

# ANNUAL SECURITY AND FIRE SAFETY REPORT



**CEDAR CREST COLLEGE**

-11192025-

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## **INTRODUCTION**

The following information is provided to you as part of Cedar Crest College's (hereinafter "CCC") on-going commitment to the safety and security of everyone on campus in accordance with the Commonwealth of Pennsylvania Act 73 of 1988 and Public Law 101-542 of 1990 (The Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act). The Chief of Campus Police is the campus official assigned responsibility for receiving and resolving complaints relative to these Acts. If you have any concerns, questions or comments related to these Acts or this document, you may contact Mark A. Vitalos, Chief, Campus Police, Cedar Crest College, 100 College Drive, Allentown, PA 18104-6196 - 610-437-4471 ext. 3523.

## **REPORTING THE ANNUAL DISCLOSURE OF CRIME STATISTICS**

CCC Campus Police prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report is prepared in cooperation with the local law enforcement agencies surrounding our campus, Residential Life and the Vice President of Student Affairs. Each entity provides updated information on their educational efforts and programs to comply with the Act. Campus crime, arrest and referral statistics include those reported to Campus Police, designated campus officials, including but not limited to, Residence Life personnel and local law enforcement agencies. These statistics also include crimes that have occurred on public property adjacent to our campus. A Campus map is also attached to this report. All employees and students will receive notice as to where the annual security report can be viewed online. Copies of the report may also be obtained at Campus Police located in the Safety & Facilities Building. All prospective employees may obtain a copy from Human Resources in the Administration Building or by calling 610-437-4471 (Option: 0) off campus or ext. "0" on campus.

## **MISSION STATEMENT**

It is the mission of the Cedar Crest College Campus Police (hereinafter "Campus Police") to serve our college community with pride, respect and dignity in our daily service to Cedar Crest College, its faculty, staff, students and guests, and to carry out our duties with professionalism, courage and strength.

## **NUMBER OF STUDENTS ENROLLED**

Cedar Crest College has **1,361** undergraduate and graduate students enrolled in classes during fall semester of the 2025/2026 academic year.

## **NUMBER OF STUDENTS IN CAMPUS HOUSING,**

The College has a total of **355** students and for the fall semester living in campus housing during the 2025/2026 academic year.

## **NUMBER OF NON-STUDENT EMPLOYEES**

There are **389** non-student employees working on campus: **89** full time and part time faculty members, **122** Adjuncts and **178** full time and part time staff members.

## **CAMPUS POLICE**

The primary function of the Cedar Crest College Campus Police is to provide for the safety and welfare of all members of the College community. The Campus Police currently consist of **8** full-time officers. Officers are trained and certified in Act 235 (Lethal Weapons Training Act). Officers are qualified to use and to carry firearms and other defensive tools. Officers are also trained in CPR, First Aid, the use of emergency oxygen and the use of an Automated External Defibrillator (AED). Additional courses in police-related topics such as police procedure, crime prevention, criminal investigation, narcotics, etc., are provided whenever possible.

Campus Police is staffed 24 hours a day, seven days a week. In addition to our **8** officers, we have **3** staff members that are utilized for dispatch duty and act as the main switchboard operators for the College. In the event of an emergency, members of the College community can contact the Campus Police by pressing “0” any campus telephone or by calling 610-437-4471 (Option “0”) from any off-campus telephone.

Patrols are maintained with two readily identifiable Ford Interceptor SUVs. The patrol vehicles contain basic medical and first-aid equipment, fire extinguishers and traffic cones.

Foot patrol is encouraged on campus and inside buildings. Officers on foot are more visible which results in one-on-one contact and encourages a working rapport with the College community. Buildings and grounds are patrolled to determine the presence of unauthorized people, observe any safety violations and the general condition of the College facilities. Roadways and parking areas are patrolled to ensure compliance with the College Traffic and Parking Regulations. Buildings are locked and unlocked according to schedules. Violations of College regulations, as well as the laws of the Commonwealth of Pennsylvania, are dealt with in accordance with college policies, as well as local, state and federal statutes.

### **CAMPUS POLICE AUTHORITY AND JURISDICTION**

CCC Campus Police officers who have been commissioned have complete police authority to apprehend and arrest anyone involved in illegal acts on campus and areas immediately adjacent to the campus. These powers are granted by the Commonwealth of Pennsylvania. If minor offenses involving CCC rules and regulations are committed by a CCC student, Campus Police officers may also refer the individual for disciplinary action by the Vice President of Student Affairs. Major offenses are reported to the local police and joint investigative efforts with officers from CCC and the local police are deployed to solve these serious incidents. The prosecution of all criminal offenses is conducted in the Court of Common Pleas of Lehigh County. Campus Police personnel work closely with local police agencies. At this time there are no written memorandums of understanding between Cedar Crest College and the local police departments.

### **BACKGROUND AND CLEARANCE CHECKS**

Cedar Crest College conducts post job offer pre-employment screening with a thorough background check, including some or all of the following as applicable: a Pennsylvania criminal records check, a public records check, a credit check, a Pennsylvania Driving Record Check and Operator’s License Check. If applicable, the College also requires a child abuse clearance check and an FBI fingerprint check. The college does not do these checks on students.

### **SEXUAL OFFENDER REGISTRATION**

The Campus Sex Crimes Prevention Act (hereinafter “CSCPA”) of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed by, institutions of higher education. The CSCPA is an amendment to the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Act. The federal law requires state law enforcement agencies (in Pennsylvania, it is the Pennsylvania State Police (hereinafter “PSP”) to provide CCC with a list of registered sex offenders who have indicated that they are enrolled, employed or carrying on a vocation at CCC. CCC is required to inform the campus community that a PSP registration list of sex offenders will be maintained and available at two campus locations: Campus Police in the Safety & Facilities Building and the Office of the Vice President of Student Affairs located in the Allen House. The CSCPA further amends the Family Educational Rights and Privacy Act of 1974 (FERPA) to clarify that nothing in the Act can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders.

This statement is provided in compliance with the Campus Sex Crimes Prevention Act of 2000. Information

on registered sexually violent offenders can also be obtained from the Pennsylvania State Police or their website at [meganslaw.psp.pa.gov](http://meganslaw.psp.pa.gov).

## **CAMPUS FACILITIES – SECURITY CONSIDERATIONS**

In order to discourage criminal activity, Campus Facilities/Grounds make sure the campus is well-lit at night and that bushes and trees are kept trimmed. During routine patrols Campus Police officers make note of lights that are not operating, defective door and window locks and safety and fire hazards. A Work Order is sent to Facilities personnel for timely action.

## **COMMUNICATION MEDIUMS**

Aside from direct, personal contact with the College Community, Campus Police uses campus mail, campus e-mail, telephone, e2campus alerts and postings to communicate security matters as needed.

## **TIMELY WARNINGS**

If a situation arises—on or off campus—that a CCC Campus Police officer determines poses an ongoing or continuing threat, the College will issue a campus-wide “timely warning.” This warning will be distributed through the College’s text alert system, E2Campus, which sends text messages and emails to all students, faculty, and staff in the notification system.

Anyone with information warranting a timely warning should report the circumstances to the Campus Police office by phone (610-437-4471, option 0; or from a campus phone: Dial ‘0’) or in person at the Campus Police dispatch center within the Physical Plant Building that is located on the southeast corner of the campus behind Curtis Hall.

## **"e2Campus" Mass Notification**

In the event of an emergency, the College uses the “e2Campus” mass notification system. When necessary, the College will send notifications to all registered mobile phones and email addresses. "e2Campus" is also used to notify the campus community in the event of delays or closure of the College due to severe weather conditions. All members of the Cedar Crest community are encouraged to keep their information current for this program. Students are automatically enrolled, while Faculty & Staff have the option to do so. **Faculty and staff** can sign-up for E2Campus by simply clicking on the e2Campus link found on the “Employee” page on “My Cedar Crest” 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, the Campus Police will test this emergency response and evacuation procedure on an annual basis. This is the surest way for you to receive notifications critical to your safety and wellbeing.

## **GENERAL PROCEDURES FOR REPORTING A CRIME OR EMERGENCY**

Community members, students, faculty, staff and guests are encouraged to report all crimes and public safety related incidents to Campus Police in an accurate and timely manner. To report a crime or an emergency on the campus of CCC, call Campus Police by pressing “0” (“operator”) or, from outside the campus phone system, 610-437- 4471 (Option “0”). To report a non-emergency security or public safety related matter, call Campus Police at extension 3522. Dispatchers operate these telephone numbers 24 hours a day, 7 days a week. In response to a call, CCC Campus Police will take the required action by dispatching an officer or asking the individual to stop by the Campus Police office to file an incident report. There are also 15 emergency call boxes placed throughout the campus.

When an emergency call box is activated, the blue light flashes which helps to identify the location of a call for assistance.

All student related Campus Police incident reports are forwarded to the Dean of Students for review and potential action by the Dean. Campus Police officers will investigate a report when it is deemed appropriate. Additional information obtained via the investigation will also be forwarded to the Dean of Students. If assistance is required from the City of Allentown Police, Fire Department, or other public safety entity, Campus Police will contact the appropriate unit. If a sexual assault should occur, staff on the scene, including Campus Police officers, will offer the victim a wide variety of victims services. Publications that are produced contain information about on-campus and off-campus resources. That information is made available to provide CCC community members with specific information about the resources that are available in the event that they become the victim of a crime.

The information about “resources” is not provided to infer that those resources are “reporting entities” for CCC. Crimes should be reported to CCC Campus Police to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate. A crime that was reported only to the Allentown Police Department may not be included in the CCC crime statistics.

### **VOLUNTARY CONFIDENTIAL REPORTING**

If the victim of a crime does not want to pursue action within the college system or the criminal justice system, they may still want to consider making a confidential report. With permission, the Chief of Campus Police, Dean of Students or Director of Residence Life can file a report on the details of the incident without revealing a victim’s identity. The purpose of a confidential report is to comply with a victim’s wish to keep the matter confidential, while taking steps to ensure the future safety of the victim and others. With such information, the College can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

### **ACCESS TO FACILITIES**

It is the responsibility of Campus Police personnel to lock and unlock all campus buildings according to class schedules and campus events. Access to institutional facilities by employees is on an as-needed basis. Visitors to the campus seeking access to campus buildings and facilities for special events must do so through an individual host, sponsoring department, Campus Police or the Director of Conference Services.

### **SAFETY AND SECURITY IN THE CAMPUS RESIDENTIAL COMMUNITY**

Cedar Crest College (CCC) offers housing in four (4) traditional residence halls with a total capacity of 554. Housing is offered to predominately undergraduate students and a smaller population of graduate students. Undergraduate housing is for female students only which the graduate student housing is open to both male and female students. There are four (4) major room types offered to resident students include singles, deluxe singles, doubles, and triples. In addition to these room types, there are also some suite-style rooms that include a full or half bathroom in Butz and Curtis Halls. Security safeguards within the residence halls include restricted card access at each of the main entrances to the residence halls, which are only accessible by scanning a CCC ID card. Access to CCC housing facilities is limited to resident students by their assigned building, their escorted guests, and CCC professional staff.

Guest Registration: Residents must register all guests who will be on campus for more than one hour through the department’s “Guest Registration Form” system located in My.CedarCrest. Guests must always carry valid photo identification and provide it immediately upon request from any college official. These visitors may not be in the hall if their hostess is not present in the hall. Residents may not give their CCC identification card to guests to access the halls.

On-Call Duty Rotation: Resident Advisors serve on an on-call duty rotation daily from 8pm-730am in their respective residence halls. Full time professional staff, including the Director of Housing & Residence Life, Assistant Director of Residence Life, and the Graduate Area Coordinator are on call twenty-four hours a day on a rotating basis.

Most importantly, residents are reminded of safety and security issues at orientation, the opening floor meetings, and in the Resident Student Handbook. Students are asked to keep their rooms locked at all times even when occupied, to observe building security procedures and to notify Residence Life Staff or Campus Police of any unfamiliar guests or unusual incidents within the residence halls. All Residence Life staff members in the halls undergo training each semester for both prevention and response regarding safety and security issues, including drug and alcohol awareness and fire safety training.

### **HOUSING ENTRANCE SECURITY**

The main door of each residence hall is equipped with a keyless entry system. Persons entering or leaving each residence hall must do so through the main entrance and access to the main door is restricted to authorized personnel and students with electronic access/ID cards. The use of these electronic access/ID cards is recorded by a computer which is located in the Campus Police office. Security cameras at these main doors record all entries to the residence halls and are monitored by switchboard personnel. In the event the main door is held open or propped, an alarm will sound at the Campus Police Office which will result in a response by Campus Police. All secondary doors to the residence halls are locked and connected to alarms 24-hours a day.

Students are responsible for their access/ID cards and are not permitted to loan their cards to anyone. Students found lending their cards will be subject disciplinary actions. All authorized personnel entering residence halls should be aware of “tail gating” by individuals not authorized to be there and report any infractions to campus police immediately.

Each residence hall room is equipped with its own fire detection device. The alarm system is centralized at the College switchboard and is monitored 24 hours a day. Should unauthorized exit or entry occur or, if a fire detector is activated, an alarm will sound both at the site of the problem and at the switchboard. This alarm will audibly and visually identify the site of the problem and display at the switchboard the time, date, location of the problem and print out a complete record of alarms. Once an alarm has been set off and the building identified, an officer will be dispatched to investigate and to take necessary action.

### **DOOR AND WINDOW SECURITY**

Residence hall windows are equipped with locks, and 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 and to Campus Police as quickly as possible. 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. Keys may not be duplicated. Students are responsible for their keys and are not permitted to loan their keys to anyone. Students found duplicating or lending their room keys may be subject to disciplinary action.

### **RESIDENCE HALL PERSONNEL**

The Assistant Director of Residence Life is a twelve-month live-in professional who resides in Moore Hall (oversees Moore and Steinbright Halls). In addition to the AD, there is also a live-in Graduate Area Coordinator (GAC) who resides in Butz Hall (Oversees Butz and Curtis Halls). The AD and GAC oversee a combined staff of 3 Head Resident Advisors and 14 Resident Advisors between all of the residence halls. RAs are student staff members who live on each floor of the residence halls and provide the following support and services to students: peer helper, educator, administrator, policy enforcer, team member, and role model. Training and development at all levels includes comprehensive in person training at the beginning of each semester and a Resident Advisor manual, which outlines important policies and procedures. Professional and student staff also participate in ongoing professional development sessions throughout the academic year.

Other personnel who enter the residence halls include custodial, facilities and maintenance staff, as well as off campus vendors. All of the aforementioned personnel receive instruction on building security protocol and are required to sign in and out at Campus Police at the commencing and conclusion of their work in the residence

halls. Campus Police Officers also conduct routine patrols through the residence halls.

### **HOLIDAY AND VACATION 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, unless the student makes arrangements with the Office of Housing & Residence Life to remain in the residence halls over the break due to certain circumstances. Unauthorized occupancy can lead to disciplinary action being taken. Students may be required to relocate to another building for safety or logistical reasons if they remain in the residence halls when they are closed for break.

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.

### **GUEST HOUSING**

During the summer months Cedar Crest College houses international workers in the residence halls on campus. These workers are hired by Dorney Park/Wild Water Kingdom, a company not affiliated with Cedar Crest College, to fill various positions within the amusement park. The workers are issued ID badges from the park and access cards from the college. All policy and procedures of the College must be adhered to while these workers are staying on campus. The only exception to the rules are overnight guests are not permitted.

### **ROOM SELECTION AND ROOM CHANGES**

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.

No room changes may be made during the first and last fourteen (14) calendar days of any semester. There is a formal mediation process to assist roommates in resolving conflicts. Students should contact their resident hall staff member 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 Housing & Residence Life must immediately move back to their originally assigned room and sanctions may apply.

### **SECURITY EDUCATION, INFORMATION AND COMMUNICATION**

Students participate in two fire drills per semester in their residence halls; any residence hall having an unsatisfactory fire drill is required to have an additional one. During fire drills students are required to evacuate the building as quickly as possible. Campus Police conduct thorough building inspections including keying into all rooms to make sure all students are in compliance. Students who remain in the building during these drills are subject to disciplinary action.

Residence hall staff are also trained by the Allentown Fire Department on fire extinguisher use and related topics on an annual basis.

### **ADDITIONAL INFORMATION ON FIRE EXTINGUISHERS CAN BE FOUND HERE:**

[https://www.cedarcrest.edu/wp-content/uploads/2024/09/FIRE\\_EXTINGUISHER\\_TRAINING.pdf](https://www.cedarcrest.edu/wp-content/uploads/2024/09/FIRE_EXTINGUISHER_TRAINING.pdf)

Security related workshops and short courses such as the R.A.D. (Rape Aggression Defense) program can be organized by contacting the Chief of Campus Police.

Students, Faculty & staff can Learn how to defend themselves (should they choose to do so) in different situations that could arise in everyday life. They learn from Certified Instructors. Learn from a program that is taught in all 50 states, Canada, and England. Rape Aggression Defense (R.A.D.) Program: Since the program deals specifically with defense against abduction for the purpose of rape, we focus on how women are attacked. The first class is dedicated to educating women about the terminology of various types of sexual assault, crime statistics, date rape drugs (i.e. Rohypnol, GHB, etc.) and their effects, process of investigation, and the importance of risk awareness and avoidance. The next two classes involve the practical application of realistic self-defense techniques for women to prevent abduction and sexual assault. The fourth class (optional) is a simulation exercise in which the female students use the techniques learned against trained “aggressors”. The R.A.D. program has a free lifetime return and practice policy. R.A.D. is not a Martial Arts program.

Fliers are distributed regularly to students, faculty and staff on a variety of topics, including self-protection in the home, on the highway and outdoors. Crime prevention programs include orientation workshops, individual floor meetings, residential community-wide presentations and educational programs. Campus Police will also work with student groups to organize programs focused on campus and personal safety issues.

ADDITIONAL SAFETY INFORMATION CAN BE FOUND HERE:

## **EMERGENCY ACTION GUIDELINES**

<https://www.cedarcrest.edu/wp-content/uploads/2024/04/EMERGENCYACTIONSGUIDELINES.pdf>

## **EMERGENCY RESPONSE AND EVACUATION DRILLS**

In order to better prepare for emergencies on campus, Cedar Crest College regularly tests its emergency response and procedures through various drills that can incorporate a Tabletop discussion, a larger, more practical Functional Drill or a Full Scale Drill. These drills will usually always involve the College’s Incident Management Team, Campus Police and some or all of the entire campus community. The college also frequently requests the assistance of emergency services in the City of Allentown to assist in these drills, with their equipment and expertise. The following is a synopsis of the drills held for the last three years:

**2024:** The College’s IMT conducted a Tabletop training session on the topic of Storm Management: The IMT Training Tabletop Session on Storm Management, held on December 6, 2024, aimed to enhance the institution's preparedness for severe weather events. The key objectives were to discuss and plan the campus's response to a storm, including ensuring safety, managing resources, and maintaining communication. Significant discussions included ensuring essential staff are present and accommodated on campus before the storm hits, maintaining a five-day stockpile of food supplies, verifying generator functionality and snow removal equipment readiness, and preparing communication protocols for timely updates. The meeting also covered insurance documentation, financial strategies, emergency funding options, and logistical preparations. Formal decisions were made regarding student evacuation advisories, remote instruction preparedness, food supply maintenance, and staff accommodation arrangements.

On February 21<sup>st</sup>, 2024 the College Conducted Fire Drills in the Butz, Curtis, Moore and Steinbright Residence Halls. The fire alarms were activated by Campus Police Officers and an evacuation compliance check was conducted of all rooms in the halls. There were no reported issues with the evacuation of the buildings however, the fire alarm panels in Butz and Steinbright Halls failed to clear and remained in a “trouble” mode until serviced by the fire panel vendor.

On April 16<sup>th</sup>, 2024 the College Conducted a “Shelter in Place/Lock-Down Drill” for the entire Campus. The

College's emergency notification system, E2Campus was utilized to notify the community of the start and finish of the exercise and Building Coordinators and officers checked all of the buildings for compliance and reported on any issues.

**2023:** The College conducted Fire Drills in the Butz, Curtis, Moore Residence Halls on September 19<sup>th</sup>, 2023 and in the Steinbright Residence Hall on September 19<sup>th</sup>, 2023. The fire alarms were activated by Campus Police Officers and an evacuation compliance check was completed for all rooms in the halls. There were no reported issues with the evacuation of the buildings however, a number of strobe lights failed to activate in Steinbright Hall and a work order was generated and the issue was repaired. Another drill was conducted on March 30<sup>th</sup>, 2023 in the Butz, Curtis, Moore and Steinbright Residence Halls. Aside from one student failing to evacuate the building, there were no reported issues. On July 13<sup>th</sup>, 2023 Fire drills were again conducted in the Butz, Curtis, Moore and Steinbright Residence Halls and, aside from several Dorney Park Residents failing to evacuate, there were no other reported issues.

On January 17<sup>th</sup>, 2023 Campus Police held a four hour training session on responding to an Active Shooter situation in Alumnae Hall. Officers were instructed by personnel from Lehigh University.

On March 13<sup>th</sup>, 2023, the College held an emergency drill at the Hamilton Boulevard Building on the topic of an Active Shooter/Hostage situation. This involved role-playing staff, Campus Police Officers, The Emergency Response Team from the City of Allentown, along with the Hostage Negotiators from the City of Allentown and a scenario where shots were fired and hostages were taken inside of a campus building and the work in resolving such a scenario without injury to the hostages.

On August 22<sup>nd</sup>, 2023, the Chief and Assistant Chief of Campus Police held a lecture and answered questions, at the Faculty Workshop on the topic of "Run, Hide, Fight" involving an active shooter on campus.

On November 17<sup>th</sup>, 2023, the College Conducted a "Shelter in Place/Lock-Down Drill" for the entire Campus. The College's emergency notification system, E2Campus was utilized to notify the community of the start and finish of the exercise and Building Coordinators and officers checked all of the buildings for compliance and reported on any issues.

On December 19<sup>th</sup>, 2023, the College hosted a Tabletop Emergency Exercise on the topic of evacuation of the campus. This was attended by the College's Incident Management Team, members of the Lehigh County 911 Center, Allentown EMS, Campus Police and others from the community. The tabletop was conducted by the Director of Lehigh County's Emergency Management Agency

**2022:** The College conducted Fire Drills in the Butz, Curtis, Moore and Steinbright Residence Halls on September 13<sup>th</sup>, 2022, in which the fire alarm was activated by Campus Police and an evacuation compliance check was completed for all rooms in the halls. There were no reported issues with these drills. Another Fire Drill was conducted on March 29<sup>th</sup>, 2022, in Butz and Curtis Residence Halls. There were no issues reported with these drills. Fire Drills were also conducted on March 30<sup>th</sup>, 2022 in the Moore and Steinbright Residence Halls and there were no issues reported.

Although Active Shooter Training involving the use of a campus building was planned in November of 2022, the actual training was delayed until January of 2023 due to scheduling and manpower issues.

## **CRIME PREVENTION PROGRAMS**

Crime prevention programs on personal safety and theft prevention are sponsored by various CCC campus organizations throughout the year. The Campus Police personnel practice community-oriented policing and facilitate programs for student, parent, faculty, new employee orientations, student organizations and community organizations.

## **CEDAR CREST COLLEGE AED POLICY**

### **I. Policy Statement**

This policy will establish a process for the inspection and maintenance of Automated External Defibrillators (AED) in locations throughout the Campus of Cedar Crest College.

### **II. Scope**

Applicable departments within the Cedar Crest College Community.

### **III. Definition**

- An Automated External Defibrillator (AED) is used to treat victims who experience Sudden Cardiac Arrest (SCA). It is only to be applied to victims who are unconscious, without a pulse and not breathing. The AED will analyze the heart rhythm and advise the operator if a shockable rhythm is detected. If a shockable rhythm is detected, the AED will charge to the appropriate energy level and advise the operator to deliver a shock.

### **IV. Procedure**

#### **A. AED Locations and Inspection Process**

1. Public AED's are located in several locations in the buildings of Cedar Crest College. They are as follows:
  - a. Alumnae Hall lobby (on the wall next to the main entrance to the Alumnae Theater)
  - b. Blaney Hall (on the wall near main stairwell at fire hose)
  - c. Cressman Library (on wall at the top of the main stairwell, near the main entrance)
  - d. Dorothy Rider Pool Science Center (on the wall across from room 129)
  - e. Hamilton Boulevard Building lobby (near the entrance to the Exercise & Physiology Lab)
  - f. Lees Hall lobby (on the wall between the restrooms)
  - g. Steinbright Hall (In the main lobby)
  - h. Tompkins College Center main lobby (on the wall near the north entrance)
2. Other AED locations:
  - a. Campus Police patrol vehicles
  - b. Campus Police Office
  - c. Rodale Aquatic Center (located on the deck of the large pool)
  - d. Athletics Department (Lees Hall In room 109)
  - e. Health Services (Curtis Hall in room 108)
3. Public and departmental AED's will be inspected by Campus Police in accordance with manufacturer specifications.
  - a. Each public AED should have two sets of pads, one adult and one infant, and the expiration date of electrode pads will be checked monthly. Any pads expiring prior to the

next monthly check will be replaced. This inspection will include the activation of the AED to ensure proper functionality, along with an inspection of the AED responder pack, included in the AED cabinet. This pack will include the following:

- 1) One facemask barrier device
- 2) Two pair of latex free gloves
- 3) One set of trauma shears
- 4) One medical prep razor
- 5) Absorbent hand towel
- 6) Antimicrobial hand towelette
- 7) Equipment cleaning towelette
- 8) Biohazard bag
- 9) Nylon pouch

Confirmation of these inspections will be logged on the AED checklist.

