implemented. Accommodations are not retroactive.
Documentation Guidelines
The guidelines describe information to validate: (1) the existence and that the limitations imposed by it rises to the level of being disabling, (2) the impact on the individual’s educational performance, and (3) the need for accommodations for students registering with the Counseling and Disability Services at Edward Waters College. Accommodations are provided based on the impact of the disorder, not only on the diagnosis of a condition.

The intent of using documentation guidelines is not to exclude students from use of services, but to ensure that those with legitimate disabilities who have current functional limitations receive appropriate accommodations.

If the documentation is incomplete or inadequate to determine the extent of the disability or reasonable accommodations, then Counseling and Disability Services may require additional documentation. A self-report may be required and completed to accompany documentation. The following is a list of documentation guidelines for various disability categories:

- Documentation Guidelines for Attention Deficit Hyperactivity Disorder (ADHD)
- Documentation Guidelines for Learning Disabilities (LD)
- Documentation Guidelines for mobility or physical impairments, systemic or chronic illnesses, hearing or visual impairments, psychiatric disorders or other disabilities

ADA Statement
A student has a disability that qualifies under the Americans Disability Act (ADA) and requires accommodations; he/she should contact Counseling and Disability Service for information on appropriate policies and procedures. Disabilities covered by ADA may include learning, psychiatric, physical disabilities, or chronic health disorders. Students can contact the Counseling and Disability Service staff if they are not certain whether a medical condition/disability qualifies.

Alternative Format
Textbook lending is an accommodation used to provide an alternative format of textbooks to assist students with disabilities. The textbook is property of Follett Bookstore and is being loaned to students for use in classes while enrolled at Edward Waters College. After the semester ends, all books need to be returned to Follett Bookstore during the college’s final exam week. However, if it is lost, stolen, or not returned to Follett Bookstore, the student will be billed 100% of the retail price.

Service and Emotional Support Animal Policy
Counseling and Disability Services has established the following policy regarding Service Animals and Support Animals, to assist individuals with disabilities. Being mindful of health and safety concerns of the campus community, Edward Waters College generally limits the presence of privately-owned animals on campus. However, the College will reasonably accommodate persons with disabilities who require the assistance of Service or Support Animals, as appropriate. The Director of Counseling and Disability Services, who oversees disability services, is responsible for implementing this policy and for guiding students with disabilities in documenting their specific request for a necessary accommodation. Each request will be evaluated on a case-by-case basis, considering the needs of the individual and the concerns of the College community. The successful implementation of this policy requires the cooperation of all students, faculty, staff, and visitors of the EWC community. Edward Waters College reserves the right to amend this policy as circumstances require.

Grievances
Any member of the College community may report an alleged violation of College policies, including, but not limited to, a violation of the provisions set forth by the college. If a student is not satisfied with the accommodations provided, he/she may engage in the grievance process to resolve the situation. If you wish to file a grievance pertaining to disability or other services, please refer to the Grievance Policy.

HEALTH SERVICES
The Health Services takes special pride in helping students stay healthy which in return help with retention and graduation. Whether you have a health emergency, a concern about nutrition, or a bad case of flu, you can expect excellent care when referred to health care professionals who are friendly and concerned. Students may enroll in the health insurance offered by the College. The Health Service Coordinator is available to schedule appointments and other medical needs with local health care agencies on an as-needed basis. The service provides walk-in and appointments with some select 24-hour services. Students will be provided a Patient History Questionnaire to complete to assist with the scheduling process to minimize the wait and to assist with providing quality customer care.

Health Services is located at 1710 Pearce Street, Jacksonville, Florida, 32209.

Drug and Alcohol Treatment
Alcohol and drug abuse counseling is available to students, staff, and faculty. Referrals are made to community service agencies when appropriate. The College recognizes drug, alcohol, and chemical dependency as an illness and a major health problem. Information, assessment, and referral services are available on campus to students, staff, and faculty at the Counseling Center.

Medical Emergency
If there is a medical emergency in a residence hall, contact 911 immediately and render first aid if you are appropriately trained to do so. Next, and if able, an attempt should be made to get a residence life staff member involved immediately. In the event of not being able to contact a residence life staff member, contact campus security at (904) 470-8888. In severe medical emergencies, it is recommended that the ambulance service be used rather than personal cars to transport the student. If the medical emergency does not require an ambulance, contact Campus Security.

Immunization Requirements for Matriculation
All students born after 1956 must present documented proof of immunization against Measles. Additionally, all new students, regardless of age, shall present documented proof of immunization against Rubella. As required by law regarding Meningococcal Meningitis and Hepatitis B, all students planning on residing in on-campus housing must complete the required immunization prior to residing in on-campus residence halls.

Documentation
The documented data of immunization for Measles, Rubella, meningococcal Meningitis and Hepatitis B should include the day, month, and year. However, documentation showing only the month and year will be acceptable as long as the month and year show that the immunization was given at least 13 months after birth.

Recommendation
It is recommended that those students who cannot provide immunization data after extended research, those students who present questionable immunization dates, and those with questionable diagnosis of measles should be vaccinated or (re-)vaccinated prior to the time of matriculation and registration. The Florida Health Service Center will provide this service. Exceptions to this policy may be granted in the event of valid medical contradictions or for religious reasons.
HIV/AIDS Program
Edward Waters College has implemented an HIV/AIDS/STD prevention program. The goal of the program is to identify effective methods to educate and increase awareness for prevention of HIV/AIDS/STDs education needs of EWC students. The HIV/AIDS Prevention Program will host several programs on campus to provide faculty, staff, and students with HIV/AIDS/STD’s prevention knowledge. The College is committed to maintaining current information and materials on prevention and the transmission of AIDS. AIDS education will be scheduled and provided for faculty, staff, and students. Education will be both in-house training as well as outside training. However, outside training will be contingent upon the availability of resources.

AIDS Policy Statement
AIDS (Acquired Immune Deficiency Syndrome) ARC (AIDS Related Complex), and HIV (Human Immunodeficiency) are the most serious health problems in America today. Edward Waters College believes education is the key factor in preventing the further spread of the virus that causes AIDS. By discussing AIDS prevention with the faculty, staff, and student body, we can help facilitate a better understanding of the need to make decisions that will keep members of the college community healthy.

Discrimination
AIDS is covered under the Americans with Disabilities Act, which became effective July 26, 1992. Therefore, the existence of AIDS, AIDS Related Complex, or a positive HIV antibody test WILL NOT be a factor in the employment of faculty or a factor in the initial or continued enrollment of students.

HIV/AIDS Testing
The Counseling Center will serve as the referral agent for the individual to the Duval County Health Department or any other local AIDS service organization. Free testing is available.

Confidentiality
The right to privacy should be respected. Therefore, employee health records and student health records are kept confidential and are not disclosed within or outside the College community without the written consent of the individual; except as may be required by law. For any questions, contact your personal physician or your local health department.

Student Leaves and Withdrawals
Students leaving the campus for a short time due to health-related reasons, due to the death of a family member or friend, or for other reasons should contact the Dean of Students and the Associate Provost for Academic Student Success and Research Initiatives. The Dean will notify the Registrar’s Office and other need-to-know offices. Students considering a leave of absence from the College must consult with their instructor(s) for approval to be absent. (Please see the Edward Waters College Attendance Policy.)

Students must request a formal excuse and make up any missed work from their instructors. Students are required to provide a doctor’s excuse or proof of death of a family member or friend, etc. The College chaplain is available at (904) 470-8990. Students may also want to talk with a counselor at (904) 470.8990 or (904) 470.8231.

Students desiring to withdraw from Edward Waters College must complete the Withdrawal Form which is available from the Registrar’s Office. Students who withdraw from the College are expected to leave the campus within 24 hours. They lose all privileges of enrollment until the time they are readmitted.
Tuition and board refunds for withdrawal are governed by the provisions set forth by the Student Accounts Office and are published in the College Catalog.

RESIDENTIAL LIFE

The Edward Waters College housing service is managed and operated by professional Residential Life staff. The staff is firmly committed to the concept that residence life 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.

