

2018-2019
CEDAR CREST COLLEGE
STUDENT HANDBOOK

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I. MISSION

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

II. HONOR CODE

Cedar Crest College students should uphold community standards for academic and social behavior in order to preserve a learning environment dedicated to personal and academic excellence.

Upholding community standards is a matter of personal integrity and honor. Individuals who accept the honor of membership in the Cedar Crest College community pledge to accept responsibility for their actions in all academic and social situations and the effect their actions may have on other members of the college community.

HONOR CODE PRINCIPLES

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

HONOR CODE PLEDGE

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

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

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

III. DIVERSITY STATEMENT

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

IV. COMMUNITY STANDARDS FOR ACADEMIC CONDUCT

ACADEMIC STANDARDS OF INTEGRITY

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

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

ACADEMIC MISCONDUCT

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

- i. Cheating. During the performance of or completion of an academic assignment (e.g. quizzes, tests, examinations, artistic works, presentations, or papers), it is misconduct to use, have access to, or attempt to gain access to any and all sources or assistance not authorized by the instructor.
- ii. Plagiarism. Plagiarism is the act, intentional or not, of misrepresenting the work, research, language or ideas of another person (published or unpublished) as one's own. An assignment or part of an assignment that fails to acknowledge source material through an appropriate academic discipline's citation conventions for quotation, paraphrase, and summary also constitutes plagiarism.
- iii. Collusion. Collusion is the collaboration of two or more individuals in either giving or receiving assistance not authorized by the instructor for the completion of an academic assignment.
- iv. Falsification. Falsification is the misrepresentation of academic work or records. Falsification includes, but is not limited to: the fabrication of research, scientific data, or an experiment's results; providing false information regarding an academic assignment, including reasons for absence, deadline extension or tardiness; the tampering with grade or attendance records; the forging or misuse of college documents or records; or the forging of faculty or administrator signatures. An assignment or part of an assignment, submitted for academic credit in one course and resubmitted by the student for academic credit in another course without both instructors' permission also constitutes falsification.
- v. Sabotage. Sabotage is the act of hindering another student's (or students') ability to complete an academic assignment. Destruction of college property (e.g. library holdings, laboratory materials, or computer hardware or software) may constitute sabotage.
- vi. Impersonation. Impersonation is the act of a person pretending to be a student during the completion of an academic assignment; impersonation also includes the act of a student soliciting another person to assume that student's identity for the completion of an academic assignment.

The forms of academic misconduct defined above are not exhaustive, and other acts in violation of the Cedar Crest Honor Code or academic standards of integrity may be deemed academic misconduct by an instructor or by the college.

RESPONSE TO ACADEMIC MISCONDUCT

Students who breach the academic standard of integrity—as set forth in the types of academic misconduct specified in this Handbook and in the [Faculty Handbook, Book 4.B.2.a.](#)—are subject to sanctions imposed by the course instructor, a department chair, the provost, or the board of trustees. Such sanctions can range from, but are not limited to, the requirement to redo an assignment; the reduction in grade for an assignment or course; or the failure of an assignment or course; suspension or expulsion from the College; or the withholding, denial or rescinding of academic degrees. Students who fail a course as a result of academic misconduct may be removed from the course upon entry of a final grade of “F” by decision of the department chair, in consultation with the course instructor.

The initial response to academic misconduct rests with the individual instructor, who is entitled to take into account all factors when determining the penalty for the offence which include, but are not limited to, the student’s degree of academic experience and any prior instances of academic misconduct in the student’s time at the College. If a student withdraws from a course and the instructor discovers academic misconduct, either before or after the withdrawal, the misconduct penalty, including an instructor’s grade of “F” for the course, supersedes the “W.”

All instructors who determine that a student has breached the academic standard of integrity must report the incident to the provost’s office using the Report of Academic Misconduct and attach relevant evidentiary documentation as appropriate. Instructors encountering a case of academic misconduct may consult with the provost’s office to determine if the student has committed acts of academic misconduct on other occasions.

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

Appeals to charges of academic misconduct or their sanctions follow the process for appealing academic decisions outlined in the [Faculty Handbook, Book 4.C.16.](#) All reported incidents of academic misconduct will be held on record by the provost’s office.

CLASSROOM PROTOCOL

a) Learning Environment and Appropriate Classroom Behavior

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

The College expects students to conduct themselves in a manner that best realizes their own and other students’ education. Appropriate classroom behavior includes, but is not limited to, the expectations for students: to attend and be prepared for all classes, to arrive and leave on time, to treat the faculty members and other students with respect, to refrain from any activities within the classroom that do not directly pertain to the business of the class, to use

language that is respectful and non-abusive, and to otherwise refrain from any behavior that disrupts or jeopardizes the learning environment as determined by a reasonable faculty member. Academic programs or individual faculty members may establish additional behavioral policies for their courses, including those that consider classroom behavior for a student's academic evaluation.

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

b) Response to Disruptive Classroom Behavior

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

If the faculty member desires that the expulsion extend beyond the class period or that it be permanent, the faculty member must first notify the chair of the department, and then make such a request to the provost prior to the beginning of the next meeting of that class. If the provost concurs, the student is to be notified of the expulsion beyond the class period and the appeal procedures. Disruptive classroom behavior may warrant dismissal from the College.

c) Notification of Classroom Protocol

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

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

ATTENDANCE POLICY

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

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

It is the responsibility of the student to maintain communication with the instructor concerning class absences. Faculty may require students to obtain absence verification through Student Affairs prior to determining the impact of absences on the student's progression in the course.

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

STUDENT APPEAL PROCESS FOR ACADEMIC DECISIONS

A student who has a disagreement with a faculty member about an academic matter should first attempt to resolve the matter through discussion with the instructor. If the issue is not resolved satisfactorily between the student and the instructor, and the student wishes to appeal further, the student must specify in writing the basis for the disagreement and request a review by the department chair. If the issue is an appeal of the final grade received in a course, this request must be submitted within three months of the date that term grades are issued by the registrar.

A student who wishes to appeal the decision of the department chair must write to the provost within a month of the date of the chair's decision, enclosing copies of the written documents and requesting a review. If the department chair is the instructor, the student may bypass this initial appeal and write directly to the provost as set forth herein. The appeal to the provost must be done within three months of the date that the term grades are issued by the registrar. The provost, in consultation with the chair and the faculty member (if not the same person as the chair), will arrive at a final decision in the matter.

The chair and the provost will each act within one month during the academic year of receiving the matter. If the instructor is no longer employed by the College, the chair is empowered to act in the instructor's absence. If the chair is no longer employed by the College, the provost alone will make the final decision.

For further and more detailed college academic policies, see "Detailed College Policies" on the registrar's website.

V. WITHDRAWAL AND LEAVE OF ABSENCE POLICY

STUDENT-INITIATED LEAVE OF ABSENCE OR WITHDRAWAL

Leave of Absence

Degree-seeking (matriculated) students who find it necessary to interrupt their college studies for a term or more must apply for an official leave of absence if they wish to return under the same liberal arts education requirements. Within three years of a student's official date of separation, the student must accomplish one of the following steps: attend a class for which the student is enrolled, submit a letter of intent to register for an upcoming term, register for an upcoming term or request an extension of the leave of absence. Leave of absence requests are processed on My Cedar Crest via

the withdrawal application and the registrar approves requests for leaves of absence. Withdrawals from individual courses are not considered official leaves of absence.

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

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

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

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

Withdrawal

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

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

COLLEGE-INITIATED WITHDRAWAL

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

College therapist and the chief of campus police and their designees.

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

1. Continue at the College with no restrictions. The College may take no action if it is decided, based on review of the referral information or other information presented, that the student may be allowed to continue with no restrictions. In those cases, care should be taken to provide opportunities for the student to be advised of accommodations and support services that are available. In cases where there are conduct actions pending, those actions should go forward.
2. Continue in College pending further proceedings. The College may require that the student meet certain conditions regarding the student's behavior over a specified period of time if the student is to remain enrolled. Such conditions could include, for example, stopping classroom disruptiveness or continuing only if the student utilizes support services or accommodation arrangements. Failure to comply with the conditions, coupled with further disruptive behavior, may result in having additional conduct complaints added to any that were previously pending or deferred. At no point will the College engage in a behavioral contract or agreement with a student whose behaviors indicate harm or danger to self or any member of the community.
3. Remaining enrolled at the College subject to conditions but with eligibility for College-owned residential agreement reviewed. Under certain circumstances, where other students' living and learning environment is likely to be disrupted by a student's behavior, the director of community standards and residence life will have the option of allocating alternative and more suitable living accommodations if such are available or of terminating the housing agreement.
4. Suspension or expulsion. If there is a pervasive pattern of disruptive or threatening behavior, or behaviors that are assaultive which present an imminent risk of injury to others, the student may be suspended or expelled through the formal hearing process. Interim restriction may be imposed prior to an administrative hearing.

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

Interim Restriction

Cedar Crest College, through the Care Team, reserves the right to impose interim restriction for any student when necessary to protect the health and safety of a student or of the community, when investigating a conduct violation or to allow time for a behavioral mental health assessment or evaluation. A student will be restricted to the extent necessary when there is reasonable cause to believe that the student's participation in College activities or presence at specified areas of the campus will lead to physical abuse, threats of violence or conduct that threatens the health or safety of any person on College property or at official College functions, or other disruptive activity incompatible with the orderly operation of the campus. Upon imposition of the interim restriction, the Care Team or designee will notify the student with the following information that applies to the interim restriction, which may include, but is not limited to the length and conditions of the interim

restriction, charges against the student and information regarding an administrative hearing. Disciplinary proceedings involving students on interim restriction will follow the normal procedures. However, at each step of the proceedings they will have scheduling priority.

Students who are restricted on an interim basis may appeal the decision to the vice president of student affairs and traditional enrollment or designee. The appeal can address any of the following:

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

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

Referral for Assessment or Evaluation

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

Reinstatement

A student seeking to return to the College after a College-initiated withdrawal must petition the vice president of student affairs and traditional enrollment or designee for reinstatement and may not reenter the College without providing competent evidence that:

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

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

VI. COMMUNITY STANDARDS FOR SOCIAL CONDUCT

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

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

JURISDICTION

These code, policies and standards apply to any behaviors that take place on the campus, at college-sponsored events and also applies off-campus and to actions online when the off-campus conduct affects or has the potential to affect a College interest.

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

- a. Any action that constitutes criminal offense as defined by federal or state law. This includes, but is not limited to, single or repeat violations of any local, state or federal law committed in the municipality where the College is located;
- b. Any situation where it appears that the accused individual may present a danger or threat to the health or safety of others;
- c. Any situation that significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder; and/or
- d. Any situation that is detrimental to the educational interests of the College.
- e. Any online postings or other electronic communication, including cyber-bullying, cyber-stalking, cyber-harassment, etc. when those online behaviors cause an on-campus disruption.

CONDUCT PROCEDURES

Alleged social violations of the honor philosophy should be brought to the attention of the director of community standards and residence life. The director of community standards and residence life or designee will investigate the alleged violations and take appropriate action. In the event the violation involves the director of community standards and residence life, the violation should be brought to the provost who will investigate the alleged violation and take appropriate action. Students can bring good faith complaints without fear of retaliation.