- b. Batteries will be replaced as indicated.
  - c. Public space AEDs: Campus Police will perform a visual, daily check to confirm the status indicator reads "OK", indicating proper functioning on all public AEDs.
  - d. AEDs in other departments, such as Athletics, Health Services and the Rodale Aquatic Center, will be checked by that departments personnel on a daily basis, to:
    - 1) Confirm the status indicator reads "OK", indicating proper functioning.
    - 2) Batteries will be replaced as indicated.
    - 3) The expiration date of electrode pads will be checked monthly. Any pads expiring prior to the next monthly check will be replaced. Confirmation of these inspections will be logged on the AED checklist (See Appendix #2).
  - e. Non-functioning equipment will be removed for repair.
4. At the month's end, all completed AED checklists will be forwarded to the Chief of Campus Police.

## **Training**

1. Campus Police, Athletic Trainers, Rodale Aquatic Center Staff and Health Services Staff will renew CPR and AED training at least once every two years.

## **Using an Automated External Defibrillator (AED)**

A victim who does respond or appears to be in distress may have an abnormal heart rhythm that stops the heart from pumping blood. In such a case, an AED may be used to provide aid to the victim. Observe the following steps:

1. Check to see if the scene is free of hazards such as:
  - Electric (e.g. downed power lines. Electric cords, etc.)
  - Chemical hazards (e.g. gases, liquids, solids or fumes)
  - Suspicious individuals or anyone that could potentially harm a person
  - Traffic both vehicular and pedestrian that could harm the victim
  - Fire or flammable gases such as oxygen, propane, and hydrogen
2. Determine that the victim is:
  - Unresponsive (Shake shoulders and ask are "Are you alright?")
  - No visual breathing (gaspings is not effective breathing) or
  - Without a pulse
3. Notify Cedar Crest Campus Police by dialing "0" or (610) 437-4471
4. Immediately begin Chest compressions and CPR, if trained and feel comfortable doing so
5. Retrieve or ask someone to retrieve the nearest AED

6. When the AED arrives:
  - Turn the AED on by opening the case and press the green power button. Follow voice prompts provided by the AED
  - Make sure the AED pads are dry
  - Open the person's shirt and wipe his or her bare chest dry
7. Make sure that everyone is clear of contact with victim while AED analyzes the heart rhythm. Remember that the AED will not advise a shock in all cases. If AED advises "no shock" immediately begin chest compressions and CPR, if trained for two minutes until the AED voice prompt says:
  - "Do not touch victim. Analyzing rhythm." The AED will guide the rescuer through a defibrillation sequence. Make sure that everyone is clear of the victim before shocking
  - Continue this sequence until a rhythm is detected or EMS personnel arrive
8. Fill out and file the AED Incident Report Form (Appendix #1) (available through the Campus Police department)
9. Turn the AED over to Cedar Crest Campus Police

### **B. Record Keeping**

Cedar Crest Campus Police will maintain all documentation for equipment maintenance, repairs, inspections, usage, *AED Incident Forms*, and qualified users for a minimum of seven years.

Documentation includes:

- Maintenance and safety inspection records for each AED (semi-annual and weekly).
- Original copy of each *AED Incident Report* completed after an AED is used.
- All information of AED usage, including Cedar Crest Campus Police reports and/or emergency response treatment. This documentation will be stored in accordance with local, regional and federal standards for storing confidential medical information.
- Training records of those employees and students trained in CPR and/or AED to include documentation of training, qualifications, and evidence of certification.

Cedar Crest Campus Police Officers will check all AED on their shift and note the check on their shift logs.

### **C. Important notes for AED use:**

1. If a patient is under eight years of age or 55 lbs, an infant/child pads cartridge should be used. If an infant/child cartridge is not available, an adult cartridge can be used. Place the pads on the center of the chest and on the center of the back.
2. Remove any medicine patches and residual adhesives before applying AED pads using proper personal protection equipment, such as gloves.
3. Pacemakers may interfere with rhythm analysis; do not place electrodes directly over pacemaker, they should be place one hand width away.
4. If the victim converts to a heart rhythm that does not require defibrillation, follow instructions from AED voice prompt.
5. Do not remove pads unless directed to do so by emergency personnel.
6. Individuals who elect to use AED, perform CPR, or are requested by a recognized emergency response personnel to assist a victim are protected from civil liability by **Pennsylvania Good Samaritan Act 42 Pa.C.S.A. § 8332.**
7. All equipment contained within the emergency kit associated with each AED is disposable. Upon use, Cedar Crest Campus Police must be notified to ensure that equipment and personal protective equipment (PPE) used to aid a victim is disposed of properly. Under most circumstances, unless blood or bodily fluids are present, PPE and equipment may be disposed

of in a solid waste bin.

8. AED used on any patient must be returned to Cedar Crest Campus Police as soon as possible to retrieve the electronic rescue data stored on the device so that it can be provided to medical service professionals to assist in treatment.

## **CEDARCREST CAMPUS POLICE AED INCIDENT REPORT**

*Complete this form with every incident necessitating AED use, submitting within 24 hours of use to the Cedar Crest College Campus Police*

**PATIENT'S NAME:** \_\_\_\_\_

**STUDENT'S ID NUMBER (If applicable):** \_\_\_\_\_

**DOB:** \_\_\_\_\_ **AGE:** \_\_\_\_\_ **SEX:** F M **PHONE:** \_\_\_\_\_

**ALLERGIES:** \_\_\_\_\_

**CURRENT MEDICATIONS:** \_\_\_\_\_

**PERTINENT MEDICAL HISTORY:** \_\_\_\_\_

**DATE & TIME OF AED USE:** \_\_\_\_\_ **AED used located at:** \_\_\_\_\_

**EXACT LOCATION OF INCIDENT:** \_\_\_\_\_

**DESCRIPTION OF INCIDENT (use reverse if necessary):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**WITNESSES:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_

**NAME OF AED OPERATOR:** \_\_\_\_\_

**Was CPR Conducted?** Y/N      **Person Conducting CPR:** \_\_\_\_\_

**OTHER ASSISTING RESPONDERS:** \_\_\_\_\_

**EMS UNIT RECEIVING PERSON:** \_\_\_\_\_

**TIME AND LOCATION OF TRANSPORT:** \_\_\_\_\_

**REPORTED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_



## **Pennsylvania Good Samaritan Act**

### **42 Pa.C.S.A. § 8332**

#### **Nonmedical Good Samaritan Civil Immunity**

(a) General rule.--Any person who renders emergency care, first aid or rescue at the scene of an emergency, or moves the person receiving such care, first aid and rescue to a hospital or other place of medical care, shall not be liable to such person for any civil damages as a result of any acts or omissions in rendering the emergency care, first aid or rescue, or moving the person receiving the same to a hospital or other place of medical care, except any acts or omissions intentionally designed to harm or any grossly negligent acts or omissions which result in harm to the person receiving the emergency care, first aid or rescue or being moved to a hospital or other place of medical care.

(b) Exceptions--

(1) This section shall not relieve a driver of an ambulance or other emergency or rescue vehicle from liability arising from operation or use of such vehicle.

(2) In order for any person to receive the benefit of the exemption from civil liability provided for in subsection (a), he shall be, at the time of rendering the emergency care, first aid or rescue or moving the person receiving emergency care, first aid or rescue to a hospital or other place of medical care, the holder of a current certificate evidencing the successful completion of a course in first aid, advanced lifesaving or basic life support sponsored by the American National Red Cross or the American Heart Association or an equivalent course of instruction approved by the Department of Health in consultation with a technical committee of the Pennsylvania Emergency Health Services Council and must be performing techniques and employing procedures consistent with the nature and level of the training for which the certificate has been issued.

**1982; 1976, July 9, P.L. 586, No. 142, S 2, effective June 27, 1978. As amended 1978, July 1, P.L. 697, No. 122, S 1, effective in 60 days.**

## **BIAS POLICY**

The College is committed to maintaining a respectful and welcoming living, learning and working environment for all students, faculty and staff. As such, the College has established the Bias Incident Resource Team. The Resource Team is the first response from the College in coordinating responses to bias and hate incidents. The Resource Team ensures that affected individuals have access to appropriate resources, to assist the College in facilitating a coordinated campus response to bias related incidents and situations. The Resource Team is not an adjudicating committee. Bias incidents are expressions, acts or behaviors — verbal, written or physical — which are directed against or target an individual or group based on perceived or actual characteristics, such as, race, ethnicity, color, religion, gender, gender identity, gender expression, pregnancy, national origin, age, disability, sexual orientation, familial status, veteran status or any other characteristic protected from discrimination under law. Bias incidents include hate crimes as defined under federal and applicable state laws, statutes, or regulations. Incidents do not need to be hate crimes to be reported. All incidents of bias or hate crimes may violate College policies regarding student, faculty and staff conduct, as well as laws against discrimination. The College strongly encourages the reporting of all hate crimes and bias incidents. The Bias Incident Resource Team does not replace processes and policies for reporting and addressing acts of discrimination, harassment or violence, including but not limited to those established in student, faculty and staff handbooks or by the offices of the Dean of Students, Human Resources, the Provost or the College Police. Retaliation of any kind against a student or member of the faculty, staff or College community for submitting a good faith bias incident report, participating in a bias follow-up procedure or refusing to participate in a bias follow-up procedure is explicitly prohibited. For more information and how to report visit the Bias Policy Site, [click here](#)

## **HAZING REPORT AND POLICY**

Cedar Crest College complies with the Commonwealth of Pennsylvania and the federal Stop Campus Hazing Act laws on hazing and prohibits hazing. Hazing is defined under Pennsylvania law as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization. Hazing is defined under federal law as any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, that is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, a student organization and causes or creates risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization, of physical or psychological injury. Hazing includes but is not limited to:

- Whipping, beating, striking, electronic shocking, placing of harmful substances on someone's body, or similar activity;
- Causing coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other substances;
- Causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances;
- Causing, coercing, or otherwise inducing another person to perform sexual acts;
- Any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;
- Any activity against another person that includes a criminal violation of local, state, or federal law; and
- Any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, state or federal law including the destruction or removal of property (theft).

The express or implied consent of the victim will not be a defense. Apathy and/or complicity in the

presence of hazing are not neutral acts; they are violations of this policy.

For purposes of this policy and in compliance with relevant law, Student Organizations means an organization at an institution of higher education (such as a club, society, association, varsity or junior varsity athletic team, club sports team, fraternity, sorority, band, or student government) in which two  
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or more of the members are students enrolled at the institution of higher education, whether or not the organization is established or recognized by the institution.

#### Roles and Responsibilities

- The Office of Student Success and Engagement will coordinate with the Dean of Students and related partners (for example, but not limited to: Athletics, Fraternity and Sorority Life, Student clubs and organizations) to review the hazing policy.
- These student organizations are responsible for facilitating educational hazing efforts and prevention programs.
- The Office of Student Success and Engagement will be responsible for managing reports of hazing and subsequent adjudication through the Student Code of Conduct.

#### Policy

- All acts of hazing as defined in this policy are prohibited and will be addressed and adjudicated in accordance with the procedures set forth in the Student Code of Conduct. Students found responsible for hazing are subject to suspension or expulsion. Hazing is also a criminal offense; all reports of hazing to the College will also be reported to law enforcement.
- All student organizations are responsible for ensuring that members of their organization are trained in hazing prevention.

#### Procedures, Standards, and Guidelines

- Reports of hazing should be reported through the College Student Complaint Form.
- Students that, in good faith, report hazing may be granted amnesty (defined as safe harbor in the Stop Campus Hazing Act) for possible policy violations. Students reporting, must reasonably believe they were the first person to report the hazing and to remain eligible for amnesty, a student must cooperate with College officials looking into the report of hazing. The Office of Student Success and Engagement will make the determination as to whether or not, based on the totality of the circumstances, that a student is eligible for amnesty in relation to a report of hazing.

#### Compliance and Enforcement

- All initial reports of hazing will be reviewed by the Office of Student Success and Engagement. The Office of Student Success and Engagement, in collaboration with the Dean of Students, will evaluate each report and determine next steps.
- If, after an investigation, it is determined that a student organization and/or individual student will be charged with Student Code of Conduct violations, the Office of Student Success and Engagement will follow the process for Student Code of Conduct violations for adjudication of the matter.

Further Information on Cedar Crest Colleges hazing policy and report can be found here:

<https://www.cedarcrest.edu/wp-content/uploads/2025/09/CEDARCRESTCOLLEGEHAZINGREPORT.pdf>

#### **ALCOHOL POLICY**

Cedar Crest College complies with the Commonwealth of Pennsylvania's liquor laws. All students are expected to know and abide by these laws and to follow the procedures of the College that

support them. Students and organizations that violate any law or policy are subject to disciplinary action by the College. Students will not be protected from legal action taken by public agencies or campus police officers responsible for enforcing the law, even when college disciplinary action has been taken for the violation of the Community Standards for Social Conduct and/or other campus regulations.

### College Alcohol Regulations

- a) Students 21 years of age or older may possess or consume alcoholic beverages in accordance with Cedar Crest College policies.
- b) Students of legal drinking age, 21 years of age, and their guests who are of age may responsibly consume alcohol in residence hall rooms or at college-sponsored events where alcohol is being served.
- c) When one student is 21 years of age and the roommate is under 21, only the student who is 21+ years old may possess and consume alcohol.
- d) Students under 21 years of age are prohibited from possessing and/or consuming alcoholic beverages.
- e) Students under 21 years of age, and their guests regardless of their age, may not possess or consume alcohol in residence hall rooms.
- f) Alcohol may not be stored in community spaces, such as communal refrigerators.
- g) Possession, consumption and/or provision of alcohol in public areas of the campus are not permitted. Public areas are defined as those areas of the campus that are readily accessible to students, faculty, staff and guests. Such areas include all outside areas, athletic fields, lobbies, classrooms, lounges, building corridors and offices. Campus police have the authority to confiscate alcohol in the possession of any individual under 21 years of age and may confiscate alcohol of individuals over 21 years of age if circumstances dictate such action to be necessary. Confiscated alcohol and paraphernalia will not be returned and will be discarded or destroyed by the College.
- h) 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.
- i) When all official residents of the room are under the age of 21, no alcoholic beverages are permitted in the residence hall room.
- j) Visibly intoxicated persons or persons showing signs of alcohol abuse may be removed from campus by police, campus police or medical personnel.
- k) Violating other policies while under the influence of alcohol will constitute a violation of the Alcohol policy as well.
- l) Campus police has the authority to administer a breathalyzer test in those situations where underage drinking is suspected of having occurred or to more accurately determine the blood alcohol level of any person who appears to be under the influence to the point where they are a danger to themselves or others. A student has the right to refuse a breathalyzer test. If a test is refused, the test will be considered a "positive test" and summary action and sanctions may apply.
- m) Providing alcohol to underage individuals is prohibited, including leaving alcohol unattended in locations where those under 21 may serve themselves. The student who serves alcohol to a person regardless of age shares responsibility with that person for any violation of the Cedar Crest College policies.

### Campus Events with Alcohol

- a) All student-sponsored events with alcohol must be registered with both the Office of Student Engagement and the Dean of Students. Student Clubs and Organizations should fill out the Student Event with Alcohol Notification Form 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.

b) 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.

c) Complete guidelines for events where alcohol is to be served can be obtained from the Student Club and Organization Handbook through the Office of Student Engagement.

### **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, unless otherwise provided for in this policy. The student will be required to consult with the Assistant Dean of Students or designee and may be required to participate in an appropriate educational program. Nothing in this policy shall prevent an individual who is obligated by federal, state, or local law, or college policy, practice, or procedure, from reporting, charging, or taking other action related to the possible criminal prosecution of any student.

No individual may receive amnesty more than once. Records of all requests for assistance under this policy shall be maintained by the Dean of Student's Office. Participation in any program as a result of this policy shall not be noted on the student's judicial record. In the event an individual who previously utilized the amnesty policy is involved in a subsequent alcohol-related incident, the subsequent incident and any resulting charges shall be treated as a second offense.

### **ARREST POLICY**

Students who are arrested by any law enforcement agency are required to inform the Assistant Dean of Student's within 72 hours of their arrest. Students arrested may be subject to College disciplinary action when their conduct violates College standards. Failure to report this information to the Assistant Dean of Students will result in a "Failure to Comply" charge and may result in further disciplinary action.

### **WEAPONS**

Weapons are prohibited on the campus of Cedar Crest College. All federal, state and local laws regarding the possession, use and sale of weapons are in force on campus. Cedar Crest Police Officers do carry ASP batons and firearms. Cedar Crest College Campus Police have the lawful authority to use force, up to and including deadly force that is reasonably necessary to effectively bring an incident under control, while protecting the lives of the officer and others.

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

Cedar Crest College complies with the state, federal and local drug laws. All students are required to abide by and know the state and federal drug laws. Please consult the Commonwealth of Pennsylvania The Controlled Substances, Drugs, Device, and Cosmetic Act.

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. Marijuana remains an illegal drug under federal law. Although Pennsylvania's state law and medical marijuana program

provide access to medical marijuana for patients with specific medical conditions, this law does not supersede the Federal Law (the Controlled Substances Act), which flatly bars the use of marijuana even in states that have authorized its use of medical purposes or otherwise. In addition, The DrugFree Schools and Community Act applies to Cedar Crest College. Cedar Crest College opposes and prohibits the possession and use of illegal drugs and narcotics by its students on campus. The College will cooperate with the enforcement of state and federal laws.

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

### **Prohibited Acts**

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

1. The possession or use of illegal drugs as defined by federal or Pennsylvania law.
2. The manufacture, distribution, or intended distribution of illegal drugs is prohibited.
3. The possession or use of prescription medication in a manner other than is described on the prescription label including, but not limited to being in possession of or using prescription medication without a prescription is prohibited
4. The unauthorized distribution or intended distribution of prescription medication is prohibited.
5. The misuse of over-the-counter medications is prohibited.
6. The possession or use of drug paraphernalia (i.e., bong, pipes, etc.), including those that are homemade is prohibited. Drug paraphernalia includes any device that can be used to store, smoke, transport, etc., marijuana or other illegal drugs.
7. Residential students may also face discipline procedures related to the smell of marijuana in the residential facilities. Residents and guests will be held accountable if they are in a room/location where there is the odor of marijuana, even if the odor is "carried in" by a resident or guest. In addition, residents will be held accountable if there is the odor of marijuana coming from their room or person.

### **Reasonable suspicion or mandated screening**

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

- a) Observed possession or use of substances appearing to be prohibited drugs.
- b) Arrest or conviction for a criminal offense related to the possession or transfer of prohibited

drugs or substances.

c) Observed abnormal appearance, conduct or behavior reasonably interpretable as being caused by the use of prohibited drugs or substances. Among the indicators which may be used in evaluating a student's abnormal appearance, conduct or performance are: class attendance, significant GPA changes, increased injury rate or illness, physical appearance changes, motivational level, emotional condition, mood changes and legal involvement.

If suspected, the departmental chair or director, program director or head of an academic unit or designee will notify the student of the testing requirement and the student must stay with a faculty or staff member until testing occurs. All testing will be performed by designated laboratories determined by the College. Testing shall be in accordance with industry standards and in accordance with any applicable federal and state laws. The collection procedures shall be designed to ensure the security and integrity of the specimen provided by each student and those procedures shall follow chain-of-custody guidelines.

Note: The possession and/or use of illegal substances may be determined by means other than urinalysis. The student is responsible for the cost of the drug screening.

Students who fail or refuse a drug test administered during their academic and co-curricular endeavors (i.e. nursing program, athletic team, etc.) will be subject to discipline up to and including expulsion.

## **DEFINITIONS AND TERMS**

- **Administer** - The direct application of a controlled substance, other drug or device, whether by injection, inhalation, ingestion or any other means, to the body of a patient or research subject.

- **Contraband** - Any controlled substance, other drug, device or cosmetic possessed by a person not authorized by state or federal law to possess such controlled substance, other drug, device or cosmetic or obtained or held in a manner contrary to the provisions of this act. The foregoing includes, but is not limited to, medical marijuana.

- **Deliver/Delivery** - The actual, constructive or attempted transfer from one person to another of a controlled substance, other drug, device or cosmetic whether or not there is an agency relationship.

- **Drug** - (i) substances recognized in the official United States Pharmacopoeia, or official National Formulary or any supplement to either of them; and (ii) substances intended for use in the diagnosis, cure, mitigation, treatment or prevention of disease in human or other animals; and (iii) substances (other than food) intended to affect the structure or any function of the human body or other animal body; and (iv) substances intended for use as a component of any article specified in clause (i), (ii) or (iii), but not including devices or their components, parts or accessories.

- **Drug Paraphernalia** - All equipment, products and materials of any kind that are used, intended for use or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting,

ingesting, inhaling or otherwise introducing into the human body a controlled substance in violation of this act.

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

- **Manufacture** - The production, preparation, propagation, compounding, conversion or processing of a controlled substance, other drug or device or the packaging or repackaging of such substance or article, or the labeling or relabeling of the commercial container of such substance or article, but does not include the activities of a practitioner who, as an incident to administration or dispensing such substance or article in the course of professional practice, prepares, compounds, packages or labels such substance or article. The term "manufacturer" means a person who manufactures a controlled substance, other drug or device.

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

- **Narcotic** - Any of the following, whether produced directly or indirectly by extraction from substances of vegetable origin, or independently by means of chemical synthesis or by a combination of extraction and chemical synthesis: (i) opium, (ii) any opiate having an addiction forming or addiction sustaining capacity similar to morphine, but not including the isoquinoline alkaloids of opium, (iii) any compound, manufacture, salt, derivative, or preparation of opium or any opiate, and (iv) any substance, compound, manufacture, salt, derivative, or preparation thereof, which is chemically identical with any of the substances referred to in (i), (ii) or (iii).

- **Opiate** - Any substance having an addiction-forming or addiction-sustaining liability similar to morphine or being capable of conversion into a drug having addiction- forming or addiction sustaining liability. It does not include the dextrorotatory isomer of 3-methoxy-nmethlmorphinan

and its salts (dextromethorphan). It does include the racemic and levorotatory forms.

- **Prescription/Prescription Order** - An order for a controlled substance, other drug or device for medication which is dispensed to or for an ultimate user, but does not include an order for a controlled substance, other drug or device for medication which is dispensed for immediate administration to the ultimate user (e.g., an order to dispense a drug to a bed patient for immediate administration in a hospital is not a prescription order).
- **Production** - The manufacture, planting, cultivation, growing or harvesting of a controlled substance, other drug, device and cosmetic.

## **Title IX: Sexual Misconduct Policy**

### **POLICY: SEXUAL HARASSMENT, INCLUDING SEXUAL ASSAULT, DATING VIOLENCE, DOMESTIC VIOLENCE, STALKING, AND RETALIATION**

Cedar Crest College adheres to all federal, state, and local civil rights laws prohibiting discrimination in employment and education. Cedar Crest College does not discriminate in its admissions practices except as permitted by law, in its employment practices, or in its educational programs or activities on the basis of sex/gender. As a recipient of federal financial assistance for education activities, Cedar Crest College is required by Title IX of the Education Amendments of 1972 to ensure that all of its education programs and activities do not discriminate on the basis of sex/gender. Sex includes sex, sex stereotypes, gender identity, gender expression, sexual orientation, and pregnancy or parenting status.

Cedar Crest College also prohibits retaliation against any person opposing discrimination or participating in any discrimination investigation or complaint process internal or external to the institution. Sexual harassment, sexual assault, dating and domestic violence, and stalking are forms of sex discrimination, which are prohibited under Title IX and by Cedar Crest College policy.

Any member of the institutional community, guest, or visitor who acts to deny, deprive, or limit the educational, employment, residential, or social access, opportunities and/or benefits of any member of the Cedar Crest College community on the basis of sex is in violation of the Sexual Misconduct Policy.

Any person may report sex discrimination (whether or not the person reporting is the person alleged to have experienced the conduct), in person, by mail, by telephone, by video, or by email, using the contact information listed for the Title IX Coordinator (below). A report may be made at any time (including during non-business hours) by utilizing the [online reporting form](#), this form can be submitted anonymously.

Questions regarding Title IX, including its application and/or concerns about noncompliance, should be directed to the Title IX Coordinator. For a complete copy of the policy or for more information, please visit [www.cedarecrest.edu/title-ix](http://www.cedarecrest.edu/title-ix) or contact the Title IX Coordinator.

Individuals who believe they have experienced sex discrimination, harassment, and/or retaliation in violation of Cedar Crest College policy should contact the following:

- Dr. Amy Porter  
Title IX Coordinator  
Cressman Library, Room 320  
100 College Drive  
Allentown PA, 18104  
610-606-4666 x.4588  
[titleix@cedarcrest.edu](mailto:titleix@cedarcrest.edu)

A person may also file a complaint with the appropriate federal, state, or local agency within the time frame required by law. Depending upon the nature of the complaint, the appropriate agency may be the federal Equal Employment Opportunity Commission (EEOC), the U.S. Department of Education Office for Civil Rights (OCR), the Department of Justice, and/or the appropriate state agency.

- **Pennsylvania Human Relations Commission**  
333 Market St. 8<sup>th</sup> floor  
Harrisburg, PA 17101  
717-787-7279
- **EEOC Philadelphia Office**  
801 Market St. Suite 1000  
Philadelphia PA, 19107  
800-669-6820
- **Office for Civil Rights, Atlanta Office**  
U.S. Department of Education  
61 Forsyth St. S.W., STE 19T10  
Atlanta, GA 30303-8927  
Telephone: 404-974-9406  
Fax: 404-974-9406; TDD: 800-877-8339  
Email: [OCR.Atlanta@ed.gov](mailto:OCR.Atlanta@ed.gov)

Within any Resolution Process related to this Policy, Cedar Crest College provides reasonable accommodations to persons with disabilities and religious accommodations, when that accommodation is consistent with state and federal law.

