



Student Handbook

2021-2022

Edward Waters University 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 Accessibility. The University 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 University. The goals of this publication are to make students aware of the general policies and procedures of the University and to assist in their academic, personal, and social development. This handbook contains the guidelines and standards of personal conduct 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 University 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 University encourages student cultivation of Christian morals and spiritual values. While individual religion preferences and freedom are allowed and respected, practices that ignore basic ethical principles and Standards of Conduct (defined hereafter) will not be tolerated. Edward Waters University does not participate in or tolerate in any known incident, which may produce any psychological or physical stress to any of the resident occupants, administrators, faculty, staff, or persons affiliated with the University. EWC does not participate or tolerate any lewd sexual behavior on the University 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, Accessibility, or any other class protected under federal or state laws and regulations ("Protected Class") will not be tolerated. Students are expected to conduct themselves appropriately whether on campus or engaged in off-campus activities. An environment that promotes the highest ethical values and principles of propriety will be maintained in the residence halls and throughout the entire campus.

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

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

Integrity Statement

Edward Waters University seeks to support and promote qualities of personal integrity. The University 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 University community.

- A commitment to honoring the University's Code of Conduct and the Alma Mater.

Student Handbook

Any individual or organization within the University 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 University 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 University
dear, Where our founding fathers planned for future
years, Strove to educate our youth and inspire our
lives, Edward Waters, hail to thee; may you never die.*

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



Greetings and an ardent welcome to the Edward Waters University Class of 2024. 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 University (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 University 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 University's academic program provides access and opportunity to a high-quality 21st-century undergraduate education consisting of a reinvigorated, practical, and engaging liberal arts curriculum buttressed by an array of comprehensive academic services to support high academic scholarship, achievement, and overall student success.

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 University's graduates are pioneering leaders, insatiable learners, critical thinkers, and are highly skilled in navigating new environments, integrating knowledge from different sources, and becoming agents for positive change in every sector of our increasingly expanding society and world. Indeed, the glimmer that makes the 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 University 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



GENERAL INFORMATION

Our Vision

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

Our Mission

Edward Waters University is a small private, Christian, Historically Black, Urban, and Liberal Arts University that offers quality baccalaureate degree programs. The University 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 University 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 University 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 University image, resources, and relationships. |
| Goal V | Improve the academic standards and competitiveness of the University. |
| 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 University provides an environment where students can achieve academically, socially, economically, and spiritually, while engaging in community service. The instructional programs, applied research, and community service activities are strategically designed to assist students in discovering their innate abilities and talents.

Intellectual Property Statement Applicable to Faculty, Staff, and Students

All members of the University 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 University property, shall be the sole and exclusive property of Edward Waters University, 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 University sponsored extracurricular or work activity shall be the sole and exclusive property of Edward Waters University. Before undertaking any such efforts, faculty, staff, and students must obtain a written agreement with the University through the office of the President. This pertains to ownership and revenue generated by such efforts.

Location of Campus

Edward Waters University 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 University is licensed by the State Board of Independent Universitys (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 Universitys and Universities (NAICU)
- Southern Association of Universitys and Schools (SACS)
- Florida Association for Universitys of Teacher Education (FACTE)
- Florida Association for Universitys and Universities (FACU)
- Independent Universitys and Universities of Florida (ICUF)
- United Negro University Fund (UNCF)
- National Association for Equal Opportunity in Higher Education (NAFEO)
- American Council on Education (ACE)
- Council for Independent Universitys (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 Universitys of Arts and Sciences (CCAS)
- International Association of Universitys of Business Education (IACBE)

Governance

Edward Waters University, located in Jacksonville, Florida, is the oldest historically Black institution of higher education in the state. Edward Waters University, a four-year liberal arts co-educational institution, is affiliated with the African Methodist Episcopal Church. The University 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 University 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 University is a private, historically black University whose future is lined with pride, growth, and success. Edward Waters University, the oldest private institution of higher education in the state of Florida, was founded in 1866 specifically to educate newly freed slaves. Edward Waters University 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 University in honor of the third bishop of the AME church. Through the years, the University has withstood the test. After being destroyed by fire in 1901, the University acquired the current site in 1904 and began to rebuild Edward Waters University. The school was first accredited as a junior University in 1955 under President William B. Stewart, and by 1960, the University had restored its four-year curriculum. In 1979, the Commission on Universities of the Southern Association of Universities and Schools (SACS) accredited the University as a four-year institution and the University continues to be accredited by SACS today. Located on the Kings Road corridor, U. S. Highway 23, at 1658 Kings Road, the University is in close proximity to downtown Jacksonville, FL. Edward Waters University continues to build upon its solid foundation of teaching, research and community outreach.

UNIVERSITY TRADITIONS

Edward Waters University has many traditions that bear significance for the University 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 University family.

New Student Orientation

The purpose of the new student orientation at Edward Waters University is to ensure that new students have a successful transition and integration into University 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 University.

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 University bestows honorary degrees upon individuals who have made outstanding contributions to the University 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 University 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 University. 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 University. The coronation of Miss EWC is an intrinsic part of the academic year. Miss EWC represents the University 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 RIGHTS, AND RESPONSIBILITIES

Rights

1. Free inquiry, expression, and assembly are guaranteed to all students. This includes the right of student press to be free of censorship.
2. Students are free to pursue their educational goals; appropriate opportunities for learning in the classroom and on the campus shall be provided by the Institution.
3. The right of students to be free from harassment or discrimination based on race, color, ethnicity, religion, sex, national origin, age, ancestry, Accessibility, status as a veteran, sexual orientation, marital status, parental status, gender identity, gender expression and genetic information.
4. The right of students to privacy and to be secure in their persons, living quarters, papers, and effects against unreasonable searches and seizures is guaranteed. This right is extended to electronic communications. See EWC Appropriate Use and Information Security/Confidentiality Policy.
5. Students will be exempt from disciplinary action that affects their status as students except for academic failure or violation of a published Institution rule or regulation. Rules and regulations shall be fully and clearly disclosed in advance of the supposed violations.
6. No disciplinary sanctions (with the exception of incidents posing threat or harm to life or Institution property) resulting from a violation of rules and regulations may be imposed upon any student without prior written notice of the nature and cause for the charges.
7. A student, a student organization, or a campus organization charged with violating Institution regulations is entitled to a hearing.

B. Responsibilities

1. To exercise sound judgment in their choices and assume the consequences of their own actions at all times
2. To respect the rights and property of others
3. To complete all of the Institution established requirements to earn a degree
4. To learn and seek understanding of their rights
5. To conduct their academic affairs in a forthright and honest manner
6. To carry their Institution ID card at all times
7. To know, understand and comply with all Institution regulations and policies, as well as federal, state, and local laws
8. To maintain high academic, social, moral and civic character
9. To protect and guard the resources, facilities, and brand of the Institution at all times

NOTE: Violations of local, state, or federal laws away from campus may result in sanctions being imposed by the University. 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 University 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 University.

- 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.