Student housing and the residential life environment are important components of the educational experience. The living and learning theory emphasizes understanding, skill building, and fosters interpersonal relationships through residence life governance and education as well as recreational programs. Students within the residence life 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 community is closed during Winter Break; no occupancy is permitted during this time.

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

Residence Life adheres to the ZERO TOLERANCE POLICIES set forth in this Student Handbook. It will be strictly enforced, and violators will be notified by the Dean of Students or his/her designee and may have twenty-four hours (24) to vacate the college’s property or the residence hall.

Edward Waters College Residence Halls

The Edward Waters College Residence Halls are:
Salter Hall – Female
Morris Cone A – Male
Morris Cone B – Female
Tiger Landing – Male
The Honors Village – Male/Female

Student Guidelines and Regulations

Residence Life will inform each resident of the rules and regulations that the Office of Residence Life follows. The Standards of Conduct are published to provide residents with a general notice of prohibited conduct. All residents are responsible for familiarizing themselves with and abiding by the policies. The department trusts that with a better understanding of the policies, it will result in a relationship that is mutually satisfactory to both the College and the students. Occupancy shall begin no earlier than specified by the College for each semester. Room assignments are non-transferrable and only full-time enrolled students assigned to a space are allowed to occupy that space. Assignments may be changed and contracts canceled by the Vice President of Student Success and Engagement or College designee in the best interest of the college. A resident must vacate the hall within 24 hours of withdrawal or termination of the contract or when deemed necessary and requested to do so by the College. Completing an application for housing is no guarantee that an assignment can be made. The housing application must be completed each year. Acceptance of a housing assignment constitutes an agreement by the student to abide by the terms, conditions, policies, procedures, and other regulations as promulgated from time to time by the College.
and published or otherwise made known to the students. Failure to comply with these policies, procedures, rules, regulations, terms, or conditions may result in loss of housing privileges.

**Deposits are Non-Refundable**
Room Reservation Forms are available through Admissions following acceptance into the College and are available online at www.ewc.edu. Returning students may reserve rooming assignments through the Department of Residences Life. The housing deposit for all students is $100.00 per academic school year. All fees MUST be paid before a room assignment is given.

**Room Health and Safety Inspection Policies**
All residents are required to maintain their assigned room in a neat and orderly manner free of trash, debris, property damage, and health and safety hazards. Personal trash must be discarded regularly. Rooms will be inspected at least once a week by a member of the Residence Life staff. This inspection is an examination of the visible areas for reasons of health, safety, sanitation, and damage or loss of College property. The College reserves the right for the Vice President for Student Success and Engagement, Dean of Students, Residence Life directors, supervisors, or other College designees to check any room at any time when it is suspected that activities in said room are in violation of applicable policies. Keeping the hallways and bathrooms in each building in a neat, safe, and orderly condition is the responsibility of each person residing on that floor or in that suite or apartment. The College representative conducting the room check will issue an evaluation following each room check. If a room passes, the person conducting the room check will verbally advise the residents present at the time of the inspection that there are no issues. If there are deficiencies noted, the representative conducting the room check will issue a written evaluation noting the deficiencies (“Failed Room Check”). If a resident receives a Failed Room Check, he/she will have 24 hours to clean the room. A resident will be fined no more than $25.00 per Failed Room Check after the first Failed Room Check in any given school year. Continued receipt of Failed Room Checks (3 or more in any given school year) will result in disciplinary action including, but not limited to removal from residence life.

**Room Entry and Search**
The Residential Life Program respects the privacy of the students and therefore, as a general rule, rooms will be entered with caution for health and safety inspections. However, SAEM staff and campus security personnel are authorized to enter student rooms unannounced under certain conditions such as in instances of extreme emergency relating to danger of life, safety, health, and property. The college also reserves the right to enter residence halls for maintenance requirements and when behavioral concerns may constitute a violation of college rules and regulations such as suspicion of possession of alcoholic beverages, drug usage, or violations of co-ed/same gender or romantic visitation.

**Private Single Rooms**
The College does not provide private housing. In the event all rooms are not filled to capacity, the College will consolidate residents and close rooms to conserve costs. ONLY in extreme circumstances (i.e., severe health condition) will approval be made for a student to live alone in a room. This approval may only be made by the Vice President of Student Success and Engagement or College designee and will require supporting documentation. The resident may also pay an increased rate for housing. All students with documented disabilities that may require provisions for a private room are encouraged to seek disability accommodations from the Counseling Center.

**Visitors**
All visitors are required to check in at the Office of Campus Security prior to entering any residence halls. All visitors must provide ID when visiting the residence halls. Once visitors arrive at the residence halls,
they must sign in at the main desk of the residence hall and present an authentic picture identification card.

**Overnight Policy**
Overnight visitations are **NOT** permitted.

**Visitation Restrictions**
Anytime a visitor is present in a residence hall room and such visitor is not assigned to the particular room that he or she is visiting, the doors of the room must remain open at all times. This rule applies whether the visitor is the same sex or opposite sex of the persons assigned to the room. Violation of this rule will result in sanctions up to and including removal from residence hall. Guests must always sign-in and out at all residence halls at the main desk and be escorted by the resident. Residents are responsible for their guests and will be held accountable for their actions during the visit.

**Common Area and Room Visitation**
Visitation is limited to Sunday through Thursday, 6:00 p.m. - 11:00 p.m. and Friday and Saturday, 12:00 pm - 12:00 p.m. Students are encouraged to meet visitors in lounge and common areas instead of having visitors present in his or her room to avoid disruptions to roommates.

**Quiet Hours**
All residents are expected to observe the established quiet study hours in each residence life building. These hours are from 7:00 p.m. to 7:00 am. Loud talking or other excessive noise will not be tolerated during these hours. Furthermore, residents should be respectful of others around them.

**Curfew Hours**
All students of EWC are expected to abide by curfew regulations. All students must be in their assigned rooms during the following times and may not be in any other location (other than restrooms) on campus:
- **Sunday – Thursday** 12:00 p.m.–6:00 am
- **Friday – Saturday** 2:00 a.m.–6:00 a.m.

**Holiday Schedule**
Residence Life and the dining facility will be closed during the following holiday breaks:

- **Thanksgiving** - The Residence Halls are open. Dining Hall on modified hours and meal options
- **Winter Break** - The Residence Halls and Dining Hall are closed
- **Spring Break** - The Residence Halls are open. Dining Hall on modified hours and meal options

All exceptions must be approved by the Vice President for Student Success and Engagement and the Dean of Students. There will be NO exceptions for Winter Break. All students will be expected to vacate the premises.

**Sign-In/Sign-Out Policy**
When leaving the campus grounds for extended period of time, students are required to sign out with the Residential Life representative on duty. This is essential in case of unexpected visitors, personal messages, or emergencies.

**Move Out Procedures**
A student moving out of the residence hall must report to the Area Coordinator, Supervisor, or his or her designee. The supervisor will perform an exit room inventory and collect the room key. Any damaged or missing property will result in the student being fined accordingly.
**Damages**  
During the period in which a student occupies a room, the student will be held responsible for any and all damages that occur. If damages occur which are not caused by the occupants, the same should be reported at the time they occur (including names of the persons responsible). Failure to make such a report will result in all the occupants being held responsible.

**Residence Hall Meetings/Floor Briefings**  
All resident students are required to attend all regularly scheduled and special “called” Residence Hall Meetings and Floor Briefings.

**Utilities**  
Residents are expected to use utilities in a conservative, economic, and efficient manner. In the event of mechanical difficulty (air conditioning, heat, hot water, etc.) or interruptions of electrical power or water services, the College will make reasonable efforts to restore services. However, in no event shall there be a reduction in the residence hall rate because of the College’s inability to restore services, nor shall the College be liable for such failure.

**Room Repairs & Property Destruction**  
Students must immediately report needed repairs to the Area Coordinator or Residence Life staff. The destruction or defacing of EWC property will result in sanctions, including, but not limited to fines, suspension from campus housing, or any other sanctions that the College deems appropriate.