DEFINITION OF STUDENT

The policies, codes and standards apply to all students which include all persons who have accepted offer of admission, and/or who are enrolled in courses at the College, either full-time or part-time, pursuing undergraduate, graduate or professional studies and who are either currently enrolled or were enrolled the previous semester and registered for a future semester. Persons who withdraw after allegedly violating any College policy, or who are not officially enrolled for a particular term but who have a continuing relationship with the College are considered students. In addition, persons who are living in College residence halls and apartments, although not enrolled in this institution, are also considered “students” for the purpose of enforcing this code.

STANDARD OF PROOF

In all cases of alleged violations of Cedar Crest College policy, the standard of proof is the preponderance of the evidence (e.g., more likely than not). This standard is also employed when making determinations regarding interim restrictions/actions.

The College reserves the right to take action under the honor code and student handbook, prior to the disposition of a case through criminal proceedings.

Disciplinary proceedings at the College may normally proceed during the pendency of criminal proceedings and will not be subject to challenge on the grounds that criminal charges regarding the same incident have been dismissed or reduced or that no criminal charges have been brought.

INFORMAL RESOLUTION

For issues that do not rise to the level of a formal hearing, the director of community standards and residence life may refer a report of a possible violation to informal resolution with the appropriate staff member. For residence hall policy violations, the director of community standards and residence life may refer it to the appropriate residence life staff member for informal resolution. If informal resolution is not successful, then it may be referred to a formal hearing.

FORMAL HEARINGS

The purpose of student judicial hearings is to educate students, ensure that the honor code and College policies are understood and to reinforce the honor code. The discipline and resolution process is intended to be just, fair and educational in nature. It may, but it not required to, commence with discussions with involved parties or by administrative staff.

The director of community standards and residence life will review any reports compiled or filed to make a determination regarding the necessity of a hearing. The director of community standards and residence life will make a determination as to whether to hold a hearing and notify all necessary parties with the decision.

If a hearing is to be scheduled, the director of community standards and residence life will provide written documentation of the student conduct process to the involved parties and offer to meet with all parties to review the student conduct process. The hearing will be held in accordance with written conduct procedures found below.

There are two types of student judicial hearings: administrative hearings and sanction-only hearings. All student judicial hearings are run by hearing officers, who shall be designated by the director of community standards and residence life. During an administrative hearing, the hearing officer determines if the student is responsible for the charges brought forth and makes sanction recommendations. A sanction-only hearing may be held if the student takes responsibility for all charges brought forth. The hearing officer in a sanction-only hearing will make sanction recommendations.

After hearing all of the reports and testimony in an administrative hearing, the hearing officer will make a determination of whether or not the responding party is responsible for the charge(s) The standard of proof used to decide whether a responding party is responsible is whether it is “more likely than not” that the responding party committed the violation.

In both administrative and sanction-only hearings, the hearing officer will provide recommendation(s) and resolution of the case including sanction recommendations to the director of community standards and residence life in writing.

The College reserves the right to have legal counsel present at any time in both an administrative or sanction-only hearing.

The director of community standards and residence life will make the final determination about the

sanction(s), if any, to be imposed on the responding party based upon the recommendations of the hearing officer as well as other factors that may affect the sanctions, which include, but are not limited to the following:

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

The Reporting Party

The reporting party's on-campus living situation may be changed upon the reporting party's request.

The reporting party's academic situation may be changed upon the reporting party's request if options are available.

The reporting party has the right to pursue criminal charges off-campus.

The reporting party is permitted to attend the entire portion of the hearing at which information is presented (excluding deliberations) and to question all witnesses. Questions posed by the reporting party to the responding party will be permitted only through the hearing officer.

The reporting party has the right to be accompanied by a College advisor and witnesses during the hearing process.

The reporting party has the right to a confidential advisor during the hearing process. Examples of advisors include, but are not limited to, family members, friends, College staff or faculty and legal counsel.

The reporting party is informed that all hearing officers take an oath of confidentiality to the extent feasible and required by law.

The Responding Party

The responding party's on-campus living situation can be changed at the discretion of Cedar Crest College.

The responding party's academic situation, which includes, but is not limited to classes and schedules, can be changed at the discretion of Cedar Crest College.

The responding party is permitted to attend the entire portion of the hearing at which information is presented (excluding deliberations) and to question all witnesses. Questions posed by the responding party to the reporting party will be permitted only through the hearing officer.

The responding party has the right to be accompanied by a College advisor and witnesses during the hearing process.

The responding party has the right to a confidential advisor during the hearing process. Examples of advisors include, but are not limited to, family members, friends, College staff or faculty and legal counsel.

The responding party is informed that all hearing officers take an oath of confidentiality.

Appeals Process

Either party shall have the right to one (1) appeal of the determination made during the formal hearing process. The appeal shall be made in writing to the vice president of student affairs and traditional enrollment or designee within three (3) business days from receipt of the decision letter, on any of the following grounds:

Grounds for Appeal:

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

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

There are two possible outcomes:

- The appeal will be denied.
- The appeal will be forwarded to a hearing officer to rehear the case.

SANCTIONS

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

Sanctions for Individual Students

The following College-wide disciplinary sanctions may be imposed upon students found responsible for a violation of the Code of Student Conduct or any College policy or procedure. All sanctions may be imposed either singularly or in combination and imposed in the sole discretion of the College.

The purposes of imposing sanctions are twofold: one, to protect the College community from behavior that is detrimental to the community and/or the educational mission of the College; and two, to assist students in identifying acceptable parameters and consequences of future behavior. The sanction(s) imposed is/are intended to correspond with the severity or frequency of violations, as well as the student's willingness to recommit to behaviors that fall within the Code of Student Conduct of the College and are consistent with the mission and values of Cedar Crest College. Other factors that may affect the sanctions include, but are not limited to, the following:

- i. The nature, severity of, and circumstances surrounding the violation;
- ii. An individual's disciplinary history;
- iii. Previous complaints or allegations involving similar conduct;
- iv. The need for sanctions/responsive actions to bring an end to the actions that were in violation of the Code;
- v. The need for sanctions/responsive actions to prevent the future recurrence of the actions that were in violation of the Code; and
- vi. The need to remedy the effects of the actions that were in violation of the Code on the victim and the community.

Sanction Options

Expulsion: Dismissal from the College without the ability to apply for re-admittance. NOTE: Any student expelled for disciplinary reasons must vacate the campus within the period of time noted in the notice of expulsion (typically immediately). The student may not return to campus or College property without prior written permission by the vice president of student affairs and traditional enrollment or designee. Failure to comply with this request will constitute criminal trespass. Expulsion shall be noted on the student's transcript. Students should consult the Student Financial Services Policy in this handbook, including the Withdrawal from Course and Withdrawal from College, to understand their financial obligation.

Suspension: Denial of enrollment, attendance and other privileges at the College for a specified period of time determined in the sole discretion of the College. Permission to apply for re-admission upon termination of the period may be granted with or without conditions/restrictions. Students may be required to complete a period of disciplinary probation upon their return to the College. NOTE: Any student suspended for disciplinary reasons must vacate the campus within the period of time noted in the notice of suspension (typically immediately). The student may not return to campus or College property during the term of the suspension without prior written permission by the vice president of student affairs and traditional enrollment or designee. Failure to comply with this request will constitute criminal trespass. Students should consult the Student Financial Services Policy in this handbook, including the Withdrawal from Course and Withdrawal from College, to understand their financial obligation.

College Probation: A period of review and observation during which a student is under an official notice that subsequent violations of College rules, regulations or policies are likely to result in a more severe sanction including suspension or expulsion from the College. While on College probation, a

student may be considered to be “not in good standing” and may face specific limitations on behavior and/or College privileges (see Conditions/Restrictions below).

Conditions/Restrictions: Limitations upon a student's behavior and/or College privileges for a period of time, or an active obligation to complete a specified activity. This sanction may include, but is not limited to restricted access to the campus or parts of campus, denial of the right to represent the College in any way, denial of housing or parking privileges, required attendance at a workshop or participation in public service.

Written Warning: An official reprimand that makes the misconduct a matter of record in College files.

Fines/Restitution: An order may be issued to make restitution or to pay a fine when a student has engaged in conduct including but not limited to: the damage or destruction of property, the theft or misappropriation of property, fraudulent behavior, violations of the alcohol and/or drug policies or violations of the fire safety policies. Such property may belong to an individual, group or the College. Restitution may be in the form of payment, service or other special activities designated by the hearing authority. Additional fines may be assessed as a punitive measure.

Withholding Diploma: The College may withhold a student’s diploma for a specified period of time and/or deny a student participation in commencement activities if the student has a complaint pending or as a sanction if the student is found responsible for an alleged violation.

Revocation of Degree: The College reserves the right to revoke a degree awarded from the College for fraud, misrepresentation or other violation of College policies, procedures or directives in obtaining the degree or for other serious violations committed by a student prior to graduation.

Other sanctions: The College reserves the right to impose other sanctions as necessary to remain consistent with the mission and vision of Cedar Crest. These may include, but are not limited to mandated psychological assessment, research projects, drug/alcohol classes or testing, proof of employment or attendance at classes, etc.

Residence Life Specific Sanctions

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

Temporary Housing Removal: Immediate removal from College housing for a set period of time with an ability to reapply to return to College housing. NOTE: Any student removed from College housing for disciplinary reasons must vacate the hall within the period of time noted in the notice of removal (typically immediately). The student may not return to any residence hall without prior written permission by the director of community standards and residence life. Failure to comply with this request will constitute criminal trespass. Additionally, anyone removed from housing for

disciplinary reasons remains subject to the termination clause of the housing contract, including payment of any fees or penalties.

Housing Relocation: Immediate removal from a specific hall within College housing and reassignment to another hall. NOTE: Any student removed from any specific hall within College housing for disciplinary reasons must vacate that hall within the period of time noted in the notice of relocation (typically immediately). The student may not return to the residence hall from which the student was removed without prior written permission by the director of community standards and residence life. Failure to comply with this request may constitute criminal trespass and will result in more severe disciplinary action.

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.

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

Liquor: Includes any alcoholic, spirituous, vinous, fermented or other alcoholic beverage, or combination of liquors and mixed liquor beverage, a part of which is spirituous, vinous, fermented or otherwise alcoholic, including all drinks or drinkable liquids, preparations or mixtures and reused,

recovered or redistilled denatured alcohol usable or taxable for beverage purposes which contain more than 0.50% of alcohol by volume, except pure ethyl alcohol and malt or brewed beverages.

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

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; but shall not include tetrahydrocannabinols, the mature stalks of such plant, fiber produced from such stalks, oil or cake made from the seeds of such plant, any other compound, manufacture, salt, derivative, mixture or preparation of such mature stalks (except the resin extracted there from), fiber, oil, cake or the sterilized seed of such plant which is incapable of germination, and specifically includes medical marijuana as it is a Schedule I narcotic under Federal law.

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-n-methylmorphinan 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.

