2012-2013 Student Handbook

President: Carmen Twillie Ambar
Enrollment: 1900
Colors: Yellow and White
Mascot: Falcon
Flower: White Daisy

Alma Mater
Far out on Cedar Crest, stately and tall,
Stands our fair College, dearest of all.
She ne’er will fail us, she’s stood every test.
She’s our Alma Mater, we pledge her our best.
She’s our Alma Mater, we pledge her our best.

Mission Statement
Cedar Crest College is a liberal arts college for women dedicated to the education of the next generation of leaders. Cedar Crest College prepares women for life in a global community by educating the whole student.

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### Academic Calendar 2012 – 2013

#### Fall Semester

**14 Week Term**

- **Classes Begin**: 8/27/12
- **Labor Day Holiday**: 9/3/12 (no classes)
- **Drop/Add Ends**: 9/4/12 (4 p.m.)
- **Fall Break 1**: 10/8/12 - 10/9/12
- **Deadline for Course Withdrawal**: 11/16/12 (4 p.m.)
- **Thanksgiving Break**: 11/21 - 11/25/12
- **Classes End**: 12/10/12 (10 p.m.)
- **Presentation/Reading Days 1**: 12/11 - 12/12/12
- **Final Exams**: 12/11/12 - 12/12/12 (evening exams only) 12/13/12 - 12/19/12
- **Grades Due**: 12/21/12 (12 p.m.)

#### Winter Semester

- **Classes Begin**: 12/21/12
- **Classes End**: 1/20/13
- **Grades Due**: 1/22/13 (4 pm)

#### Spring Semester

**14-Week Term**

- **Classes Begin**: 1/14/13
- **Martin Luther King Day of Service**: 1/21/13 (no classes)
- **Drop/Add Ends**: 1/22/13 (4 p.m.)
- **SPRING BREAK**: 3/4/13 - 3/8/13
- **April Break**: 3/29/13
- **Classes Resume**: 4/1/13
- **Deadline for Course Withdrawal**: 4/12/13 (4 p.m.)
Classes End ................................................................. 4/30/13 (Friday)
Schedule
Presentation/Reading Days .............................................. 5/1/13 - 5/2/13
Final Exams 5/1/13 - 5/2/13 (evening exams only) 5/3/13 - 5/7/13
All Grades Due ............................................................. 5/13/13 (12 p.m.)
Commencement .............................................................. 5/11/13

MAY/SUMMER SEMESTER

May Term ................................................................. 5/17/13 - 6/2/13
Withdrawal Ends .......................................................... 6/1/13
Grades Due ................................................................. 6/10/13 (4 p.m.)

SUMMER SESSION I

Classes Begin ............................................................. 5/13/13
Drop/Add End .............................................................. 5/15/13
Memorial Day ............................................................. 5/27/13 (no
classes)
Withdrawal Ends .......................................................... 6/14/13* (4 p.m.)
Classes End ................................................................. 6/24/13
Final Exams ................................................................. 6/25/13 - 6/26/13
*drop/add and withdraw dates calculated for each class. Contact registrar
Grades Due ................................................................. 6/30/13 (4 p.m.)

SUMMER SESSION II

Classes Begin ............................................................. 7/1/13
July 4th Holiday .......................................................... 7/4/13 (no classes)
Drop/Add Ends ............................................................ 7/3/13 (4 p.m.)
Withdrawal Ends .......................................................... 8/2/13* (4 p.m.)
Classes End ................................................................. 8/13/13
Final Exams ................................................................. 8/14/13 - 8/15/13
Grades Due ................................................................. 8/19/13 (4 p.m.)
*withdrawal dates for accelerated and weekend classes are available on My Cedar
Crest in the course information screen

Direct Inward Dialing
Automated Voice Attendant: .........................(610) 606-4666
Inclement Weather Hotline: .........................(610) 606-4629
Rodale Aquatic Center Inclement Weather Hotline: (610) 606-4657
Emergency Information Hotline: .................(610) 606-4682

The following direct inward dialing (DID) numbers will enable off-campus incoming calls to be answered directly by department staff without going through the College switchboard. Departments not listed below may be reached by dialing the automated voice attendant line at (610) 606-4666 and pressing the department extension if known or by using the department extension menu listing if the extension is not known. Departments may also be reached from off campus by calling the College switchboard at (610) 437-4471 or pressing “0” from an on-campus telephone extension.

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<td>Admissions</td>
<td>610-740-3780</td>
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<td>Art Department</td>
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<td>Bookstore</td>
<td>610-740-3775</td>
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<td>Business, Management &amp; Economics</td>
<td>610-606-4625</td>
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<td>Campus Police</td>
<td>610-606-4642</td>
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<td>Career Planning</td>
<td>610-606-4648</td>
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<td>Chemical/Physical/Forensic Sciences</td>
<td>610-606-4611</td>
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<tr>
<td>Chief Financial Officer</td>
<td>610-606-4630</td>
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<td>College Center</td>
<td>610-606-4633</td>
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<td>Community Service (Lutz Center for)</td>
<td>610-740-3762</td>
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<td>Education</td>
<td>610-606-4610</td>
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<td>Facilities Office</td>
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<td>Forensic Science Program</td>
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<td>Global Initiatives and International Programs</td>
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<td>Health &amp; Counseling Services</td>
<td>610-606-4640</td>
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<td>610-606-4607</td>
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<td>Information Technology</td>
<td>610-606-4635</td>
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<td>610-606-4609</td>
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<td>Library</td>
<td>610-606-4605</td>
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<td>610-606-4625</td>
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Nursing .............................................................................. 610-606-4606
Nutrition ............................................................................ 610-606-4624
Performing Arts ................................................................. 610-606-4667
Performing Arts (Box Office) ........................................ 610-606-4608
Provost’s Office ................................................................. 610-606-4637
President’s Office .............................................................. 610-606-4612
Psychology .......................................................................... 610-606-4663
Purchasing .......................................................................... 610-606-4632
Registrar’s Office .............................................................. 610-740-3765
Residence Life ................................................................. 610-606-4603
Rodale Aquatic Center .................................................... 610-606-4670
SAGE [School of Adult & Graduate Education] 610-740-3770
Social Science ................................................................. 610-606-4665
Special Events ..................................................................... 610-740-3791
Student Accounts ............................................................ 610-606-4602
Student Affairs ................................................................. 610-606-4680
Student Financial Services ............................................. 610-606-4602
Telecommunications/Transportation 610-606-4662
Tompkins College Center .............................................. 610-606-4633

SECTION A - 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 PRINCIPALS
The following principles stand at the center of the honor philosophy:
• 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 the individual makes her own decisions, develops a regard for the system under which she lives, and achieves a sense of integrity and judgment in all aspects of her life.

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.”

I. COMMUNITY STANDARDS FOR ACADEMIC CONDUCT

ACADEMIC STANDARDS OF INTEGRITY
In keeping with 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.

ACADEMIC MISCONDUCT
Cedar Crest College considers the following acts, but not only the following acts, to be breaches of its academic standard of integrity. Cedar Crest College reserves the right to alter the definitions of academic misconduct herein.

i) Cheating. During the completion of an academic assignment (e.g. quizzes, tests, examinations, artistic works, presentations, or papers), it is dishonest to use, have access to, or attempt to gain access to any and all sources or assistance not authorized by the instructor.

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.

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.

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.

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.

vi) Other forms of academic misconduct. 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.

RESPONSE TO ACADEMIC MISCONDUCT
Students who breach the academic standard of integrity—as set forth in the types of academic misconduct specified in the Faculty Handbook, Book 4.B.2.a.—are subject to sanctions imposed by an instructor, a department chair, the provost or the board of trustees. Such sanctions can range from, but are not limited to, the expectation to redo an assignment, a reduction in grade for an assignment or course, or the failure of an assignment or course. Extreme cases of academic misconduct, as determined by the provost or the board of trustees, may result in suspension or expulsion from the college, or the withholding, denial or rescinding of academic degrees.

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. If a student withdraws from a course and the instructor discovers academic misconduct, either before or after the withdrawal, an instructor’s grade of “F” for the course supersedes the “W.”

All instructors who determine that a student has breached the academic standard of integrity must report the incident to the provost’s office using the Report of Academic
Misconduct and attach relevant evidentiary documentation as appropriate. 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.

All instructors are required to include the College's academic standard of integrity on their course syllabi, as well as information about the response to evidence of academic misconduct and potential sanctions incurred. Upon receiving a Report of Academic Misconduct, the provost's office will notify the student of the misconduct charge and of her rights and the procedure to appeal the charge and its sanctions.

Appeals to charges of academic misconduct or their sanctions follow the process for appealing academic decisions outlined in the Faculty Handbook, Book 4.C.16. All reported incidents of academic misconduct will be held on record by the provost's office. The provost's office is to make an annual report to the faculty and to the honor and judicial board, on the number and nature of academic misconduct cases that occurred during the year.

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 which take classroom behavior into account 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 security 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 his or her department, and then make such a request to the provost prior to the beginning of the next meeting of that class. If the provost concurs, the student is to be notified of procedures by which she may appeal. Under some circumstances, some 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. If attendance is used to compute the final grades for the course, that fact must be reflected in the course syllabus. When an academic or extracurricular activity is scheduled in conflict with a class, the
class takes precedence; however, arrangements with the instructor may be made in advance to enable students to attend the conflicting activity.

Students who are aware of potential conflicts due to college-sanctioned activities should report and discuss these conflicts as soon as they are known. The College encourages students to participate in sanctioned activities and encourages faculty to make arrangements to facilitate these experiences where possible.

When there is a conflict between two scheduled events and the professors in charge cannot come to an agreement, the student shall be protected by the provost, who shall require the two professors to resolve the matter at a joint meeting with the provost.

A student who is absent from classes for reasons such as illness or a family emergency must contact the dean of student affairs, who will then verify the reason for the absence and notify the student's instructor. Faculty members who receive such notification should understand that the notification signifies that the information given by the student is creditable; the notification does not, however, serve to exempt students from any of their course requirements. Faculty members should develop policies for excusing students who miss classes or coursework for reasons beyond their control and should inform students about these policies.

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 her official date of separation, the student must accomplish one of the following steps: attend a class for which she 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 is the date of matriculation. This date is important if a student finds it necessary to interrupt her studies at Cedar Crest.

If a student takes an official leave of absence of less than three years she will be permitted to graduate according to the liberal arts education requirements in effect at the time of matriculation. With approval from her major department, a student may be
permitted to graduate according to major requirements listed in the college catalog on the date of her 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, she is not required to reapply for matriculation when she 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 her re-enrollment.

OFFICIAL WITHDRAWAL FROM COLLEGE
In order to withdraw officially from Cedar Crest College, a student must complete a process that starts in the registrar’s office. Official withdrawal prior to the official deadline for course withdrawal will result in all course work in progress being graded “W” (not computed into average). For exceptions, see section on academic misconduct. Withdrawal after the official deadline for course withdrawal will result in a grade of “F” for all courses. 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.

READMISSION POLICY AND ACADEMIC RENEWAL
Students who apply for readmission to Cedar Crest College after a separation of at least five years may elect, upon readmission, to retain all of their prior grades or to begin their academic career anew, retaining none of their prior grades.

Students who have been dismissed previously must petition for readmission. Students who have been dismissed for poor academic performance must complete 12 graded Cedar Crest credits with a “C” or better to be eligible for readmission.

STUDENT APPEAL PROCESS FOR ACADEMIC DECISIONS
A student who has a disagreement with a faculty member about an academic matter 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 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 within a month of the date of the chair’s decision, enclosing copies of the written documents and requesting a review. The provost, in consultation with the chair and the faculty member, will arrive at a final decision in the matter.

The chair and the provost will each act within one month during the academic year of receiving the matter. If the instructor is no longer employed by the College, the chair is empowered to act in his or her stead.

For further and more detailed college academic policies, see “Detailed College Policies” on the registrar’s website.

II. 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 the laws of the Commonwealth of Pennsylvania and the United States of America. All students are responsible for being familiar with this information and adhering to all college policies and procedures.

As a member of the Cedar Crest College community, students will:
• Respect the personal property of other students wherever it is found, including residence hall rooms, and all public areas both within and outside the residence halls;
• Never intentionally damage public property including art work and posters or interfere with the use of shared resources, such as computer terminals, fitness center equipment or library materials;
• Not harass or intimidate other persons. Behavior likely to constitute harassment and/or intimidation includes, but is not limited to: exhibiting behavior, distributing, posting, or advertising anything considered abusive, indecent, profane, threatening, or offensive to the average person;
• Be responsible for the behavior of their guests. Having guests on campus is a privilege and responsibility. By having a guest, students are responsible for the safety and welfare of campus resources and community members; and
• Comply with all Cedar Crest College policies, codes and standards, including all
residence hall policies.

The College expects that students will behave honorably and assume responsibility for their actions in all academic and social situations. Individuals who accept the honor of membership in the college community are obliged to act in an ethical, just and caring manner toward fellow members of the college community.

Cedar Crest College expects its students to behave with maturity and integrity at all times, to comply with the laws of the Commonwealth of Pennsylvania and the United States of America, to adhere to college policies published in the student handbook, the college catalog, and other college documents, and to respect the rights and property of others.

All members of the Cedar Crest College community are expected to comply with and uphold, as well as to encourage others to comply with these codes, policies and standards. Failure to do so may result in sanctions, discipline and/or referral to the honor and judicial board.

The dean of student affairs has responsibility for the enforcement of college policies as they affect students and for deciding on and imposing sanctions for violations of college policy. The dean will consult with the honor and judicial board when appropriate and with campus police. The final determination, however, rests with the dean in any case of a violation. Members of the student affairs division, which includes student members of the residence hall staff, communicate and enforce the codes, policies and standards. Such policies include, but are not limited to the alcohol and drug policies, residential requirements, and behavior disruptive to the community of learning and/or not respectful of the college philosophy.

The campus police office exists to serve and protect the college community. Failure to comply with a legitimate request of a college police officer or any of the college employees acting in the performance of their duties is grounds for immediate disciplinary action. Violations will be reported to the Office of Student Affairs for review and action. However, members of the campus police office may find it in the best interest of the college community to make immediate decisions, including but not limited to fines, detainment and arrest.

Felonies committed on campus may be reported to local or municipal authorities. In addition, regardless of the location of the incident, if a Cedar Crest College student is
charged with a felony, the College, if it is appropriate to do so to protect the health, safety and welfare of the accused student and/or the Cedar Crest community, reserves the right to summarily suspend the student. The College reserves the right to take action under the honor code and student handbook, prior to the disposition of the case through criminal proceedings. Disciplinary proceedings at the College may normally proceed during the pendency of criminal proceedings, and will not be subject to challenge on the grounds that criminal charges regarding the same incident have been dismissed or reduced or that no criminal charges have been brought.

Alleged social violations of the honor philosophy should be brought to the attention of the dean of student affairs. The dean of student affairs or the Office of Student Affairs will investigate the alleged violations and take appropriate action or may refer the matter to the honor and judicial board for a recommendation. If the matter is initially brought to the honor and judicial board, the board will consult with the dean of student affairs and, based on the gathering of preliminary facts, the dean of student affairs will make a determination as to which forum is most appropriate for reviewing the social code issue.

I. POLICY ON SEPARATION FROM THE COLLEGE
Cedar Crest College reserves the right to require the withdrawal of any student who is incapable of meeting acceptable behavioral standards of the college community. The following are examples of some of the students to whom this policy applies:

1. Students who are deemed to be a danger to themselves or others. Danger to self or others includes any danger of suicide, homicide, self-mutilation, accident, or assault substantially outside of behavioral parameters and necessitating unusual measures to monitor, supervise, treat, protect, or restrain the student to ensure her safety or the safety of other members of the college community.

2. Students whose behavior is disruptive to others. Disruptive behavior includes that which causes emotional, psychological or physical distress or injury to other students or staff substantially beyond that normally experienced in daily life. Such disruption may be in the form of severe distress associated with one or more behavioral incidents, or somewhat less severe but persistent distress over an extended period.

3. Students who refuse to cooperate with recommended assessment or treatment and whose physical or psychological disorder is likely to deteriorate to the point of permanent disability, disfigurement, impairment or dysfunction without such assessment or treatment. Where standard assessment is impossible because of the
student’s resistance, indirect behavioral observations will constitute the basis for such judgment.

4. Students whose physical or psychological condition is of sufficient severity to substantially exceed the reasonable limits of the College’s or locally available treatment resources and for whom no reasonable accommodation is possible or students whose condition renders them incapable of participating successfully in the educational program of the College.

II. GUIDELINES FOR SEPARATION
The dean of student affairs office should be notified whenever a student appears to have a serious physical, psychological or emotional disorder that offers reasonable cause to believe she or he may be a danger to self or others, may disrupt proper activities of the college community and its members, or may be unable to look after her or his affairs adequately.

The dean of student affairs will contact the student and seek voluntary resolution of the situation through a comprehensive review and consultation process.

When conditions allow for the full review and appraisal of the student’s health status, resolution of the situation will be sought with the student’s cooperation if at all possible. Voluntary withdrawals are encouraged to maximize the participation of the student or her family. If a student declines voluntary withdrawal, she/he may be separated without consent (which action will be recorded for course credit purposes as a withdrawal) by action of the dean of student affairs.

Students who are separated from the College for reasons of health as elaborated above will be on leave of absence until such time as the student becomes able to resume activities as a student.

Students who withdraw or are separated for reasons of health are eligible for tuition, residence hall and dining service refund of charges in accordance with existing college policy. For students receiving financial aid, consultation with the office of student financial services will occur.

III. GUIDELINES FOR READMISSION
Authorization to resume active student status may be granted by the dean of student affairs after consideration of the individual’s progress and current condition. Ordinarily, when a student wishes to resume her/his studies, the dean of student affairs should be
notified at least two months in advance of the desired period of readmission.

Eligibility for readmission will be contingent on a letter or letters from a treatment source, assessment and recommendation by appropriate medical and mental health professionals, and other information as needed for final determination by the associate dean of student affairs.

Depending upon circumstances, the dean of student affairs may require an immediate professional assessment of the student’s condition by the appropriate medical and/or mental health specialists from the College or from another appropriate resource.

Readmission may include stipulations concerning limits on credit hours rostered, extra-curricular activities, place of residence or other conditions as may be judged to be in the best interest of the student and the institution. Failure of the student to cooperate in these procedures governing withdrawal and reinstatement is grounds for continued or renewed suspension of student status.

If a student disagrees with a decision regarding mandatory leave or readmission or feels her/his situation does not fall within this policy, the student may appeal to the president who will make a final decision.

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 these guidelines are subject to disciplinary action by the College. They 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 campus regulations. Residence hall staff are empowered by the College to assist in the enforcement of the policy on alcohol by confronting violations in the residence halls.

I. THE PUBLIC LAWS
Public laws most relevant to college students are listed below. These laws apply to all persons while they are within the boundaries of the Commonwealth of Pennsylvania. Please note that this is not an all-inclusive list of public laws pertaining to alcohol.

The College permits the use of alcoholic beverages by individuals who are 21 years of age and older under conditions that safeguard the rights of others. It directs the
attention of all students to the Pennsylvania liquor, penal and motor vehicle codes (partially summarized below), and to the college procedures that support them:

1. All persons are subject to Pennsylvania liquor, penal and motor vehicle codes while they are in the Commonwealth of Pennsylvania.

2. It is illegal for a person knowingly and falsely to represent herself/himself to be 21 years of age or older for the purpose of procuring or having furnished to her/him alcoholic beverages. It is a summary offense for a first violation and a misdemeanor of the third degree for any subsequent violations. The minimum penalty shall order the operating privilege of the person be suspended for 90 days from the date for the first offense; one year for the second offense; and two years for the third offense. A person who does not have a driver's license shall be ineligible to apply for a learner's permit for 90 days from the date for the first offense; one year for the second offense; and two years for the third offense. The maximum penalty shall be a fine of not more than $500 for subsequent violations.

3. It is illegal for a person less than 21 years of age to attempt to purchase, consume, possess, or knowingly and intentionally transport alcoholic beverages. It is a summary offense. The minimum penalty shall order the operating privilege of the person be suspended for 90 days from the date for the first offense; one year for the second offense; and two years for the third offense. A person who does not have a driver's license shall be ineligible to apply for a learner's permit for 90 days from the date for the first offense; one year for the second offense; and two years for the third offense. The maximum penalty shall be a fine of not more than $500.

4. It is illegal for a person to knowingly, willfully and falsely represent to any licensed dealer or other person that a minor is over 21 years of age for the purpose of inducing any such licensed dealer or other person to sell or furnish alcoholic beverages to a minor. This is a third degree misdemeanor with a fine of not less than $300.

5. It is illegal for a person to hire, request or induce any minor to purchase or offer to purchase alcoholic beverages from a licensed dealer for any purpose. This is a third degree misdemeanor with a fine of not less than $300.

6. It is illegal to sell alcoholic beverages to any person unless duly licensed in the Commonwealth of Pennsylvania.
7. It is illegal for a person intentionally and knowingly to sell, furnish or purchase with the intent to sell or furnish any alcoholic beverages to a person who is less than 21 years of age. This is a third degree misdemeanor with a fine of not less than $1,000 for the first violation and a fine of $2,500 for each subsequent violation. NOTE: Act 31 of the Pennsylvania Liquor Code in part defines furnish as to allow a minor to possess alcoholic beverages.

8. It is illegal to manufacture, make, alter, sell or attempt to sell an identification card falsely representing the identity, birth date or age of another. This is a second degree misdemeanor with a fine of not less than $1,000 for the first violation and a fine of not less than $2,500 for each subsequent violation.

