

2022-2023  
CEDAR CREST COLLEGE  
STUDENT HANDBOOK

**Table of Contents**

I. MISSION .....	5
II. HONOR CODE .....	5
HONOR CODE PRINCIPLES.....	5
HONOR CODE PLEDGE.....	5
III. DIVERSITY STATEMENT .....	5
IV. COMMUNITY STANDARDS FOR ACADEMIC CONDUCT .....	6
ACADEMIC STANDARDS OF INTEGRITY .....	6
ACADEMIC MISCONDUCT .....	6
RESPONSE TO ACADEMIC MISCONDUCT.....	7
CLASSROOM PROTOCOL.....	9
ATTENDANCE POLICY .....	10
STUDENT APPEAL PROCESS FOR ACADEMIC DECISIONS.....	10
V. WITHDRAWAL AND LEAVE OF ABSENCE POLICY .....	11
STUDENT-INITIATED LEAVE OF ABSENCE OR WITHDRAWAL.....	11
Leave of Absence.....	11
Withdrawal .....	12
COLLEGE-INITIATED WITHDRAWAL.....	12
VI. COMMUNITY STANDARDS FOR SOCIAL CONDUCT .....	14
JURISDICTION .....	14
DEFINITIONS.....	15
EXPECTATIONS OF SOCIAL CONDUCT.....	16
INTERIM RESTRICTIONS.....	18
NO-CONTACT ORDER .....	19
RIGHTS AND RESPONSIBILITIES.....	19
PROCESS AND PROCEDURES.....	20
SANCTIONS.....	22
NOTIFICATION OF FINDINGS AND SANCTIONS.....	24
VII. CEDAR CREST COLLEGE SEXUAL MISCONDUCT POLICY .....	25
OVERVIEW .....	25
POLICY.....	26

DEFINITIONS.....	26
REPORTING OPTIONS and RESPONSIBILITIES.....	30
RIGHTS OF REPORTING PARTY (Complainant) AND RESPONDING PARTY (Respondent).....	32
VIII. RESOURCES FOR STUDENTS WITH DISABILITIES.....	39
Appointments.....	40
Currently Enrolled Students with Acute Injuries.....	40
Disability Resources Appeal Process.....	40
IX. COLLEGE POLICIES.....	41
ALCOHOL POLICY.....	41
AMENSTY POLICY.....	43
ARREST POLICY.....	44
BIAS RESPONSE POLICY.....	44
BICYCLES.....	44
CEDAR CREST COLLEGE NAME AND LOGO.....	45
COMPUTER USE POLICY.....	45
CONFISCATED ITEMS POLICY.....	46
COPYRIGHT INFRINGEMENT POLICY.....	46
CREDIT CARD SOLICITATION.....	46
DAMAGE TO PROPERTY.....	46
DRUG USE AND CONTROLLED SUBSTANCE POLICY.....	47
E2CAMPUS EMERGENCY NOTIFICATION SYSTEM.....	50
FAILURE TO COMPLY.....	51
FIRE POLICIES.....	51
FRAUD/LYING.....	52
GAMBLING.....	52
GENDER INCLUSIVE RESTROOMS POLICY.....	52
GENERAL LAWS.....	52
GUEST RESPONSIBILITY.....	52
HARASSMENT.....	53
HARM TO PERSON(S).....	53
HATE SYMBOLS POLICY.....	53
HAZING.....	53
HEALTH POLICY.....	53
LIBRARY POLICIES.....	54
LOBBYING.....	56

INTERFERENCE/OBSTRUCTION OF THE CONDUCT PROCESS.....	56
MISSING PERSON POLICY .....	56
MISUSE OF DOCUMENTS.....	57
MISUSE OF STUDENT IDENTIFICATIONS.....	57
MISUSE OF KEYS .....	57
MOTOR VEHICLE AND PARKING REGULATIONS.....	57
NO CONTACT ORDER.....	61
OPEN EXPRESSION ACTIVITY.....	61
PROSELYTIZING .....	62
PUBLICITY AND POSTERS .....	62
RETALIATION.....	62
SEARCHES OF PROPERTY .....	62
SERVICE ANIMAL AND EMOTIONAL OR THERAPY ANIMAL POLICIES .....	63
SERVICE ANIMAL POLICY.....	63
EMOTIONAL SUPPORT ANIMALS .....	66
SMOKE AND TOBACCO FREE CAMPUS.....	67
SOCIAL MEDIA.....	67
SOLICITING .....	67
SPECIAL DIETARY NEEDS.....	68
STUDENT COMPLAINT POLICY .....	68
STUDENT FINANCIAL SERVICES POLICIES .....	70
STUDENT RECORDS POLICY.....	73
THEFT .....	76
TOMPKINS COLLEGE CENTER POLICIES .....	76
UNAUTHORIZED PRESENCE OR USE OF COLLEGE FACILITIES.....	76
WEAPONS/EXPLOSIVES .....	76
X. GUIDELINES FOR RESIDENCE HALL LIVING .....	77
PROCEDURES.....	77
AIR CONDITIONERS .....	77
BREAK HOUSING .....	77
ELECTRICAL EQUIPMENT .....	77
ENTRY AND SEARCH OF ROOMS .....	77
GENDER INCLUSIVE BATHROOMS .....	78
GENDER INCLUSIVE HOUSING.....	78
MANDATORY MEETINGS.....	80

RESIDENCY REQUIREMENTS..... 80  
ROOM AND COMMON AREA FURNISHINGS..... 80  
ROOM CHANGES..... 80  
ROOM KEYS..... 81  
ROOM/RESIDENCE HALL SECURITY..... 81  
ROOM SELECTION..... 81  
POLICIES..... 81  
COMMUNITY LIVING..... 81  
DAMAGE/VANDALISM..... 81  
DECORATIONS..... 82  
LOCK OUTS..... 82  
OCCUPANCY..... 82  
PERSONAL EXPRESSION..... 82  
PETS..... 82  
PROHIBITED ITEMS..... 83  
QUIET HOURS..... 83  
SPORTING ACTIVITIES..... 83  
VISITATION..... 83  
WINDOWS AND BALCONIES..... 85  
WIRELESS ACCESS..... 85

## I. MISSION

Cedar Crest College (hereinafter “Cedar Crest” or the “College”) is a liberal arts college, primarily for women, dedicated to the education of the next generation of leaders. Cedar Crest College prepares students for life in a global community by educating the whole student at all stages of life and experience.

## II. HONOR CODE

Cedar Crest College students should uphold community standards for academic and social behavior in order to preserve a learning environment dedicated to personal and academic excellence. Upholding community standards is a matter of personal integrity and honor. Individuals who accept the honor of membership in the Cedar Crest College community pledge to accept responsibility for their actions in all academic and social situations and the effect their actions may have on other members of the college community.

### HONOR CODE PRINCIPLES

- The principles that stand at the center of the honor philosophy include, but are not limited to, the following:
  - We believe in self-governance.
  - We respect the individual ownership of ideas, work and property.
  - We recognize and appreciate others’ differences.
  - We have responsibility as individuals within a community to uphold community standards.
  - We will create a just and caring environment by striving to behave with equity and consideration of others.

### HONOR CODE PLEDGE

“We who accept the honor of membership in the Cedar Crest College community recognize our obligation to act, and encourage others to act, with honor.

The honor code exists to promote an atmosphere in which individuals make their own decisions, develop a regard for the system under which they live, and achieve a sense of integrity and judgment in all aspects of their lives.

It is with faith in such a system that I have accepted membership into this community. Representative of such, I hereby pledge to uphold the spirit and the letter of the honor code.”

## III. DIVERSITY STATEMENT

Founded under the mission to expand women’s access to higher education, Cedar Crest College values difference in a diverse, inclusive, and equitable learning environment. The College is committed to educational excellence, leadership, and civic engagement in a pluralistic society. We thus embrace an inclusive community that brings together students, faculty, and staff who are of different racial and multi-racial, ethnic and multi-ethnic, gender and sexually diverse, religious and nonreligious, economic, and national identities and ages. Our educational mission includes students who have been historically underrepresented in higher education, such as students of color, first-generation college students, international students, students of varying ability or disability, and other identities.

## IV. COMMUNITY STANDARDS FOR ACADEMIC CONDUCT

### ACADEMIC STANDARDS OF INTEGRITY

Incumbent from the honor code, academic integrity and ethical behavior provide the foundations of the Cedar Crest scholarly community and the basis for our learning environment. Cedar Crest College expects students to set a high standard for themselves to be personally and intellectually honest and to ensure that other students do the same. This standard applies to all academic work (oral, written or visual) completed as part of a Cedar Crest education.

A complete list of all academic policies can be viewed in the [Cedar Crest College Catalog](#).

### ACADEMIC MISCONDUCT

Cedar Crest College considers the following acts, but not only the following acts, to be breaches of its academic standard of integrity and academic misconduct. Cedar Crest College reserves the right, in its sole discretion, to define what constitutes academic misconduct. Examples of academic misconduct include, but are not limited to, the following:

- I. Cheating. During the performance of or completion of an academic assignment (e.g. quizzes, tests, examinations, artistic works, presentations, or papers), it is misconduct to use, have access to, or attempt to gain access to any and all sources or assistance not authorized by the instructor.
  - a. Minor violation example: a student uses online search results to complete a homework assignment when the use of non-course materials was not approved by the instructor.
  - b. Significant violation example: a student finds an old version of an exam online and uses the answers from it to complete their own exam.
- II. Plagiarism. Plagiarism is the act, intentional or not, of misrepresenting the work, research, language or ideas of another person (published or unpublished) as one's own. An assignment or part of an assignment that fails to acknowledge source material through an appropriate academic discipline's citation conventions for quotation, paraphrase, and summary also constitutes plagiarism.
  - a. Minor violation example: a student uses direct language from another author to complete a small proportion of a writing assignment, but fails to adequately cite or reference the original author to identify the difference between the student's language and the other author's.
  - b. Significant violation example: a student purchases a paper online and submit it as her own work.
- III. Collusion. Collusion is the collaboration of two or more individuals in either giving or receiving assistance not authorized by the instructor for the completion of an academic assignment.
  - a. Minor violation example: two students work on a short homework assignment together when the instructor did not approve groupwork for the assignment.
  - b. Significant violation example: two students complete an online final exam together when the instructor did not approve groupwork for the exam.
- IV. Falsification. Falsification is the misrepresentation of academic work or records. Falsification includes, but is not limited to: the fabrication of research, scientific data, or an experiment's results; providing false information regarding an academic assignment, including reasons for absence, deadline extension or tardiness; the tampering with grade or attendance records; the forging or misuse of college documents or records; or the forging of

faculty or administrator signatures. An assignment or part of an assignment, submitted for academic credit in one course and resubmitted by the student for academic credit in another course without both instructors' permission also constitutes falsification.

- a. Minor violation example: a student tells an instructor that they attended a course-related event when they did not attend the event.
  - b. Significant violation example: a student fabricates lab results and submits those results as a part of their capstone project.
- V. Sabotage. Sabotage is the act of hindering another student's (or students') ability to complete an academic assignment. Destruction of college property (e.g. library holdings, laboratory materials, or computer hardware or software) may constitute sabotage.
- a. Minor violation example: a student intentionally disrupts other students while they are taking an exam in class.
  - b. Significant violation example: a student removes equipment from an art studio for the purpose of preventing other students from using it to complete an assignment.
- VI. Impersonation. Impersonation is the act of a person pretending to be a student during the completion of an academic assignment; impersonation also includes the act of a student soliciting another person to assume that student's identity for the completion of an academic assignment.
- a. Minor violation example: A student gives her roommate her login information so that the roommate can log-in her computer to an online class session while she is absent.
  - b. Significant violation example: a student provides their Canvas login to a third party and pays the third party to complete and submit assignments on their behalf.

The forms of academic misconduct defined above are not exhaustive, and other acts in violation of the Cedar Crest Honor Code or academic standards of integrity may be deemed academic misconduct by an instructor or by the college. Please note that the examples set forth above are merely examples of the type of various infractions and are, in no way, a limitation on what may constitute a violation.

## RESPONSE TO ACADEMIC MISCONDUCT

Students who breach the academic standard of integrity—as set forth in the types of academic misconduct specified in this Handbook and in the Faculty Handbook, Book 4.B.2.a.— are subject to sanctions imposed by the Academic Integrity Review Board, the Provost's office, or the Board of Trustees.—Such sanctions can range from, but are not limited to, the requirement to redo an assignment; the reduction in grade for an assignment or course; the failure of an assignment or course; suspension or expulsion from the College; or the withholding, denial or rescinding of academic degrees. In cases in which the sanction for a violation of the Academic Standard of Integrity is a final course grade of "F", the student may be removed from the course upon entry of a final grade of "F" by decision of the Academic Integrity Review Board, in consultation with the course instructor. If a student withdraws from a course, before or after being found responsible for academic misconduct in that course, a sanction of grade of "F" for the course will supersede the "W."

The process of responding to instances of behavior that violate the Cedar Crest Academic Standards of Integrity is managed by the Associate Provost, on behalf of the Provost's Office, in conjunction with instructors, and department chairs or program directors. The initial response to

academic misconduct rests with the individual instructor, who is entitled to take into account the student's degree of academic experience and any prior instances of academic misconduct in the student's time at the College, when determining the penalty for the offense. Instructors encountering a case of academic misconduct may consult with the Provost's Office to determine if the student has committed acts of academic misconduct on other occasions prior to recommending a sanction.

All instructors who determine that a student has breached the academic standard of integrity must report the incident to the Associate Provost using the Report of Academic Misconduct and attach relevant evidentiary documentation as appropriate. All reported incidents of academic misconduct will be held on record by the Provost's Office. Upon submission of a Report of Academic Misconduct, the Associate Provost will review the report and student's history to determine appropriate action according to the following:

- i. For offenses which are deemed to be minor violations, in consultation with the submitter and the Department Chair or Program Director, the Dean of Student Success will notify the student of the misconduct charge, the sanction, and the procedure to appeal the charge(s) and associated sanction(s). Students who wish to appeal the charges or associated sanctions for what is determined to be a minor offenses, must submit their appeal in writing to the Provost's Office using the Academic Integrity Appeal form, which will convene an Academic Integrity Review Board to hear the appeal.
- ii. For offenses which are deemed to be significant violations, in consultation with the submitter and the Department Chair, the Associate Provost will notify the student of the misconduct charge and convene an Academic Integrity Review Board to hear the case.

Examples of what may constitute minor and significant violations are available in the Academic Misconduct subsection of this handbook (above). The foregoing examples are not comprehensive or all-inclusive and do not limit, in any way, the College's right to sanction a student for Academic Misconduct. Students who are found responsible for multiple violations of the Standards for Academic Integrity may be subject to more severe sanctions (by way of example, but not limitation, a second minor violation may be treated as a significant violation given the student's history of Academic Misconduct).

An Academic Integrity Review Board will be convened to hold a hearing to review student appeals of minor offenses, and to review all significant violations. Each Academic Integrity Review Board will be comprised of two faculty members and one student representative. Board hearings will be scheduled no more than 45 days after the report is submitted.

When convened, the Academic Integrity Review Board will offer the accused student the opportunity to address the Board as well as offer evidence or other information pertinent to the alleged violation and/or the associated sanction. The Academic Integrity Review Board may also choose to invite other related parties, including the original submitter, Department Chair, or Program Director, to address the Board. After a hearing is held on a specific matter-the Academic Integrity Review Board will determine the student's responsibility for the violation (or the associated sanction if that is the sole subject of the student's appeal). If the student is found responsible, the Board will determine the appropriate charge(s) and sanction(s).

The Academic Integrity Review Board will issue a written determination and students will be notified of the Board's decision by the Associate Provost within 7 days of the hearing. Student who wishes to appeal the Board's decision may do so in writing to the Associate Provost using the Academic Integrity Appeal form, who will adjudicate the appeal on behalf of the Provost's Office. If the student is not satisfied with the decision of the Associate Provost, the student may submit a [Student Complaint](#) in accordance with the Student Complaint policy.

## CLASSROOM PROTOCOL

### a) Learning Environment and Appropriate Classroom Behavior

Cedar Crest College maintains a classroom and learning environment dedicated to scholarly, artistic and professional inquiry. The College's community of learning is founded upon the intellectual freedom of students and faculty in pursuit of knowledge and understanding. Such an environment depends upon the insights of the liberal arts disciplines, as well as a respect for the global diversity of viewpoints and cultural backgrounds.

The College expects students to conduct themselves in a manner that best realizes their own and other students' education. Appropriate classroom behavior includes, but is not limited to, the expectations for students: to attend and be prepared for all classes, to arrive and leave on time, to treat the faculty members and other students with respect, to refrain from any activities within the classroom that do not directly pertain to the business of the class, to use language that is respectful and non-abusive, and to otherwise refrain from any behavior that disrupts or jeopardizes the learning environment as determined by a reasonable faculty member. Academic programs or individual faculty members may establish additional behavioral policies for their courses, including those that consider classroom behavior for a student's academic evaluation.

If a student would like to bring a guest to class, permission must be secured from the instructor prior to that class time.

### b) Response to Disruptive Classroom Behavior

Faculty members are entitled to respond to disruptive student behavior. Responses can range from a verbal warning to requiring the student to leave class. Faculty may further choose to treat dismissal from class as an absence for the purposes of attendance policies. If a student refuses to leave when requested, the faculty member is to call campus police and have the student removed. Unless it should be necessary to protect oneself, the faculty member should not make any effort or threat to remove the student physically.

If the faculty member desires that the expulsion extend beyond the class period or that it be permanent, the faculty member must first notify the chair of the department in writing of the request, and, at the same time, make such a request in writing to the Provost prior to the beginning of the next meeting of that class. The faculty member should provide specific information with regard to the incident which precipitated the request. If the Provost concurs, the student will be notified in writing of the expulsion and the appeal procedures. Disruptive classroom behavior may warrant dismissal from the College.

### c) Notification of Classroom Protocol

Faculty members are expected to make clear expectations for specific classroom decorum

and repercussions for non-compliance, including the impact disruptive behavior may have on students' academic evaluation. Faculty members should be aware of setting boundaries and procedures for exceptions to policies stated in the syllabus.

The following statement (or similar language) should be conveyed to students at the start of each term: "Appropriate classroom behavior is implicit in the Cedar Crest College Honor Code. Such behavior is defined and guided by complete protection for the rights of all students and faculty to a respectful classroom environment. That environment is free from distractions such as late arrivals, early departures, inappropriate conversations and any other behaviors that might disrupt instruction and/or compromise students' access to their Cedar Crest College education."

## ATTENDANCE POLICY

Regular attendance at classes is expected of all students, regardless of whether attendance is a factor in the student's grade for a course.

Students who are absent from classes for illness, a family emergency, a death in the family, military service, jury duty or other legitimate reasons must notify their instructors prior to the start of a scheduled class or as soon as reasonably possible in the event of an emergency situation. A calendar of annual religious or other recognized holidays provided by the Center for Diversity and Inclusion will serve as notice to all faculty for students absent due to religious or cultural observance.

It is the responsibility of the student to maintain communication with the instructor concerning class absences. Faculty may require students to obtain absence verification from the Dean of Students prior to determining the impact of absences on the student's progression in the course. Students may request an absence notification [online](#). Documentation to the Dean of Students with such requests is used only to verify the reason for the absence. The faculty will determine if it is an excused or unexcused absence.

Student absences due to participation in institutionally approved events such as intercollegiate athletics, theatrical or musical performances, academic conference or field trips must be verified by the event's sponsor (e.g. coach or faculty member) to the student's impacted faculty member. Participation in such events does not constitute an automatic excused absence from classes. The instructor may require student attendance if, in the context of the course, this appears to be in the student's best interest, based on the student's academic standing and current performance in the course. In any case, the student is responsible to inform the instructor in writing of an anticipated absence at the start of the semester or the official start of each athletic/performance season. Students are responsible for making up any classwork missed for a verified absence.

## STUDENT APPEAL PROCESS FOR ACADEMIC DECISIONS

A student who has a disagreement with a faculty member about any academic matter, with the exception of decisions regarding academic misconduct, should first attempt to resolve the matter through discussion with the instructor. If the issue is not resolved satisfactorily between the student and the instructor, and the student wishes to appeal further, the student must specify in writing the basis for the disagreement and request a review by the department chair. If the issue is an appeal of the final grade received in a course, this request must be submitted to the department chair within three months of the date that term grades are issued by the registrar. A student who wishes to appeal the decision of the department chair must write to the Provost's Office within a month of the date of the chair's decision, enclosing copies of all pertinent written documents and requesting a review.

If the department chair is the instructor, the student may bypass the initial appeal to the department chair and write the appeal directly to the Provost's Office as set forth herein. The appeal to the Provost's Office which bypasses the department chair must be done within three months of the date that the term grades are issued by the registrar. The Provost's Office, in consultation with the chair and the faculty member (if not the same person as the chair), will arrive at a final decision in the matter.

A decision by the department chair and the Provost's Office will be issued to the student within one month of receiving the matter. If the instructor is no longer employed by the College, the chair is empowered to act in the instructor's absence. If the chair is no longer employed by the College, the Provost's Office alone will make the final decision.

For further and more detailed college academic policies, see [Detailed College Policies](#) on the registrar's website. For information on appealing decisions regarding academic misconduct, see [Response to Academic Misconduct](#).

## V. WITHDRAWAL AND LEAVE OF ABSENCE POLICY

### STUDENT-INITIATED LEAVE OF ABSENCE OR WITHDRAWAL

#### **Leave of Absence**

Degree-seeking (matriculated) students who find it necessary to interrupt their college studies for a term or more must apply for an official leave of absence if they wish to return under the same liberal arts education requirements. Within three years of a student's official date of separation, the student must accomplish one of the following steps: attend a class for which the student is enrolled, submit a letter of intent to register for an upcoming term, register for an upcoming term or request an extension of the leave of absence. Leave of absence requests are processed on My Cedar Crest via the withdrawal application and the registrar approves requests for leaves of absence. Withdrawals from individual courses are not considered official leaves of absence.

The first day of class attendance, in the case of traditional students, or the date of the acceptance letter as a degree candidate, in the case of SAGE (School of Adult and Graduate Education) students, is the date of matriculation. This date is important if a student finds it necessary to interrupt studies at Cedar Crest.

If students take an official leave of absence of less than three years they will be permitted to graduate according to the liberal arts education requirements in effect at the time of matriculation. With approval from their major departments, students may be permitted to graduate according to major requirements listed in the College catalog on the date of their matriculation. Alternatively, a student may choose to graduate according to policies and curricular changes enacted by the faculty and found in the most current catalog.

If a matriculated student requests and is granted an official leave of absence of up to three calendar years, the student is not required to reapply for matriculation when the student re-enrolls. A student who re-enters the College after an unofficial withdrawal, a leave of absence greater than three years or any absence not formally approved must meet the liberal arts education requirements and major requirements in effect at the time of re-enrollment.

Students should consult the [Student Financial Services Policy](#) in this handbook, including the [Withdrawal from Course](#) and [Withdrawal from College](#), to understand their financial obligation during a leave of absence.

### **Withdrawal**

In order to withdraw officially from Cedar Crest College, a student must complete a process that begins with a withdrawal application. Official withdrawal from the College prior to the official deadline for course withdrawal will result in all course work in progress being graded “W” (not computed into average). For exception, see section on [academic misconduct](#). Withdrawal from the College after the official deadline for course withdrawal will result in a grade of “F” for all courses the student is enrolled in at the time of withdrawal. Withdrawal after the official deadline for course withdrawal requires submission of a [Late Withdrawal Appeal](#). If the student re-enters the College to continue the major after a withdrawal, the student will graduate according to general education requirements and major requirements in effect at the time of re-enrollment.

Students should consult the [Student Financial Services Policy](#) in this handbook, including the [Withdrawal from Course](#) and [Withdrawal from College](#), to understand their financial obligation for a withdrawal.