### **Glossary**

- **Advisor** means a person chosen by a party or appointed by the institution to accompany the party to meetings related to the Resolution Process, to advise the party on that process, and to conduct questioning for the party at the hearing, if any.
- **Appeal Decision-maker** means the person or panel who accepts or rejects a submitted appeal request, determines whether an error occurred that substantially affected the investigation or original determination, and directs corrective action, accordingly.

- **Complainant** means an individual who is alleged to be the victim of conduct that could constitute sexual harassment or retaliation for engaging in a protected activity.
- **Confidential Resource** means an employee who is not a [Mandated Reporter](#) of notice of harassment and/or retaliation (irrespective of Clery Act Campus Security Authority status).
- **Day** means a business day when the Recipient is in normal operation.
- **Decision-maker** means the person or panel who hears evidence, determines relevance, and makes the Final Determination of whether this Policy has been violated and/or assigns sanctions.
- **Directly Related Evidence** is evidence connected to the complaint, but which is neither inculpatory (tending to prove a violation) nor exculpatory (tending to disprove a violation) and cannot be relied upon by the Decision-maker(s). Compare to [Relevant Evidence](#), below.
- **Education Program or Activity** means locations, events, or circumstances where Cedar Crest College exercises substantial control over both the Respondent and the context in which the sexual harassment and/or retaliation occurs and also includes any building owned or controlled by a student organization that is officially recognized by the Cedar Crest College.
- **Final Determination** is a conclusion by the standard of proof that the alleged conduct did or did not violate policy.
- **Finding** is a conclusion by the standard of proof that the conduct did or did not occur as alleged (as in a “finding of fact”).
- **Formal Complaint** means a document submitted or signed by a Complainant or signed by the Title IX Coordinator or designee alleging a Respondent engaged in sexual harassment or retaliation for engaging in a protected activity and requesting that Cedar Crest College investigate the allegation(s).
- **Formal Grievance Process** means “Process A,” a method of formal resolution designated by Cedar Crest College to address conduct that falls within the policies included below, and which complies with the requirements of the Title IX regulations (34 C.F.R. § 106.45) and the Violence Against Women Act § 304.
- **Grievance Process Pool** includes any Investigators, Hearing Decision-makers, Appeal Decision-makers, and Advisors who may perform any or all of these roles (though not at the same time or with respect to the same complaint).
- **Informal Resolution** means a complaint resolution agreed to by the Parties and approved by the Title IX Coordinator or designee that occurs prior to a formal Final Determination being reached.
- **Investigator** means the person(s) authorized by Cedar Crest College to gather facts about an alleged violation of this Policy, assess relevance and credibility, synthesize the evidence, and compile this information into an investigation report of Relevant Evidence and a file of Directly Related Evidence.
- **Mandated Reporter** means a Cedar Crest College employee who is obligated by policy to share knowledge, notice, and/or reports of sexual harassment and/or retaliation with the Title IX Coordinator<sup>1</sup>.
- **Notice** means that an employee, student, or third-party informs the Title IX Coordinator or other Official with Authority of the alleged occurrence of harassing, discriminatory, and/or retaliatory conduct.

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<sup>1</sup> Not to be confused with those mandated by state law to report child abuse, elder abuse, and/or abuse of individuals with disabilities to appropriate officials, though these responsibilities may overlap with those who have mandated reporting responsibility in this Policy.

- **Official with Authority (OWA)** means a Cedar Crest College employee who has responsibility to implement corrective measures for sexual harassment and/or retaliation on behalf of Cedar Crest College.
- **Parties** means the Complainant(s) and Respondent(s), collectively.
- **Process A** (Title IX Policy) means the Formal Grievance Process detailed [below](#) and defined [above](#).
- **Process B** (social conduct process for students, employees refer to most recent Employee Handbook) means any process designated by Cedar Crest College that **only** applies when Process A does not, as determined by the Title IX Coordinator or designee.
- **Relevant Evidence** is evidence that tends to prove (inculpatory) or disprove (exculpatory) an issue in the complaint.
- **Remedies** are post-Final Determination actions directed to the Complainant and/or the community as mechanisms to address safety, prevent recurrence, and restore access to the Cedar Crest College's education program.
- **Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment or retaliation for engaging in a protected activity under this Policy.
- **Resolution** means the result of an Informal Resolution or Formal Grievance Process.
- **Sanction** means a consequence imposed on a Respondent who is found to have violated this Policy.
- **Sexual Harassment** is an umbrella category including the offenses of sexual harassment, sexual assault, stalking, dating violence, and domestic violence. See [Section 16](#) for greater detail.
- **Student** means any individual who has accepted an offer of admission, or who is registered or enrolled for credit or non-credit bearing coursework, and who maintains an ongoing educational relationship with Cedar Crest College.
- **Title IX Coordinator** is at least one official designated by Cedar Crest College to ensure compliance with Title IX and Cedar Crest College's Title IX program. References to the Coordinator throughout this policy may also encompass a designee of the Coordinator for specific tasks.
- **Title IX Team** refers to the Title IX Coordinator, any deputy coordinators, and any member of the [Grievance Process Pool](#).

### **Rationale for Policy**

Cedar Crest College is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities, that are free from sexual harassment and retaliation for engaging in a protected activity.

Cedar Crest College values and upholds the equal dignity of all members of its community and strives to balance the rights of the parties in the grievance process during what is often a difficult time for all involved.

To ensure compliance with federal, state, and local civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the education program or activity, Cedar Crest College has developed policies and procedures that provide a prompt, fair, and impartial process for those involved in an allegation sexual harassment or retaliation.

### **Applicable Scope**

The core purpose of this policy is the prohibition of sexual harassment and retaliation. When an alleged policy violation is reported, the allegations are subject to resolution using Cedar Crest College’s “Process A” or “Process B,”<sup>2</sup> as determined by the Title IX Coordinator, and as detailed below.

When the Respondent is a member of the Cedar Crest College community, a Formal Complaint may be filed and a grievance process may be available regardless of the status of the Complainant, who may or may not be a member of the Cedar Crest College community. This community includes, but is not limited to, students, student organizations, faculty, administrators, staff, and third parties such as volunteers, vendors, contractors. The procedures below may be applied to incidents, to patterns, and/or to the institutional culture/climate, all of which may be addressed and investigated in accordance with this Policy.

Cedar Crest College recognizes that reports and/or Formal Complaints under this Policy may include violations of other Cedar Crest College policies; may involve various combinations of students, employees, and other members of the Cedar Crest College community; and may require the simultaneous attention of multiple Cedar Crest College departments. Accordingly, all Cedar Crest College departments will share information, combine efforts, and otherwise collaborate, to the maximum extent permitted by law and consistent with other applicable Cedar Crest College policies, to provide uniform, consistent, efficient, and effective responses to alleged sexual harassment or retaliation.

**Title IX Coordinator**

The Assistant Dean of Students serves as the Title IX Coordinator and oversees implementation of this Policy. The Title IX Coordinator has the primary responsibility for coordinating Cedar Crest College’s efforts related to the intake, investigation, resolution, and implementation of supportive measures to stop, remedy, and prevent sexual harassment and retaliation prohibited under this Policy.

All parties will be provided with a brochure detailing options and resources, which the Title IX Coordinator may also review with the parties in person.

### **Independence and Conflict of Interest**

The Title IX Coordinator manages the Title IX Team and acts with independence and authority free from bias and conflicts of interest. The Title IX Coordinator oversees all resolutions under this Policy and these procedures. The members of the Title IX Team are vetted and trained to ensure they are not biased for or against any party in a specific complaint, or for or against Complainants and/or Respondents, generally.

To raise any concern involving bias, conflict of interest, sexual harassment, or retaliation by the Title IX Coordinator, contact the Dean of Students. Concerns of bias, sexual harassment, retaliation, or a potential conflict of interest by any other Title IX Team member should be raised with the Title IX Coordinator.

### **Administrative Contact Information**

Complaints or notice of alleged policy violations, or inquiries about or concerns regarding this Policy and procedures, may be made internally to:

Dr. Amy Porter  
Title IX Coordinator  
100 College Dr.  
Allentown, PA 18104  
Cressman Library, Room 320  
610-606-4628  
titleix@cedarcrest.edu  
Web: [www.cedarcrest.edu/titleix](http://www.cedarcrest.edu/titleix)

Olivia Martinez  
Deputy Title IX Coordinator  
100 College Dr.  
Allentown, PA 18104  
Tompkins College Center, Room  
610-606-4666 ext.  
[Olivia.martinez@cedarcrest.edu](mailto:Olivia.martinez@cedarcrest.edu)

Please visit the above website for a complete list of Title IX team members and their contact information.

In addition, Cedar Crest College designates certain administrators Officials with Authority to address and correct harassment, discrimination, and/or retaliation. In addition to the Title IX Coordinator, this includes Deputy Coordinator(s), the Chief Financial Officer & Treasurer, the Vice President for Student Success & Engagement/Dean of Students, Director of Human Resources, and Campus Police.

Cedar Crest College has also classified all employees as Mandated Reporters of any knowledge they have that a member of the community is experiencing sexual harassment and/or retaliation. The section below on [Mandated Reporting](#) details which employees have this responsibility and their duties, accordingly.

Inquiries may be made externally to:

Office for Civil Rights (OCR)- Atlanta Office  
U.S. Department of Education  
61 Forsyth St. S.W., STE 19T10  
Atlanta, GA 30303-8927  
Telephone: 404-974-9406  
Fax: 404-974-9406  
TDD#: 800-877-8339  
Email: [OCR.Atlanta@ed.gov](mailto:OCR.Atlanta@ed.gov)  
Web: <http://www.ed.gov/ocr>

For complaints involving employee-on-employee conduct: [Equal Employment Opportunity Commission](#) (EEOC)

Inquiries may be made externally to:

80 Market St., Suite 1000  
Philadelphia PA, 19107  
Phone: (800) 669-6820  
Facsimile: (215) 440-2606  
Email: [PDOContact@eeoc.gov](mailto:PDOContact@eeoc.gov)

### **Notice/Complaints of Sexual Harassment and/or Retaliation**

Notice or complaints of sexual harassment and/or retaliation may be made using any of the following options:

- 1) File a report or Formal Complaint with, or give verbal notice to, the Title IX Coordinator, Deputy Coordinator or Title IX Team Member. Such a report or Formal Complaint may be made at any time (including during non-business hours) by using the telephone number or email address, or by mail to the office listed for the Title IX Coordinator or any other official listed.
- 2) Report online, using the reporting form posted [here](#). Anonymous reports are accepted but can give rise to a need to investigate to determine if the parties can be identified. If not, no further formal action is taken, though measures intended to protect the community may be enacted. Cedar Crest College tries to provide supportive measures to all Complainants, which may be impossible with an anonymous report that does not identify the Complainant. Because reporting carries no obligation to initiate a formal response, and because Cedar Crest College respects Complainant requests to dismiss complaints unless there is a compelling threat to health and/or safety, the Complainant is largely in control and should not fear a loss of confidentiality by making a report that allows Cedar Crest College to discuss and/or provide supportive measures.

As used in this Policy, the term “Formal Complaint” means a document or electronic submission (such as by electronic mail or through an online portal provided by Cedar Crest College for this purpose) that contains the Complainant’s physical or digital signature, or otherwise indicates that the Complainant is the person filing the

complaint, and requests that Cedar Crest College investigate the allegations. If notice is submitted in a form that does not meet this standard, the Title IX Coordinator will contact the Complainant to ensure that it is filed correctly.

### **Supportive Measures**

Cedar Crest College will offer and implement appropriate and reasonable supportive measures to the parties upon notice of alleged sexual harassment and/or retaliation.

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate and as reasonably available. They are offered, without fee or charge to the parties, to restore or preserve access to Cedar Crest College's education program or activity, including measures designed to protect the safety of all parties and/or Cedar Crest College's educational environment and/or to deter sexual harassment and/or retaliation.

The Title IX Coordinator promptly makes supportive measures available to the parties upon receiving notice or a complaint. At the time that supportive measures are offered, Cedar Crest College will inform the Complainant, in writing, that they may file a Formal Complaint with Cedar Crest College either at that time or in the future, if they have not done so already. The Title IX Coordinator works with the Complainant to ensure that their wishes are considered with respect to any planned and implemented supportive measures.

Cedar Crest College will maintain the confidentiality of the supportive measures, provided that confidentiality does not impair Cedar Crest College's ability to provide those supportive measures. Cedar Crest College will act to ensure as minimal an academic/occupational impact on the parties as possible. Cedar Crest College will implement measures in a way that does not unreasonably burden the other party.

These actions may include, but are not limited to:

- Referral to counseling, medical, and/or other healthcare services
- Referral to the Employee Assistance Program
- Referral to community-based service providers
- Student financial aid counseling
- Education to the institutional community
- Altering campus housing assignment(s)
- Altering work arrangements for employees or student-employees when possible
- Safety planning
- Providing campus safety escorts
- Implementing contact limitations (no contact orders) between the parties
- Trespass, Persona Non Grata (PNG), or Be-On-the-Lookout (BOLO) orders
- [Timely warnings](#)
- Class schedule modifications, withdrawals, or leaves of absence
- Increased security and monitoring of certain areas of the campus
- Any other actions deemed appropriate by the Title IX Coordinator

Violations of no contact orders or other restrictions may be referred to appropriate student or employee conduct processes for enforcement or added as collateral misconduct allegations to an ongoing complaint under this Policy.

### **Emergency Removal**

Cedar Crest College can act to remove a student or employee Respondent from its education program or activities—partially or entirely—on an emergency basis when an individualized safety and risk analysis has determined that an immediate threat to the physical health or safety of any student or other individual justifies removal. This risk analysis is performed by the Title IX Coordinator in conjunction with the Behavioral Assessment Team which is a subcommittee of the Care Team using its standard objective violence risk assessment procedures.

When an emergency removal is imposed, the student will be given notice of the action and the option to request to meet with the Title IX Coordinator prior to such action/removal being imposed, or as soon as reasonably possible thereafter, to show cause why the action/removal should not be implemented or should be modified.

This meeting is not a hearing on the merits of the allegation(s), but rather is an administrative process intended to determine solely whether the emergency removal is appropriate. When this meeting is not requested within 48 hours, objections to the emergency removal will be deemed waived. A Complainant and their Advisor may be permitted to participate in this meeting if the Title IX Coordinator determines it equitable to do so. This section also applies to any restrictions that a coach or athletic administrator may place on a student-athlete arising from allegations related to Title IX. There is no appeal process for emergency removal decisions.

A Respondent may be accompanied by an Advisor of their choice when meeting with the Title IX Coordinator for the show cause meeting. The Respondent will be given access to a written summary of the basis for the emergency removal prior to the meeting to allow for adequate preparation.

The Title IX Coordinator has sole discretion under this Policy to implement or modify an emergency removal and to determine the conditions and duration. Violation of an emergency removal under this policy will be grounds for discipline within the student or employee conduct processes, which may include expulsion or termination.

Cedar Crest College will implement the least restrictive emergency actions possible in light of the circumstances and safety concerns. As determined by the Title IX Coordinator, these actions could include, but are not limited to: removing a student from a residence hall, temporarily re-assigning an employee, restricting a student's or employee's access to or use of facilities or equipment, allowing a student to withdraw or take incomplete grades without financial penalty, authorizing an administrative leave, and suspending a student's participation in extracurricular activities, student employment, student organizational leadership, or intercollegiate/intramural/club athletics.

At the discretion of the Title IX Coordinator, alternative coursework options may be pursued to ensure as minimal an academic impact on the parties as possible.

When the Respondent is an employee, or a student employee, accused of misconduct in the course of their employment, existing provisions for interim action are applicable instead of the above emergency removal process.

### **Promptness**

Once Cedar Crest College has received notice or a Formal Complaint, all allegations are promptly acted upon. Complaints typically take 90 business days to resolve. There may be exceptions and extenuating circumstances that can cause a resolution to take longer, but Cedar Crest College will avoid all undue delays within its control.

Any time the general timeframes for resolution outlined in Cedar Crest College's procedures will be delayed, Cedar Crest College will provide written notice to the parties of the delay, the cause for the delay, and an estimate of the anticipated additional time that will be needed as a result of the delay.

### **Confidentiality/Privacy**

Every effort is made by Cedar Crest College to preserve the confidentiality of reports. Cedar Crest College will not share the identity of any individual who has made a report or Formal Complaint of sexual harassment or retaliation; any Complainant; any individual who has been reported to be the perpetrator of sexual harassment or retaliation; any Respondent; or any witness, except as permitted by the Family Educational Rights and Privacy Act (FERPA) or its implementing regulations; or as required by law; or to carry out the purposes of 34 C.F.R. Part 106, including any investigation, hearing, or grievance proceeding arising under these policies and procedures.

Cedar Crest College reserves the right to determine which Cedar Crest College officials have a legitimate educational interest in being informed about incidents that fall under this Policy, pursuant to the Family Educational Rights and Privacy Act (FERPA).

Only a small group of officials who need to know will typically be told about the complaint, including but not limited to: Center for Diversity and Inclusion, Campus Police, Human Resources, and the Care Team. Information will be shared as necessary with Investigators, Decision-makers, witnesses, and the parties. The circle of people with this knowledge will be kept as tight as possible to preserve the parties' rights and privacy.

Cedar Crest College may contact parents/guardians of students to inform them of situations in which there is a significant and articulable health and/or safety risk but will usually consult with the student first before doing so.

Confidentiality and mandated reporting are addressed more specifically [below](#).

### **Jurisdiction**

This Policy applies to Cedar Crest College's education program and activities, to conduct that takes place on property owned or controlled by Cedar Crest College, at Cedar Crest College-sponsored events, and in buildings owned or controlled by Cedar Crest College's recognized student organizations. The Respondent must be a member of Cedar Crest College's community in order for this Policy to apply.

This Policy can also be applicable to the effects of off-campus misconduct that effectively deprives a person of access to Cedar Crest College's education program or activities. Cedar Crest College may also extend jurisdiction to off-campus and/or to online conduct when the Title IX Coordinator determines that the conduct affects a substantial Cedar Crest College interest.

Regardless of where the conduct occurred, Cedar Crest College will address notice/complaints to determine whether the conduct occurred in the context of its employment or education program or activity and/or has continuing effects on campus (including virtual learning and employment environments) or in an off campus sponsored program or activity. A substantial Cedar Crest College interest includes:

- 1) Any action that constitutes a criminal offense as defined by law. This includes, but is not limited to, single or repeat violations of any local, state, or federal law.
- 2) Any situation in which it is determined that the Respondent poses an immediate threat to the physical health or safety of any student, employee, or other individual.
- 3) Any situation that significantly impinges upon the rights, property, or achievements of others, significantly breaches the peace, and/or causes social disorder.
- 4) Any situation that substantially interferes with the educational interests or mission of Cedar Crest College.

If the Respondent is unknown or is not a member of the Cedar Crest College community, the Title IX Coordinator will assist the Complainant in identifying appropriate institutional and local resources and support options. If criminal conduct is alleged, Cedar Crest College can assist in contacting local or institutional law enforcement if the individual would like to file a police report.

Further, even when the Respondent is not a member of Cedar Crest College's community, supportive measures, remedies, and resources may be provided to the Complainant by contacting the Title IX Coordinator.

In addition, Cedar Crest College may take other actions as appropriate to protect the Complainant against third parties, such as barring individuals from Cedar Crest College property and/or events.

All vendors serving Cedar Crest College through third-party contracts are subject to the policies and procedures of their employers and/or to these Policies and procedures to which their employer has agreed to be bound by their contracts.

When the Respondent is enrolled in or employed by another institution, the Title IX Coordinator can assist the Complainant in liaising with the appropriate individual at that institution, as it may be possible to pursue action under that institution's policies.

Similarly, the Title IX Coordinator may be able to assist and support a student or employee Complainant who experiences sexual harassment or retaliation in an externship, study abroad program, or other environment external to Cedar Crest College where sexual harassment policies and procedures of the facilitating or host organization may give the Complainant recourse.

### **Time Limits on Reporting**

There is no time limitation on providing notice/complaints to the Title IX Coordinator. However, if the Respondent is no longer subject to Cedar Crest College's jurisdiction and/or significant time has passed, the ability to investigate, respond, and/or provide remedies may be more limited or impossible.

Acting on notice/complaints significantly impacted by the passage of time (including, but not limited to, the rescission or revision of policy) is at the discretion of the Title IX Coordinator, who may document allegations for future reference, offer supportive measures and/or remedies, and/or engage in informal or formal action, as appropriate.

When notice/complaint is affected by significant time delay, Cedar Crest College will typically apply the policy in place at the time of the alleged misconduct and the procedures in place at the time of notice/complaint. Typically, this Policy is only applied to alleged incidents that occurred after August 14, 2020.

### **Online Sexual Harassment and/or Retaliation**

Cedar Crest College policies are written and interpreted broadly to include online manifestations of any of the behaviors prohibited below, when those behaviors occur in or have an effect on the Cedar Crest College's education program and activities or when they involve the use of Cedar Crest College networks, technology, or equipment.

Although Cedar Crest College may not control websites, social media, and other venues through which harassing communications are made, when such communications are reported to Cedar Crest College, it will engage in a variety of means to address and mitigate the effects.

Members of the community are encouraged to be good digital citizens and to refrain from online misconduct, such as feeding anonymous gossip sites; sharing inappropriate content via social media; unwelcome sexual or sex-based messaging; distributing, or threatening to distribute, nude or semi-nude photos or recordings, including those created using third-party tools such as generative artificial intelligence; breaches of privacy; or otherwise using the ease of transmission and/or anonymity of the Internet or other technology to harm another member of the Cedar Crest College community.

Public Recipients: Any online posting or other electronic communication by students, including cyber-bullying, cyber-stalking, cyber-harassment, etc., occurring completely outside of Cedar Crest College's control (e.g., not on Cedar Crest College networks, websites, or between Cedar Crest College email accounts) will only be subject to this Policy when such online conduct can be shown to cause a substantial in-program disruption or infringement on the rights of others.

Otherwise, such communications are considered speech protected by the First Amendment. Supportive measures for Complainants will be provided, but legally protected speech cannot be subjected to discipline.

Off-campus harassing speech by employees, whether online or in person, may be regulated by Cedar Crest College.

### **Policy on Nondiscrimination**

Cedar Crest College is committed to providing leadership in extending equal opportunities to all individuals and prohibits any form of discrimination and harassment on the basis of sex, race, color, age, religion, national or ethnic origin, sexual orientation, gender identity or expression, pregnancy, marital or family status, medical condition, genetic information, veteran status, or disability in any decision making regarding admissions, employment, or participation in a College program or activity in accordance with the letter and spirits of federal, state, and local non-discrimination and equal opportunity laws, such as Title IX of the Education Amendments of 1972, Titles VI and VII of the Civil Rights Act of 1964, The Age Discrimination in Employment Act, The Americans with Disabilities and ADA Amendments Act, The Equal Pay Act and the Pennsylvania Human Relations Act.

### **Sexual Harassment**

Students, staff, administrators, and faculty are entitled to an employment and educational environment that is free of discriminatory harassment. This Policy is not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include germane, but controversial, or sensitive subject matters protected by academic freedom.

The Department of Education's Office for Civil Rights (OCR), the Equal Employment Opportunity Commission (EEOC), and the Commonwealth of Pennsylvania regard sexual harassment as an unlawful discriminatory practice

The section below describes the specific forms of legally prohibited harassment that are also prohibited under Cedar Crest College Policy. When speech or conduct is protected by academic freedom and/or the First Amendment, it will not be considered a violation of Cedar Crest College Policy, though supportive measures will be offered to those impacted. All offense definitions encompass actual and/or attempted offenses.

Acts of sexual harassment may be committed by any person upon any other person, regardless of the sex, sexual orientation, and/or gender identity of those involved.

Cedar Crest College has adopted the following definitions of sexual harassment in order to address the unique environment of an academic community. Two definitions are required by federal law. While they overlap, they are not identical, and they each apply as noted.

**Title VII/FHA Sexual Harassment** applies to situations where an employee is subjected to workplace sexual harassment or where a situation involves a residential Complainant in Cedar Crest College-provided housing.

- a. Unwelcome verbal, written, graphic, and/or physical conduct;
- b. that is severe or pervasive and objectively offensive;

- c. on the basis of sex/gender, that
- d. unreasonably interferes with, limits, or effectively denies an individual's educational or employment access, benefits, or opportunities.

**Title IX Sexual Harassment**, as an umbrella category, includes the offenses of sexual harassment, sexual assault, domestic violence, dating violence, and stalking. This definition applies to all formal complaints that fall within Title IX jurisdiction as determined by the Title IX Coordinator. Sexual harassment includes:

Conduct on the basis of sex, or that is sexual in nature, that satisfies one or more of the following:

- 1) **Quid Pro Quo:**
  - a. an employee of the recipient,
  - b. conditions the provision of an aid, benefit, or service of the recipient,
  - c. on an individual's participation in unwelcome sexual conduct.
  
- 2) **Sexual Harassment (Hostile Environment):**
  - a. unwelcome conduct,
  - b. subjectively offensive,
  - c. determined by a reasonable person to be objectively offensive
- 3) to be so severe or pervasive that it effectively denies or limits a Complainant's ability to participate in or benefit from a Cedar Crest College's education program or activity. **Sexual Assault**, defined as:
  - a. Any sexual act directed against a Complainant,
    - without their consent, or
    - instances in which the Complainant is incapable of giving consent.<sup>3</sup>
  - b. **Incest:**
    - Non-forcible sexual intercourse,
    - between persons who are related to each other,
    - within the degrees wherein marriage is prohibited by Pennsylvania law.
  - c. **Statutory Rape:**
    - Non-forcible sexual intercourse,
    - with a person who is under the statutory age of consent of 16.
  