9. It is illegal for a minor to possess an identification card falsely identifying that person by name, age, birth date or photograph as being 21 years of age or older or to obtain or attempt to obtain alcoholic beverages by using the identification card of another or by using an identification card that has not been lawfully issued to or in the name of that person who possesses the card. This is a summary offense for a first violation and a misdemeanor of the third degree for any subsequent violations. The minimum penalty shall order the operating privilege of the person be suspended for 90 days from the date for the first offense; one year for the second offense; and two years for the third offense. A person who does not have a driver's license shall be ineligible to apply for a learner's permit for 90 days from the date for the first offense; one year for the second offense; and two years for the third offense. The maximum penalty shall be a fine of not more than $500 for subsequent violations. Note: The police department making an arrest for a suspected violation of carrying a false identification card shall so notify the parents or guardian of the minor charged.

10. It is illegal for a person 18 years of age or older to corrupt or tend to corrupt the morals of a person less than 18 years of age by aiding, abetting or encouraging a minor.

11. It is illegal for a person under 21 years of age to pay either direct or indirect assessments which will be used in whole or in part for the purchase of alcoholic beverages.

12. It is illegal for a licensee or his/her agent to sell alcoholic beverages to a minor or to a person who is intoxicated.

13. A person who serves alcoholic beverages is responsible for the alcohol-related
actions of the persons he/she served even after they leave the place of service.

14. It is illegal for a driver to consume any alcoholic beverages while driving or attempting to drive a motor vehicle.

II. DEFINITIONS
Furnish — To supply, give or provide to, or allow a minor to possess on premises or property owned or controlled by the person charged.

Identification Card — A driver’s license, a department of transportation non-driver’s identification card or a card issued by the Pennsylvania Liquor Control Board for the purpose of identifying a person desiring liquor or malt or brewed beverages, a card which falsely purports to be any of the foregoing, or any card, paper or document which falsely identifies the person by name, photograph, age or date of birth as being 21 years of age or older.

Liquor — Includes any alcoholic, spirituous, vinous, fermented or other alcoholic beverage, or combination of liquors and mixed liquor beverage, a part of which is spirituous, vinous, fermented or otherwise alcoholic, including all drinks or drinkable liquids, preparations or mixtures and reused, recovered or redistilled denatured alcohol usable or taxable for beverage purposes which contain more than 0.50% of alcohol by volume, except pure ethyl alcohol and malt or brewed beverages.

Malt or Brewed Beverages — Any beer, lager beer, ale, porter or similar fermented malt beverage containing 0.50% or more of alcohol by volume, by whatever name such beverage may be called.

III. The College Regulations

A. INDIVIDUAL RESPONSIBILITY
Cedar Crest College students are expected to respect all federal, state and local laws and ordinances while in attendance at the College.

The College places responsibility for obeying the laws directly on the individual. As a private institution, the College should not be construed as providing immunity from the law, or diminishing an individual’s or organization’s responsibility to comply with the law. The remaining provisions of the College’s alcohol policy are based on the fundamental expectation that all students will become familiar with and respect all laws regarding alcohol, and that all students recognize that the College places responsibility
for obeying all laws directly on the individual.

Individuals and organizations violating college regulations as well as federal, state, and local laws may be subject to civil and criminal action as well as college action.

B. General Regulations Regarding Alcohol
1. Students 21 years of age or older may possess or consume alcoholic beverages in accordance with Cedar Crest College policies.

2. Students under 21 years of age are prohibited from possessing and/or consuming alcoholic beverages.

3. 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.

4. Students of legal drinking age, 21 years of age, and their guests who are of age may consume alcohol in residence hall rooms or at college-sponsored events where alcohol is being served.

5. 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.

6. When both students are under the age of 21 no alcoholic beverages are permitted in the residence hall room.

7. When one student is 21 years of age and her roommate is under 21, only the student who is 21+ years old may possess and consume alcohol.

8. Visibly intoxicated persons, or persons showing signs of alcohol abuse, may be removed from campus by police, campus police or medical personnel. No person shall engage in alcohol-induced disorderly conduct, property destruction, and intimidation or otherwise infringe upon the rights or privacy of others.
9. Campus police has the authority to administer a breathalyzer test in those situations where underage drinking is suspected of having occurred. A student has the right to refuse a breathalyzer test. In accordance with the Commonwealth of Pennsylvania law summary, action and sanctions may apply.

10. Engaging in acts of public drunkenness, vandalism, intimidation, disorderly conduct or infringement of the rights and privacy of others will not be tolerated and will be subject to legal and/or campus disciplinary action.

11. Students are responsible for compliance with the law, for the conduct of their guests, and for informing guests of Pennsylvania law and college policy concerning alcoholic beverages.

12. 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.

13. Guests of underage students are prohibited from bringing any alcohol into the residence halls.

C. CAMPUS EVENTS WITH ALCOHOL
1. All events with alcohol must be registered with both the Tompkins College Center staff and the dean of student affairs. Forms can be obtained from the Office of Student Affairs. A completed registration must be submitted to the dean of student affairs 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.

2. 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.

3. 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.

4. Complete guidelines for events where alcohol is to be served can be obtained from the office of the dean of student affairs.

D. SANCTIONS FOR VIOLATIONS OF THE ALCOHOL POLICY
The dean of student affairs may initiate any or all of the following sanctions in response to violations of the alcohol policy, which include but are not limited to:

First Offense:
- Notification of parent(s) or legal guardian(s) if student is under age 21
- Residence hall probation and/or disciplinary probation
- Community service
- Other sanctions depending on the nature of the offense

Second Offense:
- Notification of parent(s) or legal guardian(s) if student is under age 21
- Substance abuse evaluation
- Residence hall probation or eviction and/or disciplinary probation
- Community service
- Possible other sanctions depending on the nature of the offense

Third Offense:
- Conference with parent(s) or legal guardian(s) if student is under age 21
- Mandatory substance abuse counseling
- $300 fine
- Permanent eviction from residence hall
- Community service
- Possible other sanctions depending on the nature of the offense

E. MEDICAL AMNESTY 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. The student will be required to consult with the dean of student affairs 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, to do so 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 Student Affairs. 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, this incident and any resulting charges shall be treated as an alleged second offense.

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.

DEMONSTRATIONS
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 will need to have approval 24 hours in advance. A demonstration request form, available at the student affairs office, must be completed and submitted 24 hours in advance to the dean of student affairs.

DISRUPTIVE CONDUCT
Acting in a way that would reasonably be defined as an obstruction, impairment or
interference with the functions of a department on campus, a college representative or
the actions of another individual or group is defined as disruptive conduct.

DRUGS - ILLICIT DRUGS
Cedar Crest College complies with the Commonwealth of Pennsylvania’s drug laws. All
students are required to abide by and know the illicit drug laws.

I. THE PUBLIC LAWS
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.
(Punishable by imprisonment not exceeding one year and/or a fine not exceeding
$5,000.00).

2. The acquisition or obtaining or possession of a controlled substance by
misrepresentation, fraud, forgery, deception or subterfuge. (Punishable by
imprisonment not exceeding one year and/or a fine not exceeding $5,000.00).

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.
(Punishable by imprisonment not exceeding three years and/or a fine not exceeding
$5,000.00 however, in the event of a second conviction, the fine will not exceed
$25,000.00).

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. (The
severity of the penalty varies according to the substance and circumstances. Maximum
penalties may be imprisonment up to fifteen years and/or a fine of $250,000.00 or more
depending on the assets of the person involved).

5. The possession of a small amount of marihuana only for personal use; the
possession of a small amount of marihuana with the intent to distribute it but not to sell
it; or the distribution of a small amount of marihuana but not for sale. For purposes of
this subsection, thirty (30) grams of marihuana or eight (8) grams of hashish shall be
considered a small amount of marihuana. (Punishable by imprisonment not exceeding thirty days and/or a fine not exceeding $500.00).

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. (Punishable by imprisonment not to exceed one year and/or a fine not to exceed $2,500.00).

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. (The severity of the penalty varies according to the age of the person the paraphernalia is furnished to such as someone under the age of eighteen or three years or more junior. Penalties range from imprisonment of one to two years and fines from $2,500.00 to $5,000.00).

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. (Punishable by imprisonment not to exceed one year and/or a fine not to exceed $2,500.00).

9. The knowing or intentional manufacture, distribution, possession with intent to distribute, or possession of a designer drug. (Punishable by imprisonment not to exceed fifteen years and/or a fine not to exceed $250,000.00).

II. DEFINITIONS

The definitions contained and used in the Pennsylvania Drug and Alcohol Abuse Control Act shall also apply for purposes of this policy.

As used in this policy:
“Administer” means 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.

“Contraband” means any controlled substance, other drug, device or cosmetic possessed by a person not authorized by 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.

“Deliver” or “delivery” means 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.

“Drug” means: (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 man 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.

“Drug paraphernalia” means all equipment, products and materials of any kind which 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.

“Manufacture” means 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 his administration or dispensing such substance or article in the course of his 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.

“Marihuana” 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; but shall not include tetrahydrocannabinols, 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 there from), fiber, oil, cake, or the sterilized seed of such plant which is incapable of germination.

“Narcotic” means 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).

“Opiate” means 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.

“Prescription” or “prescription order” means 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).

“Production” includes the manufacture, planting, cultivation, growing or harvesting of a controlled substance, other drug, device and cosmetic.

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. The College will cooperate with the state in the enforcement of Pennsylvania State Law.

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.

Sanctions for violations of the drug policy: The associate dean of student affairs may initiate any or all of the following sanctions in response to violations of the drug policy, which include but are not limited to:

First Offense:
- Notification of parent(s) or legal guardian(s)
- Immediate eviction from the residence hall for two semesters with loss of room rent
- Substance abuse evaluation
- Disciplinary probation for four semesters
- Discretionary prosecutorial referral to local authorities
- Community service
- Possible other sanctions depending on the nature of the offense

Second Offense:
- Permanent eviction from the residence hall
- Suspension/expulsion from the College
- Community service
- Discretionary prosecutorial referral to local authorities
- Possible other sanctions depending on the nature of the offense

Sale and/or possession of large quantity/quantities of illegal drugs as defined by state and federal law on College property will result in the following sanctions:
- Parental notification
- Suspension/expulsion from the College
- Discretionary prosecutorial referral to local authorities
- Community service
- Possible other sanctions depending on the nature of the offense

FAILURE TO COMPLY
A student is responsible for failure to comply when she/he refuses to carry out a request of a College official, fails to provide ID when requested by campus police or another representative of the College, or does not complete the directive or sanction of an honor and judicial board or administrative hearing.

CEDAR CREST COLLEGE SEXUAL MISCONDUCT POLICY
SEXUAL ASSAULT/HARASSMENT POLICY AND PROCEDURES

I. 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 assault and sexual harassment. Sexual assault and sexual harassment are unlawful and are considered sexual discrimination under the Equal Opportunity in Education Act, commonly referred to as Title IX. Sexual assault and sexual harassment will not be tolerated. 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 timely adjudication of all sexual assaults and sexual harassment. Retaliation in any form (e.g., intimidation, threats or harassment) against anyone who exercises his or her rights to make a complaint of a sexual assault or sexual harassment, 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. Cedar Crest College is committed to the health, safety, and well-being of all members of the College Community. Assistance is available twenty-four hours a day, 365 days of the year.

Cedar Crest College does not discriminate on the basis of race, color, religion, gender or 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, Margie Grandinetti, by phone at 610-606-4666 ext. 3584, in person at Blaney 104 or by e-mail at mlgrandi@cedarcrest.edu.

II. POLICY

It is the policy of Cedar Crest College that any act(s) of sexual assault, sexual harassment or sexual misconduct violate(s) the standards of conduct required of members of the College Community. As such, sexual assault, sexual harassment and sexual misconduct are prohibited without exception.

III. DEFINITIONS

1. SEXUAL ASSAULT

Sexual assault, as defined by Cedar Crest College, includes, but is not limited to, the following: sexual intercourse or deviate sexual intercourse with a complainant without the complainant’s consent, relationship violence, rape and other forms of
physical assault perpetrated against any member of the College Community, including all forms of sexual assault as set forth in the Pennsylvania Crimes Code.

- **Consent:** Words or actions that show an active, knowing and voluntary agreement to engage in mutually agreed upon sexual activity. Consent cannot be gained by force, by ignoring or acting in spite of the objections of another or by taking advantage of the incapacitation of another, where the actor knows or reasonably should have known of such incapacitation. Consent is also lacking when the activity in question exceeds the scope of consent previously given. In addition, Pennsylvania has designated a minimum age of 13 years where consent cannot be given under any circumstances. Consent is also lacking when a person engages in sexual intercourse with a complainant under the age of 16 years and that person is four or more years older than the complainant and the complainant and the person are not married to each other.

- **Consensual Relationships:** Students, faculty and staff members should understand that consensual sexual relationships, particularly those among persons of unequal status (i.e. a member of the faculty and a student or an administrator and a student), may be or may become a violation of Cedar Crest College’s sexual misconduct policy. Anyone who engages in a sexual relationship with a person over whom he or she has any degree of power or authority must understand that the validity of consent involved can and may be questioned.

- **College Community:** Students, faculty, staff, administration and all employees of Cedar Crest College form the College Community whether (or not) they are on the physical campus of Cedar Crest College.

- **Sexual Misconduct:** This term includes all forms of Sexual Assault and Sexual Harassment, which negatively affect one’s school experience or the overall College Community environment. This term includes conduct that occurs outside of a school program or school sponsored program.

Cedar Crest College follows the definitions of sexual assault as set forth the Pennsylvania Crimes Codes and include the following:

- **Forcible Compulsion:** Compulsion by use of physical, intellectual, moral, emotional or psychological force, either express or implied.
- **Indecent Contact:** Any touching of the sexual or other intimate parts of the person for the purpose of arousing or gratifying sexual desire, in either person.

- **Rape:** Intercourse with a complainant 1) by forcible compulsion; 2) by threat of forcible compulsion that would present resistance by a person of reasonable resolution; 3) who is unconscious or where the person knows that the complainant is unaware that sexual intercourse is occurring; 4) where the person has substantially impaired the complainant’s power to appraise or control his or her conduct by administering or employing, without the knowledge of the complainant, drugs, intoxicants or other means for the purpose of preventing resistance; 5) who suffers from a mental disability which renders the complainant incapable of consent; 6) who is less than 13 years of age.

- **Statutory Sexual Assault:** When a person engages in sexual intercourse with a complainant under the age of 16 years and that person is four or more years older than the complainant and the complainant and the person are not married to each other.

- **Involuntary Deviate Sexual Intercourse:** Deviate sexual intercourse with a complainant 1) by forcible compulsion; 2) by threat of forcible compulsion that would prevent resistance by a person of reasonable resolution; 3) who is unconscious or where the person knows that the complainant is unaware that sexual intercourse is occurring; 4) where the person has substantially impaired the complainant’s power to appraise or control his or her conduct by administering or employing, without the knowledge of the complainant, drugs, intoxicants or other means for the purpose of preventing resistance; 5) who suffers from a mental disability which renders the complainant incapable of consent; 6) who is less than 13 years of age.

- **Sexual Assault:** When that person engages in sexual intercourse or deviate sexual intercourse with a complainant without the complainant’s consent.

- **Aggravated Indecent Assault:** A person who engages in penetration, however slight, of the genitals or anus of a complainant with a part of the person’s body for any purpose other than good faith medical, hygienic or law enforcement procedures if 1) the person does so without the complainant’s consent; 2) the person does so by forcible compulsion; 3) the person does so by threat of forcible compulsion that would prevent resistance by a person of reasonable resolution; 4) the complainant is unconscious or the person knows that the complainant is unaware that the penetration is occurring; 5) the person has substantially impaired the complainant’s power to appraise or control his or her conduct by administering or employing, without the knowledge of the complainant, drugs, intoxication or
other means for the purpose of preventing resistance; 6) the complainant suffers from a mental disability which renders him or her incapable of consent; 7) the complainant is less than 13 years of age; or 8) the complainant is less than 16 years of age and the person is four or more years older than the complainant and the complainant and the person are not married to each other.

- **Indecent Assault:** A person who has indecent contact with the complainant or causes the complainant to have indecent contact with the person if 1) the person does so without the complainant’s consent; 2) the person does so by forcible compulsion; 3) the person does so by threat of forcible compulsion that would prevent resistance by a person of reasonable resolution; 4) the complainant is unconscious or the person knows that the complainant is unaware that the penetration is occurring; 5) the person has substantially impaired the complainant’s power to appraise or control his or her conduct by administering or employing, without the knowledge of the complainant, drugs, intoxication or other means for the purpose of preventing resistance; 6) the complainant suffers from a mental disability which renders him or her incapable of consent; 7) the complainant is less than 13 years of age; or 8) the complainant is less than 16 years of age and the person is four or more years older than the complainant and the complainant and the person are not married to each other.

### 2. SEXUAL HARASSMENT

Sexual harassment includes discriminatory intimidation, ridicule, or insult that has the purpose or effect of unreasonably interfering with an individual’s work or educational performance, or has the effect of creating an intimidating, hostile or offensive work or learning environment, as viewed from the perspective of a reasonable person.

Sexual harassment, like any form of harassment, will not be tolerated. Sexual harassment may consist of unwelcome advances, requests for sexual favors, and/or other spoken, visual or physical conduct of the sexual nature, where: 1) submission to such conduct is made, explicitly or implicitly a term or condition of an individual’s status in a course, program, employment or college activity; and 2) such conduct has the purpose or effect of unreasonably interfering with an individual’s education, work experience or performance, or creating an intimidating, hostile or offensive academic, campus, or work environment. If this conduct takes place in the classroom, it must also be persistent, pervasive and not germane to the subject matter. Sexual harassment may include a range of subtle or not so subtle behaviors and may involve individuals of the same or different gender.

### IV. IF YOU ARE A VICTIM OF A SEXUAL MISCONDUCT
1. **Get to a safe place**

Get to a safe place as fast as you can. If you feel you are in imminent danger, call the Police by dialing 911 or call Campus Police by dialing 610-437-4471. If you are on the Cedar Crest College Campus and you are outside, you may also use one of the emergency call boxes, which have blue lights on top. These boxes connect directly with the Campus Police Office. If you are on the Cedar Crest College Campus and you are inside a building, you may dial “0” from any Campus telephone to reach the Campus Police Office.

2. **Contact someone for help and support**

Cedar Crest College offers support services and resources to victims of sexual misconduct. For a list of resources, please see the “Resources/Support Services” section of this Policy. Victims of sexual misconduct will be treated with sensitivity, dignity and respect. Depending on the nature of the offense and the status of the accused, there may be instances when Cedar Crest College must take action to protect the victim and/or members of the College Community by use of a Campus Crime Alert, Warning or other type of protective/remedial measures.

If the sexual misconduct occurred on campus, Cedar Crest College encourages you to contact the Campus Police Office at 610-437-4471 or “0” from a Campus Phone. If the sexual misconduct occurred off campus, you are encouraged to contact the local police department by dialing “911”. Cedar Crest College will assist you in notifying these authorities if you request assistance.

3. **Get Medical Attention**

Whether the sexual misconduct happened on or off-campus, the personnel listed in the “Resources and Support Services” section of this Policy are trained to assist you in getting medical and emotional support. They will facilitate your transportation to a hospital or a medical doctor for treatment. Even if you believe that you were not physically injured (or you are uncertain about injury), you are encouraged to seek treatment.

In addition, a hospital or medical facility can aid in the collection of evidence of a sexual assault, which can only be collected for a short time after a sexual assault occurs. The evidence collected by a medical facility can be helpful in the event that you decide to pursue criminal charges. Evidence is best preserved if you avoid drinking, bathing, showering, douching or changing clothes prior to seeking medical attention.

4. **Seek Emotional Support**
You are strongly encouraged to seek out assistance with dealing with the emotional aftermath of sexual misconduct. For a list of local resources and support services, please see the “Resources/Support Services” section of this Policy.

V. SERVICES, EDUCATION AND PREVENTION PROGRAMS

Cedar Crest College emphasizes personal safety and the need to institute proactive measures to reduce the risk of becoming a victim of a crime, including incidents of sexual misconduct. Campus programs and services are available including:

- **Campus Crime Alerts/Timely Warnings:** Campus crime alerts are sent to the College Community in the event that a situation arises, either on or off-campus, which, in the judgment of Cedar Crest College Campus Police and/or the Cedar Crest College Cabinet, constitutes an immediate, ongoing or continuing threat. The College Community will be notified using the emergency alert system. The warning will be issued through various means including, but not limited to, the Cedar Crest College e-mail system, the E2Campus text messaging system, notices in the residence halls and other buildings on the Cedar Crest College campus.

- **Emergency Call Boxes:** Emergency call boxes are strategically placed throughout the College Community. These call boxes connect directly to the Campus Police switchboard.

- **Escort Service:** The Campus Police provide escort services to the College Community desiring an escort from one campus destination to another. **To arrange for an escort, please contact the Cedar Crest College switchboard operator by dialing “0” from a campus phone or 610-437-4471 from an off campus phone.**

- **Health and Counseling:** Upon request, the Cedar Crest College Health and Counseling Center will facilitate access to sexual misconduct programs to resident advisors, clubs and students. Individual counseling sessions and medical appointments are also available to residential students. The Health and Counseling Center will help facilitate appointments for commuter and adult students. **Contact Health and Counseling at 610-606-4640 or “3476” from a campus phone.**

- **Residence Life Programs:** During floor meetings and throughout the year, programs are offered through Residence Life and Campus Police. These programs are designed to promote awareness of sexual misconduct. **Contact the Office of Residence Life at 610-606-4603.**

- **Orientation:** Sexual misconduct prevention programs are offered to all new students during new student orientation. Literature is distributed to all new students, and is also located in the Health and Counseling Office in Curtis Hall, the Allen House, the residence halls,
the Provost’s Office, SAGE Office, the Human Resources Office and the Campus Police Office.