### **COLLEGE-INITIATED WITHDRAWAL**

If, in the sole discretion of the College, a student is behaving in a way which is threatening to others or which significantly interferes with the education or rights of others, the Care Team may initiate the procedures set forth in this section. The Care Team is empowered with the discretion to define within their professional judgment what is sufficiently threatening and/or disruptive to warrant invoking this procedure. The Cedar Crest College Care Team is comprised of the Dean of Students, the director of residence life and community standards, the dean of student success, the director of health and counseling services, a College therapist and the chief of campus police and their designees.

The first step will be to determine an appropriate initial action. The primary alternatives for initial actions are as follows, but these do not preclude other actions based on a specific situation.

1. Continue at the College with no restrictions. The College may take no action if it is decided, based on review of the referral information or other information presented, that the student may be allowed to continue with no restrictions. In those cases, care should be taken to provide opportunities for the student to be advised of accommodations and support services that are available. In cases where there are conduct actions pending, those actions should go forward.
2. Continue in College pending further proceedings. The College may require that the student meet certain conditions regarding the student’s behavior over a specified period of time if the student is to remain enrolled. Such conditions could include, for example, stopping classroom disruptiveness or continuing only if the student utilizes support services or accommodation arrangements. Failure to comply with the conditions, coupled with further disruptive behavior, may result in having additional conduct complaints added to any that were previously pending or deferred or may result in additional action on the part of the College. At no point will the College engage in a behavioral contract or agreement with a student whose behaviors indicate harm or danger to self or any member of the community.

3. Remaining enrolled at the College subject to conditions but with eligibility for College-owned residential agreement reviewed. Under certain circumstances, where other students' living and learning environment is likely to be disrupted by a student's behavior, the director of residence life and community standards will have the option of allocating alternative and more suitable living accommodations if such are available or of terminating the housing agreement.
4. Suspension or expulsion. If there is a pervasive pattern of disruptive or threatening behavior, or behaviors that are assaultive which present an imminent risk of injury to others, the student may be suspended or expelled through the formal hearing process. Interim restriction may be imposed prior to an administrative hearing.

Students should consult the [Student Financial Services Policy](#) in this handbook, including the [Withdrawal from Course](#) and [Withdrawal from College](#), to understand their financial obligation.

### **Care Team Interim Restriction**

Cedar Crest College, through the Care Team, reserves the right to impose interim restriction for any student when necessary to protect the health and safety of a student or of the community or to allow time for a behavioral mental health assessment or evaluation. A student will be restricted to the extent necessary when there is reasonable cause to believe that the student's participation in College activities or presence at specified areas of the campus will lead to physical abuse, threats of violence or conduct that threatens the health or safety of any person on College property or at official College functions, or other disruptive activity incompatible with the orderly operation of the campus. Upon imposition of the interim restriction, the Care Team or its designee will provide the student with information that applies to the interim restriction, which may include, but is not limited to the length and conditions of the interim restriction. The Care Team may establish a deadline for the student, or the student's medical provider, to submit documentation related to the interim restriction. If a student's interim restriction is not lifted by the deadline established by the Care Team for the submission of required documentation, the College reserves the right to initiate the administrative withdrawal process. Disciplinary proceedings involving students on interim restrictions will follow the normal established procedures, however, at each step of the proceedings, a student on interim restriction will have scheduling priority.

Students who are restricted on an interim basis may appeal the decision in writing to the Dean of Students or their designee. The appeal can address any of the following:

1. The reliability of the information concerning the student's behavior;
2. Whether the student's behavior poses a danger of causing substantial, serious harm to others, causing property damage or directly impeding the lawful activities of others;
3. Whether the student has completed an evaluation, in accordance with the standards and procedures.

The sole decision of the appeal is to determine whether interim restriction should be continued, modified or removed.

### **Referral for Assessment or Evaluation**

The Care Team or its designee may refer or mandate a student for evaluation by a medical and/or

mental health practitioner if it is believed that a student is behaving in a way which is threatening to others or which significantly interferes with the education or rights of others. Students referred or mandated for evaluation will be so informed in writing. The evaluation will be conducted at the student's expense. A student who fails to complete the evaluation in accordance with these standards and procedures and give permission for the results to be shared with the Care Team may be withdrawn on an interim basis or referred for conduct action or both.

### **Reinstatement**

A student seeking to return to the College after a College-initiated withdrawal must petition the Dean of Students or designee for reinstatement and may not reenter the College or its campus without providing competent evidence that:

- The medical/psychological condition no longer exists; or
- The medical/psychological condition is sufficiently under treatment so as to remove any substantial likelihood of reoccurrence of the situation which caused the medical withdrawal; and
- The student is no longer a direct threat or likely to cause a significant interference to the education or rights of others.

In addition to the information that a student seeking reinstatement submits, the College may require the student, at the student's cost, to undergo a medical or mental health evaluation by a licensed professional of the College's choosing. The student must provide permission for the results of such evaluation to be shared with the Care Team.

## **VI. COMMUNITY STANDARDS FOR SOCIAL CONDUCT**

Responsible citizenship in the Cedar Crest College community requires respect for the dignity and rights of each individual, respect for public and personal property, personal honesty, compliance with all college policies, codes and standards, and compliance with federal and state law. All students are responsible for being familiar with this information and adhering to all college policies and procedures.

### **JURISDICTION**

Community Standards for Social Conduct apply to any behaviors that take place on the campus, at college sponsored events, off-campus, and to actions online when the conduct affects or has the potential to affect a College interest.

A College interest is defined to include, but is not limited to:

1. Any action that constitutes criminal offense as defined by federal, state, or local law. This includes, but is not limited to, single or repeat violations of any local, state, or federal law committed in the municipality where the College is located;
2. Any situation where it appears that the Responding Party may present a danger or threat to the health or safety of others;
3. Any situation that significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder; and/or

4. Any situation that is detrimental to the educational interests of the College.

## DEFINITIONS

1. **Advisor** – Any person who has been asked by the Reporting or Responding Party to attend any part of the Social Conduct process to provide support and assistance directly to them, but not to participate on their behalf.
2. **College** – Refers to Cedar Crest College.
3. **College Official** – Any person employed by Cedar Crest College to perform administrative or professional duties. This includes student workers.
4. **College Property** – Any property owned, leased, or controlled by the College.
5. **Hearing Administrator** – Any college official designated by the College as responsible for administering a Formal Resolution in the Social Conduct process.
6. **May** - The word “may” is used in the permissive sense.
7. **Off-campus** – any property not on College Property.
8. **Preponderance of Evidence** – The standard of proof that applies to the Social Conduct process. It means that it is “more likely than not” or there is a greater than 50 percent chance that a violation has taken place.
9. **Policy** – Refers to any written standard, rule, or regulation of the College.
10. **Reporting Party** – Refers to any person or group that files a report that alleges a student or student group violated the Community Standards for Social Conduct.
11. **Responding Party** – Refers to any student or student group against whom a report alleging violations of the Community Standards for Social Conduct is filed.
12. **Social Conduct** – Refers to the Community Standards for Social Conduct.
13. **Social Conduct Administrator** – Any college official designated by the College as responsible for administering the Social Conduct process.
14. **Student** – Any person who has accepted offer of admission, and/or who is enrolled in courses at the College, either full-time or part-time, on-line or in-person, single or dual enrolled, pursuing undergraduate, graduate, or professional studies, or were enrolled the previous semester and registered for a future semester. Any person who withdrew after allegedly violating any College policy, or who are not officially enrolled for a particular term but who have a continuing relationship with the College are considered students. In addition, persons who are living in College residence halls and apartments, although not enrolled in this institution, are also considered “students” for the purpose of enforcing this code.

15. **Student Group** – Any number of students recognized collectively by the College.

## EXPECTATIONS OF SOCIAL CONDUCT

All members of the Cedar Crest College community are expected to comply with and uphold, as well as to encourage others to comply with, the Community Standards for Social Conduct. Guided by the Honor Code Principles, the Community Standards for Social Conduct and a list of prohibited conduct are below.

### Standard 1: Caring for Others

At Cedar Crest College we create a just and caring environment by striving to behave with equity, considerations of others, and through recognizing and appreciated others' differences.

#### Prohibited Conduct:

- a. **Physical Violence** – Use of physical force against an individual or group.
- b. **Threats of Physical Violence** – Words or actions that would cause an individual or group to reasonably fear for their safety.
- c. **Harassment** - Repeated, persistent, or pervasive actions directed towards specific individual(s) with the intent or effect to harm, or alarm, including attempted or threatened physical contact or repeated or pervasive acts that create the reasonable apprehension of unwanted physical or verbal contact as well as contact through any electronic or digital medium.
- d. **Hazing** - An act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization. The express or implied consent of the victim will not be a defense. Apathy and/or complicity in the presence of hazing are not neutral acts; they are violations of Standard 1.d.
- e. **Recording and/or disseminating images or audio without consent** - Using electronic or other means to make or disseminate a video, audio, or photographic record of any person(s) where there is a reasonable expectation of privacy without the person's consent.
- f. **Stalking** – A course of conduct (i.e., more than one act) directed at a person that would cause a reasonable person to feel or experience fear, intimidation, or emotional distress, or to fear for the safety of a third person. A series of acts that together constitute stalking may be direct actions or may be communicated by a third party, and can include, but are not limited to: threats of harm to self or others; pursuing or following; non-consensual (unwanted) communication by any means; trespassing; and surveillance or other types of observation.
- g. **Weapons/Explosives** - The possession or use of firearms, or weapons of

any other kind (including but not limited to knives, slingshots, metal knuckles, razors, paintball guns, BB guns, and air pistols) is prohibited. The ignition or detonation of anything that could cause damage to persons or property or disruption by fire, smoke, explosion, noxious odors, stain, corrosion or similar means is prohibited. Possession of anything in the nature of fireworks, explosives or chemical explosives is prohibited on any property owned or operated by the College or off campus sponsored events without prior College authorization.

## **Standard 2: Caring for Self**

At Cedar Crest College we believe in self-governance and respecting our health and well-being.

### **Prohibited Conduct:**

- a. **Alcohol** - The unlawful possession, distribution, sale or use of alcoholic beverages are prohibited. Any violation of Cedar Crest College's Alcohol or Drug Use and Controlled Substance policies may result in action under Standard 2.a.
- b. **Drugs** - Illegal possession, use, manufacture, sale, dispensation, or distribution of any controlled substance (including prescription drugs/medication) are prohibited. Medical marijuana and CBD may be included in the prohibited materials in Standard 2.b. Any violation of the College's Alcohol or Drug Use and Controlled Substance Other Drugs policies may result in action under Standard 2.b.
- c. **Paraphernalia** - All equipment, products and materials of any kind that are used to consume illegal drugs or any material prohibited by Standard 2.b. or the College's Alcohol or Drug Use and Controlled Substance policies.

## **Standard 3: Caring for the Community**

At Cedar Crest College we respect the individual ownership of ideas, work, and property.

### **Prohibited Conduct:**

- a. **Acts of Dishonesty** – Furnishing false information to any College Official.
- b. **Disorderly Conduct** - Disrupting or preventing the peaceful or orderly conduct of classes, lectures, meetings, or other College functions, or interfering with the lawful freedom of other persons, including invited speakers, to express their views, or interfering with the performance of the duties of College Official.
- c. **Destruction or Damage** - Destruction, damage, or defacing of personal or College property.
- d. **Failure to Comply** – Failing to comply with a reasonable request or directive of a College Official. This includes, but is not limited to, failure to present a College identification card, failure to keep or attend a required

meeting, failure to leave any College premise when requested by a College Official, failure to complete or comply with a College imposed sanction, and failures to observe College policies.

- e. **Taking of Property** – Taking or attempting to take belongings of another person or entity or possession of stolen property or services.
- f. **Obstruction** - Blocking of the free flow of pedestrians or vehicular traffic on College property or at College sponsored or supervised functions.
- g. **Violation of College Policy** - Violating any College policy including, but not limited to, Computer Use Policy, Fire Policies, and Smoke and Tobacco Free Campus Policy.
- h. **Violation of Law** – Any behavior that violates local, state, or federal law.

### INTERIM RESTRICTIONS

The Dean of Students or designee has the authority to impose interim restrictions on any student when investigating a conduct violation. A student will be restricted to the extent necessary when there is reasonable cause to believe that the student's participation in College activities or presence at specified areas of the campus will lead to, or have the potential to lead to, physical abuse, threats of violence or conduct that threatens the health or safety of any person on College property or at official College functions, or other disruptive activity incompatible with the orderly operation of the campus.

Upon imposition of the interim restriction, the Dean of Students or designee will provide the student with information that applies to the interim restriction, which may include, but is not limited to the length and conditions of the interim restriction, charges against the student and information regarding an administrative hearing. Disciplinary proceedings involving students on interim restriction will follow the normal procedures. However, at each step of the proceedings they will have scheduling priority.

Students who are restricted on an interim basis may appeal the decision to the Dean of Students or designee. The appeal can address any of the following:

1. The reliability of the information concerning the student's behavior;
2. Whether the student's behavior poses a danger of causing substantial, serious harm to others, causing property damage or directly impeding the lawful activities of others;
3. Whether the student has completed an evaluation, in accordance with the standards and procedures.

The sole decision of the appeal is to determine whether interim restriction should be continued, modified or removed.

## NO-CONTACT ORDER

When harassment, discrimination, sexual misconduct or retaliation (as those offenses are defined in the Student Handbook) have been alleged, or when otherwise deemed appropriate under the circumstances, the Dean of Students or designee may issue No Contact Orders to the students involved, whether or not disciplinary action is taken. No Contact Orders may also be issued as an interim restriction while alleged violations of the Community Standards for Social Conduct or Sexual Misconduct are investigated and adjudicated. A No Contact Order is used to restrict encounters and communications between individuals. While a No Contact Order in and of itself does not constitute discipline and will not appear on a student's record, refusal to adhere to the order after written or verbal notification of its terms is prohibited and may result in disciplinary action, including disciplinary suspension or expulsion.

## RIGHTS AND RESPONSIBILITIES

All students and student groups are responsible for knowing and adhering to the expectations outlined in the Community Standards for Social Conduct. All students and student groups have the following rights throughout the Social Conduct process:

### 1. Reporting Party

- a. The reporting party has the right to pursue criminal charges off-campus.
- b. The reporting party has the right to attend the entire portion of the hearing at which information is presented (excluding deliberations) and to question all witnesses. Questions posed by the reporting party to the responding party will be permitted only through the hearing officer.
- c. The reporting party has the right to be accompanied by a College advisor and witnesses during the hearing process.
- d. The reporting party has the right to a confidential advisor during the hearing process. Examples of advisors include, but are not limited to, family members, friends, College staff or faculty and legal counsel.
- e. The reporting party is informed that all hearing officers take an oath of confidentiality.

### 2. Responding Party

- a. The responding party has a right to receive written notification of alleged violations including the right to know the source of any allegation and the specific violation of the Social Code.
- b. The responding party has a right to review available information collected by the College in connection with alleged violation at a time and location established by a Social Conduct Administrator.
- c. The responding party has a right to know any sanctions that may be imposed if found responsible.
- d. The responding party has the right to present their own information.
- e. The responding party has the right to attend the entire portion of the hearing at which information is presented (excluding deliberations) and to question all witnesses. Questions posed by the responding party to the reporting party will be permitted only through the hearing officer.
- f. The responding party has the right to be accompanied by a College advisor and witnesses during the hearing process.

- g. The responding party has the right to a confidential advisor during the hearing process. Examples of advisors include, but are not limited to, family members, friends, College staff or faculty and legal counsel.
- h. The responding party has the right to refrain from providing statements or answering questions concerning alleged violations.
- i. The responding party is informed that all hearing officers take an oath of confidentiality.
- j. The responding party has a right to appeal.

## **PROCESS AND PROCEDURES**

Alleged violations of the Community Standards for Social Conduct should be brought to the attention of the Dean of Students or designee. The Dean of Students or designee will determine if the report alleges behavior that may violate the Community Standards for Social Conduct. If the report has not been dismissed, the Dean of Students or designee will assign a Social Conduct Administrator to investigate the alleged violation(s). In the event the violation(s) involves the Dean of Students or designee, the violation(s) should be brought to the Chief Operating Officer who will assign a Social Conduct Administrator to investigate the alleged violations. Students can bring good faith complaints without fear of retaliation.

## **ROLE OF THE SOCIAL CONDUCT ADMINISTRATOR**

The Social Conduct Administrator has the primary responsibility for administrating the Social Conduct process in a fundamentally fair manner. Responsibilities include:

- 1. To receive and review alleged violations of Social Conduct.
- 2. To offer to meet with the Reporting and Responding Parties to discuss the alleged violations and Social Conduct process.
- 3. To coordinate the investigation of violations of Social Conduct.
- 4. To dismiss or assign charges based on information gathered during investigation.
- 5. To resolve charges through the Informal Resolution process or forward charges to a Hearing Administrator for a Formal Resolution.

## **ROLE OF THE HEARING ADMINISTRATOR**

The Hearing Administrator has the primary responsibility for administrating a Formal Resolution in the Social Conduct process in a fundamentally fair manner. Responsibilities include:

- 1. To receive and review alleged violations of Social Conduct including notes made by the Social Conduct Administrator during their investigation.
- 2. To coordinate the Formal Resolution of violations of Social Conduct.
- 3. To establish if a violation has occurred.
- 4. To assign sanctions if a violation is found to have occurred.
- 5. To forward findings and sanctions to the Director of Residence Life and Community Standards.

## **RESOLUTION PROCESSES**

If the Social Conduct Administrator finds enough information to move forward with the alleged violations, there are two options for the Responding Party to resolve the alleged violations:

1. **Informal Resolution** – The following process will be applied for the information resolution:
  - a. If the Responding Party agrees that a violation(s) has occurred, they may attempt to resolve the violation with the Social Conduct Administrator.
  - b. The Responding Party agrees with the sanctions recommended by the Social Conduct Administrator
    - i. If the Responding Party and Social Conduct Administrator cannot agree on sanctions the case is forwarded to a Hearing Administrator to be resolved through the Formal Resolution process.
  - d. The Responding Party receives the Informal Resolution Agreement, agrees to outcome and waives the right to appeal.
  - e. The case is then resolved.
  
2. **Formal Resolution** - The following process will be applied for the information resolution:
  - a. Responding Party requests that the case be resolved formally or the case is forwarded by the Social Conduct Administrator when an Informal Resolution cannot be agreed upon.
  - b. Responding Party will receive a Hearing Options email and will determine which Hearing Option they would like to resolve their alleged violation.
  - c. Responding Party can accept responsibility and have a Sanction-Only Hearing or ask to have an Administrative Hearing.
  - d. Responding Party is sent a Hearing Notification Letter that notifies them of their hearing date, rights and responsibilities, and Hearing Administrator.
  
- 2a. Sanctions Only-Hearing** - The following process will be applied for a Sanction Only Hearing:
  - a. Responding Party and Hearing Administrator will meet to discuss the incident within ten days of the violation.
  - b. Hearing Administrator will determine appropriate sanctions.
  - c. Responding Party shall be sent an Outcome Letter by the Hearing Administrator within three business days of the initial meeting.
  - d. Responding Party can appeal the sanctions to the Dean of Students (or designee) within three business days of receiving the Hearing Outcome Letter.
  
- 2b. Administrative Hearing** - The following process will be applied for an Administrative Hearing:
  - a. Responding Party and Hearing Administrator meet to discuss the incident within ten days of the violation.
  - b. Hearing Administrator will determine responsibility and determines appropriate sanctions if applicable.
  - c. Responding Party is sent a Hearing Outcome Letter within three business days of the initial meeting by the Hearing Administrator.
  - d. Responding Party can appeal the sanctions to the Dean of Students (or designee) within three business days of receiving the Hearing Outcome Letter.

## SANCTIONS

Cedar Crest College recognizes the role of accountability as an integral component of the educational process. If the Responding Party accepts or is found to be in violation of the Community Standards for Social Conduct through the Information or Formal Resolution processes the Responding Party will be assigned sanction(s). The purposes of imposing sanctions are twofold: one, to protect the College community from behavior that is detrimental to the community and/or the educational mission of the College; and two, to assist students in identifying acceptable parameters and consequences of future behavior. The sanction(s) imposed is/are intended to correspond with the severity or frequency of violations, as well as the student's willingness to recommit to behaviors that fall within the Community Standards for Social Conduct and are consistent with the mission and values of the College. Other factors that may affect the sanctions include, but are not limited to, the following:

1. The nature, severity of, and circumstances surrounding the violation;
2. An individual's disciplinary history;
3. Previous complaints or allegations involving similar conduct;
4. The need for sanctions/responsive actions to bring an end to the actions that were in violation of the Community Standards of Social Conduct;
5. The need for sanctions/responsive actions to prevent the future recurrence of the actions that were in violation of the Code; and
6. The need to remedy the effects of the actions that were in violation of the Community Standards of Social Conduct on the victim and the community.

## SANCTION OPTIONS

1. **Expulsion** - Dismissal from the College without the ability to apply for re-admittance. **NOTE:** Any student expelled for disciplinary reasons must vacate the campus within the period of time noted in the notice of expulsion (typically immediately). The student may not return to campus or College property without prior written permission by the Dean of Students or designee. Failure to comply with this request will constitute criminal trespass. Expulsion shall be noted on the student's transcript. Students should consult the Student Financial Services Policy in this handbook, including the Withdrawal from Course and Withdrawal from College, to understand their financial obligation.
2. **Suspension** - Denial of enrollment, attendance and other privileges at the College for a specified period of time determined in the sole discretion of the College. Permission to apply for re-admission upon termination of the period may be granted with or without conditions/restrictions. Students may be required to complete a period of disciplinary probation upon their return to the College. **NOTE:** Any student suspended for disciplinary reasons must vacate the campus within the period of time noted in the notice of suspension (typically immediately). The student may not return to campus or College property during the term of the suspension without prior written permission by the Dean of Students or designee. Failure to comply with this request will constitute criminal trespass. Students should consult the Student Financial Services Policy in this handbook, including the Withdrawal from Course and Withdrawal from College, to understand their financial obligation.
3. **College Probation** - A period of review and observation during which a student is under an

official notice that subsequent violations of College rules, regulations or policies are likely to result in a more severe sanction including suspension or expulsion from the College. While on College probation, a student may be considered to be “not in good standing” and may face specific limitations on behavior and/or College privileges (see Conditions/Restrictions below).

4. **Conditions/Restrictions** - Limitations upon a student's behavior and/or College privileges for a period of time, or an active obligation to complete a specified activity. This sanction may include, but is not limited to, restricted access to the campus or parts of campus, denial of the right to represent the College in any way, denial of housing or parking privileges, required attendance at a workshop or participation in public service.
5. **Written Warning** - An official reprimand that makes the misconduct a matter of record in College files.
6. **Fines/Restitution** - An order may be issued to make restitution or to pay a fine when a student has engaged in conduct including but not limited to: the damage or destruction of property, the theft or misappropriation of property, fraudulent behavior, violations of the alcohol and/or drug policies or violations of the fire safety policies. Such property may belong to an individual, group or the College. Restitution may be in the form of payment, service or other special activities designated by the hearing authority. Additional fines may be assessed as a punitive measure.
7. **Withholding Diploma** - The College may withhold a student’s diploma for a specified period of time and/or deny a student participation in commencement activities if the student has a complaint pending or as a sanction if the student is found responsible for an alleged violation.
8. **Revocation of Degree** - The College reserves the right to revoke a degree awarded from the College for fraud, misrepresentation or other violation of College policies, procedures or directives in obtaining the degree or for other serious violations committed by a student prior to graduation.
9. **Other Sanctions** - The College reserves the right to impose other sanctions as necessary to remain consistent with the mission and vision of the College. These may include, but are not limited to, research projects, drug/alcohol classes or testing, proof of employment or attendance at classes, etc.

