

ANNUAL SECURITY AND FIRE SAFETY REPORT



CEDAR CREST COLLEGE

-1012024-

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INTRODUCTION

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

REPORTING THE ANNUAL DISCLOSURE OF CRIME STATISTICS

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

MISSION STATEMENT

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

NUMBER OF STUDENTS ENROLLED

Cedar Crest College has 1,290 undergraduate and graduate students enrolled in classes during fall semester of the 2024/2025 academic year.

NUMBER OF STUDENTS IN CAMPUS HOUSING,

The College has a total of 329 students and for the fall semester living in campus housing during the 2024/2025 academic year.

NUMBER OF NON-STUDENT EMPLOYEES

There are 367 non-student employees working on campus: 75 full time and part time faculty members, 126 Adjuncts and 166 full time and part time staff members.

CAMPUS POLICE

The primary function of the Cedar Crest College Campus Police is to provide for the safety and welfare of all members of the College community. The Campus Police currently consists of 7 full- and part-time officers. Officers are trained and certified in Act 235 (Lethal Weapons Training Act). Officers are qualified to use and to carry firearms and other defensive tools. Officers are also trained in CPR, First Aid, the use of emergency oxygen and the use of an Automated External Defibrillator (AED). Additional courses in police-related topics such as; procedure, crime prevention, criminal investigation, narcotics, etc., are provided whenever possible.

Campus Police is staffed 24 hours a day, seven days a week. In addition to our 7 officers, we have 4 staff members that are utilized for dispatch duty and act as the main switchboard operators for the College. In the event of an emergency, members of the College community can contact the Campus Police by pressing "0" any campus telephone or by calling 610-437-4471 (Option "0") from any off-campus telephone.

Patrols are maintained with two readily identifiable Ford Interceptor SUVs. The patrol vehicles contain basic medical and first-aid equipment, fire extinguishers and traffic cones. Bicycle patrols with officers in distinctive uniforms also patrol campus. These environmentally friendly patrols provide visibility and community-oriented policing throughout the spring, summer and fall seasons.

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

CAMPUS POLICE AUTHORITY AND JURISDICTION

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

BACKGROUND AND CLEARANCE CHECKS

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

SEXUAL OFFENDER REGISTRATION

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

This statement is provided in compliance with the Campus Sex Crimes Prevention Act of 2000. Information on registered sexually violent offenders can also be obtained from the Pennsylvania State Police or their website at meganslaw.psp.pa.gov.

CAMPUS FACILITIES – SECURITY CONSIDERATIONS

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

COMMUNICATION MEDIUMS

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

TIMELY WARNINGS

In the event that a situation arises, either on or off campus, that, in the judgment of a Campus Police Officer, constitutes an ongoing or continuing threat, a campus-wide “timely warning” will be issued. The warning will be issued through the College e-mail system and, in some instances, the campus’ mass notification system, known as “e2campus.” This warning will be sent to all Faculty, Staff and Students in the Cedar Crest College Community. Brightly colored notices will also be posted on the bulletin boards on each floor of the residence halls and on the Campus Police bulletin board located on the first floor of the Tompkins College Center (hereinafter “TCC”) and other campus buildings. Anyone with information warranting a timely warning should report the circumstances to Campus Police office by phone (ext. 0) or in person at the Campus Police dispatch center within the Safety & Facilities Building that is located on the southeast corner of the campus behind Curtis Hall.

"e2Campus" Mass Notification

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

GENERAL PROCEDURES FOR REPORTING A CRIME OR EMERGENCY

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

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

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

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

VOLUNTARY CONFIDENTIAL REPORTING

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

ACCESS TO FACILITIES

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

SAFETY AND SECURITY IN THE CAMPUS RESIDENTIAL COMMUNITY

Cedar Crest College (CCC) offers traditional residence halls with a total capacity of 554. This housing is offered to undergraduate and graduate students. We now offer graduate housing to men, as well as women. The three major room types offered to resident students include singles, doubles and triples. In addition to these room types, there are also some suite-style rooms that include a full or half bathroom in Butz and Curtis Halls. Security safeguards within the residence halls include restricted Card Access: Access to CCC housing facilities is limited to resident students, their escorted guests, and CCC professional staff. All main entrances to the residence halls are only accessible by scanning a CCC ID card.

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

On-Call Duty Rotation: Resident Advisors serve on an on-call duty rotation daily from 8pm-730am in their respective residence halls. Full time professional staff including the Director of Housing & Residence Life,

Assistant Director of Residential Education & Leadership, the Assistant Director of Student Engagement, and the Graduate Area Coordinator are on call twenty-four hours a day on a rotating basis.

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

HOUSING ENTRANCE SECURITY

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

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

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

DOOR AND WINDOW SECURITY

Residence hall windows are equipped with locks, and room keys are issued to each resident upon move-in. In the event that a key is lost or stolen, that loss must be reported to the Director of Residence Life and to Campus Police as quickly as possible. If a room key is lost or a student leaves and does not return her key, a charge of \$50 will be assessed for replacement. Keys may not be duplicated. Students are responsible for their keys and are not permitted to loan their keys to anyone. Students found duplicating or lending their room keys may be subject to disciplinary action.

RESIDENCE HALL PERSONNEL

The Assistant Director of Residential Education & Leadership (AD) is a twelve-month live-in professional who resides in Moore Hall (oversees Moore and Steinbright Halls). In addition to the AD, there is also a live-in Graduate Area Coordinator (GAC) who resides in Butz Hall (Oversees Butz and Curtis Halls). The AD and GAC oversee a combined staff of 3 Head Resident Advisors and 15 Resident Advisors between all of the residence halls. RAs are student staff members who live on each floor of the residence halls and provide the following support and services to students: peer helper, educator, administrator, policy enforcer, team member, and role model. Training and development at all levels includes comprehensive in person training at the beginning of each semester and a Resident Advisor manual, which outlines important policies and

procedures. Professional and student staff also participate in ongoing professional development sessions throughout the academic year.

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

HOLIDAY AND VACATION HOUSING

For each break period, a specific closing time for the halls will be indicated. All students are expected to vacate their rooms by this deadline, unless the student makes arrangements with the Office of Housing & Residence Life to remain in the residence halls due to certain circumstances. Unauthorized occupancy can lead to disciplinary action being taken. Students may be required to relocate to another building for safety or logistical reasons if they are remaining in the residence halls when they are closed for break.

Break periods are used for general maintenance. Students may expect work crews in the buildings during these times. Failure to comply with residence hall break guidelines may result in fines or disciplinary sanctions.

GUEST HOUSING

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

ROOM SELECTION AND ROOM CHANGES

All returning resident students are required to complete the online housing application to secure housing for the following academic year. In addition, students must be financially clear and registered for 12 or more credits in order to select a room.

No room changes may be made during the first and last fourteen (14) calendar days of any semester. There is a formal mediation process to assist roommates in resolving conflicts. Students should contact their resident hall staff member for assistance. All requests for changes must be submitted in writing with the signatures of all parties on a room change form. Students relocating rooms must follow proper check-in and check-out procedures. Students found occupying a room that has not been assigned by the Director of Housing & Residence Life must immediately move back to their originally assigned room and sanctions may apply.

SECURITY EDUCATION, INFORMATION AND COMMUNICATION

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

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

ADDITIONAL INFORMATION ON FIRE EXTINGUISHERS CAN BE FOUND HERE:

https://www.cedarcrest.edu/wp-content/uploads/2024/09/FIRE_EXTINGUISHER_TRAINING.pdf

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

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

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

ADDITIONAL SAFETY INFORMATION CAN BE FOUND HERE:

EMERGENCY ACTION GUIDELINES

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

EMERGENCY RESPONSE AND EVACUATION DRILLS

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

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

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

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

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

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

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

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

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

2021: The College conducted a “Lock Down” drill of the entire campus on November 9th, 2021, at approximately 09:01 a.m. The Campus Community was notified via email of the upcoming drill on November 8th, at approximately 09:39 hours however, the exact date and time for the drill was not given. Attached to the original email was the colleges “Lock Down” procedure for everyone to review. The drill was completed in approximately 15 minutes. Notification to the Campus Community was made through our mass notification system, “E2Campus”, which provides not only an email and text to everyone enrolled, but also Alertus “pop-ups” on all active network computers, televisions on the Visix System and Alertus beacons. There were no major issues encountered during this drill however, there was a technical issue with the Visix system which was resolved after the drill was completed.

The College also conducted Fire Drills in Moore and Steinbright Residence Halls on March 16th, 2021, in which the fire alarm was activated by Campus Police and an evacuation compliance check was completed for all rooms in the halls. There were no reported issues with these drills. Another Fire Drill was conducted on March 22nd, 2021, in Butz Hall. There were no issues reported with this drill. Another drill was conducted on March 23rd, 2021, in Curtis Hall and other than a missing glass in the pull station near the main door, there were no other issues reported. The missing glass was replaced.