- **Rape Aggression Defense Program (R.A.D):** R.A.D. is a hands-on program offered through Campus Police. The program focuses on prevention, risk reduction and avoidance of sexual misconduct while progressing onto the basics of self-defense. **Contact Campus Police for more information at 610-437-4471 or "0" from a Campus Phone.**

- **Title IX Coordinator:** The Title IX Coordinator or designee is responsible for overseeing all Title IX complaints and identifying and addressing any patterns or systemic problems that arise during a review of such complaints. The Title IX Coordinator or designee is available to meet with students as needed. The Title IX Coordinator has oversight for college-wide education and prevention programs on sexual assault which includes orientation and follow-up programs for students, faculty and staff, and disseminating literature on sexual assault. The Cedar Crest College policy on sexual misconduct is included in the student and employee handbooks.

VI. **RIGHTS OF COMPLAINANTS AND RESPONDENTS**

1. **Rights of Complainant of Sexual Misconduct**

Students pursuing a complaint of sexual misconduct who report the incident to Cedar Crest College officials are called “complainants,” and can anticipate that:

- All reports of sexual misconduct will be treated seriously.
- The complainant will be treated with sensitivity, dignity and respect. Note that while Cedar Crest College recognizes and respects the need for confidentiality, depending on the nature of the offense and the status of the respondent, there may be instances when Cedar Crest College must take action to protect the complainant and/or members of the College Community.
- The complainant has the right to and should seek immediate medical attention.
- The complainant will be fully informed in a timely manner of their rights and options, including the necessary steps of each option.
- The complainant may invite or be assigned a member of the Campus Community (i.e. faculty, staff) to guide and support them through all parts of the complaint process.
- The complainant may request on-campus relocation, transfer of classes and academic work (when options are available), or other steps to prevent unwanted contact and proximity to a respondent (if the respondent is a member of the College Community) while the
resolution process is taking place. Note that Cedar Crest College will make every effort not to disrupt the complainant’s residential or academic situation.

- If the respondent is a student, the complainant may pursue a College Honor and Judicial Board hearing.
- If the respondent is a Cedar Crest College employee, faculty or staff member, the complainant may pursue a grievance according to the Cedar Crest College employee policies and procedures.
- The complainant has the right to pursue criminal charges if the conduct is criminal in nature.
- The complainant has the right to know the disposition of the Honor and Judicial Board hearing if the case involves a respondent who is a Cedar Crest College student or the outcome of the disciplinary procedures if the respondent is a College faculty or staff member.
- Retaliation in any form (intimidation, threats or harassment) against anyone who exercises his or her rights to make a complaint, or any third party cooperating with the investigation under this policy is strictly prohibited by law and Cedar Crest College policy and may result in disciplinary action and/or criminal charges.

2. **Rights of Respondent of Sexual Misconduct**

Students who have been accused of sexual misconduct by a member of the College Community are called “respondents,” and can anticipate that:

- All reports of sexual misconduct will be treated seriously.
- The respondent will be treated with sensitivity, dignity and respect. Note that depending on the nature of the offense and the status of the respondent, there may be instances when Cedar Crest College must take action to protect the complainant and/or members of the College Community.
- The respondent will be fully informed in a timely manner of their rights and options, including the necessary steps and potential consequences of each option.
- The respondent may invite or be assigned a member of the Campus Community (i.e. faculty, staff) to guide and support them through all parts of the complaint procedure.
- The complainant may pursue an Honor and Judicial Board hearing and will be informed of the disposition of the Honor and Judicial Board hearing if the respondent is a student.
• The complainant may pursue a grievance according to the Cedar Crest College employee policies and procedures if the respondent is a faculty or staff member or Cedar Crest College employee.

• The respondent may be required to relocate his or her on-campus housing, transfer classes and academic work, or take other steps to prevent unwanted contact and proximity to a complainant while the resolution process is taking place.

• The complainant may also elect to pursue criminal charges against the respondent.

• Retaliation in any form (intimidation, threats or harassment) against anyone who exercises his or her rights to make a complaint, or any third party cooperating with the investigation under this Policy is strictly prohibited by law and Cedar Crest College policy and may result in disciplinary action and/or criminal charges.

VII. REPORTING SEXUAL ASSAULT OR SEXUAL HARASSMENT AND OPTIONS WHEN REPORTING

The following informal and formal procedures are designed to ensure a timely response to reports of sexual misconduct. The goals of the procedure outlined in this Policy are a full and complete investigation and a fair adjudication.

In all cases of alleged sexual misconduct, regardless of whether the complainant wishes to pursue the formal or informal reporting procedure, Cedar Crest College will undertake an appropriate inquiry and take prompt and effective action to support and protect the complainant, including taking appropriate interim steps before the final outcome of the investigation and hearing, if any. Accordingly, at or after an initial meeting reporting sexual misconduct, Cedar Crest College may impose a “no-contact” order, which typically will include a directive that the parties refrain from having contact with each other, directly or through proxies, whether in person or via electronic means, pending the investigation and, if applicable, the hearing. The Vice President for Student Affairs and/or the Title IX Coordinator also may take any further protective action that he or she deems appropriate concerning the interaction of the parties pending the hearing, if any, including, without limitation, directing Cedar Crest College officials to alter the students’ academic, housing or employment arrangements. Title IX requires that, when taking steps to separate a complainant and respondent, a school must minimize the burden on the complainant. Thus, Cedar Crest College, as a matter of course, will not remove a complainant from his or her classes, housing or employment while allowing the respondent to remain. Violations of the directive of the Vice President for Student Affairs and/or the Title IX Coordinator shall constitute related offenses that may lead to additional disciplinary action.
Cedar Crest College strongly encourages persons who believe that they have been the victim of sexual misconduct to report the sexual misconduct to Cedar Crest College authorities as set forth below. Cedar Crest College requires all persons who believe that a member of the College Community has been the victim of sexual misconduct to report the sexual misconduct to Cedar Crest College authorities as set forth below. Cedar Crest College will fully investigate all complaints of sexual misconduct regardless of whether a complainant files a formal or informal complaint.

1. Informal Reporting Procedure

If sexual misconduct is reported to any Cedar Crest College administrator, faculty member, Residence Life staff member (including Resident Advisors) or employee and the complainant opts not to file a formal complaint at that time, the complainant can anticipate the following:

- The first priority will be to ensure that the complainant receives immediate medical attention, if needed.

- The complainant will be referred to the Dean of Students, the Title IX Coordinator or his/her designee(s).

- The complainant will be encouraged to utilize the resources and support services available on and off campus and will be offered coordinated assistance including physical, emotional, personal safety and academic support.

- To the extent possible and consistent with applicable legal requirements, informal complaints will be treated confidentially. If a complainant requests anonymity, such a request may limit Cedar Crest College’s ability to fully investigate and respond to the sexual misconduct, and Cedar Crest College may not be able to maintain confidentiality.

- A complainant may terminate the informal complaint procedure and pursue a formal complaint at any time.

- The complainant will receive written information regarding the Cedar Crest College sexual misconduct policy.

- The complainant will be informed of the procedure to obtain a Protection From Abuse order by the Campus Police or the College Official taking the report.

2. Formal Reporting Procedure
a. **Sexual Assault**

If a sexual assault is reported and the complainant wants to file a formal complaint, the complainant will be directed to (and whenever possible escorted to) the Cedar Crest College Campus Police Office. If a sexual assault is reported off-campus and the complainant wants to file a formal complaint, the complainant will be directed to the local police department. Cedar Crest College will assist the complainant in notifying these authorities if the complainant requests assistance. The Cedar Crest Campus Police Office and/or the local police department have the responsibility of investigating the complaint. The complainant can anticipate the following:

- The first priority will be to ensure that the complainant receives immediate medical attention, if needed.

- Campus Police will contact the Dean Students, the Title IX Coordinator or his/her designee(s). The complainant will be informed about available support services, the reporting procedure, legal and administrative options and provide the complainant with written information about the process.

- To the extent possible and consistent with applicable legal requirements, complaints will be treated confidentially. If a complainant requests anonymity, such a request may limit Cedar Crest College’s ability to fully investigate and respond to the sexual assault, and Cedar Crest College may not be able to maintain such confidentiality.

If the complainant opts to pursue criminal charges, the Campus Police will follow the policies and procedures outlined in its handbook.

b. **Sexual Harassment**

If sexual harassment is reported and the complainant wishes to file a formal complaint, the complainant will be directed to the Dean of Students, the Title IX Coordinator or his/her designee(s). If the conduct is criminal in nature the complainant will be directed to (and whenever possible escorted to) the Cedar Crest College Campus Police Office. This division has the sole responsibility of investigating a criminal complaint.

The complainant can anticipate the following:

- The first priority will be to ensure that the complainant receives immediate medical attention, if needed.

- The complainant will be informed of available support services, explained the reporting procedure, legal and administrative options and provided with written information about the process.
To the extent possible and consistent with applicable legal requirements, complaints will be treated confidentially. If a complainant requests anonymity, such a request may limit Cedar Crest College’s ability to fully investigate and respond to the sexual harassment, and Cedar Crest College may not be able to maintain confidentiality.

If the complainant opts to pursue criminal charges, the Campus Police will follow the policies and procedures outlined in their handbook.

3. **College Disciplinary Procedures and Sanctions**

Whether or not a complainant opts to file a criminal complaint, the complainant may pursue an Honor and Judicial Board hearing if the respondent is also a Cedar Crest College student. Cedar Crest College is committed to providing a judicial and disciplinary process that is sensitive, supportive, expedient and respectful of the individual rights of all involved.

If the respondent is a Cedar Crest College student, a hearing will be held before the Honor and Judicial Board ("HJB") within sixty (60) days of the date that the formal complaint was submitted. The hearing will be held in accordance with written HJB procedures. If the respondent is a faculty or staff member, Human Resources will commence disciplinary action according to the disciplinary procedures applicable to the respondent. Human Resources will inform the respondent of the applicable policies and procedures to be followed.

There are two types of student judicial hearings: Administrative Hearings and HJB Hearings. HJB hearings are held during the academic year, in the fall and spring semesters. HJB hearings are not held during any Cedar Crest College breaks (i.e. Fall break, Spring break, Thanksgiving break) or during the winter or summer term. During these periods, an Administrative Hearing will be held in place of an HJB hearing. The Administrative Hearing is run by the HJB Advisor. The HJB Advisor determines the final disposition of an Administrative Hearing. Administrative Hearings may be called at the discretion of the HJB Advisor; however the hearing process, as outlined below, will be followed.

The complainant and respondent will each meet with the HJB Advisor separately within twenty (20) days of the date that a formal complaint is made. During this meeting, the HJB Advisor will continue an investigation of the matter and will explain the hearing process and other pertinent information, including the following:

**The Complainant**

- The complainant’s on-campus living situation may be changed upon the complainant’s request.
• The complainant’s academic situation may be changed upon the complainant’s request if options are available.

• The complainant has the right to pursue criminal charges off-campus.

• The complainant has the right to be accompanied by a College advisor and witnesses during the hearing process, if all parties are members of the College Community.

• The complainant is informed that all hearing officers take an oath of confidentiality.

• The HJB will hear testimony of all parties who are involved in the incident and who are present at the hearing.

• After hearing all of the testimony, the HJB will make a determination of whether or not the respondent is responsible for the charge(s). The standard of proof used to decide whether a respondent is responsible is whether it is “more likely than not” that respondent committed the act of sexual misconduct.

• The HJB will provide its recommendation(s) and resolution of the case including sanction recommendations to the HJB Advisor in writing.

• The HJB Advisor will make the final determination about the sanction(s) imposed on respondent. If the HJB Advisor’s final determination is different than the recommendation of the HJB, the HJB Advisor must provide a rationale for his or her determination with respect to sanctions.

• The complainant will be notified in writing within seven (7) days after the date of the HJB hearing of the outcome of the hearing.

• The complainant’s sexual history will not be received as evidence at the hearing.

• Each party has the right to be present during the entire hearing; however, one party may not directly question the other party.

The Respondent

• The respondent’s on-campus living situation can be changed at the discretion of Cedar Crest College.

• The respondent’s academic situation can be changed at the discretion of Cedar Crest College.
• The respondent has the right to be accompanied by a College advisor and witnesses during the hearing process, if all parties are members of the College Community.

• The respondent is informed that all hearing officers take an oath of confidentiality.

• The HJB will hear testimony of all parties who are involved in the incident and who are present at the hearing.

• After hearing all of the testimony, the HJB will make a determination of whether or not the respondent is responsible for the charge(s). The standard of proof used to decide whether a respondent is responsible is whether it is “more likely than not” that respondent committed the act of sexual misconduct.

• The HJB will provide its recommendation(s) and resolution of the case including sanction recommendations to the HJB Advisor in writing.

• The HJB Advisor will make the final determination about the sanction(s) imposed on respondent. If the HJB Advisor’s final determination is different than the recommendation of the HJB, the HJB Advisor must provide a rationale for his or her determination with respect to sanctions.

• The respondent will be notified in writing within seven (7) days after the date of the HJB hearing of the outcome of the hearing.

• The complainant’s sexual history will not be received as evidence at the hearing.

• Each party has the right to be present during the entire hearing; however, one party may not directly question the other party.

• The respondent may not use the consumption of alcohol or other drugs as an excuse for any sexual misconduct.

The HJB Advisor will also provide each party with a written copy of this Policy.

In addition to meeting with the complainant and respondent, the HJB Advisor will review any investigative reports compiled or filed to make a determination regarding the necessity of a hearing. The HJB Advisor will make a determination as to whether to hold a hearing within seven (7) days of the date of meeting with either the complainant or respondent, whichever occurs later. This decision will be communicated to both the complainant and respondent in writing.
If it is decided that a hearing will be held, the hearing will occur no more than thirty (30) days after the HJB Advisor determines that a hearing is necessary. If the HJB Advisor determines that a hearing is not necessary and the complainant desires a hearing, the complainant may request a hearing. Such a request shall be made in writing within seven (7) days of the date of HJB Advisor’s written determination not to hold a hearing. A hearing shall then be held as set forth above. The HJB Advisor cannot impose sanctions on the respondent without a hearing.

4. Sanctions

Cedar Crest College recognizes the role of accountability as an integral component of the educational process. In order to prevent recurrences, respective sanctions have been developed. These exist to promote a sense of community responsibility and to maintain the integrity of Cedar Crest College as an ethical, just and caring community of learning. The standard of proof used to decide if a respondent is responsible is whether the conduct in question “more likely than not” occurred. If there is a finding of responsibility, disciplinary sanction(s) may include, but are not limited to, expulsion, suspension, a no contact order, removal from Cedar Crest College housing, and/or mandatory counseling or education. In addition, persons charged with offenses that are criminal in nature may also be prosecuted by the applicable local authority.

5. Appeals Process

Either party shall have the right to one (1) appeal. The appeal shall be made in writing to the Vice President for Student Affairs or his or her designee within ten (10) days of the date of the written decision of the HJB. The appeal may be based on any of the following grounds:

- The sanction(s) are inappropriate.
- There is new evidence to warrant a rehearing.
- Procedural rights have been violated.

The written request must clearly explain, in detail, the basis for the appeal. The appeal should be based on documentation and should be limited to an inquiry of the issue or issues raised during the hearing or in the incident reports. The Vice President for Student Affairs or his or her designee will forward a copy of the appeal to the non-appealing party, who may respond to the appeal in writing within seven (7) days of receiving a copy of the appeal. The Vice President for Student Affairs will review the appeal and any response thereto. There are three possible outcomes:

- The appeal will be denied.
• The sanction(s) will be modified.
• The appeal will be forwarded to the HJB to rehear the case.

A written determination of the appeal will be provided to the parties within twenty (20) days of the date that the appeal is received.

VIII. RESOURCES/SUPPORT SERVICES

Cedar Crest College offers support services and resources to complainants of sexual misconduct. Complainants will be treated with sensitivity, dignity and respect. Depending on the nature of the offense and the status of the respondent, there may be instances when Cedar Crest College must take action to protect the complainant and/or members of the College Community. Confidential resources (i.e. the College chaplain) will not file a report for investigation. Other resources are required to follow up if the identity of the alleged assailant is known or can be determined. Although confidentiality cannot be assured, any follow up will be done with respect for the privacy of all involved in the incident.

• On Campus Confidential Resources and Support Services

  Cedar Crest College Chaplain 610-606-4666 ext. 3473

• On and Off Campus Resources and Support Services

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<th>Campus Police/Local Police</th>
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<td>Cedar Crest College Campus Police</td>
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<td>Calling from off Campus Phone</td>
<td>610-437-4471</td>
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<td>Calling from on Campus Phone</td>
<td>Press “0”</td>
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<td>Emergency (on Campus)</td>
<td>Press “0”</td>
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<tr>
<td>Allentown Police Emergency</td>
<td>Dial 911</td>
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<td>Allentown Police Non-Emergency</td>
<td>610-437-7751</td>
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<td>Allentown Police Special Victims Unit</td>
<td>610-437-7798</td>
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<td>Medical Treatment</td>
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<td>Cedar Crest College</td>
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<tr>
<td>Health &amp; Counseling Services (M-F 8:30-4:30)</td>
<td>610-606-4640</td>
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<tr>
<td>Lehigh Valley Hospital (Cedar Crest Facility)</td>
<td>610-402-8000</td>
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<tr>
<td>Lehigh Valley Hospital E.R. (17th &amp; Chew Sts.)</td>
<td>610-402-2226</td>
</tr>
<tr>
<td>St. Luke’s Hospital (1736 Hamilton St., Allentown)</td>
<td>610-628-8300</td>
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<tr>
<td><strong>Counseling Services</strong></td>
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<tr>
<td><strong>Cedar Crest College</strong></td>
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<tr>
<td>Counseling Center (M-F 8:30-4:30)</td>
<td>610-606-4640</td>
</tr>
<tr>
<td>Crime Victims Counsel of Lehigh Valley (24 Hours)</td>
<td>610-437-6611</td>
</tr>
<tr>
<td>Crises Intervention (24 hours)</td>
<td>610-782-3127</td>
</tr>
<tr>
<td>Turning Point (24 Hours)</td>
<td>610-437-3369</td>
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<table>
<thead>
<tr>
<th><strong>Administrative Offices</strong></th>
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<tbody>
<tr>
<td><strong>Dean of Students</strong></td>
<td>610-604-4680 or “0” for the Switchboard to contact after hours</td>
</tr>
<tr>
<td>Cedar Crest College Ethics Hotline</td>
<td>877-309-9396</td>
</tr>
<tr>
<td><strong>Office of Residence Life</strong></td>
<td>610-606-4603</td>
</tr>
<tr>
<td>o Graduate Hall Directors</td>
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<tr>
<td>o Residence Advisors</td>
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<tr>
<td>o On-Call Staff Member (Professional Staff Member or Resident Advisor)</td>
<td>610-437-4471 or “0” from a campus phone</td>
</tr>
<tr>
<td><strong>Title IX Coordinator:</strong></td>
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<tr>
<td>Grandinetti</td>
<td>610-606-4666 ext. 3584</td>
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**HARASSMENT**
 Discriminatory harassment is unlawful and interferes with a student’s academic opportunities or residential life. Discriminatory harassment in any form by a member of the college's community is unacceptable conduct and will not be tolerated by the College. This policy applies to harassment on the basis of race, color, religion, gender or sex, national origin, age, disability, sexual orientation, family status or any other characteristic protected from discrimination under law or college policy. Harassing behavior includes discriminatory intimidation, ridicule, or insult that has the purpose or effect of unreasonably interfering with an individual’s work or educational performance, or of creating an intimidating, hostile or offensive work or learning environment, as viewed from the perspective of a reasonable person.

**COMPLAINT PROCEDURE**
Cedar Crest College is committed to diligent and impartial enforcement of this policy. The College encourages the prompt reporting of complaints or concerns so that rapid
and constructive action can be taken. Any student who feels she/he has been subjected to conduct in violation of this policy by another student should bring the matter to the attention of the dean of student affairs to address the complaint. Any student who feels she/he has experienced conduct in violation of this policy involving a faculty or staff member should contact the chief financial officer or human resources. All allegations of harassment will be investigated promptly and in as confidential a manner as is possible and consistent with an effective investigation. As part of a confidential investigation, persons possessing information relating to the complaint may be interviewed.

DISCIPLINARY SANCTIONS
Persons other than students who are found to have violated this policy will be subject to appropriate disciplinary and/or corrective action. Any student found to have violated this policy will be subject to disciplinary action as outlined in the “Honor Philosophy” section of this handbook. Persons charged with offenses that are criminal in nature may also be prosecuted.

NO RETALIATION
Retaliation in any form against any student who exercises his or her right to make a complaint under this policy is strictly prohibited by law and college policy.

AVAILABLE RESOURCES
Cedar Crest College is committed to providing immediate care and support for all victims of abuse, violence, or sexual or other physical assault. If you have been the victim of any form of violence or physical abuse, including but not limited to relationship violence, please contact the associate dean of student affairs for immediate assistance. Students who believe that they may need help to avoid engaging in conduct that is prohibited by this policy are urged to seek assistance through the associate dean of student affairs or designee.

HAZING POLICY
Cedar Crest College complies with the Pennsylvania state law prohibiting hazing. Hazing is defined as any action or situation which recklessly or intentionally endangers the physical or mental health of a student. This term includes, but is not limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of food, liquor, drug or other substance, or any forced activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity that could adversely affect the mental health or dignity of the individual, or any willful destruction of or removal of
public or personal property. Any activity as described in this definition upon which the
initiation or admission into or affiliation with or continued membership in an
organization is directly or indirectly conditioned shall be presumed to be “forced”
activity, even if the individual willingly participates in such activity. Any suspected
violation of this policy should be reported to the dean of student affairs and may result
in 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.

PROSELYTIZING POLICY
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 and academic buildings, although some flexibility is permitted in 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. Items to be posted must be approved for posting by the appropriate college official. (College Center and academic buildings: executive director of the office of leadership and student development; residence halls: director of residence life). Additional questions may be directed to the Office of Leadership and Student Development. Unapproved posters are subject to removal by appropriate college officials or their designees. Banners hanging from windows and balconies must have prior approval from the Office of Leadership and Student Development. Residence hall room doors, hallways, bathrooms, lounges and any other areas that are accessible to all residents in a hall are considered public areas. Some materials may be deemed or perceived to be inappropriate or offensive. The residence life department reserves the right to request that a resident remove any offensive materials in campus residence facilities.