## **RESIDENCE LIFE SPECIFIC SANCTIONS**

1. **Permanent Housing Removal** - Immediate removal from College housing with no ability to return. **NOTE:** Any student permanently removed from College housing for disciplinary reasons must vacate the hall within the period of time noted in the notice of removal (typically immediately). The student may not return to any residence hall without prior written permission by the Director of Housing and Residence Life. Failure to comply with this request will constitute criminal trespass. Additionally, anyone removed from housing for disciplinary reasons remains subject to the termination clause of the housing contract, including payment of any fees or penalties.

2. **Temporary Housing Removal** - Immediate removal from College housing for a set period of time with an ability to reapply to return to College housing. **NOTE:** Any student removed from College housing for disciplinary reasons must vacate the hall within the period of time noted in the notice of removal (typically immediately). The student may not return to any residence hall without prior written permission by the Director of Housing and Residence Life. Failure to comply with this request will constitute criminal trespass. Additionally, anyone removed from housing for disciplinary reasons remains subject to the termination clause of the housing contract, including payment of any fees or penalties.
3. **Deferred Loss of Housing** - A period of review and observation during which a student is under an official notice that subsequent violations of College rules, regulations, or policies are likely to result in a temporary or permanent removal from housing.
4. **Housing Relocation** - Immediate removal from a specific hall within College housing and reassignment to another hall. **NOTE:** Any student removed from any specific hall within College housing for disciplinary reasons must vacate that hall within the period of time noted in the notice of relocation (typically immediately). The student may not return to the residence hall from which the student was removed without prior written permission by the Director of Housing and Residence Life. Failure to comply with this request may constitute criminal trespass and will result in more severe disciplinary action.

## NOTIFICATION OF FINDINGS AND SANCTIONS

Findings, sanctions, and other records related to the Community Standards of Social Conduct process are part of the educational record of the Reporting Party and may be protected from release under the Family Educational Rights and Privacy Act (FERPA), a federal law. The College may release Social Conduct information without the Responding Party's consent under the following circumstances:

1. The College observes the legal exceptions to FERPA, which include the authority for the College to release publicly the student's name, violation committed, and any sanction-imposed if the violation is a "crime of violence" (arson, burglary, robbery, criminal homicide, assault, destruction/damage/vandalism of property, and kidnapping/abduction).
2. The College shall release to the Reporting Party the Responding Party's name and the nature of the policy violation that related to a crime of violence as described above regardless of the outcome.
3. When students under the age of 21 are found responsible for violating alcoholic beverage and/or controlled substance laws or policies, the College may notify their parent or guardian of such violations if the student is under the age of 21 at the time of the notification, in accordance with FERPA.

## APPEALS

The Responding Party has the right to one (1) appeal of the determination made during the Formal Resolution process. The appeal shall be made in writing to the Dean of Students (or designee) within three (3) business days from receipt of the decision letter, on any of the following grounds:

1. A procedural error or omission occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.).
2. To consider new evidence, unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included.
  - a) **Note:** When a party fails and/or refuses to provide a statement during an investigation, and subsequent to the hearing decides to provide a statement, it will not be considered “new evidence” for the purposes of this ground. Additionally, subsequent findings of a criminal or civil court (e.g., dismissals, plea bargains, settlements) will not alone constitute sufficient grounds for appeal, but may be considered if new evidence was the grounds for said finding.

A written determination of the appeal will be provided to both parties within five (5) business days of the date that the appeal is received.

There are two possible outcomes:

1. The appeal will be denied.
2. The appeal will be forwarded to a new Hearing Administrator to hear the case.

## MISCELLANEOUS

1. **Written Notices** – All written notices (allegations, charges, Informal Resolution Agreement, Formal Resolution Outcome Letter, etc.) sent to a Responding Party will come to their official Cedar Crest College mail address or personally delivered to a student.
2. **Transcript Notations** – Students who are expelled from the College shall have the notice of “Expulsion” and the effective date of the expulsion on their transcript. Students who are suspended from the College shall have the notice of “Suspension” placed on their transcript for the period of time they are suspended from the College.
3. **Maintenance of Social Conduct Records** - All Social Conduct records are maintained in an electronic database for a minimum of seven (7) years, in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. If an individual receives additional sanctions during the seven-year period, records of all violations will be retained until there is a period of seven years following the most recent incident. If an individual is suspended or expelled, complete records of the proceedings and all pertinent documents, including records of previous lesser sanctions, shall be maintained permanently.

## VII. CEDAR CREST COLLEGE SEXUAL MISCONDUCT POLICY

### OVERVIEW

Cedar Crest College is committed to ensuring that all members of the college community have a learning and working environment that is free from sexual misconduct. Sexual misconduct includes sexual harassment, sexual assault, sexual exploitation, intimate partner violence and stalking that is sex or gender based. Cedar Crest College considers all forms of sexual misconduct to be serious offenses that are not tolerated within the College or any community. Cedar Crest College expects all

members of the College community to share in the responsibility for ensuring that the Cedar Crest College environment is free from any form of abuse, violence or verbal or physical intimidation.

Cedar Crest College promotes and encourages prompt reporting and resolution of all sexual misconduct reports. Allegations of sexual misconduct may be reported anonymously, unless the individual reporting is a mandated reporter. Retaliation in any form (e.g., intimidation, threats or harassment) against anyone who makes a complaint of sexual misconduct in good faith, or any third party cooperating with the investigation of such an act is strictly prohibited by law and Cedar Crest College policy and may result in disciplinary action.

Survivors are encouraged to seek medical attention and utilize support resources available on campus and through local and national agencies. Assistance is available twenty-four hours a day as outlined in the “Services, Education, and Prevention Programs” section below.

Cedar Crest College does not discriminate on the basis of race, color, religion, gender, gender identity, gender expression, sex, national origin, age, disability, sexual orientation, family status or any other characteristics protected from discrimination under law or Cedar Crest College policy.

If you have any questions regarding this Policy or Title IX generally, you may contact Cedar Crest College’s Title IX Coordinator, Lisa Garbacik, by phone at 610-606- 4666 ext. 3584, in person at Blaney 104 or by e-mail at [titleix@cedarcrest.edu](mailto:titleix@cedarcrest.edu) .

## **POLICY**

It is the policy of Cedar Crest College that any act(s) of sexual misconduct violate(s) the standards of conduct required of members of the college community. As such, sexual misconduct is prohibited without exception.

## **DEFINITIONS**

The law provides for various violent and/or non-consensual sexual acts that constitute criminal acts. Commission of any act deemed a crime by state or federal law is a violation of the College’s policies. Additionally, the College has defined categories of sexual misconduct, as stated below, for which action under this policy will be imposed. To fall within the jurisdiction of Title IX, and this policy, the alleged Title IX prohibited conduct must have taken place in a College program or activity, and against a person in the United States at the time the conduct occurred. A College program or activity includes locations, events, or circumstances over which the College exercises substantial control over both the respondent and the context in which the Title IX prohibited conduct occurs, and also includes any building owned or controlled by a student organization that is officially recognized by the College. Both study-abroad programs and off-campus locations that are not within a College program or activity and are not covered by the Title IX regulations.

## **CONSENT**

**Consent** is knowing, voluntary and expressed permission to engage in mutually agreed upon sexual activity. Consent can be given by words or actions as long as they establish mutually understandable clear permission regarding the willingness to engage (and the conditions of) sexual activity. Since individuals may experience the same interaction in different ways, it is the responsibility of each party to make certain that the other has consented before engaging in the activity. Consent is active, not passive, and can never be assumed.

A person cannot consent if the person is unable to understand what is happening or is disoriented, helpless, asleep or unconscious for any reason, including due to alcohol or other drugs. An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has acted without consent. It is not an excuse that the individual responding party was intoxicated and, therefore, did not realize the incapacity of the other party.

**Incapacitation** is defined as a state where someone cannot make rational, reasonable decisions because they lack capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of the sexual interaction). Incapacitation may result from physical or mental conditions, including mental disability, sleep, involuntary physical restraint, from the consumption of alcohol and/or other drugs and may, but not always, manifest as unconsciousness or a state of blackout.

Consent cannot be given by an individual who has been coerced, including being compelled by force, threat of force, or deception. Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Coercion is unreasonable pressure for sexual activity.

Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). Previous relationships or prior consent to a sexual act does not imply consent to future sexual acts, including “blanket” consent (i.e. permission in advance for any/all actions at a later time/place).

The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred and any similar previous patterns. Silence or the absence of resistance alone is not consent. A person can withdraw consent at any time during sexual activity by expressing in words or actions that the act should no longer continue and, if that happens, the other person must stop immediately.

Sexual contact by an adult with a person who is of an age that they cannot legally consent to sexual activity in the State of Pennsylvania will be considered a violation of this policy. According to Pennsylvania law, a person under the age of 13 years cannot consent to sexual activity. Individuals between the ages of 13 and 15 can only consent to sexual activity with a person within a four-year age range.

## **SEXUAL HARASSMENT**

Sexual Harassment is form of sexual misconduct which is prohibited under Title VII in employment and under Title IX in education. Sexual harassment is unwelcome, sexual or gender-based verbal, written, visual, online and/or physical conduct and can occur in two forms: quid pro quo (power differential) and hostile environment.

**Quid pro quo** sexual harassment exists when there are unwelcome sexual advances, requests for sexual favors, and other verbal, written, visual, online and/or physical conduct of a sexual nature AND when submission to such conduct is made, explicitly or implicitly, a term or condition of a community member’s employment, education, or other participation in the community OR when submission or rejection of such conduct is used as the basis for decisions affecting employment, education or other participation in the community.

**Hostile Environment** sexual harassment exists with unwelcome sexual or gender-based verbal, written, visual, online and/or physical conduct is sufficiently severe and pervasive and objectively offensive that it has the effect of unreasonably interfering with, denying or limiting employment opportunities or the ability to participate in or benefit from the College's educational, social and/or residential programs and activities.

It is not possible to list all circumstances that may constitute sexual harassment, however, the following are examples of conduct that, if unwelcome, may constitute harassment, depending on the totality of the circumstances

- Unwelcome sexual advances or propositions (regardless of whether they involve physical touching)
- Explicitly or implicitly conditioning any terms of employment or education (e.g. continued employment, wages, evaluation, advancement, assignments, grades, participation in events) on provisions of sexual favors)
- Inquiries into another's sexual experience, discussions of one's sexual activities, comments on an individual's body or about an individual's sexual activity, deficiencies or prowess
- Sexual innuendo, sexually suggestive comments or use of sexually explicit or vulgar language
- Sexually oriented teasing or practical jokes or humor about gender specific traits
- Suggestive body language or gestures
- Display or transmission of sexually suggestive objects, pictures, posters, illustrations, or other printed or visual material
- Leering, whistling, or physical contact such as unwelcome touching, patting, pinching, or brushing against another's body
- Continued requests to socialize, on or off duty, on or off campus, when a community member has indicated rejection or lack of interest
- Continued writing/sending of sexually suggestive messages when it is known or should be known to be unwelcome
- Derogatory or provocative remarks relating to an employee's sex, sexual orientation, gender, or gender identity

The College prohibits relationships, whether consensual or nonconsensual, between individuals where there is a power differential and the possibility of favoritism or abuse exists or where one of the individuals is in a position to make decisions that may affect the career or academic experience of the other. Should such a relationship develop, the individuals involved are required to disclose the relationship to the Title IX Coordinator so that any real or perceived inequities, favoritism or other such power differential can be addressed and minimized or eliminated.

## **SEXUAL ASSAULT**

Sexual assault is a form of sexual violence and includes non-consensual sexual contact and non-consensual sexual penetration.

**Non-consensual sexual contact** is any intentional sexual touching, however slight, with any body part or object, by any individual upon another, that is without consent and/or by force, including physical violence, threats, intimidation or coercion. Sexual contact includes any intentional contact with the breasts, groin, genitals or buttocks or making another touch you with or on any of these body parts. Sexual contact also includes any other bodily contact in a sexual manner.

**Non-consensual sexual penetration** is any sexual penetration however slight, with any body part or object, by any individual upon another, that is without consent and/or by force, including physical violence, threats, intimidation or coercion. Sexual penetration includes vaginal or anal penetration by a penis, tongue, finger or object, or oral copulation by mouth to genital contact or genital to mouth contact, no matter how slight the penetration or contact.

### **SEXUAL EXPLOITATION**

Sexual Exploitation occurs when a person takes non-consensual or abusive sexual advantage of another in a way that does not constitute one of the other sexual violence definitions in this policy. Examples of sexual exploitation include, but are not limited to:

- Exposing one's genitals in non-consensual circumstances or inducing another to expose their genitals
- Engaging in sexual voyeurism such as watching a person undressing, using the bathroom, or engaged in sexual acts without the consent of the person being observed.
- Permitting others to observe you engaging in an act of consensual sex without the consent of all involved parties
- Taking pictures or video or audio recordings of a sexual nature without the consent of all involved
- Disseminating pictures, video, or audio recordings of a sexual nature without the consent of all involved parties
- Knowingly exposing another to pornography without their consent
- Possession, use, and/or distribution of alcohol or other drugs for the purpose of engaging in or facilitating any act of sexual violence
- Knowingly engaging in sexual activity with another while knowingly infected with a sexually transmitted infection (STI) without informing the other person in advance of the sexual activity
- Prostituting another individual

### **INTIMATE PARTNER VIOLENCE**

Intimate partner violence is any instance of violence or abuse (verbal, physical or psychological) that occurs between those who are in or have been in an intimate relationship with each other. Intimate partner violence includes dating violence and domestic violence. To categorize an incident as domestic violence, the relationship between the Respondent and the Complainant must be more than just two people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship.

### **STALKING**

Stalking is repetitive acts and/or communications targeted at an individual that would cause a reasonable person to fear for their safety or the safety of others, or to experience substantial emotional distress. Stalking may include, but is not limited to, repeatedly following, harassing, threatening, or intimidating another by phone, mail, electronic communication, or any other action, device or method. Stalking that is gender-based is included in the protections in this policy.

## REPORTING OPTIONS and RESPONSIBILITIES

Any individual who has information about an alleged violation of this policy is encouraged to report that information to any or all of the resources listed in this section. Any person may report Title IX prohibited conduct, whether or not the individual reporting is the person alleged to have experienced the conduct. Individuals are encouraged to make a report soon after the incident in question in order to maximize the College's ability to investigate and reach a finding. Offenses to be reported include those allegedly committed by students, faculty, staff, other members of the College community, or non-members. Individuals of any gender identity may report sex or gender-based offenses.

Reporting, for the purpose of this policy, is simply the act of disclosing information to someone. Reporting is the first step in accessing resources and support services and exploring the various options for resolution described in this policy. All reports will be met with the highest possible degree of respect and privacy for all involved parties.

Depending on how a report is made, the person or office receiving the report may have an obligation to inform the Title IX Coordinator, whose purpose is to conduct an initial assessment of the report and to ensure the well-being of the survivor and the campus community. Reporting parties will, as much as possible, retain the right to determine if and when certain resolution options are implemented. If on the face of the initial report, the Title IX Coordinator determines that the conduct alleged does not fall within the scope of Title IX, the Title IX Coordinator may also inform the Complainant that the matter may be referred to another College process. Supportive measures, however, will be offered regardless of whether the matter is investigated.

Reports, including anonymous reports, can be made directly to the Title IX Coordinator online at any time using the Title IX Reporting Form. If known, reports should include as much detail as possible about the date, time, location, and nature of the incident or behavior. Under the Clery Act, the Title IX Coordinator is considered a Campus Security Authority (CSA) and has an obligation to report statistical information about sexual assault, intimate partner violence, and stalking to campus law enforcement for inclusion in the daily crime log and Annual Security Report for the safety of our campus community. When the reported incident constitutes a serious or ongoing threat to the campus community, campus law enforcement may be required to issue a Timely Warning Notice warning of potential danger. No personally identifiable information is reported or utilized for these purposes.

In addition to the anonymous online reporting form, [https://cm.maxient.com/reportingform.php?CedarCrestCollege&layout\\_id=7](https://cm.maxient.com/reportingform.php?CedarCrestCollege&layout_id=7), reports may also be made directly to the Title IX Coordinator in person, by phone, or by email:

Lisa Garbacik  
Blaney Hall, Room 104  
610-606-4666 x 3584  
[titleIX@cedarcrest.edu](mailto:titleIX@cedarcrest.edu)

The Title IX Coordinator will ask for the following information, if known: Name of Complainant; Complainant's role, if any, within the College (student, faculty, staff, alumni, other); Name of Respondent; Respondent's role within the College (student, faculty, staff, other); Date of the

incident; Location of the incident; Time of the incident; Nature of the conduct; Date of previous report (if any); To whom any previous report was made (if any).  
Title IX personnel shall be free from bias or conflict.

### **CONFIDENTIAL RESOURCES**

Confidential resources are able to receive disclosures without an obligation to tell anyone. Only one specific group of campus professionals are licensed as confidential resources.

Confidential campus resources include:  
Health and Counseling Services (610)606-4640

Additional confidential local, state, and national resources can be found on the College's Title IX Support Resources web site.

### **RESPONSIBLE EMPLOYEES**

All faculty and staff at the College, including resident advisors, coaches, and campus police officers are considered responsible employees with an obligation to report disclosures of sexual violence, including sexual harassment and sex or gender-based discrimination to the Title IX Coordinator. Responsible employees can report in person, by email, or by using the Title IX Reporting Form and may face disciplinary consequences for failing to report. Responsible employees who personally experience sexual violence or discrimination are not obligated to report these experiences, but are encouraged to do so in order to permit the College to conduct an investigation into such issues.

### **OFFICIALS WITH AUTHORITY (OWAs)**

Officials with Authority (OWA's) are those individuals on campus who have the authority to institute corrective measures. This includes the Title IX Coordinator, Deputy Title IX Coordinators, Dean of Students, Assistant Dean of Students, Provost, President, Chief Financial Officer/Chief Operating Officer, Director of Residence Life, Vice President for Student Success and Engagement, Chief of Campus Police and the Director of Athletics. A report made to any such individual constitutes actual knowledge of any such allegations.

### **FAMILY AND EMERGENCY NOTIFICATION**

Reporting parties are strongly encouraged to share information with their families so that they may provide support and comfort during this process. This policy stops short of requiring parental notification when students are 18 years of age or older in order to create a more supportive environment for reporting offenses of this nature. If an individual is so seriously injured that they are physically unable to make this decision, an administrator may contact a parent, guardian and/or emergency contact person.

### **AMNESTY**

Cedar Crest College strongly encourages a culture of reporting sexual violence. The College recognizes that students who have been drinking and/or using drugs surrounding an incident of sexual violence may be hesitant to report due to fear of potential consequences for their own conduct. Therefore, reporting parties and witnesses acting in good faith are offered amnesty and will not be subject to sanctioning under the College's code of conduct for alcohol and/or drug use revealed in the reporting or investigative processes. Amnesty for other minor policy violations may be granted at the discretion of applicable leadership, such as in Student Affairs.

## **RETALIATION**

It is a violation of policy to retaliate against any person making a complaint of sexual misconduct or against any person cooperating in the investigation of an allegation of sexual misconduct. For this policy, retaliation includes intimidation, threats, coercion, or discrimination against any individual for the purpose of interfering with any right or privilege provided by Title IX or because the individual has made a report or complaint, testified, assisted or participated or refused to participate in any manner in an investigation, proceeding or hearing. Incidents of retaliation should be reported immediately to the Title IX Coordinator and may result in disciplinary action outside of and independent of any sanction or interim measures imposed in response to the original allegation. Charging an individual with a disciplinary violation for making a materially false statement in bad faith in the course of an investigation does not constitute retaliation.

A determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

## **FALSE ALLEGATIONS or INFORMATION**

It is a violation of this policy to make intentionally or deliberately false allegations, in addition to providing deliberately false, distorted, or misrepresented information in the Title IX process. False allegations may result in disciplinary action outside of and independent of any sanction or interim measures imposed in response to the original allegation.

## **RIGHTS OF REPORTING PARTY (Complainant) AND RESPONDING PARTY (Respondent)**

The rights outlined in this policy apply equitably to parties involved in a campus Title IX process. The responding party (or respondent) is the individual alleged to have violated the Sexual Misconduct Policy. The reporting party (or complainant) is the individual directly impacted by the responding party's alleged violation. When an alleged violation of this policy is reported to the Title IX Coordinator, an initial assessment will be conducted by the Coordinator or a designee to determine jurisdiction, potential threats, emergency removal, timely warnings, and to assess the reporting party's willingness to participate in the process. This typically includes a conversation with the reporting party to gather information and ensure they are aware of support resources and measures and resolution options.

### **RIGHTS OF THE REPORTING PARTY (Complainant)**

- To access campus and local support services, including medical attention
- To have every effort made to provide privacy and confidentiality throughout the process to the extent possible.
- To have every effort made to provide freedom from intimidation or harassment.
- To request a change of academic or living situation, transportation or working situations, while proceedings take place.
- To make up any academic work missed as a result of participation in the Title IX process.
- To request a "no contact" notice with the other individual(s) involved while proceedings take place.
- To remain present during any conduct proceedings where information is being presented.
- To have an advisor of choice present for investigative and disciplinary proceedings and who may participate in cross examination during the hearing process. A party may not directly cross-examine another party.

- To have an advisor ask questions of the reporting party and any witnesses during the investigative process.
- To be protected against evidence of past sexual history (not involving claims of assault) during the process except to the extent permitted by College conduct process or by law.
- To be informed in writing of the outcome of the hearing.
- To request an appeal of the outcome and to be notified of any changes to the final outcome as a result of the appeal.
- The right to request a reasonable accommodation due to a disability during the complaint, investigative, hearing, or appeal process. Such requests will be reviewed in accordance with College policies and procedures.

### **RIGHTS of RESPONDING PARTY (Respondent)**

- To access campus and local support services, including medical attention
- To have every effort made to provide privacy and confidentiality throughout the process to the extent possible.
- To have every effort made to provide freedom from intimidation or harassment.
- To request a change of academic or living situation, transportation or working situations, while proceedings take place.
- To make up any academic work missed as a result of participation in the Title IX process.
- To request a "no contact" notice with the other individual(s) involved while proceedings take place.
- To remain present during any conduct proceedings where information is being presented.
- To have an advisor of choice present for investigative and disciplinary proceedings and who may participate in cross examination during the hearing process. A party may not directly cross-examine another party.
- To have an advisor ask questions of the reporting party and any witnesses during the investigative process.
- To be protected against evidence of past sexual history (not involving claims of assault) during the process except to the extent permitted by College conduct process or by law.
- To be informed in writing of the outcome of the hearing.
- To request an appeal of the outcome and to be notified of any changes to the final outcome as a result of the appeal.
- The right to request a reasonable accommodation due to a disability during the complaint, investigative, hearing, or appeal process. Such requests will be reviewed in accordance with College policies and procedures.

### **SUPPORTIVE MEASURES**

Supportive measures are designed to restore or preserve equal access to College programs or activities without unreasonably burdening the other party, including measures designed to protect the safety of all parties, the educational and working environment and to deter sexual harassment. Supportive measures are designed to be non-disciplinary, non-punitive individualized services as appropriate and are reasonably available to the reporting party and the responding party whether or not a formal complaint is filed.

The Title IX Coordinator or designee works with the reporting party to arrange appropriate measures to ensure the safety and well-being of the members of the College community and to preserve the safety of College property, to ensure the reporting party's own physical or emotional safety and well-being, to ensure normal operation of the College if the responding party poses a

threat of disruption, and to preserve the integrity of the Title IX process. Supportive measures are available with or without filing a formal complaint and can be requested, considered, and implemented at any point.