CRIME PREVENTION PROGRAMS

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

CEDAR CREST COLLEGE AED POLICY

I. Policy Statement

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

II. Scope

Applicable departments within the Cedar Crest College Community.

III. Definition

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

IV. Procedure

A. AED Locations and Inspection Process

1. Public AED's are located in several locations in the buildings of Cedar Crest College. They are as follows:
 - a. Alumnae Hall lobby (on the wall next to the main entrance to the Alumnae Theater)
 - b. Blaney Hall (on the wall near main stairwell at fire hose)
 - c. Cressman Library (on wall at the top of the main stairwell, near the main entrance)
 - d. Dorothy Rider Pool Science Center (on the wall across from room 129)
 - e. Hamilton Boulevard Building lobby (near the entrance to the Exercise & Physiology Lab)
 - f. Lees Hall lobby (on the wall between the restrooms)
 - g. Steinbright Hall (In the main lobby)
 - h. Tompkins College Center main lobby (on the wall near the north entrance)

2. Other AED locations:
 - a. Campus Police patrol vehicles
 - b. Campus Police Office
 - c. Rodale Aquatic Center (located on the deck of the large pool)
 - d. Athletics Department (Lees Hall In room 109)

- e. Health Services (Curtis Hall in room 108)
3. Public and departmental AED's will be inspected by Campus Police in accordance with manufacturer specifications.
 - a. Each public AED should have two sets of pads, one adult and one infant, and the expiration date of electrode pads will be checked monthly. Any pads expiring prior to the next monthly check will be replaced. This inspection will include the activation of the AED to ensure proper functionality, along with an inspection of the AED responder pack, included in the AED cabinet. This pack will include the following:
 - 1) One facemask barrier device
 - 2) Two pair of latex free gloves
 - 3) One set of trauma shears
 - 4) One medical prep razor
 - 5) Absorbent hand towel
 - 6) Antimicrobial hand towelette
 - 7) Equipment cleaning towelette
 - 8) Biohazard bag
 - 9) Nylon pouchConfirmation of these inspections will be logged on the AED checklist.
 - b. Batteries will be replaced as indicated.
 - c. Public space AEDs: Campus Police will perform a visual, daily check to confirm the status indicator reads "OK", indicating proper functioning on all public AEDs.
 - d. AEDs in other departments, such as Athletics, Health Services and the Rodale Aquatic Center, will be checked by that departments personnel on a daily basis, to:
 - 1) Confirm the status indicator reads "OK", indicating proper functioning.
 - 2) Batteries will be replaced as indicated.
 - 3) The expiration date of electrode pads will be checked monthly. Any pads expiring prior to the next monthly check will be replaced. Confirmation of these inspections will be logged on the AED checklist (See Appendix #2).
 - e. Non-functioning equipment will be removed for repair.
 4. At the month's end, all completed AED checklists will be forwarded to the Chief of Campus Police.

Training

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

Using an Automated External Defibrillator (AED)

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

1. Check to see if the scene is free of hazards such as:
 - Electric (e.g. downed power lines. Electric cords, etc.)
 - Chemical hazards (e.g. gases, liquids, solids or fumes)
 - Suspicious individuals or anyone that could potentially harm a person
 - Traffic both vehicular and pedestrian that could harm the victim
 - Fire or flammable gases such as oxygen, propane, and hydrogen
2. Determine that the victim is:

- Unresponsive (Shake shoulders and ask are “Are you alright?”)
 - No visual breathing (gaspings is not effective breathing) or
 - Without a pulse
3. Notify Cedar Crest Campus Police by dialing “0” or (610) 437-4471
 4. Immediately begin Chest compressions and CPR, if trained and feel comfortable doing so
 5. Retrieve or ask someone to retrieve the nearest AED
 6. When the AED arrives:
 - Turn the AED on by opening the case and press the green power button. Follow voice prompts provided by the AED
 - Make sure the AED pads are dry
 - Open the person's shirt and wipe his or her bare chest dry
 7. Make sure that everyone is clear of contact with victim while AED analyzes the heart rhythm. Remember that the AED will not advise a shock in all cases. If AED advises “no shock” immediately begin chest compressions and CPR, if trained for two minutes until the AED voice prompt says:
 - “Do not touch victim. Analyzing rhythm.” The AED will guide the rescuer through a defibrillation sequence. Make sure that everyone is clear of the victim before shocking
 - Continue this sequence until a rhythm is detected or EMS personnel arrive
 8. Fill out and file the AED Incident Report Form (Appendix #1) (available through the Campus Police department)
 9. Turn the AED over to Cedar Crest Campus Police

B. Record Keeping

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

Documentation includes:

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

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

C. Important notes for AED use:

1. If a patient is under eight years of age or 55 lbs, an infant/child pads cartridge should be used. If an infant/child cartridge is not available, an adult cartridge can be used. Place the pads on the center of the chest and on the center of the back.
2. Remove any medicine patches and residual adhesives before applying AED pads using proper personal protection equipment, such as gloves.
3. Pacemakers may interfere with rhythm analysis; do not place electrodes directly over pacemaker, they should be place one hand width away.
4. If the victim converts to a heart rhythm that does not require defibrillation, follow instructions from AED voice prompt.
5. Do not remove pads unless directed to do so by emergency personnel.
6. Individuals who elect to use AED, perform CPR, or are requested by a recognized emergency

response personnel to assist a victim are protected from civil liability by **Pennsylvania Good Samaritan Act 42 Pa.C.S.A. § 8332.**

7. All equipment contained within the emergency kit associated with each AED is disposable. Upon use, Cedar Crest Campus Police must be notified to ensure that equipment and personal protective equipment (PPE) used to aid a victim is disposed of properly. Under most circumstances, unless blood or bodily fluids are present, PPE and equipment may be disposed of in a solid waste bin.
8. AED used on any patient must be returned to Cedar Crest Campus Police as soon as possible to retrieve the electronic rescue data stored on the device so that it can be provided to medical service professionals to assist in treatment.

CEDARCREST CAMPUS POLICE AED INCIDENT REPORT

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

PATIENT'S NAME: _____

STUDENT'S ID NUMBER (If applicable): _____

DOB: _____ **AGE:** _____ **SEX:** F M **PHONE:** _____

ALLERGIES: _____

CURRENT MEDICATIONS: _____

PERTINENT MEDICAL HISTORY: _____

DATE & TIME OF AED USE: _____ **AED used located at:** _____

EXACT LOCATION OF INCIDENT: _____

DESCRIPTION OF INCIDENT (use reverse if necessary):

WITNESSES: _____

PHONE NUMBER: _____

NAME OF AED OPERATOR: _____

Was CPR Conducted? Y/N **Person Conducting CPR:** _____

OTHER ASSISTING RESPONDERS: _____

EMS UNIT RECEIVING PERSON: _____

TIME AND LOCATION OF TRANSPORT: _____

REPORTED BY: _____ DATE: _____

PHONE NUMBER: _____

Pennsylvania Good Samaritan Act

42 Pa.C.S.A. § 8332

Nonmedical Good Samaritan Civil Immunity

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

(b) Exceptions--

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

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

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

BIAS 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](#).

HAZING REPORT AND INFORMATION

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

<https://www.cedarcrest.edu/wp-content/uploads/2024/09/CEDAR-CREST-COLLEGE-HAZING-REPORT-2014-2019.pdf>

ALCOHOL POLICY

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

College Alcohol Regulations

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

Cedar Crest College policies.

Campus Events with Alcohol

- a) All student-sponsored events with alcohol must be registered with both the Office of Student Engagement and the Dean of Students. Student Clubs and Organizations should fill out the Student Event with Alcohol Notification Form at least 10 working days prior to the date of the scheduled event. The person signing the registration for an event where alcohol is to be served must be 21 years of age or older.
- b) Events must have a stated purpose (dancing, entertainment, etc.) other than the consumption of alcohol. Themes that encourage the consumption of alcohol (i.e. happy hours and drinking games) are prohibited.
- c) Complete guidelines for events where alcohol is to be served can be obtained from the Student Club and Organization Handbook through the Office of Student Engagement.

Amnesty Policy

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

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

ARREST POLICY

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

WEAPONS

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

DRUG AND CONTROLLED SUBSTANCE POLICY

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

Cedar Crest College shares the concern of the medical profession and law enforcement agencies for the serious effects that can result from the use of dangerous drugs and narcotics. Marijuana remains an illegal drug under federal law. Although Pennsylvania's state law and medical marijuana program provide access to medical marijuana for patients with specific medical conditions, this law does not supersede the Federal Law (the Controlled Substances Act), which flatly bars the use of marijuana even in states that have authorized its use of medical purposes or otherwise. In addition, The DrugFree Schools and Community Act applies to Cedar Crest College. Cedar Crest College opposes and prohibits the possession and use of illegal drugs and narcotics by its students on campus. The College will cooperate with the enforcement of state and federal laws.