SOLICITING
Soliciting on campus or door-to-door sales operations in the residence halls is prohibited without the express authorization of the chief of campus police. Anyone soliciting or attempting to conduct business in the residence hall should be reported to campus police immediately. The associate dean of student affairs must approve selling by Cedar Crest students or student organizations. Outside vendors must be sponsored by student organizations or other offices on campus.

THEFT
Theft is taking something that does not belong to you without the express consent of the owner or using services without paying for those services and/or without getting consent for using those services.

UNAUTHORIZED POSSESSION
Unauthorized possession is defined as possessing or using property without the knowledge or consent of the owner.

VANDALISM
Destruction of, or tampering with any college property or property owned by members of the college community will not be tolerated. Violations of the law and college regulations may result in a minimum sanction of restitution and a maximum sanction of suspension or expulsion from the College. (Also see “Removal of College Property Policy.”)

WEAPONS
Weapons are prohibited on the campus of Cedar Crest College. It is against college policy
for any person to possess or carry—either openly or concealed—firearms, explosives or any potentially dangerous weapon on college property. Failure to comply may result in expulsion from the College. All federal, state and local laws regulating the possession, use and sale of weapons are in force on the Cedar Crest College campus. Campus police officers do carry firearms.

III. GUIDELINES FOR COMMUNITY LIVING

BICYCLE REGULATIONS
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.

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 and his/her designee.

COMPUTER USE 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://www.cedarcrest.edu/ca/infotech/policies/policycompuse.shtm

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 and 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.

FIRE POLICIES

FIRE EQUIPMENT POLICY
Anyone identified as being responsible for tampering with or theft of any college-owned fire equipment or other safety equipment will be subject to a three hundred dollar ($300) fine per violation plus the cost of any damage relating to the equipment. Other sanctions include a minimum residence hall probation, restitution and college service; and as warranted, more severe sanctions could apply.

FIRE SAFETY REGULATIONS
Students will be permitted to have a name tag, message board and pictures on their residence hall door. 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.

A. Burning or burnt candles or incense, toasters and toaster ovens, potpourri crocks, halogen lamps, electric heaters, space heaters, hot plates, indoor grills, and electric blankets are fire hazards and may not be used in the residence halls.

B. 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.
C. 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.

D. Fire drills are conducted periodically throughout the year. All students must evacuate the building when the fire alarm is sounded.

E. Smoking is prohibited in all campus buildings.

F. Over-door hangers may not be attached to doors, nor may hangers be placed over closet edges or hung from picture moldings.

G. Tapestries and other articles may not be hung from or over light fixtures.

H. Items being cooked may not be left unattended.

I. Decorative lights may not be hung around residence hall doors.

Any violation of the fire regulations will result in a fine up to $300 and/or other sanctions as warranted.

Minimum sanctions for fire safety violations are as follows:
1st offense = $100 fine and residence hall probation
2nd offense = $200 fine and extended residence hall probation
3rd offense = $300 fine and residence hall eviction
Additional sanctions ranging from warnings to expulsion may apply.

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 or consent.
The dean of student affairs and the director of health and counseling services reserve the right to contact parents or guardians in situations where a student's health or welfare is at risk or if the student is a risk to others.

On admission to the College students receive a college health form which must be completed prior to the beginning of classes. 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. 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. Descriptions 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.

Students who do not submit required health forms prior to the start of their first semester are subject to a $50 fine.

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.

ID CARDS
All students are required to carry a Cedar Crest College ID card at all times and present this card when requested by any official of the College. Students may not lend their ID to guests. Any misuse of the ID card or attempted use by another person can result in judicial action. ID cards are issued by the Tompkins College Center staff. ID cards are used to obtain admission into the residence halls, fitness center, dining facilities, and are presented when using the library. Lost cards must be replaced at a cost to the student of $20.

LIBRARY POLICIES
Cressman Library is easily searchable via the World Wide Web 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.
LENDING SERVICES

Library materials are charged out at the lending services desk on the main level. A non-transferable student ID card serves as your library card. The borrower is responsible for all materials charged out on his/her card. Report the loss of an ID card to the lending services supervisor to stop charges.

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:

<table>
<thead>
<tr>
<th>Calendar Days</th>
<th>Late Fine (per item)</th>
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<tbody>
<tr>
<td>1-10 days</td>
<td>No Fine</td>
</tr>
<tr>
<td>11+ days</td>
<td>55 cents + .05 cents/day - maximum of $5, per item</td>
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</table>

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. The College will not release transcripts or issue diplomas until all library accounts are cleared. Phone renewals may be made by dialing ext. 3387 during library hours. 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 violation of the principles of the honor philosophy.

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.

AUDIO VISUAL/MEDIA SERVICES
The AV/media services office is located in the northwest corner of the main level of the library. The media collection includes CDs, DVDs, videos, audiotapes, laser discs, transparencies 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.

INTERLIBRARY LOAN SERVICES
More than one million items are available to Cedar Crest College students via Lehigh Valley Association of Independent College’s interlibrary loan system. Books are shipped to Cressman Library for pick-up. Requests for interlibrary loan material may be made through the FirstSearch Index and through e-mail 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.

MISUSES OF LIBRARY MATERIALS/STUDENT GOVERNMENT/HONOR AND JUDICIAL BOARD PROCEDURES/POLICIES/SANCTIONS:
Students judged to be in violation of the honor philosophy in regard to use of library materials will be penalized in the following manner:

1. A $50 fine will be assessed for deliberate misuse of library materials.
2. Additional fines may be assessed reflecting the seriousness of the offense and the cost of replacing the material.
3. In addition to a fine, a statement recording the incident may be introduced into the student’s permanent file.
4. Students may be subject to other penalties including suspension or expulsion.

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 her 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 if she had 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 his designee, in consultation with the associate dean of students, 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 his designee, in consultation with the associate dean of students, may choose to file a missing persons 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 where the student is over 18 years old and has not designated anyone to be notified, notification to the Allentown Police Department will suffice.
11. A detailed report of the incident will be generated by the responding campus police officer.

SPECIAL DIETARY NEEDS
Cedar Crest College Dining is committed to assisting students with specific nutritional needs. Whether you have food allergies, dietary restrictions or simply need particular guidance with your food selections, Cedar Crest College Dining can provide resources to help you make delicious choices, safely and easily.

Students with special dietary needs should contact dining services prior to the start of the semester to present individual needs. Students can set up a meeting with the executive chef, Michael DiCenso, by contacting him at 610-435-7051 or mhdicens@cedarcrest.edu.

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.

VEHICLE REGISTRATION
Vehicle registration is for everyone. 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, 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. Contract employees (such as Parkhurst and Barnes & Noble) who don't have Cedar Crest College identification will need to show a valid driver's license, vehicle registration and proof of insurance to receive a staff parking decal. Remember to report any changes to campus police immediately. While there is no fee for motor vehicle registration, failure to register and properly display a decal does result in a $20 fine. Continued failure to comply with all parking and traffic regulations will 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.

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 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
• Failure to park pulled into a diagonal parking space
• 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.

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.

PARKING
First-Year Resident Student Parking
24 hours
Lot C - West of Alumnae Hall, within designated parking spaces MARKED IN YELLOW in the northwest section of the lot

Weekends, Friday 6 p.m. to Sunday 6 p.m.
Lot G - North of Steinbright Hall
North and south quad roads in front of resident halls (and at unrestricted times in the Cressman Library spaces)
Roadway behind Butz and Curtis halls (except where restricted by signs)
Upper Class Resident Student Parking
24 hours
Lot C - West of Alumnae Hall, except for the first three rows
West Road
Lot E - West of the Boiler House and adjacent roadway
Lot F - Behind lot E (Note: Lot F floods during heavy rains)
Lot G - North of Steinbright Hall
North and south quad roads in front of resident halls (and at unrestricted times in the
Cressman library spaces)
Roadway behind Butz and Curtis halls (except where restricted by signs)
Behind the Safety and Facilities Building (except where restricted by signs) and adjacent
roadway

After 5 p.m. and on Weekends and Holidays
Lot D - East of Alumnae Hall
Blaney Hall Administration Circle
Lot H - West of the Allen House
South of Lees Hall
South of Curtis Hall (except where restricted by signs)
Lot B - South of Miller/Pool Science/Oberkotter buildings

After 7 p.m. and on Weekends and Holidays
North of the Boiler House

COMMUTER STUDENT PARKING
General Parking
Lot C - West of Alumnae Hall
West Road
Front of the Cressman Library
North of Curtis Hall (except where restricted by signs)
Roadway behind Butz and Curtis halls (except where restricted by signs)
Lot E - West of the Boiler House and adjacent roadway
Lot F - Behind lot E (Note: Lot F floods during heavy rains)
Lot G - North of Steinbright Hall
Behind the Safety and Facilities Building (except where restricted by signs) and adjacent
roadway
North of the Hamilton Boulevard Building
After 5 p.m. and on Weekends and Holidays
Lot B - South of Miller/Pool Science/Oberkotter buildings
Lot D - East of Alumnae Hall
Blaney Hall Administration Circle
Lot H - West of the Allen House
South of Lees Hall
South of Curtis Hall
DaVinci Discovery Center lot

After 7 p.m. and on Weekends and Holidays
North of the Boiler House

After 8 p.m. and on Weekends and Holidays
East of the Hamilton Boulevard Building

RESIDENT HALL VISITOR PARKING
General Parking
Lot C - West of Alumnae Hall, except for the first three rows
Lot E - West of the Boiler House and adjacent roadway
Lot F - Behind lot E (Note: Lot F floods during heavy rains)

Weekends, 6 p.m. Friday to 6 p.m. Sunday
Lot G - North of Steinbright Hall
North and south quad roads in front of resident halls
Roadway behind Butz and Curtis Halls (as shown on map)

After 7 p.m. and on Weekends and Holidays
North of the Boiler House

ADDITIONAL PARKING INFORMATION
• The responsibility for locating an authorized parking space rests with the operator of the vehicle. Parking maps are available from campus police and the campus police bulletin board in the first level of Tompkins College Center.
• Overnight parking in the first three rows of lot C, west of Alumnae Hall, is prohibited.
• 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 insure 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 are not visitors).
• 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.

Enforcement of traffic and parking violation fines must be paid or appealed within 72 hours of issue; a 50% surcharge is added after 72 hours.
Keep in mind:
• 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 AND possibly the suspension of your driver's license.
• Students with unpaid fines will have their grades/transcripts withheld until the fines are paid.

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.

INSTRUCTIONS FOR FILING AN APPEAL
1. Obtain form from:
   a. Finance office/cashier services (Blaney Hall Administration Building, Room 209, second floor)
   b. Information desk (Tompkins College Center, level 2)
   c. Campus police (Safety and Facilities Building)
2. 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
3. Mail or deliver to the chief of campus police

Fines are payable at the finance office cashier window located on the second floor of the Blaney Hall Administration Building, Room 209, from 10 a.m.-1 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

REMOVAL OF COLLEGE PROPERTY
College property may not be removed from the buildings. Mattresses, chairs, etc. must remain in their designated locations. Students responsible for moving any furniture will be fined $25 per piece of furniture per student. Removal of college property is considered theft and will be treated as such with disciplinary sanctions.

UNDERGRADUATE RESIDENCY REQUIREMENTS
An undergraduate traditional woman student is expected to live in a college residence hall if she is registered for 12 or more hours of academic credit.

A student is eligible for commuter status if she:
• Lives within 60 miles of the College and resides with her parent(s), legal guardian, or spouse
• Has achieved junior student status
• Has completed four semesters of college work elsewhere as a full-time student in good standing
• Is designated as “independent” for financial aid purposes

Housing is provided to traditional undergraduate students. Limited housing is available for graduate and adult undergraduate women. Changing status from resident to commuter or commuter to resident can affect the student’s financial aid package. If you are considering moving off campus, it is imperative that you discuss this plan with the director of residence life and the student financial services office prior to making that decision. The change of residence form can be obtained from the director of residence life and must be completed prior to the residence change. Final approval of change in housing status is made by the dean of student affairs.

SMOKING POLICY
Students are encouraged to be mindful of the health hazards posed by smoking. Smoking is prohibited in all buildings on the Cedar Crest College campus as well as within 15 feet of all buildings. Students are subject to the City of Allentown’s $300 fine for setting fires through carelessness or neglect and college disciplinary sanctions. Guests of students are expected to follow the regulations governing smoking while on campus.

STUDENT FINANCIAL SERVICES POLICY
Accounts must be paid in full or a payment plan arrangement must be in place by the due
date stated on the invoice prior to the start of each semester. No student may graduate, obtain transcripts, or register for future semesters until all charges have been paid to the College.

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, or the written request is from a law enforcement agency.

I. Access to Records
College officials will review with an enrolled Cedar Crest student, or an alumna or alumnus, on her or his 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 these exceptions, which are stated in the law:

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. (At Cedar Crest College this information will generally be given with the knowledge of the student whose parent had inquired.)
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 honor and judicial board proceedings for alcohol and drug related offenses for students under the age of 21.

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 her or him to obtain more effective letters of recommendation. A student who wishes to use this privilege must submit a written request to the career planning director 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 her or his 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 associate dean of student affairs or designee for resolution. If the associate dean of student affairs is involved in the disagreement concerning factual information, the president of the College or her 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 she requests deletion of the information 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.

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.

2. 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.

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.

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.
4. Furniture may be moved only with the permission of the College Center staff.
5. Posters, announcements, etc. are to be posted on bulletin boards only. These items must be submitted to the College Center office for posting. Materials will be removed upon expiration.
6. Smoking is not permitted anywhere in the building.
7. The College Center cannot be responsible for any articles lost in the building. However, a lost-and-found service is available at the information desk.
8. Rooms may be used only upon proper reservation at the College Center office.
9. 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.
10. Soliciting is not permitted without the approval of the College Center director.
11. The board of health prohibits bare feet in the center.
12. Guests are expected to behave in an appropriate manner and are subject to College Center rules and regulations.

IV. GUIDELINES FOR RESIDENCE HALL LIVING

AIR CONDITIONERS
Air conditioners are not provided by the College. Students who must have air conditioners due to a disability or medical need must supply appropriate documentation 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 the unit or to check it after 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.
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.

DAMAGE/VANDALISM POLICY
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. This room condition report, originally prepared by an RA (resident advisor), will be checked and co-signed by the RA and student at check-in. At checkout, the student and an RA must complete the remainder of the form and 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 and leaving items behind 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 suspension 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.

No sporting activities are permitted in the residence halls.

ELECTRICAL EQUIPMENT POLICY
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. Satellite television is not permitted. Refrigerators not exceeding 5.8 cubic feet and small microwaves are permitted. Only UL standard approved extension cords can be used in residence hall rooms. All permitted appliances should be equipped with automatic shut-off/safety features.

HEALTH AND SAFETY CHECKS
Health and safety checks of residence hall rooms will be conducted on a regular basis. College officials may enter a residence hall room to complete visual checks in order to comply with fire and safety regulations. Students will receive notification in a timely
manner prior to the health and safety checks.

LOCK OUT POLICY
Any student locked out of her room is required to contact a residence hall staff member who will admit her to the room. If a residence hall staff member is not available the student may contact campus police. A fine of $15 or two hours of service to the College will be assessed after a student needs to be admitted to her room for the third time and for every time thereafter.

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 which 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 hall director. 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 or two hours of service to the College. Students are not expected to miss class in order to attend these meetings, but must notify the RA in advance.

OCCUPANCY POLICY
Resident students are not permitted to occupy their rooms in any residence hall earlier than the move-in day determined by the office of residence life, nor for any period longer than 24 hours after the student’s last exam. The office of 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 residence life. When there is a vacancy, a student may only use her portion of the residence hall room (this includes furniture). Failure to keep the open space available may result in a fine of $100.

PET POLICY
Students are not permitted to have pets other than harmless fish in the residence halls of the College for health, comfort and sanitation reasons. 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 POLICY
College officials and residence hall staff are permitted to confiscate items that violate
college policy, state and/or federal law. Such items may include:

- 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
- Non-UL standard approved extension cords
- Burning or burnt candles or incense
- Burning potpourri crocks
- Alcohol bottles (empty or full) if resident student is under 21 years of age
- Illegal drugs or drug paraphernalia
- Pets (except harmless fish)
- Weapons

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, 23-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). Quiet hours are not in effect from 9-10 p.m. during final exam periods.

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 judicial sanctions that will be imposed by the office of residence life or the honor and judicial board. Courtesy hours are always in effect in the residence halls.

RIGHT OF ENTRY POLICY
The facilities staff shall have the right to enter any space at any time for maintenance repairs and to inspect for health, safety and security hazards. Authorized representatives of the College as designated by the associate dean of student affairs shall have the right to enter any space at any time to investigate any suspected:

1. Violation of college rules
2. Possession of items in violation of state or federal law
3. Possession of items that endanger or are likely to endanger the safety and welfare of persons or property
4. General concern for student welfare, i.e., medical emergencies

A member of the residence hall staff will attempt to notify a student prior to entry, but permission for entry is not required in the above circumstances.

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 residence hall staff members (RAs or hall director) for assistance. All requests for changes must be submitted in writing with the signatures of all parties on a room change form. Students relocating rooms must follow proper check-in and check-out procedures. Students found occupying a room that has not been assigned by the director of residence life must immediately move back to their originally assigned room and sanctions may apply.

ROOM SELECTION POLICY
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. A student who changes her housing status from resident to off campus or commuter after completing the housing application will be charged a broken contract fee of $200.

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. 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 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 the director of residence life immediately. If a room key is lost or a student leaves and does not return her 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 key and are not permitted to loan their keys to anyone. Students found duplicating or lending their room keys may be subject to disciplinary action.

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 an individual into her own room. Under no circumstances will a student be let into another student's room.

SMOKING
Smoking is prohibited in all residence halls and within a 15-foot perimeter of all buildings.

STORAGE
Generally, storage space will not be provided for residence hall students. Priority for summer storage space will be given to international students or those students living a great distance from campus. Students must fill out a storage request form and receive approval from the Office of Residence Life prior to storing items. The College does not accept any responsibility for lost or damaged items in storage. No furniture may be stored on campus during the summer. The College suggests that students bring to school what they can take home during breaks. Items left in rooms or in storage will be considered abandoned and will be disposed of and the student will be billed.

VISITATION POLICY
Guests are welcome on campus and in the residence halls and are expected to abide by all college rules and policies. It is the responsibility of each resident to familiarize her guests with all college policies and expectations of behavior. Residents 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.

Residents are permitted to have guests over the age of 12 stay overnight in the residence halls. Residents must register all guests who will be on campus for more than one hour through the department’s registration system. Guests may not be in the hall if their hostesses are not in the hall. Residents may not give their IDs to guests to access the halls.

Residents must uphold the tenets of the honor code at all time, which includes ensuring that guests are not residing 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. Guest visitation is a privilege on the Cedar Crest College campus; the Office of Residence Life will address any concerns regarding guest visitation. Violations of the visitation policy may result in a minimum sanction of a written warning and maximum sanction of residence hall eviction.

Individual floors will have the opportunity to determine the guest escort policy, through a majority vote, when creating their community living agreement. After final review by the department of residence life, the escort policy will be posted on each floor.

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.

Any student seeking exceptions to the visitation policy must receive written approval from the director of residence life at least 10 days prior to the proposed visit

WINDOWS AND BALCONIES
Items may not be placed or hung outside of a window/balcony in the residence hall without prior approval of the director of residence life.

WIRELESS ACCESS
Personally owned wireless and wired routers 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 to take down any wireless access point if it causes interference with campus network or any other officially sanctioned college service operating in the 2.4 GHz spectrum. If problems are found related to use of a wireless network in the residence hall system (conflicting with existing wireless or other network traffic, security concerns, etc.), the room network connection will be shut off until information technology can confirm the router was removed. Violation of this policy will result in disciplinary action.

V. DISABILITY RESOURCES

It is the policy and practice of Cedar Crest College to comply with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and state and local requirements regarding individuals with disabilities. Under these laws, no otherwise qualified individual with a disability shall, solely by reason of such disability, be denied access to or participation in services, programs and activities here on campus. In accordance with these statutes, Cedar Crest College provides reasonable accommodations and confidentiality for students with disabilities.

Accommodations may include, but are not limited to:
• Adaptations of the physical environment
• Alternate testing modalities and/or locations
• Assignment and/or testing time extensions
• Preferential seating
• Use of a calculator or spell checker
• Use of a tape recorder during lecture
• Use of a note taker
• Use of assistive technologies

Academic accommodations may vary from course to course, as appropriate, and may not necessarily be the same as those received in high school or at another college or university.

The first step a student takes to request accommodation is to make an appointment at academic services to privately discuss her disability. Any existing disability
documentation should be provided at that time. Full details regarding disability
documentation requirements are available at academic services. For an appointment, a
student should contact the disabilities specialist at ext. 4628.

VI. DRUG AND ALCOHOL RESOURCES
Cedar Crest College – Health and Counseling Services
Curtis Hall
(610) 606-3476
8:30 a.m. - 4:30 p.m.
Nancy Roberts, Director of Health and Counseling Services
Janet Grossner, MSW, Licensed Psychotherapist, Counselor

Lehigh County Drug & Alcohol Services
Mr. Phil Arnold, D&A Administrator
Government Center
17 South Seventh Street
Allentown, PA 18101
(610) 782-3556

Drug and Alcohol Counseling/Assistance Programs for Students
Alcohol Anonymous - www.aa.org
A1-Anon/Alateen - www.21.anon.org or www.alatten.org
Narcotics Support Group - 1-800-494-3414
Bureau of Drug and Alcohol Programs - 717-783-8200

Narcotics Anonymous Meetings, Allentown, PA
Narcotics Anonymous in Lehigh County provides a recovery process and support
network inextricably linked together. One of the keys to NA’s success is the therapeutic
value of addicts working with other addicts. Members share their successes and
challenges in overcoming active addiction and living drug-free productive lives through
the application of the principles contained within the 12 steps and 12 traditions of NA.