VII. CEDAR CREST COLLEGE SEXUAL MISCONDUCT POLICY

OVERVIEW

Cedar Crest College is committed to ensuring that all members of the College Community have a

learning and working environment that is free from sexual misconduct and sexual harassment. Sexual misconduct and sexual harassment are unlawful and are considered sexual discrimination under the Equal Opportunity in Education Act, commonly referred to as Title IX. Sexual misconduct and sexual harassment will not be tolerated. Cedar Crest College expects all members of the College Community to share in the responsibility for ensuring that the Cedar Crest College environment is free from any form of abuse, violence or verbal or physical intimidation.

Cedar Crest College promotes and encourages prompt reporting and timely adjudication of all sexual misconduct and sexual harassment. Retaliation in any form (e.g., intimidation, threats or harassment) against anyone who exercises the right to make a complaint of sexual misconduct or sexual harassment, or any third party cooperating with the investigation of such an act is strictly prohibited by law and Cedar Crest College policy and may result in disciplinary action. Cedar Crest College is committed to the health, safety, and well-being of all members of the College Community. Assistance is available twenty-four hours a day, 365 days as outlined in the “Services, Education, and Prevention Programs” section below.

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

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

POLICY

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

DEFINITIONS

The law provides for various violent and/or non-consensual sexual acts that constitute as criminal acts. Commission of any act deemed a crime by state or federal law is a violation of the College’s policies. Additionally, the College has defined categories of sexual misconduct, as stated below, for which action under this policy will be imposed.

Sexual Misconduct

- a. Sexual Harassment is:
 - a) unwelcome, sexual or gender-based verbal, written or physical conduct that is,
 - b) sufficiently severe, persistent or pervasive that it,
 - c) has the effect of unreasonably interfering with, denying or limiting employment opportunities or the ability to participate in or benefit from the College’s educational, social and/or residential program, and is based on real or reasonably perceived power differentials (*quid pro quo*), the creation of a hostile environment or retaliation.
- b. Non-Consensual Sexual Intercourse is defined as:
 - a) any sexual penetration or intercourse (anal, oral or vaginal),
 - b) however slight,
 - c) with any object,

- d) by a person upon another person,
 - e) that is without consent and/or by force, including physical violence, threats, intimidation or coercion.
 - f) Note: “Sexual penetration” includes vaginal or anal penetration by a penis, tongue, finger or object, or oral copulation by mouth to genital contact or genital to mouth contact, no matter how slight the penetration or contact.
- c. Non-Consensual Sexual Contact is defined as:
- a) any intentional sexual touching,
 - b) however slight,
 - c) with any object,
 - d) by a person upon another person
 - e) that is without consent and/or by force, including physical violence, threats, intimidation or coercion.
 - f) Note: “Sexual contact” includes any intentional contact with the breasts, groin, genitals or buttocks. Or touching another with any of these body parts or making another touch you or themselves with or on any of these body parts; or any other bodily contact in a sexual manner.
- d. Sexual Exploitation
- a) Sexual Exploitation refers to a situation in which a person takes non-consensual or abusive sexual advantage of another, and situations in which the conduct does not fall within the definitions of Sexual Harassment, Non-Consensual Sexual Intercourse or Non-Consensual Sexual Contact. Examples of sexual exploitation include, but are not limited to:
 1. Sexual voyeurism (such as watching a person undressing, using the bathroom, or engaged in sexual acts without the consent of the person observed).
 2. Taking pictures or video or audio recording another in a sexual act, or in any other private activity without the consent of all involved in the activity, or exceeding the boundaries of consent (such as allowing another person to hide in a closet and observe sexual activity, or disseminating sexual pictures without the photographed person’s consent).
 3. Prostitution.
 4. Sexual Exploitation also includes engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or other sexually transmitted disease (STD) and without informing the other person of the infection, and further includes administering alcohol or drugs (such as “date rape” drugs) to another person without knowledge or consent.
- e. Domestic Violence
- a) Domestic violence includes crimes of violence committed by:
 1. a current or former spouse or domestic partner of the victim, or
 2. by a person with whom the victim shares a child in common, or
 3. by a person who is cohabitating with or has cohabitated with the victim as a spouse or
 4. by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, OR

5. by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of jurisdiction.
- f. Dating Violence
- a) Dating violence means violence committed by a person:
 1. who is or has been in a social relationship of a romantic or intimate nature with the victim.
- g. Stalking
- a) Stalking means engaging in a:
 1. course of conduct.
 2. directed at a specific person.
 3. that would cause a reasonable person to
 - a. fear for safety or the safety of others; or
 - b. suffer substantial emotional distress

Statement on Force

Force exists when sexual contact is forcible, violent and/or against the will of the reporting party and can be in the form of physical violence, threats, intimidation and/or coercion.

- a. Physical Violence: No matter how slight, any intentional physical violence upon another, use of physical restraint, or the presence of a weapon to gain sexual access constitutes the use of force.
- b. Threats: A threat is a clear and overt statement that causes someone to do something the person would not have done without the existence of the threat. For example, "If you do not have sex with me, I will hurt you."
- c. Intimidation: Is an implied threat where someone uses power or authority (real or implied) to influence someone else.
- d. Coercion: Is an unreasonable amount of pressure to engage in sexual activity. Coercion involves pressure, duress, cajoling and compulsion. Coercion is convincing someone to do something even when the person has made it clear that the person does not want to be convinced. When someone makes it clear that that pressure is unwelcome, and the pressure continues, coercion exists.

Statement on Consent

- a. Consent is knowing, voluntary and clear permission by word or action, to engage in mutually agreed upon sexual activity. Since individuals may experience the same interaction in different ways, it is the responsibility of each party to make certain that the other has consented before engaging in the activity. 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.
- b. A person cannot consent if the person is unable to understand what is happening or is disoriented, helpless, asleep or unconscious for any reason, including due to alcohol or other drugs. An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has violated this policy. It is not an excuse that the individual responding party of sexual misconduct was intoxicated and, therefore, did not realize the incapacity of the other.
- c. Incapacitation is defined as a state where someone cannot make rational, reasonable decisions because of the lack of capacity to give knowing consent (e.g., to understand the "who, what, when, where, why or how" of the sexual interaction). This policy also covers a

person whose incapacity results from mental disability, involuntary physical restraint, and/or from the taking of incapacitating drugs.

- d. 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 dating relationship is not sufficient to constitute consent. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred and any similar previous patterns that may be evidenced. Silence or the absence of resistance alone is not consent.
- e. A person can withdraw consent at any time during sexual activity by expressing in words or actions that the person no longer wants the act to continue, and, if that happens, the other person must stop immediately.
- f. A minor below the age of consent according to state law cannot consent to sexual activity. This means that sexual contact by an adult with a person below the age of consent is a crime as well as a violation of this policy, even if the minor appeared to have wanted to engage in the act.
 1. In addition, Pennsylvania has designated a minimum age of 13 years where consent cannot be given under any circumstances. Consent is also lacking when a person engages in sexual intercourse with an individual under the age of 16 years and that person is four or more years older than the younger individual is and the individuals are not married to each other.

Prohibited Relationships

The College does not permit sexual or romantic relationships between individuals on campus 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.

IF YOU ARE A VICTIM OF SEXUAL MISCONDUCT

1. Get to a safe place

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

2. Contact someone for help and support

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

If the sexual misconduct occurred on campus, Cedar Crest College encourages you to

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

3. Get Medical Attention

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

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

4. Seek Emotional Support

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

SERVICES, EDUCATION AND PREVENTION PROGRAMS

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

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

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

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

Health and Counseling: Upon request, the Cedar Crest College Health and Counseling Center will facilitate access to sexual misconduct programs to resident advisors, clubs and students. Individual counseling sessions and medical appointments are also available to

traditional students. The Health and Counseling Center will help facilitate appointments for SAGE students. **Contact Health and Counseling at 610-606-4640 or “3476” from a campus phone.**

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

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

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

Title IX Coordinator: The Title IX Coordinator or designee is responsible for overseeing all Title IX complaints and identifying and addressing any patterns or systemic problems that arise during a review of such complaints. The Title IX Coordinator or designee is available to meet with students as needed. The director of human resources serves as the Title IX Coordinator and oversees implementation of the College’s policy on equal opportunity, harassment and nondiscrimination. Reports of discrimination, harassment and/or retaliation should be made to the Title IX Coordinator or designee promptly, but there is no time limitation on the filing of complaints, as long as the accused individual remains subject to the College’s jurisdiction.

RIGHTS OF REPORTING PARTY AND RESPONDING PARTY

1. Rights of Reporting Party of Sexual Misconduct

A student pursuing a good faith complaint of sexual misconduct who reports the incident to Cedar Crest College officials is called the “reporting party,” and can anticipate that:

All reports of sexual misconduct will be treated seriously.

The reporting party will be treated with sensitivity, dignity and respect.

Note that while Cedar Crest College recognizes and respects the need for confidentiality, depending on the nature of the offense and the status of the responding party, there may be instances when Cedar Crest College must take action to protect the reporting party and/or members of the College Community.

To the extent possible and consistent with applicable legal requirements, complaints will be treated confidentially.

The reporting party has the right to and should seek immediate medical attention.

The reporting party will be fully informed in a timely manner of rights and options, including

the necessary steps of each option.

The reporting party may invite or be assigned a member of the Campus Community (i.e. faculty, staff) to guide and support them through all parts of the complaint process.

The reporting party may request on-campus relocation, transfer of classes and academic work (when options are available), or other steps to prevent unwanted contact and proximity to a responding party (if the responding party is a member of the College Community) while the resolution process is taking place. Note that Cedar Crest College will make every effort not to disrupt the reporting party's residential or academic situation.

If the responding party is a student, the reporting student may pursue a College hearing.

If the responding party is a Cedar Crest College employee, faculty or staff member, the reporting party may pursue action according to the Cedar Crest College employee policies and procedures.

The reporting party has the right to pursue criminal charges if the conduct is criminal in nature.

The reporting party has the right to know the disposition of the hearing if the case involves a responding party who is a Cedar Crest College student or the outcome of the disciplinary procedures if the responding party is a College faculty or staff member.

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

2. Rights of Responding Party of Sexual Misconduct

A student who has been accused of sexual misconduct by a member of the College community is called the "responding party," and can anticipate that:

All reports of sexual misconduct will be treated seriously.

The responding party will be treated with sensitivity, dignity and respect. Note that depending on the nature of the offense and the status of the responding party, there may be instances when Cedar Crest College must take action to protect the reporting party and/or members of the College Community.

The responding party will be fully informed in a timely manner of rights and options, including the necessary steps and potential consequences of each option.

The responding party may invite or be assigned a member of the Campus Community (i.e. faculty, staff) to guide and support them through all parts of the complaint procedure.

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

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

REPORTING SEXUAL MISCONDUCT OR SEXUAL HARASSMENT AND OPTIONS WHEN REPORTING

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

In all cases of alleged sexual misconduct, regardless of whether the reporting party wishes to pursue the formal or informal reporting procedure, Cedar Crest College will undertake an appropriate inquiry and take prompt and effective action to support and protect the reporting party, including taking appropriate interim steps before the final outcome of the investigation and hearing, if any. Accordingly, at or after an initial meeting reporting sexual misconduct, Cedar Crest College may impose a “no-contact” order, which typically will include a directive that the parties refrain from having contact with each other, directly or through proxies, whether in person or via electronic means, pending the investigation and, if applicable, the hearing. The Title IX Coordinator or designee also may take any further protective action that is deemed appropriate concerning the interaction of the parties pending the hearing, if any, including, without limitation, directing Cedar Crest College officials to alter the students’ academic, housing or employment arrangements. Title IX requires that, when taking steps to separate a reporting party and responding party, a school must minimize the burden on the reporting party. Thus, Cedar Crest College, as a matter of course, will not remove a reporting party from classes, housing or employment while allowing the responding party to remain. Violations of the directive of the Title IX Coordinator or designee shall constitute related offenses that may lead to additional disciplinary action.