University 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 Accessibility, or veteran status, be denied the benefits of, or be otherwise subjected to discrimination under any education program or

activity administered by Edward Waters University; 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 Accessibility 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 Universitys 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 University 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 University 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 Universitys 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 University has a Zero Tolerance Policy regarding the following, which shall not be possessed, utilized, or conducted on University 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 University. 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 University. If any student engages in behavior that adversely affects the health, welfare, or security of the University 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 University’s sole discretion. Any information withheld during a search or investigation of an incident that affects the health, welfare, and security of the University will lead to immediate expulsion. Any public display of affection will not be tolerated. The Board of Trustees and the University President have the

authority to enforce University regulations. The Vice President for Student Success and Engagement is responsible for enforcing University 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 University 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 University affairs.

***See Student Honor Code <https://online.flippingbook.com/view/643407/>**

Zero Tolerance Policy

Edward Waters University 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
3. Alcohol and/or empty alcohol bottles or containers
4. Fighting/Violence
5. Sexual Misconduct
6. Gang Activity/Affiliation
7. Tampering with Life Safety Equipment
8. Bullying/Cyberbullying
9. Hazing

Any violation of the above **may** result in *immediate suspension or expulsion from the University and no hearing will be held* if guilt is determined by the Office of the Dean of Students or Vice President of Student Success and Engagement. Violators may be required to immediately vacate the University'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 University 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 University prohibits the unlawful possession, use or distribution of illicit drugs and alcoholic beverages by students and employees on its campus. Further, any possession or consumption of alcoholic beverages of any kind in plain view shall be considered in violation of campus policy. Privacy rights of students in their residential space will be respected, but any public nuisance coming from private space

related to the consumption of alcohol shall bring the full force of this policy and applicable state law into play. The concealment of illegal alcohol consumption from plain view does not preclude the enforcement of state laws or this policy for other just cause. Campus Security Officers and authorized staff may search beyond plain view with explicit approval from the Chief of Campus Security, Dean of Students, Students, or Vice President of Student Success and Engagement. Students who violate this policy may be criminally prosecuted and be subjected to disciplinary actions ranging from probation with educational sanctions to suspension to expulsion. Students accused of violating these policies are afforded full due process under the Institution Student Honor Code. The Institution may also refer cases for criminal prosecution. Other sanctions may include:

1. Possible suspension from the Institution,
2. Prohibited participation in campus activities, student government and the representation of the Institution or its organizations in any capacity
3. The student may be suspended or required to seek mandatory counseling services that may or may not duplicate those required for earlier violations. The student may also be required to register for the alcohol education program. Parental involvement in the form a parent-student meeting with the Dean of Students office may also be required.

REMEMBER:

1. It is illegal for anyone to have alcohol on campus;
2. It is illegal for anyone under the age of 21 to drink;
3. It is illegal for anyone to buy or provide alcohol to someone under 21;
4. It is illegal for anyone to be intoxicated in public or to drive while intoxicated, on- or off-campus;
5. It is illegal for anyone to sell alcoholic beverages without a license. By law, the sale of alcoholic beverages including any situation in which there is a charge for entertainment or service and alcohol is freely available (including through common source or selling a cup);
6. It is a violation of Institution policy for a student, or faculty/staff member, to hurt or endanger another student through drinking.

Smoking Policy

Edward Waters University is a smoke free environment; smoking is not permitted on campus.

Computer Usage Policy

Everyone within the Edward Waters University community who uses University computing and communications facilities, including the University'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 University's IT Systems.
2. Students will not use or cause to be used University's IT Systems to violate the privacy rights of others.
3. Users of University IT Systems will not access any data that the University 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 University 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. University IT Systems are intended to be used only for research, instruction and administrative, educational, and other purposes

that further the University's purpose, mission, and vision or otherwise enhance the educational experience of EWC's staff and students.

5. Users of University IT Systems shall become familiar with and abide by the guidelines for appropriate usage for the systems and networks that they access.

Access to University IT Systems may be revoked by the University in its sole and absolute discretion. Access to University 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 University data, or using the national networks in a manner contrary to the established guidelines. Students may appeal revocation of access to University IT Systems to a committee appointed by the Dean of Students. Students violating policies and procedures governing the use of University 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 University in an environment that is safe and secure. Bullying is detrimental to the University's environment and promotion of higher education and learning. Bullying interferes with the University's ability to educate its students and disrupts operations. It is not the University's intent to inhibit students from expressing their ideas or engaging in lawful, civil debate. However, the University does not condone and will take action in response to conduct that inhibits a student's opportunity to learn or the operation of the University.

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 University 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 University.
- (3) Is based on a student's actual or perceived race, color, national origin, ancestry, religion, physical or mental Accessibility, 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 University 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 University’s Bullying and Cyberbullying Policy applies to any University 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 University’s Bullying and Cyberbullying Policy. This Bullying and Cyberbullying Policy applies to bullying that:

1. Takes place at the University or on University grounds, meaning: a University building; property on which a University building or facility is located; and property that is owned, leased or used by University for a University-sponsored activity, function, program, instruction, or training. “University grounds” also includes University-related transportation vehicles.
2. Takes place while students are being transported to or from University grounds or University-sponsored events.

3. Takes place at any University-sponsored event, activity, function, program, instruction, or training.
4. Takes place elsewhere or through the use of technology, including the use of University 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 Misconduct/Harassment Policy

Edward Waters University is committed to providing a safe and non-discriminatory learning, living, and working environment for all members of the Institution community. The Institution does not discriminate on the basis of sex or gender in any of its education or employment programs and activities. The Institution prohibits sexual assault, sexual and gender-based harassment, intimate partner violence, stalking, retaliation, and violation of interim measures. Zero Tolerance conduct is expressly forbidden and will not be tolerated at Edward Waters University. It may also violate federal and state law.

The Institution adopts the Sexual Harassment, Sexual Assault, Sexual Misconduct, Relationship (Dating) Violence and Stalking Policy and Procedures with a commitment to: (1) eliminating, preventing, and addressing the effects of sexual misconduct; (2) fostering an environment where all individuals are well-informed and supported in reporting sexual misconduct; (3) providing a fair and impartial process for all parties; and (4) identifying the standards by which violations of this Policy will be evaluated and disciplinary action may be imposed. Institution students who violate this Policy may face disciplinary actions up to expulsion.

The Policy and Procedures sets forth how the Institution will proceed once it is made aware of possible Prohibited Conduct in keeping with our institutional values and to meet our legal obligations under Title IX of the Education Amendments of 1972 (Title IX); the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), as amended by the Violence Against Women Reauthorization Act of 2013 (VAWA); and other applicable law.

See the full policy by visiting <https://www.ewc.edu/compliance/>

To assist in better understanding the constraints of the bullying and harassment policy, the following definitions are accepted by the University 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 University’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 conduct 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 University 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 University 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:

Employee	Student
Employee's immediate supervisor, director, or vice president of the division	Dean of Students or designee
The Director of Human Resources	Vice President for Student Success and Engagement

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 University. 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 Office of 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 University 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 Coordinators:

Title IX Coordinator for Students

Dr. Lanita Reesie Holsey

Assistant Vice President - Student Success and Engagement/Dean of Students

(386) 470-8221

l.holsey@ewc.edu

Title IX Coordinator for Faculty/Staff

Human Resources Director

Ms. Carla Graves

(386) 470-8230

c.graves@ewc.edu

Dress Code Policy

Edward Waters University 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 University 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
- 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 University- 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 University dress code policy

are in

violation of this Student Handbook and are subject to disciplinary proceedings via the Student Judicial Process.