Narcotics Anonymous in Allentown provides the same services listed above. Below is a
list of businesses that host Narcotics Anonymous meetings for Allentown, Pennsylvania
in Lehigh County:

Cedar Church
Fellowship Hall
DANGERS ASSOCIATED WITH THE USE OF ILLICIT DRUGS
Dependence on drugs is a serious public health problem. Dependency is prevalent in all regions of the country and transcends all ethnic and socio-economical groups. Most individuals who abuse a substance deny their dependency resulting in conflict and family difficulties. Serious consequences to despondency include mental health illness including paranoia and depression, as well as physical illness including damage to the brain, central nervous system, heart, liver and kidneys. Drugs and alcohol will affect how you act and will impair your judgment. The result may be permanent physical damage and/or death.

PREVENTING DRUG ABUSE
Preventing drug abuse is a difficult task. A personal resolve to never begin using drugs is effective for some individuals. Many factors are associated with an individual’s risk for drug abuse, while protective factors can reduce this risk.

Drug and alcohol abuse can be prevented when protective factors are integrated into an individual's life. Being involved in extracurricular activities can provide a healthy direction for an individual's attention. Education is an effective defense, understanding the health risks. Personal effects, as well as legal consequences can curtail temptation.

POTENTIAL LEGAL SANCTIONS
Dependency on illicit drugs and alcohol can lead to a life of complication, misfortune and regrets. The illegal use or trafficking of such substances and their abuse has an effect on the individual as well as society.

Legal sanctions under local, state, and federal law for unlawful possession, use or distribution of illicit drugs and alcohol include: The Commonwealth of Pennsylvania Controlled Substance, Drug, Device, and Cosmetic Act #64 of April 14, 1972; Specifies momentary fines ranging up to $250,000.00 and/or imprisonment up to 50 years for violation of its provisions. Under Pennsylvania Criminal Code Section 6307 - 6308; and 21 U.S. codes 811, 844, 853, 88', 922; it is an offense if anyone “Attempts to Purchase, Purchases, Consumes, Possesses, or Transports Illegal Substances.” Punished by provisions of the law. These sanctions are specific to the substances and amount, as well as the offense.
The purpose of the honor and judicial board is to uphold the honor code at Cedar Crest College. The honor and judicial board (HJB) is a student judicial board empowered by the student government constitution to hear cases of perceived social violations of the College’s honor code and constitutional violations of executive board positions by members of student clubs and organizations. It is the decision of the dean of student affairs or designee as to whether or not a case is to be heard by the honor and judicial board or to conduct an administrative hearing. HJB cases can only be heard during the fall and spring semesters. HJB is not in session during the summer or breaks. The primary objective of HJB is the development and education of the student rather than punitive measures. The HJB members at Cedar Crest College work to promote the development of a moral attitude, integrity and a sense of responsibility and honor. The purpose of honor and judicial board hearings is to educate students, ensure that the honor code and college policies are understood and to positively reinforce the honor code. The discipline and resolution process is intended to be just, fair and educational in nature. It may commence with discussions with involved parties, by administrative staff or by the convening of a hearing by the honor and judicial board.

FORMAL HEARING
The students involved in a social code issue must appear before the honor and judicial board. Failure to appear means forfeiting the opportunity to represent oneself during the proceeding. Detailed statements of the incident as reported by residence hall staff, campus police officers or other members of the College community are provided to members of the honor and judicial board. Students will have the opportunity to meet with members of the honor and judicial board to discuss the situation. Based upon the proceeding with the student, the honor and judicial board will make recommendations to the director of residence life on how the matter should be resolved.

Recommendations will be based on the preponderance of the evidence. The honor and judicial board’s recommendations to the director of residence life regarding resolution of cases will focus on promoting education and understanding for the students involved and, therefore, the betterment of the college community. After reviewing the recommendation of the honor and judicial board, the director of residence life will notify the student involved, in writing, of the final disposition.
APPEAL PROCESS
A student found responsible for an offense shall have the right to one appeal. The appeal should be made to the dean of student affairs or designee within 10 business days from receipt of the decision letter, on any of the following grounds:

- The sanction(s) is too harsh
- There is new evidence to warrant a rehearing
- Procedural rights have been violated

The written request must clearly explain, in detail, the basis for the appeal. The appeal should be based on documentation and should be limited to an inquiry of the issue or issues raised during the hearing or in the incident reports.

After the associate dean of student affairs or designee reviews the appeal, there are three possible outcomes:

- The appeal will be denied
- The sanction(s) will be modified
- The appeal will be forwarded to the honor and judicial board to rehear the case

MEDIATION
In cases where a formal hearing is not necessary, the dean of student affairs may request that mediation be held. All students involved will meet with a mediator to discuss and review the perceived violation of the social code and make a recommendation for resolution.

CONFIDENTIALITY
Honor and judicial board members take a pledge of confidentiality when accepting membership on the board. Violations of confidentiality are grounds for dismissal from the board. The effective functioning of the honor and judicial board rests ultimately on the personal integrity of its members.

SANCTIONS AND DISCIPLINE
Cedar Crest College recognizes the role of accountability as an integral component of the educational process. In order to prevent recurrences, college codes, policies and standards and respective sanctions have been developed. These exist to promote the sense of community responsibility and to maintain the integrity of the College as an ethical, just and caring community of learning. Effective functioning of the college community rests ultimately on the personal integrity of each of its members.

Participation in the Cedar Crest College Honor System does not protect a student from
discipline, sanctions and civil or criminal prosecution. Sanctions may include, but are not limited to, the following:

Administrative warning — May be used for minor violations; warns the student that repeat or multiple violations may result in harsher sanctions.

Community restitution — Required time and work donated to an appropriate and designated agency or cause determined by the dean of student affairs.

Counseling assessment — Evaluation of emotional, physical and mental state of the student by a qualified professional.

Counseling referral — A strong recommendation is made to pursue services provided by health and counseling services or other agency.

Disciplinary probation — A status between good standing and suspension from the College. Ordinarily, it is imposed for a period not less than one semester.

Educational sanction — May include research, presentation and programming. Intended to offer a chance for a student to learn from experiences.

Expulsion — Permanent loss of student status.

Fines — Monetary payments to the College’s finance office not to exceed $500.

Residential eviction — Removal from on-campus housing for a stated period of time.

Residential probation — An official warning that states that future residence hall violations will constitute grounds for removal from on-campus housing.

Restitution — Repayment for theft or damages.

Suspension — Loss of student status for a stated period of time. May include exclusion from Cedar Crest College property.

VIII - STUDENT ORGANIZATIONS

I. STUDENT GOVERNMENT ASSOCIATION

Student government meets regularly to discuss student activities and college policies, to initiate legislation, and to make and amend rules as applicable.

BYLAWS OF THE CEDAR CREST COLLEGE STUDENT GOVERNMENT

Please visit the student government website at www.cedarcrest.edu/sga for the most updated version of the bylaws as amendments can be made to the bylaws throughout the year.

ARTICLE I: STUDENT STANDING COMMITTEES

Responsibilities of being appointed a student member to faculty or standing committees:

A. Each member of her/his respective committee shall present to the student government a report speaking of her/his duties, responsibilities, and other pertinent
topics when asked at a scheduled meeting. Each representative will be notified at least a week in advance to prepare her/his report.

B. The names of those applicants, provided that one more than half of the student government executive board has approved their positions, will then be inducted into the student standing committee. A student may apply for and be accepted into three committees. If you have any other general concerns or questions, please address the administrative vice president.

C. As a student member the attendance policy holds:
1. On the first (1) and second (2) unexcused absence a written warning will be issued.
2. The third (3) unexcused absence is grounds for dismissal from the student standing committee.
3. To avoid unexcused absences, contact the chairperson of the committee about the absence or the student government administrative vice president.

D. Undertake all assignments delegated to her/him by the Student Government Association.

E. Report to the student government concerns and actions suitable for discussion of her/his committee.

ARTICLE II: PROCEDURES FOR DETERMINING ALL WINNING CANDIDATES OF CAMPUS-WIDE ELECTIONS

A. A general campus-wide election of the student body will be held to decide the upcoming officers of Cedar Crest College.

B. In order to be elected into office, each candidate must win a majority of the votes or 51%. That candidate who has received the highest percentage above the 51% of votes shall then be awarded that position.

C. In the case of a tie the two candidates would have a run-off election to determine the winner.

D. If no candidate receives the majority of the votes cast for any office, a run-off election will be held. If only one candidate is running for a position and she/he does not achieve 51% of the votes, the position will be re-opened and students may nominate themselves for the office, provided they follow the election procedures as mentioned in article VIII of the constitution.

E. If there are two consecutive ties after the run-off election is complete, the outgoing student government executive board members shall determine which candidate shall obtain the position. That candidate must win at least 51% of the executive board's vote.

ARTICLE III: VACANCIES OF STUDENT STANDING COMMITTEES

A. Two weeks after a vacancy is observed on the standing committee, the student
government executive board may request applicants to fill that position. Each potential member must send a letter of application to the administrative vice president and be available to answer any questions that may arise during the process.

B. It shall be the duty of the student government executive board to select the new member of the student standing committee by majority vote (51%), following those regulations set forth in article I of the bylaws.

ARTICLE IV: VACANCIES OF STUDENT GOVERNMENT ASSOCIATION AND ATTENDANCE POLICIES

A. Student government members and the executive board members are allowed only three (3) unexcused absences from their standing committee meetings before their seats shall be declared vacant. Each time a member misses more than one-half (1/2) of the meeting, as stated in the minutes, it shall be counted as one-half (1/2) an absence.

B. A member shall be excused if she missed the meeting:
   1. Due to a student government related function;
   2. Due to a scheduled night exam;
   3. And if she/he informed an executive board member of her/his absence in writing at least twenty-four (24) hours prior to the student government meeting.

C. If a member submits to the student government in writing her/his resignation, then her/his seat shall be declared vacant and student government must follow the appropriate election procedure.

D. A student member’s seat shall be declared vacant if she/he has refused to cooperate, to comply with teamwork, or to assist in campus activities (as designated by the executive board). Grounds for dismissal may also be seen through academic probation or if a student has three (3) unexcused absences from a student government meeting or a student standing committee meeting.

E. After the third unexcused absence the student government member or executive board member will receive a letter of dismissal which declares her/his position vacant at that time. If a member shall be dismissed for reasons as mentioned in the above article I, she/he too will receive a letter that explains the grounds of dismissal and declares her/his position vacant as well. Then the Student Government Association must proceed with the acts mentioned in article VIII of the constitution.

F. A leave of absence shall be defined as the privilege to obtain three (3) consecutive excused absences from a regular student government meeting or student standing committee meeting. Upon the majority consent (51%) the student government shall have the power to grant a leave of absence and determine the criteria for one. Each absence after three (3) consecutive absences is then considered unexcused. No member may be granted more than one leave of absence per term of office.
ARTICLE V: DUTIES OF THE EXECUTIVE BOARD

First and foremost all of the various members of the student government executive board must follow and abide by all articles, statutes, and amendments set forth by Cedar Crest College and the Student Government Association Constitution.

SECTION I: PRESIDENT

It shall be the duty of the president to:

A. Call and preside over all meetings of the student government. Special meetings of the student government may be called as described in the constitution article VI, section I.
B. Enforce the observance of the constitution and the bylaws.
C. Appoint any other special committees she/he may deem necessary.
D. Report to the student body on all trustee meetings. The president shall also serve as a mentor to fellow Cedar Crest students exhibiting leadership and allegiance to her/his alma mater.
E. Act as a leader and spokesperson of the student government.
F. At the beginning of her/his term, submit a statement to members of student government. reporting the goals of her/his term, and any other information she/he deems pertinent.
G. At the end of her/his term, submit a statement to the members of the Student Government Association reporting the accomplishments of her/his term.
H. Inform the members of the association of the obligations and duties they are to perform.
I. Distribute agendas, preside over executive board meetings, and be a team player in promoting cooperation, compromise and mediation.
J. Discuss all pertinent administrative and academic subjects with the executive board and the association before a formal action takes place.
K. In the event of a tie, (as mentioned in article VI, section I, of the constitution) the president shall have voting power.

SECTION II: ADMINISTRATIVE VICE PRESIDENT

It shall be the duty of the administrative vice president to:

A. Assume the duties of the president in her/his absence.
B. Serve as parliamentarian of the student government. The parliamentarian shall also serve as the representative over the student standing committees and whenever proposed she/he will institute changes to the constitution and/or bylaws of the Student Government Association. All changes must be finalized by the administrative vice president upon the majority approval of the executive board members.
C. Correspond with the student standing committee members and inform them of their
responsibilities.

D. Serve as an ex-officio member of the honor and judicial board and as the sole communicating link between the organizations.

E. Have an active role in regular student government meetings and voting power as mentioned in article VI, section II of the constitution.

F. Supervise all campus-wide elections that the Student Government Association runs.

G. Appoint standing committee members, subject to student government executive board approval, by a majority vote. If student government does not approve of an appointee, the president of the association shall make another appointment subject to approval.

SECTION III: SOCIAL VICE PRESIDENT

It shall be the duty of the social vice president to:

A. Serve as a liaison between the Student Activities Board (SAB) and the Student Government Association. She/He is not responsible for or considered a voting member of SAB, but rather she/he must advise the board and its members.

B. Be responsible for overseeing student organizations and social activities of the Student Government Association.

C. Maintain an active role in regular student government meetings and use voting power.

SECTION IV: RECORDING SECRETARY

It shall be the duty of the recording secretary to:

A. Keep full minutes, in typewritten form, of all meetings, maintain an accurate file of the minutes, and make the minutes available for inspection.

   1. Upon approval of the student government the minutes shall be the official record of the complete proceedings of that body. They shall especially include:
      a. Names of those members excused and unexcused.
      b. Report of the communications with student organizations.
      c. Names of persons making motions and amendments.
      d. An accurate text of each motion and amendment made.
      e. An indication of the results of votes taken.
      f. Call to order and adjournment times.
      g. The minutes shall include notification that: These minutes are not the official minutes of the meeting until approved at the next meeting of the Student Government Association.

B. Send a copy of the approved minutes to every campus organization, the college president, the provost, associate provost, dean of student affairs, associate dean of student affairs, the campus news publications, and to any executive board members,
advisor, voting members, and any person who requests a copy in writing.
C. Maintain an up-to-date copy of the constitution and bylaws.
D. Perform or delegate administrative and clerical functions for the student government as a body.
E. Participate as an active voting member in the issues brought forth at a meeting.
F. Enforce the attendance policy by keeping accurate records and following the rules as mentioned in article II of the constitution. The recording secretary shall have the authority to notify those persons who have come in conflict with this regulation.

SECTION V: CORRESPONDING SECRETARY
It shall be the duty of the corresponding secretary to:
A. Publish all student government campus activities and promotional awareness materials. She/He also is allowed to set forth committees and delegate student government members who are required to help fulfill her/his requests or face possible penalties.
B. Initiate and document all other correspondence pertained to and requested as issues arise within the Student Government Association.
C. Keep an up-to-date file of all minutes from campus organizations for reference to draw upon when petitions are submitted.
D. Maintain an active role and voting membership during meetings of the student government.

SECTION VI: TREASURER
It shall be the duty of the treasurer to:
A. Select and form the Student Government Association Finance Committee, and preside and review petitions, budgets, and other financial documents of the Student Government Association.
B. Handle all communications between the student government and the college finance office.
C. Maintain contacts and lead workshops for student organization treasurers. Be a liaison and advise all campus organization treasurers.
D. Keep an up-to-date file of all campus organizations’ budgets for reference to draw upon when petitions are submitted.
E. Have an active role and voting power during all meetings of the Student Government Association.

ARTICLE VI: DUTIES OF STUDENT GOVERNMENT SENATORS AND STUDENT STANDING COMMITTEE MEMBERS
It shall be the duties of each student government member and committee member to:
A. Inform the board of all information she/he deems pertinent for discussion at a regular student government meeting.

B. Undertake all assignments delegated to her/him by student government executive board members, and act in accordance with the actions of article I, section I of the bylaws.

C. Act in a responsible manner, for she/he represents Cedar Crest College and its image at all times.

D. Follow and abide by all articles, statutes, and amendments set forth by Cedar Crest College and the Student Government Association.

E. Maintain an active role within the Student Government Association.

F. Help supervise all elections the student government runs.

G. Evaluate all amendments to the constitution and the bylaws and make recommendations for improvement.

ARTICLE VII: FINANCIAL ALLOCATIONS

A. The Student Government Association and the Student Activities Board shall be allocated their monies by the college finance office.

B. Allocations to various recognized campus student extracurricular organizations from the Student Government Association budget shall follow this procedure:

   1. Late in the spring semester, each student organization's treasurer shall be given a budget to be completed by the treasurer, president and advisor and then returned to the Student Government Association treasurer.

   2. A budget schedule that itemizes the expenses and explains why your organization needs this allotment should be developed and submitted with the budget.

   3. The finance committee, under the direction of the student government treasurer, shall be formed to review each organization's budget and deliver the final allocation to the appropriate campus organization.

      a. There should be an odd number of students on the finance committee.

      b. There should be a combination of senators and non-senators since student government is responsible for appropriately allotting student money. There should be an application process for senators and non-senators; faculty recommendations should be included as well.

   4. If an organization should be dissatisfied with their allocation, a written letter of appeal can be sent to the finance committee or treasurer for further consideration. A final statement of allocation shall be sent to the organization's president or treasurer once the finance committee has reached its decision. That decision shall be final.

   5. All recognized organizations desiring financial assistance during the year, after the budget has been submitted and allotment has taken place, may petition the Student
Government Association for more monies.

a. Clubs can petition for events or activities that are open to the entire campus at no charge.

b. Under no circumstances can clubs use student government money for fundraising. This includes mandatory donations for charities or the club's personal account. If a club wishes to fundraise for a charity they may collect donations, but in no way may make students feel that they are obligated to contribute.

6. The finance committee shall review the petition and suggest whether an allocation should be considered. The petition shall be discussed at a student government meeting, where a decision will be made upon a majority vote.

a. The number of petitions discussed at each meeting will be decided by the SGA Executive Board as necessary to ensure that petitions are meeting their two-week processing deadline.

b. The finance committee will select a date as necessary as the last date to accept petitions. Notification will be given via e-mail at least two weeks in advance of the deadline. The deadline must allow enough time for the senate to process all petitions received before the end of the semester and for new officers to be sworn in.

7. In order to petition, the campus organization must be present to answer any Student Government Association questions or the petition shall be immediately declared null and void.

8. Student government is not responsible for making up the difference when a club or organization is over budget.

9. Student government may allocate money for non-academic (leadership) conferences for registration fees and possible lodging only after monies were sought at the provost office, the organization's department and through fund raising.

10. Honor societies are not considered clubs and must thereby receive funding from their department or through their sister club.

11. The freshman class is not considered a new club when organizing events that are a tradition for all first-year classes, i.e., Ring Ceremony. The money for these traditions will be automatically allocated to the freshman class. For any other events that the class would like to do, they must be treated as a new club and therefore petition for the money.

12. Student government may use SGA funds for team building retreats; however for other personal spending that is only for the senate, student government must use personal funding, even if this makes fund raising a necessity. If there is a proceeds committee, it must show some form of attempt to fund raise.

13. In all cases, the student government asks that organizations enter a joint venture with other campus organizations to further community spirit and campus unity.
14. To gain petitioning power, an organization must submit a copy of its minutes to the corresponding secretary of the Student Government Association for review and verification of its campus involvement.

ARTICLE IX: IMPEACHMENT
An executive board member, student standing committee member, or any regular student representative of the Student Government Association may be impeached if she/he does not execute the duties of her/his office. If a request for impeachment is moved, the body will sit as the committee of the whole for the proceedings, meaning that only Student Government Association members and student representatives of the above mentioned shall have voting right. The motion shall lie over for the period of one academic week. A 75 percent affirmative vote of the committee of the whole is necessary to remove a member of the body. The student government shall follow article III and IV of the bylaws on how to fill the vacancy.

ARTICLE X: AMENDMENTS
A. Any member of student government, student standing committee member, or any full-time member of the student body may propose amendments to these bylaws.
B. All procedures and amendments need to be revised under the supervision of the student government administrative vice president.
C. The administrative vice president shall study the proposed amendment and submit her/his recommendations to the student body at the next regularly scheduled meeting of the Student Government Association.
D. Proposed amendments are to be voted on no sooner than three (3) days after the meeting at which they are presented. An amendment will become effective if the proposed amendment receives a 75 percent affirmative vote by the Student Government Association.
E. All amendments shall be made in accordance with the rules and regulations set forth by the Student Government Association and its members.

ARTICLE XI: RATIFICATION
The bylaws of Cedar Crest College shall be adopted by the affirmative vote of 75 percent or (3/4) of the members of the Student Government Association. The associate dean of student affairs and a selected faculty member shall act as advisor to the honor and judicial board.

STUDENT CLUBS AND ORGANIZATIONS
Honor Societies

Alpha Phi Omega: Alpha Epsilon Kappa is the Cedar Crest chapter of Alpha Phi Omega, the national community service fraternity. Students belonging to the fraternity spend at least 15 hours in the community each semester helping those in need. They also participate in fellowship activities, on and off campus.