**Community Charges**  
Community charges will result if damage, destruction of equipment/furnishings, defacement of property, unidentified community trash, or unauthorized removal of property occurs within the residence halls or apartments and the perpetrator cannot be readily identified. In such a case, all residents of a particular floor or residence hall, as determined at EWC’s sole and absolute discretion, will be assessed a pro rata portion of the total damage amount (“Community Charges”).

**Pest Control**  
Report IMMEDIATELY to the Residence Hall Staff all pest infestation concerns.

**Disturbance of Others**  
Students are not to play music or televisions at levels that can be heard in the hallways of the residence halls and/or outside. Finally, students are not to shout, sing in loud voices or otherwise disturb other students in the residence halls. The use of personal wheeled vehicles such as motorbikes, bicycles, skateboards, wagons, scooters, etc. not used for disability-related or medical purposes, is not permitted in residence halls at any time.

**Windows and Doors**  
Students are prohibited from sitting in or conversing from the residence hall windows. All residential windows and the exterior of doors must be kept uniform at all times. Exterior doors and balconies must be kept free of signs, chairs, clothes, stickers, writing, or anything that of nature for the purposes of maintaining a neat and orderly appearance. For safety purposes, all stairwell and lounge doors must be kept closed at all times. Residence Life Staff may be required at times to post messages on interior hall doors.

**Pets in Residence Halls**  
All animals and pets are prohibited in the residence halls.
Linens
The College does not provide linens to students living in College housing. Each resident is responsible for providing his or her own linens including: twin-bed sheets, bath towels, shower shoes, blankets, pillow, pillowcases, a laundry bag, a wastebasket, and window drapes (Width 87 ¾” x Length 54”) with white backing.

Laundry Facilities
Laundry rooms, equipped with coin-operated washers and dryers, are located in all residential facilities.

Room Keys
Residence hall room keys are issued to each student. One must refrain from careless action, which jeopardizes personal security and the security of other residents. Residents are cautioned to keep keys with them at all times and to refrain from loaning keys to others. Duplicating room keys is a violation of College policy and will result in loss of campus housing privileges.

Lockouts
All residents are given one complimentary lockout per academic semester. There is a $10.00 lockout charge for each occurrence thereafter. When a resident is locked out of his or her room or apartment the resident must notify his or her Area Coordinator, Supervisor, or his or her designees for assistance.

Key Replacement
Report lost keys to the residence staff member immediately. Students must pay a nonrefundable fee of $25.00 to obtain a new key and have the door lock changed. For security purposes, students are prohibited from duplicating keys. Duplication of keys is strictly prohibited.

Electrical Appliances
Students residing in campus housing are not permitted to have or bring the following items into residence halls: cooking items with exposed hot surfaces (i.e., George Foreman grills, waffle makers hot plates), electric fryers, or toaster ovens. However, students may bring televisions, small refrigerators, irons, microwave ovens, mini ironing boards, shavers, hair dryers, and other salon styling devices provided that any devices with a hot surface such as curling irons or straighteners have an automatic shut off. Irons must be used only on ironing boards. Ironing on beds and dressers is a dangerous procedure and is PROHIBITED. Regulations regarding electrical appliances in residence hall rooms have been established to protect the health and safety of all residents. The City of Jacksonville’s Safety Code requires that residence hall electrical appliance regulations be followed.

Tips to Remember to Safeguard Your Property
1. Lock your room even when leaving for a few minutes and especially when you retire at night.
2. Follow visitation guidelines and encourage your roommates to do the same.
3. Keep valuables off your desk or dresser tops and out of the sight of visitors.
4. Get insurance on your personal property. Check with your parents to ascertain whether or not your belongings are covered by their household insurance.
5. Use lock box or lock chest for valuables.
6. Protecting personal belongings is the student’s responsibility.
NOTE: EWC IS NOT RESPONSIBLE FOR THE LOSS OF OR DAMAGE TO, PERSONAL PROPERTY IN ANY BUILDING OR ANY PART OF THE CAMPUS, WHETHER THE LOSS OCCURS BY THEFT, FIRE, OR OTHERWISE.
Smoking Policy
Edward Waters College is a smoke free campus. Smoking is prohibited in all the residence halls, apartments, balconies, laundry facilities, recreation rooms, courtyards, and on any property or in any building leased or owned by the College. The Florida Clean Air Act prohibits smoking within any state university system educational facility, including residence hall rooms, apartments, and facilities. Although Edward Waters College is a private college, it endorses a smoke free environment and expects students to abide by same.

Parental Notification Policy under the Age 21
Under the Federal Educational Rights Privacy Act (FERPA), if any student under the age of 21 commits a drug or alcohol violation, EWC may notify the student’s parent(s) of such violation.

Emergency Exits and Equipment
1. All residents are required to become familiar with all emergency exits within their residence halls. There are two (2) exits located in each residence hall. Residents must use the exit closest to their rooms.
2. Fire extinguishers and smoke detectors are placed throughout the residence halls and in each apartment. Residents must react to all fire alarms (even false alarms) by exiting the premises.

Mandated Evacuation for Students
In the event EWC requires students to evacuate College premises for purposes of safety or security, the following rules should be observed:
1. All students must evacuate College premises if requested to do so by the College for safety reasons. Students should evacuate to their non-college residential homes if they are able to do so.
2. EWC will use reasonable efforts to arrange for transportation to alternative housing such as a designated shelter, in emergency evacuation situations where students do not have a local residence for evacuation.
3. When an evacuation occurs and as the situation permits, students should provide Residence Life staff with the location to which they are evacuating and a phone number at which the student can be reached.
4. Students should take with them only those items that are necessary and that you can safely transport when evacuating.

Evacuation items to take (if time permits):
1. Bedding & Pillow
2. Small bag of clothes/personal items
3. Medication/glasses
4. Non-perishable food items
5. Toiletry items
6. Identification
7. Flashlights

In case of fire, remain calm and follow the steps below:
1. Activate fire alarms.
2. DO NOT get on the elevator. Use the stairs instead.
3. Notify Residence Hall Coordinator or Residence Hall Assistant.
4. Follow the drill rules as posted, and WALK to the nearest exit, all students must meet in designated area.
5. Keep all stairwell doors closed after building has been evacuated.
STUDENT ACTIVITIES

The Office for Student Activities and Leadership complements students’ academic experiences by providing experiences and resources that engage students in creating a campus culture through social, cultural, intellectual, spiritual, athletic, recreational, artistic, political, and service opportunities. Our staff is committed to delivering quality advising, resources materials, leadership development opportunities, and administrative support to impact students’ growth and development and success of each student at Edward Waters College (EWC).

At the hub of campus life is the George N. Collins Student Union Building, which serves as the “heart” of the College. This facility is not just a building, it is a community center for all members of the college family – students, faculty, administration, alumni, and guests to come and interact and get to know one another in informal or formal association outside of the classroom. As a part of the total educational program of the college, it serves as a laboratory for social responsibility and leadership training.

George N. Collins Student Union Building

Hours of Operation
Monday - Friday 8:00 a.m. - 10:00 p.m.
Wednesday 11:00 am - 12:00 pm (closed for college Chapel Service)
Saturday & Sunday 1:00 p.m. - 10:00 p.m.

Game Room
Monday - Sunday 1:00 p.m. - 10:00 p.m.

The Tiger Stripe Cafe
Monday - Friday 11:00 a.m. - 10:00 p.m.
Saturday - Sunday 6:00 p.m. - 10:00 p.m.

Lecture/Movie Theater
Monday - Friday 5:00 p.m. - 10:00 p.m.
Saturday & Sunday 1:00pm - 10:00 pm

Obligations of Student Groups

As registered student organizations on the campus of Edward Waters College, you must adhere to the following guidelines:

1. All student organizations must follow the stated purpose of the organization. An officially chartered student organization will not act as agents for an outside group or organization or use its official status for any purpose other than its own organization. Sponsoring activities for a non-registered student organization, reserving facilities, and carrying on business for any non-registered group is strictly prohibited.

2. Organizations must sponsor only projects and events that will benefit the College.

3. Practices of all organizations shall not be contrary to stated policies of the College. All students and student organizations are responsible familiarizing for the conduct, standards, and regulations of the College.