COVID-19 Pandemic

To protect the health and safety of the Edward Waters Campus Community some policies and procedures of the Student Handbook have been amended. This handbook should be use in tandem with the Edward Waters University [Campus Operations Re-Engineering Plan](#)

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 University and their awareness that they will be held accountable through the EWC Student Judicial Conduct System. Any member of the University community may report an alleged violation of University 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 Office of 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 University 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 University'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 University can only share information if a student has signed a release giving the University permission to share protected information and/or the family has notified the University of the student's financial dependence. If a student has not signed a release giving the University permission to share protected information and/or the family has not notified the University of the student's financial dependence, the University 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 Process

A. Filing a Report

1. Any person attending Institution programs, using Institution facilities, working at or for the Institution, or participating in Institution-sponsored events or activities may file a complaint against a student. The complaint should be filed using the online Student Incident or Concern Form found on the Dean of Students webpage, students may also come by the Dean of Students office for the link.

2. **Timeline for Complaints:** Complaints of student non-academic conduct should be made as soon as possible. In exceptional circumstances, the Director of Student Integrity and Conduct may grant an extension to this time limit.
3. **Dual Reporting:** Non-academic conduct may be both a violation of Institution policy and law, and as such, the Institution encourages complainants to make reports to both local law enforcement agencies and the Institution. Because the standard of proof required in criminal law is different from the standard of proof required in Institution policy, the result of criminal investigations is not dispositive of whether a violation of Institution policy has occurred. In addition, the criminal investigation will not take the place of an Institution investigation, although such criminal investigation may supplement an Institution investigation. The Institution will not wait for the conclusion of a criminal investigation to begin conducting its own independent investigation, or to take interim measures to protect the Institution or any member of the Institution community, or when necessary, to initiate hearing procedures as outlined below.
4. **Information requested:** When filing a complaint, you should provide as much detail as possible regarding the nature of the complaint and any witnesses. The more information that you can provide, the better equipped the Institution will be to address the complaint. The Institution suggests you provide the following information to the extent possible:
 - Name and contact information (address, telephone, email) for the complainant;
 - Name of person(s) directly responsible for the alleged violations of policy;
 - Date(s), time(s), and place(s) of the alleged violation(s);
 - Detailed description of the specific conduct that is the basis of the alleged violation(s);
 - Copies of any documents or other tangible items pertaining to the alleged violation(s);
 - Names and contact information for any witnesses to the alleged violation(s); and
 - Any other relevant information.

All information is requested within the Student Concern and Incident Report.

B. Charges

1. **Intake and Review:** All concerns and complaints about a student's or students' conduct shall be referred to the Office of the Dean of Students via the online incident and concern form. The Director of Student Integrity and Conduct will review the allegations and select the appropriate charges to be considered, if any.
 - a. When appropriate, the Director of Student Integrity and Conduct will meet with the complainant in order to provide the complainant a general understanding of these procedures and to identify forms of support or interim measures available to the complainant.
 - b. If the complainant does not wish to pursue resolution and/or requests that his or her complaint remain anonymous, the Institution may still need to investigate and take reasonable action in light of the complainant's request.
 - c. The complainant's request will be balanced against the Institution's need to provide a learning and working environment for all members of the Institution

community that is reasonably safe and non-discriminatory.

- d. Factors that will influence the Institution action include: the seriousness of the allegation; whether there are additional complaints involving the same alleged student; and the Institution's ability to bring the complaint forward absent the involvement of the complainant.
2. Interim Measures: To ensure the health, welfare, and safety of the complainant, respondent, third-parties or the Institution community, or to uphold the integrity of the process, the Institution may take interim action at any time and is not required to wait to take such action until after the Intake and Review or a hearing. Depending on the specific nature of the allegation, interim action may include but is not limited to the following:
 - Imposition of a No-contact order (a directive that the complainant and accused student refrain from having contact with one another, their families, and/or their personal possessions, directly or through proxies, whether in person or via electronic means, pending the investigation and, if applicable, the hearing);
 - Provision of counseling services;
 - Provision of medical services;
 - Provision of academic support services, like tutoring;
 - Provision of alterations to the student's class schedule to ensure the complainant and alleged student do not attend the same classes;
 - Moving the complainant or alleged student to a different student housing facility;
 - Removing a student from residential facilities (See Residential Suspension); and
 - Provision of an escort to ensure the student can move safely between classes and Institution activities.
 3. Standard of Proof: A violation of Institution policy will be found and the accused student will be found responsible if the Director of Student Integrity and Conduct, or Formal Hearing Panel by a majority vote, finds it more likely than not that the accused student violated Institution Policy based on all of the information presented during the investigation and hearing process.

Notice of Charges

All reports of alleged violations by a student shall be made in writing to The Office of the Dean of Students. Each complaint shall contain a statement of facts outlining each alleged act of misconduct and any witnesses to the alleged act. The Office of the Dean of Students shall make preliminary investigations of charges against a student and send a notice of charges to the student.

- a. The Director of Student Integrity and Conduct shall issue a notice of charges to the accused student. The notice of charges shall contain at a minimum, the date of the alleged violation, evidence to be used in support of the alleged violation and the date and time of the pre-hearing conference. The notice will request that the accused student meet with the Director of Student Integrity and Conduct or may choose to by-pass this step and forward a case for formal procedures at his/her discretion.
- b. The student shall be notified of the date and time of the pre-hearing conference via email at least five days prior to pre-hearing date and no longer than five business days after the alleged violation unless deemed necessary. It is the student's responsibility to ensure that he or she has a working email. In addition, it is the student's responsibility to make sure that his or her local and home addresses are updated in Power Campus. (Failure of the student to have a valid email or mailing address on file with the Institution shall not invalidate the notice).

Pre-hearing Conferences

The Director of Student Integrity and Conduct, or designee, holds pre-hearing conferences with the accused student or refers cases to the appropriate disciplinary panel. The Director of Student Integrity and Conduct shall set the time and place for a hearing and shall notify other committee members, the accused student and any witnesses deemed necessary by the Institution to testify at the hearing.

- a. At the pre-hearing conference, the student will be given the opportunity to accept responsibility for the violation, waive their rights to all hearing and appeal and accept a disciplinary sanction or request formal hearing procedures.
- b. Students who fail to attend the pre-hearing conference will be found in violation and have sanctions imposed. Students sanctioned in their absence will be notified in writing and given five business days to request a formal hearing before the sanction is imposed and the case considered closed.

Formal Hearing

The Director of Student Integrity and Conduct, or designee, shall at least three business days in advance of the hearing, notify the student in writing. The notice shall be delivered by e-mail, by hand if reasonably possible or otherwise by certified mail to the last local address of the student registered with the Institution in Power Campus. (Failure of the student to have a valid mailing address on file with the Institution shall not invalidate the notice).