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

Prohibited Acts

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

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

Reasonable suspicion or mandated screening

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

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

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

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

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

DEFINITIONS AND TERMS

- **Administer** - The direct application of a controlled substance, other drug or device, whether by injection, inhalation, ingestion or any other means, to the body of a patient or research subject.
- **Contraband** - Any controlled substance, other drug, device or cosmetic possessed by a person not authorized by state or federal law to possess such controlled substance, other drug, device or cosmetic or obtained or held in a manner contrary to the provisions of this act. The foregoing includes, but is not limited to, medical marijuana.
- **Deliver/Delivery** - The actual, constructive or attempted transfer from one person to another of a controlled substance, other drug, device or cosmetic whether or not there is an agency relationship.

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

• **Drug Paraphernalia** - All equipment, products and materials of any kind that are used, intended for use or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body a controlled substance in violation of this act.

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

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

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

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

CEDAR CREST COLLEGE SEXUAL MISCONDUCT POLICY FOR ALL FACULTY, STUDENTS, EMPLOYEES, AND THIRD PARTIES (Hereinafter, “the Policy”)

BASED ON THE ATIXA 2024 ONE POLICY, ONE PROCEDURE (1P1P) MODEL.
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Purpose

Cedar Crest College is committed to providing an educational and employment environment that is free from discrimination based on protected characteristics, harassment, and retaliation for engaging in protected activity.

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

To ensure compliance with federal, state, and local civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the education program or activity, Cedar Crest College has developed policies and procedures that provide for prompt, fair, and impartial resolution of allegations of protected characteristic discrimination, harassment or allegations of retaliation.

Notice of Nondiscrimination

Cedar Crest College seeks to comply with all federal, state, and local laws, regulations, and ordinances prohibiting discrimination in private post-secondary education institutions.

Cedar Crest College does not discriminate against any employee, applicant for employment, student, or applicant for admission on the basis of actual or perceived:

- Age (40 years and over in the employment context)
- Citizenship status
- Color
- Creed
- Disability (physical or mental)
- Domestic violence victim status
- Ethnicity
- Family responsibilities
- Gender expression
- Gender identity
- Genetic information (including family medical history)
- Height
- Marital status
- National origin (including ancestry)
- Personal appearance
- Place of business
- Political belief or affiliation
- Pregnancy or related conditions
- Race
- Religion
- Residence
- Sex*
- Sexual orientation
- Source of income
- Veteran or military status (including disabled veteran, recently separated veteran, active-duty, wartime, or campaign badge veteran, and Armed Forces Service Medal veteran)
- Weight
- or any other protected characteristic under applicable local, state, or federal law, including protections for those opposing discrimination or participating in any grievance process within the institution, with the Equal Employment Opportunity Commission, and/or other human/civil rights agency.

This Policy covers nondiscrimination in both employment and access to educational opportunities. Therefore, any member of the Cedar Crest College community whose acts deny, deprive, unreasonably interfere with or limit the education or employment, residential and/or social access, benefits, and/or opportunities of any member of the Cedar Crest College community, guest, or visitor on the basis of that person's actual or perceived protected characteristic(s), is in violation of this Policy.

Cedar Crest College will promptly and effectively address any such discrimination of which it has Knowledge/Notice using the resolution process in the Sexual Misconduct Policy and Procedures.

Title IX's prohibition on discrimination on the basis of sex does not apply to private undergraduate colleges. *Cedar Crest College is a historically women's college and maintains this identity as a Traditional Women's College, admitting men in a small number of programs. However, all other activities of the College are prohibited from discriminating on the basis of sex.

Title IX Team Contacts

Cedar Crest College has appointed a Title IX Team, comprised of individual(s), to coordinate Cedar Crest

College's compliance with federal, state, and local civil rights laws and ordinances:

For sex discrimination and sex-based harassment allegations:

Administrator

Dr. Amy Porter
Assistant Dean of Students/Title IX Coordinator
Cressman Library, Room 320
610-606-4666 ext. 4588
titleix@cedarcrest.edu
<https://www.cedarcrest.edu/title-ix/>

For a complete directory of the Title IX Team please visit our [website: https://www.cedarcrest.edu/title-ix/](https://www.cedarcrest.edu/title-ix/). Collectively, these individuals are responsible for providing comprehensive nondiscrimination education and training; coordinating Cedar Crest College's timely, thorough, and fair response, investigation, and resolution of all alleged prohibited conduct under this Policy; and monitoring the effectiveness of this Policy and related procedures to ensure an education and employment environment free from discrimination, harassment, and retaliation.

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

External Contact Information

Concerns about Cedar Crest College's application of this Policy and compliance with certain federal civil rights laws may also be addressed to:

Office for Civil Rights (OCR)
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-1100
Customer Service Hotline #: (800) 421-3481
Facsimile: (202) 453-6012
TDD#: (877) 521-2172
Email: OCR@ed.gov
Web: <http://www.ed.gov/ocr>

The Office of Civil Rights for Pennsylvania is located at:

Philadelphia Office
Office of Civil Rights
U.S. Department of Education
100 Penn Square East, Suite 515
Philadelphia, PA 19107-3323
Phone: 215-656-8541
Facsimile: 215-656-8605
TDD#: 800-877-8339

Email: OCR.Philadelphia@ed.gov

For Complaints involving employee-on-employee conduct:

U.S. Equal Employment Opportunity Commission
801 Market St, Suite 1000
Philadelphia, PA 19107-3126
Phone: 1-800-669-4000
Facsimile: 215-440-2606
Email: PDOCContact@eeoc.gov

Mandated Reporting and Confidential Employees

All Cedar Crest College faculty and employees (including student-employees), other than those deemed Confidential Employees, are Mandated Reporters and are expected to promptly report all known details of actual or suspected discrimination, harassment, and/or retaliation to appropriate officials immediately, although there are some limited exceptions. Supportive measures may be offered as the result of such disclosures without formal Cedar Crest College action.

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

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

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

A. Confidential Employees

To enable Complainants to access support and resources without filing a Complaint, Cedar Crest College has designated specific employees as Confidential Resources. Those designated by Cedar Crest College as Confidential Resources are not required to report actual or suspected discrimination, harassment, or retaliation in a way that identifies the Parties. They will, however, provide the Complainant with the Title IX Coordinator's contact information and offer options and resources without any obligation to inform an outside agency or Cedar Crest College official unless a Complainant has requested the information be shared.

There are three categories of Confidential Employees: 1) Those with confidentiality bestowed by law or professional ethics, such as lawyers, medical professionals, clergy, and counselors; 2) Those whom Cedar Crest College has specifically designated as confidential for purposes of providing support and resources to the Complainant; and 3) Those conducting human subjects research as part of a study approved by Cedar Crest College's Institutional Review Board (IRB). For those in category 1), above, to be able to respect confidentiality, they must be in a confidential relationship with the person reporting, such that they are within the scope of their licensure, professional ethics, or confidential role at the time of receiving the Notice. These individuals will maintain confidentiality except in extreme cases of immediacy of threat or danger or abuse of a minor, elder, or individual with a disability, or when required to disclose by law or court order.

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

with the following Confidential Employees:

Confidential Employees

- Health Services Staff, Curtis Hall, Rm 106, 610-606-4640 (eligible students only)

Confidential and Privileged Employees

- Telus Health, 24/7 via the mobile app (all enrolled students)
- Counseling Services Staff, Curtis Hall, Rm 106, 610-606-4640 (eligible students only)
- The Employee Assistance Program are available to help and may be consulted on an emergency basis during normal business hours. They can be reached at 610-433-8550 or found at www.preferredeap.org. (employees only)

Employees who have confidentiality as described above, and who receive Notice within the scope of their confidential roles will timely submit anonymous statistical information for Clery Act purposes unless they believe it would be harmful to their client, patient, or parishioner. Employees who are classified as Confidential and Privileged as described above will not report anonymous statistical information to the college unless asked to do so by the Reporting Party.

Failure of a Mandated Reporter, as described above in this section, to report an incident of discrimination, harassment, or retaliation of which they become aware is a violation of Cedar Crest College Policy and can be subject to disciplinary action for failure to comply/failure to report. This also includes situations when a harasser is a Mandated Reporter. Such individuals are obligated to report their own misconduct, and failure to do so is a chargeable offense under this Policy.

A Mandated Reporter who is themselves a target of harassment or other misconduct under this Policy is not required to report their own experience, though they are, of course, encouraged to do so.

In addition, Complainants may speak with individuals unaffiliated with Cedar Crest College without concern that Policy will require them to disclose information to the institution without permission:

- Licensed professional counselors and other medical providers
- Local rape crisis counselors
- Domestic violence resources
- Local or state assistance agencies
- Clergy/Chaplains
- Attorneys

Scope

This Policy is only applicable to alleged incidents that occur after August 1, 2024. For alleged incidents of sexual harassment occurring prior to August 1, 2024, the policy and procedures in place at the time of the alleged incident apply. Applicable versions of those policies and procedures are available from the Title IX Coordinator or designee. To request a previous version of the policy please email titleix@cedarcrest.edu.