- 4) **Dating Violence**, defined as:
  - a. violence,
  - b. on the basis of sex,
  - c. committed by a person,
  - d. who is in or has been in a social relationship of a romantic or intimate nature with the Complainant.

- i. The existence of such a relationship shall be determined based on the Complainant's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition—
  - a) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
  - b) Dating violence does not include acts covered under the definition of domestic violence.

5) **Domestic Violence**, defined as:

- a. violence,
- b. on the basis of sex,
- c. committed by a current or former spouse or intimate partner of the Complainant,
- d. by a person with whom the Complainant shares a child in common, or
- e. by a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner, or
- f. by a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of Pennsylvania, or
- g. by any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of Pennsylvania.

6) **Stalking**, defined as:

- a. engaging in a course of conduct,
- b. on the basis of sex,
- c. directed at the Complainant, that
  - i. would cause a reasonable person to fear for the person's safety, or
  - ii. the safety of others; or
  - iii. Suffer substantial emotional distress.

For the purposes of this definition—

- Course of conduct means two or more acts, including, but not limited to acts in which the Respondent directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
- Reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant.
- Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

Cedar Crest College reserves the right to impose any level of sanction, ranging from a reprimand up to and including suspension or expulsion/termination, for any offense under this Policy. The most serious offenses are likely to result in suspension/expulsion/termination.

## **Force, Coercion, Consent, and Incapacitation<sup>4</sup>**

As used in the offenses above, the following definitions and understandings apply:

**Force:** Force is the use of physical violence and/or physical imposition to gain sexual access. Force also includes threats, intimidation (implied threats), and coercion that is intended to overcome resistance or produce consent (e.g., “Have sex with me or I’ll hit you,” which elicits the response, “Okay, don’t hit me, I’ll do what you want.”).

Sexual activity that is forced is, by definition, non-consensual, but non-consensual sexual activity is not necessarily forced. Silence or the absence of resistance alone is not consent. Consent is not demonstrated by the absence of resistance. While resistance is not required or necessary, it is a clear demonstration of non-consent.

**Coercion:** Coercion is unreasonable pressure for sexual activity. Coercive conduct differs from seductive conduct based on factors such as the type and/or extent of the pressure used to obtain consent. When someone makes clear that they do not want to engage in certain sexual activity, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

**Consent** is:

- knowing, and
- voluntary, and
- clear permission
- by word or action
- to engage in sexual activity.

Individuals may perceive and experience the same interaction in different ways. Therefore, it is the responsibility of each party to determine that the other has consented before engaging in the activity.

If consent is not clearly provided prior to engaging in the activity, consent may be ratified by word or action at some point during the interaction or thereafter, but clear communication from the outset is strongly encouraged.

For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct. Reasonable reciprocation can be implied consent. For example, if someone kisses you, you can kiss them back (if you want to) without the need to explicitly obtain *their* consent to being kissed back.

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<sup>4</sup> The state definition of consent is “voluntary and freely given agreement to engage in an agreed specific sexual act”, which is applicable to criminal prosecutions for sex offenses in Pennsylvania but may differ from the definition used by Cedar Crest College to address policy violations. Included for Clery/VAWA Sec. 304 compliance purposes

Consent can also be withdrawn once given, as long as the withdrawal is reasonably and clearly communicated. If consent is withdrawn, that sexual activity should cease within a reasonably immediate time.

Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous intimate relationship is not sufficient to constitute consent. If an individual expresses conditions on their willingness to consent (e.g., use of a condom) or limitations on the scope of their consent, those conditions and limitations must be respected.

Proof of consent or non-consent is not a burden placed on either party involved in a complaint. Instead, the burden remains on Cedar Crest College to determine whether its policy has been violated. The existence of consent is based on the totality of the circumstances evaluated from the perspective of a reasonable person in the same or similar circumstances, including the context in which the alleged misconduct occurred and any similar and previous patterns that may be evidenced.

Consent in relationships must also be considered in context. When parties consent to BDSM or other forms of kink, non-consent may be shown by the use of a safe word. Resistance, force, violence, or even saying “no” may be part of the kink and thus consensual, thus Cedar Crest College’s evaluation of communication in kink situations should be guided by reasonableness, rather than strict adherence to policy that assumes non-kink relationships as a default.

**Incapacitation:** A person cannot consent if they are unable to understand what is happening or are disoriented, helpless, asleep, or unconscious, for any reason, including due to alcohol or other drug consumption. As stated above, a Respondent violates this Policy if they engage in sexual activity with someone who is incapable of giving consent.

It is a defense to a sexual assault policy violation that the Respondent neither knew nor should have known the Complainant to be physically or mentally incapacitated. “Should have known” is an objective, reasonable person standard that assumes that a reasonable person is both sober and exercising sound judgment.

Incapacitation occurs when someone cannot make rational, reasonable decisions because they lack the capacity to give knowing/informed consent (e.g., to understand the “who, what, when, where, why, and how” of their sexual interaction).

Incapacitation is determined through consideration of all relevant indicators of an individual’s state and is not synonymous with intoxication, impairment, blackout, and/or being drunk.

This Policy also covers a person whose incapacity results from a temporary or permanent physical or mental health condition, involuntary physical restraint, and/or the consumption of incapacitating substances.

## **Unethical Relationships Policy**

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

### **Retaliation**

Protected activity under this Policy includes reporting alleged misconduct that may implicate this Policy, participating in the resolution process, supporting a Complainant or Respondent, assisting in providing information relevant to an investigation, and/or acting in good faith to oppose conduct that constitutes a violation of this Policy.

Acts of alleged retaliation should be reported immediately to the Title IX Coordinator and will be promptly investigated. Cedar Crest College will take all appropriate and available steps to protect individuals who fear that they may be subjected to retaliation.

Cedar Crest College and any member of Cedar Crest College's community are prohibited from taking or attempting to take materially adverse action by intimidating, threatening, coercing, harassing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by law or policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this Policy and procedure.

Filing a complaint under Process B could be considered retaliatory if those allegations could be subject to Process A, when the Process B allegations are made for the purpose of interfering with or circumventing any right or privilege provided afforded within Process A that is not provided by Process B. Therefore, Cedar Crest College carefully vets all complaints to ensure this does not happen, and to ensure that complaints are routed to the appropriate process.

The exercise of rights protected under the First Amendment does not constitute retaliation.

Pursuing a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this Policy and procedure does not constitute retaliation, provided that the determination of responsibility, by itself, is not sufficient to conclude that any party has made a materially false statement in bad faith.

### **Mandated Reporting**

All Cedar Crest College employees (student employees, faculty, staff, administrators) are expected to report actual or suspected sexual harassment or retaliation to appropriate officials immediately, although there are some limited exceptions.

To make informed choices, it is important to be aware of confidentiality and mandatory reporting requirements when consulting institutional resources. Within the institution, some resources may maintain confidentiality and are not required to report actual or suspected sexual harassment or retaliation in a way that identifies the parties. They may offer options and resources without any obligation to inform an outside agency or institution official unless a Complainant has requested the information be shared.

If a Complainant expects formal action in response to their allegations, reporting to any Mandated Reporter can connect them with resources to report alleged crimes and/or policy violations, and these employees will immediately pass reports to the Title IX Coordinator (and/or police, if desired by the Complainant or required by law), who will act when an incident is reported to them.

The following sections describe Cedar Crest College's reporting options for a Complainant or third party (including parents/guardians when appropriate):

### **Confidential Resources**

If a Complainant would like the details of an incident to be kept confidential, the Complainant may speak with:

- On-campus licensed professional counselor
- On-campus health service providers and staff
- Community-based (non-employees):
  - Licensed professional counselors and other medical providers
  - Local rape crisis counselors
  - Domestic violence resources
  - Local or state assistance agencies
  - Clergy/Chaplains
  - Attorneys

All of the above-listed individuals will maintain confidentiality when acting under the scope of their licensure, professional ethics, professional credentials, or official designation, except in extreme cases of immediacy of threat or danger or abuse of a minor/elder/individual with a disability, or when required to disclose by law or court order.

Institutional counselors and/or the Employee Assistance Program are available to help free of charge and may be consulted on an emergency basis during normal business hours.

Employees who have confidentiality as described above, and who receive reports within the scope of their confidential roles will timely submit anonymous statistical information for Clery Act purposes unless they believe it would be harmful to their client, patient, or parishioner.

### **Anonymous Notice to Mandated Reporters**

At the request of a Complainant, notice may be given anonymously (i.e., without identification of the Complainant) to the Title IX Coordinator by a Mandated Reporter. The Mandated Reporter cannot remain anonymous themselves.

If a Complainant has requested that a Mandated Reporter maintain the Complainant's anonymity, the Mandated Reporter may do so unless it is reasonable to believe that a compelling threat to health or safety could exist. The Mandated Reporter can consult with the Title IX Coordinator on that assessment without revealing personally identifiable information.

Anonymous notice will be investigated by Cedar Crest College to the extent possible, both to assess the underlying allegation(s) and to determine if supportive measures or remedies can be provided.

However, anonymous notice typically limits Cedar Crest College's ability to investigate, respond, and provide remedies, depending on what information is shared.

When a Complainant has made a request for anonymity, the Complainant's personally identifiable information may be withheld by a Mandated Reporter, but all other details must be shared with the Title IX Coordinator. Mandated reporters may not be able to maintain requests for anonymity for Complainants who are minors, elderly, and/or disabled, depending on state reporting of abuse requirements.

### **Mandated Reporters and Formal Notice/Complaints**

All Cedar Crest College employees (including student employees), with the exception of those who are designated as Confidential Resources, are Mandated Reporters and must promptly share with the Title IX Coordinator all known details of a report made to them in the course of their employment. Employees must also promptly share all details of behaviors under this Policy that they observe or have knowledge of, even if not reported to them by a Complainant or third party.

Complainants may want to carefully consider whether they share personally identifiable details with non-confidential Mandated Reporters, as those details must be shared with the Title IX Coordinator.

Generally, disclosures in climate surveys, classroom writing assignments or discussions, human subjects research, or at events such as "Take Back the Night" marches or speak-outs do not provide notice that

must be reported to the Title IX Coordinator by employees, unless the Complainant clearly indicates that they desire a report to be made or a seek a specific response from Cedar Crest College.

Supportive measures may be offered as the result of such disclosures without formal Cedar Crest College action.

Failure of a Mandated Reporter, as described above in this section, to report an incident of sexual harassment or retaliation of which they become aware is a violation of Cedar Crest College Policy and can be subject to disciplinary action for failure to comply/failure to report.

Though this may seem obvious, when a Mandated Reporter is engaged in sexual harassment and/or retaliation in violation of this Policy, they still have a duty to report their own misconduct, though Cedar Crest College is technically not on notice simply because a harasser is also a Mandated Reporter unless the harasser does in fact report themselves.

Finally, it is important to clarify that a Mandated Reporter who is themselves a target of sexual harassment and/or retaliation under this Policy is not required to report their own experience, though they are, of course, encouraged to do so.

#### **When a Complainant Does Not Wish to Proceed**

If a Complainant does not wish for their name to be shared, does not wish for an investigation to take place, and/or does not want a Formal Complaint to be pursued, they may make such a request to the Title IX Coordinator, who will evaluate that request in light of the duty to ensure the safety of the institution and to comply with state or federal law.

The Title IX Coordinator has ultimate discretion over whether Cedar Crest College proceeds when the Complainant does not wish to do so, and the Title IX Coordinator may sign a Formal Complaint to initiate a grievance process, usually upon completion of an appropriate violence risk assessment.

The Title IX Coordinator's decision should be based on results of the violence risk assessment that show a compelling risk to health and/or safety that requires the Recipient to pursue formal action to protect the community.

A compelling risk to health and/or safety may result from evidence of patterns of misconduct, predatory conduct, threats, abuse of minors, use of weapons, and/or violence. Recipients may be compelled to act on alleged employee misconduct irrespective of a Complainant's wishes.

The Title IX Coordinator must also consider the effect that non-participation by the Complainant may have on the availability of evidence and Cedar Crest College's ability to pursue a Formal Grievance Process fairly and effectively.

When the Title IX Coordinator executes the written complaint, they do not become the Complainant. The Complainant is the individual who is alleged to be the victim of conduct that could constitute a violation of this Policy.

When Cedar Crest College proceeds, the Complainant (and/or their Advisor) may have as much or as little involvement in the process as they wish. The Complainant retains all rights of a Complainant under this Policy irrespective of their level of participation. Typically, when the Complainant chooses not to participate, the Advisor may be appointed as proxy for the Complainant throughout the process, acting to ensure and protect the rights of the Complainant, though this does not extend to the provision of evidence or testimony.

Note that Cedar Crest College's ability to remedy and respond to notice may be limited if the Complainant does not want Cedar Crest College to proceed with an investigation and/or grievance process. The goal is to provide the Complainant with as much control over the process as possible, while balancing Cedar Crest College's obligation to protect its community.

In cases in which the Complainant requests confidentiality/no formal action and the circumstances allow Cedar Crest College to honor that request, Cedar Crest College may offer [Informal Resolution](#) options, supportive measures, and remedies to the Complainant and the community, but will not otherwise pursue formal action.

If the Complainant elects to take no action, they can change that decision if they decide to pursue a Formal Complaint at a later date. Upon making a Formal Complaint, a Complainant has the right, and can expect, to have allegations taken seriously by Cedar Crest College and to have the incident(s) investigated and properly resolved through these procedures. Please consider that delays may cause limitations on access to evidence, or present issues with respect to the status of the parties.

### **Federal Timely Warning Obligations**

Cedar Crest College must issue timely warnings for reported incidents that pose a serious or continuing threat of bodily harm or danger to members of the campus community.

Cedar Crest College will ensure that a Complainant's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the potential danger.

### **False Allegations and Evidence**

Deliberately false and/or malicious accusations under this Policy are a serious offense and will be subject to appropriate disciplinary action. This does not include allegations that are made in good faith but are ultimately shown to be erroneous or do not result in a policy violation determination.

Additionally, witnesses and parties knowingly providing false evidence, tampering with or destroying evidence, or deliberately misleading an official conducting an investigation, hearing, or informal resolution can be subject to discipline under appropriate Cedar Crest College policies.

## **Amnesty**

Cedar Crest College community encourages the reporting of misconduct and crimes by Complainants and witnesses. Sometimes, Complainants or witnesses are hesitant to report to Cedar Crest College officials or participate in resolution processes because they fear that they themselves may be in violation of certain policies, such as underage drinking or use of illicit drugs at the time of the incident. Respondents may hesitate to be forthcoming during the process for the same reasons.

It is in the best interests of the Cedar Crest College community that Complainants choose to report misconduct to Cedar Crest College officials, that witnesses come forward to share what they know, and that all parties be forthcoming during the process.

To encourage reporting and participation in the process, Cedar Crest College maintains a policy of offering parties and witnesses amnesty from minor policy violations—such as underage consumption of alcohol or the use of illicit drugs—related to the incident.

Amnesty does not apply to more serious allegations such as physical abuse of another or illicit drug distribution. The decision not to offer amnesty to a Respondent is based on neither sex nor gender, but on the fact that collateral misconduct is typically addressed for all students within a progressive discipline system, and the rationale for amnesty – the incentive to report serious misconduct – is rarely applicable to Respondent with respect to a Complainant.

### **Students**

Sometimes, students are hesitant to assist others for fear that they may get in trouble themselves.

Cedar Crest College maintains a policy of amnesty for students who offer help to others in need. Although policy violations cannot be overlooked, the Recipient may provide purely educational options with no official disciplinary finding, rather than punitive sanctions, to those who offer their assistance to others in need.

### **Employees**

Please refer to the Employee Handbook for the most up to date version of the employee amnesty policy.

## **Federal Statistical Reporting Obligations**

Certain institutional officials—those deemed Campus Security Authorities—have a duty to report the following for federal statistical reporting purposes (Clery Act):

- 1) All “primary crimes,” which include criminal homicide, rape, fondling, incest, statutory rape, robbery, aggravated assault, burglary, motor vehicle theft, and arson
- 2) Hate crimes, which include any bias-motivated primary crime as well as any bias motivated larceny or theft, simple assault, intimidation, or destruction/damage/vandalism of property

- 3) VAWA-based crimes,<sup>5</sup> which include sexual assault, domestic violence, dating violence, and stalking
- 4) Arrests and referrals for disciplinary action for weapons-related law violations, liquor-related law violations, and drug law violations

All personally identifiable information is kept private, but statistical information must be shared with Campus Police regarding the type of incident and its general location (on or off campus or in the surrounding area, but no addresses are given) for publication in the Annual Security Report and daily campus crime log. Campus Security Authorities include: student affairs/student conduct staff, campus police, local police, coaches, athletic directors, residence life staff, student activities staff, human resources staff, advisors to student organizations, and any other official with significant responsibility for student and campus activities.

### **Preservation of Evidence**

The preservation of evidence in incidents of sexual assault and stalking is critical to potential criminal prosecution and to obtaining restraining/protective orders and is particularly time sensitive. Cedar Crest College will inform the Complainant of the importance of preserving evidence by taking actions such as the following:

#### **Sexual Assault**

- Seek forensic medical assistance at a hospital, ideally within 120 hours of the incident (sooner is better).
- Avoid urinating, showering, bathing, washing hands or face, or douching, if possible, but evidence may still be collected even if you do.
- If oral sexual contact took place, refrain from smoking, eating, drinking, or brushing teeth.
- If clothes are changed, place soiled clothes in a paper bag (plastic destroys evidence).
- Seeking medical treatment can be essential even if it is not for the purposes of collecting forensic evidence.

#### **Stalking**

- Evidence in the form of text and voice messages will be lost in most cases if the Complainant changes their phone number.
  - Make a secondary recording of any voice messages and/or save the audio files to a cloud server.
  - Take screenshots and/or a video recording of any text messages or other electronic messages (e.g., Instagram, Snapchat, Facebook).
- Save copies of e-mail and social media correspondence, including notifications related to account access alerts.
- Take time-stamped photographs of any physical evidence including notes, gifts, etc. in place when possible.
- Save copies of any messages, to include those showing any request for no further contact.
- Obtain copies of call logs showing the specific phone number being used rather than a saved contact name if possible.

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<sup>5</sup> VAWA is the Violence Against Women Act, enacted in 1994 and codified in part at 42 U.S.C. sections 13701 through 14040.

During the initial meeting between the Complainant and the Title IX Coordinator, the importance of taking these actions will be discussed, if timely.

## **RESOLUTION PROCESS FOR ALLEGED VIOLATIONS OF THE SEXUAL HARASSMENT POLICY (KNOWN AS PROCESS "A")**

### **Overview**

Recipient will act on any formal notice/complaint of violation of the Sexual Harassment Policy ("the Policy") that is received by the Title IX Coordinator any other Official with Authority by applying these procedures, known as "Process A."

The procedures below apply to all allegations of sexual harassment or retaliation involving students, staff, administrators, or faculty members. A set of technical dismissal requirements within the Title IX regulations may apply as described below, but when a technical dismissal under the Title IX allegations is required, any remaining allegations may proceed using these same grievance procedures, clarifying which Policy provisions above are applicable. Although the effect of the Title IX regulations can be confusing, these grievance procedures apply to all Policy offenses

The procedures below may be used to address alleged collateral misconduct by the Respondent arising from the investigation of or occurring in conjunction with reported misconduct (e.g., vandalism, physical abuse of another), when alleged violations of the Policy are being addressed at the same time. In such cases, the Title IX Coordinator may consult with the institution officials who typically oversee such conduct (e.g., human resources, student conduct, academic affairs) to provide input as needed. All other allegations of misconduct unrelated to incidents covered by the Policy will be addressed through procedures described in the student, faculty, and staff handbooks.

### **Notice/Complaint**

Upon receipt of a Formal Complaint or notice of an alleged policy violation by the Title IX Coordinator, the Title IX Coordinator initiates a prompt initial assessment to determine the next steps Cedar Crest College needs to take. The Title IX Coordinator will contact the Complainant to offer supportive measures and determine whether the Complainant wishes to file a Formal Complaint.

The Title IX Coordinator will then initiate at least one of three responses:

- 1) Offering supportive measures because the Complainant does not want to file a Formal Complaint
- 2) An Informal Resolution (upon submission of a Formal Complaint)
- 3) A Formal Grievance Process including an investigation and a hearing (upon submission of a Formal Complaint)

Cedar Crest College uses a Formal Grievance Process as described below to determine whether the Policy has been violated. If so, Cedar Crest College will promptly implement effective remedies designed to ensure that it is not deliberately indifferent to sexual harassment or retaliation, their potential recurrence, and/or their effects.

### **Initial Assessment**

Following receipt of notice or a Formal Complaint of an alleged violation of this Policy, the Title IX Coordinator<sup>6</sup> engages in an initial assessment, typically within one to five (1-5) business days. The steps in an initial assessment can include:

- The Title IX Coordinator seeks to determine if the person impacted wishes to make a Formal Complaint, and will assist them to do so, if desired.
  - If they do not wish to do so, the Title IX Coordinator determines whether to initiate a complaint themselves because a violence risk assessment indicates a compelling threat to health and/or safety.
- If a Formal Complaint is received, the Title IX Coordinator assesses its sufficiency and works with the Complainant to make sure it is correctly completed.
- The Title IX Coordinator reaches out to the Complainant to offer supportive measures.
- The Title IX Coordinator works with the Complainant to ensure they are aware of the right to have an Advisor.
- The Title IX Coordinator works with the Complainant to determine whether the Complainant prefers a supportive and remedial response, an Informal Resolution option, or a formal investigation and grievance process.
  - If a supportive and remedial response is preferred, the Title IX Coordinator works with the Complainant to identify their needs, determine the appropriate supports, and implements accordingly. No Formal Grievance Process is initiated, though the Complainant can elect to initiate one later, if desired.
  - If an Informal Resolution option is preferred, the Title IX Coordinator assesses whether the complaint is suitable for Informal Resolution and may seek to determine if the Respondent is also willing to engage in Informal Resolution.
  - If a Formal Grievance Process is preferred by the Complainant, the Title IX Coordinator determines if the alleged misconduct falls within the scope of the 2020 Title IX regulations:
    - If it does, the Title IX Coordinator will initiate the formal investigation and grievance process, directing the investigation to address, based on the nature of the complaint:
      - an incident, and/or
      - a pattern of alleged misconduct, and/or
      - a culture/climate issue

If alleged misconduct does not fall within the scope of the Title IX regulations, the Title IX Coordinator determines that the regulations do not apply (and will “dismiss” that aspect of the complaint, if any), assesses which policies may apply, which Resolution Process is applicable, and will refer the matter accordingly, including referring the matter for resolution under Process B, if applicable. Please note that dismissing a complaint under the 2020 Title IX regulations is solely a procedural requirement under Title IX, which does not limit the Cedar Crest College’s authority to address a complaint with an appropriate process and remedies.

## **Violence Risk Assessment**

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In some cases, the Title IX Coordinator may determine that a Violence Risk Assessment (VRA) should be conducted by the Behavioral Assessment Team as part of the initial assessment. A VRA can aid in ten critical and/or required determinations, including:

- 1) Emergency removal of a Respondent on the basis of immediate threat to an individual or the community's physical health/safety
- 2) Whether the Title IX Coordinator should pursue/sign a Formal Complaint absent a willing/able Complainant
- 3) Whether the scope of the investigation should include an incident, and/or pattern of misconduct and/or climate of hostility/harassment
- 4) To help identify potential predatory conduct
- 5) To help assess/identify grooming behaviors
- 6) Whether it is reasonable to try to resolve a complaint through Informal Resolution, and if so, what approach may be most successful
- 7) Whether to permit a voluntary withdrawal by the Respondent
- 8) Whether to impose transcript notation or communicate with a transfer Recipient about a Respondent
- 9) Assessment of appropriate sanctions/remedies (to be applied post-hearing)
- 10) Whether a Clery Act Timely Warning/Trespass order/Persona-non-grata is needed

Threat assessment is the process of evaluating the actionability of violence by an individual against another person or group following the issuance of a direct or conditional threat. A VRA is a broader term used to assess any potential violence or danger, regardless of the presence of a vague, conditional, or direct threat.

VRAs require specific training and are typically conducted by psychologists, clinical counselors, social workers, case managers, law enforcement officers, student conduct officers, or other Behavioral Intervention Team (BIT)/CARE team members.

A VRA authorized by the Title IX Coordinator should occur in collaboration with the BIT/CARE or threat assessment team. Where a VRA is required by the Title IX Coordinator, a Respondent refusing to cooperate may result in a charge of failure to comply within the appropriate student or employee conduct process.

A VRA is not an evaluation for an involuntary behavioral health hospitalization (e.g., 5150 in California, Section XII in Massachusetts, Baker Act in Florida), nor is it a psychological or mental health assessment. A VRA assesses the risk of actionable violence, often with a focus on targeted/predatory escalations, and is supported by research from the fields of law enforcement, criminology, human resources, and psychology.

More about the Cedar Crest College's process for VRA can be found in [Appendix E](#).