The Title IX Coordinator will maintain privacy to the degree possible while working with other campus resources to provide these measures. The specific measures that may be implemented will vary based on the circumstances of the situation, but may include:

- Referral to counseling, medical and/or other health services
- Referral to Employee Assistance Program (EAP)
- Safety resources or planning
- Academic support, extensions of deadlines or other related adjustments
- Change in work or class schedule
- Change of supervisor
- Consideration of leave or withdrawal requests
- Timely Warnings
- No Contact limitations or orders

In addition to No Contact notices, interim actions such as holds on transcripts, degrees, or references, and/or suspension from classes, employment or campus facilities, may be applied to the responding party to protect the campus community pending the outcome of an investigation. Any measures put in place will be regularly re-evaluated to determine the necessity of their continued implementation. Parties may specifically request an interim action be amended or removed at any time by submitting a written request to the Title IX Coordinator, whose decision in the matter will be final.

## **CONFIDENTIALITY**

If the reporting party does not wish to pursue a formal process and/or requests that the complaint remain confidential, the College will attempt to honor this request. In such cases, the College may still take steps to limit the effects of the alleged behavior and prevent its recurrence. The reporting party will be informed, however, that the College's ability to take action may be limited. The reporting party will also be informed that an investigation can be requested in the future but that information may be more difficult to acquire as times passes.

There are circumstances under which the College will not be able to fully honor the request of the reporting party. Factors impacting this decision include past reports or records of similar behavior by the responding party, a determination that there is a perceived threat of harm to the community or any of its members, or legal requirements the College must follow. A reporting party will be informed if a decision is made to proceed with an investigation that may compromise the confidentiality of their identity or go against their preferences for resolution.

## **CRIMINAL INVESTIGATION**

The reporting party may choose to pursue a criminal investigation through local law enforcement before, after, concurrently, or independently of the other resolution options described in this policy. Cedar Crest College Campus Police can be contacted at 610-437-4471 or by dialing "0" from any campus phone to assist in facilitating this process. It should be noted that when a reporting party initiates both the criminal and internal processes, it may impact the timing of College internal processes to allow for concurrent law enforcement activity. The College will typically not wait for the criminal process to fully resolve.

## **INITIAL ASSESSMENT**

Upon receipt of a complaint of sexual misconduct, the Title IX Coordinator or designee will conduct a brief initial assessment to determine:

- jurisdiction,
- health or safety threats
- emergency removal,
- if the behavior meets the definition of sexual harassment, sexual assault, intimate partner violence or stalking,
- if the behavior occurred within the College's programs or activities,
- the reporting party's willingness to participate
- other critical issues

The initial assessment will determine if a formal investigation will be initiated. If the report is determined to fall outside the jurisdiction of this policy, the complaint may be referred to other policies or processes.

In addition, when the College does not have jurisdiction over the responding party, the Title IX Coordinator may be able to assist by connecting the reporting party with additional resolution options that, depending on the situation, may include either a Title IX process at the responding party's institution (K-12 or college) or human resources process at the responding party's place of employment, if applicable.

When the College has jurisdiction over the responding party, administrative action may be taken directly through the College to resolve the complaint.

## **FORMAL INVESTIGATION**

A formal complaint must be signed by a Complainant or the Title IX Coordinator to start the investigative process. The College will send written notice to both parties (complainant and respondent) upon receipt of a formal complaint. When a formal investigation is initiated, the College aims to resolve investigations in a thorough, equitable and timely manner, typically within a semester, unless good cause exists to extend this timeline. This includes, but is not limited to the absence of parties and/or witnesses or accommodations for language assistance, disabilities, or health conditions. Incidents of sexual misconduct are typically investigated by the Title IX office and then forwarded for resolution to either Student Affairs (for responding parties that are students) or Human Resources (for responding parties that are employees). Regardless of which process is used, the rights of the parties outlined in this policy will apply.

Upon initiation of a formal investigation, the Title IX Coordinator will assign an investigator(s) who will contact the reporting party for an interview to initiate the investigation. The Title IX Coordinator will provide written notice to reporting and responding parties to allow for them to prepare for an interview and identify an advisor. Notification of Allegations and Interview will include:

- the identity of the parties involved
- the sections of the policy alleged to have been violated

- the misconduct being alleged and that is considered sexual harassment, discrimination or retaliation
- the date and location of the alleged incident(s),
- the responding party is presumed to be “not responsible” for the alleged conduct until a determination is made according to the appeal/grievance process
- the parties may have an advisor of their choice who may be an attorney
- and a reminder of the expectation of truthfulness in the process
- a summary of the procedures and possible outcomes as outlined in this policy
- the date, time, location and participants of any investigative interview or meeting.

The investigator(s) will meet separately with the reporting and responding parties, as well as any relevant witnesses identified by either party or otherwise determined by the College to have information pertinent to the investigation. As part of the interview process, the reporting and responding parties will have the ability to provide any relevant evidence to the investigators. At the conclusion of each interview, the parties will have an opportunity to inspect and review the evidence obtained during the investigation that is directly related to the allegations and to review their statements for accuracy, as well as to propose questions to be asked of each other and any witnesses.

Following this process, a written report that summarizes the investigation (including summaries of all interviews and relevant evidence collected during the investigation) will be shared with the reporting and responding parties, who will have the opportunity to review and respond in writing (typically ten calendar days) to any perceived factual errors or omissions and to disclose any information that was not previously known or available. The Title IX Coordinator or designee will determine if any additional investigation needs to be done and this process will repeat as necessary.

Should it become clear, at any point during the investigation, that sufficient evidence does not exist to allege a potential violation of policy, the Title IX Coordinator or designee may end the process and inform the parties of the decision. It should be noted that insufficient evidence is not the same as a false claim and can result from a number of factors, including but not limited to the inability to obtain, corroborate, or verify evidence. Additionally, should a good-faith counterclaim (e.g. allegation by the responding party against the reporting party for the same or different behavior) be initiated, the Title IX Coordinator reserves the right to determine how the counterclaim is investigated. This may mean that the counterclaim is investigated after the resolution of the original allegation or concurrently, through the same investigation. Counterclaims not made in good faith may be considered retaliation under this policy.

## **HEARING PROCESS**

Once the investigation is deemed complete, the Title IX Coordinator or designee will forward the investigative report to the appropriate decision-making body (based on status of responding party) in preparation for a “live” hearing (in person or through the use of technology) at least ten (10) days prior to the hearing, unless all parties agree to waive this provision. All parties will be provided with notice of the date, time, location, participants, procedures, possible sanctions and purpose of the hearing, after the conclusion of the investigation, unless such time period would need to be extended due to reasonable cause for delay. At the request of either party, the recipient must provide for the entire live hearing (including cross-examination) to occur with the parties located in separate rooms with technology enabling the parties to see and hear each other.

Hearings will be transcribed or recorded through audio or audiovisual means, and the College will make the transcript or recording available to the parties for inspection and review upon request.

**Advisors:** At the hearing, each party may have an advisor who presents questions to be asked of the other party and any witnesses relevant as well as follow up questions (cross examination). Such cross-examination at the live hearing must be conducted directly, orally, and in real time by the party's advisor of choice and never by a party personally. This is the only part of the hearing that an advisor may actively participate. If a party does not have an advisor, the College will provide one, at no cost, to ask question on the party's behalf. The decision-making body will determine the relevance of questions and if they should be excluded. If a party or witness chooses not to submit to questioning/cross examination, the decision maker may consider statements made by the parties and witnesses during the investigation, or emails or text exchanges between the parties leading up to the alleged sexual misconduct. A decision maker may also consider police reports, Sexual Assault Nurse Examiner (SANE) documents, medical reports or other relevant documents when determining responsibility. Only relevant cross- examination and other questions may be asked of a party or witness. Before a complainant, respondent, or witness answers a cross-examination or other question, the decision-maker must first determine whether the question is relevant and explain to the party's advisor asking cross- examination questions any decision to exclude a question as not relevant.

**Standard of Proof:** The "preponderance of evidence" standard, whether the conduct "more likely than not" occurred, will be used in making determinations of responsibility.

**Determination:** The decision maker will provide a written determination of responsibility to the parties at the same time, including specific information about the rationale supporting the decision(s). The written documentation will include: the section of the policy that was violated, a description of the procedural steps used, finding of fact that support the determination, conclusions, a statement of and rationale for, the determination and disciplinary sanctions imposed and the procedures for appeal.

#### **APPEALS:**

Parties may appeal a determination on the following basis:

- a procedural error that impacted the outcome
- new evidence that was not reasonably available at the time of the determination was made that could impact the outcome
- a conflict of interest or bias for or against the reporting or responding party that affected the outcome.

Appeals must be submitted in writing to the Title IX Coordinator within 10 calendar days of the determination, with extensions permitted for reasonable cause. Each party will be provided with written notification of the appeal and will have five calendar days to submit a written statement in support of or challenging the outcome. Student appeals will be reviewed and evaluated by the Dean of Students and employee appeals will be heard by the Chief Financial Officer/Chief Operating Officer. Appeals decision-makers may remand the matter back to investigator or hearing decision maker for reconsideration. A written decision of the outcome of the appeal will be provided to the parties at the same time, with the rationale for the determination.

When violations of other College policies allegedly occurred in conjunction with sexual misconduct violations, the procedures in this policy may be used to address those behaviors as well.

The College's investigation, hearing and resolution process are private proceedings. All persons present at any time during the process are expected to maintain privacy in accordance with this policy. While there is an expectation of privacy around what is disclosed in interviews, written in the investigative report, and decided in the resolution process, the parties do have discretion to share their own experiences with others should they choose to do so.

### **SANCTIONS and REMEDIES**

If a responding party (respondent) has been found responsible for violating this policy, an appropriate set of outcomes will be determined. Sanctions or remedies will only be implemented when the appeals time frame has expired or the process has completed, unless there is ongoing risk or threat to the campus community. The following factors may be considered when determining outcomes:

- The nature, severity, and circumstances surrounding the violation
- The respondent's disciplinary history
- The need to bring an end to the reported behavior
- The need to prevent the future recurrence of the reported behavior
- The need to remedy the effects of the reported behavior on the reporting party and the college community

For student respondents, guidelines have been created to indicate when violations are likely to result in suspension or expulsion from the College. Students who are not dismissed from the College will receive developmental and/or restrictive sanctions intended to respond to the needs of the parties and the situation. Students who are suspended may also be given additional sanctions that must be completed prior to and/or after their return to the College.

For College employees (faculty and staff), disciplinary action and processes are outlined in the applicable handbook, faculty or staff.

Supportive measures that were implemented earlier in the process may be revised and/or extended at this stage of the process. Based on the outcome, additional measures may be implemented at the discretion of the Title IX Coordinator. Examples of additional remedies or measures are:

- Training and education on issues related to sexual misconduct
- Increased security measures in designated areas
- Updates to policy or procedures

### **INFORMAL RESOLUTION**

In some situations, parties may agree to resolve a report informally rather than through the formal investigation and resolution process described above. Informal resolution may include mediation, restorative practices, or other measures that result in mutually agreed upon outcomes, including but not limited to those items listed as interim measures above. Informal resolution may be pursued at any point in the process prior to a determination of responsibility being made.

Informal resolution is available provided:

- a formal complaint has been filed
- the parties voluntarily agree in writing to participate

In the informal resolution process, each party will be provided with written notice of:

- the reported misconduct/allegations

- the requirements of the informal resolution process
- the rights of parties to withdraw from the process
- the consequences resulting from participating in the process, including possible sanctions and record retention
- whether the resolution is binding.

Informal resolution may be applicable where the responding party accepts responsibility and sanctions early, withdraws or resigns, or it is determined that a remedies only response is equitable to the parties.

Informal resolution may not be used to resolve allegations where an employee (faculty or staff) sexually harassed a student.

Decisions about the process or which resolutions may be most appropriate will be made in consultation with the Title IX Coordinator.

## **ENFORCEMENT OF TITLE IX**

Any concerns regarding the application of Title IX law should be directed to:

U.S. Department of Education  
Office for Civil Rights  
100 Penn Square East, Suite 515  
Philadelphia, PA 19107-3323  
(215) 656-8541  
[OCR.Philadelphia@ed.gov](mailto:OCR.Philadelphia@ed.gov)

## **VIII. RESOURCES FOR STUDENTS WITH DISABILITIES**

Cedar Crest College is committed to ensuring students with disabilities are welcomed as a part of our diverse community and that they have equal access to participate in all programs and services offered by the College. The College also complies with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. In order to meet these commitments, the College offers educational opportunities and reasonable academic accommodations for the needs of qualified students with disabilities. The process of requesting and being approved for accommodations is an interactive one and requires student involvement. Accommodations are determined on a case-by-case basis based upon the facts presented for an individual student. Please note that while the College is required to provide a reasonable accommodation to students with disabilities, it is not required to provide the specific accommodation requested by the student. In providing accommodations, the College is not required to effect substantial modifications to essential requirements or to make modifications that would fundamentally alter the nature of the service, program or activity. Students who wish to request disability accommodations (academic, residential, dining) will need to:

*“Self-identify” in order to receive services, by first meeting with the Director of Student Accessibility Services. During this meeting the student will: discuss a diagnosed condition, the functional limitations the student experiences as a result of this condition, and requests for accommodations (academic, residential and/or dining).*

*Provide supporting documentation of their condition, which assists in further identifying accommodations that are reasonable and appropriate. Students are not required to bring documentation to the initial meeting;*

*however, should the student already have documentation (such as school system Evaluation Reports, Re-evaluation Reports, IEP or 504 plans, etc.), it may be provided at that time or at any time thereafter.*

Once a student is approved for accommodations, the Director works closely with the student, the student's instructors, and other departments (Residence Life/Housing, Student Affairs, Dining Services etc.) as necessary to coordinate provision of accommodations. Please note that we consider the provision of accommodations to be a "fluid" process: a student's condition may change, a student may be diagnosed with an additional condition, an accommodation may not be effective, etc. Therefore, it is important the student work closely and communicate in a timely manner with the Director for any necessary adjustments throughout their time at Cedar Crest.

Please note that prompt requests will provide adequate time to ensure reasonable and appropriate accommodations are in place for the student prior to the start of classes. Accommodations, once approved, are not applied retroactively.

### Appointments

If you are interested in requesting accommodations and are not yet receiving them, you can make an appointment with the Director of Student Accessibility Services via [this link](#) and selecting a "New Student" appointment. (If you are already receiving accommodations, please select a "follow up" appointment.) You will then need to complete the form and "confirm" the booking. Meetings are available in person, via Teams videoconference, or by phone. Once you have completed this process, you will receive a confirmation email including the day, time and location of your appointment.

Appointments are traditionally scheduled between 8:00 a.m. and 4:00 p.m. Please call or email (610-606-4628 or [advising@cedarcrest.edu](mailto:advising@cedarcrest.edu)) if: you require accommodations in order to attend/complete an initial meeting, you require an appointment outside our normal office hours, or you have any questions.

### Currently Enrolled Students with Acute Injuries

Accommodations are provided to students with disabilities as required by state and federal law, statute, and regulation. The College may, on a case-by-case basis, provide accommodations to students with temporary conditions which are not disabling as the need arises. Currently enrolled students with acute injuries (such as concussions, broken bones, etc.) who are in need of accommodations should contact the Student Success Center (610-606-4628) to schedule an available appointment. Please note that this interactive process may take some time so students are advised to submit documentation to administration ([Absence Notification Request](#)) regarding any absences they may have had in relation to the injury/condition. Students are also encouraged to work with instructors regarding any missed content, assignments and/or testing that occurs after the injury and before accommodations are in place.

### Disability Resources Appeal Process

Students should contact Student Accessibility Services staff with any questions, concerns or issues you have about decisions related to your individual accommodations. Many questions, concerns and issues can be sufficiently addressed through additional discussion of process and procedures. If, after such a discussion, you remain dissatisfied with a decision related to your requested individual accommodations, you may choose to initiate an appeal by filing the appeal, **in writing**, within sixty days of being informed of the decision by the Director of Student Accessibility Services. You will be

required to clearly present the following information to the attention of the Dean of Students, Dr. Calley Stevens Taylor (submit to the Student Success Center, Cressman Library, Rm. 322):

- The decision you are appealing
- The basis and rationale for the appeal
- The specific facts and/or policies supporting your position
- The remedy and resolution you desire

The Dean will review the information you provide, and may meet with you, and meet with instructors, department chairs, the Director of Student Accessibility Services and/or other individuals as needed. The Dean may also review pertinent documentation such as information you provided during your Student Disclosure meeting and any supplemental disability information related to your accommodation request. The Dean will then issue a written decision within thirty (30) days after receiving your appeal.

In the event you are dissatisfied with the Dean's resolution, you may file a formal appeal, in writing, with the Provost, Dr. Robert Wilson, within fourteen (14) days of the Dean's decision. You must present written statements regarding why you feel the Dean's decision was issued in error. The Provost will review the decision and issue you a written determination within thirty (30) days of receipt of the appeal.

At any time during this process, you have the right to contact the Office of Civil Rights. The following is the contact information for the regional office serving the Commonwealth of Pennsylvania:

Office for Civil Rights  
Philadelphia Office  
U.S. Department of Education  
The Wanamaker Building  
100 Penn Square East, Suite 515  
Philadelphia, PA 19107-3323  
Telephone: (215) 656-8541  
Facsimile: (215) 656-8605  
Email: OCR.Philadelphia@ed.gov

## IX. COLLEGE POLICIES

### ALCOHOL POLICY

Cedar Crest College complies with the Commonwealth of Pennsylvania's liquor laws. All students are expected to know and abide by these laws and to follow the procedures of the College that support them. Students and organizations that violate any law or policy are subject to disciplinary action by the College. Students will not be protected from legal action taken by public agencies or campus police officers responsible for enforcing the law, even when college disciplinary action has been taken for the violation of the Community Standards for Social Conduct and/or other campus regulations.

## COLLEGE ALCOHOL REGULATIONS

1. Students 21 years of age or older may possess or consume alcoholic beverages in accordance with Cedar Crest College policies.
2. Students of legal drinking age, 21 years of age, and their guests who are of age may responsibly consume alcohol in residence hall rooms or at college-sponsored events where alcohol is being served.
3. When one student is 21 years of age and the roommate is under 21, only the student who is 21+ years old may possess and consume alcohol.
4. Students under 21 years of age are prohibited from possessing and/or consuming alcoholic beverages.
5. Students under 21 years of age, and their guests regardless of their age, may not possess or consume alcohol in residence hall rooms.
6. Alcohol may not be stored in community spaces, such as communal refrigerators.
7. Possession, consumption and/or provision of alcohol in public areas of the campus are not permitted. Public areas are defined as those areas of the campus that are readily accessible to students, faculty, staff and guests. Such areas include all outside areas, athletic fields, lobbies, classrooms, lounges, building corridors and offices. Campus police have the authority to confiscate alcohol in the possession of any individual under 21 years of age and may confiscate alcohol of individuals over 21 years of age if circumstances dictate such action to be necessary. Confiscated alcohol and paraphernalia will not be returned and will be discarded or destroyed by the College.
8. There shall be no kegs or beer balls in the residence halls, nor shall there be any common sources containing alcohol, such as bathtubs, punch bowls, baby pools, trash cans, etc.
9. When all official residents of the room are under the age of 21, no alcoholic beverages are permitted in the residence hall room.
10. Visibly intoxicated persons or persons showing signs of alcohol abuse may be removed from campus by police, campus police or medical personnel.
11. Violating other policies while under the influence of alcohol will constitute a violation of the Alcohol policy as well.
12. Campus police has the authority to administer a breathalyzer test in those situations where underage drinking is suspected of having occurred or to more accurately determine the blood alcohol level of any person who appears to be under the influence to the point where they are a danger to themselves or others. A student has the right to refuse a breathalyzer test. If a test is refused, the test will be considered a "positive test" and summary action and sanctions may apply.

13. Providing alcohol to underage individuals is prohibited, including leaving alcohol unattended in locations where those under 21 may serve themselves. The student who serves alcohol to a person regardless of age shares responsibility with that person for any violation of the Cedar Crest College policies.

#### **CAMPUS EVENTS WITH ALCOHOL**

14. All events with alcohol must be registered with both the student activities staff and the Dean of Students. Forms can be obtained on MyCedarCrest under the Leadership tab. A completed registration must be submitted to the Dean of Students at least 10 working days prior to the date of the scheduled event. The person signing the registration for an event where alcohol is to be served must be 21 years of age or older.
15. Events must have a stated purpose (dancing, entertainment, etc.) other than the consumption of alcohol. Themes that encourage the consumption of alcohol (i.e. happy hours and drinking games) are prohibited.
16. Faculty, administration, alumnae and other non-student groups are urged to consider alternatives to the furnishing of alcoholic beverages at sponsored functions especially if students and minors are to be present. If alcohol is to be furnished, there must be responsible use of alcohol within the law and consistent with the above college policies and regulations. Functions closed to students and other minors at which alcoholic beverages are to be served do not require registration and approval, but must be noted on the room reservation form. Functions open to students or other minors to be held in areas of the campus not usually available for the service of alcoholic beverages must be noted on the room reservation.
17. Complete guidelines for events where alcohol is to be served can be obtained from the office of the Dean of Students.

#### **AMENSTY POLICY**

The policy may apply when a student receives emergency medical assistance that is (a) related to the consumption of alcohol, and (b) sought by a person not serving in an official college capacity. This policy may also apply to any student who seeks medical assistance for another student experiencing a medical emergency based upon alcohol consumption. The student will not be charged or sanctioned for violations of college alcohol-related policies. Students receiving medical assistance in compliance with this policy shall not be referred for prosecution for any state, local or federal crime or misdemeanor solely related to the possession, consumption or supplying of alcohol, unless otherwise provided for in this policy. The student will be required to consult with the director of residence life and community standards or designee and may be required to participate in an appropriate educational program. Nothing in this policy shall prevent an individual who is obligated by federal, state, or local law, or college policy, practice, or procedure, from reporting, charging, or taking other action related to the possible criminal prosecution of any student.

No individual may receive amnesty more than once. Records of all requests for assistance under this policy shall be maintained by the office of community standards and residence life. Participation in any program as a result of this policy shall not be noted on the student's judicial record. In the event an individual who previously utilized the amnesty policy is involved in a subsequent alcohol-related

incident, the subsequent incident and any resulting charges shall be treated as a second offense.

### **ARREST POLICY**

Students who are arrested by any law enforcement agency are required to inform the director of residence life and community standards within 72 hours of their arrest. Students arrested may be subject to College disciplinary action when their conduct violates College standards. Failure to report this information to the director of residence life and community standards will result in a “[Failure to Comply](#)” charge and may result in further disciplinary action.

### **BIAS RESPONSE POLICY**

Cedar Crest College values a diverse, inclusive and equitable learning environment. The College is committed to maintaining a respectful and welcoming living, learning and working environment for all students, faculty and staff. As such, the College has established the Bias Incident Response Team. The Response Team is the first response from the College in coordinating responses to bias and hate incidents. The Response Team ensures that affected individuals have access to appropriate resources, to assist the College in its response and to facilitate a coordinated campus response to bias-related incidents and situations. The Response Team is not an adjudicating committee.

Bias incidents are expressions, acts or behaviors — verbal, written or physical — which are directed against or target an individual or group based on perceived or actual characteristics, such as, race, ethnicity, color, religion, gender, gender identity, gender expression, pregnancy, national origin, age, disability, sexual orientation, familial status, veteran status or any other characteristic protected from discrimination under law. Bias incidents include hate crimes as defined under federal and applicable state laws, statutes, or regulations. Incidents do not need to be hate crimes to be reported. All incidents of bias or hate crimes may violate College policies regarding student, faculty and staff conduct, as well as laws against discrimination. The College strongly encourages the reporting of all hate crimes and bias incidents.

As an academic community, the College values protected free speech as central to advancement of learning. The College also recognizes an obligation to ensure an educational environment that is welcoming and inclusive of all learners.