The investigation (including the hearing process) generally will take no longer than 60 calendar days; however, complex cases, the availability of witnesses and other exceptional circumstances may require additional time and/or the modification of the timeframes described herein. If there are delays in the investigation, the Title IX coordinator and/or the director of community standards and residence life will notify the reporting and responding parties of the delays and explain the circumstances causing the delays. The reporting and responding parties will receive periodic updates on the status of the investigation.

Cedar Crest College strongly encourages persons who believe that they have been the victim of sexual misconduct to report the sexual misconduct to Cedar Crest College authorities as set forth below. Cedar Crest College requires all persons who believe that a member of the College Community has been the victim of sexual misconduct to report the sexual misconduct to Cedar Crest College authorities as set forth below. Cedar Crest College will fully investigate all complaints of sexual misconduct regardless of whether a reporting party files a formal or informal complaint.

1. Informal Reporting Procedure

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

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

The reporting party will be referred to the Title IX Coordinator or designee(s).

The reporting party will be encouraged to utilize the resources and support services available

on and off campus and will be offered coordinated assistance including physical, emotional, personal safety and academic support.

To the extent possible and consistent with applicable legal requirements, informal complaints will be treated confidentially.

A reporting party may terminate the informal complaint procedure and pursue a formal complaint at any time.

The reporting party will receive written information regarding the Cedar Crest College sexual misconduct policy.

The reporting party will be notified that if the reporting party wishes to obtain a Protection From Abuse order that the reporting party should contact Campus Police to be informed of the procedure to do so.

2. Formal Reporting Procedure

a. Sexual Misconduct

If on-campus sexual misconduct is reported and the reporting party wants to file a formal complaint, the reporting party will be directed to (and whenever possible escorted to) the Cedar Crest College Campus Police Office. If sexual misconduct is reported regarding an off-campus incident and the reporting party wants to file a formal complaint, the reporting party will also be directed to the local police department. Cedar Crest College will assist the reporting party in notifying these authorities if the reporting party requests assistance. The Cedar Crest Campus Police Office and/or the local police department have the responsibility of investigating the complaint. The reporting party can anticipate the following, however, the College does not control or have authority to control the actions of the local police department:

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

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

To the extent possible and consistent with applicable legal requirements, complaints will be treated confidentially.

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

b. Sexual Harassment

If sexual harassment is reported and the reporting party wishes to file a formal complaint, the reporting party will be directed to the Title IX Coordinator or designee(s). If the Title IX Coordinator is the individual at issue, the alleged harassment may be reported directly to the Provost. If the conduct is criminal in nature the reporting party will be directed to (and whenever possible escorted to) the Cedar Crest College Campus Police Office who will assist the reporting party in notifying the local police department.

The reporting party can anticipate the following:

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

The reporting party will be informed of available support services, explained the reporting procedure, legal and administrative options and provided with written information about the process.

To the extent possible and consistent with applicable legal requirements, complaints will be treated confidentially.

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

3. College Disciplinary Procedures and Sanctions

Whether or not a reporting party opts to file a criminal complaint, the reporting party may pursue an administrative hearing if the responding party is also a Cedar Crest College student by filing a formal complaint. Cedar Crest College is committed to providing a judicial and disciplinary process that is sensitive, supportive, expedient and respectful of the individual rights of all involved.

If the responding party is a Cedar Crest College student, an administrative hearing or sanction-only hearing will be held within sixty (60) days of the date that a formal complaint was submitted. The investigation (including the hearing process) generally will take no longer than 60 calendar days; however, complex cases, the availability of witnesses and other exceptional circumstances may require additional time and/or the modification of the timeframes described herein. If there are delays in the investigation, the Title IX Coordinator and/or the director of community standards and residence life or designee will notify the reporting and responding parties of the delays and explain the circumstances causing the delays. The reporting and responding parties will receive periodic updates on the status of the investigation.

Within twenty-four (24) calendar days of the formal complaint, the investigator will provide the director of community standards and residence life with an initial report. The director of community standards and residence life or designee will review any investigative reports compiled or filed to make a determination regarding the necessity of a hearing. The director of community standards and residence life or designee will make a determination as to whether to hold a hearing within three (3) calendar days of receiving the investigator's initial report and documentation. The director of community standards and residence life or designee will notify both the reporting party and responding party immediately with the decision.

If a hearing is to be scheduled, the director of community standards and residence life or designee will provide written documentation of the sexual misconduct policy and offer to meet with both parties to review the student conduct process. The administrative hearing will be held within sixty (60) days of the date that the formal complaint was submitted.

If a hearing is not to be scheduled, the reporting party has seven (7) days from official notice of the decision by director of community standards and residence life to request a hearing.

The administrative hearing or sanction-only hearing process will be held in accordance with the

written conduct procedures set forth in this Handbook. If the responding party is a faculty or staff member, the director of human resources will commence disciplinary action according to the disciplinary procedures applicable to the responding party. The director of human resources will inform the responding party of the applicable policies and procedures to be followed.

There are two types of student judicial hearings: administrative hearings and sanction-only hearings. All student judicial hearings are run by hearing officers, who shall be designated by the director of community standards and residence life. During an administrative hearing, the hearing officer determines if the student is responsible for the charges brought forth and makes sanction recommendations. A sanction-only hearing may be held if the student takes responsibility for all charges brought forth. The hearing officer in a sanction-only hearing will make sanction recommendations.

The hearing officer will hear a report of the investigation by an impartial investigator.

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

In both an administrative and sanction-only hearing, the hearing officer will provide recommendation(s) and resolution of the case including sanction recommendations to the director of community standards and residence life in writing. In the event that the director of community standards and residence life is the hearing officer, the director will also make the determination regarding the outcome and sanctions.

The director of community standards and residence life will make the final determination about the sanction(s) imposed on the responding party based upon the recommendations of the hearing officer as well as other factors that may affect the sanctions that include, but are not limited to, the following:

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

The parties will be notified in writing within seven (7) days after the date of the administrative hearing with the outcome of the hearing.

Either party has the right to an appeal. The appeal should be submitted within three (3) business days of notice of the outcome of the hearing to the vice president of student affairs and traditional enrollment as explained in the Appeals Process section.

The College reserves the right to have legal counsel present at any point of the hearing process.

The Reporting Party

The reporting party's on-campus living situation may be changed upon the reporting party's request.

The reporting party's academic situation may be changed upon the reporting party's request if options are available.

The reporting party has the right to pursue criminal charges off-campus.

The reporting party is permitted to attend the entire portion of the hearing at which information is presented (excluding deliberations) and to question all witnesses. Questions posed by the reporting party to the responding party will be permitted only through the hearing officer.

The reporting party has the right to be accompanied by a College advisor and witnesses during the hearing process.

The reporting party has the right to a confidential advisor during the hearing process. Examples of advisors include, but are not limited to, family members, friends, College staff or faculty and legal counsel.

The reporting party is informed that all hearing officers take an oath of confidentiality.

The Responding Party

The responding party's on-campus living situation can be changed at the discretion of Cedar Crest College.

The responding party's academic situation can be changed at the discretion of Cedar Crest College.

The responding party is permitted to attend the entire portion of the hearing at which information is presented (excluding deliberations) and to question all witnesses. Questions posed by the responding party to the reporting party will be permitted only through the hearing officer.

The responding party has the right to be accompanied by a College advisor and witnesses during the hearing process.

The responding party has the right to a confidential advisor during the hearing process. Examples of advisors include, but are not limited to, family members, friends, College staff or faculty and legal counsel.

The responding party is informed that all hearing officers take an oath of confidentiality.

Sanctions

Cedar Crest College recognizes the role of accountability as an integral component of the educational process. In order to prevent recurrences, respective sanctions have been developed. These exist to promote a sense of community responsibility and to maintain the integrity of Cedar Crest College as an ethical, just and caring community of learning. The standard of proof used to decide if a responding party is responsible is the preponderance of evidence and whether the conduct in question "more likely than not" occurred. If there is a finding of responsibility pursuant

to the administrative hearing or admission of responsibility pursuant to a sanction-only hearing, disciplinary sanction(s) may include, but are not limited to, expulsion, suspension, a no contact order, removal from Cedar Crest College housing and/or referred or mandated evaluation or education. In addition, persons charged with offenses that are criminal in nature may also be prosecuted by the applicable local authority. Please refer to the Sanctions section for more detail.

4. Appeals Process

Either party shall have the right to one (1) appeal. The appeal shall be made in writing to the vice president of student affairs and traditional enrollment or designee within three (3) business days of the date of the written decision of the director of community standards and residence life. The appeal may be based on any of the following grounds:

Grounds for Appeal:

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

The vice president of student affairs and traditional enrollment or designee will forward a copy of the appeal to the non-appealing party, who may respond to the appeal in writing within three (3) business days of receiving a copy of the appeal. The vice president of student affairs and traditional enrollment will review the appeal and any response thereto.

There are two possible outcomes:

The appeal will be denied.

The appeal will be forwarded to the hearing officer to rehear the case.

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

VIII. CODE OF CONDUCT

AIDING OR ABETTING

Attempting, aiding, abetting, being an accessory to or failing to report any act prohibited by the College policy shall be considered the same as a completed violation.

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. They will not be protected from legal action taken by public agencies or campus police officers responsible for enforcing the law, even when college disciplinary action has been taken for the violation of campus regulations.

A. ALCOHOL RELATED STATE LAWS

Public laws most relevant to college students are listed below. These laws apply to all persons while they are within the boundaries of the Commonwealth of Pennsylvania. Please note that this is not an all-inclusive list of public laws pertaining to alcohol. For more information, please consult Pennsylvania's Title 18 crimes and offenses at <http://www.legis.state.pa.us/wu01/li/li/ct/htm/18/18.htm>.

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

1. All persons are subject to Pennsylvania liquor, penal and motor vehicle codes while they are in the Commonwealth of Pennsylvania.
2. It is illegal for a person knowingly and falsely to represent to be 21 years of age or older for the purpose of procuring or having furnished to alcoholic beverages.
3. It is illegal for a person less than 21 years of age to attempt to purchase, consume, possess, or knowingly and intentionally transport alcoholic beverages.
4. It is illegal for a person to knowingly, willfully and falsely represent to any licensed dealer or other person that a minor is over 21 years of age for the purpose of inducing any such licensed dealer or other person to sell or furnish alcoholic beverages to a minor.
5. It is illegal for a person to hire, request or induce any minor to purchase or offer to purchase alcoholic beverages from a licensed dealer for any purpose.
6. It is illegal to sell alcoholic beverages to any person unless duly licensed in the Commonwealth of Pennsylvania.
7. It is illegal for a person intentionally and knowingly to sell, furnish or purchase with the intent to sell or furnish any alcoholic beverages to a person who is less than 21 years of age.
8. It is illegal to manufacture, make, alter, sell or attempt to sell an identification card falsely representing the identity, birth date or age of another.
9. It is illegal for a minor to possess an identification card falsely identifying that person by name, age, birth date or photograph as being 21 years of age or older or to obtain or attempt to obtain alcoholic beverages by using the identification card of another or by using an identification card that has not been lawfully issued to or in the name of that person who possesses the card.
10. It is illegal for a person 18 years of age or older to corrupt or tend to corrupt the morals of a

person less than 18 years of age by aiding, abetting or encouraging a minor.