The notice of charges shall contain at a minimum:

- The date, time and place of the hearing.
 - A statement of the specific charges, and
 - Copies of all evidence and the names of witnesses that the Institution may call to testify at the hearing.
- i. If a student fails to appear at the hearing and the student has been properly notified, the disciplinary committee may hold the hearing in the student's absence. After a review of the testimony and evidence the committee may dismiss the charges; find the student responsible and impose a disciplinary penalty.
 - ii. It is the student's/student organization's right not to be present for the hearing. The hearing may go forward without the student/student organization and a decision may be made on the basis of the information available at the time of the hearing. If a student fails to resolve his/her case, the Office of the Dean of Students may place a hold on a student's enrollment and/or transcripts.

If the student's schedule should change and he or she is unable to attend the hearing, requests for continuance must be made by the student via email to SIC@ewc.edu at least three days prior to the scheduled hearing. The Director of Student Integrity and Conduct may reschedule the hearing if the request is timely and for good cause. Note that approval for rescheduling hearing proceedings is at the discretion of the Institution. Documentation will need to be presented to and verified by the Director of Student Integrity and Conduct before the continuance is granted (i.e. incarceration, death in the family, hospitalization, deployment, etc.). Requests for continuance must be made by the student in writing and received by the Director of Student Integrity and Conduct at least three days prior to the scheduled hearing. The Director of Student Integrity and Conduct may reschedule the hearing if the request is timely and for good cause. **Note that approval for rescheduling hearing proceedings is at the discretion of the Institution. Documentation will need to be presented to and verified by the Director of Student Integrity and Conduct before the continuance is granted (i.e. incarceration, death in the family, hospitalization, deployment, etc.).**

- iii. The Director of Student Integrity and Conduct will be responsible for notifying all witnesses of the hearing and for the creation of the Formal Panel Hearing file.
- iv. Copies of the Formal Panel Hearing file will be made available to the parties and Panel at least three (3) working days prior to the hearing and will contain, at a minimum, statement of complaint, witness lists submitted by each party, and any related information collected through the investigative process by the Hearing Officer.
- v. Any member of the Disciplinary Review Panel shall disqualify himself or herself if their personal involvement in the case does not allow them to be objective or is of such a nature as to be detrimental to the interest of the accused or of the institution.
- vi. Deliberations are conducted in an executive session with a hearing panel only. The decision reached after deliberations shall be made by majority vote. A quorum shall consist of three members, two faculty and/or staff members and one student. One of the two faculty/staff members must be the Chairperson who votes only in case of a tie. A written summary, recommendations, and audio tape shall be forwarded to the Director of Student Integrity and Conduct or Dean of Students, as deemed appropriate, who shall communicate the findings in writing to the student. The notice of findings will notify the student of their right to appeal.
- vii. While an appeal is pending, any action assessed by the hearing body shall be suspended, pending the outcome of the appeal. The Vice President of Student Success and Engagement's decision is final. Only a sanction of suspension or expulsion may be appealed to the President of the Institution. **** (See exceptions below)**
- viii. Due process shall be afforded the accused student at formal hearings and the student shall be entitled:
 - o To be present at the hearing and hear all testimony presented.
 - o To examine prior to the hearing, evidence to be presented.
 - o To have an advisor of his/her choice.
 - o To question witnesses in accordance with the rules.
 - o To present evidence and/or witnesses in accordance with the rules.
 - o To remain silent and have no inference of guilt drawn from such silence.
 - o To appeal if the committee imposes suspension or expulsion.
 - o To attend classes and required University functions until a hearing is held and a decision is rendered.

****Exceptions to this would be made when the student's presence would create a clear and present danger to others, self, or of material interference with the normal operation and processes or the requirements of appropriate discipline at the Institution. In such cases, the Office of the VPSSE may impose temporary protective measures, including suspension, pending a hearing, which may be reasonably necessary. It is understood that such temporary protective measures if applied, will be without avoidable prejudice to the student. (Clear and present danger is anything that interrupts the normal operations of the Institution community. This can include but is not limited to: Drugs, Alcohol, Weapons, Sexual Misconduct, Hazing, Gang Related Activity, Damages in Excess of \$500.00 and Tampering or Destroy of Safety Devices.**

Formal Hearing Procedure:

- i. In cases involving more than one student, the Director of Student Integrity and Conduct may consolidate the cases for hearing but shall make separate findings for each accused student.
- ii. If the student chooses to have an advisor/attorney present during the hearing, the advisor/attorney shall be present for consultation purposes only and shall not be permitted to speak on the students' behalf. In addition, students who would like to have an advisor/attorney present will need to notify the Director of Student Integrity and Conduct of the person's name and contact information at least two days prior to the scheduled hearing. This prior notification will provide the opportunity for the Director of Student Integrity and Conduct to request the Institution counsel presence at the hearing.
- iii. Rules of common courtesy and decency shall be observed. Willful disrespect, to include, but not limited to use of profanity, threatening behavior, derogatory remarks, and or/gestures will not be tolerated.
- iv. Any person may be dismissed from the hearing that interferes with or obstructs the hearing or who fails to abide by the rulings of the chairperson.
- v. The questioning of any person appearing before the hearing panel shall not be in a badgering, unduly repetitious, or irrelevant manner. It shall be at the discretion of chairperson to curtail a participant's further opportunity for questioning if such behavior occurs.
- vi. The chairperson shall have the right to call additional witnesses, require the presentation of additional evidence, and/or require additional investigation.
 - a. The Formal Panel Hearing will determine the order of witnesses, and the Chair will resolve any questions of procedure during the hearing. Each party will be allowed to make a presentation, have witnesses called on his/her behalf, challenge any information presented, and make a closing statement. Only the Chair and Panel members are given absolute authority to directly question parties and witnesses. At the discretion of the Chair, parties may directly question witnesses and each other, but the Chair is empowered to have questions directed to the Chair, disallow or reframe any questions.
- vii. An audio taped record of the hearing shall be maintained and filed with the Director of Student Integrity and Conduct. The record of the hearing shall be retained for seven years. In cases of expulsion, the record should be retained permanently.
- viii. All hearings will be closed.

Academic Integrity Matters

(See the University Catalog)

University Judicial Committee/Non-Academic

- a. In situations where the behavior is a violation of an institution Policy and the administrative sanction is less than Institution suspension, or when suspension is a likely sanction and there is no disputation of facts by the accused student/student organization, an accused student/student organization shall meet with a Hearing Officer in an informal administrative hearing.
 - i. If an institution Policy violation is found, the Hearing Officer may assign

- any formal conduct sanction, educational sanction, or restriction, with the exception of expulsion.
- ii. If the accused student/respondent fails to participate in the process by failing to attend a meeting or providing information, the Hearing Officer may render a decision based on the available information.
- iii. An accused student/student organization who fails to participate or disagrees with the finding of the administrative hearing does not waive the right to appeal.

Administrative hearings for Institution Policy violations are the exception and not the norm, and are generally only held by the Director of Residence Life & Housing/Student Integrity & Conduct, the Dean of Students Office, the Vice President of Student Success and Engagement, the Provost, or the President of Edward Waters University.

Conduct Decision Notification

Upon completion of the hearing, the Honor Board must within two (2) working days inform the Director of Student Integrity and Conduct of the decision and, if necessary, the sanctions which have been recommended.