The Bias Incident Response Team does not replace processes and policies for reporting and addressing acts of discrimination, harassment or violence, including but not limited to those established in student, faculty and staff handbooks or by the offices of the Dean of Students, Human Resources, the Provost or the College Police.

Retaliation of any kind against a student or member of the faculty, staff or College community for submitting a good faith bias incident report, participating in a bias follow-up procedure or refusing to participate in a bias follow-up procedure is explicitly prohibited

For more information and how to report visit the Bias Response Policy Site, [click here](#).

### **BICYCLES**

Students are permitted to have bicycles on campus, but the College assumes no responsibility for damage or for theft from storage. Theft or excessive damages should be reported to campus police. Bicycles may be parked in bike racks at residence halls. Bicycles are to be removed from the campus

at the end of the academic year. The College is not responsible for bicycles left on campus and will not ship them home. Bicycles left on campus at the end of the term will be removed and shall not be returned.

## CEDAR CREST COLLEGE NAME AND LOGO

The College's name, logo, facsimile thereof and/or representation which resembles, suggests or implies an affiliation with the College, may not be used without the approval of the marketing and communications office. Any such use must be appropriate and truthful. No individual may enter into a contractual agreement on behalf of the College except the chief financial officer or designee.

## COMPUTER USE POLICY

- Electronic mail, other communications, and data stored on the college servers, electronic mail system, or Office 365 are not implicitly private. Cedar Crest College reserves the right to search, read or otherwise go through any data, mail, or other communication on any of the college's systems. There is no right to privacy in any of these systems.
- Sharing passwords or any other authentication information with someone else is strictly prohibited. Each individual is responsible for his/her account(s), including the safeguarding of access to the account(s).
- The automatic forwarding of email from a Cedar Crest College email account to any non-Cedar Crest College email account is prohibited.
- The use of Cedar Crest College's technology resources to access, further, or otherwise participate in an activity that is inconsistent with the mission of the College is prohibited. This includes, but is not limited to the following: illegal activity (including downloading copyrighted music, applications, or video), sexually explicit material, hate speech, violent behavior & bullying, spam, hacking, etc. An exemption is granted for individuals engaged in normal pedagogic-related activities or research, provided that it is consistent with Cedar Crest's mission.
- In addition to standard electronic resources, members of the College community are expected to make appropriate use of the College Telephone/Voicemail system. Examples of inappropriate actions:
  - Unauthorized entry into a voice mailbox
  - Unauthorized use of another individual's identification and authorization code
  - Use of the College telephone system to send abusive, harassing, or obscene messages
- The use of Cedar Crest resources to conduct business for personal financial gain is prohibited.
- AntiVirus/AntiMalware software must be installed on your computer, kept up to date, and currently enabled. If your software is not up to date or disabled it may lead to an infection which may result in your network access being disabled. [Click here](#) to see a list of suggested applications from the Office of Information Technology.
- Although Information Technology deploys patches for College issued devices for Windows, macOS, and other applications, users are responsible for keeping their personal computers and devices updated with all other security patches/fixes from the appropriate software update services. This includes updating your operating system and applications, such as Microsoft Office, Adobe, iTunes, Firefox, Chrome, etc. If your computer is not up to date, it could lead to being infected by a virus or malware which may result in your network access

being disabled.

- Employees are responsible for their computer, including its hardware, software, and any network traffic transmitted by it. Please contact the Help Desk if you have any questions about whether or not certain software/hardware might conflict with this acceptable use policy.
- The use of personal routers (wireless or wired), wireless hotspots, DNS, and/or DHCP servers is strictly prohibited. Information Technology can assist you if you have additional network connectivity needs that are not being met.
- Using the College network to provide any service that is visible off-campus without prior Information Technology approval, is prohibited. This applies to services such as, but not limited to, HTTP (Web), SSH, FTP, IRC, email, private VPN, etc.
- Configuring your computer to provide Internet or Cedar Crest College network system access to anyone who is not a Cedar Crest College faculty, staff member, or student is prohibited.
- Students are not permitted to e-mail to any distribution “All” distribution list from their named account. Only student organization accounts may do so, with prior approval.
- Connecting any device or system (that is not a computer or mobile device) to the College's data networks without the prior review and approval of Information Technology is prohibited.

### **CONFISCATED ITEMS POLICY**

It is the policy of the College to confiscate items that are illegal by local, state, or federal law and items that are prohibited to possess on campus as defined in the Student Handbook and residence hall prohibited items list.

Confiscated items that are in violation of College's policy, which include the drug and alcohol policy, or which are illegal to own or possess, as defined by local, state, or federal law, statute, or regulation, may not be eligible to be returned to the person the items were confiscated from and shall be discarded or destroyed in the sole discretion of the College.

Students may contact the Cedar Crest College's Campus Police Department to determine if the confiscated property is eligible to be returned and, if so, shall make arrangements to retrieve the item(s) at the end of the semester and remove such items from the Campus. Prohibited items that have not been retrieved at the end of the semester, will not be eligible to be returned and will be discarded or destroyed in the sole discretion of the College.

### **COPYRIGHT INFRINGEMENT POLICY**

It is illegal to download copyrighted materials (including MP3 and other music and video files) from the Internet without permission of the person owning the copyright. Under the Digital Millennium Copyright Act (DMCA) instituted in 1998, the copyright owner may bring an action in court that may result in civil liability or even criminal prosecution.

See complete policy at <http://help.cedarcrest.edu/policies.html>

### **CREDIT CARD SOLICITATION**

Cedar Crest College prohibits credit card solicitation in any form by financial institutions or other companies, groups or individuals seeking to distribute credit card applications on the college campus. Such prohibited means includes solicitation by posting on college bulletin boards, advertisement in college publications and brochures or flyers processed through campus mailbox, bookstore or e-mail systems.

Periodically, the College will provide students with educational information regarding the responsible use of credit cards. This information may be provided through presentations in new student orientations, regular classroom activities, relevant literature placed in designated campus facilities, or special campus programming events. Violations of this policy will result in appropriate action taken by the College.

### **DAMAGE TO PROPERTY**

Damage to or destruction of property or actions that have the potential for such damage or destruction is prohibited. Conduct which threatens to damage, or creates hazardous conditions such as dropping, throwing, or causing objects or substances to fall from windows, doors, ledges,

balconies or roofs is also prohibited. This includes, but is not limited to, unauthorized application of graffiti, paint, etc. to property or removal of window restrictors, security screens, etc. Students are responsible for any damage caused by their guests.

## **DRUG USE AND CONTROLLED SUBSTANCE POLICY**

Cedar Crest College complies with the state, federal and local drug laws. All students are required to abide by and know the state and federal drug laws. Please consult the Commonwealth of Pennsylvania The Controlled Substances, Drugs, Device, and Cosmetic Act at <http://www.health.state.pa.us/pdf/ddc/ddcAct.pdf> for further information.

Cedar Crest College shares the concern of the medical profession and law enforcement agencies for the serious effects that can result from the use of dangerous drugs and narcotics. Cedar Crest College opposes and prohibits the possession and use of illegal drugs and narcotics by its students on or off the campus, which includes, but is not limited to medical marijuana. The College will cooperate with the enforcement of state and federal laws.

The College may take disciplinary action against a student who violates these laws to the extent of separation from the College. Students who wish to seek counseling regarding the use of drugs and their effects are urged to consult with the office of health and counseling services.

## **PROHIBITED ACTS**

The following acts and the causing thereof within the Commonwealth including upon the campus of Cedar Crest College are hereby prohibited:

1. The manufacture, sale or delivery, holding, offering for sale, or possession of any controlled substance, other drug, device or cosmetic that is adulterated or misbranded.
2. The acquisition or obtaining or possession of a controlled substance by misrepresentation, fraud, forgery, deception or subterfuge.
3. The intentional purchase or knowing receipt in commerce by any person of any controlled substance, other drug or device from any person not authorized by law to sell, distribute, dispense or otherwise deal in such controlled substance, other drug or device.
4. The manufacture, delivery, or possession with intent to manufacture or deliver, a controlled substance by a person not registered to do so, or knowingly creating, delivering or possessing with intent to deliver, a counterfeit controlled substance.
5. The possession of any amount of marijuana, including medical marijuana, only for personal use; the possession of any amount of marijuana, including medical marijuana with the intent to distribute it but not to sell it; or the distribution of any amount of marijuana, including medical marijuana, but not for sale.
6. The use of, or possession with intent to use, drug paraphernalia for the purpose of planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packing, repacking, storing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body a

controlled substance in violation of this act.

7. The delivery of, possession with intent to deliver, or manufacture with intent to deliver, drug paraphernalia, knowing, or under circumstances where one reasonably should know, that it would be used to plant, propagate, cultivate, grow, harvest, manufacture, compound, convert, produce, process, prepare, test, analyze, pack, repack, store, contain, conceal, inject, ingest, Inhale or otherwise introduce into the human body a controlled substance in violation of this act.
8. The placing in any newspaper, magazine, handbill or other publication or by written or electronic means, including electronic mail, internet, facsimile and similar transmission, any advertisement, knowing, or under circumstances where one reasonably should know, that the purpose of the advertisement, in whole or in part is to promote the sale of objects designed or intended for use as drug paraphernalia.
9. The knowing or intentional manufacture, distribution, possession with intent to distribute, or possession of a designer drug.

#### **REASONABLE SUSPICION OR MANDATED DRUG SCREENING**

A student may be subject to testing at any time when the departmental chair or director, program director or head of an academic unit or designee determines there is reasonable suspicion to believe the student is under the influence or using illegal or prohibited drugs. Students may also be subject to drug testing based upon the requirements of an academic program. Reasonable suspicion drug testing may be based on objective, reliable information as determined by the departmental chair or director, program director or head of an academic unit or designee. Reasonable suspicion may include, without limitation:

1. Observed possession or use of substances appearing to be prohibited drugs.
2. Arrest or conviction for a criminal offense related to the possession or transfer of prohibited drugs or substances.
3. Observed abnormal appearance, conduct or behavior reasonably interpretable as being caused by the use of prohibited drugs or substances. Among the indicators which may be used in evaluating a student's abnormal appearance, conduct or performance are: class attendance, significant GPA changes, increased injury rate or illness, physical appearance changes, motivational level, emotional condition, mood changes and legal involvement.

If suspected, the departmental chair or director, program director or head of an academic unit or designee will notify the student of the testing requirement and the student must stay with a faculty or staff member until testing occurs. All testing will be performed by designated laboratories determined by the College. Testing shall be in accordance with industry standards and in accordance with any applicable federal and state laws. The collection procedures shall be designed to ensure the security and integrity of the specimen provided by each student and those procedures shall follow chain-of-custody guidelines. *Note: The possession and/or use of illegal substances may be determined by means other than urinalysis. The student is responsible for the cost of the drug screening.*

Students who fail or refuse a drug test administered during their academic and co-curricular

endeavors (i.e. nursing program, athletic team, etc.) will be subject to discipline up to and including expulsion.

## DEFENITIONS AND TERMS

1. **Administer** - The direct application of a controlled substance, other drug or device, whether by injection, inhalation, ingestion or any other means, to the body of a patient or research subject.
2. **Contraband** - Any controlled substance, other drug, device or cosmetic possessed by a person not P authorized by state or federal law to possess such controlled substance, other drug, device or cosmetic or obtained or held in a manner contrary to the provisions of this act. The foregoing includes, but is not limited to, medical marijuana.
3. **Deliver/Delivery** - The actual, constructive or attempted transfer from one person to another of a controlled substance, other drug, device or cosmetic whether or not there is an agency relationship.
4. **Drug** - (i) substances recognized in the official United States Pharmacopoeia, or official National Formulary or any supplement to either of them; and (ii) substances intended for use in the diagnosis, cure, mitigation, treatment or prevention of disease in human or other animals; and (iii) substances (other than food) intended to affect the structure or any function of the human body or other animal body; and (iv) substances intended for use as a component of any article specified in clause (i), (ii) or (iii), but not including devices or their components, parts or accessories.
5. **Drug Paraphernalia** - All equipment, products and materials of any kind that are used, intended for use or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body a controlled substance in violation of this act.
6. **Furnish** - To supply, give or provide to or allow a minor to possess on premises or property owned or controlled by the person charged.
7. **Manufacture** - The production, preparation, propagation, compounding, conversion or processing of a controlled substance, other drug or device or the packaging or repackaging of such substance or article, or the labeling or relabeling of the commercial container of such substance or article, but does not include the activities of a practitioner who, as an incident to administration or dispensing such substance or article in the course of professional practice, prepares, compounds, packages or labels such substance or article. The term "manufacturer" means a person who manufactures a controlled substance, other drug or device.
8. **Marijuana** - Consists of all forms, species and/or varieties of the genus *Cannabis sativa* L., whether growing or not; the seeds thereof; the resin extracted from any part of such plant; and every compound, manufacture, salt, derivative, mixture or preparation of such plant, its

seeds or resin and specifically includes medical marijuana, in all forms, as it is a Schedule I narcotic under Federal law. CBD is included in the prohibited materials in this policy as it may contain THC. For purposes of this policy, Marijuana shall not include products made from the mature stalks of such plant, fiber produced from such stalks, oil or cake made from the seeds of such plant, any other compound, manufacture, salt, derivative, mixture, or preparation of such mature stalks (except the resin extracted therefrom), fiber, oil, or cake, or the sterilized seed of such plant which is incapable of germination and which is not used, or intended for use, for human consumption. For purposes of this policy, the term used for human consumption means either: (i) Ingested orally or (ii) Applied by any means such that THC may enter the human body. For purpose of this policy the term intended for use for human consumption means any of the following: (i) Designed by the manufacturer for human consumption; (ii) Marketed for human consumption; or (iii) Distributed, exported, or imported, with the intent that it be used for human consumption.

9. **Narcotic** - Any of the following, whether produced directly or indirectly by extraction from substances of vegetable origin, or independently by means of chemical synthesis or by a combination of extraction and chemical synthesis: (i) opium, (ii) any opiate having an addiction forming or addiction sustaining capacity similar to morphine, but not including the isoquinoline alkaloids of opium, (iii) any compound, manufacture, salt, derivative, or preparation of opium or any opiate, and (iv) any substance, compound, manufacture, salt, derivative, or preparation thereof, which is chemically identical with any of the substances referred to in (i), (ii) or (iii).
10. **Opiate** - Any substance having an addiction-forming or addiction-sustaining liability similar to morphine or being capable of conversion into a drug having addiction- forming or addiction sustaining liability. It does not include the dextrorotatory isomer of 3-methoxy-n-methylmorphinan and its salts (dextromethorphan). It does include the racemic and levorotatory forms.
11. **Prescription/Prescription Order** - An order for a controlled substance, other drug or device for medication which is dispensed to or for an ultimate user, but does not include an order for a controlled substance, other drug or device for medication which is dispensed for immediate administration to the ultimate user (e.g., an order to dispense a drug to a bed patient for immediate administration in a hospital is not a prescription order).
12. **Production** - The manufacture, planting, cultivation, growing or harvesting of a controlled substance, other drug, device and cosmetic.

## E2CAMPUS EMERGENCY NOTIFICATION SYSTEM

In the event of an emergency or dangerous situation involving an immediate threat to the health or safety of the campus, campus police will utilize the E2Campus Emergency Notification System to inform the campus community of the situation and clarify the steps to be taken (i.e. evacuation and avoidance of dangerous areas, etc.). Evacuation routes are posted in buildings.

All incoming students are informed about E2Campus during orientation and newly hired staff are informed when hired. E-mails are also sent to all students and staff every semester to explain the availability of E2Campus. E2Campus uses text messages and e-mails to notify all registered students,

staff and faculty and is available “cost free” to everyone.

Students are automatically enrolled in E2Campus and are encouraged to maintain their account with current information. Staff can sign-up for E2Campus by simply clicking on the link on the Cedar Crest College website and filling out the registration form. It should be noted that anyone with a Cedar Crest College e-mail will receive at least a notification on that account. Campus police will immediately dispatch officers to evaluate all emergency situations. At a minimum, campus police will test this emergency response and evacuation procedure on an annual basis.

## **FAILURE TO COMPLY**

Students and student organizations are expected to comply with and respond appropriately to the reasonable requests of College officials in the performance of their duties. Students are expected to appear at conduct hearings to respond to allegations or testify as a witness when reasonably notified to do so. A failure to properly comply with or complete a sanction or obligation resulting from a conduct hearing or adjudication may also be considered failure to comply with an official request.

## **FIRE POLICIES**

### **A. EQUIPMENT**

No person shall make, or cause to be made, a false fire alarm or emergency report of any kind. No person shall tamper with, damage, disable or misuse fire safety equipment including, but not limited to, fire extinguishers, fire hoses, fire alarms and fire doors. Tampering with or disabling any fire safety equipment in a residence hall may result in your immediate removal from College Housing and a fine.

### **B. FIRE SAFETY REGULATIONS**

1. Students will be permitted to have a name tag, message board and pictures on their residence hall doors. Items should be placed on the upper half of the door above the door knob and may not cover more than 50% of the door in order to be in compliance with the City of Allentown Fire Code. No items are to be posted on the door frames or on the wall around the doors. Posters, tapestries and lights are strictly prohibited on doors, door frames and walls. The College reserves the right to remove any decorations that do not comply with City of Allentown fire ordinances or which violate College policy.
2. Burning or burnt candles or incense, toasters and toaster ovens, potpourri crocks, halogen lamps, electric heaters, personal space heaters, hot plates, indoor grills, and electric blankets are fire hazards and may not be used in the residence halls.
3. The state fire code prohibits the placement and/or storage of any items in the corridors or stairwells of living units. Items in these areas will be considered lost articles and will be removed by college personnel.
4. Students are subject to disciplinary action by the College and/or to prosecution by the City of Allentown for setting fires through carelessness or negligence, for tampering with a fire extinguisher or smoke detector and for tampering with a fire alarm.
5. Students are required to evacuate any College building when a fire alarm is sounding and/or when instructed to do so in an emergency or drill by College staff.
  - a. If you need assistance with evacuation due to a disability, please contact the director of learning and disability resources in academic services at 610-606-4628.
6. Smoking is prohibited on campus; this includes, but is not limited to traditional cigarettes as well as electronic devices used for smoking or vaping.

7. Over-door hangers may not be attached to doors, nor may hangers be placed over closet edges or hung from picture moldings.
8. Tapestries and other articles may not be hung from or over light fixtures.
9. Tapestries, lights and other items may not be hung from the ceiling.
10. Items being cooked may not be left unattended.
11. Decorative lights may not be hung around residence hall doors.
12. Hover boards and similar lithium battery powered self-balancing personal transportation devices may not be used, charged or stored anywhere on campus.

Violation of this policy may result in a fine and other disciplinary action.

### **FRAUD/LYING**

Lying or fraudulent behavior in, or with regard to, any transaction with the College, whether oral or written, is prohibited, including but not limited to misrepresenting the truth before a hearing of the College or knowingly making a false statement orally or in writing to any College official.

### **GAMBLING**

College policy prohibits gambling in any form, the sponsoring of lotteries, and the sale of lottery tickets, except lotteries and raffles conducted in accordance with state and local law. Students and student organizations involved in gambling-related incidents may face legal and disciplinary actions. Gambling includes any game of chance or skill played for money or other thing of value, but it may be permissible to offer prizes, awards, or other compensation to the actual contestants in any bona fide contest for the determination of skill. Prohibited activities include blackjack, poker, euchre, any other card game, craps, roulette, and other comparable games when these games are played for money or any other thing of value, including, but not limited to, cash or prizes. Events featuring bona fide games of skill, such as darts or billiards, at which prizes are awarded may be permissible, but betting will not be allowed. Any requests for events at which games of skill will be played must be approved by designated College officials.

### **GENDER INCLUSIVE RESTROOMS POLICY**

Cedar Crest College affirms the right of all students to use a restroom according to their gender identity without fear of discrimination, retaliation or harassment. Cedar Crest College also maintains single-stall, gender-inclusive restrooms in most buildings which are open to the public and all members of the College community. In regards to the residence halls, please reference the College's current policy and practice.

### **GENERAL LAWS**

Students or student organizations involved in alleged violations of any federal, state, or local laws may be subject to disciplinary action. These allegations will be adjudicated using the College standard of proof and procedure. Disciplinary action imposed by the College may precede and/or be in addition to any penalty imposed by an off-campus authority.

### **GUEST RESPONSIBILITY**

Students are accountable for any and all violations their guests may commit while visiting them. Students may be held accountable through the student conduct process including, but not limited to sanctions, based upon the behavior of their guest. Based upon the violation(s), the guest's access to

campus may be restricted.

- A student who permits a student who has been expelled, suspended, removed from housing or otherwise banned from the residence halls or campus access to a residence hall or campus building may be subject to immediate removal from housing and possible additional sanctions.

## HARASSMENT

Conduct that creates or attempts to create an intimidating, hostile or offensive environment for another person is prohibited. Such conduct includes, but is not limited to, action(s) or statement(s) that threaten harm or intimidate a person, stalking, voyeurism (or peeping), or any other form of unwanted contact. This policy also applies to harassment on the basis of race, color, religion, gender or sex, gender identity or expression, pregnancy, national origin, age, disability, sexual orientation, familial status or any other characteristic protected from discrimination under law.

## HARM TO PERSON(S)

Actions which result in physical harm, have the potential for physically harming another person, which create conditions that pose a risk of physical harm to another, or which cause reasonable apprehension of physical harm are prohibited. Conduct that threatens to cause harm to persons, or creates hazardous conditions for persons is also prohibited.

## HATE SYMBOLS POLICY

Cedar Crest College (the “College”) values a diverse, inclusive, and equitable learning environment. The College is committed to maintaining a respectful and welcoming living, learning, and working environment for all students, faculty, and staff. To uphold these values and commitments, the College prohibits Hate Symbols, images, or objects on campus or at college related events when they are not being used in the course of educational and academic instruction related to curricular or co-curricular learning outcomes. Hate symbols, images or objects, include but are not limited to swastikas, nooses, burning crosses, and Confederate flags.

## HAZING

Cedar Crest College complies with the Commonwealth of Pennsylvania’s laws on hazing and prohibits hazing. Hazing is defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization. The express or implied consent of the victim will not be a defense. Apathy and/or complicity in the presence of hazing are not neutral acts; they are violations of this policy.

## HEALTH POLICY

Cedar Crest College is committed to providing a safe environment for its students and has formulated its health policy based on guidelines presented by the American College Health Association. Students with serious, acute and chronic conditions are encouraged to inform health and counseling services about their illness so that they may receive evaluation and treatment and/or information and referral for appropriate care. Health information you provide will be used, if necessary, solely as an aid to provide health care while you are a student. This information is strictly for the use of health services and will not be released to anyone without student knowledge and consent.

The Dean of Students or designee and the director of health and counseling services or designee reserve the right to contact parents or guardians in situations where a student's health or welfare is at risk.

On admission to the College, students receive a college health form that must be completed prior to the beginning of classes. Resident students must have forms on file before moving into the residence halls. Resident students who do not have health forms on file may have their housing denied or delayed until this requirement is completed. The form is reviewed by the director of health and counseling services and students are notified of any missing documentation. All immunizations must be completed and up to date.

Students who do not submit required health forms prior to established deadlines are subject to a \$50 weekly fine until forms are submitted. In addition, a hold may be placed on the student's account preventing course registration until the necessary forms are submitted. Resident students are not permitted to move into the residence halls without required health forms.

The College requires all full-time students to have health insurance coverage. The College will provide a basic Accident and Sickness Plan for all full-time students who do not already have their own coverage. The cost of the plan will be included on the student's bill. A description of the plan and waiver cards for those who have other coverage are provided to students with admittance materials or by the office of student financial services.