11. It is illegal for a person under 21 years of age to pay either direct or indirect assessments that will be used in whole or in part for the purchase of alcoholic beverages.
12. It is illegal for a licensee or agent to sell alcoholic beverages to a minor or to a person who is intoxicated.
13. A person who serves alcoholic beverages is responsible for the alcohol-related actions of the persons served even after they leave the place of service.
14. It is illegal for a driver to consume any alcoholic beverages while driving or attempting to drive a motor vehicle.

B. COLLEGE ALCOHOL REGULATIONS

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

refused, the test will be considered a “positive test” and summary action and sanctions may apply.

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

C. CAMPUS EVENTS WITH ALCOHOL

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

D. SANCTIONS FOR VIOLATIONS OF THE ALCOHOL POLICY

The director of community standards and residence life or designee may initiate any or all of the following sanctions in response to violations of the alcohol policy, which include, but are not limited to:

First Offense:

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

Second Offense:

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

Third Offense:

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

E. AMNESTY POLICY

The policy may apply when a student receives emergency medical assistance that is (a) related to the consumption of alcohol, and (b) sought by a person not serving in an official college capacity. This policy may also apply to any student who seeks medical assistance for another student experiencing a medical emergency based upon alcohol consumption. The student will not be charged or sanctioned for violations of college alcohol-related policies. Students receiving medical assistance in compliance with this policy shall not be referred for prosecution for any state, local or federal crime or misdemeanor solely related to the possession, consumption or supplying of alcohol. The student will be required to consult with the director of community standards and residence life 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, to do so from reporting, charging, or taking other action related to the possible criminal prosecution of any student.

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

ARREST POLICY

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

BIAS RESPONSE POLICY

Cedar Crest College values a diverse, inclusive and equitable learning environment. The College is committed to maintaining a respectful and welcoming living, learning and working environment for all students, faculty and staff. As such, the College has established the Bias Incident Response Team. The Response Team is the first response from the College in coordinating responses to bias and hate incidents. The Response Team ensures that affected individuals have access to appropriate resources, to assist the College in its response and to facilitate a coordinated campus response to bias-related incidents and situations.

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 law. Incidents do not need to be hate crimes to be reported. All such incidents may violate College policies regarding student, faculty and staff conduct, as well as laws against discrimination. The College strongly encourages the reporting of all hate crimes and bias incidents.

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

The Bias Incident Response Team does not replace processes and policies for reporting and addressing acts of discrimination, harassment or violence, including but not limited to those established in student, faculty and staff handbooks or by the offices of Student Affairs, 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 bias incident report, participating in a bias follow-up procedure or refusing to participate in a bias follow-up procedure is explicitly prohibited

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

BICYCLES

Students are permitted to have bicycles on campus, but the College assumes no responsibility for damage or for theft from storage. Theft or excessive damages should be reported to campus police. Bicycles may be parked in bike racks at residence halls. Bicycles are to be removed from the campus at the end of the academic year. The College is not responsible for bicycles left on campus and will not ship them home. Bicycles left on campus at the end of the term will be removed and shall not be returned.

BULLYING

Any behavior that is used to coerce, intimidate or harass another individual or interferes with a person's personal safety, academic efforts, employment or participation in College sponsored activities may be regarded as bullying and is prohibited by the College. This behavior is repeated over time. Bullying can take many forms, including, but not limited to, the following types:

- Physical bullying – any intentional and unwelcome use of physical contact or deliberate property damage. It includes fighting, pushing, or interfering with another's property by stealing, hiding, damaging or destroying such property.
- Cyberbullying – making use of the diverse range of information and communication technologies, including, but not limited to, use of computers, electronic storage devices, cameras, all types of mobile phones, video and audio players and receivers, gaming consoles, internet and phone services and digital media including social networking sites, text messaging, etc.

- Types of cyberbullying can take many forms, including, but not limited to, the following types:
 - Insulting – posting or spreading false information about a person that will cause harm to that person or that person’s reputation.
 - Targeting – singling someone out and inviting others to attack or make fun of the individual.
 - Identity theft – pretending to be someone else to make it look like that other person said things the person does not believe in or is not true about the person.
 - Uploading – sharing images of a person, particularly in an embarrassing situation, or sharing emails without permission.
 - Harassment – repeatedly sending someone malicious and insulting messages.
- Exclusion bullying – leaving someone out on purpose to cause feelings of non-acceptance. It includes spreading malicious rumors, writing on posters, walls, books, through social media, etc.
- Extortion bullying - use of threat or power to obtain favor or goods, e.g. bullying others to provide food, money or schoolwork.
- Gesture bullying – use of non-verbal signals to cause intimidation or fear.
- Verbal bullying – use of language to threaten or hurt. This includes name-calling, offensive language and making degrading comments about another’s family, religious, social or racial background, etc.

Violations of this policy may result in disciplinary action up to and including expulsion from the College.

CEDAR CREST COLLEGE NAME AND LOGO

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

COMPUTER USE POLICY

- Sharing of passwords or any other authentication information with someone else is strictly prohibited. Individuals are responsible for their account(s), including the safeguarding of access to the account(s).
- The use of Cedar Crest College’s technology resources to access, further or otherwise participate in activity, which is inconsistent with the mission of the College, is prohibited. This includes, but is not limited to the following: illegal activity (including downloading copyrighted music, applications or video), sexually explicit material, hate speech, violent behavior & bullying, spam, hacking, etc. An exemption is granted for individuals engaged in normal pedagogic related activities or research, provided that it is consistent with Cedar Crest’s mission.
- The use of Cedar Crest resources to conduct business for personal financial gain is prohibited.

- Anti-virus and anti-malware software must be installed on your computer, kept up to date and currently enabled. If your software is not up to date or disabled it may lead to an infection, which may result in your network access being disabled.
- Although Information Technology deploys patches for College issued devices for Windows, OS X and other applications, users are responsible for keeping their personal computers and devices updated with all other security patches/fixes from the appropriate software update services. This includes updating your operating system and applications, such as Microsoft Office, Adobe, iTunes, Firefox, Chrome, etc. If your computer is not up to date, it could lead to malware infection, which may result in your network access being disabled.
- Students are responsible for their computer, including its hardware, software and any network traffic transmitted by it. Please contact the Help Desk if you have any questions about whether or not certain software/hardware might conflict with this acceptable use policy.
- The use of personal routers (wireless or wired), wireless hotspots and/or DHCP servers is strictly prohibited. Contact the Help Desk if you have additional network connectivity needs that are not being met.
- Using the College network to provide any service that is visible off campus without prior Information Technology approval, is prohibited. This applies to services such as, but not limited to, HTTP (Web), SSH, FTP, IRC, email, private VPN, etc.
- Configuring your computer to provide Internet or Cedar Crest College network system access to anyone who is not a Cedar Crest College faculty, staff member or student is prohibited.
- Students are not permitted to e-mail to any distribution “All” distribution list from their named account. Only student organization accounts may do so, with prior approval.
- Students recognize that by using College provided email and/or servers that the College reserves the right, but not the requirement, to search or observe any activity and that the students have no right to privacy in the same.

COPYRIGHT INFRINGEMENT POLICY

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

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

CREDIT CARD SOLICITATION

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

Periodically, the College will provide students with educational information regarding the responsible use of credit cards. This information may be provided through presentations in new

student orientations, regular classroom activities, relevant literature placed in designated campus facilities, or special campus programming events. Violations of this policy will result in appropriate action taken by the College.

DAMAGE TO PROPERTY

Damage to or destruction of property or actions that have the potential for such damage or destruction is prohibited. Conduct which threatens to damage, or creates hazardous conditions such as dropping, throwing, or causing objects or substances to fall from windows, doors, ledges, balconies or roofs is also prohibited. This includes, but is not limited to, unauthorized application of graffiti, paint, etc. to property or removal of window restrictors, security screens, etc.

DISRUPTIVE CONDUCT

No person or organization may interfere with, disrupt normal activity and operations of or promote the interference or disruption of students, faculty, administration, staff or the educational mission of the College or of the College or its buildings, equipment or facilities. Any form of expression that materially interferes with such activities and operations or invades the rights of persons is prohibited.

- a. Non-compliance with reasonable time, place or manner restrictions on expression is considered a violation of this section. Such activity includes, but is not limited to, behavior in a classroom or instructional program that interferes with the instructor or presenter's ability to conduct the class or program, or the ability of others to profit from the class or program.
- b. To remain in the vicinity of activity that is disrupting normal College functions when requested to leave by a College official is prohibited. Bystanders, if their presence incites or adds to the disruption, as well as more active participants in the disruptive activity, may be in violation of this policy as well.

DRUGS - ILLICIT DRUGS

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

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

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

A. DRUG RELATED PUBLIC LAWS

The following acts and the causing thereof within the Commonwealth including upon the campus of

Cedar Crest College are hereby prohibited:

1. The manufacture, sale or delivery, holding, offering for sale, or possession of any controlled substance, other drug, device or cosmetic that is adulterated or misbranded.
2. The acquisition or obtaining or possession of a controlled substance by misrepresentation, fraud, forgery, deception or subterfuge.
3. The intentional purchase or knowing receipt in commerce by any person of any controlled substance, other drug or device from any person not authorized by law to sell, distribute, dispense or otherwise deal in such controlled substance, other drug or device.
4. The manufacture, delivery, or possession with intent to manufacture or deliver, a controlled substance by a person not registered to do so, or knowingly creating, delivering or possessing with intent to deliver, a counterfeit controlled substance.
5. The possession of any amount of marijuana, including medical marijuana, only for personal use; the possession of any amount of marijuana, including medical marijuana with the intent to distribute it but not to sell it; or the distribution of any amount of marijuana, including medical marijuana, but not for sale.
6. The use of, or possession with intent to use, drug paraphernalia for the purpose of planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packing, repacking, storing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body a controlled substance in violation of this act.
7. The delivery of, possession with intent to deliver, or manufacture with intent to deliver, drug paraphernalia, knowing, or under circumstances where one reasonably should know, that it would be used to plant, propagate, cultivate, grow, harvest, manufacture, compound, convert, produce, process, prepare, test, analyze, pack, repack, store, contain, conceal, inject, ingest, inhale or otherwise introduce into the human body a controlled substance in violation of this act.
8. The placing in any newspaper, magazine, handbill or other publication or by written or electronic means, including electronic mail, internet, facsimile and similar transmission, any advertisement, knowing, or under circumstances where one reasonably should know, that the purpose of the advertisement, in whole or in part is to promote the sale of objects designed or intended for use as drug paraphernalia.
9. The knowing or intentional manufacture, distribution, possession with intent to distribute, or possession of a designer drug.