This Policy applies to all faculty, employees, students, and other individuals participating in or attempting to participate in the Cedar Crest College's program or activities, including education and employment.

This Policy prohibits all forms of discrimination on the basis of the protected characteristic(s) listed in the Notice of Nondiscrimination. The Equal Opportunity, Harassment, and Nondiscrimination Procedures may be applied to incidents, to patterns, and/or to the institutional culture/climate, all of which may be addressed in accordance with this Policy.

Jurisdiction

This Policy applies to Cedar Crest College's education programs and activities (defined as including locations, events, or circumstances in which the Recipient exercises substantial control over both the Respondent and the context in which the conduct occurred), circumstances where Cedar Crest College has disciplinary authority, and to misconduct occurring within any building owned or controlled by a Cedar Crest College-recognized student organization. A Complainant does not have to be a member of the Cedar Crest College community to file a Complaint, at the discretion of Title IX Coordinator or designee.

This Policy may also apply to the effects of off-campus misconduct that limit or deny a person's access to Cedar Crest College's education program or activities. Cedar Crest College may also extend jurisdiction to off-campus and/or to online conduct when the conduct affects a substantial Cedar Crest College interest.

A substantial Recipient interest includes:

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

For disciplinary action to be issued under this Policy, the Respondent must be a Cedar Crest College faculty member, student, or employee at the time of the alleged incident. If the Respondent is unknown or is not a member of the Cedar Crest College community, the Title IX Coordinator or designee will offer to assist the Complainant in identifying appropriate institutional and local resources and support options, and will implement appropriate supportive measures and/or remedial actions (e.g., trespassing a person from campus). Cedar Crest College can also assist in contacting local or institutional law enforcement if the individual would like to file a police report about criminal conduct.

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

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

Similarly, the Title IX Coordinator or designee may be able to assist and support a student or employee Complainant who experiences discrimination in an externship, study abroad program, or other environment external to Cedar Crest College where sexual harassment or nondiscrimination policies and procedures of the facilitating or host organization may give the Complainant recourse. If there are effects of that external conduct that impact a student or employee's work or educational environment, those effects can often be addressed remedially by the Title IX Coordinator or designee if brought to their attention.

Supportive Measures

Cedar Crest College will offer and implement appropriate and reasonable supportive measures to the Parties upon Notice of alleged discrimination, harassment, and/or retaliation. Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate and reasonably available. They are offered, without

fee or charge to the Parties, to restore or preserve access to the Cedar Crest College's education program or activity, including measures designed to protect the safety of all Parties and/or the Cedar Crest College's educational environment and/or to deter discrimination, harassment, and/or retaliation.

The Title IX Coordinator or designee promptly makes supportive measures available to the Parties upon receiving Notice/Knowledge or a Complaint. At the time that supportive measures are offered, if a Complaint has not been filed, Cedar Crest College will inform the Complainant, in writing, that they may file a Complaint with Cedar Crest College either at that time or in the future. The Title IX Coordinator or designee will work with a party to ensure that their wishes are considered with respect to any planned and implemented supportive measures.

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

These actions may include, but are not limited to:

- Referral to counseling, medical, and/or other healthcare services
- Referral to the Employee Assistance Program
- Referral to community-based service providers
- Visa and immigration assistance
- Student financial aid counseling
- Education to the institutional community or community subgroup(s)
- Altering campus housing assignment(s)
- Altering work arrangements for employees or student-employees
- Safety planning
- Providing campus safety escorts
- Providing transportation assistance
- Implementing contact limitations (no contact orders) between the Parties
- Academic support, extensions of deadlines, or other course/program-related adjustments
- Trespass, Persona Non Grata (PNG) orders
- Timely warnings
- Class schedule modifications, withdrawals, or leaves of absence
- Increased security and monitoring of certain areas of the campus
- Any other actions deemed appropriate by the Title IX Coordinator

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

The Parties are provided with a timely opportunity to seek modification or reversal of the Cedar Crest College's decision to provide, deny, modify, or terminate supportive measures applicable to them. A request to do so should be made in writing to the Title IX Coordinator or designee. An impartial employee other than the employee who implemented the supportive measures, who has authority to modify or reverse the decision, will determine whether to provide, deny, modify, or terminate the supportive measures if they are inconsistent with the definition of supportive measures in § 106.2 of the federal Title IX Regulations. Cedar Crest College will also provide the Parties with the opportunity to seek additional modification or termination of supportive measures applicable to them if circumstances change materially. Cedar Crest College typically renders decisions on supportive measures within seven (7) business days of receiving a request and

provides a written determination to the impacted party(ies) and the Title IX Coordinator or designee.

Online Harassment and Misconduct

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

Although Cedar Crest College may not control websites, social media, and other venues through which harassing communications are made, when such communications are reported to Cedar Crest College, it will engage in a variety of means to address and mitigate the effects. These means may include use of the Resolution Process to address off-campus conduct whose effects contribute to limiting or denying a person access to Recipient's education program or activity.

Off-campus harassing speech by employees, whether online or in person, may be regulated by the Recipient only when such speech is made in an employee's official or work-related capacity.

Inclusion Related to Gender Identity/Expression

Cedar Crest College strives to ensure that all individuals are safe, included, and respected in their working and learning environments, regardless of their gender identity or expression, including intersex, nonbinary, transgender, agender, two-spirit, and gender-diverse students and employees.

Discrimination and harassment on the basis of gender identity or expression are not tolerated by Cedar Crest College. If a member of the Cedar Crest College community believes they have been subjected to discrimination under this Policy, they should follow the appropriate reporting process described herein.

In upholding the principles of equity and inclusion, Cedar Crest College supports the full integration and healthy development of those who are transgender, transitioning, nonbinary, or gender-diverse, and seeks to eliminate any stigma related to gender identity and expression.

Cedar Crest College is committed to fostering a climate where all identities are valued, contributing to a more vibrant and diverse community. The purpose of this Policy is to have Cedar Crest College administratively address issues that some students and employees, including those identifying as intersex, transgender, agender, nonbinary, and gender-diverse, may confront as they navigate systems originally designed around the assumption that gender is binary. As our society's understanding of gender evolves, so do the Cedar Crest College's processes and policies.

Concepts like misgendering and deadnaming may not be familiar to all but understanding them is essential to Cedar Crest College's goal of being as welcoming and inclusive a community as possible.

Misgendering or mispronouncing is the intentional or unintentional use of pronouns or identifiers that are different from those used by an individual. Unintentional misgendering is usually resolved with a simple apology if someone clarifies their pronouns. Intentional misgendering is inconsistent with the type of community we hold ourselves out to be and may constitute a Policy violation if the effect is greater than *de minimis* harm. We each have a right to determine our own gender identity and expression, but we don't get to choose or negate someone else's.

Deadnaming, along with misgendering, can be very traumatic to a person who is transgender, transitioning, nonbinary, or gender-diverse. Deadnaming means using someone's birth-assigned (cisgender) name, rather than the name they have chosen.

To a person who is transgender, transitioning, nonbinary, or gender-diverse, their cisgender identity may be something that is in their past -- dead, buried, and behind them. To then revive their deadname could trigger issues, traumas, and experiences of the past that the individual has moved past, or is moving past, and can interfere with their health and well-being.

Again, unintentional deadnaming can be addressed by a simple apology and an effort to use the person's chosen name. Intentional deadnaming could be a form of bullying, outing, or otherwise harassing an individual, and thus should be avoided.

This Policy should be interpreted consistent with the goals of maximizing the inclusion of intersex, transgender, transitioning, agender, nonbinary, and gender-diverse students and employees, including:

- Maintaining the privacy of all individuals consistent with law
- Ensuring all students have equal access to educational programming, activities, and facilities, including restrooms and locker rooms
- Ensuring all employees have equal access to employment opportunities and work, service, or health-related facilities
- Providing professional development for employees and education for students on topics related to gender inclusion
- Encouraging all students and employees to respect the pronoun usage and identities of all members of the Cedar Crest College community

Cedar Crest College uses a number of interventions to address concerns that are raised related to gender-based harassment or discrimination, including problem-solving, intervention, confrontation, investigation, and Policy enforcement. When conflicts arise between the right of members of the community to be free from gender-identity discrimination and those exercising their right to religious freedom, Cedar Crest College will try to balance rights and interests to find mutually agreeable outcomes or compromises. When that is not possible, Cedar Crest College will offer remedial solutions or enforce its Policies while also respecting the rights of all members of its community.