In cases of communicable disease, the College will follow the reporting requirements for all communicable diseases. All student concerns about communicable diseases should be directed to the director of health and counseling services.

## LIBRARY POLICIES

Cressman Library is easily searchable online at <http://library.cedarcrest.edu>. The library's web pages allow quick access to area libraries' catalogs and general and specialized electronic resources, including encyclopedias, indexes, and full-text journal articles, as well as relevant internet sites. Consult the librarian on duty at the information services desk for assistance with identifying, locating and using information resources.

### A. LENDING SERVICES

Library materials are charged out at the lending services desk on the main level. The non-transferable student ID card serves as your library card. The borrower is responsible for all materials charged out on the card. Students must immediately notify the lending services supervisor of any lost, stolen or misplaced ID card.

Students may borrow books from the general collection for 21 days. Curriculum items circulate for 14 days. A 10-day grace period follows. If fines are not paid upon return of overdue items, the rates are:

Calendar Days	Late Fine (per item)
1-10 days	No Fine
11+ days	55 cents + .05 cents/day - maximum of \$5, per item

The library system assigns a replacement cost for any lost or damaged materials. If the item is recovered within one year of payment, the replacement cost minus any fines owed will be refunded. Phone renewals may be made by dialing ext. 3387 during library hours. Students must have student ID available.

Reference books and microfilms are restricted to use within the library and may be circulated only by special permission of the librarian on duty. Periodicals are designated "In Library Use" only and do not circulate. Charged-out materials left on carrels and tables in the library are not considered returned.

Removal of materials from the library without a lending services desk charge, or a librarian's approval, is considered a code of conduct violation.

Course reserves are housed and charged out at the lending services desk.

1. Regular reserves: Charged out for three days.
2. Restricted: Circulates two-hours in-house.
3. Special reserves: Charged out for one day or one week.

Fines for late reserves: \$1/day per item up to a maximum of \$5.

## B. AUDIO VISUAL/MEDIA SERVICES

The AV/media services office is located on the Terrace Level of the Library. The media collection includes CDs, DVDs, videos, audiotapes and slides. The circulation period for these items is three days, no renewals. A fine of \$1/day is charged for materials returned after the due date. The maximum fine is \$5/item.

## C. INTERLIBRARY LOAN SERVICES

More than one million items are available to Cedar Crest College students via Lehigh Valley Association of Independent College's (LVAIC) interlibrary loan system. Books are shipped to Cressman Library for pick-up. Requests for interlibrary loan material may be made through the WorldCat Local interface through an electronic form via the library's webpage or by filling out a paper form at the information services desk. If the material requested is available at one of the LVAIC libraries—Lafayette, Moravian or Muhlenberg colleges; DeSales or Lehigh universities—it usually arrives within one week. Users should allow a minimum of two weeks for delivery of ILL loans from outside of LVAIC. The loan period for interlibrary loan materials varies according to the lending institution. Students must observe the due date assigned to these items. Renewals are not permitted.

Direct borrowing: Students with valid IDs may obtain library cards from any of the LVAIC colleges. These loans may be returned to the Cressman Library where a courier makes deliveries, Monday through Friday.

Violation of these policies may result in a fine and other disciplinary action.

## LOBBYING

In order to be in compliance with federal law, the College may not attempt to influence legislation as a substantial part of its activities. "Lobbying" in this policy means communicating with any governmental official or agency or representative of a governmental official or agency with the intent to influence legislation.

Any student of the College who wishes to lobby the federal, state, or local government on behalf of the College must inform and receive approval from the chief financial officer and the Provost.

Any student who wishes to lobby the federal, state, or local government for a purpose that would benefit the College may not use the College's name or logo without the approval of the Provost and the marketing and communications office.

No appropriated federal funds may be used for lobbying purposes.

## INTERFERENCE/OBSTRUCTION OF THE CONDUCT PROCESS

Interfering in any manner with the student conduct process is prohibited. Examples of violating this policy include, but are not limited to:

- a. Failing to participate in a hearing or investigation;
- b. Colluding with or intimidating witnesses;
- c. Providing false information or intentionally omitting relevant information from an investigation or hearing.

## MISSING PERSON POLICY

Cedar Crest College is dedicated to promoting a safe and secure environment for our students. Reports of concern over a missing student will proceed with the following protocol:

1. All concerns of a possible missing person should be reported to Cedar Crest College Campus Police by dialing "0" from any campus telephone or 610-437-4471 from an off-campus phone.
2. Upon receipt of the report, a campus police officer will immediately be dispatched to the concerned party to initiate an investigation, and the chief of campus police and on-call residence hall staff will be notified.
3. The responding officer(s) will gather all necessary information related to the incident from the person(s) reporting the missing student, including, but not limited to: a physical description including clothing worn when last seen, details on where the student was last seen and if the student was with anyone, concerns about the mental or physical condition of the student, etc.
4. Officers will make every effort to find the person on campus by checking the residence hall, any scheduled classes, and all accessible buildings. Officers will also check to see if the missing person's vehicle is on campus and if the person has accessed any area via the card access system or signed in any guests. Other students, friends and acquaintances may also be interviewed.
5. After a search of the campus has been completed and if no further information has been forthcoming, the chief of campus police or designee may choose to notify the campus community to ask for help in locating the missing person. Notification can be done using any combination of our mass notification systems.

6. The chief of campus police or designee may choose to file a missing person report with the Allentown Police Department. All pertinent information relative to the incident will be provided to the responding Allentown police officer.
7. Any and all community inquiries into the matter will be referred to the marketing and communications office or a designated spokesperson.
8. Within 24 hours of the initial report, the missing student's emergency contact person will be notified by student affairs and/or campus police.
9. After it has been determined that a student that is less than 18 years old and not an emancipated individual is missing, the student's parent/parents or legal guardian/guardians shall be notified no later than 24 hours after the initial report.
10. In cases when the student is over 18 years old or emancipated and has not designated anyone to be notified, notification will be given solely to the Allentown Police Department.
11. A detailed report of the incident will be generated by the responding campus police officer.

### **MISUSE OF DOCUMENTS**

Forgery, alteration or misuse of any document, record or officially issued identification is prohibited.

### **MISUSE OF STUDENT IDENTIFICATIONS**

Lending a College Student ID card to anyone for reasons not authorized by the College, failing to present a Student ID card when requested by a College official acting in the performance of duties, or possessing or using a fraudulent ID card, may subject the owner and/or the holder to disciplinary action.

### **MISUSE OF KEYS**

No person may use or possess any College key without proper authorization. No student is allowed under any condition to have a College key duplicated.

### **MOTOR VEHICLE AND PARKING REGULATIONS**

Campus Police is located in the Safety and Facilities Building behind Curtis Hall. Any questions or problems relating to motor vehicles and/or parking on campus should be directed to the chief of campus police at ext. 3523.

#### **A. VEHICLE REGISTRATION**

All faculty, staff, students and contract employees must register their vehicle(s) at the campus police office within 24 hours of entering campus. Campus police is open 24 hours a day/7 days a week. To register a vehicle, students, staff and faculty will need to show their vehicle registration, proof of insurance, current driver's license and Cedar Crest College photo ID to obtain their decals.

Remember to report any changes to campus police immediately. Students who change their status with the College, such as First Year to Upper Classmen/Resident or from a Resident to a Commuter or Commuter to Resident, must obtain the proper parking permit to match the student's status with the College. While there is no fee for motor vehicle registration, failure to register and properly display a decal will result in a \$20 fine. In the event of a failure to comply with all parking and traffic regulations the College may invalidate your decal and its privileges. Mutilated or defaced decals are

considered invalid and must be replaced. On-campus parking privileges terminate upon separation from the College.

## B. VEHICLE VIOLATIONS

Campus traffic regulations are to be adhered to at all times. The student, staff or faculty member to whom the vehicle is registered is liable for any violations, regardless of who operates the vehicle.

Fines are incurred for the following violations:

- Parking within an intersection
- Parking on a crosswalk or sidewalk
- Littering
- Parking on a lawn or sodden area
- Parking in a restricted lot
- Parking in a reserved parking space
- Parking in a loading/unloading zone
- Parking in a space not marked for parking
- Parking in a restricted area
- Blocking a fire hydrant or fire lane
- Obstructing traffic
- Vehicle not registered/parking decal not displayed
- Failure to stop at a stop sign
- Speeding (over 15 M.P.H.) /driving too fast for conditions
- Driving the wrong way on a one-way street
- Failure to obey traffic control signal of Campus Police Officer
- Reckless driving
- Fraudulent use of decal
- Parking on a restricted service/access road
- First-year student parking violation
- Failure to park in the direction of the driving lane
- Leaving the scene of an accident
- PA Vehicle Code violation

Unless approved by the chief of campus police, no vehicles are to be left on campus during summer/winter breaks.

Fines are payable at the finance office cashier window located on the second floor of the Blaney Hall Administration Building, Room 209, from 9 a.m.-3 p.m. weekdays, or in the cashier's window drop box at the same location. Payment can also be mailed to Cedar Crest College, Finance Office, 100 College Drive, Allentown, PA 18104-6196

## C. ESCORT SERVICE

Contact the college switchboard operator by dialing '0' to access this service any time and a member of campus police will be dispatched to provide you with an escort.

## D. PARKING

For information on parking rules and regulations, including maps, please go to the Campus Police Parking and Traffic Regulations page on the Cedar Crest College website.

1. First-Year Resident Student Parking
  - a. 24 hours
    - i. Lot C - West of Alumnae Hall, within designated parking spaces MARKED IN YELLOW in the northwest section of the lot
  - b. Weekends, Friday 6 p.m. to Sunday 6 p.m.
    - i. Lot G - North of Steinbright Hall
    - ii. North and South Quad roads in front of residence halls (and at unrestricted times in the Cressman Library spaces)
    - iii. Roadway behind Butz and Curtis Halls (except where restricted by signs)
2. Upper-class Resident Student Parking
  - a. 24 hours
    - i. Lot C - West of Alumnae Hall, except for the first three rows
    - ii. West Road
    - iii. Lot E - West of the Boiler House and adjacent roadway
    - iv. Lot F - Behind lot E (Note: Lot F floods during heavy rains)
    - v. Lot G - North of Steinbright Hall
    - vi. North and South Quad roads in front of residence halls (and at unrestricted times in the Cressman Library spaces)
    - vii. Roadway behind Butz and Curtis Halls (except where restricted by signs)
    - viii. Behind the Safety and Facilities Building (except where restricted by signs) and adjacent roadway
  - b. After 5 p.m. and on Weekends and Holidays
    - i. Lot D - East of Alumnae Hall
    - ii. Blaney Hall Administration Circle
    - iii. Lot H - West of the Allen House
    - iv. South of Lees Hall
    - v. South of Curtis Hall (except where restricted by signs)
    - vi. Lot B - South of Miller/Pool Science/Oberkotter buildings
    - vii. DaVinci Discovery Center Lot
3. Commuter Student Parking
  - a. General Parking
    - i. Lot C - West of Alumnae Hall
    - ii. West Road
    - iii. Front of the Cressman Library (In the designated spaces)
    - iv. North of Curtis Hall (except where restricted by signs)
    - v. Roadway behind Butz and Curtis Halls (except where restricted by signs)
    - vi. Lot E - West of the Boiler House and adjacent roadway
    - vii. Lot F - Behind Lot E (Note: Lot F floods during heavy rains)
    - viii. Lot G - North of Steinbright Hall
    - ix. Behind the Safety and Facilities Building (except where restricted by signs) and adjacent roadway
    - x. Hamilton Boulevard Building (except where restricted by signs)
  - b. After 5 p.m. and on Weekends and Holidays
    - i. Lot B - South of Miller/Pool Science/Oberkotter buildings
    - ii. Lot D - East of Alumnae Hall
    - iii. Blaney Hall Administration Circle

- iv. Lot H - West of the Allen House
  - v. South of Lees Hall
  - vi. South of Curtis Hall
  - vii. DaVinci Discovery Center lot
4. Residence Hall Visitor Parking
- a. General Parking
    - i. Lot C - West of Alumnae Hall, except for the first three rows
    - ii. Lot E - West of the Boiler House and adjacent roadway
    - iii. Lot F - Behind Lot E (Note: Lot F floods during heavy rains)
  - b. Weekends, 6 p.m. Friday to 6 p.m. Sunday
    - i. Lot G - North of Steinbright Hall
    - ii. North and South Quad roads in front of residence halls
    - iii. Roadway behind Butz and Curtis Halls (as shown on map)

#### E. ADDITIONAL PARKING INFORMATION

- The responsibility for locating an authorized parking space rests with the operator of the vehicle.
- Illegally parked vehicles are subject to being towed at the owner's expense.
- Disabled vehicles: In the interest of safety, vehicles that are not running, whether it is due to mechanical failure, damaged to the point where it is disabled or anything that will not allow for the normal operation of the vehicle, are not permitted to be on Cedar Crest College property and must be removed within 72 hours (unless a clear hazard exists which would warrant its immediate removal). Furthermore, repairing disabled vehicles, except for brief, emergency repairs, is prohibited on Cedar Crest College property. In the event a vehicle becomes disabled on college property, Campus Police must be notified immediately of the vehicle description, location on campus, nature of the problem with the vehicle and the vehicle owner/operator's contact information.
- Overnight parking in the first three rows of lot C, west of Alumnae Hall, is prohibited.
- Parking directly in front of the Cressman Library is prohibited (use only designated spaces).
- Parking and traffic flow may change as warrants for special events and/or emergencies, snow removal, repairs etc.
- Also, during snow removal operations, you may be required to move your vehicle in order to facilitate snow removal and ensure maximum availability of parking spaces.
- The College assumes no responsibility for damages incurred by fire, theft, accident, flood or vandalism.
- Park only in a space designated by white ground markings as a lined parking space.
- You are expected to notify your visitors in advance of campus parking and traffic regulations.
- LVAIC students who are taking classes on campus must follow commuter student parking regulations.
- Parking spaces that are designated for specific individuals are reserved 24/7.
- 15-minute loading/unloading areas are available in front of the residence halls for your convenience provided your four-way flashers are on.
- Temporary accessible parking passes are available for students who have temporary accessibility needs. Students who are in need of a temporary accessible parking pass should

contact the Director of Student Accessibility Services by emailing [advising@cedarcrest.edu](mailto:advising@cedarcrest.edu) or by calling 610-606-4628.

- Did you know that you had an escort service? Contact the College Switchboard Operator by dialing '0' or 610-437-4471 to access this service any time and a member of Campus Police will be dispatched to provide you with an escort to and/or from your campus destination.

#### F. ENFORCEMENT OF TRAFFIC AND PARKING VIOLATIONS

- Fines must be paid or appealed within 72 hours of issue; a 50% surcharge is added after 72 hours.
- Fines are payable at the Finance Office Cashier's Window located on the second floor of Blaney Hall from 9:00 AM – 1:00 PM, weekdays, or in the Cashier's Window Drop Box at the same location. Payment can also be mailed to Cedar Crest College, Finance Office, 100 College Drive, Allentown, PA 18104-6196.
- Fines that have not been paid or appealed within 72 hours of issue may be turned over to the district magistrate, which could result in additional court costs.
- Students with unpaid fines will have their grades/transcripts withheld until the fines are paid.

#### G. INSTRUCTIONS FOR FILING AN APPEAL

1. Appeals must be filed in writing to the chief of campus police within 72 hours of issue. All decisions will be sent to you by mail.
2. Obtain form from
  - a. Cashier's Office (Blaney Hall Administration Building, Room 212)
  - b. Campus police (Safety and Facilities Building)
3. Prepare a statement to include:
  - a. Your citation number
  - b. Your vehicle license number
  - c. The date the citation was issued
  - d. A statement of the facts and circumstances surrounding the citation
  - e. Signed statements of witnesses, if any
4. Mail or deliver to the chief of campus police

#### NO CONTACT ORDER

When harassment, discrimination, sexual misconduct or retaliation (as those offenses are defined in the Student Handbook) have been alleged, or when otherwise deemed appropriate under the circumstances, the director of residence life and community standards may issue No Contact Orders to the students involved, whether or not disciplinary action is taken. No Contact Orders may also be issued as an interim measure while alleged violations of the Code of Conduct are investigated and adjudicated. A No Contact Order is used to restrict encounters and communications between individuals. While a No Contact Order in and of itself does not constitute discipline and will not appear on a student's record, refusal to adhere to the order after written or verbal notification of its terms is prohibited and may result in disciplinary action, including disciplinary suspension or expulsion.

#### OPEN EXPRESSION ACTIVITY

Free speech is a cherished value of Cedar Crest College. In order to ensure that orderly operations of the College are maintained and that the rights of all are respected, while at the same time ensuring

that individual members of the college community have an opportunity to fully exercise their right of freedom of expression, anyone wishing to hold a demonstration/rally, protest, etc. (“Open Expression Activity”) must obtain approval two business days in advance of the Activity. An Open Expression Activity Request Form, available at the office of the Dean of Students, must be completed and submitted two business days in advance to the Dean of Students or designee. Open Expression Activities that have not been approved may be considered a violation of the Disruptive Conduct Policy and will be referred to the director of residence life and community standards.

## **PROSELYTIZING**

Cedar Crest College encourages open dialogue on issues of beliefs and values, as well as educational efforts in areas that enhance understanding of diversity of religious beliefs. The College reserves the right to limit or restrict the on-campus activity of any religious organization that has the express purpose of making converts of members of the college community. Proselytizing through presence on campus, speech or pamphlets is not allowed. There is a designated bulletin board and display table outside the Lees Chapel: A Center for Meditation and Spirituality where information from recognized religious groups may be displayed.

## **PUBLICITY AND POSTERS**

Posters and announcements are to be posted only on bulletin boards in the Tompkins College Center, academic buildings and the residence halls. The glass doors of the residence halls should be kept free of posters in order to allow for clear vision outside. All items to be posted should carry the name of the sponsor and/or organization and the date the item is posted. Clubs and campus organizations must get their items approved by the office of student activities. Additional questions may be directed to the office of student activities. Unapproved posters or announcements are subject to removal by appropriate College officials or their designees. Banners hanging from balconies must have prior approval from the office of leadership and student development.

## **RETALIATION**

Retaliation is defined as any adverse action taken against a person participating in a protected activity because of the participation in that protected activity. Retaliation against an individual for engaging in a protected activity, including, but not limited to a good faith allegation of harassment or discrimination, supporting a reporting party or for assisting in providing information relevant to a claim of harassment or discrimination is a serious violation of College policy and will subject such individuals to disciplinary action up to and including expulsion.

Acts of alleged retaliation should be reported immediately to the Title IX Coordinator and will be promptly investigated. In the event the Title IX Coordinator is the individual at issue, allegations of retaliation should be reported to the Provost. Cedar Crest College will take all appropriate actions to protect individuals who fear, in good faith, that they may be subjected to retaliation.

## **SEARCHES OF PROPERTY**

Any person present on College premises or at off-campus College-sponsored functions who is in possession of a bag, purse, backpack or any other container where contraband, weapons, alcohol or any other prohibited substance could be contained is subject to search by a College official at any time and for any reason. This includes, but is not limited to, searching vehicles parked on College premises. Items seized by the College will be discarded or destroyed and will not be returned.

## SERVICE ANIMAL AND EMOTIONAL SUPPORT ANIMAL POLICIES

### SERVICE ANIMAL POLICY

It is the policy of Cedar Crest College to comply with all applicable federal, state and local laws regarding the use of Service Animals (SAs) on campus. Under federal and state laws, individuals with disabilities who use SAs, or trainers of such animals, in Pennsylvania are entitled to equal opportunity in all aspects of employment and education, as well as equal access to and treatment in all public accommodations, housing accommodations or commercial property without discrimination.

#### Definition of Service Animal

A Service Animal is defined as any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability (physical, sensory, psychiatric, intellectual, or other mental disability). Other species of animals, whether wild or domestic, trained or untrained, are not considered service animals. The work or tasks performed by a service animal must be directly related to the individual's disability. Examples of work or tasks include, but are not limited to:

- Assisting individuals who are blind or have low vision with navigation and other tasks.
- Alerting individuals who are deaf or hard of hearing to the presence of people or sounds.
- Providing non-violent protection or rescue work.
- Pulling a wheelchair.
- Assisting an individual during a seizure.
- Alerting individuals to the presence of allergens.
- Alerting individuals to blood sugar issues.
- Reminding individuals to take medication.
- Retrieving items such as medicine or the telephone.
- Providing physical support and assistance with balance and stability to individuals with mobility disabilities.
- Helping individuals with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship are not considered work or tasks under the definition of a service animal.

The College may allow a person with a disability to bring a miniature horse on the premises as long as it has been individually trained to do work or perform tasks for the benefit of the individual with a disability. The College may, however, consider whether the facility can accommodate the miniature horse based on the horse's type, size, and weight. The rules that apply to service dogs also apply to miniature horses.

#### Service Animal Access

Service Animals are permitted across all College facilities for persons with disabilities, including buildings, classrooms, residence halls, dining areas, and recreational facilities. However, Service Animals are not allowed in the pool as the ADA does not override public health rules that prohibit

dogs in swimming pools. However, service animals must be allowed on the pool deck and in other areas where the public is allowed to go. Service Animals may not be permitted if the animal poses a direct threat to the health or safety of others, fundamentally alters the nature of a program or activity, or is disruptive. A service animal can be excluded from a facility if its presence interferes with legitimate safety requirements of the facility (e.g., from a surgery or burn unit in a hospital in which a sterile field is required). The accompaniment of an individual with a disability by a Service Animal in location with health and safety restrictions (food preparation areas, laboratories etc.) will be reviewed on a case-by-case basis in collaboration with representatives from that specific department.

### **Control of Service Animal**

The ADA requires that service animals be under the control of the handler at all times. In most instances, the handler will be the individual with a disability. The service animal must be harnessed, leashed, or tethered while in public places unless these devices interfere with the service animal's work or the person's disability prevents use of these devices. In that case, the person must use voice, signal, or other effective means to maintain control of the animal. For example, a person who uses a wheelchair may use a long, retractable leash to allow the service animal to pick up or retrieve items. The person may not allow the dog to wander away and must maintain control of the dog, even if it is retrieving an item at a distance. A returning veteran who has PTSD and has great difficulty entering unfamiliar spaces may have a dog that is trained to enter a space, check to see that no threats are there, and come back and signal that it is safe to enter. The dog must be off leash to do its job, but must be leashed at other times. Under control also means that a service animal should not be allowed to bark repeatedly in a lecture hall, theater, library, or other quiet place.

Handlers who bring a Service Animal on campus must follow all state and local requirements regarding the animal's presence on campus including vaccination, licensure and identification requirements. The City of Allentown requires all dogs over the age of three months to have rabies vaccinations. In addition, resident handler's (living in Lehigh County) must have their dogs licensed through the County.

### **Removal of Service Animal**

A handler may be asked to remove a service animal if:

- The animal is in a College building and does not meet the definition of a service animal or service dog in training
- The animal poses a direct threat to the health or safety of others or causes substantial property damage
- The animal or its presence creates an unmanageable disturbance or interference with the College community.
- The animal's presence results in a fundamental alteration of a College program
- The animal's handler does is not able to control the animal
- The animal's handler does not pick up the animal's waste and dispose of it properly
- The animal is not clean or in good health (poor hygiene, ill, abused etc.)
- The handler takes the animal into areas previously identified as restricted
- The animal's handler does not follow federal, state and local ordinances/laws/regulations with regard to owning a dog. The owner is responsible for understanding and becoming familiar with these ordinances/laws/regulations

Please note that if a Service Animal is removed from campus housing for any of the aforementioned reasons, the handler is still expected to fulfil housing obligations for the remainder of the housing contract.

### **Voluntary Registration**

Cedar Crest College has a volunteer Service Animal registration program. Therefore, it is recommended the handler has the animal wear a contact tag on its collar in case the animal becomes separated from the handler for any reason.