Alpha Psi Omega: Alpha Psi Omega is the national honorary drama fraternity. Members are inducted at a formal ceremony, and their names are listed in the Alpha Psi Omega national directory. Candidacy depends upon excellence in some area of dramatic production, such as design, directing, stage management or stage performance, and completion of a series of theatre-oriented tasks. The fraternity’s activities include attendance at local and on-Broadway productions, working on “after-show” cabarets, a formal dinner, and the presentation of one-act plays (in association with the Buskin Society). Eligible candidates will be notified at the end of each semester by a formal invitation.

Beta Beta Beta: Beta Beta Beta, a national honorary biology society, has a three-fold purpose: the stimulation of sound scholarship, dissemination of scientific knowledge, and promotion of biological research. Its membership is reserved for students who have superior academic records, have demonstrated a special aptitude for biology, and are enrolled in biology programs, including nuclear medicine and genetic engineering. Some of the activities of the club are tutoring, sponsoring lectures on various topics, maintaining the nature trail, and conducting guided tours of the arboretum.

Chi Alpha Sigma: Chi Alpha Sigma is the national college athlete honor society, which recognizes college student-athletes who earn a varsity letter in at least one sport while maintaining a 3.4 or higher cumulative GPA throughout their junior and senior years.

Delphi: Delphi is the Cedar Crest College honor society. A student who, at the end of her junior year or of either term of her senior year, has a cumulative 3.8 grade point average will be recognized as a member of Delphi. A transfer student, to be eligible, must present at least 45 credits of academic work at Cedar Crest.

Kappa Delta Pi: Kappa Delta Pi is the international education honor society. A student must be declared as an education major or co-major and maintain a minimum GPA of 3.5. Traditional students must be in at least the second semester of the sophomore year and have no fewer than 50 credits completed. SAGE students must have completed at
least 12 education credits. To be eligible a student must also write a letter identifying potential contributions to the Omega Chi chapter of Kappa Delta Pi consistent with the goals of Omega Chi, and submit evidence of documented leadership in SPSEA (What is SPSEA?).

Kappa Mu Epsilon: Kappa Mu Epsilon is the national mathematics honor society. To be eligible for membership the student must be a mathematics major with junior status or have a mathematics minor with senior status. A student must be in the upper 35% of her class and have completed 3 courses above MAT 142 at Cedar Crest College. A student must have a B average across all mathematics courses and a minimum C grade in every mathematics course.

Lambda Pi Eta: Lambda Pi Eta is the national communications honor society. Its main desire is to spread ideas of written and oral communication throughout the Cedar Crest community. The primary purpose of the organization is to recognize, foster and reward outstanding scholastic achievement in communication studies and provide a forum to discuss and exchange ideas in the field of communication.

Nu Delta Alpha: Nu Delta Alpha is the premiere honor society recognizing students and professionals for high achievements in dance. It is designed for dance education students, dance educators, and professional dancers to express their devotion to the art form by sharing, recognizing, and promoting dance education within schools and communities. Chapters are designated for college through professional levels, giving students and professionals the opportunity to advocate for dance education.

Phi Alpha: Phi Alpha is the national social work honor society. A student is eligible for membership when she declares social work as her major and has achieved sophomore status. A student must complete 8 semester hours or 12 quarter hours of required social work courses, and achieve an overall GPA of 3.0 with a GPA of 3.250 or above in required social work courses.

Phi Alpha Theta: Phi Alpha Theta is the international history honor society, which recognizes achievement in the study of history. Students are inducted at an annual ceremony after they have completed and maintained a grade point average of 3.0 or above in four history courses, and a grade point average of 3.0 or above in their other courses. The society encourages the pursuit of historical truth and promotes interest in historical activities. The group’s activities have included trips to New York City and Philadelphia. Members have also presented papers at Phi Alpha Theta regional and
national conventions.

Psi Chi: Psi Chi, an affiliate of the American Psychological Association and American Psychological Society, is the national honor society in psychology. It is open to students with either a major or minor in psychology who have completed at least three courses in the department, have a “B” average, and a cumulative average placing them in the upper third of their class. Lifetime membership is achieved through a formal installation by invitation and is held usually in the spring and fall.

Pi Kappa Delta (National Forensics Honor Society): The purpose of Pi Kappa Delta is to promote public speaking through campus events, community service and other outreach programs. The organization will prepare team competitors for speech and debate competitions with other colleges and universities and will recognize excellence and dedication to the art of forensic speech.

Sigma Beta Delta: Sigma Beta Delta is an honor society for students of business, management or administration who are pursuing baccalaureate or master’s degrees. To be eligible for lifetime membership and national recognition, a student must rank in the upper 20 percent of the class. Sigma Beta Delta was founded as a national organization in 1994 under the auspices of Beta Gamma Sigma. Its activities are coordinated with those of Beta Gamma Sigma and Delta Mu Delta to provide opportunities for scholarship recognition without duplication of effort. The principles of the society include wisdom, honor and the pursuit of meaningful aspirations. The society recognizes these three qualities as being important for success in the academic realm, as well as for providing guidelines that lead to a fulfilling personal and professional life and a life distinguished by honorable service to humankind.

Sigma Tau Delta: Sigma Tau Delta is the international English honor society, of which Cedar Crest is the Xi Kappa chapter. To be eligible for membership, a student must have completed at least 3 semesters of college work and a minimum of 3 English courses and have attained at least a 3.0 average in these courses. A student must be in the top 35% of their class. The primary objective of the organization is to promote interest in all aspects of the discipline of English, including literature, language and writing. The society accomplishes this objective by holding a book raffle during National Banned Books Week, by helping to sponsor visiting writers, and by supporting other campus literary activities.

Sigma Theta Tau: The purposes of the nursing honor society are to recognize superior
achievement and the development of leadership qualities, to foster high professional standards, to encourage creative work, and to strengthen commitment to the ideas and purposes of the nursing profession. Nursing students are eligible for membership if, at the end of the junior year, they have a grade point average of 3.0 or better, are in the upper one-third of their nursing class, and have demonstrated academic integrity and professional leadership potential. The number of candidates cannot exceed one-third of the total number of nursing students graduating in each class. Theta Rho chapter at Cedar Crest College is governed by the bylaws recommended by Sigma Theta Tau International.

Theta Alpha Kappa: Theta Alpha Kappa is the national religious studies and theology honor society. A student is eligible when the student has completed at least 3 semesters with an overall GPA of 3.0, and has taken a minimum of 12 credits in religious studies courses with a GPA of 3.3 and rank in the upper 35% of their class.

CLUBS AND ORGANIZATIONS

The Accounting Club: The Accounting Club provides networking opportunities for students, faculty and professionals in the field of accounting. The group informs members about different career opportunities in accounting and assists students in reaching their career goals by offering mentoring opportunities. A forum is provided to engage students in discussions about issues related to the profession.

American Association of University Women Student Affiliate (A.A.U.W.): A.A.U.W. unites undergraduates in the promotion of issues that include self-respect, confidence, esteem, equity in education, intellectual growth, and the development of opportunities for girls and women. Its members strive to contribute to the growth and the advancement of the National A.A.U.W., its educational foundation, the A.A.U.W. Legal Advocacy Fund, and the promotion of positive societal change on campus and in the local community.

Art Society: The Art Society is open to any student with an interest in art. Its purpose is to increase general awareness and appreciation of art issues and activities, and work on campus and in the community. The club gives students opportunities to learn about fields and professions in art by sponsoring guest lecturers and hosting trips to local galleries and museums. The club helps with the campus art gallery and has participated in a nationwide attempt to increase awareness of the AIDS crisis since 1989. Ambitious women who are willing to help establish a strong organization are sought for what
promises to be an exciting year.

Art Therapy Alliance: To engage and network students and faculty who possess an art therapy interest within our Cedar Crest College community, and to explore the aspects of healing through the art process.

Biology Club: Students of any major interested in biology are encouraged to join the club. The Biology Club establishes an active link between the member and the progressive science of biology. Promoting the science of biology and providing service to the college campus are the goals of the Biology Club.

BSU (Black Student Union): The Black Student Union strives to represent the interests of African Americans and people of African descent in all Cedar Crest College activities. By facilitating cultural exchanges among the campus population, they try to educate themselves and the community about the contributions of African Americans. They also provide academic and social support to the African-American community on campus.

Buskin Society: Buskin is a theatrical society for those interested in what goes on behind the scenes. Membership is achieved through volunteer work both on the construction crew and backstage production crew. Buskin is open to anyone who is interested in the theater and willing to work. Buskin activities include special effects, lighting, sound, design, stage management, scenic artistry, costumes, props, set construction, trips to other productions (both local and on-Broadway), and the presentation of one-act plays (in association with Alpha Psi Omega). No experience is necessary.

Cedar Crest Christian Fellowship (CCCF): CCCF is the interdenominational Christian Fellowship at Cedar Crest. It is based on the authority of the Bible as the inherent word of God given to humankind. Students lead small, weekly Bible study sessions that offer fellowship, prayer and fun combined with the study of God’s word. CCCF sponsors prayer meetings, speakers, concerts, videos, etc., to provide spiritual growth, application and joy. All activities are open to members of the entire campus community.

Cedar Crest College Emergency Medical Services (CCEMS): Cedar Crest College Emergency Medical Services provides pre-hospital emergency care to all members of the campus community. Recognized as a Quick Response Service by the Pennsylvania Department of Health, CCEMS is dispatched by campus police. EMTs are trained to treat and stabilize any type of medical emergency including but not limited to cardiac arrest, respiratory arrest, allergic reactions, bone stabilization/fractures, childbirth and respiratory distress.
Cheerleading: The cheerleading team works to create school spirit and performs organized cheers at athletic contests and other campus functions.

Chemistry Club: The Chemistry Club is open to students in the entire campus community interested in chemistry. The club gives students the opportunity to meet professional chemists in academic, industrial and medicinal chemical fields. The club sponsors lectures with guest speakers that are open to the college community as well as to members of area colleges. Chemistry Club members gain extra insight into the field of chemistry by visiting laboratories and companies. Members also attend meetings of the Lehigh Valley section of the American Chemical Society.

Circle of Sisters: Circle of Sisters’ main purpose is to promote religious awareness within the community with special interest in the Pagan spectrum. Group members will educate others about diverse religious beliefs and give those of Pagan religions a central gathering place for the enrichment of their spirituality and beliefs.

College Republicans: The College Republicans club is open to all students who have an interest in discussing the Republican/conservative viewpoint.

Commuter Awareness Board: The Commuter Awareness Board strives to develop community among students who do not reside in the campus residence halls. They meet on a regular basis to discuss issues that are unique to non-resident students at Cedar Crest. They plan programs and form discussion groups as needed. In between class, commuter students commonly gather in the lounge on the first floor of Tompkins College Center.

Conservation Club: The Conservation Club, which reaches out to and includes all students (science and non-science majors), works to create a greater understanding of conservation issues. Members build an appreciation of nature through interactive experiences and enjoy the experience of discovering the intrinsic value of others. Their main purpose is to raise environmental awareness.

The Crestiad: Cedar Crest’s national award-winning newspaper, The Crestiad, is published by and in the interest of the students. Student staff members gather, report, write and edit news, features and sports articles. They are also responsible for layout, photography, advertising and circulation. The staff strives for consistency, accuracy and professionalism in content and design. Student membership on the staff is strongly
encouraged. Staff members are expected to participate on a regular basis for at least one semester at a time. All students, staff and faculty members are encouraged to contribute articles and letters to the editor; however, all submissions are subject to policies and procedures determined by the staff and advisor. Students, faculty and administration receive free subscriptions. *The Crestiad* not only reports campus news but also news from campuses across the nation through its membership with the National Student News Service. Local businesses advertise in *The Crestiad*. *The Crestiad* office is located in Butz Hall.

Equestrian Team: The Cedar Crest College Club Equestrian Team was founded in 1993. The team is a member of the Intercollegiate Horse Show Association, Zone 3, Region 4. The team is comprised of riders of all levels. The club has riders that have never shown before and riders that have an abundance of experience. Everyone is welcome to join. The equestrian team competes in 8 to 10 shows per year. Cedar Crest College has been fortunate and has had riders compete in Regionals for several years and have sent a few to the National Competition.

Espejo Yearbook: *Espejo*, meaning “mirror” in Spanish, is the college yearbook, published to honor the graduating seniors and to reflect the spirit and life of the College. It is designed as an enduring memento of associations and friendships, activities and accomplishments of college days. The yearbook staff welcomes help from students in the areas of photography, layout, copy writing, business and general assistance. The *Espejo* office is located in Butz Hall student space.

Falcons Advocate Diversity Educational Drama (FADED): FADED is a diversity improvisational acting group. The group puts on light-hearted, yet impactful, shows once per month. FADED is student-run and is sponsored by the Office of Residence Life.

Forensic Science Student Organization (FSSO): The FSSO will acquaint students with the field of forensic science. The group will bring speakers to the annual Cedar Crest College Forensic Science Symposium and plan other events on specific topics to interested students. Areas of special interest include opportunities for attendance at professional meetings, conferences and workshops and information on internships, graduate school and employment in the field.

Genetic Engineering Club (GE): The Genetic Engineering Club has a two-fold purpose: to provide information concerning the genetic engineering field to the general public as well as to club members, and to provide a support group for all genetic engineering majors. However, membership is not limited to those who have this particular major;
any student who is interested in this field in general may become a member. The club sponsors lectures by guest speakers that are open to all Cedar Crest students. The club also publishes a newsletter, the Gene Scene, which is received by all administration, genetic engineering alumnae, the entire Cedar Crest science community and numerous high schools.

Global Eyes: Global Eyes actively seeks out issues of global injustice, conducts research to obtain a greater understanding of these topics, and subsequently designs events and fund-raisers to expose the campus to these issues.

Great Outdoor Women (G.O.): The purpose of “GO” is to provide organized trips for students centering on the outdoors. Events include camping, hiking, rock climbing and canoe trips. The goal of this organization is to provide the student body with the opportunity to enjoy nature with a new perspective.

Health Occupations Students of America (HOSA): The Health Occupations Students of America (formerly the Pre-Med Society), works to provide an awareness of the health professions through education. Members seek to promote awareness among its membership and within the community. The group's existence is based on the principle of service. This includes service to pre-health students, the professions they seek, the campus community, the organization itself and the community at large.

Hillel Society: Students at Cedar Crest are invited to join Hillel, the Jewish student organization. The Hillel chapter promotes awareness of Judaism and Jewish customs. Examples include but are not limited to promoting kosher for Passover menus in the dining hall. Cedar Crest College Hillel works with Hillel at other local colleges to plan and coordinate religious, educational, cultural and social events. Among the activities are Shabbat and holiday services, bagel brunches, interfaith dialogues, and lectures and colloquia on various topics presented by international Jewish and Israeli scholars who are visiting the Lehigh Valley. Home hospitality is also arranged for the High Holidays and Passover Seders.

Honor and Judicial Board: This is a student judicial board empowered by the student government constitution to hear cases of perceived social violations of the College’s Honor Philosophy. The board consists of 11 student members who serve one-year terms. The honor and judicial board chair, secretary and treasurer are chosen in general campus elections and honor and judicial board members are chosen in respective class elections.
International Student Organization (ISO): ISO is a multicultural organization that brings international and American students together. This organization plays a key role in helping new international students adjust to the American culture and Cedar Crest College. The organization provides students and the surrounding community with the opportunity to learn about each other’s cultures through various events. Everyone is welcome to join!

Investment Club: The Investment Club manages a stock portfolio worth over $40,000 (originally worth $25,000) that was donated to Cedar Crest to give students an opportunity to learn how to analyze companies and make smart investment decisions through hands-on experiences. Since individuals have increasing responsibility for managing their own pensions, they need to understand the stock market and how to select stocks for investments. The Investment Club, which regularly plans trips and educational seminars, is open to all students.

Marauders: The Marauders is a fantasy literature club devoted to bringing a little bit of magic to the Cedar Crest Campus. Marauders sponsors an array of activities meant to celebrate, and facilitate discussions about, the genre of fantasy, including film screenings, parties, and campus Quidditch games. Open to everyone.

The Marketing Club: The purpose of the Marketing Club is to educate students about the fields of marketing, advertising and public relations through group projects, club meetings and guest speakers.

Muslim Student Association: The Muslim Student Association’s primary purpose is to provide awareness of the peaceful religion Islam and to eliminate any stereotypical images that have been created after events on 9/11.

Needles and Hooks: Needles and Hooks brings students together who have an interest in knitting, crocheting, sewing and textiles. The group is willing to teach beginners knitting and sewing skills. Members have the option to donate finished projects to homeless shelters.

Neuroscience Club: The purpose of the Neuroscience Club is to educate members of the community about all aspects of neuroscience, as well as promote socialization with the Cedar Crest College science community. The organization will guide its members through their undergraduate careers, and prepare them for internships, graduate school, medical school and the job market.
OutThere: Cedar Crest’s lesbian, gay, bisexual and straight alliance. This organization is open to all members of the college community. It is designed to help eliminate homophobia through education, positive awareness and social activities.

Preterite: The Literary Club: Preterite, Cedar Crest’s Literary Club, is devoted to increasing the understanding and appreciation of literature through such events as discussions of literary works and the presentation of videos, films, readings and lectures by established writers. To encourage literary interest and creativity, Preterite sponsors activities during National Poetry Month, an annual writing contest open to all students, and is the publisher of the College’s literary magazine, In Other Words... Membership is open to all students and active participation is encouraged.

The Psychology Club: The Psychology Club is open to all students who share an interest in the field of psychology. The organization meets on a regular basis, plans educational programs, sponsors speakers and produces a newsletter titled, Stream of Consciousness.

Radio Club (WCCC): WCCC is Cedar Crest’s radio station, managed and operated by students. It is broadcasted on campus cable. Students can be program and music directors, become involved in sales and advertising, or announce/deejay. The club is engaged in both talk and music programming, as well as a variety of music styles (i.e., hip hop, electronic/dance, ethnic/world music, and many more).

SAGE Student Advocates: The SAGE Student Advocates promote Cedar Crest College community awareness of SAGE student needs and aid SAGE students in becoming more active and connected with the programs and activities that Cedar Crest College has to offer. The purpose of the SSA is to advocate for SAGE students by rejuvenating campus culture to create an atmosphere more receptive to the learning and social needs of adult students.

SAA (Society for Asian Animation): The Society for Asian Animation is designed to bring enlightenment of Japanese and other Asian cultures to the Cedar Crest community through Asian artwork, animated films and live action films. The organization will inform students about major Asian cultural festivals and will produce a variety of events for the campus.

Society for Human Resource Management (SHRM): The Society for Human Resource Management is the world’s largest association devoted to the human resource
management profession. With more than 550 affiliated chapters within the United States and members in more than 100 countries, SHRM offers students real-world knowledge and hands-on experience by providing the most comprehensive resources available.

Sociology/Social Work Club: The Sociology/Social Work Club is open to any student who is interested in current social issues and policies. The club aims to meet the needs of the growing number of students entering the many areas related to sociology and to promote the social sciences. Club members present outstanding speakers and programs in these areas. Past activities have included organizing fund-raising events, working with underprivileged children, co-hosting trick-or-treat in the residence halls for children from Wiley House, and volunteering in a soup kitchen to help feed the homeless.

Spanish Club: The Spanish Club is committed to organizing programs and events that center on the history and tradition surrounding Hispanic culture.

Step Team (Triple C Step): The Step Team centers on the African-American art of “step.” This is a student-led team that focuses on dancing, choreographing and performances for the campus and surrounding community. The group enters competitions and organizes outings to view other teams perform for the purpose of enriching their knowledge and creativity to choreograph their own shows.

Student Activities Board (SAB): The Student Activities Board provides social, cultural and educational programs to the college community. Some recent programs include karaoke nights, musical entertainment, game show nights and comedy nights. The main goal of the board is to provide entertaining and enriching experiences for the entire Cedar Crest College community. Students involved with the board are provided many opportunities to develop leadership skills while initiating and programming events. All students and members of the college community are encouraged to meet and share talents, interests and ideas to assist the Student Activities Board in its endeavors.

Student Athlete Advisory Committee (SAAC): Any student is welcome to join SAAC, which exists to promote further development and support of the athletic department and all athletic programs at the College. Activities have included a campus-wide bonfire and Booster Days to support important competitions.

Student Dietetic Association (SDA): The Student Dietetic Association (SDA) is a club that is open to anyone that is interested in nutrition, healthy eating, exercising and well-being. The purpose of the SDA is to educate the Cedar Crest College community on
nutrition.

Student Government Association (SGA): Through student body meetings, special committee meetings, student government meetings, and conferences with the president, the deans of the college, and the executive director of women’s leadership and student development, every student activity is represented. There are seven executive positions and five resident and two commuter senators for each class—all of whom are elected by the student body. These positions all have voting privileges in student government. Student government meets regularly to discuss student activities and college policies, to initiate legislation, and to make and amend rules as applicable. The association welcomes all suggestions related to campus life, and all interested students are encouraged to attend student government meetings. Feedback from the student body enables student government to address the issues and concerns that students wish to have resolved. Through the student government executive board, student government maintains close contact with college administration and faculty. The student government president regularly discusses plans and issues with administrators. Any questions or concerns about college rules and/or regulations can be addressed at student government meetings or by contacting a member of the executive board. From new students through seniors, student government asks students to get involved with activities of their interest. With support from the entire student population (including SAGE students, residents and commuters), student government is the backbone of student endeavors at Cedar Crest College.

Student Nursing Association (SNA): The Student Nursing Association is open to all students majoring in nursing. The SNA plays an important role in the nursing program by keeping students aware of changing trends in nursing and by increasing student awareness of the various aspects of nursing. Students are considered an active member of SNA as long as they attend half of all the meetings and half of all events. Students may participate in any of the three major committees within the SNA: fund-raising, community and social. In the past, members of SNA have organized clothing drives, held Easter egg hunts, participated in blood drives, sponsored guest speakers and assumed board positions in the Student Nurses Association of Pennsylvania. General business meetings are held monthly. Fund-raisers, community activities and social events are held throughout the semester.