Prohibited Conduct

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

The sections below describe the specific forms of legally prohibited discrimination, harassment, and retaliation that are also prohibited under Cedar Crest College Policy. When speech or conduct is protected by academic freedom and/or the First Amendment, it will not be considered a violation of Cedar Crest College Policy, though supportive measures will be offered to those impacted.

All offense definitions below encompass actual and/or attempted offenses.

Any of the following offenses can be charged as or combined as pattern offenses, in which case the Notice of Investigation and Allegation (NOIA) will clearly indicate that both individual incidents and a pattern of conduct are being investigated. A pattern may exist and be charged when there is a potential substantial similarity to incidents where the proof of one could make it more likely that the other(s) occurred, and vice-versa. Patterns may exist based on target selection, similarity of offense, or other factors. Where a pattern is found, it can be the basis to enhance sanctions, accordingly.

Violation of any other Cedar Crest College policies may constitute discrimination or harassment when motivated by actual or perceived protected characteristic(s), and the result is a limitation or denial of employment or educational access, benefits, or opportunities.

A. Discrimination

Discrimination is different treatment with respect to an individual's employment or participation in an education program or activity based, in whole or in part, upon the individual's actual or perceived protected characteristic. Discrimination also includes allegations of a failure to provide reasonable accommodations as required by law or policy, such as for disability, religion, or creed.

Discrimination can take two primary forms:

- **Disparate Treatment Discrimination:**
 - Any intentional differential treatment of a person or persons that is based on an individual's actual or perceived protected characteristic and that:
 - Excludes an individual from participation in;
 - Denies the individual benefits of; or
 - Otherwise adversely affects a term or condition of an individual's participation in a Cedar Crest College program or activity.

- 1) **Disparate Impact Discrimination:**
 - Disparate impact occurs when policies or practices that appear to be neutral unintentionally result in a disproportionate impact on a protected group or person that:
 - Excludes an individual from participation in;
 - Denies the individual benefits of; or
 - Otherwise adversely affects a term or condition of an individual's participation in a Cedar Crest College program or activity.

B. Discriminatory Harassment

- unwelcome conduct on the basis of actual or perceived protected characteristic(s), that
- based on the totality of the circumstances,
- is subjectively and objectively offensive, and
- is so severe or pervasive,
- that it limits or denies a person's ability to participate in or benefit from the Cedar Crest College's education program or activity

C. Sex-based Harassment (Applicable under Title IX, Title VII, and the Fair Housing Act)

Sex-based Harassment is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex,¹ including sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity; sexual assault, dating violence, domestic violence, and stalking.

¹ Throughout this Policy, "on the basis of sex" means conduct that is sexual in nature, or that is directed to the Complainant because of his/her/their actual or perceived sex or gender identity.

- 1) **Quid pro quo:**
 - an employee agent, or other person authorized by Cedar Crest College,
 - to provide an aid, benefit, or service under Cedar Crest College's education program or activity,
 - explicitly or impliedly conditioning the provision of such aid, benefit, or service,
 - on a person's participation in unwelcome sexual conduct.

- 2) **Hostile Environment Harassment:**
 - unwelcome sex-based conduct, that
 - based on the totality of the circumstances,
 - is subjectively and objectively offensive, and
 - is so severe or pervasive,
 - that it limits or denies a person's ability to participate in or benefit from the Cedar Crest College's education program or activity

Cedar Crest College reserves the right to address offensive conduct and/or harassment that (1) does not rise to the level of creating a hostile environment, or (2) that is of a generic nature and not based on a protected characteristic. Addressing such conduct will not result in the imposition of discipline under Cedar Crest College Policy, but may be addressed through respectful conversation, remedial actions, education, effective Alternative Resolution, and/or other Informal Resolution mechanisms.

For assistance with Alternative Resolution and other Informal Resolution techniques and approaches, contact the Title IX Coordinator or designee.

- 3) **Sexual Assault:** An offense that meets the definition of rape, fondling, incest, or statutory rape.
 - a. **Rape:** the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without consent of the victim.
 - b. **Fondling:** the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
 - c. **Incest:** sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by Pennsylvania law.
 - d. **Statutory Rape:** sexual intercourse with a person who is under the statutory age of consent in Pennsylvania.

- 4) **Dating Violence:** violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.
 - The existence of such a relationship shall be determined based on the Reporting Party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
 - For the purpose of this definition;
 - Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
 - Dating violence does not include acts covered under the definition of domestic violence.

- 5) **Domestic Violence:** Felony or misdemeanor crimes of violence committed
 - is a current or former spouse or intimate partner of the Reporting Party

- is cohabitating with, or has cohabitated with, the Reporting Party as a spouse or intimate partner;
 - shares a child in common with the Reporting Party; **or**
 - commits acts against a youth or adult Reporting Party who is protected from those acts under the family or domestic violence laws of Pennsylvania.
 - By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred
- 6) Stalking:** engaging in a course of conduct directed at a specific person that would cause a reasonable person to
- fear for the person's safety or the safety of others,
 - suffer substantial emotional distress.
 - For the purpose of this definition:
 - Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
 - Reasonable person means a reasonable person under similar circumstances and similar identities to the victim.
 - Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Sanction Ranges

- The range of sanctions for sex discrimination is warning through expulsion /termination. Sanctions can be assigned outside this range based on aggravating or mitigating circumstances, or the cumulative conduct record of the Respondent.
- The range of sanctions for Quid Pro Quo harassment is warning through expulsion/termination. Sanctions can be assigned outside this range based on aggravating or mitigating circumstances, or the cumulative conduct record of the Respondent.
- The range of sanctions for Hostile Environment harassment is warning through expulsion/termination. Sanctions can be assigned outside this range based on aggravating or mitigating circumstances, or the cumulative conduct record of the Respondent.
- The range of sanctions for Rape is suspension through expulsion/termination. Sanctions can be assigned outside this range based on aggravating or mitigating circumstances, or the cumulative conduct record of the Respondent.
- The range of sanctions for Sexual Assault with an Object is suspension through expulsion/termination. Sanctions can be assigned outside this range based on aggravating or mitigating circumstances, or the cumulative conduct record of the Respondent.
- The range of sanctions for Sodomy is suspension through expulsion/termination. Sanctions can be assigned outside this range based on aggravating or mitigating circumstances, or the cumulative conduct record of the Respondent.
- The range of sanctions for Fondling is warning through suspension (termination for employees). Sanctions can be assigned outside this range based on aggravating or mitigating circumstances, or the cumulative conduct record of the Respondent.
- The range of sanctions for Incest is warning through probation. Sanctions can be assigned outside this range based on aggravating or mitigating circumstances, or the cumulative conduct record of the Respondent.
- The range of sanctions for Statutory Rape is warning through expulsion (termination for employees). Sanctions can be assigned outside this range based on aggravating or mitigating circumstances, or the cumulative conduct record of the Respondent.

- The range of sanctions for Stalking is probation through expulsion/termination. Sanctions can be assigned outside this range based on aggravating or mitigating circumstances, or the cumulative conduct record of the Respondent.
- The range of sanctions for Dating/Domestic Violence is probation through expulsion/termination. Sanctions can be assigned outside this range based on aggravating or mitigating circumstances, or the cumulative conduct record of the Respondent.
- The range of sanctions for Sexual Exploitation is warning through expulsion/termination. Sanctions can be assigned outside this range based on aggravating or mitigating circumstances, or the cumulative conduct record of the Respondent.
- The range of sanctions for Retaliation is warning through expulsion/termination. Sanctions can be assigned outside this range based on aggravating or mitigating circumstances, or the cumulative conduct record of the Respondent.

Sexual Misconduct

7) Sexual Exploitation:

- an individual taking non-consensual or abusive sexual advantage of another, that does not constitute Sex-based Harassment as defined above.
- for their own benefit or for the benefit of anyone other than the person being exploited.

Examples of Sexual Exploitation include, but are not limited to:

- Sexual voyeurism (such as observing or allowing others to observe a person undressing or using the bathroom or engaging in sexual acts, without the consent of the person being observed)
- Invasion of sexual privacy (e.g., doxxing)
- Knowingly making an unwelcome disclosure of (or threatening to disclose) an individual's sexual orientation, gender identity, or gender expression
- Taking pictures, video, or audio recording of another in a sexual act, or in any other sexually related activity when there is a reasonable expectation of privacy during the 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), including the making or posting of non-consensual pornography
- Prostituting another person
- Engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or a sexually transmitted disease (STD) or infection (STI), without informing the other person of the virus, disease, or infection
- Causing or attempting to cause the incapacitation of another person (through alcohol, drugs, or any other means) for the purpose of compromising that person's ability to give consent to sexual activity, or for the purpose of making that person vulnerable to non-consensual sexual activity
- Misappropriation of another person's identity on apps, websites, or other venues designed for dating or sexual connections (e.g., spoofing)
- Forcing a person to take an action against that person's will by threatening to show, post, or share information, video, audio, or an image that depicts the person's nudity or sexual activity
- Knowingly soliciting a minor for sexual activity
- Engaging in sex trafficking
- Knowingly creating, possessing, or disseminating child sexual abuse images or recordings
- Creating or disseminating synthetic media, including images, videos, or audio representations of individuals doing or saying sexually-related things that never happened, or placing identifiable real people in fictitious pornographic or nude situations without their consent (i.e., Deepfakes)

- Creating or disseminating images or videos of child sexual abuse material

D. Other Prohibited Conduct

1) Bullying:²

- repeated and/or severe aggressive behavior
- that is likely to intimidate or intentionally hurt, control, or physically or mentally diminish the Complainant,
- that is not speech or conduct that is otherwise protected by the First Amendment.