4. Any changes in an organization’s constitution and bylaws must be submitted to the Office of Student Activities and Leadership; updated constitution and bylaws must be on file at all times.

5. Each organization is required to have two (2) faculty or staff advisors who are interested in purpose of the organization and gives counsel and advice to the organization. Advisors must be full-time faculty and/or administrative staff members of Edward Waters College and should be selected or appointed for a one-year term.
6. Each organization is responsible for maintaining adequate communication with the Office of Student Activities and Leadership.

7. Student organizations or members affiliated with student organizations must adhere to the Student Code of Conduct. The College reserves the right to withdraw institutional recognition of student organizations should such groups engage in practices or behaviors that work against the educational mission of the institution, including but not limited to HAZING. Student organizations must also be cognizant that the College itself does not discriminate based on race, religion, color, physical disability, national origin, sex, marital status, political affiliation, or age. The College has high expectations that student organizations will align themselves with the institution in adhering to this policy.

All registered student organizations must register annually with the Office for Student Activities and Leadership. Registration forms will not be accepted after the deadline established for the year/semester. If any organization neglects to meet the deadline, it must wait until the following academic year to register. Registration forms are available in the Office for Student Activities and Leadership. The form must be filled out completely with all required signatures present. The names of the signatories must be typed or printed legibly to be approved.

**Calendar of Events**

A Calendar of Events is maintained in the Office of Student Activities and Leadership. Organizations wishing to have activities listed on the calendar should contact the office. The calendar of events is posted and updated monthly. Approval for activities and events is administered by the Administrative Assistant for the Division of Student Success and Engagement.

The Office of Student Activities and Leadership has the following responsibilities as they relate to the calendar of activities:

1. Keeping records of all student-related activities, such as: intramural sports, athletic contests, student activities, special events, etc.
2. Assisting groups with scheduling facilities and/or activities to avoid scheduling conflicts.
3. Providing updated information on the master calendar.

Prior to the beginning of each academic year, restricted dates are input into the master calendar. These dates include such events as: New Student Orientation, Faculty Planning, Registration, Examination Dates, Athletic Events, Graduation, etc. Also, General Administration dates have been reserved. The Student Government Association (which is responsible for most student activities) has first choice in selecting other available dates. The calendar is then open to other campus groups on a first-come-first-served basis by completing the Building Utilization of Facilities available in the Student Union Building.

Request for all activities shall be presented to the Office for Student Activities and Leadership at least three (3) weeks in advance before the activity is to be held. Persons or organizations utilizing College rooms and/or spaces shall be responsible for cleaning and restoring the original arrangement of the rooms after use. The cleaning cost for a room left disorderly will be charged to those persons or organizations who reserved the room. Any organization wishing to sponsor such events must complete a statement releasing the College of any liability before the activity will be approved. This document may be obtained from the Director for Student Activities and Leadership.

**Activity Confirmation**

1. Activities that are sponsored by Student Organizations and student groups, both on or off-campus must have official approval of the College. Proper paperwork should be submitted to the Director of Student Activities and Leadership and forwarded to the Administrative Assistant for the
Division of Student Success and Engagement. Activities that are sponsored in the name of the College by outside groups must have official approval of the College through the Director of Student Activities and Leadership.

2. All dates are approved on a first-come-first-served basis and alternative dates will be assigned as close to the requested date as possible.

3. No publicity for an event is permitted until official approval for the activity has been obtained.

4. The organization sponsoring the activity is responsible for compliance with all College regulations governing student life.

5. The advisor(s) for a Student Organization, or a designated and approved faculty/staff representative, must be present at all events sponsored by the Student Organization. Failure of the advisor(s) or representative to attend the scheduled activity will result in cancellation of the activity.

6. There shall be no social functions during holiday breaks, examination (mid-term and final) week, or restricted dates mandated by the Office of Student Activities and Leadership.

7. Student Organization representatives are required to clean facilities used for scheduled activities at the conclusion of the activity.

8. Student Organization meetings, whether regular or special call, are to be approved in advance with the Student Organization’s advisor. No meeting of a Student Organization, whether regular or special call, may include official action unless an advisor is present.

9. Outside entities that wish to use campus facilities must first contact the Building Manager to see if space is available to hold the proposed activity. If space is available, a meeting with the Building Manager will be arranged and details will be worked out regarding special needs and the appropriate fees to be paid. An Activity/Special Request Form must be completed with the Building Manager. Outside entities are required to submit request(s) at least two (2) weeks in advance, which may be denied in the College’s sole and absolute discretion.

A group wishing to change or cancel a confirmed date must notify the College at least 48 hours in advance. Failure to notify the office will result in loss of the security deposit, and/or privileges to reserve space for future activities. The College Administration reserves the right to cancel any activity on the calendar when it determines that it is in the best interest of the College to do so.

Fundraising
The Office of Student Activities and Leadership acknowledges registered student organizations’ need to independently raise money in order to augment their ability to sponsor activities.

When planning a fundraiser, please consider the following guidelines:

- All fundraisers must be sponsored by a registered student organization.
- Fundraising projects are limited to approved campus locations and to one day in length, unless otherwise requested.
- Fundraising may not take place within College-owned housing without the expressed consent of Housing and Residence Life.
- Students and student organizations are prohibited from acting as agents for non-collegiate affiliated enterprises. In other words, members of a student organization may not sell items or services and promote/advertise for an outside entity.
- The Office of Student Activities and Leadership will approve space request for major and minor fundraising events.
- Contact the Office of Student Activities and Leadership if you need clarification on appropriate fundraising activities or need help brainstorming alternative fundraising events.

Each registered student organization is allowed four (4) major and four (4) minor fundraising activities per academic year. A major fundraising activity is defined as any activity that requires police officers or
campus security and selling of tickets at the door. Examples include, but are not limited to, dances, step shows, fashion shows, and pageants. All other fund-raising activities that do not qualify as “major” fundraising activities are considered minor fundraising activities. Examples of minor fundraisers include, but are not limited to, bake sales, raffles, and candy sales.

ALL ON AND OFF-CAMPUS SOLICITATIONS BY STUDENT ORGANIZATIONS WHETHER FOR FUNDRAISING ACTIVITIES OR OTHERWISE MUST HAVE THE PRIOR, WRITTEN APPROVAL OF THE DIRECTOR FOR STUDENT ACTIVITIES AND LEADERSHIP AND THE OFFICE OF INSTITUTIONAL ADVANCEMENT.

The Chief for Campus Security will determine the number of officers required for any major fundraising activity. Sponsoring student organization(s) are responsible for payment for police and security services rendered. Any additional fundraising projects must be approved by the Director for Student Activities and Leadership.

Publicity and Advertising
All registered student organizations wishing to distribute, or post displays of print materials (i.e. posters, fliers, banners, signage) must be approved by the advisor of the organization and the Director for Student Activities and Leadership and adhere to the following rules:

- Materials should be posted in designated bulletin board areas ONLY, unless otherwise approved by building manager.
- All publicity materials (posters, fliers, signs, etc.) must be approved by the Office of Student Activities, prior to posting and/or circulation on campus.
- Posters and/or signs must bear the names of sponsors.
- Posters and/or signs must bear the Student Activities stamp.
- A copy of posters, pamphlets or other forms of announcements distributed or posted shall be filed with the Office of Student Activities and Leadership.
- All notices and announcements must be properly dated and endorsed.
- Notices must be neat in appearance and correct in both grammar and spelling to be approved.
- Each building manager shall assign areas for posting and has the right to remove any materials not approved or posted in the areas assigned.
- Posting should not obscure the view from glass doors or windows. Documents should not be posted on any exterior door of College buildings.
- The organization or individual is responsible for removing posted materials 24 hours after the event has taken place.
- Postings that are lewd, offensive, advertise alcohol, drinking contests, and that work against the purposes of the College will not be approved.

Off-Campus Activities
Edward Waters College encourages students to strengthen their education and cultural competencies through participation in College sponsored off-campus events. When students travel to and from College sanctioned events in a university-owned or leased-vehicle, or a privately-owned vehicle, Edward Waters College requires you to assume all liability for your personal safety and well-being.