Student Pennsylvania State Education Association (Education Club): The Student Pennsylvania State Education Association sponsors numerous activities for students, staff and faculty to attend and enjoy. The association meets biweekly and provides
opportunities for members to meet with others interested in the field of education and to discuss various educational topics. The association sponsors various speakers who discuss major education concerns, honors Cedar Crest professors each year during National Education Week, and actively supports students with an interest in the field of education.

Swim Club: The Swim Club was formed for those who enjoy competitive swimming. Members of all skill levels will learn techniques for competitive swimming. The purpose of the club is to encourage health, wellness and fitness through regular swimming activities.

Take Back The Night: The purpose of this organization is to raise awareness about individual and social responsibility towards issues of abuse and violence within our society. Various events are held on campus and in the local community in preparation of the “Take Back the Night” rally in April.

SECTION B - RESOURCES

I. RESOURCES ON-CAMPUS

ACADEMIC SERVICES
Contact:
Karen Schoenborn, ext. 4628
Assistant Director of Academic Services
Curtis Hall 109
kschoen@cedarcrest.edu

SERVICES PROVIDED
• Tutoring
• ESL services
• Writing assistance
• Services to students with disabilities, including disability-related room changes and access
• Academic advising

ATHLETICS, WELLNESS AND RECREATION
Contact:
FITNESS CENTER
Lees Hall
• Must use swipe ID card to enter facility
• Aerobic equipment
• Free weights and machines
• Hours: Open Daily 6 a.m. - 1 a.m.

INTRAMURALS
Aerobics, basketball, floor hockey, tennis, soccer, volleyball, weight lifting, cardio programs, hall olympics, healthy U, yoga, zumba

• Intercollegiate Sports - 610-606-4634
• Fall Sports: Cross Country (email: xcountry@cedarcrest.edu), Field Hockey (email: fhockey@cedarcrest.edu), Soccer (email: soccer@cedarcrest.edu) Tennis (email: tennis@cedarcrest.edu), Volleyball (email: vball@cedarcrest.edu)
• Winter Sports: Basketball (email: bball@cedarcrest.edu or ext. 3667)
• Spring Sports: Lacrosse (email: lacrosse@cedarcrest.edu), Softball (email: softball@cedarcrest.edu)
• Club Sports: Equestrian, Swimming

BOOKSTORE
Contact:
Maureen Yoachim, ext. 3775
Manager
TCC, Level 1
bookstore@cedarcrest.edu

REGULAR Hours*
Monday and Thursday: 8:30 a.m. - 5 p.m.; Tuesday and Wednesday: 8:30 a.m. - 5:30 p.m.;
Friday: 8:30 a.m. - 4:30 p.m.; Saturday and Sunday: Closed
*Hours are extended at the beginning of each semester. Please visit our web page for current extended hours at: http://cedarcrest.bncollege.com
CAMPUS FACILITIES AND GROUNDS
Facilities
Contact: Matthew Yencha, ext. 3456
   Director of Facilities
   Safety & Facilities Building Room 1
   myencha@cedarcrest.edu

Hours: Monday - Friday, 6:30 a.m. - 4p.m.
Use the CCC website to submit work orders for electric, plumbing, and building repairs.

Custodial
Michael Mille, ext. 3592
Supervisor
Safety & Facilities Building, Lower Level
mmille@cedarcrest.edu
Hours: Monday - Friday, 7 a.m. - 3:30 p.m.
Emergency cleanup of spills and other custodial needs.

Grounds
Will Rantz, ext. 4620
Supervisor
Lees Hall Garage
wfrantz@cedarcrest.edu
Hours: Monday - Friday, 6 a.m. - 3p.m.
Grounds cleanup and walkway/roadway and parking lot maintenance.

CAMPUS MINISTRY
Contact:
Allen Richardson, ext. 3320
   Professor of Religious Studies and Chaplain
   Curtis Hall 237
   arichard@cedarcrest.edu

SERVICES PROVIDED
• Zen meditation every weekday morning in the interfaith chapel
• Lees Chapel is open every day to all students, faculty, and staff
• Roman Catholic mass and Bible study are held weekly
• Assists students in finding a community of their faith

Campus religious groups include:
• Cedar Crest Christian Fellowship
• Circle of Sisters: Pagan Student Union
• Hillel
• Muslim Student Association
• Students in Newman Catholic Campus Ministry

The College maintains a historic relationship with the United Church of Christ.

CAMPUS POLICE
Contact:
Mark Vitalos, ext. 3523
Chief
Safety & Facilities Building, Room 2
mavitalo@cedarcrest.edu

Hours: Monday - Friday, 8 a.m. - 4 p.m.

SERVICES PROVIDED
• 24-hour campus security
• Escort service
• Crime prevention
• Vehicle registration
• Parking enforcement
• Vehicle emergency service (vehicle lockout/jump starts)

CAREER PLANNING
The Career Planning Center assists students with developing their personalized career vision and a plan for achieving their future educational and professional goals. Career workshops and seminars range from the basics of resume and cover letter writing to the art of interviewing and salary negotiations. Career planning promotes a comprehensive array of career development opportunities for traditional students, adult learners, graduate students, and alumnae. Through independent work and collaboration between faculty, staff, and the office of career planning, students are given the tools to manage their careers over a lifetime. The office administers career exploration assessments,
student internships, career fairs, career panel discussions, and graduate school assistance, in addition to individual and group coaching and support.

Contact: Jenelle Henry, ext. 3401 or 610-606-4648  
Director of Career Planning  
Allen House  
career@cedarcrest.edu

CEDAR CREST AMBASSADORS  
Contact:  
Andrea Stewart, ext. 3364  
Associate Director of Admissions  
Blaney Hall, Room 112  
astewart@cedarcrest.edu

Student E-Board:  
Shannon Ronca, Chairperson  
Beatriz Mendoza, Tour Coordinator  
Kaitlin Oswald, Secretary  
Aarti Ramdaney, New Member Coordinator

SERVICES PROVIDED:  
• Student representatives at official college events  
• Campus tour guides

COLLEGE CENTER SERVICES  
Contact:  
Amy Krum, ext. 3434  
Director  
Events Coordinator  
Tompkins College Center, Level 2  
Office Hours: 8:30 a.m. - 4:30 p.m.

SERVICES PROVIDED  
• Facility Reservation Request Form  
• College vehicle reservation for student events  
• Channel 17 – internal advertising  
• College photo IDs  
• General information  
• Lost and found
COMMUNITY SERVICE (LUTZ CENTER FOR)
The Lutz Center for Community Service provides numerous opportunities for students to engage themselves in the greater Lehigh Valley community. As a student-run office, under the guidance of the director for community service, the staff provides individuals and groups with an array of volunteer and service-learning projects such as after school tutoring programs, nursing home visits, blood drives, working with animal shelters, and restocking at the local food bank. The variety and flexibility of programs allows all students, clubs, organizations, faculty, staff, and college departments regardless of time commitments and interests to participate in a variety of service activities. During the spring semester, the center sponsors an Alternative Spring Break program, which provides a unique opportunity to travel while serving others in need.

The Lutz Center for Community Service is also home to Cedar Crest College’s America Reads and Counts federal work-study tutoring program, where students that qualify are matched with a local elementary or middle school-aged student to help them improve reading and math skills.

Contact: Tammy Bean, ext. 3762 or 610-740-3762
Director
Tompkins College Center/Blaney Hall
teban@cedarcrest.edu

COMMUTER LIFE
Commuter Life strives to help commuter students become an active part of the college community. While academics certainly are important, college shouldn’t be just about attending classes and studying. We encourage commuters to take part in campus events and activities, clubs and organizations on campus. Because we believe that commuters are an important part of campus life, we offer commuter students (traditional, adult SAGE, and graduate students) additional services, programs and outreach to help them adjust to life both on and off-campus.

Cedar Crest College and the Office of Student Affairs define a commuter student as any student living off campus. If you are not residing in college-owned housing, you are a commuter. This includes traditional, SAGE, graduate, part-time, full-time or visiting students for the summer.

Commuters can obtain additional information about commuter life from a number of
The Commuter Awareness Board (C.A.B.) sponsors events and services for all commuter students. The Commuter Student Association (CSA) is the primary group that advocates and plans specific programs for commuter students. The commuter lounge is located on the first floor of the Tompkins College Center. In between classes, students gather in this area. The student affairs office, located in the Allen House, provides information on commuter life. For additional information, please contact the student affairs office at (610) 606-4603.

Contact: Danielle Ortiz, ext. 3371
Assistant to the Dean of Students/Program Coordinator
Allen House
drstokes@cedarcrest.edu

FINANCE OFFICE – CASHIER SERVICES
Contact: Blaney Hall, 2nd floor, Room 209, ext. 3309

SERVICES PROVIDED
• Student account payments
• Check cashing
• Process club and organization payments/funds transfer/reimbursement requests

Cashier window is open 10 a.m. - 1 p.m. for check cashing and cash requests. (Hours are extended to 4:00 p.m. on student payroll days.) The cashier’s office accepts student payments from 9:00 a.m. until 4:00 p.m.

DINING SERVICES
Contact: Dean Piacentini, ext. 3446
Director of Cedar Crest College Dining Services
Tompkins College Center
foodsvcs@cedarcrest.edu

Dining Hall Hours:
Monday – Friday:
Lunch: 11 a.m. - 2 p.m.
Dinner: 4:30 p.m. - 7:30 p.m.
The Falcon’s Nest Hours:
Monday – Thursday: 7 a.m. – 10 p.m.
Friday: 7 a.m. - 9 p.m.
Saturday: 8:30 a.m. - 1:30 p.m. and 4:30 p.m. - 9 p.m.
Sunday: 10:30 a.m. – 1:30 p.m. and 4:30 p.m. - 10 p.m.

Cyber Café Hours
Monday through Thursday: 7 a.m. – 10 p.m.
Friday: 7 a.m. - 9 p.m.

Meal Equivalency Hours – Falcon’s Nest
Monday – Friday:
Breakfast: 7 a.m. - 10 a.m.
Lunch: 11 a.m. - 3:59 p.m.
Dinner: 4 p.m. - 9 p.m.

Saturday:
Brunch: 10:30 a.m. - 1:30 p.m.
Dinner: 6:30 p.m. - 9 p.m.

Sunday:
Brunch: 10:30 a.m. – 1:30 p.m.
Dinner: 6:30 p.m. - 9 p.m.

School Delay or Closing
In case of a 1-2 hour delay:
The dining hall operates on a normal schedule and the Falcon’s Nest opens at 9 a.m.

In case classes are canceled for the day and the college is closed:
The dining hall operates on a weekend brunch schedule and the Falcon’s Nest is closed.

In case of a midday close or if evening classes are canceled:
The dining hall operates on a normal schedule and the Falcon’s Nest hours TBD.

• Cash welcome at all locations at all times during regular business hours.
• Meal plan participants may use cash equivalency, “Dining Dollars” or cash for meals at the Falcon’s Nest.
• Students must present their ID card to the attendant at the entrance of the dining room. ID cards are not transferable to other students or guests, although the “Dining Dollars” or “Block Plan” may be used by the cardholder to purchase guest meals.
• Students who are ill or injured and are unable to go to TCC for meals are permitted to have their meals picked up by another student during the lunch and dinner meal periods. Please see your resident advisor for the required form. After three consecutive days of meal requests a physician recommendation is required.

GLOBAL INITIATIVES & INTERNATIONAL PROGRAMS (GIIP)
GIIP strives to promote global awareness and to lead and coordinate the internationalization of Cedar Crest College by encouraging study abroad, recruiting and assisting international students, establishing partnerships with colleges and universities abroad, and supporting all international initiatives and efforts of the College.

Students interested in study abroad should contact Jenny Weatherford, director, to set up an appointment to discuss their options.

Contact: Jenny Weatherford, ext. 4551
   Director, Global Initiatives & International Program
   Principal Designated School Official for SEVIS
   Allen House
   jenny.weatherford@cedarcrest.edu

SERVICES PROVIDED
• Advising on study abroad
• Advising for international students
• International programming

HEALTH AND COUNSELING SERVICES
Cedar Crest College offers health and counseling services, located in Curtis Hall. The center offers a comprehensive list of services that are designed to help maintain a safe, healthy campus and promote emotional, mental, social, and spiritual well-being. Staffed with a director of health and counseling services, the office is staffed with a nurse practitioner and doctors who offer scheduled appointments. The counseling service provides an opportunity to explore personal challenges and concerns with a professional psychotherapist in a confidential setting. Our goal is to help students have a productive and fulfilling college experience as entry into the personal, academic and career challenges which await them after graduation.
Contact: Nancy Crane-Roberts
Director of College Health and Counseling Services
nroberts@cedarcrest.edu

Counselors: Janet Grossner, LCSW
Susan Bridges, LCSW

Medical Assistant: Angela Utley
afutley@cedarcrest.edu

Curtis Hall, Room 106
Phone: 610-606-4640 or ext. 3476
Fax: 610-740-3798

Hours of Operation:
Monday – Friday: 8:30 a.m. - 4:30 p.m. (last appointment at 4 p.m.)
Health services is open when classes are in session.
All nurse practitioner and physician visits are by appointment.

HONOR AND JUDICIAL BOARD/HONOR CODE
The honor code exists to promote an atmosphere in which an individual makes her/his own decisions, and achieves a sense of integrity and judgment in all aspects of her/his life. Through principles of democratic leadership, members of the honor and judicial board are trained, and ultimately entrusted with the rights and responsibility to uphold the standards outlined in the honor code and student handbook. Members of the honor board, an elected leadership position, hear honor code cases involving violations of community standards and make recommendations for educational sanctions to the office of student affairs. The ultimate goal is to uphold the spirit and the letter of the honor code.

Contact: Kelly Steinmetz, ext. 3351
Director of Residence Life
Advisor, Honor and Judicial Board
Allen House
kmsteinmetz@cedarcrest.edu

INFORMATION TECHNOLOGY
SERVICES PROVIDED
• Network logins and e-mail accounts
• Help desk support
• Support for residence hall Internet access

LIBRARY
Contact: Mary Beth Freeh, Director, ext. 3387
Monday – Thursday: 8 a.m. - 11 p.m.
Friday: 8 a.m. - 5 p.m.
Saturday: 9 a.m. - 10 p.m.
Sunday: 12 Noon - 11 p.m.

• Research consultations
• Off-campus database log-in help

ORIENTATION
In an attempt to ease transition from high school to college, all of our new first year students are required to attend our orientation programs. Summer orientation takes place in June while fall orientation takes place in late August. A special transfer orientation program is offered in the fall. The orientation program at Cedar Crest provides an opportunity to become more acquainted with the campus. During orientation, students will have the opportunity to meet many key administrators, attend academic planning sessions, receive advisement, meet classmates and orientation assistants, reside overnight in our residence halls in the summer, and participate in activities that will introduce new students to life on our campus. For students who are admitted in the spring, an orientation program is offered in January.

Contact: Danielle Ortiz ext. 3371
Administrative Assistant to the Dean of Students/Program Coordinator
Allen House
drstokes@cedarcrest.edu

POSTAL SERVICES
Contact: Kelsey Hart, ext. 3641 or 3443
Coordinator
Tompkins College Center, Level 1
Kjhart@cedarcrest.edu

HOURS
Monday – Friday: 9 a.m. - 4 p.m.
Saturday: 9 a.m. - 1 p.m.
(No Saturday hours in summer)

SERVICES PROVIDED
• Mailboxes with key to all currently enrolled students
• Purchase stamps
• Mail parcels
• Cash or check accepted

Lost or stolen key? Students must pay $50 replacement fee to be paid at the finance office - cashier services in Blaney Hall, Room 204. Otherwise, this charge will appear on your student account.

PRINTING SERVICES
Contact: Seth Rehrig
Coordinator at Ext. 3317
Safety & Facilities Building, Lower Level
printsvcs@cedarcrest.edu

HOURS
Monday – Friday: 8:30 a.m. - 4:30 a.m.

SERVICES PROVIDED
• Black and white copies
• Color copies
• Large format poster printing up to 42” x any length
• Laminating
• Graphic design
• Letterhead, resumes, envelopes
• Output from disk
• Scan to PDF
• GBC binding (comb binding)
PROVOST’S OFFICE  
Contact: Elizabeth M. Meade, ext. 4637  
Provost  
Blaney Hall, Room 116  
emeade@cedarcrest.edu

PURCHASING DEPARTMENT  
Contact: Karen Khattari, ext 3561  
Purchasing Coordinator  
Safety & Facilities Building, Room 1  
klkhatta@cedarcrest.edu

HOURS  
Monday – Friday: 8:30 a.m. - 4:30 p.m.

SERVICES PROVIDED  
• General campus purchasing  
• Residential hall furniture/office furniture and supplies  
• Student laundry services  
• Student vending machines  
• Campus copier management

RADIO AND TV STATION  
Contact: Jim Brancato, ext. 3470  
TCC Info Desk, ext. 3432  
Professor of Communication, Channel 23/Info Channel  
Advisor of Radio and TV Station  
Channel 23/ Cable Radio  
FM 102.5 on Campus Cable  
Butz Hall  
jpbranca@cedarcrest.edu

SERVICES PROVIDED  
• The radio station offers a broad range of programming through the Radio Club  
• Channel 66 - Special programming including a movie series  
• Channel 23 is the information channel with a video bulletin board
REGISTRAR
Contact: Janet Baker, ext. 3765
Registrar
Curtis Hall 136
registrar@cedarcrest.edu

SERVICES PROVIDED
• Transcripts
• Graduation audits
• Course schedules
• Forms: drop/add, independent study, petitions, LVAIC cross-registrations etc

RESIDENCE LIFE
The Office of Residence Life supports on-campus living in a community atmosphere to provide an educational, safe and healthy environment for undergraduate and graduate women. The philosophy of our residential community is one of self-governance. With the assistance of our helpful, knowledgeable professional staff and resident advisors, the residents of each hall can build and support their own community standards.

Cedar Crest’s residence life program works creatively to support student learning and to provide opportunities for students to create community in their own residence hall and throughout the college community. One of the College’s residence halls is home to two living learning communities where students enrolled in a special course live together and attend class together right inside the residence hall. While students learn from each other as they live alongside one another, they have the opportunity to expand their appreciation for one another and the college community. They create supportive friendships for their time on campus, many of which will last a lifetime.

Contact: Kelly Steinmetz, ext. 3351
Director of Residence Life
Allen House
kmsteinmetz@cedarcrest.edu

SERVICES PROVIDED
• Provide a safe, comfortable and educational living environment
• Support students in an effort to foster maturity, independence and self-confidence
• Select and train resident advisors (RAs) who act as resources to students
• Provide residence hall programming and activities that promote women’s leadership
and education
• Oversee guest registration process
• Assist in mediation of roommate conflicts and complete room changes as necessary
• Conduct housing selection for academic year

RODALE AQUATIC CENTER
Contact:
Co-Directors : Susan Danish, Director of Administration and Community Relations, ext. 4670
                          Scott Rowlands, Director of Programming and Athletics, ext. 4670

Phone 610.606.4670
Fax 610.740.3797
www.rodaleaquaticcenter.org
aquatics@cedarcrest.edu

HOURS OF OPERATION
Monday – Wednesday – Friday: 5:30 a.m. – 8:45 p.m.
Tuesday – Thursday: 5:30 a.m. – 7:45 p.m.
Saturday: 7 a.m. – 5:45 p.m.
Sunday: 11 a.m. – 4:45 p.m.

SERVICES PROVIDED
• Two-pool complex
• Adult and child aquatics classes/programs for campus and community
• Red Cross safety courses: CPR, first aid, lifeguarding

SAGE [SCHOOL OF ADULT & GRADUATE EDUCATION]
Contact: Gaetan Giannini
           Dean
           Blaney Hall, Room 105
Bonnie Sofarelli
           Director
           Blaney Hall, room 105, ext. 3357
blsofare@cedarcrest.edu

SERVICES PROVIDED
• Admissions and academic advising for SAGE students who have graduated from high
school more than four years ago, or have earned their GED
• Orientations for SAGE students
• Graduate admissions office
• Extended evening and weekend hours

STUDENT ACTIVITIES
The Office of Student Activities (OSA) provides a number of ways for students to develop their leadership skills by becoming involved at Cedar Crest College. Students can join, lead and create organizations based on social and personal interests that range from political or educational, cultural or spiritual, to those focused on career interests’ including journalism, legal, judicial, or pre-professional.

OSA will serve as a resource to students as they develop the personal and professional skill sets needed for leading in a globally diverse society. There are many opportunities for students to develop their personal and professional skills through leadership workshops that are offered regularly throughout the year.

Organizations established under the OSA are wonderful places to meet students with similar interests. There’s something for all our students (traditional, SAGE and commuter), so make the most of your college experience and attend events, join a student organization, and help shape campus life!

Contact: Cynthia Fulford, ext. 3762 or 610-740-3762
Executive Director, Leadership and Student Development
Tompkins College Center, Room 319
cfulford@cedarcrest.edu

STUDENT AFFAIRS
Our goal in student affairs is to help maintain and promote a community of scholars where each student has the opportunity to develop his/her potential and explore talents and interests in and out of the classroom. The staff is committed to creating an environment that supports and encourages academic, personal and social growth for each student. We join with the faculty in encouraging intellectual curiosity, personal freedom and responsibility, civic engagement and global understanding. Learning will occur in the classroom, club meetings, internships, athletic competitions, residential living communities and while taking part in social activities. All experiences at Cedar Crest will enrich learning and help students to develop their personal identity. Student affairs encompasses a number of departments designed and devoted to serve all
students, and to make sure that the learning and living environment on campus is conducive to attaining their academic and personal goals. But it also includes efforts to make every student feel important within the campus community. We offer many leadership opportunities and support services to help students grow, develop and find their passion. We work diligently to ensure student success, especially in regard to retention and graduation. We are knowledgeable about the changing needs and backgrounds of the students of the future, and seek to use emerging technologies and principles of good practice to serve them better. We encourage students to visit the Student Affairs web pages at http://www.cedarcrest.edu/ca/studentaffairs/index.shtm to learn specific information about individual departments.