2) Endangerment:

- threatening or causing physical harm;
- extreme verbal, emotional, or psychological abuse; or
- other conduct which threatens or endangers the health or safety of any person or damages their property.

3) Hazing:

- any act or action
- which does or is likely to endanger the mental or physical health or safety of any individual
- as it relates to an individual's initiation, admission into, or affiliation with any Cedar Crest College group or organization.

For the purposes of this definition:

- It is not necessary that a person's initiation or continued membership is contingent upon participation in the activity, or that the activity was sanctioned or approved by the Student Group or Student Organization, for an allegation of hazing to be upheld.
- It shall not constitute an excuse or defense to a hazing allegation that the participants took part voluntarily, gave consent to the conduct, voluntarily assumed the risks or hardship of the activity, or that no injury was suffered or sustained.
- The actions of alumni, active, new, and/or prospective members of a Student Group or Student Organization may be considered hazing.
- Hazing is not confined to the Student Group or Student Organization with which the individual subjected to the hazing is associated.

4) Retaliation:

- Adverse action, including intimidation, threats, coercion, or discrimination,
- against any person,
- by Cedar Crest College, a student, employee, or a person authorized by Cedar Crest College to provide aid, benefit, or service under the Cedar Crest College's education program or activity,
- for the purpose of interfering with any right or privilege secured by law or Policy, or
- because the person has engaged in protected activity, including reporting information, making a Complaint, testifying, assisting, or participating or refusing to participate in any manner in an investigation or Resolution Process under the Sexual Misconduct Policy and Procedures, including an Informal Resolution process, or in any other appropriate steps taken by Cedar Crest College to promptly and effectively end any sex discrimination in its education program or activity, prevent its recurrence, and remedy its effects.

² For Bullying, Hazing, and Endangerment, these offenses can be applied when the conduct is on the basis of protected characteristics but is not a form of Sex-based Harassment.

The exercise of rights protected under the First Amendment does not constitute retaliation. It is also not retaliation for Cedar Crest College to pursue Policy violations against those who make materially false statements in bad faith in the course of a resolution under the Sexual Misconduct Policy. However, the determination of responsibility, by itself, is not sufficient to conclude that any party has made a materially false statement in bad faith.

5) Unauthorized Disclosure:³

- Distributing or otherwise publicizing materials created or produced during an investigation or Resolution Process except as required by law or as expressly permitted by Cedar Crest College; or
- publicly disclosing a party’s personally identifiable information without authorization or consent.

6) Failure to Comply/Process Interference

- Intentional failure to comply with the reasonable directives of the Title IX Coordinator or designee in the performance of their official duties, including with the terms of a no contact order
- Intentional failure to comply with emergency removal or interim suspension terms
- Intentional failure to comply with sanctions
- Intentional failure to adhere to the terms of an agreement achieved through informal resolution
- Intentional failure to comply with mandated reporting duties as defined in this Policy
- Intentional interference with the Title IX resolution process, including but not limited to:
 - Destruction of or concealing of evidence
 - Actual or attempted solicitation of knowingly false testimony or providing false testimony or evidence
 - Intimidating or bribing a witness or party

Sanctions for the above-listed Civil Rights Offenses range from warning through expulsion/termination.

E. Consent, Force, and Incapacitation

As used in this Policy, the following definitions and understandings apply:

1) Consent

Consent is defined as:

- knowing, and
- voluntary, and
- clear permission
- by word or action
- to engage in sexual activity.⁴

³ Nothing in this section restricts the ability of the Parties to obtain and present evidence, including by speaking to witnesses (as long as it does not constitute retaliation under this Policy), consult with their family members, confidential resources, or Advisors; or otherwise prepare for or participate in the Resolution Process.

⁴ The state definition of consent is people ages 16 and older can consent to sexual activity with anyone they choose, as long as the other person does not have authority over them, which is applicable to criminal prosecutions for sex offenses in Pennsylvania but may differ from the definition used by the Recipient to address Policy violations. Included for Clery/Violence Against Women Act (VAWA) Sec. 304 compliance purposes

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

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

For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct. Consent is evaluated from the perspective of what a reasonable person would conclude are mutually understandable words or actions. Reasonable reciprocation can establish consent. For example, if someone kisses you, you can kiss them back (if you want to) without the need to explicitly obtain *their* consent to be kissed back.

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

Silence or the absence of resistance alone should not be interpreted as consent. Consent is not demonstrated by the absence of resistance. While resistance is not required or necessary, it is a clear demonstration of non-consent.

Consent to some sexual contact (such as kissing or fondling) cannot be assumed to be consent for other sexual activity (such as intercourse). A current or previous intimate relationship is not sufficient to constitute consent. If an individual expresses conditions on their willingness to consent (e.g., use of a condom) or limitations on the scope of their consent, those conditions and limitations must be respected. If a sexual partner shares the clear expectation for the use of a condom, or to avoid internal ejaculation, and those expectations are not honored, the failure to use a condom, removing a condom, or internal ejaculation can be considered acts of sexual assault.

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

Going beyond the boundaries of consent is prohibited. Thus, unless a sexual partner has consented to slapping, hitting, hair pulling, strangulation, or other physical roughness during otherwise consensual sex, those acts may constitute dating violence or sexual assault.⁵

2) Force

Force is the use of physical violence and/or physical imposition to gain sexual access. Sexual activity that is forced is, by definition, non-consensual, but non-consensual sexual activity is not necessarily forced. Force is conduct that, if sufficiently severe, can negate consent.

⁵ Consent in relationships must also be considered in context. When Parties consent to BDSM (bondage, discipline, sadism, masochism) or other forms of kink, non-consent may be shown by the use of a safe word. Resistance, force, violence, or even saying “no” may be part of the kink and thus consensual.

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

Coercion is unreasonable pressure for sexual activity. Coercive conduct, if sufficiently severe, can render a person’s consent ineffective, because it is not voluntary. When someone makes clear that they do not want to engage in sexual activity, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive. Coercion is evaluated based on the frequency, intensity, isolation, and duration of the pressure involved.

3) Incapacitation

Incapacitation is a state where a person is incapable of giving consent. An incapacitated person cannot make rational, reasonable decisions because they lack the capacity to give knowing/informed consent (e.g., to understand the “who, what, when, where, why, and how” of their sexual interaction). A person cannot consent if they are unable to understand what is happening or are disoriented, helpless, asleep, or unconscious for any reason, including because of alcohol or other drug consumption.

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

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

If the Respondent neither knew nor should have known the Complainant to be physically or mentally incapacitated, the Respondent is not in violation of this Policy. “Should have known” is an objective, reasonable person standard that assumes that a reasonable person is both sober and exercising sound judgment.

F. Unethical Relationships

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

Standard of Proof

Cedar Crest College uses the preponderance of the evidence standard of proof when determining whether a Policy violation occurred. This means that Cedar Crest College will decide whether it is more likely than not/highly likely, based upon the available information at the time of the decision, that the Respondent is in violation of the alleged Policy violation(s).

Reports/Complaints of Discrimination, Harassment, and/or Retaliation

A Report provides notice to Cedar Crest College of an allegation or concern about discrimination, harassment, or retaliation and provides an opportunity for the Title IX Coordinator or designee to provide information, resources, and supportive measures. A Complaint provides notice to Cedar Crest College that the Complainant would like to initiate an investigation or other appropriate resolution procedures. A Complainant or individual may initially make a report and may decide at a later time to make a Complaint. Reports or Complaints of discrimination, harassment, and/or retaliation may be made using any of the following options:

- 1) File a Complaint with, or give verbal Notice directly to, the Title IX Coordinator or to any member of the Title IX Team. Such a Complaint may be made at any time (including during non-business hours) by using the telephone number, email address, or by mail to the office of the Title IX Coordinator or any other Title IX Team member listed in this Policy.
- 2) Submit online Notice at by clicking [here](#). Anonymous Notice is accepted, but the Notice may give rise to a need to try to determine the Parties' identities. Anonymous Notice typically limits Cedar Crest College's ability to investigate, respond, and provide remedies, depending on what information is shared. Measures intended to protect the community or redress or mitigate harm may be enacted. It also may not be possible to provide supportive measures to Complainants who are the subject of anonymous Notice.