After a formal hearing before the Chair, the Director of Student Integrity and Conduct will review the report of the Panel and all hearing materials, determine whether to accept the recommendations, and provide written notification to the accused student and the complainant of the findings and sanctions, if any. Sanctions imposed by the Director of Student Integrity and Conduct are effective immediately unless otherwise specified in the notification. If sanctions are imposed, notice of the appeal procedure will be provided to both parties. Minor technical departures or errors in the procedures established by this policy will not necessarily be grounds to withhold conduct action.

The Director of Student Integrity and Conduct, based on the totality of information and the Student Honor Code, reserves the right to reasonably modify the charges included in the notification.

Conduct Violations and Related Penalties

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

Explanation of Penalties

The Dean of Students Office and Office of Student Integrity and Conduct may impose sanctions, including, but not limited to:

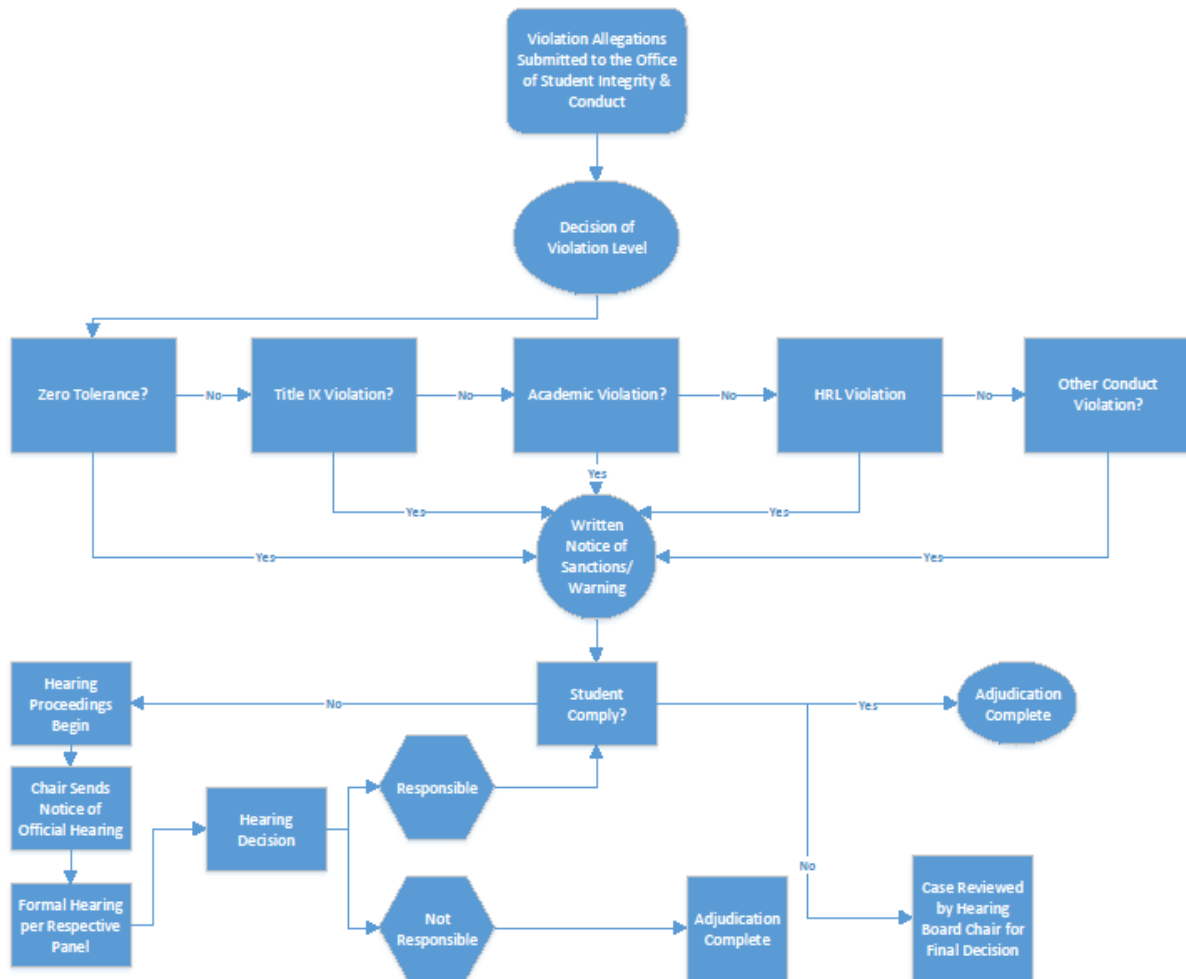
1. Reprimand - A written notification that the student's conduct is in violation of University's rules and regulations.
2. Conduct Probation - A period of observation during which the student must comply with University rules and regulations and any other restrictions imposed by the hearing board or 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 University and all coursework for a specified period of time. While under suspension, a student may not reside in University-owned or leased housing facilities; attend University-sponsored functions both on and off campus, participate in student organizations, represent the University in any capacity, or visit campus facilities.

5. Expulsion/Indefinite Suspension - A student is withdrawn from the University 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 University Judicial Committee and approval by the Vice President for Student Success and Engagement. While under expulsion/indefinite suspension, a student may not reside in University-owned or leased housing facilities, attend University sponsored functions both on and off-campus, participate in student organizations, represent the University 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 University 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.

HONOR BOARD FLOW CHART

Office of the Dean of Students



Formal Grievance Procedure for Students

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

A student may pursue a grievance if he or she believes that a member of the Institution community has violated his or her rights.

This Student Grievance Procedure applies to alleged discrimination on the basis of race, color, religion, sex (including sexual orientation and gender identity and expression), age, national origin, or Accessibility as well as problems arising in the relationship between a student and the Institution that are not governed by other specific grievance procedures (such as Student Honor Code , Harassment, Discrimination, Sexual Misconduct, and Retaliation Complaint Procedures, Institution Policy and Procedures). Upon request from any student, the Office of the Dean of Students will provide guidance about the appropriate system for redress of a particular complaint.

Essential Elements of Grievance Procedures.

All grievance procedures within the Institution structure must provide for:

- a) a time limit, not to exceed thirty calendar days from the written submission of a complaint to its hearing, with provisions for extensions for good cause;
- b) the opportunity for each side to submit supporting materials and introduce supporting witnesses;
- c) the opportunity for each side to be informed of material supporting the action or position of the other side;
- d) the exclusion of any party involved in the complaint from the rendering of any decision;

the creation of a record of the proceeding, including audio tape recording of the hearing and a written decision of the hearing body.

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 University.

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 University 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 University 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, University officials may be obligated to disclose information to law enforcement or other agencies as required bylaw.

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 University 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.

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 University 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 University 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 University 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 University with the Southern Association of Universitys and Schools Commission on Universitys

An individual may make an inquiry regarding complaint procedures or about issues and concerns that could be considered complaints against Edward Waters University by inquiring to the *Southern Association of Universitys and Schools Commission on Universitys*, 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 University 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 University 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 University Explorers Program, Campus Ministry, Career Services, Counseling and Accessibility Services Center, Health Services, HIV/AIDS Program, Residential Life, Student Activities, and the Suicide Prevention Program.