B. DRUG RELATED CAMPUS POLICY

Reasonable Suspicion or Mandated Drug Screening

A student may be subject to testing at any time when the departmental chair or director, program director or head of an academic unit or designee determines there is reasonable suspicion to believe the student is under the influence or using illegal or prohibited drugs. Students may also be subject to drug testing based upon the requirements of an academic program. Reasonable suspicion drug testing may be based on objective, reliable information as determined by the departmental chair or director, program director or head of an academic unit or designee. Reasonable suspicion may include, without limitation, 1) observed possession or use of substances appearing to be

prohibited drugs, 2) arrest or conviction for a criminal offense related to the possession or transfer of prohibited drugs or substances or 3) observed abnormal appearance, conduct or behavior reasonably interpretable as being caused by the use of prohibited drugs or substances. Among the indicators which may be used in evaluating a student's abnormal appearance, conduct or performance are: class attendance, significant GPA changes, increased injury rate or illness, physical appearance changes, motivational level, emotional condition, mood changes and legal involvement. If suspected, the departmental chair or director, program director or head of an academic unit or designee will notify the student of the testing requirement and the student must stay with a faculty or staff member until testing occurs. All testing will be performed by designated laboratories determined by the College. Testing shall be in accordance with industry standards and in accordance with any applicable federal and state laws. The collection procedures shall be designed to ensure the security and integrity of the specimen provided by each student and those procedures shall follow chain-of-custody guidelines. Note: The possession and/or use of illegal substances may be determined by means other than urinalysis. The student is responsible for the cost of the drug screening.

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

C. SANCTIONS FOR VIOLATIONS OF THE DRUG POLICY

The director of community standards and residence life or designee may initiate any or all of the following sanctions in response to violations of the drug policy, which include, but are not limited to:

First Offense:

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

Second Offense:

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

Sale and/or possession of large quantity/quantities of illegal drugs as defined by state and federal law on College property will result in the following sanctions:

- Parental notification
- Suspension/expulsion from the College

- Discretionary prosecutorial referral to local authorities
- Community restitution
- Possible other sanctions depending on the nature of the offense

E2CAMPUS EMERGENCY NOTIFICATION SYSTEM

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

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

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

FAILURE TO COMPLY

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

FIRE POLICIES

A. EQUIPMENT

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

B. FIRE SAFETY REGULATIONS

1. Students will be permitted to have a name tag, message board and pictures on their residence hall doors. Items should be placed on the upper half of the door above the door knob and may not cover more than 50% of the door in order to be in compliance with the City of Allentown Fire Code. No items are to be posted on the door frames or on the wall around the doors. Posters, tapestries and lights are strictly prohibited on doors, door frames and walls. The College

reserves the right to remove any decorations that do not comply with City of Allentown fire ordinances.

2. Burning or burnt candles or incense, toasters and toaster ovens, potpourri crocks, halogen lamps, electric heaters, personal space heaters, hot plates, indoor grills, and electric blankets are fire hazards and may not be used in the residence halls.
3. The state fire code prohibits the placement and/or storage of any items in the corridors or stairwells of living units. Items in these areas will be considered lost articles and will be removed by college personnel.
4. Students are subject to disciplinary action by the College and/or to prosecution by the City of Allentown for setting fires through carelessness or negligence, for tampering with a fire extinguisher or smoke detector and for tampering with a fire alarm.
5. Students are required to evacuate any College building when a fire alarm is sounding and/or when instructed to do so in an emergency or drill by College staff.
 - a. If you need assistance with evacuation due to a disability, please contact the assistant director of learning and disability services in academic services at 610-606-4628.
6. Smoking is prohibited on campus; this includes, but is not limited to traditional cigarettes as well as electronic devices used for smoking or vaping.
7. Over-door hangers may not be attached to doors, nor may hangers be placed over closet edges or hung from picture moldings.
8. Tapestries and other articles may not be hung from or over light fixtures.
9. Tapestries, lights and other items may not be hung from the ceiling.
10. Items being cooked may not be left unattended.
11. Decorative lights may not be hung around residence hall doors.
12. Hover boards and similar lithium battery powered self-balancing personal transportation devices may not be used, charged or stored anywhere on campus.

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

FRAUD/LYING

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

GAMBLING

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

GENDER INCLUSIVE RESTROOMS POLICY

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

GENERAL LAWS

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

GUEST RESPONSIBILITY

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

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

HARASSMENT

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

HARM TO PERSON(S)

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

HAZING

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

HEALTH POLICY

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

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

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

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

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

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

LIBRARY POLICIES

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

A. LENDING SERVICES

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

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

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

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

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

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

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

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

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

B. AUDIO VISUAL/MEDIA SERVICES

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

C. INTERLIBRARY LOAN SERVICES

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

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

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

LOBBYING

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

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

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

No appropriated federal funds may be used for lobbying purposes.

INTERFERENCE/OBSTRUCTION OF THE CONDUCT PROCESS

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

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

MISSING PERSON POLICY

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

1. All concerns of a possible missing person should be reported to Cedar Crest College Campus Police by dialing “0” from any campus telephone or 610-437-4471 from an off-campus phone.
2. Upon receipt of the report, a campus police officer will immediately be dispatched to the concerned party to initiate an investigation, and the chief of campus police and on-call residence hall staff will be notified.
3. The responding officer(s) will gather all necessary information related to the incident from the person(s) reporting the missing student, including, but not limited to: a physical description including clothing worn when last seen, details on where the student was last seen and if the student was with anyone, concerns about the mental or physical condition of the student, etc.
4. Officers will make every effort to find the person on campus by checking the residence hall, any scheduled classes, and all accessible buildings. Officers will also check to see if the missing person’s vehicle is on campus and if the person has accessed any area via the card access system or signed in any guests. Other students, friends and acquaintances may also be interviewed.
5. After a search of the campus has been completed and if no further information has been forthcoming, the chief of campus police or designee may choose to notify the campus community to ask for help in locating the missing person. Notification can be done using any combination of our mass notification systems.
6. The chief of campus police or designee may choose to file a missing persons report with the Allentown Police Department. All pertinent information relative to the incident will be provided to the responding Allentown police officer.
7. Any and all community inquiries into the matter will be referred to the marketing and communications office or a designated spokesperson.
8. Within 24 hours of the initial report, the missing student’s emergency contact person will be notified by student affairs and/or campus police.
9. After it has been determined that a student that is less than 18 years old and not an emancipated individual is missing, the student’s parent/parents or legal guardian/guardians shall be notified no later than 24 hours after the initial report.
10. In cases when the student is over 18 years old or emancipated and has not designated anyone to be notified, notification will be given solely to the Allentown Police Department.
11. A detailed report of the incident will be generated by the responding campus police officer.

MISUSE OF DOCUMENTS

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

MISUSE OF STUDENT IDENTIFICATIONS

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

MISUSE OF KEYS

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

MOTOR VEHICLE AND PARKING REGULATIONS

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

A. VEHICLE REGISTRATION

All faculty, staff, students and contract employees must register their vehicle(s) at the campus police office within 24 hours of entering campus. Campus police is open 24 hours a day/7 days a week. To register, students, staff and faculty will need to show their vehicle registration, proof of insurance, current driver's license and Cedar Crest College photo ID to obtain their decals. Contract employees (such as Parkhurst and Barnes & Noble) who do not have Cedar Crest College identification will need to show a valid driver's license, vehicle registration and proof of insurance to receive a staff parking decal. Remember to report any changes to campus police immediately. Students who change their status with the College, such as First Year to Upper Classmen/Resident or from a Resident to a Commuter or Commuter to Resident, must obtain the proper parking permit to match the student's status with the College. While there is no fee for motor vehicle registration, failure to register and properly display a decal will result in a \$20 fine. In the event of a failure to comply with all parking and traffic regulations the College may invalidate your decal and its privileges. Mutilated or defaced decals are considered invalid and must be replaced. On-campus parking privileges terminate upon separation from the College.

B. VEHICLE VIOLATIONS

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

- Parking within an intersection
- Parking on a crosswalk or sidewalk
- Littering
- Parking on a lawn or sodden area
- Parking in a restricted lot
- Parking in a reserved parking space
- Parking in a loading/unloading zone
- Parking in a space not marked for parking
- Parking in a restricted area
- Blocking a fire hydrant or fire lane
- Obstructing traffic
- Vehicle not registered/parking decal not displayed
- Failure to stop at a stop sign
- Speeding (over 15 M.P.H.) /driving too fast for conditions

- Driving the wrong way on a one-way street
- Failure to obey traffic control signal of Campus Police Officer
- Reckless driving
- Fraudulent use of decal
- Parking on a restricted service/access road
- First-year student parking violation
- Failure to park in the direction of the driving lane
- Leaving the scene of an accident
- PA Vehicle Code violation

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

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

C. ESCORT SERVICE

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

D. PARKING

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

1. First-Year Resident Student Parking
 - a. 24 hours
 - i. Lot C - West of Alumnae Hall, within designated parking spaces MARKED IN YELLOW in the northwest section of the lot
 - b. Weekends, Friday 6 p.m. to Sunday 6 p.m.
 - i. Lot G - North of Steinbright Hall
 - ii. North and South Quad roads in front of residence halls (and at unrestricted times in the Cressman Library spaces)
 - iii. Roadway behind Butz and Curtis Halls (except where restricted by signs)
2. Upper-class Resident Student Parking
 - a. 24 hours
 - i. Lot C - West of Alumnae Hall, except for the first three rows
 - ii. West Road
 - iii. Lot E - West of the Boiler House and adjacent roadway
 - iv. Lot F - Behind lot E (Note: Lot F floods during heavy rains)
 - v. Lot G - North of Steinbright Hall
 - vi. North and South Quad roads in front of residence halls (and at unrestricted times in the Cressman Library spaces)
 - vii. Roadway behind Butz and Curtis Halls (except where restricted by signs)
 - viii. Behind the Safety and Facilities Building (except where restricted by signs) and adjacent roadway

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

E. ADDITIONAL PARKING INFORMATION

- The responsibility for locating an authorized parking space rests with the operator of the vehicle.
- Illegally parked vehicles are subject to being towed at the owner's expense.
- Disabled vehicles: In the interest of safety, vehicles that are not running, whether it is due to mechanical failure, damaged to the point where it is disabled or anything that will not allow for the normal operation of the vehicle, are not permitted to be on Cedar Crest College property and must be removed within 72 hours (unless a clear hazard exists which would

warrant its immediate removal). Furthermore, repairing disabled vehicles, except for brief, emergency repairs, is prohibited on Cedar Crest College property. In the event a vehicle becomes disabled on college property, Campus Police must be notified immediately of the vehicle description, location on campus, nature of the problem with the vehicle and the vehicle owner/operator's contact information.