Reporting carries no obligation to initiate a Complaint, and in most situations, Cedar Crest College is able to respect a Complainant's request to not initiate a resolution process. However, there may be circumstances, such as pattern behavior, allegations of severe misconduct, or a compelling threat to health and/or safety, where Cedar Crest College may need to initiate a resolution process. If a Complainant does not wish to file a Complaint, Cedar Crest College will maintain the privacy of information to the extent possible. The Complainant should not fear a loss of confidentiality by giving Notice that allows Cedar Crest College to discuss and/or provide supportive measures, in most circumstances.

- 3) You have the option to report Title IX incidents anytime by using this [form](#). You can also report Bias incident anytime using this [form](#).

Time Limits on Reporting

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

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

False Allegations and Evidence

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

Additionally, witnesses and Parties who knowingly provide false evidence, tamper with or destroy evidence, or deliberately mislead an official conducting an investigation or resolution process can be subject to discipline under appropriate Cedar Crest College policies.

Confidentiality/Privacy

Cedar Crest College makes every effort to preserve the Parties' privacy. Cedar Crest College will not share the identity of any individual who has made a Complaint of harassment, discrimination, or retaliation; any Complainant; any individual who has been reported to be the perpetrator of discrimination, harassment, or retaliation; any Respondent; or any witness, except as permitted by, or to fulfill the purposes, of applicable laws and regulations (e.g., Title IX), Family Educational Rights and Privacy Act (FERPA) and its implementing regulations, or as required by law; including any investigation, or resolution proceeding arising under these policies and procedures.^{6,7} Additional information regarding confidentiality and privacy can be found in [Appendix E](#).

Unauthorized Disclosure of Information

Parties and Advisors are prohibited from unauthorized disclosure of information obtained by Cedar Crest College through the Resolution Process, to the extent that information is the work product of Cedar Crest College (meaning it has been produced, compiled, or written by Cedar Crest College for purposes of its investigation and resolution of a Complaint). It is also a violation of Cedar Crest College Policy to publicly disclose work product or a party's personally identifiable information without authorization or consent. Violation of this Policy is subject to significant sanctions.

Emergency Removal/Interim Actions/Leaves

Cedar Crest College can act to remove a student Respondent accused of Sex Discrimination or Sex-based Harassment from its education program or activities, partially or entirely, on an emergency basis when an individualized safety and risk analysis has determined that an immediate threat to the physical health or safety of any student or other individual justifies removal. This risk analysis is performed by the Title IX Coordinator and may be done in conjunction with the Care Team using its standard objective violence risk assessment procedures. Employees are subject to existing procedures for interim actions and leaves.

Federal Timely Warning Obligations

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

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

Amnesty

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

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

To encourage reporting and participation in the process, Cedar Crest College maintains a Policy of offering

⁶ 20 U.S.C. 1232g

⁷ 34 C.F.R. § 99

Parties and witnesses amnesty from minor policy violations, such as underage alcohol consumption or the use of illicit drugs, related to the incident. Granting amnesty is a discretionary decision made by Cedar Crest College, and amnesty does not apply to more serious allegations, such as physical abuse of another or illicit drug distribution.

A. Students

Cedar Crest College maintains an amnesty policy for students who offer help to others in need.

B. Employees

Sometimes, employees are hesitant to report discrimination, harassment, or retaliation they have experienced for fear of getting in trouble themselves. Cedar Crest College may, at its discretion, offer employee Complainants amnesty from such policy violations (typically more minor policy violations) related to the incident. amnesty may also be granted to Respondents and witnesses on a case-by-case basis.

Preservation of Evidence

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

Sexual Assault

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

Stalking/Dating Violence/Domestic Violence/Sex-Based Harassment

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

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

Federal Statistical Reporting Obligations

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

- 1) All “primary crimes,” which include criminal homicide, sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, and arson
- 2) Hate crimes, which include any bias-motivated primary crime as well as any bias-motivated larceny or theft, simple assault, intimidation, or destruction/damage/vandalism of property
- 3) Violence Against Women Act (VAWA-based crimes), which include sexual assault, domestic violence, dating violence, and stalking⁸
- 4) Arrests and referrals for disciplinary action for weapons law violations, liquor law violations, and drug law violations

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

Independence and Conflicts of Interest

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

To raise any concern involving bias, conflict of interest, misconduct, or discrimination by the Title IX Coordinator, contact the Vice President for Student Success & Engagement/Dean of Students for Concerns of bias, misconduct, discrimination, or a potential conflict of interest by any other Resolution Pool member should be raised with the Title IX Coordinator.

Revision of this Policy

This Policy succeeds previous policies addressing discrimination, harassment, sexual misconduct, and/or retaliation, though previous policies and procedures remain in force for incidents occurring before August 1, 2024. The Title IX Coordinator reviews and updates these policies and procedures regularly. Cedar Crest College reserves the right to make changes to this document as necessary, and once those changes are posted online, they are in effect.

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

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

This Policy is effective August 1, 2024.

⁸ VAWA is the Violence Against Women Act, enacted in 1994 and codified in part at 42 U.S.C. sections 13701 through 14040.

RESOLUTION PROCESS FOR ALLEGED VIOLATIONS OF POLICY ON SEXUAL MISCONDUCT (Hereinafter the “Resolution Process”)

Overview

Cedar Crest College will act on any Notice, Complaint, or Knowledge of a potential violation of the Sexual Misconduct Policy (“the Policy”) that is received by the Title IX Coordinator or designee or any other Mandated Reporter by applying the Resolution Process below.

The procedures below apply to all allegations of discrimination on the basis of an actual or perceived protected characteristic, harassment, retaliation, or Other Prohibited Conduct as involving students, staff, administrators, faculty members, or third parties.

Notice/Complaint

Upon receipt of Notice, a Complaint, or Knowledge of an alleged Policy violation, the Title IX Coordinator or designee will initiate a prompt initial evaluation to determine Cedar Crest College’s next steps. The Title IX Coordinator or designee will contact the Complainant/source of the Notice to offer supportive measures, provide information regarding resolution options, and determine how they wish to proceed.

Collateral Misconduct

Collateral misconduct is defined to include potential violations of other Cedar Crest College policies not incorporated into the Policy on Sexual Misconduct that occur in conjunction with alleged violations of the Policy, or that arise through the course of the investigation, for which it makes sense to provide one resolution for all charges. Thus, the collateral allegations may be charged along with potential violations of the Policy, to be resolved jointly under these Procedures. In such circumstances, the Title IX Coordinator or designee may consult with Cedar Crest College officials who typically oversee such conduct (e.g., human resources, student conduct, academic affairs) to solicit their input as needed on what charges should be filed, but the exercise of collateral charges under these procedures is within the discretion of the Title IX Coordinator or designee. All other allegations of misconduct unrelated to incidents covered by the Policy will typically be addressed separately through procedures described in the student, faculty, and staff handbooks.

Initial Evaluation

The Title IX Coordinator or designee conducts an initial evaluation typically within seven (7) business days of receiving Notice/Complaint/Knowledge of alleged misconduct.⁹ The initial evaluation typically includes:

- Assessing whether the reported conduct may reasonably constitute a violation of the Policy.
 - If the conduct may not reasonably constitute a violation of the Policy, the matter is typically dismissed from this process, consistent with the dismissal provision in these procedures. It may then be referred to another process, if applicable.
- Determining whether Cedar Crest College has jurisdiction over the reported conduct, as defined in the Policy.

⁹ If circumstances require, the Dean of Students or Title IX Coordinator will designate another person to oversee the Resolution Process should an allegation be made about the Title IX Coordinator or the Title IX Coordinator be otherwise unavailable, unable to fulfill their duties, or have a conflict of interest.

- If the conduct is not within Cedar Crest College jurisdiction, the matter is typically dismissed from this process, consistent with the dismissal provision in these procedures. If applicable, the conduct will be referred to the appropriate Cedar Crest College office for resolution.
- Offering and coordinating supportive measures for the Complainant.
- Offering and coordinating supportive measures for the Respondent, as applicable.
- Notifying the Complainant, or the person who reported the allegation(s), of the resolution processes, including a supportive and remedial response, an Informal Resolution option, or the Resolution Process described below.
- Determining whether the Complainant wishes to make a Complaint.
- Notifying the Respondent of the resolution processes, including a supportive and remedial response, an Informal Resolution option, or the Resolution Process described below, if a Complaint is made.

Helping a Complainant to Understand Options

If the Complainant indicates they wish to initiate a Complaint (in a manner that can reasonably be construed as reflecting intent to make a Complaint), the Title IX Coordinator or designee will help to facilitate the Complaint, which will include:

- Working with the Complainant to determine whether the Complainant wishes to pursue one of three resolution options:
 - a supportive and remedial response, and/or
 - Informal Resolution, or
 - the Resolution Process described below.