BLACK MALE UNIVERSITY EXPLORERS PROGRAM

The Black Male University 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 University, and significantly increase their chance of earning a University 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 University 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 University's mission to help students to develop a commitment to a life of *excellence and ethics*. While maintaining its University-affiliated heritage with the African Methodist Episcopal (AME) Church, Edward Waters University enrolls students of all faith traditions, and encourages the students to pursue their spiritual fulfillment in the manner of their choosing.

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.

COUNSELING AND Accessibility SERVICES

The Edward Waters University Office of Counseling and Accessibility 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 University 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 University students to include but not limited to depression/suicide, domestic violence/dating violence, LGBTQI+, 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 University 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.***

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 accessibility 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 Accessibility 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 University 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 University 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 Accessibility 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 Accessibility Services may recommend that a student is seen outside of the University 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 University. 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 University to receive results of the evaluation/assessment. Copies of the outcomes will be maintained in a locked file cabinet in Counseling and Accessibility 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 strongly encouraged to immediately inform and participate in an intake interview with Counseling and Accessibility 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. In the event of a crisis situation, temporary “mental health administrative leave” may be required.”

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 University (i.e., the condition may impede the educational progress or well-being of other students), will be strongly recommended by the University 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 University 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 Accessibility Services upon return to campus.

Transportation

Counseling and Accessibility Services does not provide transportation.

Accessibility Services

Edward Waters University 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 Accessibility, 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 Accessibility services.

Who is eligible for Accessibility 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 Accessibility accommodations. Students requesting services and accommodations are encouraged to register by submitting an application and Accessibility documentation provided by a licensed/certified professional.

Where do students register for Accessibility services or accommodations?

Counseling and Accessibility Services is the office responsible for determining eligibility and appropriate reasonable accommodations for EWC students with disabilities. We assist the University 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 Accessibility Services.

What is the process for a student to register for Accessibility services?

A student is eligible for accommodations if he/she is a person with a Accessibility (to include temporary Accessibility), has identified themselves to the Counseling and Accessibility Services, and has presented Accessibility documentation provided by a licensed/certified professional to the University as required by the Counseling and Accessibility 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 Accessibility Services' documentation requirements, completes Accessibility 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 Accessibility Services at Edward Waters University. 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 Accessibility or reasonable accommodations, then Counseling and Accessibility 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 Accessibility 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 Accessibility that qualifies under the Americans Accessibility Act (ADA) and requires accommodations; he/she should contact Counseling and Accessibility 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 Accessibility Service staff if they are not certain whether a medical condition/Accessibility 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 University. After the semester ends, all books need to be returned to Follett Bookstore during the University'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 Accessibility 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 University generally limits the presence of privately-owned animals on campus. However, the University will reasonably accommodate persons with disabilities who require the assistance of Service or Support Animals, as appropriate. The Director of Counseling and Accessibility Services, who oversees Accessibility 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 University community. The successful implementation of this policy requires the cooperation of all students, faculty, staff, and visitors of the EWC community. Edward Waters University reserves the right to amend this policy as circumstances require.

Grievances

Any member of the University community may report an alleged violation of University policies, including, but not limited to a violation of the provisions set forth by the University. 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 Accessibility or other services, please refer to the Student Incident or Concern Form.

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 University. The Health Service Department 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.

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 University 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 and Accessibility Services.

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 University 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 University 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 University 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 University 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

Counseling and Accessibility Services 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 University 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 University **must** consult with their instructor(s) for approval to be absent. (Please see the Edward Waters University 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 University chaplain is available at (904) 470-8990. Students may also want to talk with a counselor at (904) 470.8231.

Students desiring to withdraw from Edward Waters University must complete the Withdrawal Form which is available from the Registrar's Office. Students who withdraw from the University 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 University Catalog.

RESIDENTIAL LIFE

The Edward Waters University 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 University's property or the residence hall.

Edward Waters University Residence Halls

The Edward Waters University Residence Halls are:

Salter Hall – Female

Morris Cone A – Male

Morris Cone B – Female

Tiger Landing – Co-Ed

The Honors Village –Co-Ed

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 University and the students. Occupancy shall begin no earlier than specified by the University 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 University designee in the best interest of the University. 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 University. 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 University 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 University and are available online at www.ewc.edu. Returning students may reserve rooming assignments through the Department of Residence 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 University property. The University reserves the right for the Vice President for Student Success and Engagement, Dean of Students, Residence Life directors, supervisors, or other University 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 University 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 University also reserves the right to enter residence halls for maintenance requirements and when behavioral concerns may constitute a violation of University 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 University does not provide private housing. In the event all rooms are not filled to capacity, the University 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 University 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 Accessibility accommodations from Counseling and Disabilities Services.

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 9:00 p.m. to 9:00 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 and 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 University will make reasonable efforts to restore services. However, in no event shall there be a reduction in the residence hall rate because of the University’s inability to restore services, nor shall the University 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 University 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 Accessibility- 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 University does not provide linens to students living in University 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")

Laundry Facilities

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

Room Keys/ Lockouts

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 University policy and will result in loss of campus housing privileges.

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 University 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 University. The Florida Clean Air Act prohibits smoking within any state university system educational facility, including residence hall rooms, apartments, and facilities. Although Edward Waters University is a private University, 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 University premises for purposes of safety or security, the following rules should be observed:

1. All students must evacuate University premises if requested to do so by the University for safety reasons. Students should evacuate to their non-University 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

Student Activities and Leadership

The Office for Student Activities and Leadership (OSAL) 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 University (EWC).

At the hub of campus life is the George N. Collins Student Union Building, which serves as the "heart" of the University. This facility is not just a building, it is a community center for all members of the University 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 University, it serves as a laboratory for social responsibility and leadership training.

OSAL includes the following areas/departments:

- Clubs and Organizations

- Campus Programming/ Tiger Nation Campus Activities Board
- Student Government and Royal Court
- Intramural Sports
- Greek Life (Fraternities, Sororities and NPHC)
- Major Events (such as Homecoming, Tigerfest etc.)

Registration of Student Organizations

Student Organization Registration is an annual process. Once an organization is created, registration renewals must be completed every year in order for the organization to operate during the two semesters comprising the academic year. Organizations are not permitted to operate during the summer. Any organization that promotes clandestine relationships, fronts for another agency, entity or organization, or permits the violation of school regulations forfeits its privilege to function on campus. Benefits associated with being a registered student organization include access to institution resources and facilities at minimal to no cost, the ability to advertise on campus as well as solicit membership on campus. Groups are encouraged to register early. All returning organizations are expected to register by the end of the spring term.

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 & 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, Student Government Association, Royal Court, 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 University and community. Examples of clubs in this category are those clubs that are cultural, religious, hobby-related, advocacy, etc.

Obligations of Student Groups

As registered student organizations on the campus of Edward Waters University, 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 University.
3. Practices of all organizations shall not be contrary to stated policies of the University. All students and student organizations are responsible for familiarizing with the conduct, standards, and regulations of the University.
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 at least one (1) faculty or staff member serving as an advisor who are interested in the purpose of the organization and give counsel and advice to the organization. Advisors must be full-time faculty and/or administrative staff members of Edward Waters University and should be selected or appointed for a one-year term. Off campus advisor must be removed from being a student of the University for at least five years and approved by the Director of Student Activities and Leadership.
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 University 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 University itself does not discriminate based on race, religion, color, physical Accessibility, national origin, sex, marital status, political affiliation or age. The University 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.