### **Dismissal (Mandatory and Discretionary)**

Cedar Crest College must dismiss a Formal Complaint or any allegations therein if, at any time during the investigation or hearing, it is determined that:

- 1) The conduct alleged in the Formal Complaint would not constitute Title IX Sexual Harassment as defined above, even if proved
- 2) The conduct did not occur in an education program or activity controlled by the Cedar Crest College (including buildings or property controlled by recognized student organizations), and/or Cedar Crest College does not have control of the Respondent
- 3) The conduct did not occur against a person in the United States
- 4) At the time of filing a Formal Complaint, a Complainant is not participating in or attempting to participate in Cedar Crest College's education program or activity, and based on the available information, the Title IX Coordinator has determined that they do not need to sign a Formal Complaint on behalf of Cedar Crest College

Cedar Crest College may dismiss a Formal Complaint or any allegations therein if, at any time during the investigation or hearing:

- 1) A Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the Formal Complaint or any allegations therein
- 2) The Respondent is no longer enrolled in or employed by Cedar Crest College
- 3) Specific circumstances prevent the recipient from gathering evidence sufficient to reach a determination as to the Formal Complaint or allegations therein

A Complainant who decides to withdraw a complaint may later request to reinstate it or refile it. Upon any dismissal, Cedar Crest College will promptly send written notice of the dismissal and the rationale for doing so simultaneously to the parties.

This dismissal decision is appealable by any party under the procedures for appeal (See [Section 37](#)). The decision not to dismiss is also appealable by any party claiming that a dismissal is required or appropriate.

### **Counterclaims**

Cedar Crest College is obligated to ensure that the grievance process is not abused for retaliatory purposes, thus counterclaims made with retaliatory intent will not be permitted. Cedar Crest College permits the filing of counterclaims but uses an initial assessment, described above, to assess whether the allegations in the counterclaim are made in good faith.

Counterclaims determined to have been reported in good faith will be processed using the Resolution Process below. Investigation of such claims may take place after resolution of the underlying initial complaint, in which case a delay may occur.

Counterclaims may also be resolved through the same investigation as the underlying complaint, at the discretion of the Title IX Coordinator. When counterclaims are not made in good faith, they will be considered retaliatory and may constitute a violation of this policy.

### **Right to an Advisor**

The parties may each have an Advisor of their choice present with them for all meetings, interviews, and hearings within the Resolution Process, if they so choose. The parties may select whoever they wish to serve as their Advisor as long as the Advisor is eligible and available.

Choosing an Advisor who is also a witness in the process creates potential for bias and conflict of interest. A party who chooses an Advisor who is also a witness can anticipate that issues of potential bias will be explored by the hearing Decision-maker.

### **Who Can Serve as an Advisor**

The Advisor may be a friend, mentor, family member, attorney, or any other individual a party chooses to advise, support, and/or consult with them throughout the Resolution Process. The parties may choose Advisors from inside or outside of the Cedar Crest College community.

The Title IX Coordinator will also offer to assign a trained Advisor to any party if the party so chooses. If the parties choose an Advisor from the pool available from Cedar Crest College, the Advisor will have been trained by Cedar Crest College and be familiar with Cedar Crest College's Resolution Process.

If the parties choose an Advisor from outside the pool of those identified by the Cedar Crest College, the Advisor may not have been trained by Cedar Crest College and may not be familiar with Cedar Crest College policies and procedures.

Parties also have the right to choose not to have an Advisor in the initial stages of the Resolution Process, prior to a hearing.

### **Advisor's Role in Meetings and Interviews**

The parties may be accompanied by their Advisor in all meetings and interviews at which the party is entitled to be present, including intake and interviews. Advisors should help the parties prepare for each meeting and are expected to advise ethically, with integrity, and in good faith.

Cedar Crest College cannot guarantee equal Advisory rights, meaning that if one party selects an Advisor who is an attorney, but the other party does not or cannot afford an attorney, Cedar Crest College is not obligated to provide an attorney.

### **Advisors in Hearings/Recipient-Appointed Advisor**

Under the Title IX Regulations, a form of indirect questioning is required during the hearing but must be conducted by the parties' Advisors. The parties are not permitted to directly question each other or any

witnesses. If a party does not have an Advisor for a hearing, Cedar Crest College will appoint a trained Advisor for the limited purpose of conducting any questioning of the parties and witnesses.

### **Pre-Interview Meetings**

Advisors and their advisees may request to meet with the Investigator(s) conducting interviews/meetings in advance of these interviews or meetings. This pre-meeting allows Advisors to clarify and understand their role and Cedar Crest College's policies and procedures.

### **Advisor Violations of Cedar Crest College Policy**

All Advisors are subject to the same Cedar Crest College policies and procedures, whether they are attorneys or not, and whether they are selected by a party or assigned by Cedar Crest College. Advisors are expected to advise their advisees without disrupting proceedings. Advisors should not address Cedar Crest College officials or Investigators in a meeting or interview unless invited to do so (e.g., asking procedural questions). The Advisor may not make a presentation or represent their advisee during any meeting or proceeding and may not speak on behalf of the advisee to the Investigator(s) or other Decision-maker except during a hearing proceeding during questioning.

The parties are expected to ask and respond to questions on their own behalf throughout the investigation phase of the Resolution Process. Although the Advisor generally may not speak on behalf of their advisee, the Advisor may consult with their advisee, either privately as needed, or by conferring or passing notes during any Resolution Process meeting or interview. For longer or more involved discussions, the parties and their Advisors should ask for breaks to allow for private consultation.

Any Advisor who oversteps their role as defined by this Policy, or who refuses to comply with Cedar Crest College's established rules of decorum for the hearing, will be warned. If the Advisor continues to disrupt or otherwise fails to respect the limits of the Advisor role, the meeting/interview/hearing may be ended, or other appropriate measures implemented, including Cedar Crest College requiring the party to use a different Advisor or providing a different Cedar Crest College-appointed Advisor. Subsequently, the Title IX Coordinator will determine how to address the Advisor's non-compliance and future role.

### **Sharing Information with the Advisor**

Cedar Crest College expects that the parties may wish to have Cedar Crest College share documentation and evidence related to the allegations with their Advisors.

Cedar Crest College provides a consent form that authorizes Cedar Crest College to share such information directly with a party's Advisor. The parties must either complete and submit this form to the Title IX Coordinator or provide similar documentation demonstrating consent to a release of information to the Advisor before Cedar Crest College is able to share records with an Advisor.

If a party requests that all communication be made through their attorney Advisor, Cedar Crest College will comply with that request at the discretion of the Title IX Coordinator.

Advisors appointed by the institution will not be asked to disclose details of their interactions with their advisees to institutional officials or Decision-makers.

### **Privacy of Records Shared with Advisor**

Advisors are expected to maintain the privacy of the records shared with them. These records may not be shared with third parties, disclosed publicly, or used for purposes not explicitly authorized by Cedar Crest College. Advisors will be asked to sign Non-Disclosure Agreements (NDAs). Cedar Crest College may restrict the role of any Advisor who does not respect the sensitive nature of the process or who fails to abide by the Recipient's privacy expectations.

### **Expectation of an Advisor**

Cedar Crest College generally expects an Advisor to adjust their schedule to allow them to attend Cedar Crest College meetings/interviews/hearings when planned, but Cedar Crest College may change scheduled meetings/interviews/hearings to accommodate an Advisor's inability to attend, if doing so does not cause an unreasonable delay.

Cedar Crest College may also make reasonable provisions to allow an Advisor who cannot be present in person to attend a meeting/interview/hearing by via a Teams meeting, or other similar technologies as may be convenient and available.

### **Expectations of the Parties with Respect to Advisors**

A party may elect to change Advisors during the process and is not obligated to use the same Advisor throughout. The parties are expected to inform the Investigator(s) of the identity of their Advisor at least two (2) business days before the date of their first meeting with Investigators (or as soon as possible if a more expeditious meeting is necessary or desired).

The parties are expected to provide timely notice to the Title IX Coordinator if they change Advisors at any time. It is assumed that if a party changes Advisors, consent to share information with the previous Advisor is terminated, and a release for the new Advisor should be secured. Parties are expected to inform the Title IX Coordinator of the identity of their hearing Advisor at least two (2) business days before the hearing.

### **Resolution Processes**

Resolution proceedings are private. All persons present at any time during the Resolution Process are expected to maintain the privacy of the proceedings in accordance with Cedar Crest College Policy. Although there is an expectation of privacy around what Investigators share with parties during interviews, the parties have discretion to share their own knowledge and evidence with others if they so choose, except for information the parties agree not to disclose as part of an Informal Resolution. Cedar Crest College encourages parties to discuss any sharing of information with their Advisors before doing so.

The Formal Grievance Process is Cedar Crest College's primary resolution approach unless Informal Resolution is elected by all parties and Cedar Crest College.

## **Informal Resolution**

Three options for Informal Resolution are detailed in this section.

- 1) **Supportive Resolution.** When the Title IX Coordinator can resolve the matter informally by providing supportive measures (only) to remedy the situation
- 2) **Alternative Resolution.** When the parties agree to resolve the matter through an alternative resolution mechanism including mediation, restorative practices, facilitated dialogue, etc., as described below, often before a formal investigation takes place (See [Section B](#))
- 3) **Accepted Responsibility.** When the Respondent accepts responsibility for violating policy, and desires to accept the recommended sanction(s) and end the Resolution Process (See [Section C](#))

To initiate Informal Resolution, a Complainant must submit a Formal Complaint, as defined above. A Respondent who wishes to initiate Informal Resolution should contact the Title IX Coordinator. The parties may agree, as a condition of engaging in Informal Resolution, that statements made, or evidence shared, during the Informal Resolution process will not be considered in the Formal Grievance Process unless all parties consent.

It is not necessary to pursue Informal Resolution first in order to pursue a Formal Grievance Process, and any party participating in Informal Resolution can stop the process at any time and begin or resume the Formal Grievance Process. The parties may not enter into an agreement that requires Cedar Crest College to impose specific sanctions, though the parties can agree to certain restrictions or other courses of action. For example, the parties cannot require a student be suspended, but the parties can agree that the Respondent will temporarily or permanently withdraw. The only Informal Resolution Process that can result in sanctions levied by the institution is “Accepted Responsibility.” The Title IX Coordinator has discretion to determine if an investigation will be paused during Informal Resolution, or if it will be limited, or will continue during the Informal Resolution process.

Prior to implementing Informal Resolution, Cedar Crest College will provide the parties with written notice of the reported misconduct and any sanctions (only in the case of Accepted Responsibility) or measures that may result from participating in such a process, including information regarding any records that will be maintained or shared by Cedar Crest College.

Cedar Crest College will obtain voluntary, written confirmation that all parties wish to resolve the matter through Informal Resolution before proceeding and will not pressure the parties to participate in Informal Resolution.

## **Alternative Resolution Approaches**

Alternative Resolution is an informal approach, including mediation, restorative practices, facilitated dialogue, etc. by which the parties reach a mutually agreed upon resolution of a complaint. All parties must consent to the use of an Alternative Resolution approach.

The Title IX Coordinator may consider the following factors to assess whether Alternative Resolution is appropriate, or which form of Alternative Resolution may be most successful for the parties:

- The parties' amenability to Alternative Resolution
- Likelihood of potential resolution, considering any power dynamics between the parties
- The nature and severity of the alleged misconduct
- The parties' motivation to participate
- Civility of the parties
- Results of a violence risk assessment/ongoing risk analysis
- Disciplinary history of the Respondent
- Whether an emergency removal is needed
- Skill of the Alternative Resolution facilitator with this type of complaint
- Complaint complexity
- Emotional investment/capability of the parties
- Rationality of the parties
- Goals of the parties
- Adequate resources to invest in Alternative Resolution (time, staff, etc.)

The ultimate determination of whether Alternative Resolution is available or successful is made by the Title IX Coordinator. The Title IX Coordinator is authorized to facilitate a resolution that is acceptable to all parties, and/or to accept a resolution that is proposed by the parties, usually through their Advisors, including terms of confidentiality, release, and non-disparagement.

The Title IX Coordinator maintains records of any resolution that is reached, and failure to abide by the resolution agreement may result in appropriate responsive/disciplinary actions (e.g., referral for formal resolution, referral to the conduct process for failure to comply). Results of complaints resolved by Alternative Resolution are not appealable.

### **Respondent Accepts Responsibility for Alleged Violations**

The Respondent may accept responsibility for all or part of the alleged policy violations at any point during the Resolution Process. If the Respondent indicates an intent to accept responsibility for all of the alleged misconduct, the formal process will be paused, and the Title IX Coordinator will determine whether Informal Resolution can be used according to the criteria above.

If Informal Resolution is applicable, the Title IX Coordinator will determine whether all parties and Cedar Crest College are able to agree on responsibility, restrictions, and/or remedies. If so, the Title IX Coordinator implements the accepted finding that the Respondent is in violation of Cedar Crest College

policy and implements agreed-upon restrictions and remedies and determines the appropriate sanction(s) in coordination with other appropriate administrator(s), as necessary.

This result is not subject to appeal once all parties indicate their written assent to all agreed upon resolution terms. When the parties cannot agree on all terms of resolution, the Formal Grievance Process will resume at the same point where it was paused.

When a resolution is accomplished, the appropriate sanction(s) or responsive actions are promptly implemented to effectively stop the sexual harassment or retaliation, prevent its recurrence, and remedy the effects of the discriminatory conduct, both on the Complainant and the community.

### **Formal Grievance Process Pool**

The Formal Grievance Process relies on a pool of administrators (“the Pool”) to carry out the process.

The list of Pool members and their current trainings can be found at <https://www.cedarcrest.edu/title-ix/>.

### **Pool Member Roles**

Members of the Pool are trained annually, and can serve in the following roles, at the discretion of the Title IX Coordinator:

- To provide appropriate intake of and initial guidance pertaining to complaints
- To serve in a facilitation role in Informal Resolution or Alternative Resolution if appropriately trained in appropriate resolution approaches (e.g., mediation, restorative practices, facilitated dialogue)
- To investigate complaints
- To serve as a hearing facilitator (process administrator, no decision-making role)
- To serve as a Decision-maker regarding the complaint
- To serve as an Appeal Decision-maker

### **Pool Member Appointment**

The Title IX Coordinator appoints the Pool, which acts with independence and impartiality. Although members of the Pool are typically trained in a variety of skill sets and can rotate amongst the different roles listed above in different complaints, Cedar Crest College can also designate permanent roles for individuals in the Pool, using others as substitutes or to provide greater depth of experience when necessary. This process of role assignment may be the result of particular skills, aptitudes, or talents identified in members of the Pool that make them best suited to particular roles.

### **Pool Member Training**

Pool members receive annual training based on their respective roles. This training includes, but is not limited to:

- The scope of the Cedar Crest College’s Sexual Harassment Policy and Procedures

- How to conduct investigations and hearings that protect the safety of Complainants and Respondents, and promote accountability
- Implicit bias
- Reporting, confidentiality, and privacy requirements
- Applicable laws, regulations, and federal regulatory guidance
- How to implement appropriate and situation-specific remedies
- How to investigate in a thorough, reliable, timely, and impartial manner
- How to conduct a sexual harassment investigation
- Trauma-informed practices pertaining to investigations and resolution processes
- How to uphold fairness, equity, and due process
- How to weigh evidence
- How to conduct questioning
- How to assess credibility
- Impartiality and objectivity
- How to render findings and generate clear, concise, evidence-based rationales
- The definitions of all offenses
- How to apply definitions used by Cedar Crest Collee with respect to consent (or the absence or negation of consent) consistently, impartially, and in accordance with policy
- How to conduct an investigation and grievance process including hearings, appeals, and Informal Resolution Processes
- How to serve impartially by avoiding prejudgment of the facts at issue, conflicts of interest, and bias for or against Respondents and/or Complainants, and on the basis of sex, race, religion, and other protected characteristics
- Issues of relevance of questions and evidence
- Issues of relevance to create an investigation report that fairly summarizes relevant evidence
- How to determine appropriate sanctions in reference to all forms of sexual harassment and/or retaliation allegations
- Recordkeeping

Information on the training all members of the Pool receive are publicly posted [here](#) .

### **Formal Grievance Process: Notice of Investigation and Allegations**

The Title IX Coordinator will provide written Notice of the Investigation and Allegations (the “NOIA”) to the Respondent upon commencement of the Formal Grievance Process. This facilitates the Respondent’s ability to prepare for the interview and to identify and choose an Advisor to accompany them. The NOIA is also copied to the Complainant, who will be given advance notice of when the NOIA will be delivered to the Respondent.

The NOIA will include:

- A meaningful summary of all allegations
- The identity of the involved parties (if known)
- The precise misconduct being alleged

- The date and location of the alleged incident(s) (if known)
- The specific policies implicated
- A description of the applicable procedures
- A statement that Cedar Crest College presumes the Respondent is not responsible for the reported misconduct unless and until the evidence supports a different determination
- A statement that determinations of responsibility are made at the conclusion of the process and that the parties will be given an opportunity during the review and comment period to inspect and review all directly related and/or relevant evidence obtained
- A statement about Cedar Crest College's policy on retaliation
- Information about the confidentiality of the process
- Information on the need for each party to have an Advisor of their choosing and suggestions for ways to identify an Advisor
- A statement informing the parties that Cedar Crest College's policy prohibits knowingly making false statements, including knowingly submitting false information during the Resolution Process
- Detail on how the party may request disability accommodations during the Resolution Process
- The name(s) of the Investigator(s), along with a process to identify to the Title IX Coordinator, in advance of the interview process, any conflict of interest that the Investigator(s) may have
- An instruction to preserve any evidence that is directly related to the allegations

Amendments and updates to the NOIA may be made as the investigation progresses and more information becomes available regarding the addition or dismissal of various allegations.

Notice will be made in writing and will be delivered via email to the parties' Cedar Crest College-issued email. Once emailed, and/or received, notice will be presumptively delivered.

### **Resolution Timeline**

Cedar Crest College will make a good faith effort to complete the Resolution Process within a sixty to ninety (60-90) business-day time period, including appeal if any, which can be extended as necessary for appropriate cause by the Title IX Coordinator, who will provide notice and rationale for any extensions or delays to the parties as appropriate, as well as an estimate of how much additional time will be needed to complete the process.

### **Appointment of Investigators**

Once the decision to commence a formal investigation is made, the Title IX Coordinator appoints Pool member(s) to conduct the investigation, usually within five (5) business days of determining that an investigation should proceed.

### **Ensuring Impartiality**

Any individual materially involved in the administration of the Resolution Process including the Title IX Coordinator, Investigator(s), and Decision-maker(s) may neither have nor demonstrate a conflict of interest or bias for a party generally, or for a specific Complainant or Respondent.

The Title IX Coordinator will vet the assigned Investigator(s) for impartiality by ensuring there are no actual or apparent conflicts of interest or disqualifying biases. At any time during the Resolution Process, the parties may raise a concern regarding bias or conflict of interest, and the Title IX Coordinator will determine whether the concern is reasonable and supportable. If so, another Pool member will be assigned and the impact of the bias or conflict, if any, will be remedied. If the source of the conflict of interest or bias is the Title IX Coordinator, concerns should be raised with the Dean of Students.

The Formal Grievance Process involves an objective evaluation of all relevant evidence obtained, including evidence that supports that the Respondent engaged in a policy violation and evidence that supports that the Respondent did not engage in a policy violation. Credibility determinations may not be based solely on an individual's status or participation as a Complainant, Respondent, or witness.

Cedar Crest College operates with the presumption that the Respondent is not responsible for the reported misconduct unless and until the Respondent is determined to be responsible for a policy violation by the applicable standard of proof.

### **Investigation Timeline**

Investigations are completed expeditiously, normally within sixty (60) business days, though some investigations may take many weeks or even months, depending on the nature, extent, and complexity of the allegations, availability of witnesses, law enforcement involvement, etc.

Cedar Crest College will make a good faith effort to complete investigations as promptly as circumstances permit and will communicate regularly with the parties to update them on the progress and timing of the investigation.

### **Investigation Process Delays and Interactions with Law Enforcement**

Cedar Crest College may undertake a short delay in its investigation (several days to a few weeks) if circumstances require. Such circumstances include but are not limited to: a request from law enforcement to temporarily delay the investigation, the need for language assistance, the absence of parties and/or witnesses, and/or health conditions.

Cedar Crest College will communicate the anticipated duration of the delay and reason to the parties in writing and provide the parties with status updates if necessary. Cedar Crest College will promptly resume its investigation and Resolution Process as soon as feasible. During such a delay, Cedar Crest College will implement supportive measures as deemed appropriate.

Cedar Crest College action(s) or processes are not typically altered or precluded on the grounds that civil or criminal charges involving the underlying incident(s) have been filed or that criminal charges have been dismissed or reduced.

### **Investigation Process Steps**

All investigations are thorough, reliable, impartial, prompt, and fair. Investigations involve interviews with all available relevant parties and witnesses; obtaining available, relevant evidence; and identifying sources of expert information, as necessary.

All parties have a full and fair opportunity, through the investigation process, to suggest witnesses and questions, to provide evidence and expert witnesses, and to fully review and respond to all evidence on the record. Recordings of interviews are not provided to the parties, but the parties will have the ability to review the transcript of the interview once the investigation report is compiled.

At the discretion of the Title IX Coordinator, investigations can be combined when complaints implicate a pattern, collusion, and/or other shared or similar actions.

The Investigator(s) typically take(s) the following steps, if not already completed (not necessarily in this order):

- Determine the identity and contact information of the Complainant
- Identify all policies implicated by the alleged misconduct and notify the Complainant and Respondent of all of the specific policies implicated
- Assist the Title IX Coordinator, if needed, with conducting a prompt initial assessment to determine if the allegations indicate a potential policy violation
- Commence a thorough, reliable, and impartial investigation by identifying issues and developing a strategic investigation plan, including a witness list, evidence list, intended investigation timeframe, and order of interviews for the parties and witnesses
- Meet with the Complainant to finalize their interview/statement, if necessary
- Work with the Title IX Coordinator, as necessary, to prepare the initial Notice of Investigation and Allegations (NOIA). The NOIA may be amended with any additional or dismissed allegations
  - Notice should inform the parties of their right to have the assistance of an Advisor, who could be a member of the Pool or an Advisor of their choosing present for all meetings attended by the party
- Provide each interviewed party and witness an opportunity to review and verify the Investigator's transcript of the relevant evidence/testimony from their respective interviews and meetings
- When participation of a party is expected, provide that party with written notice of the date, time, and location of the meeting, as well as the expected participants and purpose
- Interview all available, relevant witnesses and conduct follow-up interviews as necessary
- Allow each party the opportunity to suggest witnesses and questions they wish the Investigator(s) to ask of another party and/or witnesses, and document in the report which questions were asked, with a rationale for any changes or omissions
- Complete the investigation promptly and without unreasonable deviation from the intended timeline
- Provide regular status updates to the parties throughout the investigation
- Prior to the conclusion of the investigation, provide the parties and their respective Advisors (if so desired by the parties) with a list of witnesses whose information will be used to render a finding

- Write a comprehensive investigation report fully summarizing the investigation, all witness interviews, and addressing all relevant evidence. Appendices including relevant physical or documentary evidence will be included
- Gather, assess, and synthesize evidence, but make no conclusions, engage in no policy analysis, and render no recommendations as part of their report
- Prior to the conclusion of the investigation, provide the parties and their respective Advisors (if so desired by the parties) a secured electronic or hard copy of the draft investigation report as well as an opportunity to inspect and review all of the evidence obtained as part of the investigation that is directly related to the reported misconduct, including evidence upon which Cedar Crest College does not intend to rely in reaching a determination, for a ten (10) business-day review and comment period so that each party may meaningfully respond to the evidence. The parties may elect to waive the full ten (10) days.
- Elect to respond in writing in the investigation report to the parties' submitted responses and/or to share the responses between the parties for additional responses
- Incorporate relevant elements of the parties' written responses into the final investigation report, include any additional relevant evidence, make any necessary revisions, and finalize the report. The Investigator(s) should document all rationales for any changes made after the review and comment period.
- Share the report with the Title IX Coordinator and/or legal counsel for their review and feedback
- Incorporate any relevant feedback and share the final report with all parties and their Advisors through secure electronic transmission or hard copy at least ten (10) business days prior to a hearing. The parties and Advisors are also provided with a file of any directly related evidence that was not included in the report.

### **Witness Role and Participation in the Investigation**

Witnesses (as distinguished from the parties) who are employees of Cedar Crest College are strongly encouraged to cooperate with and participate in Cedar Crest College's investigation and Resolution Process. Student witnesses and witnesses from outside the Cedar Crest College community are encouraged to cooperate with Cedar Crest College investigations and to share what they know about a complaint.

Although in-person interviews for parties and all potential witnesses are ideal, circumstances (e.g., study abroad, summer break) may require individuals to be interviewed remotely. Microsoft Teams, or similar technologies may be used for interviews if the Investigator(s) determines timeliness, efficiency, or other reasons dictate a need for remote interviewing. Cedar Crest College will take appropriate steps to reasonably ensure the security/privacy of remote interviews.

Witnesses may also provide written statements in lieu of interviews or choose to respond to written questions, if deemed appropriate by the Investigator(s), though not preferred.

### **Interview Recording**

No unauthorized audio or video recording of any kind is permitted during investigation meetings. If Investigator(s) elect to audio and/or video record interviews, all involved parties should be made aware of and consent to audio and/or video recording.

### **Evidentiary Considerations**

Neither the investigation nor the hearing will consider: (1) incidents not relevant or not directly related to the possible violation(s), unless they evidence a pattern; or (2) questions and evidence about the Complainant's sexual predisposition; or (3) questions and evidence about the Complainant's prior sexual behavior, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

Within the boundaries stated above, the investigation and the hearing can consider character evidence generally, if offered, but that evidence is unlikely to be relevant unless it is fact evidence or relates to a pattern of conduct.

### **Referral for Hearing**

Provided that the complaint is not resolved through Informal Resolution, once the final investigation report is shared with the parties, the Title IX Coordinator will refer the matter for a hearing.

The hearing cannot be held less than ten (10) business days from the conclusion of the investigation—when the final investigation report is transmitted to the parties and the Decision-maker(s)—unless all parties and the Decision-maker(s) agree to an expedited timeline.