It is the responsibility of the sponsor of a special activity to obtain approval for all College-sponsored off-campus trips for students. The sponsoring organization is required to complete a Student Trip Form. All extracurricular activities or special activities must be held prior to the last day of classes each semester. There will be no special activities during mid-term and final examination periods.
Edward Waters College acknowledges the right of enrolled students to form new student organizations on campus. Consistent with the college’s view that involvement in educationally and socially purposeful out-of-class experiences enhance the collegiate experience, students are encouraged to establish meaningful student clubs and organizations that are consonant with the goals and objectives of the college. That said, requests to create a new student organization must include:

1. A formal letter stating the organization’s purpose and objectives
2. Complete the Online “Intent Form” with the Coordinator of Student Activities
3. Secure One (1) organizational advisors
   - Advisors must be full-time faculty/staff member of Edward Waters College
   - Complete the Advisor Contract
4. Have at least four (4) chartering members
   - Each member must be currently enrolled at Edward Waters College
   - Each chartering member must possess a minimum 2.5 cumulative GPA. (OSAL staff reserves the right to check officer’s academic standing).
5. A complete Student Organization Registration Application
6. All Organization Presidents MUST register and attend The LEAP institute. (Leadership, Education, Accountability and Programming Institute.)
7. Draft a constitution and bylaws that will govern your organization.
   - A sample constitution/bylaw will be provided by the Office of Student Activities and Leadership
   - Every student organization constitution must contain the following 3 clauses/sections:
     a. Anti-discrimination clause
        “This organization will not discriminate against any otherwise qualified individual on the basis of race, color, sex, sexual orientation, gender, gender identity and expression, national origin, religion, age, veteran status, political affiliation, or disability.” Note, this clause must contain every protected category above (e.g. race, color, sex etc.)
     b. Anti-hazing clause
        “This organization will not initiate, participate in, or be witness to any act that inflicts or intends to inflict physical or mental harm or discomfort or which may demean, disgrace, or degrade any person, regardless of location, intent, or consent of participant(s). Hazing is defined in the Edward Waters Student Conduct Code as: any group or individual action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student, with or without their expressed permission, or which destroys or removes public or private property for purposes including, but not limited to, initiation or admission into or affiliation with any EWC student group or organization. While hazing is generally related to a person’s initiation, admission or affiliation with a group or organization, it is not necessary that a person’s initiation or continued affiliation is contingent upon participation in the activity or that the activity was sanctioned by the group or organization for a charge of hazing to be upheld.” Note, this clause must contain a valid definition & stance on hazing.
     c. Authority clause
        “This organization is a recognized student organization within the Office of Student Activities and Leadership. By being recognized as such, our organization will adhere to all campus polices as set forth in the Edward Waters College Student Code of Conduct and the Office of Student Activities and Leadership Student Organization Handbook. Be advised, this does not give the organization authority to sign any binding agreement on behalf of Edward Waters College any of its departments. At any given time, the Student Code of Conduct will supersede any organizational constitution.”
The Coordinator of Student Leadership Programs will appoint a New Student Organization Committee (NSOC) and serve as the Chairperson. Consistent with institutional practices related to appointments to College committees, the NSOC will be comprised of faculty and/or staff and students. The NSOC will:

1. Receive requests through the Office of Student Activities and Leadership
2. Determine if the organization meets established guidelines
3. Make the appropriate recommendation to the Director of Student Activities and Leadership
4. Upon the positive recommendation of the committee, the Director of Student Activities and Leadership will grant college recognition.

New student organizations are required to abide by guidelines that govern student organizations. For further assistance in chartering a new student organization, please contact the Office of Student Activities and Leadership.

**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 SGA Executive Officers as set forth below. All students at Edward Waters College are members of SGA. The SGA office is located on the 1st floor of the George N. Collins Student Center (Student Union Building). 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 college.

**SGA Executive Officers**

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
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<tr>
<td>President</td>
<td>Business Manager</td>
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<tr>
<td>Vice-President</td>
<td>Cabinet Members (See Student Body Constitution)</td>
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<tr>
<td>Secretary</td>
<td>Attorney General</td>
</tr>
<tr>
<td>Treasurer</td>
<td>Mr. Edward Waters College</td>
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<tr>
<td></td>
<td>Miss Edward Waters College</td>
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The SGA Board is responsible for:

1. Providing leadership for the student body
2. Providing entertainment for the student body
3. Acting as liaison group between the student body, the faculty; and staff
4. Helping students and student organizations that have special problems
5. Working with the student body and the College administration, to help bring about changes in institutional policies and regulations
6. Promoting College spirit.

**Royal Court**

The Edward Waters College Royal Court shall be composed of Mister and Miss Edward Waters College and Senior, Junior, Sophomore, Freshman, and Graduate Class Kings and Queens. The court shall officially represent the entire student body at functions on and off Campus. The court initiates and maintains several local community projects and represents the institution in a positive light during unofficial, as well as official occasions on the campus of Edward Waters College.

**Categories of Chartered Student Organizations**

Academic & Professional: An organization whose stated objective is to provide an opportunity for individuals to discuss and share information related to a specific academic discipline, topic, or interest. These organizations provide opportunities for educational networking and the development of learning communities. In addition, the Academic and Professional category includes Honorary Organizations.
whose members are inducted based on academic achievement. These Honorary Organizations function like other student organizations.

Greek: A social, fraternal organization composed of all male or female students. Greek organizations strive to develop the greatest potential in each of their members according to their individual talents, skills, and personality to prepare them for life after graduation. There are additional requirements for Greek Social Organizations.

Honorary: An organization whose membership is based on academic achievement and whose purpose is to recognize such. These organizations invite students to become members based on their academic performance. An honorary organization does not hold meetings throughout the year but holds an induction ceremony.

Institutional: An institutional organization is one that serves to promote or is a function of the EWC institutional mission and goals. These groups, by design, are essential to the fundamental purpose of student learning. Organizations such as Ambassadors, Student Government Association, or organizations affiliated with band, choir, orchestra, drama, or art are considered institutional.

Intramurals: These are organizations whose purpose is to encourage participation and engage its members in a sport or recreational activity. They allow the participants the opportunity to learn new skills, improve existing skills, engage in competition, and enjoy recreational and social fellowship.

Special Interest: An organization whose purpose is to provide a place for members to discuss issues relevant to them; express their interest in a given subject; serve as a support group for students on campus/off campus, or a group interested in advancing social issues that concern the College and community. Examples of clubs in this category are those clubs that are cultural, religious, hobby-related, advocacy, etc.

**Student Clubs and Organizations**
There are a variety of special interest clubs and organizations available to students:

- Alpha Chi National Honor Society
- Business Student Association
- Biology Club
- Campus Beautification
- Rotaract Club
- Precision Dance Squad
- Pre-Alumni Council
- Psychology Club
- Sophisticated Queens Uplifting and Developing (SQUAD)
- 7 Seams
- Sigma Alpha Iota
- Theta Psi Honors Society
- Jasmyn Club
- Fashion Forward
- Foundation For Fortitude
- Creative Worship Team
- Student Government Association (SGA)
- National Council Negro Women (NCNW)
- Student Business Association
- SISTUHS INC.

The Greek-Letter Organization represented on Edward Waters College campus are:

**Fraternities**
- Alpha Phi Alpha Fraternity, Inc. (Kappa Upsilon Chapter)
- Kappa Alpha Psi Fraternity, Inc. (Delta Psi Chapter)
- Omega Psi Phi Fraternity, Inc. (Chi Chapter)
- Phi Beta Sigma Fraternity, Inc. (Gamma Pi Chapter)
Iota Phi Theta Fraternity, Inc. (Zeta Kappa Chapter)

Sororities

Alpha Kappa Alpha Sorority, Inc. (Nu Iota Chapter)
Delta Sigma Theta Sorority, Inc. (Omicron Beta Chapter)
Sigma Gamma Rho Sorority, Inc. (Delta Upsilon Chapter)
Zeta Phi Beta Sorority, Inc. (Mu Gamma Chapter)

National Pan Hellenic Council
The Edward Waters College chapter of the National Pan Hellenic Council, Inc. (NPHC) is the governing body of the nine Greek-lettered fraternities and sororities that are members of the National Pan Hellenic Council, Inc. The purpose of the NPHC is to serve as an umbrella organization that promotes unity among its affiliate members and monitors their activities through an internal disciplinary board. The NPHC is involved with cultural, academic, and social atmospheres of campus life. The EWC chapter is further involved in community activities that include participation in literacy programs, service projects, and voter registration. Membership in the EWC chapter of NPHC is limited to Greek-letter organizations whose national headquarters are a financial member of the National Pan Hellenic Council, Inc., and whose local chapters are in good standing (both financially and socially) with the College and the EWC NPHC chapter.