### **Service Animals in Campus Housing**

If a student is planning to live in on-campus housing with a Service Animal, the student must notify the Director of Student Accessibility Services in advance of the student residing on campus. Such notification allows the Director to work with Residence Life in order to assign the most appropriate housing location in consideration of both the student's and animal's needs. A request for housing with a Service Animal does not require documentation of disability; however, the handler (student owner) of an SA living in campus housing must provide a Certificate of Health from the treating veterinarian indicating the SA is in good health and that the animal has the vaccinations required by state and local ordinances/laws/regulations. In addition, the animal should be licensed and vaccinated as required by Lehigh County and the City of Allentown. The SA must wear rabies/licensing tags. It is recommended that SAs living on campus also wear a contact tag so the handler may be contacted in the event the animal is separated from the handler.

Service Animals should be with handlers at all times. However, on occasion, the handler may need to leave the animal in campus housing (animal is ill). Service animals may not be left in campus housing, without the handler, for longer than eight hours or left without the handler overnight. If the handler must leave campus overnight, the animal should accompany the handler or the handler should make arrangements for the animal to be cared for off-campus.

Handlers of Service Animals living in campus housing will be required to provide an off-campus emergency contact in case the handler becomes indisposed (for example, unexpected hospitalization) and is unable to care for the animal for a period of time. If, for any reason, the emergency care-taker is unwilling or unable to care for the animal, the animal will be boarded at the handler's expense.

Responsibilities for handler's living in on-campus housing and expectations for animal behavior will be discussed with the student prior to the animal living the residence halls. Questions about these responsibilities and expectations should be directed to the Director of Student Accessibility Services.

### **Conflicting Disabilities**

Students with medical condition(s) that are exacerbated by animals (respiratory diseases, reactive airway diseases such as asthma, and/or severe allergies) should contact the Director of Student Accessibility Services if they have a health or safety related concern about exposure to a Service Animal. The student and the Director will complete the interactive process (Self-Disclosure Meeting & supplemental documentation) to determine whether or not the student has a need for

accommodations and what accommodations would be reasonable and appropriate given the nature of the student's condition and situation.

### **EMOTIONAL SUPPORT ANIMALS**

Cedar Crest College recognizes that Emotional Support Animals (ESAs) are often used as part of a treatment plan for individuals with disabilities. This animal serves to alleviate one or more identified functional limitations of an individual's disability. ESAs are not considered Service Animals under the ADAAA and as such, are limited to the student's living areas and limited/specific outdoor campus spaces when necessary for the animal's exercise and/or relief.

ESAs in campus housing serve to ameliorate a student's functional limitations/barriers that deny the student equal access to the enjoyment and benefits of housing. A direct connection (or nexus) between the student's functional limitations/barriers to equally accessing housing (due to a disability) and the need for the ESA is necessary. ESAs are neither service animals (as defined by the ADAAA) nor are they pets. A pet is defined as is an animal kept for ordinary use and companionship. Pets are not permitted in campus housing (with the exception of fish).

The need for an Emotional Support Animal is directly related to the functional limitation of a person's disability. Emotional Support Animals are not permitted on campus unless approved as an accommodation by the Director of Student Accessibility Services. If approved, ESAs are only permitted in the residence halls and not in other areas of campus, including in classrooms/labs, dining areas, office spaces, outdoor spaces/events etc. If a student has the need for an ESA as an accommodation and the student's medical/psychiatric professional provider supports this need, the student should contact the Director of Student Accessibility Services to discuss the process by which this accommodation is made.

ESAs must be necessary for the student with a disability to have equal access to housing and the accommodation must also be reasonable. An accommodation may be unreasonable if:

- It presents an undue financial or administrative burden on the College;
- The requested animal is poisonous, venomous, or can be reasonably viewed as high risk;
- Poses a substantial and direct threat to any person;
- The size of the animal is too large for available assigned housing space (or available alternate housing spaces, if any);
- The animal's presence would force another individual from housing (e.g. serious allergies);
- The animal's presence otherwise violates individuals' rights to peace and quiet enjoyment; or
- It constitutes a fundamental alteration of the nature of the College's program or service.

Please note the foregoing list is not all inclusive and a determination is made in the sole discretion of the College.

Students may be approved for only one animal to serve as an ESA. Some types of animals may be better suited to living with others of their kind (as a pair, in groups etc.); therefore, they would not be an appropriate animal to request as an ESA.

Any student, who wishes to request an ESA as an accommodation, should contact the Director of Student Accessibility Services at least four (4) weeks prior to the student's preferred date to

bring the animal on campus. The student will meet with the Director to discuss the interactive accommodation process and review the policies relating to ESAs on the College campus. Please note that the deliberative process required to approve accommodations can take time. Students may not bring potential ESAs on campus until this process is completed, the accommodation has been approved, and a date has been set for the animal to reside on campus.

## **SMOKE AND TOBACCO FREE CAMPUS**

In order to ensure a safe, healthy environment, all Cedar Crest College facilities are smoke and tobacco free for employees, students and visitors. The use of all tobacco and tobacco like products is prohibited within the boundaries of all College locations including all buildings, facilities, indoor and outdoor spaces and grounds owned, rented, operated and/or licensed by the College. This policy applies to parking lots, walkways, sidewalks, sports venues, college vehicles and private vehicles parked or operated on College property.

For the purposes of this policy, smoke and tobacco products are defined as any type of tobacco product including, but not limited to cigarettes, cigars, cigarillos, electronic cigarettes, pipes, hookahs, smokeless or spit tobacco, snuff and vape pens.

Failure to comply with the smoke and tobacco free policy may result in fines and/or disciplinary action.

## **SOCIAL MEDIA**

A student is prohibited from filming, recording, photographing, posting or sharing any other individual without consent. In addition, students are prohibited to use social media for the following:

- To harass, threaten, insult, defame or bully another person or entity
- To violate any College policy
- To engage in any unlawful act, including but not limited to gambling, identity theft or other types of fraud.
- To post or store content that is obscene, pornographic, defamatory, racist, excessively violent, harassing, threatening, bullying or otherwise objectionable or injurious.
- To post copyrighted content (such as text, video, graphics or sound files) without permission from the holder of the copyright.
- To post trademarked content (such as logos, names, brands, symbols and designs) without permission from the trademark owner.
- Students should express only personal opinions. Never represent yourself as a spokesperson for the College unless authorized to do so. If the College is a subject of the content you are creating, be clear and open about the fact that you are a student and make it clear that your views do not represent those of the College and that you are not speaking on behalf of the College.

## **SOLICITING**

Soliciting on campus, door-to-door sales operations or direct selling in the residence halls is prohibited. Direct selling may include, but is not limited to, sales made through parties, one on one demonstrations and other personal contact arrangements as well as internet sales. Anyone soliciting or attempting to conduct business in the residence hall should be reported to campus police

immediately. The office of student activities must approve selling by Cedar Crest students or student organizations in the Tompkins College Center. Outside vendors must be sponsored by student organizations or other offices on campus.

### **SPECIAL DIETARY NEEDS**

Any student who wishes to request a meal plan modification as an accommodation (food allergies, chronic conditions exacerbated by specific foods, etc.) will need to request accommodations by self-identifying to the director of learning and disability resources. The student will then complete a “Self-Disclosure” meeting with the director and provide supplemental documentation of the food allergy, chronic condition exacerbated by specific foods etc. Students may make an appointment with the Director by contacting the Student Success Center (610-606-4628) or through [this link](#). The Director will then work with the director of dining services to address how the student’s needs may be met.

### **STUDENT COMPLAINT POLICY**

Cedar Crest College is committed to creating a learning environment dedicated to personal and academic excellence. Members of the College’s learning community, under the College’s Honor Code, pledge to accept responsibility for their actions in all academic and social situations and the effect their actions may have on other members of the College community.

As such, Cedar Crest College encourages students to resolve concerns or disputes through direct communication, as appropriate, with the individual or office involved by following relevant College policies or procedures.

Please note that Cedar Crest College has applied to participate in the National Council for State Authorization Reciprocity Agreements (SARA). The Pennsylvania Department of Education serves as the “SARA portal entity” for Pennsylvania with the responsibilities defined by the National Council for State Authorization Reciprocity Agreements. Among the responsibilities assigned to the state portal entity is shepherding the resolution of, investigating and resolving as necessary complaints from distance education students who reside outside of the state and who have complaints regarding the institutions that participate in SARA Pennsylvania.

Students not residing in Pennsylvania and who are enrolled in a Pennsylvania institution that operates under SARA Pennsylvania may submit complaints to the SARA portal entity only after completing the complaint process established by the institution attended by the student.

Initial responsibility for the investigation and resolution of student complaints resides with the institution against which the complaint is made. Students must exhaust all opportunities for resolution at the institution before filing a complaint with the SARA portal entity. Complaints regarding grades or student conduct violations are governed entirely by institutional policy and are not subject to review by SARA Pennsylvania.

Students who have exhausted institutional grievance processes and remain dissatisfied with the outcome may file a written complaint with SARA Pennsylvania ([click this link](#)) within two years of the incident that is the issue of the complaint. Anonymous complaints may not be reviewed.

### **Policies and Procedures for Resolving Concerns, Disputes, or Appeals of Decisions**

Please consult the relevant policies in the Cedar Crest College catalog, Student Handbook, or graduate program handbooks to resolve concerns or disputes. Use the appropriate links below to follow the College’s policies and processes:

Area of Concern, Dispute or Appeal	Office/Person to Contact
<a href="#">Undergraduate Academic Appeals</a> (For appeals of final grades, academic misconduct or other undergraduate academic policies)	Provost’s Office: Associate Provost
<a href="#">Petition to Waive Undergraduate Curricular or Academic Policy</a> (For petitions to the faculty Committee on Undergraduate Education or the Academic Policies and Standards Committee)	Registrar’s Office: Registrar
<a href="#">Graduate Student Academic Appeals</a> (For appeals of final grades, academic misconduct, or other graduate policies, see pp. 16-17; see also relevant program-specific graduate handbooks.)	Provost’s Office: Associate Provost
<a href="#">Disability Resources/Accommodations</a>	Student Success and Engagement: Director of Student Accessibility Services
<a href="#">Social Conduct Appeals</a> (For appeals of student conduct procedures, College-initiated withdrawals or other Code of Conduct policies)	Student Success and Engagement: Dean of Students
<a href="#">Sexual Misconduct or Harassment (Title IX) Bias, Harassment, or Discrimination</a> (Bias Incident Report)	Human Resources: Title IX Coordinator Center for Diversity & Inclusion: Executive Director
<a href="#">Research Approval: Institutional Review Board</a>	Institutional Review Board: Chair/Coordinator
<a href="#">Traffic or Parking Violation Appeal</a>	Campus Police: Chief of Police
<a href="#">EthicsPoint</a> – Whistleblower Reporting (Anonymous Reporting of Improper or Unsafe Behavior)	Finance & Administration Office: Chief Financial Officer/Director of Human Resources

### Student Complaints to the College

Students may file a complaint with Cedar Crest College using the “Student Complaint Form” if they have followed the College’s relevant procedures but believe they have not been treated fairly and impartially, if College policies and procedures have not been followed properly in addressing their dispute or they wish to object to College policies and procedures.

To file a complaint with Cedar Crest College, submit the [Student Complaint Form](#) to either the Provost’s Office (Joan Kern, Associate Provost; [jmkern@cedarcrest.edu](mailto:jmkern@cedarcrest.edu)) or the Office of the VP of Student Success and Engagement/ Dean of Students (Dr. Calley Stevens Taylor, [cstaylor@cedarcrest.edu](mailto:cstaylor@cedarcrest.edu)).

Unless otherwise provided herein, complaints must be reported within one (1) calendar year of the incident that caused the complaint. Complaints will be received by the Provost’s Office and the

Office of Student Affairs and then forwarded to the relevant College official(s) or office(s) for

review. The College will seek to address complaints within twenty (20) business days. Individuals and offices identified as party to a complaint may be notified and asked to provide relevant information.

Retaliation of any kind against a student for submitting a good faith complaint, participating in a complaint procedure, or refusing to participate in a complaint procedure is explicitly prohibited.

Complaints may be submitted by any Cedar Crest College student (e.g., full-time or part-time, undergraduate or graduate, on-campus or online) who was enrolled at the College at the time that the originating incident of the complaint took place. Complaints will not be accepted by Cedar Crest College under the Student Complaint policy from non-students, including other persons acting for or on behalf of a student (e.g., parents, spouses, children, employers, or friends).

Records of all Student Complaints received by Cedar Crest College will be maintained as required by all applicable state and federal regulations or statutes and in accordance with College policies and procedures.

### **Student Complaints to the Pennsylvania Department of Education**

Students may also file a complaint with the Pennsylvania Department of Education:

Pennsylvania Department of Education - Postsecondary and Adult Education

333 Market Street, 12th Floor

Harrisburg, PA 17126-0333

Phone: 717.783.8228

Fax: 717.722.3622

[Click here for website](#)

### **Student Complaints to the Middle States Commission on Higher Education**

Students may also file a complaint with the Middle States Commission on Higher Education, Cedar Crest College's regional accrediting agency:

Middle States Commission on Higher Education

3624 Market Street, Second Floor

Philadelphia, PA 19104

<http://www.msche.org/documents/ComplaintsInvolvingMemberCandidate.pdf>

Email: [info@msche.org](mailto:info@msche.org)

## **STUDENT FINANCIAL SERVICES POLICIES**

### **SFS AR (Accounts Receivable) Hold Policy**

Students who have an outstanding balance (student account balance, missing financial aid paperwork, parking fines, etc.) will have an AR hold placed on their account; this also includes missing payments from third party payers. This hold will prevent registration, schedule changes and the release of transcripts.

Depending on the type of payment, holds will be removed within 24-48 business hours. If you are paying by check, it may take 7-10 business days to clear. At that time, your AR hold will be removed.

Once an AR is removed, a student may register for classes, add/drop classes, move into student housing and/or request a transcript.

### **Payment Due Dates and Late Fee Policy**

All student account balances must be paid in full by the invoice due date before the start of each enrollment period. Students are not permitted to attend classes, occupy residence halls or use meal plans to eat in the dining hall unless full payment has been remitted or payment arrangements have been approved through Student Financial Services. Students who are not in good financial standing with the College will not be eligible to receive diplomas, transcripts, view grades or register/remain registered for future semesters. Information about and assistance with financial aid, financing resources and payment plans are available through Student Financial Services.

Failure to make payments by the due date will result in an assessment of a late fee. Your financial responsibility will remain until full payment is received. Not receiving a student invoice does not alleviate you from financial obligation to the College.

Reminder that all students can view their ebills online through Cashnet. Ebills can be viewed by logging into [my.cedarcrest.edu](http://my.cedarcrest.edu) under quick links; select [Student Financial Services](#), select Cashnet Online System and then click Go to Cashnet.

### **Withdrawal from Course**

#### **Financial Refund Policy for Students Withdrawing from Course(s)**

Full-time traditional students who drop below 12 credits after the end of the drop/add period, based on enrollment in a course or in an accelerated course and failure to attend, will receive no adjustment to the full-time tuition charge and may be subject to an adjustment to financial aid and other charges. SAGE or part-time traditional students who drop during the drop/add period without replacing an equal number of credits in the same period, or who withdraw from courses after the end of the drop/add period, will receive an adjustment of tuition, fees (if applicable), and financial aid as required, based on the date of withdrawal, according to the following schedule:

#### **Course Withdrawal Financial Refund Schedule**

Students must use the College's published requirement for notification of withdrawal in order to be subject to the College's refund policy regarding tuition/fees/other charges. Information about withdrawal procedures can be found in the [Academic Policies and Services section of the catalog](#) or by contacting the Registrar's office or Student Financial Services.

#### **For Non-accelerated Courses**

Prior to first class meeting	100% Tuition Refund
Prior to End of Drop/Add 1st Week of Semester (if not replacing credits)	90% Tuition Refund
Prior to the End of the 2nd Week of Semester	75% Tuition Refund
Prior to the End of the 3rd Week of Semester	50% Tuition Refund
During and After the 4th Week of Semester	No Refund

#### **7-8 Week Courses**

Prior to first class meeting	100% Tuition Refund
After First Class Meeting	90% Tuition Refund
After 2nd Class Meeting	75% Tuition Refund
After 3rd Class Meeting	50% Tuition Refund
After 4th Class Meeting	No Refund

#### **For Accelerated Courses: 6-9 Class Meetings**

Semester Schedule of Course Withdrawals	%Refund
Prior to the First Class Meeting	100%
After First Class Meeting	75%
After 2nd Class Meeting	50%
After 3rd Class Meeting	None

#### **4-5 Class Meetings**

Semester Schedule of Course Withdrawals	%Refund
Prior to the First Class Meeting	100%
After First Class Meeting	25%
After 2nd Class Meeting	None

#### **2-3 Class Meetings**

Semester Schedule of Course Withdrawals	%Refund
Prior to the First Class Meeting	100%
After the First Class Meeting	None

#### **OCICU Online Courses**

Semester Schedule of Course Withdrawals	%Refund
Prior to the term start date of class	100%
After the term drop deadline (OCICU School)	None

#### **Withdrawal from College**

##### **Financial Refund Policies for Withdrawal/Separation from the College or Courses**

It is a student's responsibility to notify the College when it is necessary to withdraw from course enrollment (from individual courses or from all courses) for any reason. Withdrawal or Leave of

Absence Notification can be made through the Registrar's link at My.CedarCrest.edu on the College's student web information system. Students must have a valid User ID and password to access this function. For additional information regarding Withdrawal or Leave of Absence procedures, please refer to the [Academic Policies and Services section of the catalog](#). Students who withdraw from all courses during a semester or session, either by official notification to the College, or by failing to remain enrolled in courses as expected without notification to the College are considered to have Withdrawn/Separated from the College and are subject to the Financial Refund Policy for Students Withdrawing/Separating from the College.

If a student is withdrawing from individual courses during a semester, but will continue to be enrolled in remaining courses, or receives a letter grade for any course that session, they are not considered to have withdrawn or separated from the College and may be subject to a refund of individual course charges under the Financial Refund Policy for Students Withdrawing from Course(s). Assistance with the withdrawal process can be obtained through [Academic Advising](#), the [Registrar's Office](#) or [Student Financial Services](#). Resident students must notify the [Director of residence life and community standards](#) whenever they plan to vacate a residence hall prior to the end of their contract period. Students who are withdrawn from the College or from housing for disciplinary reasons are not eligible for any refund, except pro-rated board, unless required by federal, state, or other regulations.

### **Financial Refund Policy for Students Withdrawing/Separating from the College**

Students withdrawing from the College (or from all classes) after the first day of the semester, but prior to the 60% point of the semester, will have tuition, fees designated as refundable, and financial aid (federal Title IV funds, state funds and institutional aid) pro-rated based on the number of calendar days remaining in the semester. Calendar days are calculated as the number of calendar days completed out of the total number of calendar days in a semester, excluding scheduled semester breaks of five days or more. After the 60% point of the semester, no adjustment to tuition, fees or financial aid will be made. Resident students will receive a 90% refund if terminating their housing contract within the drop/add period (first week of the semester). After the close of the drop/add period, no refund of room charges will be made. Board charges (meal-plans) will be pro-rated to the 60% point of the semester and a pro-rata refund will be issued to the student. After the 60% point, no refund will be provided. There is no refund of the Resident Communication Fee after the semester begins. Title IV financial aid recipients will have the unearned portion of financial aid (grants and/or loans) returned to the Title IV funding source, in accordance with the federal Return of Funds policy governing Title IV assistance.

Recipients of Title IV financial aid who are subject to a calculation of eligibility after withdrawal will have funds returned to Title IV programs in the following order, as applicable: Unsubsidized Direct Stafford Loan, Subsidized Direct Stafford Loan, Perkins Loan, Direct PLUS (Graduate Student), Direct PLUS (Parent), Pell Grant, FSEOG, TEACH Grant, other Title IV assistance. Detailed Title IV policy regarding the adjustment of federal financial aid funds is available by request through Student Financial Services.

### **STUDENT RECORDS POLICY**

The Family Educational Rights and Privacy Act of 1974 (FERPA, also known as The Buckley Amendment), states that students' educational records are considered confidential. Academic advisors/faculty members are required by FERPA not to disclose any information about a student

to the parents (or anyone else) unless the student provides written permission to release the information, the written request is from a law enforcement agency, or the release of such information is allowed pursuant to law.

#### I. Access to Records

College officials will review with an enrolled Cedar Crest student, or an alumna or alumnus, on written request, official records, except those specifically denied by the law. A request to review records described below will be granted within a reasonable time and no later than 45 days after the request has been made. This legislation does not open records to people who are applying to the College, who applied but were denied admission, or who were admitted to the College but did not enroll. Students will not be provided with copies of their records, other than transcripts.

- 1) These records are available to the student for inspection and review with the office responsible for maintaining the record:
  - a. Registrar - Admissions applications and supporting materials (not confidential counselor or admissions office notes) written on or after January 1, 1975; the Cedar Crest record; transcripts from other colleges and universities; and official College correspondence
  - b. Career planning director - Letters of recommendation written on or after January 1, 1975
  - c. Health and counseling services director - The student's records in Cedar Crest health services
- 2) The law denies the student access to these records:
  - a. Parental financial records (without prior written approval of the parents)
  - b. Confidential letters and statements of recommendation placed in records prior to January 1, 1975
  - c. Personal notes of teachers, advisors and administrators, the college chaplain, medical personnel, psychologists and psychiatrists, provided they are not available to a third party

#### II. Right of Privacy

The College will not release a student's records to any individual, agency or organization without the written permission of the student with certain exceptions, which include but are not limited to the following:

- 1) To Cedar Crest faculty members, administrators and staff who have legitimate educational interests in the records.
- 2) To authorized representatives of the comptroller general of the United States; the secretary of the United States Department of Education; the United States commissioner of education; the director of the national institute of education; the assistant secretary of education; or state educational authorities.
- 3) To persons who require access in consideration of a student's application for, or receipt of, financial aid.
- 4) To the parent(s) of the student(s) dependent upon them. (Cedar Crest College will attempt to notify the student in advance of parental notification, but no advance notification is guaranteed unless required by law, statute, or regulation.)
- 5) To persons authorized to receive such data through judicial order or pursuant to a subpoena. (The law requires the College to attempt to notify the student in advance of its compliance with such orders).
- 6) To appropriate persons in connection with an emergency if knowledge of such information is necessary to protect the health or safety of the student or other persons.
- 7) To parents or legal guardians, the disclosure of the results of student conduct proceedings for alcohol and drug related offenses for students under the age of 21.

- 8) As otherwise required or authorized by law, statute, or regulation.

### III. Additional Rights

- 1) The College will release information from educational records to third parties with the written consent of the student. If such a transfer of information is made, it shall be a condition of release by the College that those to whom the information is released will not permit additional access to the records without written student consent. A student is permitted to waive the right to inspect letters of recommendation in order to enable the opportunity to obtain more effective letters of recommendation. A student who wishes to use this privilege must submit a written request to the executive director of career planning to waive this right. A student has the right to inspect the log of non-Cedar Crest persons who have requested or obtained access to the student's records. A student has the right to challenge the factual basis of the records. In such instances this procedure will be followed:
  - a. If the student and a college official agree on the error, the change will be noted and signed by the student and the official.
  - b. If the student and the college official do not agree on the error, the student may appeal to the Registrar, Provost or designee for resolution within \_\_\_\_ days of review. If the Registrar, Provost or designee is involved in the disagreement concerning factual information, the president of the College or designee shall resolve the dispute. The student's appeal must be supported by a written statement of fact. A student has the right to withhold information from a published directory prepared by the College for use by non-Cedar Crest College persons, provided the request of deletion of the information is in writing to the registrar's office prior to the last date of official registration for fall or spring semester. Cedar Crest College assumes that a student who does not specifically request that directory information be withheld thereby indicates (individual) approval of disclosure.
- 2) Directory information consists of such data as the student's name, telephone number, address, major field of study, participation in activities, dates of attendance, and degrees and awards received. Though this information is public in nature, students may request that it be withheld and released only upon written authorization. Such requests should be made to the registrar. The student directory will be accessible on the internal computer network.
- 3) In regards to judicial matters and honor code violations, the College will, upon written request, disclose to the alleged victim of any crime of violence, or a non-forcible sex offense, the report on the results of any judicial proceeding conducted by Cedar Crest College against a student who is the alleged perpetrator of such crime or offense with respect to the results of the judicial proceeding. Such information may also be disclosed to third parties in accordance with applicable laws.