Off-Campus Activities

Edward Waters University encourages students to strengthen their education and cultural competencies through participation in University sponsored off-campus events. When students travel to and from University sanctioned events in a university owned or leased vehicle, or a privately-owned vehicle, Edward Waters University 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 University-sponsored off-campus trips for students. The sponsoring organization is required to complete a **Student Educational and Cultural Trip Waiver Form**, which can be retrieved from the Office of Student Activities and Leadership. 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 midterm and final examination periods.

Starting New Organizations

Edward Waters University acknowledges the right of enrolled students to form new student organizations on campus consistent with the University'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 University. The first step to starting a new campus organization is to explore whether a similar organization already exists. With student organizations at EWC, there are interest areas already being met. Should you believe there is still a need for an additional organization, submit Student Organization Registration Application which should include the following information:

1. A formal letter of request and justification why they should be created;
2. Organization's name, purpose and ideals;
3. Organization's proposed constitution and bylaws (include national constitution if affiliated with a national organization);
4. Secure two organizational advisors
 - At least one advisor must be full-time faculty/staff members of Edward Waters University and off campus advisors must be removed at least five years.
 - Complete the Advisor Annual Agreement Form.
4. Have at least four (4) chartering members
 - Each member must be currently enrolled Edward Waters University
 - Each chartering member must possess a minimum 2.5 cumulative GPA. (OSAL staff reserves the right to check an officer's academic standing).
 - Any other information requested (proposed calendar of events including meetings, estimated budget (if applicable), roster of members with contact information and Student ID number).
5. Complete Student Organization Registration Application.
6. All Organization Presidents **MUST** register and attend The LEAP institute. (Leadership, Education, Accountability and Programming Institute provided each semester.
7. Proposed constitution and bylaws that will govern your organization. (include national constitution if affiliated with a national organization);
 - A sample constitution/bylaw will be provided by the Office of Student Activities and Leadership
 - Every student organization constitution must contain following three (3) clauses/sections:
 1. 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 Accessibility.” **Note, this clause must contain every protected clause above (e.g. race, color, sex etc.)**
 2. 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.**

3. 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 policies as set forth in the Edward Waters University 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 University any of its departments. At any given time, the Student Code of Conduct will supersede any organizational constitution.

The Director of Student Activities and Leadership will appoint a New Student Organization Committee (NSOC) and serve as the Chairperson. Consistent with institutional practices related to appointments to University 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 Assistant Vice President for Student Success and Engagement/Dean of Students; and
4. Upon the positive recommendation of the committee the Assistant Vice President for Student Success and Engagement/Dean of Students will grant University recognition.

New student organizations are required to abide by guidelines that govern student organizations. Proposals and registration packets for new organizations are accepted during designated windows within and reviewed for processing accordingly. **Although proposals and packets are accepted, please note that it may take up to 30 working days to review, evaluate and respond to the proposal/application.** Once the proposal is approved for the establishment of the organization, the requester will be notified via email with further instructions to complete the registration process as outlined under the organization registration guidelines. Further assistance in chartering a new student organization, please contact the Office of Student Activities and Leadership.

Advisors

Each organization must have at least one EWC full time faculty or staff member serving as an advisor to the organization. The advisor must:

- Be removed from being a student of the University for at least five years (off-campus advisor);
- Must attend and stay for the duration of functions sponsored by the organization (especially those considered as major events, travel, fundraisers, etc.), and those that require money collection and travel.
- Must be approved by OSAL.
- All prospective advisors must attend training/workshop and complete agreement before fulfilling their role.

Faculty and staff are not obligated to serve as advisors; it is voluntary service. Those who willingly give the time necessary to guide organizations, as well as attend meetings and events, also accept the challenge and earn general special appreciation of the University community.

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

To attain this purpose, SGA must assume the following responsibilities:

- Create an atmosphere of freedom, allowing students to move beyond the limits of traditional interest, and to be creative and contributing individuals;
- Aid in meaningful interpretation of the concept of the University community. Effective communication between University community members is vital to understanding this concept;
- Provide opportunities for each student to participate in activities that develop and realize potential; and
- Create awareness of national and international affairs and their significance for individuals.

SGA Executive Officers

President	Business Manager
Vice-President	Cabinet Members (See Student Body Constitution)

Royal Court

The Edward Waters University Royal Court shall be composed of Mister and Miss Edward Waters University, Senior, Junior, sophomore, and freshman, Kings and Queen of 1866. The court shall officially represent the entire student body at any function on or off the Institution Campus. While initiating and maintaining several local community projects, and represent the institution in a positive light during unofficial occasions as well as official occasions on the campus of Edward Waters University.

Campus Programming/Tiger Nation Campus Activities Board

Tiger Nation Campus Activities Board is the primary organization responsible for assisting the OSAL staff in the coordination and implementation of social, cultural, educational, and entertainment programs for the campus community through integration of student learning and student involvement at Edward Waters University. At the center of student life, Tiger Nation Campus Activities Board specializes in providing social activities designed to enhance the moral, intellectual, cultural and political life of individual students. In all its processes, students are encouraged to participate in self-directed activity, giving maximum opportunity for self-realization and growth in individual social competency and group effectiveness.

Greek Life

Student organizations, including fraternities and sororities are an integral part of campus life at Edward Waters University because they contribute significantly to the quality of student life in a number of ways:

- Providing a mechanism for students to develop leadership skills through involvement in a variety

of programs and activities;

- Encouraging and fostering team building and group cohesion;
- Striving for academic excellence; and
- Performing volunteer service on-campus and in the Jacksonville community.

Because the outcomes are parallel to several University objectives, EWC welcomes the presence of these groups on campus with the clear expectation they will abide by all University policies and regulations governing their on campus behavior. To the extent that activities of all student groups conform to University expectations and fulfill the University mission, they will continue to enjoy all privileges and courtesies extended to them as registered and recognized student organizations.

At all times, it is expected that student organizations will adhere to and assist with upholding all University policies and protocols, including the student code of conduct. If a student organization or its members are reported to have violated or are accused of violating the student code of conduct or any other University policy or procedures, the organization will be placed on cease and desist (interim suspension) pending investigation and resolution of the alleged violation.

Regarding campus suspensions of fraternities and sororities, the University makes no distinction between the chapter of a fraternity/sororities and the fraternity/sorority as an **entity**. The University further recognizes that chapters are not, in fact, organizations on their own but represent their national fraternity and sorority.

Membership in a Greek organization is limited to undergraduate students who are enrolled full time at EWC. General membership in our fraternities and sororities is restricted to students who are members of the group, in good standing, and enrolled at least full-time at EWC.

The Greek-Letter Organization represented on Edward Waters University 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 University chapter of the National Pan Hellenic Council, Inc. (NPHC) is the governing body of the nine historically African American, international 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, community, 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 University and the EWC NPHC chapter.