- Overnight parking in the first three rows of lot C, west of Alumnae Hall, is prohibited.
- Parking directly in front of the Cressman Library is prohibited (use only designated spaces).
- Parking and traffic flow may change as warrants for special events and/or emergencies, snow removal, repairs etc.
- Also, during snow removal operations, you may be required to move your vehicle in order to facilitate snow removal and ensure maximum availability of parking spaces.
- The College assumes no responsibility for damages incurred by fire, theft, accident, flood or vandalism.
- Park only in a space designated by white ground markings as a lined parking space.
- You are expected to notify your visitors in advance of campus parking and traffic regulations.
- LVAIC students who are taking classes on campus must follow commuter student parking regulations.
- Parking spaces that are designated for specific individuals are reserved 24/7.
- 15-minute loading/unloading areas are available in front of the residence halls for your convenience provided your four-way flashers are on.
- Temporary accessible parking is available for students who have temporary accessibility needs. Students who are in need of temporary accessible parking should contact the Disability and Accessibility Specialist by emailing advising@cedarcrest.edu or by calling 610-606-4628.
- Did you know that you had an escort service? Contact the College Switchboard Operator by dialing '0' or 610-437-4471 to access this service any time and a member of Campus Police will be dispatched to provide you with an escort to and/or from your campus destination.

F. ENFORCEMENT OF TRAFFIC AND PARKING VIOLATIONS

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

G. INSTRUCTIONS FOR FILING AN APPEAL

1. Appeals must be filed in writing to the chief of campus police within 72 hours of issue. All decisions will be sent to you by mail.
2. Obtain form from
 - a. Cashier's Office (Blaney Hall Administration Building, Room 212)

- b. Campus police (Safety and Facilities Building)
3. Prepare a statement to include:
 - a. Your citation number
 - b. Your vehicle license number
 - c. The date the citation was issued
 - d. A statement of the facts and circumstances surrounding the citation
 - e. Signed statements of witnesses, if any
4. Mail or deliver to the chief of campus police

NO CONTACT ORDER

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

OPEN EXPRESSION ACTIVITY

Free speech is a cherished value of Cedar Crest College. In order to ensure that orderly operations of the College are maintained and that the rights of all are respected, while at the same time ensuring that individual members of the college community have an opportunity to fully exercise their right of freedom of expression, anyone wishing to hold a demonstration/rally, protest, etc. ("Open Expression Activity") must obtain approval two business days in advance of the Activity. An Open Expression Activity Request Form, available at the office of the vice president of student affairs and traditional enrollment, must be completed and submitted three business days in advance to the vice president of student affairs and traditional enrollment or designee. Open Expression Activities that have not been approved may be considered a violation of the Disruptive Conduct Policy and will be referred to the director of community standards and residence life.

PROSELYTIZING

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

PUBLICITY AND POSTERS

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

RETALIATION

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

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

SEARCHES OF PROPERTY

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

SERVICE ANIMAL AND EMOTIONAL OR THERAPY ANIMAL POLICIES

SERVICE ANIMAL POLICY

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

Definition of Service Animal

A Service Animal is defined as any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability (physical, sensory, psychiatric, intellectual, or other

mental disability). Other species of animals, whether wild or domestic, trained or untrained, are not considered service animals. The work or tasks performed by a service animal must be directly related to the individual's disability. Examples of work or tasks include, but are not limited to:

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

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

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

Service Animal Access

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

Control of Service Animal

The ADA requires that service animals be under the control of the handler at all times. In most instances, the handler will be the individual with a disability. The service animal must be harnessed, leashed, or tethered while in public places unless these devices interfere with the service animal's

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

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

Removal of Service Animal

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

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

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

Voluntary Registration

Cedar Crest College does not have a volunteer Service Animal registration program. Therefore, it is recommended the handler has the animal wear a contact tag on its collar in case the animal becomes separated from the handler for any reason.

Service Animals in Campus Housing

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

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

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

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

Conflicting Disabilities

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

EMOTIONAL SUPPORT ANIMALS

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

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

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

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

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

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

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

Any student, who wishes to request an ESA as an accommodation, should contact the Asst. Director of Learning and Disability Services at least four (4) weeks prior to the student's preferred date to bring the animal on campus. The student will meet with the Asst. Director to discuss the interactive accommodation process and review the policies relating to ESAs on the College campus. Please note that the deliberative process required to approve accommodations can take time. Students may not bring potential ESAs on campus until this process is completed, the accommodation has been approved, and a date has been set for the animal to reside on campus.

SMOKE AND TOBACCO FREE CAMPUS

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

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

Failure to comply with the smoke and tobacco free policy may result in fines and/or consequences through the appropriate channels.

SOCIAL MEDIA

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

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

SOLICITING

Soliciting on campus, door-to-door sales operations or direct selling in the residence halls is prohibited. Direct selling may include, but is not limited to, sales made through parties, one on one demonstrations and other personal contact arrangements as well as internet sales. Anyone soliciting or attempting to conduct business in the residence hall should be reported to campus police immediately. The office of student activities must approve selling by Cedar Crest students or student organizations in the Tompkins College Center. Outside vendors must be sponsored by student organizations or other offices on campus.

SPECIAL DIETARY NEEDS

Any student who wishes to request a meal plan modification as an accommodation (food allergies, chronic conditions exacerbated by specific foods, etc.) will need to request accommodations by self-identifying to the assistant director of learning and disability services. The student will then complete a “Self-Disclosure” meeting with the assistant director and provide supplemental documentation of the food allergy, chronic condition exacerbated by specific foods etc. Students may make an appointment with the assistant director by contacting Academic Services (610-606-4628) or through YouCanBookMe at: <https://suebarnes.youcanbook.me>. The assistant director will then work with the director of dining services to address how the student’s needs may be met.

STUDENT COMPLAINT POLICY

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

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

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

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

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

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

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

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

Area of Concern, Dispute or Appeal	Office/Person to Contact
Undergraduate Academic Appeals (For appeals of final grades, academic misconduct or other undergraduate academic policies)	Provost’s Office: Associate Provost
Petition to Waive Undergraduate Curricular or Academic Policy (For petitions to the faculty Committee on Undergraduate Education or the Academic Policies and Standards Committee)	Registrar’s Office: Registrar
Graduate Student Academic Appeals (For appeals of final grades, academic misconduct, or other graduate policies, see pp. 16-17; see also relevant program-specific graduate handbooks.)	Provost’s Office: Associate Provost for Adult & Graduate Programs
Disability & Accommodation Services	Academic Services: Assistant Director of Learning and Disability Services
Social Conduct Appeals (For appeals of Honor and Judicial Board proceedings, voluntary/involuntary medical/psychological leave and withdrawal or other Code of Conduct policies)	Student Affairs: Director of Community Standards and Residence Life
Sexual Misconduct or Harassment (Title IX) Bias, Harassment, or Discrimination (Bias Incident Report)	Human Resources: Title IX Coordinator Center for Diversity & Inclusion: Director
Research Approval: Institutional Review Board	Institutional Review Board: Chair/Coordinator
Traffic or Parking Violation Appeal	Campus Police: Chief of Police
EthicsPoint – Whistleblower Reporting (Anonymous Reporting of Improper or Unsafe Behavior)	Finance & Administration Office: Chief Financial Officer/Director of Human Resources

Student Complaints to the College

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

To file a complaint with Cedar Crest College, submit the [Student Complaint Form](#) to either the Office of the Provost (Robert Wilson, Acting Provost; rawilson@cedarcrest.edu) or the Office of Student Affairs (Kelly Steinmetz, Director of Community Standards and Residence Life; kmsteinmetz@cedarcrest.edu).

Unless otherwise provided herein, complaints must be reported within one (1) calendar year of the incident that caused the complaint. Complaints will be received by the Office of the Provost and the Office of Student Affairs and then forwarded to the relevant College official(s) or office(s) for review. The College will seek to address complaints within twenty (20) business days. Individuals and offices identified as party to a complaint may be notified and asked to provide relevant information.

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

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

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

Student Complaints to the Pennsylvania Department of Education

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

Pennsylvania Department of Education - Postsecondary and Adult Education
333 Market Street, 12th Floor
Harrisburg, PA 17126-0333
Phone: 717.783.8228
Fax: 717.722.3622
[Click here for website](#)

Student Complaints to the Middle States Commission on Higher Education

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

Middle States Commission on Higher Education
3624 Market Street, Second Floor
Philadelphia, PA 19104
<http://www.msche.org/documents/ComplaintsInvolvingMemberCandidate.pdf>
Email: info@msche.org

STUDENT FINANCIAL SERVICES POLICIES

SFS AR (Accounts Receivable) Hold Policy

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

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

Students who are financially clear, may register for classes, add/drop classes, move into student housing and/or request a transcript.

Payment Due Dates and Late Fee Policy

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

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

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

Withdrawal from Course

Financial Refund Policy for Students Withdrawing from Course(s)

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

Course Withdrawal Financial Refund Schedule

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

For Non-accelerated Courses

Prior to first class meeting	100% Tuition Refund
Prior to End of Drop/Add 1st Week of Semester (if not replacing credits)	90% Tuition Refund
Prior to the End of the 2nd Week of Semester	75% Tuition Refund
Prior to the End of the 3rd Week of Semester	50% Tuition Refund

During and After the 4th Week of Semester	No Refund
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7-8 Week Courses

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

For Accelerated Courses: 6-9 Class Meetings

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

4-5 Class Meetings

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

2-3 Class Meetings

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

OCICU Online Courses

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

Withdrawal from College

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

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

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

Financial Refund Policy for Students Withdrawing/Separating from the College

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

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

STUDENT RECORDS POLICY

The Family Educational Rights and Privacy Act of 1974 (FERPA, also known as The Buckley Amendment), states that students' educational records are considered confidential. Academic advisors/faculty members are required by FERPA not to disclose any information about a student to the parents (or anyone else) unless the student provides written permission to release the information, the written request is from a law enforcement agency, or the release of such information is allowed pursuant to law.

I. Access to Records

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

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

II. Right of Privacy

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

- 1) To Cedar Crest faculty members, administrators and staff who have legitimate educational interests in the records.
- 2) To authorized representatives of the comptroller general of the United States; the secretary of the United States Department of Education; the United States commissioner of education; the director of the national institute of education; the assistant secretary of education; or state educational authorities.
- 3) To persons who require access in consideration of a student's application for, or receipt of, financial aid.
- 4) To the parent(s) of the student(s) dependent upon them. (At Cedar Crest College, this information will generally be given with the knowledge of the student whose parent had inquired.)

- 5) To persons authorized to receive such data through judicial order or pursuant to a subpoena. (The law requires the College to attempt to notify the student in advance of its compliance with such orders).
- 6) To appropriate persons in connection with an emergency if knowledge of such information is necessary to protect the health or safety of the student or other persons.
- 7) To parents or legal guardians, the disclosure of the results of student conduct proceedings for alcohol and drug related offenses for students under the age of 21.
- 8) As otherwise required or authorized by law, statute, or regulation.