Note: Greek-letter organizations are privileged to function at the pleasure of Edward Waters College; and therefore, must adhere to the policies and guidelines set forth by the College.

Edward Waters College does NOT recognize the legitimacy of little sisters/brothers, sweetheart groups (a group being defined as more than one individual) or auxiliary organizations (“Auxiliary Groups”) associated with its fraternity/sorority chapters. The use of the Greek-letter organization’s name and insignia in the operation of such unrecognized Auxiliary Groups is strictly forbidden.

Furthermore, the College disclaims any and all responsibility in connection with the formation, operation, and activities of such unapproved Auxiliary Groups. Greek Organizations found in violation of this stated policy shall be suspended from conducting all further activities pending full investigation and severance of all formal ties between the chapter and the unapproved Auxiliary Group. The creation, support, and/or encouragement of an unapproved Auxiliary Organization will result in a Greek Organization being suspended for five (5) years.

Hazing Prevention Policy
Edward Waters College strictly prohibits any student(s) or student groups, or organization(s) affiliated with EWC from engaging in any form(s) of hazing. It is the policy of EWC to always provide a safe, orderly, civil, and positive learning environment. EWC has zero tolerance for violation of its Hazing Prevention Policy. Violations of EWC’s Hazing Prevention Policy should be reported immediately to the Director of Student Activities and Leadership, who will report to the Assistant Vice President/Dean of Students for judicial action.

“Hazing” is defined as any group or individual action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student, with or without their expressed permission, or which destroys or removes public or private property for purposes including, but not limited to, initiation or admission into or affiliation with any EWC student group or organization. While hazing is generally related to a person’s initiation, admission or affiliation with a group or organization, it is not necessary that a person’s initiation or continued affiliation is contingent upon participation in the activity or that the activity was sanctioned by the group or organization for a charge of hazing to be upheld. Hazing includes, but is not limited to:
• Any activity that endangers the mental or physical health or safety or which may demean, disgrace, or degrade any person, regardless of location, intent, or consent of participant(s).
• Brutality of a physical nature, such as striking, whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity that could adversely affect the physical health or safety of the student, and also includes any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student.
• Pressuring or coercing the student into violating state or federal law or violating any EWC’s rules and regulations.
• Conduct that unreasonably interferes with a student’s academic schedule or performance.

It is not a defense to a charge of hazing that:

• The consent of the victim had been obtained.
• The conduct or activity that resulted in the death or injury of a person was not part of an official organizational event or was not otherwise sanctioned or approved by the organization.
• The conduct or activity that resulted in the death or injury of a person was not done as a condition of membership to an organization.
• Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective.

Edward Waters College has a zero-tolerance policy against hazing. Any student or organization found in violation of the Hazing Prevention Policy from conduct occurring on-campus or off-campus will be subject to appropriate disciplinary sanctions by Edward Waters College, which may include, but are not limited to: suspension, expulsion, withholding of grade(s), transcripts and/or diplomas, the imposition of counseling, and/or removal from Edward Waters College housing. Organizations that authorize, promote, or tolerate hazing in disregard of Edward Waters College’s zero tolerance policy will have their charters suspended or revoked.

Frequently asked questions concerning hazing at Edward Waters College:

How is a hazing offense committed?
A person commits an offense if the individual:
• Engages in hazing as previously defined
• Solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing as previously defined
• Intentionally, knowingly, or recklessly permits hazing to occur
• Has firsthand knowledge of the planning of or the outcome of a specific hazing incident involving a student at Edward Waters College, or first-hand knowledge that a specific hazing incident has occurred, and knowingly fails to report said knowledge in writing to the Division of Student Success and Engagement/Office for Student Activities or other appropriate official.

Does it matter if I did not intend to harm anyone?
• YES.
• Edward Waters College policies state that if any of the above occurs, it is HAZING, regardless of your intent.
Does it matter if the person being hazed agrees to the activity?

- NO.
- Edward Waters College policies state that if one of the above occurs, it is HAZING, regardless of the consent or cooperation of the recipient.

What is the penalty if I am found guilty of hazing?

- The student may be subjected to College disciplinary action, up to and including expulsion from the College, in addition to or regardless of any penalty imposed by the State of Florida.

Are there state criminal penalties for hazing?

- YES.

Can an organization be found guilty of hazing?

- YES.
- An organization commits an offense if the organization condones or encourages hazing or if an officer or any combination of members, pledges, or alumni of the organization commits or assists in the commission of hazing.

Can I get in trouble for reporting hazing?

- NO.
- Any person who reports a specific hazing incident involving a student to the Vice President for Student Success and Engagement, Dean of Students, Director of Student Activities or other appropriate officials is protected from civil or criminal liability. A person who reports in bad faith or malice, however, is not protected by this statue.

Where do I report hazing?

- Hazing is reported to the Vice President for Student Success and Engagement, Dean of Students, Director of Student Activities, or other appropriate college officials if the hazing was committed by students enrolled at Edward Waters College.

Eligibility for Membership

Prospective members are REQUIRED to attend one (1) college sponsored Anti Hazing Session (NO exceptions). These sessions are held in both the fall and spring semesters. To be eligible, individuals must also attend an interest meeting, be in good academic standing with the college, and have earned twenty-four (24) credit hours or more from Edward Waters College. Also, a grade point average cumulative of 2.70 or higher is required for membership. Transfer students must have successfully completed two (2) semesters at EWC, earned at least 24 credit hours from Edward Waters College, and have a cumulative grade point average of 2.70 or higher. Fraternities and Sororities are permitted to conduct one (1) membership intake during the fall or spring semesters. Membership intake procedures are governed by the national office for each fraternity and sorority and must be approved by the Office for Student Activities.

Historically, Greek-letter organizations have assumed an active role in contributing to the cultural, scholastic, political, service, and social life on campus as well as providing leadership opportunities for students. At Edward Waters College fraternities, sororities, and social fellowships are involved in educational programs, community services, and leadership development.
Intramural Sports
Intramural Sports are an important part of college life. At Edward Waters College students, staff, and faculty can compete in fun filled activities through Intramural Sports. Any EWC student, staff, or faculty member with a current registered ID, is eligible to participate.
The following sports/activities are offered each semester during the academic year:

Fall Semester:
Flag Football (7 vs. 7)
Volleyball (Co-ed)

Spring Semester
Basketball (3 vs. 3, league, tournament play)
Ping Pong
Dodgeball
Kickball

Other Sports/Clubs
Billiards Tournament
Video Gaming Tournaments
Badminton
Board/Card Game Tournament

Students are expected to show sportsmanship and conduct themselves in an appropriate manner! Any participant displaying unacceptable behavior could face being fined, suspended, and or dismissed from all intramural activities.

BOOKSTORE AND POST OFFICE
Bookstore
Edward Waters College has partnered with Follett Higher Education Group for the collection and distribution of all required course materials. Through this partnership, Edward Waters College will deliver improved retention, progression, and support students through graduation by ensuring all students will have the correct materials. This will also ensure that our faculty is teaching on day one. All required course materials will be provided to students and are included in student tuition and fees. The bookstore is located on the first floor of the George N. Collins Student Union Center (Student Union Building). Students will receive digitally delivered books when available and print versions if the digital book cannot be provided. The bookstore hours are Monday – Friday, 8:00 a.m. – 5:00 p.m.

Post Office
Student Mailboxes are located on the first floor of the George N. Collins Student Center (Student Union Building). Mailboxes are available to students free of charge with a $30 key replacement fee. Mail may be retrieved from mailboxes when the lounging area is operational: Monday – Friday, 8:00 a.m. – 5:00 p.m.