The term "crime of violence" shall be defined as (1) an offense that has as an element the use, attempted use or threatened use of physical force against the person or property of another or (2) any other offense that is a felony and that, by its nature, involves a substantial risk that physical force against the person or property of another may be used in the course of committing the offense.

The final results of the judicial proceedings shall only include:

- (1) the name of the student
- (2) the violation committed
- (3) any sanction imposed by the College on the student
- (4) the name of any other student, such as a victim or witness, only with the written consent of that other student.

Students should contact the Registrar if they have questions about their rights under FERPA.

### **THEFT**

Theft of any kind, including seizing, receiving, or concealing property with knowledge that it has been stolen, is prohibited. Sale, possession or misappropriation of any property or services without the owner's permission is also prohibited.

### **TOMPKINS COLLEGE CENTER POLICIES**

1. Food may be served in most areas of the Tompkins College Center. Cedar Crest College Dining Services is responsible for serving all food in the College Center. They can be contacted at extension 3446.
2. Alcohol is not permitted without prior approval by appropriate college officials.
3. Animals are not permitted in the building with the exception of service animals or other animals authorized under the College's policies.
4. Furniture may be moved only with the permission of the Conference Services staff.
5. Posters, announcements, etc. are to be posted on bulletin boards only. These items must be submitted to the Office of Student Activities for posting. Materials will be removed upon expiration.
6. The College Center cannot be responsible for any articles lost in the building.
7. Rooms may be used only upon proper reservation through the Astra scheduling system.
8. Sponsoring organizations are responsible for the equipment and facilities reserved. Individuals and/or groups may be denied future use of the facilities and may be billed for damage or loss.
9. Soliciting is not permitted without the approval of the Conference Services staff.
10. The board of health prohibits bare feet in the center.
11. Guests are expected to behave in an appropriate manner and are subject to College Center rules and regulations.

### **UNAUTHORIZED PRESENCE OR USE OF COLLEGE FACILITIES**

Unauthorized entry into, presence in or use of College facilities equipment or property that has not been reserved or accessed through appropriate College officials is prohibited.

### **WEAPONS/EXPLOSIVES**

The possession or use of firearms, or weapons of any other kind (including but not limited to knives, slingshots, metal knuckles, razors, paintball guns, BB guns, and air pistols) is prohibited.

The ignition or detonation of anything that could cause damage to persons or property or disruption by fire, smoke, explosion, noxious odors, stain, corrosion or similar means is prohibited. Possession of anything in the nature of fireworks, explosives or chemical explosives is prohibited on any

property owned or operated by the College or off campus College sponsored events without prior College authorization.

## **X. GUIDELINES FOR RESIDENCE HALL LIVING PROCEDURES**

### **AIR CONDITIONERS**

Air conditioners are not provided by the College. Students who wish to have air conditioners must supply a doctor's note to the office of residence life each academic year. When permission is granted, a student must submit a work order for maintenance staff to install, remove or check installation. The College will not be responsible for routine maintenance. Air conditioners cannot exceed 5,200 BTUs. Failure to follow these procedures will result in a fine and removal of the air conditioner. The College has the right to relocate a student needing an air conditioner to a building that can handle the additional power pull. Approved air conditioners must be removed by the end of the semester or academic year. Disposal of air conditioners left in residence rooms or on College property will be billed to the student. [Maintenance requests are submitted via School Dude](#) an electronic work order program found on the College website.

### **BREAK HOUSING**

For each break period, a specific closing time for the halls will be indicated. All students are expected to vacate their rooms by this deadline. Unauthorized occupancy can lead to disciplinary sanctions. Students may be required to relocate to another building during the break for safety or logistical reasons. Break periods are used for general maintenance. Students may expect work crews in the buildings during these times. Failure to comply with residence hall break guidelines may result in fines or disciplinary sanctions.

### **ELECTRICAL EQUIPMENT**

To prevent overloading of circuits, the College must limit the use of electrical appliances. Students will be asked to remove any unauthorized electrical appliances. Items that are not removed by the student will be discarded.

*Appliances:* Only College approved appliances are permitted in the residence halls. Refrigerators not exceeding 5.8 cubic feet and small microwaves are permitted. All permitted appliances should be equipped with automatic shut-off/safety features.

*Extension Cords:* Only UL standard approved extension cords can be used in residence hall rooms.

For questions about any appliance or device, see the Residence Life staff. No open coil devices are permitted.

### **ENTRY AND SEARCH OF ROOMS**

The College recognizes residents' desire for privacy, particularly in the context of their living situations, and will do all it can to protect and guarantee their privacy. The College's designated staff members reserve the right to enter a resident's room at any time reasons which include, but are not limited to, the following:

1. To determine compliance with all relevant health and safety regulations (e.g. fire alarms, lock downs, health and safety checks, etc.),
2. To provide cleaning and/or pest control,
3. To conduct an inventory of College property,
4. To silence unattended loud alarms and music,
5. Where there is an indication of danger to life, health, and/or property,
6. Where there is a reasonable cause to believe that a violation of College policies is occurring,
7. To search for missing College property;
8. To perform maintenance work (For most maintenance concerns, prior notice will be given whenever possible.); or
9. In the event of an emergency or due to the College's operational needs.

In addition to entry, a room may be searched by a designated Cedar Crest College staff member. For such a search to take place, the conditions for room entry set forth above must exist, and permission from the chief of campus police or designee must be obtained. Items that violate state, federal, or local law, statute or regulation or the College's policies or housing regulations will be confiscated and destroyed or discarded in the College's discretion. Items which are located in any College residence may be searched and/or removed and stored by the College in the event that the College determines, in its sole discretion, that it needs to utilize the residence for emergency or operational needs.

### **GENDER INCLUSIVE BATHROOMS**

All bathrooms in the residence halls are gender inclusive. In addition, each residence hall building has at least one single stall gender inclusive restroom available. Guests using these facilities are required to abide by visitation policies and procedures.

### **GENDER INCLUSIVE HOUSING**

Cedar Crest College offers inclusive housing options to traditional students who self-identify as transgender, gender nonconforming, gender variant and non-cisgender students, as well as students who identify as allies to this community. For students wishing to gain more information about other services and support available for students that identify as Gender and Sexuality Diverse (GSD), please contact the [Director of Diversity and Inclusion](#).

#### **Who is inclusive housing intended for?**

Inclusive housing options are intended to meet the needs of students who identify as transgender, gender nonconforming, gender variant and non-cisgender students. Therefore, traditional students seeking to live on campus are encouraged to pursue this inclusive housing option. Students who identify as supportive allies to the transgender and gender non-conforming community are welcome to live in these spaces as roommates.

#### **Where is inclusive housing offered?**

Inclusive housing will be available in all four residence halls: Butz, Curtis, Moore and Steinbright Halls, and in a variety of room set ups and prices.

#### **How do I gain access to inclusive housing?**

Students who are interested in living in inclusive housing can indicate their interest on the Housing Application. Students also have the option to work directly with the Director of Housing & Residence life

for individual requests pertaining to any of the residence halls or to request a single room.

### **What if I'm an ally?**

Students who identify as cisgender allies to the transgender community and who would be comfortable living in an inclusive space are encouraged to follow the same steps above.

### **What should I do if I identify as transgender or gender non-conforming and am nervous about being assigned a roommate who may not be a safe and supportive ally?**

We encourage students who have housing concerns related to gender identity or expression to review the options above to best decide what choice is right for them. Students who have not chosen a roommate in advance are especially encouraged to pursue the inclusive housing options, which are reserved for those who indicate an interest in inclusive spaces. If you have additional concerns about a roommate or community situation, please contact the Director of Diversity and Inclusion for more information and support.

### **Do I have to come out as transgender or gender non-conforming to live in an inclusive space?**

No. Our inclusive housing options are intended for students who have housing concerns related to gender identity and/or expression, but do not require disclosure of any identity. Students living in inclusive housing can choose what they are comfortable disclosing about themselves with staff, roommates, other residents in the community, or family members. We encourage students to seek support related to their identities from the Center for Diversity and Inclusion or from their Resident Advisor (RA).

### **What if my housing needs change?**

We recognize and respect that identities and experiences can be fluid. If you find that your on-campus housing needs change in relation to your gender identity or expression, we encourage you to communicate with the Office of Housing & Residence Life to review options and seek support from the Center for Diversity and Inclusion. If you have an immediate concern with your housing situation, please contact the Office of Housing & Residence Life.

### **Contact Information**

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Executive Director of Diversity and Inclusion  
Center for Diversity and Inclusion  
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## **MANDATORY MEETINGS**

Mandatory floor or hall meetings are occasionally called by the residence hall staff. These meetings are used to distribute information, discuss issues and address concerns about events or circumstances that are of utmost importance regarding health, safety and community standards. Students are expected to attend all mandatory meetings called by their RA (Resident Advisor) or another member of the Housing & Residence Life Staff. Students who are unable to attend must inform their RA twenty-four (24) hours in advance of the meeting. Failure to inform one's RA of inability to attend will result in a fine of \$15. Students are not expected to miss class in order to attend these meetings, but must notify the RA in advance.

## **RESIDENCY REQUIREMENTS**

Unless a student otherwise is eligible for commuter status, authorized by the College, or due to circumstances which prevent such actions, undergraduate traditional students are expected to live in college residence halls if they are enrolled in and actively attend 12 or more hours of 14-week academic credit. The student must contact the Director of Housing and Residence Life immediately if the student's status changes and no longer meets this requirement. Failure to maintain and actively attend 12 or more hours of 14-week academic credit may result in loss of housing.

Students are eligible for commuter status if they:

- Live within 40 miles of the College and reside with their parent(s), legal guardian or spouse
- Have achieved senior student status
- Have completed six semesters of college work elsewhere as a full-time student in good standing
- Are designated as "independent" for financial aid purposes
- Have a disability which prevents or prohibits such an individual from residing on campus.

Housing is provided to traditional undergraduate students and students enrolled in 4+1 programs. Limited housing may be available for graduate students in accordance with the Gender Inclusive Housing Policy and by approval of the Director of Housing and Residence Life.

Changing status from resident to commuter or commuter to resident can affect a student's financial aid package. The change of residence form can be obtained from the office of residence life and must be completed prior to the residence change. Final approval of change in housing status is made by the Director of Housing and Residence Life. Students who change their status to off-campus or commuter student after completing the housing agreement are subject to a \$200 broken contract fee.

## **ROOM AND COMMON AREA FURNISHINGS**

The College provides a complete set of furnishings for each student. No furniture can be removed from rooms. This policy also applies to closet doors, which should remain intact and attached to the closet at all times. Lofts are not permitted. No furniture can be stored over the summer. The cost for replacing missing furniture and/or repairing damaged rooms will be assessed; payment will be the responsibility of the room occupant(s). Common area furniture such as lounge furniture may not be moved from public areas into students' rooms.

## **ROOM CHANGES**

No room changes may be made during the first and last fourteen (14) calendar days of any semester. There is a formal mediation process to assist roommates in resolving conflicts. Students should

contact their Resident Advisor (RA) for assistance. All requests for

changes must be submitted in writing. Students relocating rooms must follow proper check-in and checkout procedures. Students found occupying a room that has not been assigned by the director of residence life and community standards or designee must immediately move back to their originally assigned room and sanctions may apply. The College reserves the right to make and change room assignments or to consolidate space when necessary.

### **ROOM KEYS**

Room keys are issued to each resident upon move-in. In the event that a key is lost or stolen, that loss must be reported to a member of the Housing and Residence Life staff immediately. If a room key is lost or a student moves out and does not return the room key, a charge of \$50 will be assessed for replacement of the lock and keys. Keys may not be duplicated. Students are responsible for their keys and are not permitted to loan their keys to anyone. Students found duplicating or lending their room keys may be subject to disciplinary action and may be required to pay for the cost of replacing the locks

### **ROOM/RESIDENCE HALL SECURITY**

Security is the responsibility of each resident. Room doors should always be locked when the room is not occupied. The main doors are locked 24 hours a day, seven days a week. All side doors and back doors are locked and alarmed 24 hours a day. Exterior doors must never be propped open. Emergency exit doors may not be used by students except in the event of an emergency. Fines and other sanctions may apply. Large amounts of money or valuables should not be kept in rooms. The College is not responsible for personal property lost, stolen or damaged. All losses should be reported to residence hall staff and to Campus Police. Unauthorized entry by an individual into another room will result in disciplinary action. Residence hall staff members and Campus Police are only authorized to allow individuals into their own rooms.

### **ROOM SELECTION**

All returning resident students are required to complete the online housing application to secure housing for the following academic year. In addition, students must be financially clear and registered for 12 or more credits in order to select a room. Students who change their housing status from resident to off campus or commuter after completing the housing application will be charged a broken contract fee of \$200.

## **POLICIES**

### **COMMUNITY LIVING**

Each year, the residents on a floor will create a community living agreement to determine how they wish to share their community space. Failure to comply with any part of the agreement may be subject to disciplinary action. In addition, the following community living standards must be followed:

- Single occupancy in the shower and bathroom stalls.
- Maintaining sanitary conditions in your room, on your person and in public spaces so as not to disrupt the community members.

### **DAMAGE/VANDALISM**

Charges will be made for damages to students' rooms, furniture and equipment. Upon checking in, each resident will be required to verify the condition of the room. At checkout, the residence hall staff will inspect the room. Residents are responsible for any damage done in the room or items

missing from the room that were not documented at the beginning of occupancy. Excessive dirtiness, items left behind and damage to the walls or ceilings (including, but not limited to, holes from nails, marks from fixtures and glow in the dark items) will be considered damage to the room. Students will be billed accordingly for repairs needed beyond normal wear and tear. A minimum sanction of restitution and a maximum sanction of expulsion will result from vandalism to College and/or personal property. Fines may be applied to the residence hall community for missing lounge furniture, damage or vandalism. Fines will also be applied for improper disposal or abandonment of refrigerators, air conditioners and televisions.

### **DECORATIONS**

Residence Life prohibits covering more than 50% of a residence hall room wall. Approved decorative items may not be used in, on or within 12 inches of the ceiling, lighting, sprinkler heads, conduit lines, pipes or electrical fixtures. Wall hangings, tapestries, blankets, banners and other decorative materials suspended from walls or other vertical surfaces must be flame resistant or noncombustible. Residence Life prohibits hanging any item in or on a window except for approved curtains or drapes with a manufacturer's tag stating that they are made of flame resistant materials. Such curtains or drapes may not include any pictures, words, or other items and must either be a solid color or a color pattern. Painting a room is prohibited.

### **LOCK OUTS**

Any student locked out of the residence hall room is required to contact a Residence Life staff member who will provide admittance into the room. If a Residence Life staff member is not available or between the hours of 12 a.m. to 8 a.m., the student should contact Campus Police. A fine of \$15 will be assessed after a student needs to be admitted to the room for the third time and for every time thereafter.

### **OCCUPANCY**

Resident students are not permitted to occupy their rooms in any residence hall earlier than the move-in day determined by the Office of Housing and Residence Life, nor for any period longer than 24 hours after the student's last exam. The Office of Housing and Residence Life will determine exceptions to the policy. There will be a daily charge of \$50 for staying past the departing date and time (or arriving early) without prior approval from the Director of Housing and Residence Life or designee. When there are vacancies, students may only use their portion of the residence hall rooms (this includes furniture). Failure to keep open spaces available may result in fines of \$100.

### **PERSONAL EXPRESSION**

Cedar Crest College encourages the open expression of thoughts, values and beliefs. Residence hall room doors, bulletin boards, hallways, bathrooms, lounges and any other areas that are visible to individuals within or outside of the residence hall are considered public areas. The Office of Housing and Residence Life reserves the right to request that a resident remove, or to unilaterally remove in its sole discretion, any materials from public areas that may violate college policies, or state or federal law.

### **PETS**

Students are not permitted to have pets other than harmless fish in the residence halls of the College. Fish should be maintained in an aquarium no larger than 10 gallons. There is no pet visitation in any residence hall. Violations will result in the removal of the pet at the owner's expense, fines and other possible sanctions.

## **PROHIBITED ITEMS**

College officials and residence hall staff are permitted to confiscate items that violate college policy, state and/or federal law. Such items may include, but are not limited to:

- Personal electric heaters/space heaters
- Hotplates
- Toasters or toaster ovens
- Indoor grills, e.g. George Foreman grills
- Electric blankets
- High-intensity lamps, such as halogen lamps and lava lamps
- Non-UL standard approved extension cords
- Candles, incense, incense burners, flammable liquids (e.g. gas/oil) or other items that present a fire hazard are prohibited. For questions about any device, see the Residence Life staff.
- Hover boards and similar lithium battery powered self-balancing personal transportation devices may not be used, charged or stored anywhere on campus.
- Displays: The following displays are prohibited:
  - Any alcohol container collection, regardless of age;
  - Any drug paraphernalia;
  - Any display that would constitute a hostile work environment for staff in the building.

## **QUIET HOURS**

Because of the College's commitment to academic excellence and concern for individual rights, a minimum quiet hour policy has been established for all residence halls beginning at 11 p.m. and running through 8 a.m. Each floor has the prerogative of establishing, by majority vote, a more restrictive set of quiet hours. During final exam periods, 24-hour quiet hours are in effect (during quiet hours, all noise is to be confined to individual rooms and is to be at a level that does not disturb adjacent rooms).

Resident students are responsible for addressing the quiet hours concern first before bringing it to the attention of an RA, then a Campus Police Officer. Requests to lower the volume of an existing noise source are to be addressed with courtesy. Consistent failure to observe quiet hours or to be responsive to the needs of others may result in referral to a student conduct hearing. Courtesy hours are always in effect in the residence halls.

## **SPORTING ACTIVITIES**

No sporting activities are permitted in the residence halls. In addition, you are not permitted to ride any vehicles inside the building, such as bicycles, skateboards and hover boards.

## **VISITATION**

Guests are welcomed on campus and in the residence halls and are required to abide by all College rules and policies. Students are accountable for any and all violations their guests may commit while visiting them. Students will be held accountable through the student conduct process including, but not limited to sanctions, based upon the behavior of their guest. Based upon the violation(s), the guest's access to campus may be restricted.

- Permitting a student who has been expelled, suspended, removed from housing or otherwise banned from the residence halls or campus access to the building or a room will result in the

immediate removal of the banned student from housing and possible sanctions for all parties involved.

It is the responsibility of each resident student to familiarize guests with all College policies and expectations of behavior. Resident students are directly responsible for the behavior of their guests and share responsibility for ensuring the safety of the residence halls. Guests must carry valid photo identification at all times and provide it immediately upon request from any College official.

Resident students may not provide their ID cards to anyone to access the halls. Resident students who wish to visit a hall other than the one where they reside do not need to complete a guest registration form. While in a different hall, residents are required to abide by all hall guidelines.

## **GUEST REGISTRATION**

### **Visits Under One Hour**

Resident students are required to register all non-resident guests immediately. However, in recognition of short term visits (i.e. meeting up with friends before going out to dinner and a movie or friend helping a resident move some belongings), residents are allowed to host guests for a maximum of one hour anytime between 8 a.m. and 11 p.m. before they are required to register them. Guests may not be in the hall if their students are not in the hall. This option is not available for overnight visits.

### **Visits Longer than One Hour/Overnight (Anytime between 11 p.m. and 8 a.m.)**

Residents are permitted to have guests over the age of 12 stay overnight in the residence halls. Residents must register all guests and non-resident Cedar Crest College students using the online guest registration system. An overnight visit is defined as anytime between 11 p.m. and 8 a.m., and is counted by nights and not the number of guests. Overnight visits are limited to two consecutive nights at a time, and eight nights total each month. In the event that the online system is not available, the resident should email the Office of Housing & Residence Life to register their guest.

### **Escorting Guests**

Residents must escort their guests at all times while in the building in public settings (i.e. lounges, kitchen, laundry room, etc.). Guests may remain in the resident's room without the resident for up to 30 minutes. This is also subject to roommate approval and the roommate agreement. During this time, the resident must be in the residence hall or residential portion of the building. When guests wish to use the bathroom and shower facilities, they may do so unescorted.

### **Limitations on Guests**

1. A resident is not permitted to register more than four guests at one time.
2. A resident is not permitted to verbally transfer guest responsibility to another resident. The guest must be registered online with another resident.

### **Honor Code and Community Standards in the Residence Halls**

Residents must uphold the tenets of the honor code at all time, which includes ensuring that guests are not living in the hall or causing an undue burden to the community. An undue burden to the community can be defined as, but is not limited to, the following: a pattern of guest visitation that involves a guest's presence for four or more days per week for more than one time in a semester; interference with the academic mission of the College; and/or regular use of shared hall facilities, i.e.

bathroom, kitchen, lounges and laundry room.

### **Visitation Policy Violations**

Guest visitation is a privilege on the Cedar Crest College campus; the Office of Housing and Residence Life will address any concerns regarding guest visitation. Violations of the visitation policy may result in sanctions up to and including eviction from the residence hall. Please see below for more detail.

**The Office of Housing and Residence Life may initiate any or all of the following minimum sanctions for the visitation policy, which include, but are not limited to:**

1st offense = Written Warning

2nd offense = \$50 Fine

3rd offense = Loss of Visitation for One Semester

The foregoing sanctions are in addition to any other sanctions imposed by the College for a violation of its policies or procedures. A student found responsible for a visitation violation has the right to appeal to the Director of Housing and Residence Life. The written appeal should be made within three (3) business days from receipt of the decision letter and must clearly explain, in detail, the basis for the appeal.

### **New Student Orientation**

Due to the nature of the program, guests are not allowed to stay with new students during the summer or fall orientation programs. This is an opportunity for students to meet and interact with peers. Visitation will be granted to new students on the first day of class.

### **Request for Exception**

To request an exception to the visitation policy, residents should contact the Office of Housing & Residence Life and receive written approval at least 10 days prior to the proposed visit.

### **WINDOWS AND BALCONIES**

Tampering, blocking or opening windows that require tools to open are prohibited. Throwing or dropping items from any window is prohibited. Hanging items outside windows without prior permission is also prohibited.

### **WIRELESS ACCESS**

Personally owned routers (wireless and wired) and switches are prohibited in the residence halls. Adding unauthorized extensions to the network creates additional security risks and can prevent other students from accessing the network from their computers. Only wireless access points provided by the College may be used. Information Technology reserves the right disconnect access to any location in which a device that is emitting a wireless signal that either allows for wireless network access or is conflicting with the normal operation of the Cedar Crest College network. If such action is necessary, service to that location will only be restored when it is confirmed that the wireless device has been removed. Violation of this policy will result in disciplinary action.

Each residence hall room has a small wireless access point in it for use by the residents. The wireless design of these spaces is designed to operate optimally when every room has a wireless access point, and it remains plugged in. These wireless access points also have wired ports on them for plugging in a gaming console or other device that requires network access but will not function on the Cedar Crest wireless network. These devices should not be removed from the wall, nor

should the network cabling that is attached to them be disconnected without assistance from the Office of Information Technology. Doing so may damage the device or connectivity of the device. Residents may be liable for any damage to these devices if they are unplugged or otherwise removed.