The Title IX Coordinator will select an appropriate Decision-maker from the Pool and provide a copy of the investigation report and the file of directly related evidence. Allegations involving student-employees in the context of their employment will be directed to the appropriate Decision-maker(s) depending on the context and nature of the alleged misconduct.

### **Hearing Decision-maker Composition**

Cedar Crest College will designate a single Decision-maker from the Pool, at the discretion of the Title IX Coordinator. The single Decision-maker will also Chair the hearing.

The Decision-maker will not have had any previous involvement with the complaint. The Title IX Coordinator may elect to have an alternate from the Pool sit in throughout the hearing process in the event that a substitute is needed for any reason.

Those who have served as Investigators will be witnesses in the hearing and therefore may not serve as Decision-makers. Those who are serving as Advisors for any party may not serve as Decision-makers in that matter.

The Title IX Coordinator may not serve as a Decision-maker or Chair in the matter but may serve as an administrative facilitator of the hearing if their previous role(s) in the matter do not create a conflict of interest.

Otherwise, a designee may fulfill the facilitator role. The hearing will convene at a time and venue determined by the Title IX Coordinator or designee.

**Additional Evidentiary Considerations in the Hearing**

Previous disciplinary action of any kind involving the Respondent may not be used unless there is an allegation of a pattern of misconduct. Such information may also be considered in determining an appropriate sanction upon a determination of responsibility, assuming Cedar Crest College uses a progressive discipline system. This information is only considered at the sanction stage of the process and is not shared until then.

The parties may each submit a written impact and/or mitigation statement prior to the hearing for the consideration of the Decision-maker at the sanction stage of the process when a determination of responsibility is reached.

After post-hearing deliberation, the Decision-maker renders a determination based on the preponderance of the evidence; whether it is more likely than not that the Respondent violated the Policy as alleged.

## **Hearing Notice**

No less than ten (10) business days prior to the hearing, the Title IX Coordinator will send notice of the hearing to the parties. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered.

The notice will contain:

- A description of the alleged violation(s), a list of all policies allegedly violated, a description of the applicable hearing procedures.
- The time, date, and location of the hearing.
- Description of any technology that will be used to facilitate the hearing.
- Information about the option for the live hearing to occur with the parties located in separate rooms using technology that enables the Decision-maker and parties to see and hear a party or witness answering questions. Such a request must be raised with the Title IX Coordinator as soon as possible, preferably at least five (5) business days prior to the hearing, requests received less than five (5) business days prior to the hearing may delay the hearing.
- A list of all those who will attend the hearing, along with an invitation to object to any Decision-maker based on demonstrated bias or conflict of interest. This must be raised with the Title IX Coordinator at least three (3) business days prior to the hearing.
- Information on how the hearing will be recorded and how the parties can access the recording after the hearing.
- A statement that if any party or witness does not appear at the scheduled hearing, the hearing may be held in their absence. For compelling reasons, the Title IX Coordinator may reschedule the hearing.
- Notification that the parties may have the assistance of an Advisor of their choosing at the hearing and will be required to have one present for any questions they may desire to ask. The party must notify the Title IX Coordinator if they wish to conduct cross-examination and do not have an Advisor, and Cedar Crest College will appoint one. Each party must have an Advisor present if they intend to cross-examine others. There are no exceptions.
- A copy of all the materials provided to the Decision-maker about the complaint unless they have already been provided.
- An invitation to each party to submit to the Title IX Coordinator an impact and/or mitigation statement pre-hearing that the Decision-maker will review during any sanction determination.
- An invitation to contact the Title IX Coordinator to arrange any disability accommodations, language assistance, and/or interpretation services that may be needed at the hearing, at least seven (7) business days prior to the hearing.
- A statement reminding parties that they cannot bring mobile phones/devices into the hearing.

Hearings for possible violations that occur near or after the end of an academic term (assuming the Respondent is still subject to this Policy) and are unable to be resolved prior to the end of term will typically be held immediately after the end of the term or during the summer, as needed, to meet the resolution timeline followed by Cedar Crest College and remain within the 60-90 business-day goal for resolution. Employees who do not have 12-month contracts are still expected to participate in Resolution Proceedings that occur during months between contracts.

### **Alternative Hearing Participation Options**

If a party or parties prefer not to attend or cannot attend the hearing in person, the party should request alternative arrangements from the Title IX Coordinator as soon as possible, preferably at least five (5) business days prior to the hearing.

The Title IX Coordinator can arrange to use technology to allow remote testimony without compromising the fairness of the hearing. Remote options may also be needed for witnesses who cannot appear in person. Any witness who cannot attend in person should let the Title IX Coordinator know as soon as possible, preferably at least five (5) business days prior to the hearing so that appropriate arrangements can be made.

### **Pre-Hearing Preparation**

After any necessary consultation with the parties, the Title IX Coordinator will provide the names of people who have been asked to participate in the hearing, all pertinent documentary evidence, and the final investigation report to the parties at least ten (10) business days prior to the hearing.

Any witness scheduled to participate in the hearing must have been first interviewed by the Investigator(s) or have proffered a written statement or answered written questions, unless all parties and the Decision Maker assent to the witness's participation in the hearing. The same holds for any relevant evidence that is first offered at the hearing. If the parties and Decision Maker do not assent to the admission of evidence newly offered at the hearing, the Decision Maker may delay the hearing and/or instruct that the investigation needs to be re-opened to consider that evidence.

The parties will be given a list of the names of the Decision-maker at least five (5) business days in advance of the hearing. All objections to any Decision-maker must be raised in writing, detailing the rationale for the objection, and must be submitted to the Title IX Coordinator as soon as possible and no later than three (3) business days prior to the hearing. Decision-makers will only be removed if the Title IX Coordinator concludes that their actual or perceived bias or conflict of interest precludes an impartial hearing of the complaint.

The Title IX Coordinator will give the Decision-maker a list of the names of all parties, witnesses, and Advisors at least five (5) business days in advance of the hearing. Any Decision-maker who cannot make an objective determination must recuse themselves from the proceedings when notified of the identity of the parties, witnesses, and Advisors in advance of the hearing. If a Decision-maker is unsure of whether a bias or conflict of interest exists, they must raise the concern to the Title IX Coordinator as soon as possible.

During the ten (10)-business-day period prior to the hearing, the parties have the opportunity for continued review and comment on the final investigation report and available evidence. That review and comment can be shared with the Decision Maker at a pre-hearing meeting or at the hearing and will be exchanged between each party by the Decision Maker.

### **Pre-Hearing Meetings**

The Chair may convene a pre-hearing meeting(s) with the parties and their Advisors and invite them to submit the questions or topics they (the parties and their Advisors) wish to ask or discuss at the hearing, so that the Decision Maker can rule on their relevance ahead of time to avoid any improper evidentiary introduction in the hearing or to provide recommendations for more appropriate phrasing.

However, this advance review opportunity does not preclude the Advisors from asking a question for the first time at the hearing or from asking for a reconsideration of a pre-hearing ruling by the Decision Maker based on any new information or testimony offered at the hearing. The Decision Maker must document and share with each party their rationale for any exclusion or inclusion at a pre-hearing meeting.

The Decision Maker, **only** with full agreement of the parties, may decide in advance of the hearing that certain witnesses do not need to be present if their testimony can be adequately summarized by the Investigator(s) in the investigation report or during the hearing.

At each pre-hearing meeting with a party and their Advisor, the Decision Maker will consider arguments that evidence identified in the final investigation report as relevant is, in fact, not relevant. Similarly, evidence identified as directly related but not relevant by the Investigator(s) may be argued to be relevant. The Decision Maker may rule on these arguments pre-hearing and will exchange those rulings between the parties prior to the hearing to assist in preparation for the hearing. The Decision Maker may consult with legal counsel and/or the Title IX Coordinator or ask either or both to attend pre-hearing meetings.

The pre-hearing meeting(s) will not be recorded. The pre-hearing meetings may be conducted as separate meetings with each party/Advisor, with all parties/Advisors present at the same time, remotely, or as a written-only exchange. The Decision Maker will work with the parties to establish the format.

### **Hearing Procedures**

At the hearing, the Decision-maker has the authority to hear and make determinations on all allegations of sexual harassment and/or retaliation and may also hear and make determinations on any additional alleged policy violations that occurred in concert with the sexual harassment and/or retaliation, even though those collateral allegations may not specifically fall within the Title IX Policy.

Participants at the hearing will include the Decision Maker, the Investigator(s) who conducted the investigation, the parties, Advisors to the parties, any called witnesses, and anyone providing authorized accommodations, interpretation, and/or assistive services.

The Decision Maker will answer all questions of procedure.

Anyone appearing at the hearing to provide information will respond to questions on their own behalf.

The Decision Maker will allow witnesses who have relevant information to appear at a portion of the hearing to respond to specific questions from the Decision-maker and the parties, and the witnesses will then be excused. The Investigator(s) will remain available for the duration of the hearing.

### **Joint Hearings**

In hearings involving more than one Respondent and/or involving more than one Complainant who has accused the same individual of substantially similar conduct, the default procedure will be to hear the allegations jointly.

However, the Title IX Coordinator may permit the investigation and/or hearings pertinent to each Respondent or complaint to be conducted separately if there is a compelling reason to do so. In joint hearings, separate determinations of responsibility will be made for each Respondent and/or for each complaint with respect to each alleged policy violation.

### **The Order of the Hearing – Introductions and Explanation of Procedure**

The Decision Maker explains the procedures and introduces the participants. This may include a final opportunity for challenge or recusal of the Decision-maker based on bias or conflict of interest. The Decision Maker will rule on any such challenge unless the Decision Maker is the individual who is the subject of the challenge, in which case the Title IX Coordinator will review the challenge and decide.

The Title IX Coordinator then conducts the hearing according to the hearing script. At the hearing, recording, witness logistics, party logistics, curation of documents, separation of the parties, and other administrative elements of the hearing process are managed by a member of the Title IX Team appointed by the Title IX Coordinator.

The Title IX Coordinator may attend to: logistics of rooms for various parties/witnesses as they wait; flow of parties/witnesses in and out of the hearing space; ensuring recording and/or virtual conferencing technology is working as intended; copying and distributing materials to participants, as appropriate, etc.

### **Investigator Presentation of Final Investigation Report**

The Investigator(s) will present a summary of the final investigation report, including items that are contested and those that are not, and will be subject to questioning by the Decision-maker and the parties (through their Advisors). The Investigator(s) will be available during the entire hearing process.

Neither the parties nor the Decision-maker should ask the Investigator(s) their opinions on credibility, recommended findings, or determinations, and Advisors and parties will refrain from discussion of or questions for Investigators about these assessments. If such information is introduced, the Decision Maker will direct that it be disregarded.

### **Testimony and Questioning**

Once the Investigator(s) present(s) the report and respond(s) to questions, the parties and witnesses may provide relevant information in turn, beginning with the Complainant, and then in the order determined by the Decision Maker. The hearing will facilitate questioning of parties and witnesses by the Decision-maker and then by the parties through their Advisors.

All questions are subject to a relevance determination by the Decision Maker. The Advisor, who will remain seated during questioning, will pose the proposed question orally, electronically, or in writing (orally is the default, but other means of submission may be permitted by the Decision Maker upon request if agreed to by all parties and the Decision Maker), the proceeding will pause to allow the Decision Maker to consider the question (and state it if it has not already been stated aloud), and the Decision Maker will determine whether the question will be permitted, disallowed, or rephrased.

The Decision Maker may invite explanations or persuasive statements regarding relevance with the Advisors if the Decision Maker so chooses. The Decision Maker will then state their decision on the question for the record and advise the party/witness to whom the question was directed, accordingly. The Decision Maker will explain any decision to exclude a question as not relevant, or to reframe it for relevance.

The Decision Maker will limit or disallow questions on the basis that they are irrelevant, unduly repetitious (and thus irrelevant), or abusive. The Decision Maker has final say on all questions and determinations of relevance. The Decision Maker may consult with legal counsel on any questions of admissibility. The Decision Maker may ask Advisors to frame why a question is or is not relevant from their perspective but will not entertain argument from the Advisors on relevance once the Decision Maker has ruled on a question.

If the parties raise an issue of bias or conflict of interest of an Investigator or Decision-maker at the hearing, the Decision Maker may elect to address those issues, or refer them to the Title IX Coordinator, and/or preserve them for appeal. If bias is not in issue at the hearing, the Decision Maker should not permit irrelevant questions that probe for bias.

#### **Refusal to Submit to Questioning; Inferences**

Any party or witness may choose not to offer evidence and/or answer questions at the hearing, either because they do not attend the hearing, or because they attend but refuse to participate in some or all questioning. The Decision-maker can only rely on whatever relevant evidence is available through the investigation and hearing in making the ultimate determination of responsibility. The Decision-maker may not draw any inference solely from a party's or witness's absence from the hearing or refusal to submit to cross-examination or answer other questions.

#### **Hearing Recordings**

Hearings (but not deliberations) are recorded by Cedar Crest College for purposes of review in the event of an appeal. The parties may not record the proceedings and no other unauthorized recordings are permitted.

The Decision-maker, the parties, their Advisors, and appropriate administrators of Cedar Crest College will be permitted to review the recording or review a transcript of the recording, upon request to the Title IX Coordinator. No person will be given or be allowed to make a copy of the recording without permission of the Title IX Coordinator.

#### **Deliberation, Decision-making, and Standard of Proof**

The Decision-maker will deliberate in closed session to determine whether the Respondent is responsible for the policy violation(s) in question. The preponderance of the evidence standard of proof is used.

When there is a finding of responsibility on one or more of the allegations, the Decision-maker may then consider the previously submitted party impact and/or mitigation statement(s) in determining appropriate sanction(s). The Decision Maker will ensure that each of the parties has an opportunity to review any submitted impact and/or mitigation statement(s) once they are submitted.

The Decision-maker will also review any pertinent conduct history provided by the Title IX Coordinator and will recommend the appropriate sanction(s) in consultation with the Title IX Coordinator as required.

The Decision Maker will then prepare a written statement detailing all findings and final determinations, the rationale(s) explaining the decision(s), the evidence used in support of the determination(s), the evidence not relied upon in the determination(s), any credibility assessments, and any sanction(s) or recommendation(s) and rationales explaining the sanction(s) and will deliver the statement to the Title IX Coordinator.

This statement is typically three to five (3-5) pages in length and must be submitted to the Title IX Coordinator within two (2) business days of the end of deliberations unless the Title IX Coordinator grants an extension. If an extension is granted, the Title IX Coordinator will notify the parties.

### **Notice of Outcome**

Using the deliberation statement, the Title IX Coordinator will work with the Decision Maker to prepare a Notice of Outcome letter. The Title IX Coordinator will then share the letter, which includes the final determination, rationale, and any applicable sanction(s), with the parties and their Advisors within 7 business days of receiving the deliberation statement.

The Notice of Outcome will be shared with the parties simultaneously. Notification will be made in writing and may be delivered by one or more of the following methods: emailed to the parties' Cedar Crest College-issued email or otherwise approved account. Once emailed, notice will be presumptively delivered.

The Notice of Outcome will articulate the specific alleged policy violation(s), including the relevant policy section(s), and will contain a description of the procedural steps taken by Cedar Crest College from the receipt of the misconduct report to the determination, including any and all notifications to the parties, interviews with parties and witnesses, site visits, methods used to obtain evidence, and hearings held.

The Notice of Outcome will specify the finding for each alleged policy violation; the findings of fact that support the determination; conclusions regarding the application of the relevant policy to the facts at issue; a statement of, and rationale for, the result of each allegation to the extent Cedar Crest College is permitted to share such information under state or federal law; any sanction(s) issued which Cedar Crest College is permitted to share according to state or federal law; and whether remedies will be provided to the Complainant to ensure access to Cedar Crest College's educational or employment program or activity.

The Notice of Outcome will also include information on when the results are considered final by Cedar Crest College, will note any changes to the outcome and/or sanction(s) that occur prior to finalization, and the relevant procedures and bases for appeal.

### **Rights of the Parties (See Appendix B)**

#### **Sanctions**

Factors considered when determining a sanction/responsive action may include, but are not limited to:

- The nature, severity of, and circumstances surrounding the violation(s)
- The Respondent's disciplinary history
- The need for sanctions/responsive actions to bring an end to the sexual harassment and/or retaliation
- The need for sanctions/responsive actions to prevent the future recurrence of sexual harassment and/or retaliation
- The need to remedy the effects of the sexual harassment and/or retaliation on the Complainant and the community
- The impact on the parties
- Any other information deemed relevant by the Decision-maker(s)

The sanctions will be implemented as soon as is feasible, either upon the outcome of any appeal or the expiration of the window to appeal without an appeal being requested.

The sanctions described in this Policy are not exclusive of, and may be in addition to, other actions taken, or sanctions imposed, by external authorities.

If it is later determined that a party or witness intentionally provided false or misleading information, that action could be grounds for re-opening a grievance process at any time, and/or referring that information to another process for resolution.

#### **Student Sanctions**

The following are the common sanctions that may be imposed upon students singly or in combination:

- *Warning*: A formal statement that the conduct was unacceptable and a warning that further violation of any Cedar Crest College policy, procedure, or directive will result in more severe sanctions/responsive actions.
- *Required Counseling*: A mandate to meet with and engage in either Cedar Crest College-sponsored or external counseling to better comprehend the misconduct and its effects.
- *Probation*: A written reprimand for violation of institutional policy, providing for more severe disciplinary sanctions in the event that the student or organization is found in violation of any

institutional policy, procedure, or directive within a specified period of time. Terms of the probation will be articulated and may include denial of specified social privileges, exclusion from co-curricular activities, exclusion from designated areas of campus, no-contact orders, and/or other measures deemed appropriate.

- **Suspension:** Termination of student status for a definite period of time not to exceed two years and/or until specific criteria are met. Students who return from suspension are automatically placed on probation through the remainder of their tenure as a student at Cedar Crest.
- **Expulsion:** Permanent termination of student status and revocation of rights to be on campus for any reason or to attend Cedar Crest College-sponsored events. **Withholding Diploma:** Cedar Crest College may withhold a student's diploma for a specified period of time and/or deny a student participation in commencement activities as a sanction if the student is found responsible for violating policy.
- **Revocation of Degree:** Cedar Crest College reserves the right to revoke a degree previously awarded from Cedar Crest College for fraud, misrepresentation, and/or other violation of Cedar Crest College policies, procedures, or directives in obtaining the degree, or for other serious violations committed by a student prior to graduation.
- **Other Actions:** In addition to or in place of the above sanctions, Cedar Crest College may assign any other sanctions as deemed appropriate.

### **Student Organization Sanctions**

The following are the common sanctions that may be imposed upon student organizations singly or in combination:

- **Warning:** A formal statement that the conduct was unacceptable and a warning that further violation of any Cedar Crest College policy, procedure, or directive will result in more severe sanctions/responsive actions.
- **Probation:** A written reprimand for violation of institutional policy, providing for more severe disciplinary sanctions in the event that the organization is found in violation of any institutional policy, procedure, or directive within a specified period of time. Terms of the probation will be articulated and may include denial of specified social and event privileges, denial of Cedar Crest College funds, ineligibility for honors and awards, restrictions on new member recruitment, no-contact orders, and/or other measures deemed appropriate.
- **Suspension:** Termination of student organization recognition for a definite period of time not to exceed two years and/or until specific criteria are met. During the suspension period, a student organization may not conduct any formal or informal business or participate in Cedar Crest College-related activities, whether they occur on or off campus. Re-recognition is possible but not guaranteed and will only be considered after the end of the suspension period and based on meeting all re-recognition criteria and obtaining clearance from Cedar Crest College.
- **Expulsion:** Permanent termination of student organization recognition and revocation of the privilege to congregate and conduct business on campus as an organization for any reason.
- **Loss of Privileges:** Restricted from accessing specific Cedar Crest College privileges for a specified period of time.

- *Other Actions:* In addition to or in place of the above sanctions, Cedar Crest College may assign any other sanctions as deemed appropriate.

### **Employee Sanctions/Responsive/Corrective Actions**

Responsive actions for an employee who has engaged in sexual harassment and/or retaliation include:

- *Verbal or Written Warning*
- *Performance Improvement Plan/Management Process*
- *Enhanced Supervision, Observation, or Review*
- *Required Counseling*
- *Required Training or Education*
- *Probation*
- *Denial of Pay Increase/Pay Grade*
- *Loss of Oversight or Supervisory Responsibility*
- *Demotion*
- *Transfer*
- *Reassignment*
- *Delay of (or referral for delay of) Tenure Track Progress*
- *Assignment to New Supervisor*
- *Restriction of Stipends, Research, and/or Professional Development Resources*
- *Suspension/Administrative Leave with Pay*
- *Suspension/Administrative Leave without Pay*
- *Termination*
- *Other Actions:* In addition to or in place of the above sanctions/responsive actions, Cedar Crest College may assign any other responsive actions as deemed appropriate.

### **Withdrawal or Resignation Before Complaint Resolution**

#### **Students**

Should a Respondent decide not to participate in the Resolution Process, the process proceeds absent their participation to a reasonable resolution. Should a student Respondent permanently withdraw from Cedar Crest College, the Resolution Process typically ends with dismissal, as Cedar Crest College has lost primary disciplinary jurisdiction over the withdrawn student. However, Cedar Crest College may continue the Resolution Process when, at the discretion of the Title IX Coordinator, doing so may be necessary to address safety and/or remedy any ongoing effects of the alleged sexual harassment and/or retaliation.

Regardless of whether the complaint is dismissed or pursued to completion of the Resolution Process, Cedar Crest College will continue to address and remedy any systemic issues or concerns that may have contributed to the alleged violation(s), and any ongoing effects of the alleged sexual harassment and/or retaliation. The student who withdraws or leaves while the process is pending may not be eligible to return to Cedar Crest College, until the pending process has been completed. A hold will be placed on the Respondent's record indicating that the Respondent should contact the Dean of Student's Office.

If the student Respondent only withdraws or takes a leave for a specified period of time (e.g., one semester or term), the Resolution Process may continue remotely and, if found in violation, that student is not permitted to return to Cedar Crest College unless and until all sanctions, if any, have been satisfied.

**Employees:**

Should an employee Respondent resign with unresolved allegations pending, the Resolution Process typically ends with dismissal, as Cedar Crest College has lost primary disciplinary jurisdiction over the resigned employee. However, Cedar Crest College may continue the Resolution Process when, at the discretion of the Title IX Coordinator, doing so may be necessary to address safety and/or remedy any ongoing effects of the alleged sexual harassment and/or retaliation.

Regardless of whether the complaint matter is dismissed or pursued to completion of the Resolution Process, Cedar Crest College will continue to address and remedy any systemic issues or concerns that contributed to the alleged violation(s), and any ongoing effects of the alleged sexual harassment and/or retaliation.

The employee who resigns with unresolved allegations pending is not eligible for academic admission or rehire with Cedar Crest College unless and until the allegations are resolved. The records retained by the Title IX Coordinator and Human Resources will reflect that status.

All Recipient responses to future inquiries regarding employment references for that individual will include that the former employee resigned during a pending disciplinary matter.

**Appeals**

Any party may submit a written request for appeal (“Request for Appeal”) to the Title IX Coordinator within 3 business days of the delivery of the Notice of Outcome.

A single Appeal Decision-maker will Chair the appeal. No Appeal Decision-maker will have been previously involved in the Resolution Process for the complaint, including in any dismissal appeal that may have been heard earlier in the process.

The Request for Appeal will be forwarded to the Appeal Decision Maker or designee for consideration to determine if the request meets the grounds for appeal (a Review for Standing). This review is not a review of the merits of the appeal, but solely a determination as to whether the request meets the grounds and is timely filed.

**Grounds for Appeal**

Appeals are limited to the following grounds:

- 1) A procedural irregularity affected the outcome of the matter

- 2) New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter
- 3) The Title IX Coordinator, Investigator(s), or Decision-maker(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the specific Complainant or Respondent that affected the outcome of the matter

If any of the grounds in the Request for Appeal do not meet the grounds in this Policy, that request will be denied by the Appeal Decision Maker and the parties and their Advisors will be notified in writing of the denial and the rationale.

If any of the grounds in the Request for Appeal meet the grounds in this Policy, then the Appeal Decision Maker will notify all parties and their Advisors, the Title IX Coordinator, and, when appropriate, the Investigator(s) and/or the original Decision-maker.

All other parties and their Advisors, the Title IX Coordinator, and, when appropriate, the Investigator(s) and/or the original Decision-maker(s) will be emailed, a copy of the Request for Appeal with the approved grounds and then be given 5 business days to submit a response to the portion of the appeal that was approved and involves them. All responses, if any, will be forwarded by the Appeal Decision Maker to all parties for review and comment.

The non-appealing party (if any) may also choose to appeal at this time. If so, that will be reviewed to determine if it meets the grounds in this Policy by the Appeal Decision Maker and either denied or approved. If approved, it will be forwarded to the party who initially requested an appeal, the Title IX Coordinator, and the Investigator(s) and/or original Decision-maker(s), as necessary, who will submit their responses, if any, within 5 business days. Any such responses will be circulated for review and comment by all parties. If not approved, the parties will be notified accordingly, in writing.

Neither party may submit any new requests for appeal after this time period. The Appeal Decision Maker will collect any additional information needed and all documentation regarding the approved grounds for appeal, and the subsequent responses and the Appeal Decision Maker will render a decision within no more than 7 business days, barring exigent circumstances. All decisions apply the preponderance of the evidence.