STUDENT CAMPUS EMPLOYMENT
Contact: Office of Human Resources, ext 4636
        Blaney Hall, 2nd floor, Room 204
        610-606-4636
        humrscs@cedarcrest.edu

HOURS OF OPERATION
Monday – Friday, 8:30 a.m. - 4:30 p.m

SERVICES PROVIDED
• Provide employment applications for non-federal work-study students looking for a job on campus
• Provide assistance with student payroll questions and issues

FEDERAL WORK STUDY
Contact: Student Financial Services, ext 4602
        Blaney Hall, 2nd floor, Room 212

STUDENT FINANCIAL SERVICES
Contact: Valerie Kreiser, ext. 3314
        Director of Student Financial Services
        Blaney Hall, 2nd floor, Room 212

SERVICES PROVIDED
• Provide applications for and assistance with the financial aid process
• Administer federal, state, institutional and miscellaneous financial aid programs
• Provide assistance to students and families seeking financing options for college expenses

• Assist with student account inquiries, invoices, eBill questions, EZ Pay payment plans, tuition deferment, meal plans and student health insurance

• Counsel students regarding academic progress requirements to maintain eligibility for financial aid programs

• Coordinate placement of students in federal work-study jobs and student payroll issues

• E-mail: financialservices@cedarcrest.edu

TELECOMMUNICATIONS/TRANSPORTATION
Contact: Walter Baransky, ext. 3564
          Director of General Services: Telecommunications/Transportation/Printing Services/Purchasing
          Safety & Facilities Building, Room 1
          wjbarans@cedarcrest.edu

HOURS
Monday – Friday, 8:30 a.m. - 4:30 p.m.

SERVICES PROVIDED
• Local/long distance telephone service and voicemail
• Resident hall room telephone and cable TV
• College faculty/ staff vehicle reservation services
• 15-passenger van driver certification

LEADERSHIP AND STUDENT DEVELOPMENT, OFFICE OF
The Office of Leadership and Student Development (OLSD), comprised of the offices of Career Planning, the Lutz Center for Community Service, and Student Activities, focuses on supporting student engagement and preparing students to lead in a globally diverse 21st century society. Working collaboratively across campus and in the greater Lehigh Valley community, the OLSD unit develops co-curricular programs designed to broaden students’ educational and professional experiences through leadership and experiential learning opportunities. Members of the OLSD unit work with Cedar Crest faculty and staff to provide students with the tools to envision, plan and achieve their personal and professional life goals. Activities implemented through this unit expose students to opportunities for developing leadership skills including communication, community and global involvement, critical thinking and decision-making, conflict management,
professionism, and an appreciation for diversity.

Contact: Cynthia Fulford, 610-740-3762 or ext. 3762
Executive Director, Leadership and Student Developments
Tompkins College Center, Room 319
cfulford@cedarcrest.edu

II. RESOURCES OFF-CAMPUS

LIVING IN THE LEHIGH VALLEY

About Allentown
Sometimes students seek a break from the hectic campus life. The City of Allentown is the cultural core of the Lehigh Valley and the third largest city in the state. The metro area is also the third most populated region in Pennsylvania with more than 640,000 people. The only larger areas in the state are Pittsburgh and Philadelphia. Allentown offers a wonderful park system with running and biking trails adjacent to the Cedar Crest campus. The Allentown Farmer's Market and Allentown Fairgrounds are within walking distance. The Allentown Art Museum is a good regional fine arts museum. The picturesque Pocono Mountains, including skiing areas, are a short 30-minute drive from campus. The Pennsylvania Dutch Country, Reading shopping outlets, and the New Jersey shore are easily accessible. The cultural centers of Philadelphia and New York City, national historical sites, international business and technical centers, great shopping, professional sports and diverse ethnic heritages are all within easy reach of Allentown and give Cedar Crest students unusually rich opportunities. Groups of students, faculty and staff often make these weekend excursions. In addition to a large variety of social and cultural programs available on campus, students may wish to take advantage of concerts, theaters, films and lectures elsewhere in the Lehigh Valley. Civic organizations and nearby Lehigh and DeSales universities and Muhlenberg, Moravian and Lafayette colleges sponsor such activities. Cedar Crest events are listed online at www.cedarcrest.edu.

Travel
Highways place Allentown within convenient driving distance of most areas in the Northeast. Several long distance bus lines provide frequent service to the area.

Accommodations
For your convenience, the following is a partial list of overnight accommodations near Cedar Crest College. The choice of where to stay is yours. Many of these hotels will offer special rates. It is recommended that you make a reservation.

Allentown Comfort Inn Lehigh Valley West, 7625 Imperial Way, Allentown • (610) 391-0344 or (800) 228-5150
Allentown/Fogelsville Sleep Inn, 327 Star Road, Allentown • (610) 395-6603
Comfort Suites of Allentown, 3712 Hamilton Blvd., Allentown • (610) 437-9100
Courtyard (Marriott), Route 22 & Airport Rd. South, Bethlehem • (800) 321-2211/(610) 317-6200
Days Inn, 2622 Lehigh Street, Allentown • (610) 797-1234
Dorneyville Howard Johnson, 3220 Hamilton Blvd., Allentown • (610) 439-4000/(800) 446-4656
Fairfield Inn (Marriott), Rte. 22 & Airport Rd. S., Bethlehem • (610) 867-8681/(800) 228-2800
Hampton Inn Hotel, 7471 Keebler Way, Allentown • (610) 391-1500/(800) 426-7866
Hawthorne Suites, 7720 Main St., Fogelsville • (610) 366-9422/(800) 527-1133
Hilton Garden Inn, 1787 Airport Rd., Allentown • (610) 443-1400
Holiday Inn, 904 Hamilton St., Allentown • (610) 433-2221
Holiday Inn Conference Center, Rte. 100 & I-78, Fogelsville • (610) 391-1000/(888) 452-5664
Holiday Inn Express, 3620 Hamilton Blvd., Allentown • (610) 437-9255/(800) 465-4329
Microtel, 1880 Steelstone Rd., Allentown • (610) 266-9070/(800) 647-7280
Quality Inn - Allentown, Rte. 22 & 15th St., Allentown • (610) 435-7880
Ramada Inn, 1500 MacArthur Rd., Whitehall • (610) 439-1037
Red Roof Inn, Rte. 22 at Airport Rd. South Exit, Allentown • (610) 264-5404/(800) 843-7663
Residence Inn, Route 22 & Airport Rd. S., Bethlehem • (610) 317-2662 or (800) 331-3131
Roadway Inn Conference Center, Routes 22 & 309, Allentown • (610) 395-3731
Scottish Inn, 1701 Catasauqua Road, Allentown • (610) 264-7531/(800) 444-2775
Sheraton Four Points Hotel & Suites, 3400 Airport Rd. N. off Rte. 22, Allentown • (610) 266-1000
Staybridge Suites by Holiday Inn, 1787 Airport Rd., Allentown • (610) 443-5000
Wingate Inn Allentown, 4325 Hamilton Blvd., Allentown • (610) 366-1600

Airport
Lehigh Valley International Airport:

Air Canada, Allegiant, Continental, Delta, Northwest, United and US Airways maintain flight schedules at the Lehigh Valley Airport, 15 minutes east of campus, off Route 22. (610) 266-6000 or (888) FLY-LVIA or www.lvia.org

Bowling

Allentown Rose Bowl, 801 N. 15th St., Allentown • (610) 437-4606
AMF Parkway Bowling Lanes, 1630 S. 12th St., Allentown • (610) 797-1567
Boulevard Bowling Center, 702 Union Blvd., Allentown • (610) 435-7451
Emmaus Bowling Center, 4651 Colebrook Ave., Emmaus (610) 967-1607
Jordan Lanes, 731 Jordan Parkway, Whitehall • (610) 437-2695
Mountainville Bowling Center, Mountainville Shopping Center, Allentown • (610) 797-4377

Buses

Cedar Crest has easy access to both local bus service and service to a number of other destinations.

Local Bus Service

LANTA (Lehigh and Northampton Transit Authority), 1060 Lehigh Street, Allentown • (610) 776-7433

LANTA offers regularly scheduled bus service throughout the Lehigh Valley. The nearest bus stop is located at the corner of Hamilton Boulevard and College Drive. Schedule information is available in the College Center, online at www.lantabus.com or by phone.

Other Services

Charcoal Drive Inn Bus Terminal, 4440 Hamilton Boulevard, Wescosville • (610) 395-2451
Bieber Bus offers service from here to New York City, Philadelphia and Washington, D.C.
J & J Luxury Transportation, 445 Business Park Lane, Allentown • (610) 776-1516
Allentown Bus Terminal, 325 W Hamilton Street, Allentown • (610) 434-6188

This station offers Transbridge service to New York City, Bieber and Susquehanna Trailways service to Philadelphia, and Greyhound service throughout the country.
Transbridge, 5925 Tilghman Street, Suite 40, Allentown • (610) 776-8687

Florists
Michael Thomas Floral Design Studio, 1825 Roth Ave., Allentown • (610) 821-1051
Phoebe Floral Shop, 2102 Hamilton St., Allentown • (610) 434-9587

Grocery Stores
Giant, Village West Shopping Center, Allentown • (610) 776-1531
Weis, 365 Cedar Crest Blvd., Allentown • (610) 821-4550
Wegman’s, 3900 Tilghman St., Allentown • (610) 336-7900
Weis, 1500 N Cedar Crest Boulevard, Allentown • (610) 395-0345

Hospitals and Healthcare
Allentown Health Bureau, 245 N. 6th St., Allentown
   (610) 437-7760
Allentown Women’s Center, 1409 Union Blvd., Allentown
   (610) 770-9077 • (877) 342-5292
Crime Victims Council of the Lehigh Valley, 801 Hamilton Street, Suite 300 Allentown
   Phone: 610.437.6610 • cvclv@enter.net
Lehigh Valley Hospital at Cedar Crest Blvd. & I-78
   Main: (610) 402-8000 • Emergency: (610) 402-8111 • Patient Info: (610) 402-8001
Lehigh Valley Hospital at 17th & Chew Streets
   Emergency: (610) 402-2226 • Patient Info: (610) 402-8001
Lehigh Valley Hospital • Muhlenberg (LVH), 2545 Schoenersville Rd., Bethlehem
   Main: (484) 884-2200 • Emergency: (484) 884-2521 • Patient Info: (610) 402-8001
Planned Parenthood, Allentown Health Center, 29 North 9th Street, Allentown • (610) 439-1033,
   M, Tu, W, Th, S (all)
Sacred Heart Hospital, 421 Chew Street, Allentown
   Main: (610) 776-4500 • Emergency: (610) 776-4622 • Patient Info: (610) 776-4770
St. Luke's Hospital at 801 Ostrum Street, Bethlehem
   Main: (610) 954-4000 • Patient Info: (610) 954-4770 • Emergency: (610) 954-4500
St. Luke's Women’s Health Center, (610) 433-5222
St. Luke's Hospital Allentown Campus, 1736 Hamilton Street, Allentown
   Main: (610) 770-8300 • Patient Info (610) 770-8351 • Emergency: (610) 770-8383
Turning Point of Lehigh Valley, Inc., 444 E. Susquehanna St., Allentown
   24 Hour Hotline 610-437-3369 or general telephone number 610.797.0530
Miniature Golf
Mulligan's Family Golf Center, 2600 Range Road, Whitehall • (610) 266-6555
Putt U, 5200 Route 309, Center Valley • (610) 798-9800
Dorney Square Miniature Golf Inc., 3120 Hamilton Boulevard, Allentown • (610) 432-8101

Movies
Civic Theater, Art, Foreign & Independent Films, 527 N. 19th St., Allentown • (610) 432-0888
AMC Tilghman 8 Theatres, Tilghman Square, Allentown • (610) 391-0780
Carmike 16 Cinemas, 1700 Catasauqua Road, Allentown • (610) 264-9694
Carmike Promenade 16, The Promenade Shops, 2805 Center Valley Parkway, Center Valley, PA 18034 • (610) 709-8635

Pharmacies
CVS, 3020 Tilghman Street, Allentown • (610) 776-6551 or (800) 746-7287
Dorneyville Pharmacy, 3330 Hamilton Boulevard, Allentown • (610) 437-4600
Rite Aid Pharmacy, 361 South Cedar Crest Boulevard, Allentown • (610) 821-7999
Giant Pharmacy, 3100 Tilghman Street, Allentown • (610) 351-2091
King's Pharmacy, 365 Cedar Crest Blvd., Allentown • (610) 821-4560
Walter's Pharmacy, 401 N. 17th Street, Allentown • (610) 435-4706
Wegman's Pharmacy, 3900 Tilghman Street, Allentown • (610) 336-7940

Railroad
Amtrak (800) 872-7245

Restaurants (Dining Off-Campus)
Cafés, Delis, and Similar Establishments
Anylise's Hava Java, 526 North 19th Street, Allentown • (610) 432-3045
Boston Market, 385 S. Cedar Crest Boulevard, Allentown • (610) 770-3324
Cali Burrito, 3104 Hamilton Boulevard, Allentown • (610) 351-1791
Panera Bread, 3100 W. Tilghman Street, Allentown • (610) 432-3221
Panera Bread, 2669 Macarthur Road, Whitehall • (610) 433-8101
Syb's West End Deli, 2151 W. Liberty Street, Allentown • (610) 434-3882
Wegman's Café, 3900 W. Tilghman Street, Allentown • (610) 336-7900
Wert's Café, 515 North 18th Street, Allentown • (610) 439-0951

Fast Food
Arby’s, Cedar Crest Boulevard & Tilghman St., Allentown • (610) 433-7220
Dunkin Donuts, 215 W. Hamilton Street, Allentown • (610) 435-8355
McDonald’s, 721 Cedar Crest Boulevard, Allentown • (610) 439-0511
Subway, 512 Hamilton Boulevard, Allentown • (610) 435-5385
Wendy’s, 410 S. Cedar Crest Boulevard, Allentown • (610) 432-3369

Pizza and Take-Out
Domino’s Pizza, 4229 Tilghman Street, Allentown • (610) 395-1515
Dynasty Chinese Restaurant, 620 State Ave. (Lehigh Street), Emmaus • (610) 967-6110
Mario’s Pizza Café, 3335 Hamilton Boulevard, Allentown • (610) 435-4484
Papa John’s Pizza, 706 13th Street, Allentown (delivery only) • (610) 434-7272
Parma Pizza, 3100 W. Tilghman Street, Allentown • (610) 439-6940
Pho Vung Tau (Vietnamese), 1500 Union Boulevard, Allentown • (610) 433-3405
Pizza Hut, 4536 Hamilton Boulevard, Allentown • (610) 395-1200

Pubs and Sports Bars
The Chicken Lounge, 3245 Hamilton Boulevard, Allentown • (610) 439-1707
Crocodile Rock Café, 520 Hamilton Street, Allentown • (610) 434-4600
PJ Whelihan’s Pub, 4595 Broadway, Allentown • (610) 395-2532
Ringer’s Roost, 1801 W. Liberty, Allentown • (610) 437-4941
Roosevelt’s 21, 1328 Tilghman Street, Allentown • (610) 821-8484

Restaurants and Diners
A 1 Japanese Steak House, 3330 Lehigh Street, #320, Allentown • (610) 709-0998
Applebees, 1510 N. Cedar Crest Boulevard, Allentown • (610) 530-2450
Applebees, 7150 Hamilton Boulevard, Trexlertown • (610) 366-8200
Bellisimo Ristorante, 1243 Tilghman Street, Allentown • (610) 770-7717
Bob Evans, 2805 Lehigh Street, Allentown • (610) 798-9395
Buca di Beppo, 714 Grape Street, Whitehall • (610) 264-3389
Cali Burrito, 3104 Hamilton Boulevard, Allentown • (610) 351-1791
Carmines Italian Restaurant, 1052 Union Boulevard, Allentown • (610) 433-7711
Carrabba’s Italian Grill, 510 S. Cedar Crest Boulevard, Allentown • (610) 439-6100
Casa Latina Restaurant, 527 North 7th Street, Allentown • (610) 821-2748
Chili’s Grill & Bar, 815 Grape Street, Whitehall (610) 264-4400
Cracker Barrel, Route 100 S & I-78, 7720 Main Street, Fogelsville • (610) 481-0055
Friendly’s Restaurant, 460 S. Cedar Crest Boulevard, Allentown • (610) 770-9883
Grille 3501, 3501 Broadway, Allentown • (610) 706-0100
Hamilton Family Restaurant, 2027 W. Hamilton Boulevard, Allentown • (610) 433-
International House of Pancakes, 1511 Lehigh Street, Allentown • (610) 797-6113
Louie’s Restaurant, 2071 31st Street, S.W., Allentown • (610) 791-1226
Mangos Coastal Cuisine, 3750 Hamilton Boulevard, Allentown * (610) 432-2025
New City View Diner, 1831 MacArthur Road, Whitehall • (610) 434-4366
Old Country Buffet, 1524 Whitehall Mall, Whitehall • (610) 437-4010
Olive Garden, 715 Grape Street, Whitehall • (610) 266-6777
Outback Steakhouse, 3100 W. Tilghman Street, Allentown • (610) 437-7117
Perkins Restaurant, Cedar Crest Blvd. & Hamilton Boulevard, Allentown • (610) 820-5767
Pistachio's Bar and Grille, 341 S. Cedar Crest Boulevard, Allentown • (610) 435-7007
Red Lobster, 800 Lehigh Valley Mall, Whitehall • (610) 264-5541
Red Robin, Tilghman Square Mall, Allentown • (610) 366-1776
Ruby Tuesday, 101 Lehigh Valley Mall, Whitehall • (610) 264-7787
Ruffino’s Brick Oven Pizza, 1902 Allen Street, Allentown * (610) 437-3621
Salad Works, 1403 Cedar Crest Boulevard • (610) 437-0400
Sunset Grille, 6751 Ruppsville Road, Allentown • (610) 395-9622
Thai Kitchen, 347 Broadway, Bethlehem • (610) 814-2670
TGI Friday’s, 395 S. Cedar Crest Boulevard, Allentown • (610) 776-8188

Shopping Centers
Allentown Fairgrounds Farmers Market, 17th & Chew Streets, Allentown • (610) 432-8425

This market includes approximately 60 merchants selling meats, cheese, produce, baked goods, flowers, flea market items, and more. It is open Thursday: 9:00 a.m. to 8:00 p.m., Friday: 8:00 a.m. to 8:00 p.m., Saturday: 8:00 a.m. to 6:00 p.m.

Crest Plaza Shopping Center, 1500 N. Cedar Crest Boulevard, Allentown
This small shopping center includes Target, Applebee’s, and Rite Aid.

The Lehigh Valley Mall, MacArthur Road, Whitehall • (610) 264-5511

Located at the intersection of Route 22 and Route 145 N. in Whitehall, the area’s largest mall has over 140 stores, restaurants and services including Macy’s, JC Penney and Boscov’s department stores.

MacArthur Towne Center, 2590 MacArthur Road, Whitehall
Just down the road from the Lehigh Valley Mall, this center includes a Pier 1 Imports, K-Mart, and more.

The Promenade Shops, 2845 Center Valley Parkway, Center Valley, PA 18034 • (610) 791-9707

This outdoor lifestyle center features higher end shopping — including L.L. Bean, Banana Republic, J.Jill and Lucky Jeans — as well as restaurants, a gourmet grocery, and a 16-screen movie theatre.

The Shops at Cedar Pointe, Hamilton Boulevard at Cedar Crest Boulevard

Located across Hamilton St., on Cedar Crest Blvd., this center is within walking distance of the campus and includes TGI Friday’s, Pistachio’s, Rite Aid, and King’s supermarket.

The South Mall, 3300 Lehigh Street, Allentown • (610) 791-0606

This mall includes a Bon-Ton and a Stein Mart department store, and Staples, along with book stores, gift shops, hair and nail salons and other restaurants.

Tilghman Square, 47th & Tilghman streets

This center includes an AMC movie theatre, fast food restaurants, Red Robin Restaurant, and a variety of shops. It is located near a K-Mart, PJ Whelihan’s Pub, and the world famous Josh Early candy store.

Trexler Mall, Hamilton Boulevard, Trexlertown • (610) 351-6294

This center includes a Bon-Ton department store, Kohl’s, drug store, book store, gift shops, salons, dry cleaners, fast food and sit-down restaurants.

Village West Shopping Center, 3100 Tilghman Street, Allentown • (610) 439-9761

This center includes a Giant grocery store, drug store, hair salon, dry cleaners, card and gift shops and restaurants, including Outback Steakhouse.
Wal-Mart, Sam’s Club, TJ Maxx, 2601 MacArthur Road, Whitehall • (610) 266-9645

Located at in a shopping plaza that includes Old Navy, Dress Barn, and various other stores, Wal-Mart, TJ Maxx discount clothing, and Sam’s Club all offer discounts on “essential items”!

Wal-Mart Supercenter, 1091 Millcreek Road (Rte. 222 West, Trexlertown), • (610) 530-1400

This 24-hour Wal-Mart also includes an onsite supermarket. Several specialty stores are adjacent to the Wal-Mart.

Whitehall Mall • Route 145 N. and Grape Street, Whitehall

Across the street from the Lehigh Valley Mall this center includes Sears and Kohl’s department stores, and more.

Taxi

Lehigh Valley Taxi • (610) 867-6000
Quick Service Taxi • (610) 434-8132

Theater

Civic Theatre of Allentown, 527 N. 19th Street, Allentown • (610) 432-8943
Pennsylvania Playhouse, Illick’s Mill Road, Bethlehem • (610) 865-6665
State Theatre Center for the Arts, 453 Northampton Street, Easton • (610) 252-3132
Symphony Hall, 23 N. 6th Street, Allentown • (610) 432-6715