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

CAMPUS SECURITY
Student Parking
All students and employees who park their vehicles on campus must be registered with Campus Security. For a complete College parking policy contact Campus Security or visit Edward Waters College’s website at www.ewc.edu.
Lost and Found
Students who lose or find articles of personal property not belonging to them should immediately notify or contact campus security. If these items are lost or found in the residential facilities, the student should notify the Residential Coordinators. The College assumes no responsibility for lost or stolen items.

Reporting Criminal Activity and Emergencies
The Edward Waters College Office of Campus Security provides services to the College community twenty-four (24) hours a day, seven (7) days a week. These services are provided through fixed post positions and routine patrol of the campus by sectors. All officers are equipped with radios for reporting criminal activities or emergencies. The headquarters is located in the Tookes Building 1658 Kings Road Suite 117. For emergency services, one should either come to the office, or call 911 and (904) 470-8888. For non-emergencies, call (904) 470-8889. All crimes should be reported to campus security IMMEDIATELY to ensure timely reporting. Incidents and crimes may also be reported to the Vice President for Student Success and Engagement, and if the crime occurs within a residence hall, then to the Director for Residential Life.

Weapons
Both students and employees are prohibited from possessing or storing any weapon on College property or at College sponsored events. For purposes of this policy, “weapons” include but are not limited to:

- Firearms such as handguns, shotguns, rifles, pellet, and BB guns including ammunition, stun guns.
- Explosives, grenades, blasting caps, black powder, firecrackers, or other containers containing explosive/incendiary substances.
- Other devices that are capable of causing serious bodily injury including knives (excluding pocket knives with folding blades that are less than three (3) inches), tear gas/chemical dispensing devices other than a small chemical dispenser allowed under Florida State Statute and sold commercially for personal protection, brass knuckles, and martial arts devices capable of being used as weapons.

Violations of this policy will result in disciplinary action up to and/or including suspension, dismissal, and possible referral to law enforcement authorities. All weapons described above will be immediately confiscated.

The College is specifically exempted from Florida State Statue 790.251 allowing the storage of firearms in private vehicles. The only exception to this policy is for law enforcement officers who are authorized to carry weapons and firearms in the performance of their duties or when authorized by their agencies to carry firearms while off duty.

Security & Safety: Entering and Exiting
Except in an emergency, students should only enter and/or leave through the front lobby for security reasons. Leaving or entering through any other door will set off the security alarm. Propping entry doors open jeopardizes the safety and property of all the residents. Therefore, any student that does not follow proper safety and security protocol will face sanctions that may include but are not limited to expulsion.

Physical Attack or Property Theft
All cases of physical attack or property theft should be immediately reported to campus security who will notify the Vice President for Student Success and Engagement immediately.
Megan’s Law
The Office for campus security will enforce Megan's Law, which states that any convicted sex offender (student or employee) will have his/her identity made public to the College community.

Escort Program
Upon request, radio-equipped, uniformed, trained escort officers will accompany persons to their destinations on campus during hours of darkness. Call (904) 470-8888 to request an escort officer.

Identification
Students, faculty members, and staff are required to carry and display their College identification card (ID) with them at all times. Members of the College community are expected to comply with all laws and regulations of the federal government, the State of Florida, the County of Duval, the City of Jacksonville, and Edward Waters College. All visitors are to report to Campus Security to obtain security clearance and a visitor’s ID to receive services.

Fire Safety and Fireworks
Candles - burning of candles or other open flames is prohibited for safety reasons. Fire safety devices and equipment shall not be tampered with. This includes willfully setting off a false alarm. Tampering with fire safety equipment and the use of fireworks is a violation of state and city fire codes and will be referred to local law enforcement agencies.

Fire Alarm - in case of fire, pull the alarm and call 911 and (904) 470-8888. Be sure to state your name, the name of the residence hall or building, and the building's location. Do not assume someone else has called the fire department. Notify a Residence Life staff member immediately if you are in a residence hall or an employee if you are in one of the other buildings assuming you can do so safely.

Arrest and/or Incarceration
Edward Waters College does NOT provide assistance in acquiring an attorney, posting bail, or appearing before a judge. Students MUST contact their parent(s) or guardian(s).

Public Nudity and Sexually Offensive Conduct
Edward Waters College has a tradition of tolerance. It is necessary, however, to emphasize that lewd or sexually offensive conduct, including indecent exposure, public nudity, and public affection, is not permitted on the campus. Complaints regarding this policy should be brought to the attention of the Office for Campus Security.

PUBLIC RELATIONS AND PUBLICATIONS
The College maintains an Office of Communications within the Division of Institutional Advancement, Development, Marketing and Communication which is concerned with promoting the best possible image of the College and its students. The Office for Student Success and Engagement cooperates in this effort to maintain proper presentations of internal and external college publications and publicity, the proper treatment of visitors to campus, and the normal participation of students as goodwill ambassadors for the College.

Invitations to Campus
Sponsors of off-campus speakers/performers must abide by the following guidelines:
1. Off-campus speakers and performers may be invited to address a meeting or appear on a program only by registered organizations and official campus units. The name of the proposed speaker must be submitted to the Office for Student Activities for screening prior to scheduling
appearances. The committee should notify the Vice President for Student Success and Engagement of its decision. This committee will screen speakers for chapel as well as all open-forum gatherings.

2. Campus facilities may not be used for the purpose of organizing or carrying out unlawful activities.

3. Campus facilities may not be used for commercial purposes, except in accordance with written approval of the Vice President for Student Success and Engagement or his designee.

On-Campus Solicitations
In an effort to safeguard the privacy of its students and employees and to prevent the exploitation of students by salespersons and agents of companies, the College discourages campus solicitations. All companies, salespersons and/or agents invited by an organization or an individual must obtain prior approval from the Vice President for Student Success and Engagement, or his designee before presenting products or services to students on campus.

FINANCIAL AID INFORMATION
(See College Catalog)

FOOD SERVICES
Three meals are provided for residential students in the George N. Collins Student Union Building:

Hours of Operation:
Monday – Friday (However, Wednesday’s lunch will be served from 12:00 p.m. – 2:30 p.m.)
Breakfast  7:00 a.m. – 9:00 a.m.
Lunch      11:00 a.m. – 2:00 p.m.
Dinner     5:00 p.m. – 7:00 p.m.

Saturday, Sunday, and Holidays
Brunch    11:00 a.m. – 2:00 p.m.
Dinner    5:00 p.m. – 7:00 p.m.

Identification Card
The Business Office issues each student an ID/meal card to be used only by the person to whom it is issued. It is not transferable. Anyone who does not present a valid student ID/meal card to the cashier must pay for the meal. The meal plan offers unlimited serving of all food and beverages except premium entrees.

LIBRARY
The mission of the library is to facilitate academic learning and research, to support the College curriculum, to enhance classroom instruction and the critical thinking process by providing the latest information resources, library services, and technologies to students and faculty. The library further endeavors to stimulate and encourage the development of lifelong learning. The library provides books for circulation and reference, periodicals, an online catalog, and electronic databases to support Edward Waters College’s academic programs. Circulating books are shelved by the Library of Congress call number and may be borrowed and returned at the Circulation Desk. All students must agree to accept the responsibility for overdue, lost, or damaged books. Students with overdue books, lost/damaged books will not be allowed to borrow materials until the items are returned or fees paid. Books are renewed for one
loan period (14 days) only. The number of books on loan at one time is 5. Reminder notices of overdue materials are sent as a courtesy; however, it remains the responsibility of the student to return library materials promptly. CDs and DVDs are currently reserved for faculty use only. Students must have a valid EWC identification card for borrowing books or using the library computers.

Edward Waters College Library provides year-round library service and closes only on select holidays.

**Hours of Service:**
Monday – Thursday  8:00 a.m.- 9:00 p.m.
Friday           8:00 a.m. - 5:00 p.m.
Saturday        9:00 a.m. - 3:00 p.m.
Sunday          2:00 p.m. - 6:00 p.m.