A Notice of Appeal Outcome will be sent to all parties simultaneously. The Notice of Appeal Outcome will specify the finding on each ground for appeal, any specific instructions for remand or reconsideration, any sanction(s) that may result which Cedar Crest College is permitted to share according to state or federal law, and the rationale supporting the essential findings to the extent Cedar Crest College is permitted to share under state or federal law.

Notification will be made in writing and may be delivered by one or more of the following methods: in person, emailed to the parties' Cedar Crest College-issued email or otherwise approved account. Once emailed and/or received in-person, notice will be presumptively delivered.

### **Sanctions Status During the Appeal**

Any sanctions imposed as a result of the hearing are stayed (i.e.: not implemented) during the appeal process. Supportive measures may be reinstated, subject to the same supportive measure procedures above.

If any of the sanctions are to be implemented immediately post-hearing, but pre-appeal, then the emergency removal procedures (detailed above) for a show cause meeting on the justification for doing so must be permitted within 48 hours of implementation. If the original sanctions include separation in any form, Cedar Crest College may place a hold on official transcripts, diplomas, graduations, course registration, etc. pending the outcome of an appeal. The Respondent may request a stay of these holds from the Title IX Coordinator within two (2) business days of the notice of the sanctions. The request will be evaluated by the Title IX Coordinator or designee, whose determination is final.

### **Appeal Considerations**

- Appeals are not intended to provide for a full re-hearing (de novo) of the allegation(s). In most cases, appeals are confined to a review of the written documentation or record of the original hearing and pertinent documentation regarding the specific grounds for appeal.
- Decisions on appeal are to be deferential to the original determination, making changes to the finding only when there is clear error and to the sanction(s)/responsive action(s) only if there is a compelling justification to do so.
- An appeal is not an opportunity for an Appeal Decision-maker to substitute their judgment for that of the original Decision-maker merely because they disagree with the finding and/or sanction(s).
- The Appeal Decision-maker may consult with the Title IX Coordinator and/or legal counsel on questions of procedure or rationale, for clarification, if needed. Documentation of all such consultation will be maintained.
- Appeals granted should normally be remanded (or partially remanded) to the original Investigator(s) and/or Decision-maker for reconsideration.
- Once an appeal is decided, the outcome is final: further appeals are not permitted, even if a decision or sanction is changed on remand (except in the case of a new hearing).
- In rare cases where an error cannot be cured by the original Investigator(s) and/or Decision-maker or the Title IX Coordinator (as in cases of bias), the Appeal Decision-maker may order a new investigation and/or a new hearing with new Pool members serving in the Investigator and Decision-maker roles.
- The results of a new hearing can be appealed, once, on any of the three available appeal grounds.
- In cases that result in reinstatement to Cedar Crest College or resumption of privileges, all reasonable attempts will be made to restore the Respondent to their prior status, recognizing that some opportunities lost may be irreparable in the short term.

### **Long-Term Remedies/Other Actions**

Following the conclusion of the Resolution Process, and in addition to any sanctions implemented, the Title IX Coordinator may implement additional long-term remedies or actions with respect to the parties and/or the institutional community that are intended to stop the sexual harassment and/or retaliation, remedy the effects, and prevent reoccurrence.

These remedies/actions may include, but are not limited to:

- Referral to counseling and health services
- Referral to the Employee Assistance Program
- Education to the individual and/or the community
- Permanent alteration of housing assignments
- Permanent alteration of work arrangements for employees
- Provision of campus safety escorts
- Climate surveys
- Policy modification and/or training
- Provision of transportation assistance
- Implementation of long-term contact limitations between the parties
- Implementation of adjustments to academic deadlines, course schedules, etc.

At the discretion of the Title IX Coordinator, certain long-term support or measures may also be provided to the parties even if no policy violation is found.

When no policy violation is found, the Title IX Coordinator will address any remedies Cedar Crest College owes the Respondent to ensure no effective denial of educational access.

Cedar Crest College will maintain the confidentiality of any long-term remedies/actions/measures, provided confidentiality does not impair Cedar Crest College's ability to provide these services.

### **Failure to Comply with Sanctions and/or Responsive Actions**

All Respondents are expected to comply with the assigned sanctions, responsive actions, and/or corrective actions within the timeframe specified by the final Decision-maker (including the Appeal Decision-maker).

Failure to abide by the sanction(s)/action(s) imposed by the date specified, whether by refusal, neglect, or any other reason, may result in additional sanction(s)/action(s), including suspension, expulsion, and/or termination from Cedar Crest College. If requested, supervisors are expected to enforce completion of sanctions/responsive actions for their employees.

A suspension will only be lifted when compliance is achieved to the satisfaction of the Title IX Coordinator.

### **Recordkeeping**

Cedar Crest College will maintain for a period of seven years following the conclusion of the Resolution Process, records of:

- 1) Each sexual harassment investigation including any determination regarding responsibility and any audio or audiovisual recording or transcript required under federal regulation
- 2) Any disciplinary sanctions imposed on the Respondent
- 3) Any remedies provided to the Complainant designed to restore or preserve equal access to Cedar Crest College's education program or activity
- 4) Any appeal and the result therefrom
- 5) Any Informal Resolution and the result therefrom
- 6) All materials used to train Title IX Coordinators, Investigators, Decision-makers, and any person who facilitates an Informal Resolution process. Cedar Crest College will make these training materials publicly available on Cedar Crest College's website.
- 7) Any actions, including any supportive measures, taken in response to a report or Formal Complaint of sexual harassment, including:
  - a. The basis for all conclusions that the response was not deliberately indifferent
  - b. Any measures designed to restore or preserve equal access to Cedar Crest College's education program or activity
  - c. If no supportive measures were provided to the Complainant, document the reasons why such a response was not clearly unreasonable in light of the known circumstances

Cedar Crest College will also maintain any and all records in accordance with state and federal laws.

#### **Disability Accommodations in the Resolution Process**

Cedar Crest College is committed to providing reasonable accommodations and support to qualified students, employees, or others with disabilities to ensure equal access to Cedar Crest College's Resolution Process.

Anyone needing such accommodations or support should contact the Director Student Accessibility Services or Appropriate HR individual if employee, who will review the request and, in consultation with the person requesting the accommodation and the Title IX Coordinator, determine which accommodations are appropriate and necessary for full participation in the process.

#### **Revision of this Policy and Procedures**

This Policy and procedures supersede any previous policies addressing sexual harassment, sexual misconduct, and/or retaliation for incidents occurring on or after August 14, 2020, under Title IX and will be reviewed and updated annually by the Title IX Coordinator. Cedar Crest College reserves the right to make changes to this document as necessary, and once those changes are posted online, they are in effect.

During the Resolution Process, the Title IX Coordinator may make minor modifications to procedures that do not materially jeopardize the fairness owed to any party, such as to accommodate summer schedules. The Title IX Coordinator may also vary procedures materially with notice (on the institutional website, with the appropriate

effective date identified) upon determining that changes to law or regulation require Policy or procedural alterations not reflected in this Policy and procedures.

If government laws or regulations change—or court decisions alter—the requirements in a way that impacts this document, this document will be construed to comply with the most recent government laws or regulations or court holdings.

This document does not create legally enforceable protections beyond the protections of the background state and federal laws which frame such policies and codes, generally.

This Policy and procedures are effective August 1, 2025.

BASED ON THE ATIXA 2022 MODEL SEXUAL HARASSMENT POLICIES AND PROCEDURES  
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## **APPENDIX A: PROHIBITED CONDUCT EXAMPLES (TITLE IX)**

### Examples of possible Title IX Sexual Harassment:

- A professor offers for a student to have sex or go on a date with them in exchange for a good grade. This constitutes sexual harassment regardless of whether the student agrees to the request and irrespective of whether a good grade is promised or a bad grade is threatened.
- A student repeatedly sends graphic, sexually oriented jokes and pictures to hundreds of other students via social media. Many don't find it funny and ask them to stop, but they do not. Because of these jokes, one student avoids the sender on campus and in the residence hall in which they both live, eventually asking to move to a different building and dropping a class they had together.
- A professor engages students in class in discussions about the students' past sexual experiences, yet the conversations are not in any way germane to the subject matter of the class. The professor inquires about explicit details and demands that students answer them, though the students are clearly uncomfortable and hesitant.
- An ex-partner widely spreads false stories about their sex life with their former partner to the clear discomfort and frustration of the former partner, turning the former partner into a social pariah on campus.
- Chris has recently transitioned from male to nonbinary, but primarily expresses as a female. Since their transition, Chris has noticed that their African Studies professor, Dr. Mukembo, pays them a lot more attention. Chris is sexually attracted to Professor Mukembo and believes the attraction is mutual. Chris decides to act on the attraction. One day, Chris visits Dr. Mukembo during office hours, and after a long conversation about being nonbinary, Chris kisses Dr. Mukembo. Dr. Mukembo is taken aback, stops the kiss, and tells Chris not to do that. Dr. Mukembo explains to Chris that they are not sexually or romantically interested in Chris. Chris takes it hard, crying to Dr. Mukembo about how hard it is to find someone who is interested in them now based on their gender identity. Dr. Mukembo feels sorry for Chris and softens the blow by telling them that no matter whether they like Chris or not, faculty-student relationships are prohibited by the university. Chris takes this as encouragement.

One night, Chris goes to a gay bar some distance from campus and sees Dr. Mukembo there. Chris tries to buy Dr. Mukembo a drink and, again, tries to kiss Dr. Mukembo. Dr. Mukembo leaves the bar abruptly. The next day, Chris makes several online posts that out Dr. Mukembo as gay and raise questions about whether they are sexually involved with students. Dr. Mukembo contacts the Title IX Office and alleges that Chris is sexually harassing him.

### Examples of Stalking:

- Students A and B were "friends with benefits." Student A wanted a more serious relationship, which caused student B to end the relationship. Student A could not let go and relentlessly pursued Student B.

Student B obtained a campus no-contact order. Subsequently, Student B discovered their social media accounts were being accessed, and things were being posted and messaged as if they were from them, but they were not. Whoever accessed their account posted a picture of a penis, making it look as if Student B had sent out a picture of themselves, though it was not their penis. This caused them considerable embarrassment and social anxiety. They changed their passwords, only to have it happen again. Seeking help from the Title IX Coordinator, Student B met with the IT department, which discovered an app on their phone and a keystroke recorder on their laptop, both of which were being used to transmit their data to a third party.

- A graduate student working as an on-campus tutor received flowers and gifts delivered to their office. After learning the gifts were from a student they recently tutored, the graduate student thanked the student and stated that it was not necessary, and they would appreciate it if the gift deliveries stopped. The student then started leaving notes of love and gratitude on the tutor's car, both on-campus and at home. Asked again to stop, the student stated by email, "You can ask me to stop, but I'm not giving up. We are meant to be together, and I'll do anything to make you have the feelings for me that I have for you." When the tutor did not respond, the student emailed again, "You cannot escape me. I will track you to the ends of the earth. If I can't have you, no one will."

#### Examples of Sexual Assault:

- Amanda and Bill meet at a party. They spend the evening dancing and getting to know each other. Bill convinces Amanda to come up to his room. From 11:00 p.m. until 3:00 a.m., Bill uses every line he can think of to convince Amanda to have sex with him, but she adamantly refuses. Despite her clear communications that she is not interested in doing anything sexual with him, Bill keeps at her, questions her religious convictions, and accuses her of being "a prude." He brings up several rumors that he has heard about how she performed oral sex on a number of other guys. Finally, it seems to Bill that her resolve is weakening, and he convinces her to "jerk him off" (hand to genital contact). Amanda would have never done it but for Bill's incessant coercion.
- Jiang is a junior. Beth is a sophomore. Jiang comes to Beth's residence hall room with some mutual friends to watch a movie. Jiang and Beth, who have never met before, are attracted to each other. After the movie, everyone leaves, and Jiang and Beth are alone. They hit it off, soon become more intimate, and start to make out. Jiang verbally expresses his desire to have sex with Beth. Beth, who was abused by a babysitter at the age of five and avoids sexual relations as a result, is shocked at how quickly things are progressing. As Jiang takes her by the wrist over to the bed, lays her down, undresses her, and begins to have intercourse with Beth. Beth has a severe flashback to her childhood trauma. She wants to tell Jiang to stop but cannot. Beth is stiff and unresponsive during the intercourse.
- Kevin and John are at a party. Kevin is not sure how much John has been drinking, but he is pretty sure it's a lot. After the party, he walks John to his apartment, and John comes on to Kevin, initiating sexual activity. Kevin asks John if he is really up to this, and John says yes. They remove each other's clothes, and they end up in John's bed. Suddenly, John runs for the bathroom. When he returns, his face is pale, and Kevin thinks he may have thrown up. John gets back into bed, and they begin to have sexual

intercourse. Kevin is having a good time, though he can't help but notice that John seems pretty groggy and passive, and he thinks John may have even passed out briefly during sex, but he came to again. When Kevin runs into John the next day, he thanks him for the great night. John remembers nothing and decides to make a report to the Dean.

Examples of Retaliation:

- A student-athlete alleges sexual harassment by a coach; the coach subsequently cuts the student-athlete's playing time without a legitimate justification.
- A faculty member alleges gender inequity in pay within her department; the Department Chair then revokes approval for the faculty member to attend a national conference, citing the faculty member's tendency to "ruffle feathers."
- A student from Organization A participates in a sexual harassment investigation as a witness whose testimony is damaging to the Respondent, who is also a member of Organization A; the student is subsequently removed as a member of Organization A because of their participation in the investigation.

## **APPENDIX B: STATEMENT OF RIGHTS OF THE PARTIES**

- The right to an equitable investigation and resolution of all credible allegations of prohibited harassment or retaliation made in good faith to Cedar Crest College officials.
- The right to timely written notice of all alleged violations, including the identity of the parties involved (if known), the precise misconduct being alleged, the date and location of the alleged misconduct (if known), the implicated policies and procedures, and possible sanctions.
- The right to timely written notice of any material adjustments to the allegations (e.g., additional incidents or allegations, additional Complainants, unsubstantiated allegations) and any attendant adjustments needed to clarify potentially implicated policy violations.
- The right to be informed in advance of any public release of information by Cedar Crest College regarding the allegation(s) or underlying incident(s), whenever possible.
- The right not to have any personally identifiable information released by Cedar Crest College to the public without consent provided, except to the extent permitted by law.
- The right to be treated with respect by Cedar Crest College officials.
- The right to have Cedar Crest College policy and these procedures followed without material deviation.
- The right not to be pressured to mediate or otherwise informally resolve any reported misconduct involving violence, including sexual violence.
- The right not to be discouraged by Cedar Crest College officials from reporting sexual harassment or retaliation to both on-campus and off-campus authorities.
- The right to be informed by Cedar Crest College officials of options to notify proper law enforcement authorities, including on-campus and local police, and the option(s) to be assisted by Cedar Crest College in notifying such authorities, if the party so chooses. This also includes the right not to be pressured to report.
- The right to have allegations of violations of this Policy responded to promptly and with sensitivity by Cedar Crest College Campus Police and/or other Cedar Crest College officials.
- The right to be informed of available supportive measures, such as counseling; advocacy; health care; student financial aid, visa, and immigration assistance; and/or other services, both on campus and in the community.

- The right to a Cedar Crest College-implemented no-contact order or a no-trespass order against a non-affiliated third party when a person has engaged in or threatens to engage in stalking, threatening, harassing, or other improper conduct.
- The right to be informed of available assistance in changing academic, living, and/or working situations after an alleged incident of sexual harassment and/or retaliation, if such changes are reasonably available. No formal report, or investigation, either institutional or criminal, needs to occur before this option is available. Such actions may include, but are not limited to:
  - Relocating an on-campus student's housing to a different on-campus location
  - Changing an employee's work environment (e.g., reporting structure, office/workspace relocation)
  - Visa/immigration assistance
  - Arranging to dissolve a housing contract and provide a pro-rated refund
  - Exam, paper, and/or assignment rescheduling or adjustment
  - Receiving an incomplete in, or a withdrawal from, a class (may be retroactive)
  - Transferring class sections
  - Temporary withdrawal/leave of absence (may be retroactive)
  - Campus safety escorts
  - Alternative course completion options
- The right to have Cedar Crest College maintain such actions for as long as necessary and for supportive measures to remain confidential, provided confidentiality does not impair Cedar Crest College's ability to provide the supportive measures.
- The right to receive sufficiently advanced, written notice of any Cedar Crest College meeting or interview involving another party, when possible.
- The right to identify and have the Investigator(s), Advisors, and/or Decision-maker(s) question relevant available witnesses, including expert witnesses.
- The right to provide the Investigator(s)/Decision-maker(s) with a list of questions that, if deemed relevant by the Investigator(s)/Decision-maker(s), may be asked of any party or witness.
- The right to have inadmissible sexual predisposition/prior sexual history or irrelevant character evidence excluded by the Decision-maker(s).
- The right to know the relevant and directly related evidence obtained and to respond to that evidence.
- The right to a fair opportunity to provide the Investigator(s) with their account of the alleged misconduct and have that account be on the record.

- The right to receive a copy of all relevant and directly related evidence obtained during the investigation, subject to privacy limitations imposed by state and federal law, and a ten (10)-business-day period to review and comment on the evidence.
- The right to receive a copy of the final investigation report, including all factual, policy, and/or credibility analyses performed, and to have at least ten (10) business days to review and comment on the report prior to the hearing.
- The right to be informed of the names of all witnesses whose information will be used to make a finding, in advance of that finding, when relevant.
- The right to regular updates on the status of the investigation and/or resolution.
- The right to have reports of alleged Policy violations addressed by Investigators, Title IX Coordinators, and Decision-maker(s) who have received relevant annual training.
- The right to preservation of confidentiality/privacy, to the extent possible and permitted by law.
- The right to meetings, interviews, and/or hearings that are closed to the public.
- The right to petition that any Cedar Crest College representative in the process be recused on the basis of disqualifying bias and/or conflict of interest.
- The right to have an Advisor of their choice to accompany and assist the party in all meetings and/or interviews associated with the Resolution Process.
- The right to the use of the appropriate standard of evidence, preponderance of the evidence to make a Finding and Final Determination after an objective evaluation of all relevant evidence.
- The right to be present, including presence via remote technology, during all testimony given and evidence presented during any hearing.
- The right to have an impact and/or mitigation statement considered by the Decision-maker following a determination of responsibility for any allegation, but prior to sanctioning.
- The right to be promptly informed of the finding(s) and sanction(s) (if any) of the Resolution Process and a detailed rationale of the decision (including an explanation of how credibility was assessed) in a written Notice of Outcome letter delivered simultaneously (without undue delay) to the parties.
- The right to be informed in writing of when a decision by Cedar Crest College is considered final and any changes to the Final Determination or sanction(s) that occur post Notification of Outcome.

- The right to be informed of the opportunity to appeal the finding(s) and sanction(s) of the Resolution Process, and the procedures for doing so in accordance with the standards for appeal established by Cedar Crest College.
- The right to a fundamentally fair resolution as defined in these procedures.

## **APPENDIX C: VIOLENCE RISK ASSESSMENT (VRA)**

Threat assessment is the process of assessing the actionability of violence by an individual against another person or group following the issuance of a direct or conditional threat. A ***Violence Risk Assessment (VRA)*** is a broader term used to assess any potential violence or danger, regardless of the presence of a vague, conditional, or direct threat.

The implementation of VRAs require specific training and are typically conducted by psychologists, clinical counselors, social workers, case managers, law enforcement officers, student conduct officers, and/or other Behavioral Intervention Team (BIT) (sometimes also known as CARE teams) members.

A VRA occurs in collaboration with the BIT, CARE, and/or threat assessment team and must be understood as an ongoing process, rather than a singular evaluation or meeting. A VRA is not an evaluation for an involuntary behavioral health hospitalization (e.g., 5150 in California, Section XII in Massachusetts, Baker Act in Florida), nor is it a psychological or mental health assessment.

A VRA assesses the risk of actionable violence, often with a focus on targeted/predatory escalations, and is supported by research from the fields of law enforcement, criminology, human resources, and psychology.

When conducting a VRA, the assessor(s) use an evidence-based process consisting of:

- 1) An appraisal of ***risk factors*** that escalate the potential for violence
- 2) A determination of ***stabilizing influences*** that reduce the risk of violence
- 3) A contextual ***analysis of violence risk*** by considering environmental circumstances, hopelessness, and suicidality; catalyst events; nature and actionability of threat; fixation and focus on target; grievance collection; and action and time imperative for violence
- 4) The application of ***intervention and management*** approaches to reduce the risk of violence

To assess an individual's level of violence risk, the Title IX Coordinator will initiate the violence risk assessment process through the BIT. The BIT will assign a trained individual(s) to perform the assessment, according to the specific nature of the Title IX case.

The assessor(s) will follow the process for conducting a violence risk assessment utilizing the NaBITA Risk Assessment Rubric and will rely on a consistent, research-based, reliable system that allows for the evaluation of the risk levels.

The VRA is conducted independently from the Title IX process, informed by it, but free from pressure to produce a specific outcome. The individual(s) conducting the assessment will be trained to mitigate any bias and provide the analysis and findings in a fair and equitable manner.

The BIT member(s) conduct a VRA process and makes a recommendation to the Title IX Coordinator as to whether the VRA indicates there is a substantial, compelling, and/or immediate risk to the health and/or safety of an individual or the community.

## **APPENDIX D: RECORD MAINTENANCE AND ACCESS POLICY**

### **Policy Scope:**

This policy covers records maintained in any medium that are created pursuant to Cedar Crest College's Sexual Misconduct Policy and/or the regular business of Cedar Crest College's Dean of Students Office. All such records are considered private or confidential by the Dean of Students Office, in accordance with FERPA and the directive from the Department of Education to maintain the confidentiality of records related to Title IX. These records may be shared internally with those who have a legitimate educational interest and will be shared with the parties to a complaint under applicable state and/or federal law, including the Title IX regulations, FERPA, and/or the Clery Act/VAWA § 304. The Dean of Students Office controls the dissemination and sharing of any records under its control.

### **Types of Records Covered Under this Policy:**

Records Pertaining to the Resolution Process. These records include, but are not limited to:

- Documentation of notice to the institution including incident reports
- Anonymous reports later linked to a specific incident involving known parties
- Any documentation supporting the initial assessment
- Investigation-related evidence (e.g., physical and documentary evidence collected and interview transcripts)
- Dismissal-related documentation
- Documentation related to the Resolution Process
- The final investigation report
- Remedy-related documentation
- Supportive measures-related documentation
- Hearing recordings and records
- Appeal-related documentation
- Informal resolution records
- Notices of Outcome
- Records documenting that Cedar Crest College's response was not deliberately indifferent
- Any other records typically maintained by Cedar Crest College as part of the case file

Specific examples of records pertaining to the Resolution Process may include, but are not limited to: anonymous reports later identified; intake documentation; incident reports; the written complaint; the names of the Complainant, the Respondent; any witnesses; any relevant statements or other evidence obtained; interview notes or transcripts; timelines, flowcharts and other forms used in the investigation process; witness lists, correspondence, telephone logs, evidence logs and other documents related to the processing of an investigation; correspondence relating to the substance of the investigation; supportive measures implemented on behalf of the Complainant or Respondent; actions taken to restrict/remove the Respondent; correspondence with the parties; medical, mental health, medical, and forensic record evidence obtained with consent during the course of the investigation; police reports; expert sources used in consideration of the evidence; documentation of outcome and rationale; correspondence and documentation of the appeals process;

documentation of any sanctions/discipline resulting from the Resolution Process; and documentation of reported retaliatory behavior as well as all actions taken to address these reports.

**Drafts and Working Files:** Preliminary drafts and “working files” are not considered records that must be maintained by Cedar Crest College, and these are typically destroyed during the course of an investigation or at the conclusion of the Resolution Process. They are preliminary versions of records and other documents that do not state a final position on the subject matter reviewed or are not considered to be in final form by their creator and/or the Title IX Coordinator. An example of a “working file” would be the investigator notes made during one interview with topics the investigator wants to revisit in subsequent interviews. Sole possession records maintained as such in accordance with FERPA are also included in this category. All drafts of investigation reports shared with the parties are maintained.

**Attorney Work-Product:** Communications from the Title IX Coordinator or their designees with Cedar Crest College’s legal counsel may be work product protected by attorney-client privilege. These communications are not considered records to be maintained by the Dean of Students Office or accessible under this policy unless the Title IX Coordinator, in consultation with legal counsel as necessary, determines that these communications should be included as accessible records.

**Record Storage:**

Records may be created and maintained in different media formats; this policy applies to all records, irrespective of format. All records created pursuant to the Policy, as defined above, must be stored in database/digital format. The complete file must be transferred to the Dean of Students Office within fourteen (14) business days of resolution of the complaint (including any appeal), if the file is not already maintained within the Dean of Students Office. Security protocols must be in place to preserve the integrity and privacy of any parts of any record that are maintained in the Dean of Students Office during the pendency of an investigation.

The Dean of Students Office will store all records created pursuant to the Policy, regardless of the identities of the parties. Parallel records should be maintained in the Office of Human Resources if pertaining to an employee, respectively and should be maintained in accordance with the security protocols of those offices. Any extra (non-essential) copies of the records (both digital and paper) must be destroyed.

A copy of records showing compliance with Clery Act requirements by Title IX personnel will be maintained along with the case file in the Dean of Students Office and in a separate aggregate annual Clery Act composite file, as well.

Cedar Crest College will maintain an access log of each case file, showing when and by whom it was accessed, and for what purpose.

**Record Retention:**

All records created and maintained pursuant to the Policy must be retained indefinitely by the Dean of Students Office [in database/digital unless destruction or expungement is authorized by the Title IX Coordinator, who

may act under their own discretion, or in accordance with a duly executed and binding settlement of claim, and/or by court or government order.