III. Additional Rights

- 1) The College will release information from educational records to third parties with the written consent of the student. If such a transfer of information is made, it shall be a condition of release by the College that those to whom the information is released will not permit additional access to the records without written student consent. A student is permitted to waive the right to inspect letters of recommendation in order to enable the opportunity to obtain more effective letters of recommendation. A student who wishes to use this privilege must submit a written request to the executive director of career planning to waive this right. A student has the right to inspect the log of non-Cedar Crest persons who have requested or obtained access to the student's records. A student has the right to challenge the factual basis of the records. In such instances this procedure will be followed:
 - a. If the student and a college official agree on the error, the change will be noted and signed by the student and the official.
 - b. If the student and the college official do not agree on the error, the student may appeal to the Registrar, Provost or designee for resolution. If the Registrar, Provost or designee is involved in the disagreement concerning factual information, the president of the College or designee shall resolve the dispute. The student's appeal must be supported by a written statement of fact. A student has the right to withhold information from a published directory prepared by the College for use by non-Cedar Crest College persons, provided the request of deletion of the information is in writing to the registrar's office prior to the last date of official registration for fall or spring semester. Cedar Crest College assumes that a student who does not specifically request that directory information be withheld thereby indicates (individual) approval of disclosure.

Directory information consists of such data as the student's name, telephone number, address, major field of study, participation in activities, dates of attendance, and degrees and awards received. Though this information is public in nature, students may request that it be withheld and released only upon written authorization. Such requests should be made to the registrar. The student directory will be accessible on the internal computer network.

- 2) In regards to judicial matters and honor code violations, the College will, upon written request, disclose to the alleged victim of any crime of violence, or a non-forcible sex offense, the report on the results of any judicial proceeding conducted by Cedar Crest College against a student who is the alleged perpetrator of such crime or offense with respect to the results of the judicial proceeding. Such information may also be disclosed to third parties in accordance with applicable laws.

The term "crime of violence" shall be defined as (1) an offense that has as an element the use, attempted use or threatened use of physical force against the person or property of

another or (2) any other offense that is a felony and that, by its nature, involves a substantial risk that physical force against the person or property of another may be used in the course of committing the offense.

The final results of the judicial proceedings shall only include:

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

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

THEFT

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

TOMPKINS COLLEGE CENTER POLICIES

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

UNAUTHORIZED PRESENCE OR USE OF COLLEGE FACILITIES

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

WEAPONS/EXPLOSIVES

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

The ignition or detonation of anything that could cause damage to persons or property or disruption by fire, smoke, explosion, noxious odors, stain, corrosion or similar means is prohibited. Possession of anything in the nature of fireworks, explosives or chemical explosives is prohibited on any property owned or operated by the College or off campus College sponsored events without prior College authorization.

IX. GUIDELINES FOR RESIDENCE HALL LIVING PROCEDURES

AIR CONDITIONERS

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

BREAK HOUSING

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

ELECTRICAL EQUIPMENT

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

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

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

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

ENTRY AND SEARCH OF ROOMS

The College recognizes residents' desire for privacy, particularly in the context of their living situations, and will do all it can to protect and guarantee their privacy. However, the College's designated staff members reserve the right to enter a resident's room at any time for the following purposes:

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

In addition to entry, a room may be searched by a designated Cedar Crest College staff member. For such a search to take place, the conditions for room entry set forth above must exist, and permission from the chief of campus police or designee must be obtained. Items that violate College or housing regulations will be confiscated.

GENDER INCLUSIVE BATHROOMS

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

GENDER INCLUSIVE HOUSING

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

Who is inclusive housing intended for?

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

Where is inclusive housing offered?

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

How do I gain access to inclusive housing?

Students who are interested in living in inclusive housing can indicate their interest on the Housing

Application. Students also have the option to work directly with the Director of Community Standards and Residence Life for individual requests pertaining to any of the residence halls or to request a single room.

What if I'm an ally?

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

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

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

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

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

What if my housing needs change?

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

Contact Information

Tatiana Diaz
Director of Diversity and Inclusion
Center for Diversity and Inclusion
tadiaz@cedarcrest.edu
610-606-4666 ext. 3596

Kelly Steinmetz
Director of Community Standards and Residence Life
kmsteinmetz@cedarcrest.edu
610-606-4666 ext. 3351

Kayla Combs
Butz and Curtis Hall Director
kdcombs@cedarcrest.edu

610-606-4666 ext. 3570

Frances Boshell
Moore Hall Director
fboshell@cedarcrest.edu
610-606-4666 ext. 4650

Victoria Eppright
Steinbright Hall Director
vrepri@cedarcrest.edu
610-606-4666 ext. 3631

MANDATORY MEETINGS

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

RESIDENCY REQUIREMENTS

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

Students are eligible for commuter status if they:

- Live within 60 miles of the College and reside with their parent(s), legal guardian or spouse
- Have achieved senior student status
- Have completed six semesters of college work elsewhere as a full-time student in good standing
- Are designated as "independent" for financial aid purposes

Housing is provided to traditional undergraduate students. Limited housing may be available for graduate students in accordance with the Gender Inclusive Housing Policy and by approval of the director of community standards and residence life. Changing status from resident to commuter or commuter to resident can affect a student's financial aid package. The change of residence form can be obtained from the office of residence life and must be completed prior to the residence change. Final approval of change in housing status is made by the director of community standards and residence life. Students who change their status to off-campus or commuter student after completing the housing agreement are subject to a \$200 broken contract fee.

ROOM AND COMMON AREA FURNISHINGS

The College provides a complete set of furnishings for each student. No furniture can be removed

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

ROOM CHANGES

No room changes may be made during the first and last fourteen (14) calendar days of any semester. There is a formal mediation process to assist roommates in resolving conflicts. Students should contact their residence hall staff members (RAs or hall director) for assistance. All requests for changes must be submitted in writing with the signatures of all parties on a room change form. Students relocating rooms must follow proper check-in and checkout procedures. Students found occupying a room that has not been assigned by the director of community standards and residence life or designee must immediately move back to their originally assigned room and sanctions may apply. The College reserves the right to make and change room assignments or to consolidate space when necessary.

ROOM KEYS

Room keys are issued to each resident upon move-in. In the event that a key is lost or stolen, that loss must be reported to the director of community standards and residence life immediately. If a room key is lost or a student leaves and does not return the room key, a charge of \$50 will be assessed for replacement of the lock and keys. Keys may not be duplicated. Students are responsible for their keys and are not permitted to loan their keys to anyone. Students found duplicating or lending their room keys may be subject to disciplinary action.

ROOM/RESIDENCE HALL SECURITY

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

ROOM SELECTION

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

POLICIES

COMMUNITY LIVING

Each year, the residents on a floor will create a community living agreement to determine how they wish to share their community space. Failure to comply with any part of the agreement may be

subject to disciplinary action. In addition, the following community living standards must be followed:

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

DAMAGE/VANDALISM

Charges will be made for damages to students' rooms, furniture and equipment. Upon checking in, each resident will be required to verify the condition of the room. A room condition report, originally prepared by an RA (resident advisor), will be checked and co-signed by the RA and student at check-in. At checkout, the student and an RA must complete the remainder of the form and the residence hall staff will inspect the room. Residents are responsible for any damage done in the room or items missing from the room that were not documented at the beginning of occupancy. Excessive dirtiness, items left behind and damage to the walls or ceilings (including, but not limited to, holes from nails, marks from fixtures and glow in the dark items) will be considered damage to the room. Students will be billed accordingly for repairs needed beyond normal wear and tear. A minimum sanction of restitution and a maximum sanction of suspension will result from vandalism to College and/or personal property. Fines may be applied to the residence hall community for missing lounge furniture, damage or vandalism. Fines will also be applied for improper disposal or abandonment of refrigerators, air conditioners and televisions.

LOCK OUTS

Any student locked out of the residence hall room is required to contact a residence hall staff member who will provide admittance into the room. If a residence hall staff member is not available, the student should contact campus police. A fine of \$15 will be assessed after a student needs to be admitted to the room for the third time and for every time thereafter.

OCCUPANCY

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

PERSONAL EXPRESSION

Cedar Crest College encourages the open expression of thoughts, values and beliefs. Residence hall room doors, bulletin boards, windows, hallways, bathrooms, lounges and any other areas that are visible to individuals within or outside of the residence hall are considered public areas. The office of residence life reserves the right to request that a resident remove, or to unilaterally remove in its sole discretion, any materials from public areas that may be deemed or perceived to be indecent, profane, threatening or offensive to a reasonable person.

PETS

Students are not permitted to have pets other than harmless fish in the residence halls of the College for health, comfort and sanitation reasons. Fish should be maintained in an aquarium no larger than 10 gallons. There is no pet visitation in any residence hall. Violations will result in the removal of the

pet at the owner's expense, fines and other possible sanctions.

PROHIBITED ITEMS

College officials and residence hall staff are permitted to confiscate items that violate college policy, state and/or federal law. Such items may include:

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

QUIET HOURS

Because of the College's commitment to academic excellence and concern for individual rights, a minimum quiet hour policy has been established for all residence halls beginning at 11 p.m. and running through 8 a.m. Each floor has the prerogative of establishing, by majority vote, a more restrictive set of quiet hours. During final exam periods, 23-hour quiet hours are in effect (during quiet hours, all noise is to be confined to individual rooms and is to be at a level that does not disturb adjacent rooms). Quiet hours are not in effect from 9-10 p.m. during final exam periods.

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

SOLICITING

Soliciting on campus, door-to-door sales operations or direct selling in the residence halls is prohibited. Direct selling may include, but is not limited to, sales made through parties, one on one demonstrations and other personal contact arrangements as well as internet sales. Anyone soliciting or attempting to conduct business in the residence hall should be reported to campus police immediately. The office of student activities must approve selling by Cedar Crest students or student organizations in the Tompkins College Center. Outside vendors must be sponsored by student organizations or other offices on campus.

SPORTING ACTIVITIES

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

VISITATION

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

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

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

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

GUEST REGISTRATION

Visits Under One Hour

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

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

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

Escorting Guests

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

Limitations on Guests

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

Honor Code and Community Standards in the Residence Halls

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

Visitation Policy Violations

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

The office of residence life may initiate any or all of the following minimum sanctions for the visitation policy, which include, but are not limited to:

1st offense = Written Warning

2nd offense = \$50 Fine

3rd offense = Loss of Visitation for One Semester

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

New Student Orientation

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

Request for Exception

To request an exception to the visitation policy, residents should speak to their hall director and receive written approval at least 10 days prior to the proposed visit.

WINDOWS AND BALCONIES

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

WIRELESS ACCESS

Personally owned routers (wireless and wired) and switches are prohibited in the residence halls. Adding unauthorized extensions to the network creates additional security risks and can prevent other students from accessing the network from their computers. Only wireless access points

provided by the College may be used. Information Technology reserves the right disconnect access to any location in which a device that is emitting a wireless signal that either allows for wireless network access or is conflicting with the normal operation of the Cedar Crest College network. If such action is necessary, service to that location will only be restored when it is confirmed that the wireless device has been removed. Violation of this policy will result in disciplinary action.

Each residence hall room has a small wireless access point in it for use by the residents. The wireless design of these spaces is designed to operate optimally when every room has a wireless access point, and it remains plugged in. These wireless access points also have wired ports on them for plugging in a gaming console or other device that requires network access but will not function on the Cedar Crest wireless network. These devices should not be removed from the wall, nor should the network cabling that is attached to them be disconnected without assistance from the Office of Information Technology. Doing so may damage the device or connectivity of the device. Residents may be liable for any damage to these devices if they are unplugged or otherwise removed.