*Hours are subject to change in case of emergency. Changes will be posted*

**PEACEFUL ASSEMBLIES AND DEMONSTRATIONS**

**General Policy**
Edward Waters College recognizes the rights of members of the College community to free expression and assembly. Moreover, in the furtherance of its avowed mission, Edward Waters College is committed to the pursuit of truth through education. It is essential to this purpose that rights of free expression, association, and assembly are guaranteed to all persons.

Those who have chosen to join the Edward Waters College community gain additional rights and also assume corresponding responsibilities. In order to (a) safeguard the rights and safety of all students, faculty and staff; and (b) facilitate the maintenance of normal campus operation and activities, the College hereby adopts and establishes the following regulations:

**Guidelines for Implementation**
1. All meetings, assemblies or demonstrations may be held only on the centennial lawn in the center of campus. Reservation and approval of the centennial lawn for the purpose of conducting a demonstration, meetings or other assemblies must be obtained from the Vice President for Student Success and Engagement at least two (2) class days prior to the activity.
2. Meetings, assemblies, or demonstrations must be organized at the times, dates, and manner set forth below with approval from the Vice President for Student Success and Engagement, if no other activity has been scheduled at that time and place.

1. Hours for such assembly will be on Monday, Tuesday, Thursday and Friday from 11:00 a.m. to 2:00 p.m. and from 12:00 noon to 1:00 p.m. on Wednesdays.
   a. Meetings will be conducted in a lawful and orderly manner.
   b. Gatherings must not prohibit or impede pedestrians or vehicular traffic or entrances and exit doorways.
   c. Meetings must not interfere with classes, special events, ceremonies, special meetings, or any other events affiliated with educational activities of the College. Individuals who engage in unlawful acts are subject to prosecution and sanctions that may include but are not limited to suspension and expulsion. Edward Waters College will extend normal cooperation to public officials in the exercise of their duties.
   d. Any individual, who assists, participates, organizes, instigates, and/or leads protest demonstrations and fails to observe these guidelines will be subject to disciplinary action deemed appropriate by the Vice President for Student Success and Engagement.
## Administrative Directory

<table>
<thead>
<tr>
<th>OFFICE</th>
<th>LOCATION</th>
<th>PHONE</th>
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</thead>
<tbody>
<tr>
<td>President / CEO</td>
<td>Lee Cousins Building</td>
<td>904-470-8010</td>
</tr>
<tr>
<td>Provost / Senior Vice President</td>
<td>Lee Cousins Building</td>
<td>904-470-8004</td>
</tr>
<tr>
<td>Associate Provost for Faculty Affairs</td>
<td>Lee Cousins Building</td>
<td>904-470-8882</td>
</tr>
<tr>
<td>Vice President for Enrollment Management &amp; Strategic</td>
<td>George N. Collings Student Center</td>
<td>904-470-8056</td>
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<td>Recruiting Services</td>
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<tr>
<td>Vice President for Business and Finance</td>
<td>Lee Cousins Building</td>
<td>904-470-8150</td>
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<tr>
<td>Vice President for Institutional Advancement</td>
<td>Susie Tolbert Building</td>
<td>904-470-8250</td>
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<tr>
<td>Vice President for Student Success and Engagement</td>
<td>George N. Collings Student Center</td>
<td>904-470-8221</td>
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<tr>
<td>Alumni Affairs</td>
<td>Susie Tolbert Building</td>
<td>904-470-8250</td>
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<tr>
<td>Accounting Office</td>
<td>Lee Cousins Building</td>
<td>904-470-8247</td>
</tr>
<tr>
<td>Assistant Vice President for Student Success and</td>
<td>George N. Collings Student Center</td>
<td>904-470-8371</td>
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<tr>
<td>Engagement</td>
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<tr>
<td>Assistant Director of Residence Life / Student</td>
<td>George N. Collings Student Center</td>
<td>904-470-8370</td>
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<td>Integrity &amp; Council</td>
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<tr>
<td>Bookstore (Follett)</td>
<td>George N. Collings Student Center</td>
<td>904-470-8949</td>
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<td>Caterina</td>
<td>George N. Collings Student Center</td>
<td>904-470-8160</td>
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<td>Cashier</td>
<td>Lee Cousins Building</td>
<td>904-470-8199</td>
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<tr>
<td>CLIMB</td>
<td>Lee Cousins Building</td>
<td>904-470-8075</td>
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<tr>
<td>Communication &amp; Marketing</td>
<td>Susie Tolbert Building</td>
<td>904-470-8250</td>
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<tr>
<td>Dean of Students</td>
<td>George N. Collings Student Center</td>
<td>904-470-8371</td>
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<tr>
<td>Director of Admissions</td>
<td>Pearce Street</td>
<td>904-470-8200</td>
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<tr>
<td>Director of Athletics</td>
<td>Adams-Jenkins Music Sports Complex</td>
<td>904-470-8277</td>
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<tr>
<td>Director of Black Male College Explorers</td>
<td>James Weldon Johnson Building</td>
<td>904-470-8955</td>
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<tr>
<td>Director of Campus Ministry and Church Relations</td>
<td>Pearce Street</td>
<td>904-470-8990</td>
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<tr>
<td>Director of Career Planning and Placement</td>
<td>Pearce Street</td>
<td>904-470-8007</td>
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<tr>
<td>Director of Counseling and Disability Services</td>
<td>Pearce Street</td>
<td>904-470-8231</td>
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<tr>
<td>Director of Financial Aid</td>
<td>Lee Cousins Building</td>
<td>904-470-8192</td>
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<td>Director of Maintenance</td>
<td>Lee Cousins Building</td>
<td>904-470-8156</td>
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<tr>
<td>Director of Student Activities and Leadership</td>
<td>George N. Collings Student Center</td>
<td>904-470-8210</td>
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<tr>
<td>Director of Undergraduate</td>
<td>Centennial Building</td>
<td>904-470-8228</td>
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<td>Health Services</td>
<td>George N. Collings Student Center</td>
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<td>Human Resources</td>
<td>Lee Cousins Building</td>
<td>904-470-8237</td>
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<tr>
<td>Information Technology</td>
<td>Tookes Building</td>
<td>904-470-8170</td>
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<td>Intramural Sports</td>
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<td>904-470-8223</td>
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<td>Jacksonville Sheriff's Office</td>
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<td>904-533-9500</td>
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<td>Jacksonville Sheriff's - (Sub-Station)</td>
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<td>Librarian</td>
<td>Centennial Building</td>
<td>904-470-8000</td>
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<td>Post Office</td>
<td>James Weldon Johnson Building</td>
<td>904-470-8159</td>
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<tr>
<td>Registrar</td>
<td>Lee Cousins Building</td>
<td>904-470-8244</td>
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<tr>
<td>Residence Hall - Morris Cove A</td>
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<td>904-470-8213</td>
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<td>Residence Hall - Morris Cove B</td>
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<td>Residence Hall - Dot Street</td>
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<td>Residence Hall - Ted Bakers Honors</td>
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<td>Residence Hall - Honors Village</td>
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<td>Residence Hall - Salter Hall</td>
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<td>Residence Hall - Tiger Landing</td>
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<tr>
<td>Schell - Sweet Community Resource Center (CRC)</td>
<td>Kings Road</td>
<td>904-470-8830</td>
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<tr>
<td>Security</td>
<td>Tookes Building</td>
<td>904-470-8888</td>
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## WHERE TO OBTAIN INFORMATION

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<tr>
<td>Academic Assistance, (Advisor)</td>
<td>CETL - Tyler Street</td>
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<td>Academic Assistance, (Major) Academic Chairperson</td>
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<td>Activities Schedule, (Student Activities)</td>
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<td>Add / Drop Course, (Advisor)</td>
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<td>Athletics, Athletic Director</td>
<td>Adams/Jenkins Music Sports Complex</td>
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<td>Bookstore (Follett), Books</td>
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<td>Campus Ministry and Church Relations, (Chaplain)</td>
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<td>Career Planning and Placement (Career Service and Information)</td>
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<td>Callings Cards, Cashier</td>
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<td>Change Address, (Registrar)</td>
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<td>Community Service</td>
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