**Record Access:**

Access to records created pursuant to the Policy or housed in the Dean of Students Office is strictly limited to the Title IX Coordinator and any individual the Coordinator authorizes in writing, at their discretion or via permission levels within the database. Those who are granted broad access to the records of the Dean of Students Office are expected to only access records pertinent to their scope or work or specific assignment. Anyone who accesses such records without proper authorization may be subject to an investigation and possible discipline/sanction. The discipline/sanction for unauthorized access of records covered by this policy will be at the discretion of the appropriate disciplinary authority, consistent with other relevant Cedar Crest College policies and procedures.

Student parties may request access to their case file. Cedar Crest College will provide access or a copy within 45 days of the request. Appropriate redactions of personally identifiable information may be made before inspection or any copy is shared.

During the investigation, materials may be shared with the parties using secure file transmission software. Any such file will be watermarked by the Dean of Students Office before being shared, with the watermark identifying the role of the recipient in the process (Complainant, Respondent, Hearing Decision-maker, Complainant’s Advisor, etc.).

**Record Security:**

The Title IX Coordinator is expected to maintain appropriate security practices for all records, including password protection, lock and key, and other barriers to access as appropriate. Record security should include protection from flood, fire, and other potential emergencies. Clothing, forensic, and other physical evidence should be securely stored with the campus law enforcement entity. All physical evidence will be maintained in a facility that is reasonably protected from flood and fire. A catalogue of all physical evidence will be retained with the case file.

**CEDAR CREST COLLEGE’S ANNUAL DISCLOSURE OF CRIME**

Cedar Crest College prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report is prepared in cooperation with the local law enforcement agencies surrounding our main campus, Residence Life and the Dean of Student Affairs. Campus crime, arrest and referral statistics include those reported to the Campus Police, designated campus officials and local law enforcement agencies. These statistics may also include crimes that have occurred on public property adjacent to our campus

## UCR CRIME STATISTICS

	2024			2023			2022		
	FTE STUDENTS	1227		FTE STUDENTS	1067		FTE STUDENTS	1125	
	FTE EMPLOYEES	228		FTE EMPLOYEES	230		FTE EMPLOYEES	204	
	TOTALS	1455		TOTALS	1297		TOTALS	1329	
	NO.*	RATE PER FTE. STUDENT/ EMPLOYEE	RATEPR 100,000FTE STUDENT/ EMPLOYEE	NO.*	RATE PER FTE STUDENT/ EMPLOYEE	RATEPR 100,000FTE STUDENT/ EMPLOYEE	NO.*	RATE PER FTE STUDENT/ EMPLOYEE	RATEPR 100,000FTE STUDENT/ EMPLOYEE
<b>PART I OFFENSES</b>									
Criminal Homicide	0	.0000	0	0	.0000	0	0	.0000	0
Forcible Rape	0	.0000	0	0	.0000	0	0	.0000	0
Robbery	0	.0000	0	0	.0000	0	0	.0000	0
Assault	2	.0001	137	0	.0000	0	0	.0000	0
Burglary	1	.0007	69	0	.0000	0	0	.0000	0
Larceny-	1	.0007	69	5	.0039	386	5	.0038	376
Theft	0	.0000	0	0	.0000	0	0	.0000	0
Motor Vehicle Theft	0	.0000	0	0	.0000	0	0	.0000	0
Arson	<b>4</b>	<b>.0027</b>	<b>275</b>	<b>5</b>	<b>.0039</b>	<b>386</b>	<b>5</b>	<b>.0038</b>	<b>376</b>
<b>TOTAL PART I</b>									
<b>PART II OFFENSES</b>									
Forgery & Counterfeit	0	.0000	0	0	.0000	0	0	.0000	0
Embezzlement	0	.0000	0	0	.0000	0	0	.0000	0
Vandalism	0	.0000	0	0	.0000	0	1	.0007	75
Weapons, Carrying, Possession, Etc.	0	.0000	0	0	.0000	0	0	.0000	0
Sex Offenses	0	.0000	0	0	.0000	0	1	.0007	75
Drug Abuse Violations	2	.0001	137	7	.0053	539	4	.0030	301
Liquor Laws	2	.0001	137	1	.0007	77	0	.0000	0
Drunkenness	4	.0027	275	0	.0000	0	0	.0000	0
Disorderly Conduct	0	.0000	0	0	.0000	0	0	.0000	0
Driving Under the Influence	0	.0000	0	0	.0000	0	0	.0000	0
All Other Offenses (except traffic)	0	.0000	0	1	.0007	77	0	.0000	0
<b>TOTAL PART II</b>	<b>8</b>	<b>.0055</b>	<b>549</b>	<b>9</b>	<b>.0069</b>	<b>694</b>	<b>6</b>	<b>.0042</b>	<b>451</b>

\* Number of Actual Offenses reported to Campus Police.

<b>Criminal Offenses – On Campus</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
a. Murder/Non-negligent manslaughter	0	0	0
b. Manslaughter by Negligence	0	0	0
c. Rape	1	0	0
d. Fondling	1	0	1
e. Incest	0	0	0
f. Statutory rape	0	0	0
g. Robbery	0	0	0
h. Aggravated assault	0	0	0
i. Burglary	0	0	1
j. Motor vehicle theft	0	0	0
k. Arson	0	0	0

<b>Criminal Offenses – On Campus Student Housing Facilities</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
a. Murder/Non-negligent manslaughter	0	0	0
b. Manslaughter by Negligence	0	0	0
c. Rape	1	0	0
d. Fondling	1	0	1
e. Incest	0	0	0
f. Statutory rape	0	0	0
g. Robbery	0	0	0
h. Aggravated assault	0	0	0
i. Burglary	0	0	1
j. Motor vehicle theft	0	0	0
k. Arson	0	0	0

<b>Criminal Offenses – Public Property</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
a. Murder/Non-negligent manslaughter	0	0	0
b. Manslaughter by Negligence	0	0	0
c. Rape	0	0	0
d. Fondling	0	0	0
e. Incest	0	0	0
f. Statutory rape	0	0	0
g. Robbery	0	0	0
h. Aggravated assault	0	0	0
i. Burglary	0	0	0
j. Motor vehicle theft	0	0	0
k. Arson	0	0	0

<b>Hate Crimes – On Campus 2024</b>	Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
b. Rape	0	0	0	0	0	0	0	0	0
c. Fondling	0	0	0	0	0	0	0	0	0
d. Incest	0	0	0	0	0	0	0	0	0
e. Statutory rape	0	0	0	0	0	0	0	0	0

f. Robbery	0	0	0	0	0	0	0	0	0
g. Aggravated assault	0	0	0	0	0	0	0	0	0
h. Burglary	0	0	0	0	0	0	0	0	0
i. Motor vehicle theft	0	0	0	0	0	0	0	0	0
j. Arson	0	0	0	0	0	0	0	0	0
k. Simple assault	0	0	0	0	0	0	0	0	0
l. Larceny-theft	0	0	0	0	0	0	0	0	0
m. Intimidation	0	0	0	0	0	0	0	0	0
n. Destruction/damage/ vandalism of property	0	0	0	0	0	0	0	0	0

**Hate Crimes – On Campus  
2023**

	Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
b. Rape	0	0	0	0	0	0	0	0	0
c. Fondling	0	0	0	0	0	0	0	0	0
d. Incest	0	0	0	0	0	0	0	0	0
e. Statutory rape	0	0	0	0	0	0	0	0	0
f. Robbery	0	0	0	0	0	0	0	0	0
g. Aggravated assault	0	0	0	0	0	0	0	0	0
h. Burglary	0	0	0	0	0	0	0	0	0
i. Motor vehicle theft	0	0	0	0	0	0	0	0	0
j. Arson	0	0	0	0	0	0	0	0	0
k. Simple assault	0	0	0	0	0	0	0	0	0
l. Larceny-theft	0	0	0	0	0	0	0	0	0
m. Intimidation	0	0	0	0	0	0	0	0	0
n. Destruction/damage/ vandalism of property	0	0	0	0	0	0	0	0	0

**Hate Crimes –  
On Campus 2022**

	Total	Race	Reli gion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
b. Rape	0	0	0	0	0	0	0	0	0
c. Fondling	0	0	0	0	0	0	0	0	0
d. Incest	0	0	0	0	0	0	0	0	0
e. Statutory rape	0	0	0	0	0	0	0	0	0
f. Robbery	0	0	0	0	0	0	0	0	0
g. Aggravated assault	0	0	0	0	0	0	0	0	0
h. Burglary	0	0	0	0	0	0	0	0	0
i. Motor vehicle theft	0	0	0	0	0	0	0	0	0
j. Arson	0	0	0	0	0	0	0	0	0
k. Simple assault	0	0	0	0	0	0	0	0	0
l. Larceny-theft	0	0	0	0	0	0	0	0	0
m. Intimidation	0	0	0	0	0	0	0	0	0
n. Destruction/damage/ vandalism of property	0	0	0	0	0	0	0	0	0

**Hate Crimes – On Campus  
Student Housing Facilities  
2024**

	Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. Murder/Non-negligent manslaughter									
b. Rape									
c. Fondling	0	0	0	0	0	0	0	0	0
d. Incest	0	0	0	0	0	0	0	0	0
e. Statutory rape	0	0	0	0	0	0	0	0	0
f. Robbery	0	0	0	0	0	0	0	0	0
g. Aggravated assault	0	0	0	0	0	0	0	0	0
h. Burglary	0	0	0	0	0	0	0	0	0
i. Motor vehicle theft	0	0	0	0	0	0	0	0	0
j. Arson	0	0	0	0	0	0	0	0	0
k. Simple assault	0	0	0	0	0	0	0	0	0
l. Larceny-theft	0	0	0	0	0	0	0	0	0
m. Intimidation	0	0	0	0	0	0	0	0	0
n. Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

**Hate Crimes – On Campus  
Student Housing Facilities  
2023**

a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
b. Rape	0	0	0	0	0	0	0	0	0
c. Fondling	0	0	0	0	0	0	0	0	0
d. Incest	0	0	0	0	0	0	0	0	0
e. Statutory rape	0	0	0	0	0	0	0	0	0
f. Robbery	0	0	0	0	0	0	0	0	0
g. Aggravated assault	0	0	0	0	0	0	0	0	0
h. Burglary	0	0	0	0	0	0	0	0	0
i. Motor vehicle theft	0	0	0	0	0	0	0	0	0
j. Arson	0	0	0	0	0	0	0	0	0
k. Simple assault	0	0	0	0	0	0	0	0	0
l. Larceny-theft	0	0	0	0	0	0	0	0	0
m. Intimidation	0	0	0	0	0	0	0	0	0
n. Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

**Hate Crimes – On Campus  
Student Housing Facilities  
2022**

	Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
b. Rape	0	0	0	0	0	0	0	0	0
c. Fondling	0	0	0	0	0	0	0	0	0
d. Incest	0	0	0	0	0	0	0	0	0
e. Statutory rape	0	0	0	0	0	0	0	0	0
f. Robbery	0	0	0	0	0	0	0	0	0
g. Aggravated assault	0	0	0	0	0	0	0	0	0
h. Burglary	0	0	0	0	0	0	0	0	0
i. Motor vehicle theft	0	0	0	0	0	0	0	0	0
j. Arson	0	0	0	0	0	0	0	0	0
k. Simple assault	0	0	0	0	0	0	0	0	0
l. Larceny-theft	0	0	0	0	0	0	0	0	0
m. Intimidation	0	0	0	0	0	0	0	0	0
n. Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

**Hate Crimes – Public Property 2024**

	Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. Murder/Non-negligent manslaughter		0	0	0	0	0	0	0	0
b. Rape	0	0	0	0	0	0	0	0	0
c. Fondling	0	0	0	0	0	0	0	0	0
d. Incest	0	0	0	0	0	0	0	0	0
e. Statutory rape	0	0	0	0	0	0	0	0	0
f. Robbery	0	0	0	0	0	0	0	0	0
g. Aggravated assault	0	0	0	0	0	0	0	0	0
h. Burglary	0	0	0	0	0	0	0	0	0
i. Motor vehicle theft	0	0	0	0	0	0	0	0	0
j. Arson	0	0	0	0	0	0	0	0	0
k. Simple assault	0	0	0	0	0	0	0	0	0
l. Larceny-theft	0	0	0	0	0	0	0	0	0
m. Intimidation	0	0	0	0	0	0	0	0	0
n. Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

**Hate Crimes – Public Property 2023**

	Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
Naa. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
b. Rape	0	0	0	0	0	0	0	0	0
c. Fondling	0	0	0	0	0	0	0	0	0
d. Incest	0	0	0	0	0	0	0	0	0
e. Statutory rape	0	0	0	0	0	0	0	0	0
f. Robbery	0	0	0	0	0	0	0	0	0
g. Aggravated assault	0	0	0	0	0	0	0	0	0
h. Burglary	0	0	0	0	0	0	0	0	0
i. Motor vehicle theft	0	0	0	0	0	0	0	0	0
j. Arson	0	0	0	0	0	0	0	0	0
k. Simple assault	0	0	0	0	0	0	0	0	0
l. Larceny-theft	0	0	0	0	0	0	0	0	0
m. Intimidation	0	0	0	0	0	0	0	0	0
n. Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
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**Hate Crimes – Public Property 2022**

a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
b. Rape	0	0	0	0	0	0	0	0	0
c. Fondling	0	0	0	0	0	0	0	0	0
d. Incest	0	0	0	0	0	0	0	0	0
e. Statutory rape	0	0	0	0	0	0	0	0	0
f. Robbery	0	0	0	0	0	0	0	0	0
g. Aggravated assault	0	0	0	0	0	0	0	0	0
h. Burglary	0	0	0	0	0	0	0	0	0
i. Motor vehicle theft	0	0	0	0	0	0	0	0	0
j. Arson	0	0	0	0	0	0	0	0	0
k. Simple assault	0	0	0	0	0	0	0	0	0
l. Larceny-theft	0	0	0	0	0	0	0	0	0
m. Intimidation	0	0	0	0	0	0	0	0	0
n. Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

<b>VAWA Offenses – On Campus</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
a. Domestic violence	0	0	0
b. Dating violence	1	1	1
c. Stalking	0	1	0

<b>VAWA Offenses – On Campus Student Housing Facilities</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
a. Domestic violence	0	0	0
b. Dating violence	1	1	1
c. Stalking	0	0	0

<b>VAWA Offenses – Public Property</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
a. Domestic violence	0	0	0
b. Dating violence	0	1	0
c. Stalking	0	0	0

<b>Arrests – On Campus</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
a. Weapons: Carrying, possessing, etc	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0

<b>Arrests – On Campus Student Housing Facilities</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
a. Weapons: Carrying, possessing, etc	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0

<b>Arrests – Public Property</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
a. Weapons: Carrying, possessing, etc	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0

<b>Disciplinary Actions – On Campus</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
a. Weapons: Carrying, possessing, etc	0	0	0
b. Drug abuse violations	2	11	2
c. Liquor law violations	2	3	2

<b>Disciplinary Actions – On Campus Student Housing Facilities</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
a. Weapons: Carrying, possessing, etc	0	0	0
b. Drug abuse violations	2	7	2
c. Liquor law violations	2	3	2

## Disciplinary Actions – Public

<b>Property</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
a. Weapons, Carrying, possessing, etc	0	0	0
b. Drug abuse violations			
c. Liquor law violations			

## Unfounded Crimes

a. Total unfounded crimes

**CEDAR CREST COLLEGE  
100 COLLEGE DRIVE  
ALLENTOWN, PA. 18104-6196  
PHONE: (610) 437- 4471 Opt: 0  
FAX: (610) 606 – 4649**

## **ANNUAL FIRE SAFETY REPORT**

For Residence Halls owned and operated by Cedar Crest College, the following fire safety policies and procedures are in place.

Students and Staff are trained on the evacuation of the Residence Halls and evacuation routes are posted on each building's bulletin boards along with other fire safety information. Fire Safety is addressed at the beginning of each year for both first year students and staff. The Allentown Fire Department conducts a fire safety training session with Residence Hall Staff prior to the beginning of each school year. Drills are conducted twice per semester, and all students must evacuate the building when a fire alarm sounds. Drills are documented and problems are addressed. During a fire or a drill, the Residence Hall Staff assists with accountability of residents of the Residence Hall, and a written procedure is in place. Fire Safety Policies have been established and are outlined in the Resident Student Handbook.

Burning or burnt candles or incense, toaster ovens, potpourri crocks, halogen lamps, unapproved electric heaters, space heaters, hot plates and electric blankets are fire hazards and may not be used in the Residence Halls. Smoking is prohibited in all campus buildings. Over-door hangers may not be attached to doors, nor may hangers be placed over closet edges or hung from picture moldings. Tapestries and other articles may not be hung on light fixtures. Policy prohibits any Items being cooked in the residence hall kitchens being left unattended. Decorative lights may not be hung in the Residence Halls. To comply with the City of Allentown fire ordinances, students may only decorate the upper ½ of their room doors (50% of the door above the doorknob) and no items are to be posted on the door frames or on the wall around the doors. Tapestries and lights are strictly prohibited on door, door frames and walls. The college reserves the right to remove any decorations that do not comply with the City of Allentown fire ordinances or college regulations. Any violation of college regulations may result in a fine up to \$300 and/or other sanctions as warranted.

### **Minimum sanctions for fire hazard violations are as follows:**

First offense = \$100 fine and Residence Hall probation. Second offense = \$200 fine and Residence Hall probation. Third offense = \$300 fine and residence hall eviction

Note: additional sanctions ranging from warnings to expulsion may apply.

Inspection, testing, and maintenance programs for fire sprinkler, fire/smoke detection, and fire alarm systems are performed on an annual basis. Training and competency of State Certified personnel responsible for the routine inspection, testing and maintenance of fire sprinkler, fire/smoke detectors and alarm systems is handled by the certified contractors hired to perform these inspections. The Residence Halls are also inspected annually by the City of Allentown Fire Inspector.

Newly constructed residential facilities as well as those that undergo reconstruction, as defined by the building code of Pennsylvania, must have sprinkler systems and complete fire and smoke detection and alarm systems. There are no sprinklers in the current Residence Halls. All existing Cedar Crest College Residence Halls have fully integrated fire and smoke detection and alarm systems, including pull stations, alarm panels (connected to Safety and Security), hoses and both heat and smoke detectors. Residence Hall capacities are as follows:

- Butz Hall - 182 beds
- Curtis Hall - 66 beds
- Moore Hall - 157 beds
- Steinbright Hall - 149 beds

When a Residence Hall integrated fire and smoke detection system is activated, alarms are sounded in the building, and the Campus Police Office. The alarm is not sent directly to the Allentown Fire department and in the event of an actual fire, Campus Police will notify the Allentown Fire Department. If the alarm is not activated by an actual fire, the Campus Police officers will determine the nature of the alarm and will notify the switchboard operator, who will then clear the alarm without initiating a response from the Allentown Fire Department. In the event of an actual fire, the Allentown Fire department will be notified to respond to the call.

The campus will voluntarily submit campus fire reports to the City of Allentown. Statistics concerning the following Residence Hall fire incidents are maintained by Cedar Crest College Campus Police.

Fires – On Campus Student Housing Facilities Summaries	2022			2023			2024		
	Fires	Injuries	Deaths	Fires	Injuries	Deaths	Fires	Injuries	Deaths
Moore Hall	0	0	0	0	0	0	0	0	0
Curtis Hall	0	0	0	0	0	0	0	0	0
Butz Hall	1	0	0	0	0	0	1	0	0
Steinbright Hall	0	0	0	0	0	0	1	0	0
Total	1	0	0	0	0	0	2	0	0

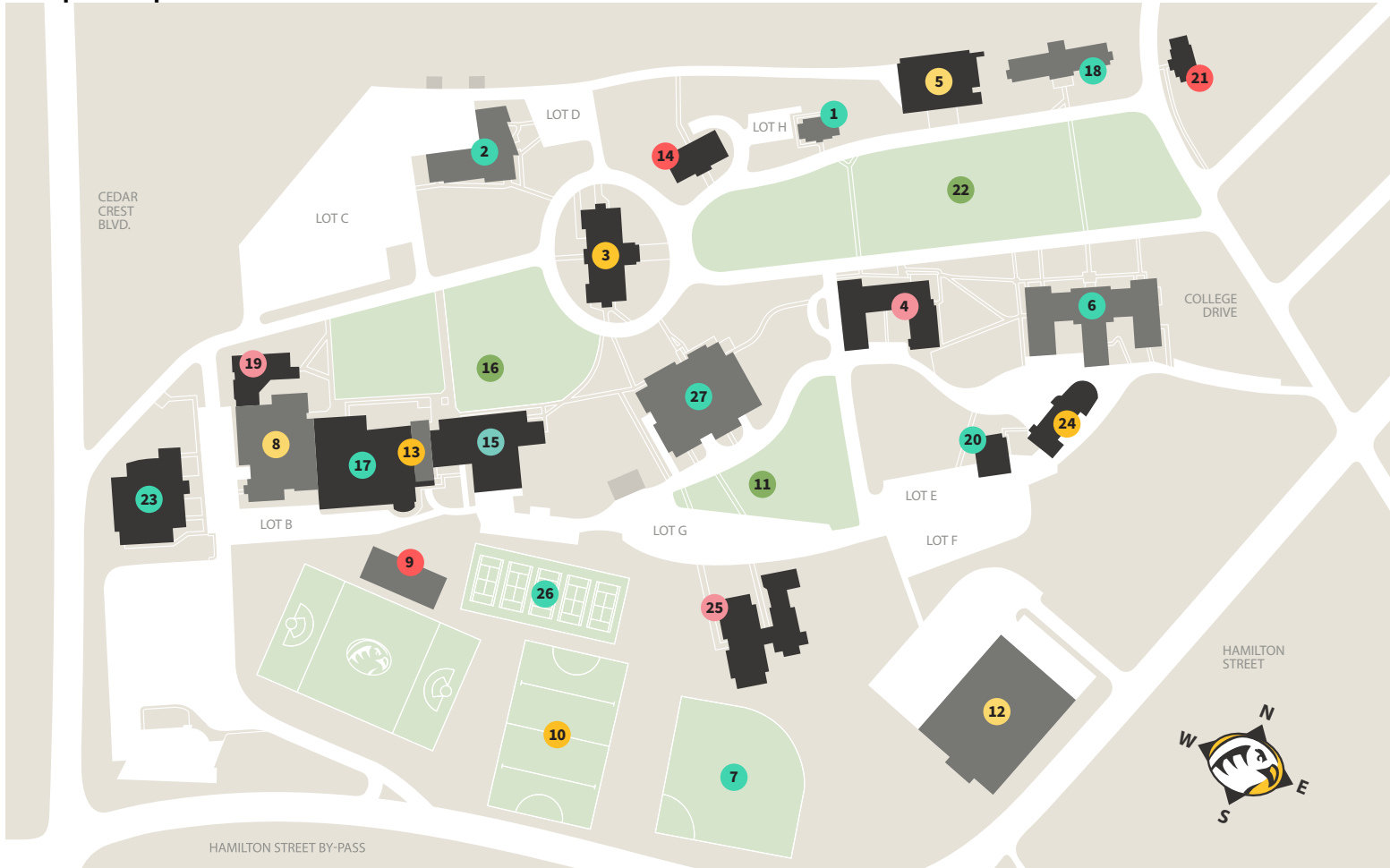
2022

On-campus Student Housing Facility	Category of Fire	Cause of Fire	Fire-related Injuries	Fire-related Deaths	Property damage
Butz Hall	Unintentional	Over heated Item in Trash Can	0	0	\$0-\$99

2024

On-Campus Student Housing Facility	Category of Fire	Cause of Fire	Fire-related Injuries	Fire-related Deaths	Property damage
Steinbright Hall	Unintentional	Cooking	0	0	\$0-\$99
Butz Hall	Unintentional	Cooking	0	0	\$0-\$99

# Campus Map



**CEDAR CREST COLLEGE**

[cedarcrest.edu](http://cedarcrest.edu)

- |   |   |  |  |   |
|---|---|--|--|---|
| <ul style="list-style-type: none"> <li><b>1</b> Allen House: Center for Diversity and Global Engagement</li> <li><b>2</b> Alumnae Hall</li> <li><b>3</b> Blaney Hall</li> <li><b>4</b> Butz Hall</li> <li><b>5</b> Cressman Library and Student Success Center</li> </ul> | <ul style="list-style-type: none"> <li><b>6</b> Curtis Hall and Sigal Center for Business and Technology</li> <li><b>7</b> Cynthia L. Blaschak Softball Field</li> <li><b>8</b> Dorothy Rider Pool Science Center</li> <li><b>9</b> FalconPlex</li> </ul> | <ul style="list-style-type: none"> <li><b>10</b> Grass Practice Field</li> <li><b>11</b> Greek Theater</li> <li><b>12</b> School of Nursing, Department of Health Sciences</li> <li><b>13</b> Harmon Hall of Peace</li> <li><b>14</b> The Narrows</li> <li><b>15</b> Lees Hall</li> <li><b>16</b> Lees Lawn</li> </ul> | <ul style="list-style-type: none"> <li><b>17</b> Miller Family Building</li> <li><b>18</b> Moore Hall</li> <li><b>19</b> Oberkotter Center for Health and Wellness</li> <li><b>20</b> Plant Services</li> <li><b>21</b> President's Residence</li> <li><b>22</b> The Quad</li> </ul> | <ul style="list-style-type: none"> <li><b>23</b> The Rodale Aquatic Center for Civic Health</li> <li><b>24</b> Security, Facilities &amp; General Services (Post Office, Print Services)</li> <li><b>25</b> Steinbright Hall</li> <li><b>26</b> Tennis Courts</li> <li><b>27</b> Tompkins College Center</li> </ul> |
|---|---|--|--|---|