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

The purpose of the NPHC on the campus of EWC is as follows:

- Maintain a high level of Greek Life and inter-fraternal relationships within the University;
- Encourage student leadership and personal development;
- Cooperate with University officials in an effort to maintain high social and scholastic standards throughout the University; and
- Serve as a forum for the discussion of questions of mutual interest and concern to the University, fraternities and sororities.

Edward Waters University 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 University 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.

Membership Intake Regulations

Recruitment/membership intake activities can only be scheduled during the period designated by the University and those active organizations approved by members of Greek Life as stipulated in this document. **No student may be in a group or organized interest club, pay fees or perform duties or assignments before the new membership intake program/process and schedule approved by the University and officially begin.**

It is required that all new membership intake activities be coordinated through the Office of Student Activities and Leadership. The annual schedule and new membership intake procedures are determined by the Office of Student Activities and Leadership and provided to the appropriate person(s) at the designated time or upon request. Only one list of names will be accepted any organization that processes ineligible persons will be penalized.

No organization may proceed with membership intake until the Office of Student Activities has received written approval from the regional director or national office of the organization. Once received the Office of Student Activities and Leadership will then provide written approval on each individual candidate based on academic and judicial clearance. If transcripts appear to be inaccurate to the candidate, individual candidates should contact the Office of Registrar to have the matter rectified or cleared up; however, **candidates must be eligible at time of clearance (including the resolution of ALL holds on a student’s account).**

One the Membership Intake Period (“MIP”) starts there will be no rebate on the elapsed time, should an organization’s MIP be stopped during the intake window for any reason. If permitted to proceed the organization will only have until the last day of intake as outlined by the University’s approved MIP calendar to complete their process. This will apply no matter the organization is in the process.

Hazing

Hazing Prevention Policy

Edward Waters University (“EWC”) 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; and
- 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, or

- 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 University 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 University, 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 University housing. Organizations that authorize, promote or tolerate hazing in disregard of Edward Waters University’s zero tolerance policy will have their charters suspended or revoked.

Frequently asked questions concerning hazing at Edward Waters University:

How is a hazing offense committed?

A person commits an offense if the individual:

1. Engages in hazing as previously defined;
2. Solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing as previously defined;
3. Intentionally, knowingly, or recklessly permits hazing to occur;
4. Has firsthand knowledge of the planning of or the outcome of a specific hazing incident involving a student at Edward Waters University, 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? NO.

Edward Waters University 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 University 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 University disciplinary action, up to and including expulsion from the University, 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 Housing and Residence Life and Student Integrity 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 statute.

Where do I report hazing?

Hazing is reported to the Vice President for Student Success and Engagement, Dean of Students, Director of Housing and Residence Life and Student Integrity or other appropriate University officials if the hazing was committed by students enrolled at Edward Waters University.

Eligibility for Membership

Prospective members are **REQUIRED** to attend one (1) University 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 University and have earned twenty-four (24) credit hours or more from Edward Waters University. Also, a grade point average cumulative of

2.75 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 University, and have a cumulative grade point average of 2.75 or higher. Fraternities and Sororities are permitted to conduct at least 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 and Leadership.

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 University fraternities, sororities, and social fellowships are involved in educational programs, community services, and leadership development.

Intramural Sports

The Intramural Sports Program at Edward Waters University is dedicated to providing students, faculty and staff an opportunity to participate in athletic and non-athletic recreational activities in a fun and safe environment while promoting physical fitness, social interaction, and campus involvement.

Each fall and Spring semester, the program offers opportunities for individuals to conduct activities aimed at maximizing student participation. Activities include flag football, basketball, billiards, video gaming etc. Students must be enrolled in 12 credit hours and maintain a 2.0 grade point average (GPA).

BOOKSTORE AND POST OFFICE

Bookstore

Edward Waters University has partnered with Follett Higher Education Group for the collection and distribution of all required course materials. Through this partnership, Edward Waters University 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 University'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 University parking policy contact Campus Security or visit Edward Waters University'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 University assumes no responsibility for lost or stolen items.

Reporting Criminal Activity and Emergencies

The Edward Waters University Office of Campus Security provides services to the University community twenty-four (24) hours a day, seven (7) days a week. These services are provided through fixed postpositions 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 University property or at University 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 University is specifically exempted from Florida State Statute 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 of 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 University 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 University identification card(ID) with them at all times. Members of the University 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 University. 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 University 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 University 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 University 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 University and its students. The Office for Student Success and Engagement cooperates in this effort to maintain proper presentations of internal and external University publications and publicity, the proper treatment of visitors to campus, and the normal participation of students as goodwill ambassadors for the University.

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 University 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 University 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 University 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 University’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 University 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**

FREE INQUIRY AND FORMS OF EXPRESSION

General Policy

Edward Waters University believes that free inquiry and forms of expression that do not disrupt or impair the normal operations of the institution are a valuable component of the student experience that the university seeks to provide to all students. This includes expressions, communications, and publications made by students and student press to be free of censorship except for communications that are judged by the university administration to be lewd, obscene, defamatory, and/or not in keeping with the moral, ethical, and religious principles of the African Methodist Episcopal Church.

Those who have chosen to join the Edward Waters University community gain additional rights and 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 University hereby adopts and establishes the following regulations:

Guidelines for Implementation

1. All meetings, assemblies or gatherings may be held only in specifically identified campus or institutionally owned spaces or property as designated by the university through its Office of Student Success and Engagement via the express approval of the Vice President for Student Success and Engagement.
2. Reservation and approval of the designated space for the purpose of conducting a demonstration, meeting, or other assemblies must be obtained from the Vice President for Student Success and Engagement at least two (2) business days prior to the activity.
3. Permission for meetings, assemblies, or demonstrations will only be granted to student groups who are duly registered student organizations of the university.
4. For the purposes of this particular regulation student meetings, assemblies, or demonstrations by any group or gathering of five (5) or more students is strictly subject to the requirement of being a duly registered student organization.
5. Non-students and non-registered student organizations are strictly prohibited from gathering or assembling for the purpose of demonstrating on institutional property without prior express permission granted by a duly authorized officer of the university.
6. Meetings, assemblies, or demonstrations must be organized at the times, dates, and manner set forth below contingent upon the approval from the Vice President for Student Success and Engagement, and if no other activity has been scheduled at that time and place.

- a. Hours for such assembly will be on Friday's from 12:00 p.m. to 2:00 p.m. and from 12:00 noon to 1:00 p.m. on Wednesdays.
1. Meetings will be conducted in a lawful and orderly manner.
2. Gatherings must not prohibit or impede pedestrians or vehicular traffic or entrances and exit driveways, hallways, entry/exit doorways, etc.
3. Meetings and demonstrations must not interfere with classes, special events, ceremonies, special meetings, or any other events affiliated with the educational, experiential, or operational activities of the University. Students or individuals who engage in unlawful acts or acts that are violative of the aforementioned regulations in this policy provision shall be subject to prosecution and/or university-imposed sanctions that may include but are not limited to suspension and expulsion from the institution.
4. Any individual, who assists, participates, organizes, instigates, and/or leads protest demonstrations and fails to observe these guidelines shall be subject to disciplinary action deemed appropriate by the Vice President for Student Success and Engagement.