The Title IX Coordinator or designee will seek to abide by the wishes of the Complainant but may have to take an alternative approach depending on their analysis of the situation.

If the Complainant elects for the Resolution Process below, and the Title IX Coordinator or designee has determined the Policy applies and that Cedar Crest College has jurisdiction, they will route the matter to the appropriate Resolution Process, will provide the Parties with a Notice of Investigation and Allegation(s), and will initiate an investigation consistent with these Procedures.

If any Party indicates (either verbally or in writing) that they want to pursue an Informal Resolution option, the Title IX Coordinator or designee will assess whether the matter is suitable for Informal Resolution and refer the matter accordingly.

If the Complainant indicates (either verbally or in writing) that they do not want any action taken, no Resolution Process will be initiated (unless deemed necessary by the Title IX Coordinator or designee), though the Complainant can elect to initiate one later, if desired.

Title IX Coordinator Authority to Initiate a Complaint

If the Complainant does not wish to file a Complaint, the Title IX Coordinator or designee, who has ultimate discretion as to whether a Complaint is initiated, will offer supportive measures and determine whether to initiate a Complaint themselves. To make this determination, the Title IX Coordinator or designee will evaluate that request to determine if there is a serious and imminent threat to someone's safety or if Cedar Crest College cannot ensure equal access without initiating a Complaint. The Title IX Coordinator or designee will consider the following non-exhaustive factors to determine whether to file a Complaint:

- The Complainant's request not to proceed with initiation of a Complaint;
- The Complainant's reasonable safety concerns regarding initiation of a Complaint;
- The risk that additional acts of discrimination would occur if a Complaint is not initiated;

- The severity of the alleged discrimination, including whether the discrimination, if established, would require the removal of a Respondent from campus or imposition of another disciplinary sanction to end the discrimination and prevent its recurrence;
- The age and relationship of the Parties, including whether the Respondent is a Cedar Crest College employee;
- The scope of the alleged discrimination, including information suggesting a pattern, ongoing discrimination, or discrimination alleged to have impacted multiple individuals;
- The availability of evidence to assist a Decision-maker in determining whether discrimination occurred;
- Whether Cedar Crest College could end the alleged discrimination and prevent its recurrence without initiating its resolution process.

If deemed necessary, the Title IX Coordinator or designee may consult with appropriate Cedar Crest College employees, and/or conduct a violence risk assessment¹⁰ to aid their determination whether to initiate a Complaint.

When the Title IX Coordinator or designee initiates a Complaint, they do not become the Complainant. The Complainant is the person who experienced the alleged conduct that could constitute a violation of this Policy.

Dismissal

Cedar Crest College **may** dismiss a Complaint if, at any time during the investigation or Resolution Process, one or more of the following grounds are met:

- 1) Cedar Crest College is unable to identify the Respondent after taking reasonable steps to do so
- 2) Cedar Crest College no longer enrolls or employs the Respondent
- 3) A Complainant voluntarily withdraws any or all of the allegations in the Complaint, and the Title IX Coordinator or designee declines to initiate a Complaint
- 4) Cedar Crest College determines the conduct alleged in the Complaint would not constitute a Policy violation, if proven

A Decision-maker can recommend dismissal to the Title IX Coordinator or designee, if they believe the grounds are met. A Complainant who decides to withdraw a Complaint may later request to reinstate or refile it.

Upon any dismissal, Cedar Crest College will promptly send the Complainant written notification of the dismissal and the rationale for doing so. If the dismissal occurs after the Respondent has been made aware of the allegations, Cedar Crest College will also notify the Respondent of the dismissal.

This dismissal decision is appealable by any party.

Appeal of Dismissal

The Complainant may appeal a dismissal of their Complaint. The Respondent may also appeal the dismissal of the Complaint if dismissal occurs after the Respondent has been made aware of the allegations. All dismissal appeal requests must be filed within three (3) business days of the notification of the dismissal.

The Title IX Coordinator or designee will notify the Parties of any appeal of the dismissal. If, however, the Complainant appeals, but the Respondent was not notified of the Complaint, the Title IX Coordinator or designee must then provide the Respondent with a NOIA and will notify the Respondent of the Complainant’s appeal with an opportunity to respond.

¹⁰ See detailed information regarding a Violence Risk Assessment in [Appendix G](#)

Throughout the dismissal appeal process, Cedar Crest College will:

- Implement dismissal appeal procedures equally for the Parties;
- Assign a trained Decision Maker who did not take part in an investigation of the allegations or dismissal of the Complaint;
- Provide the Parties a reasonable and equal opportunity to make a statement in support of, or challenging, the dismissal; and
- Notify the Parties of the result of the appeal and the rationale for the result.

The grounds for dismissal appeals are limited to:

- 1) Procedural irregularity that would change the outcome;
- 2) New evidence that would change the outcome and that was not reasonably available when the dismissal was decided;
- 3) The Title IX Coordinator or designee, Investigator, or Decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual Complainant or Respondent that would change the outcome.
- 4) The dismissal was erroneously granted or denied

Upon receipt of a dismissal appeal in writing from one or more Parties, the Title IX Coordinator or designee will share the petition with the other party and provide three (3) business days for other Parties to respond to the request. The appeal should specify at least one of the grounds above and provide any reasons or supporting evidence for why the ground is met. This appeal will be provided in writing to the other Parties, and the Title IX Coordinator or designee, who will be invited to respond in writing. At the conclusion of the response period, the Title IX Coordinator or designee will forward the appeal, as well as any response provided by the other Parties to the Decision Maker for consideration.

If the Request for Appeal does not provide information that meets the grounds in this Policy, the request will be denied by the Decision Maker, and the Parties, their Advisors, and the Title IX Coordinator or designee will be notified in writing of the denial and the rationale.

If any of the asserted grounds in the appeal satisfy the grounds described in this Policy, then the Dismissal Appeal Officer will notify all Parties and their Advisors, and the Title IX Coordinator or designee, of their decision and rationale in writing. The effect will be to reinstate the Complaint.

In most cases, appeals are confined to a review of the written documentation or record of the original determination and pertinent documentation regarding the specific appeal grounds. The Decision Maker has seven (7) business days to review and decide on the appeal, though extensions can be granted at the discretion of the Title IX Coordinator or designee, and the Parties will be notified of any extension.

Appeal decisions are deferential to the original determination, making changes only if there is a compelling justification to do so.

The Decision Maker may consult with the Title IX Coordinator or designee and/or legal counsel on questions of procedure or rationale for clarification, if needed. The Title IX Coordinator or designee will maintain documentation of all such consultation.

Emergency Removal/Interim Suspension of a Student

Cedar Crest College may emergency remove a student accused of Sex Discrimination or Sex-based Harassment upon receipt of Notice/Knowledge, a Complaint, or at any time during the resolution process. Prior to an emergency removal, Cedar Crest College will conduct an individualized risk assessment and may remove the student if that assessment determines that an imminent and serious threat to the health or safety of a Complainant or any students, employees, or other persons arising from the allegations of sex discrimination justifies such action. Students accused of other forms of discrimination (not sex) are subject to interim suspension, which can be imposed for safety reasons.

When an emergency removal or interim suspension is imposed, wholly or partially, the affected student will be notified of the action, which will include a written rationale, and the option to challenge the emergency removal or interim suspension within two (2) business days of the notification. Upon receipt of a challenge, the Title IX Coordinator or designee will meet with the student (and their Advisor, if desired) as soon as reasonably possible thereafter to allow them to show cause why the removal/action should not be implemented or should be modified.

This meeting is not a hearing on the merits of the allegation(s), but rather is an administrative process intended to determine solely whether the emergency removal or interim suspension is appropriate, should be modified, or lifted. When this meeting is not requested within two (2) business days, objections to the emergency removal or interim suspension will be deemed waived. A student can later request a meeting to show why they are no longer an imminent and serious threat because conditions related to imminence or seriousness have changed. A Complainant and their Advisor may be permitted to participate in this meeting if the Title IX Coordinator or designee determines it is equitable to do so.

The Respondent may provide information, including expert reports, witness statements, communications, or other documentation for consideration prior to or during the meeting. When applicable, a Complainant may provide information to the Title IX Coordinator or designee for review.

An emergency removal or interim suspension may be affirmed, modified, or lifted as a result of a requested review or as new information becomes available. The Title IX Coordinator or designee will communicate the final decision in writing, typically within three (3) business days of the review meeting.

Placing an Employee on Leave

When the Respondent is an employee, or a student employee accused of misconduct in the course of their employment, existing provisions or interim action are typically applicable instead of the above emergency removal process. Please refer to the Employee Handbook located in My Cedar Crest under the Employee tab or contact Human Resources for additional questions.

Counter-Complaints

Cedar Crest College is obligated to ensure that the resolution process is not abused for retaliatory purposes. Although Cedar Crest College permits the filing of Counter-Complaints, the Title IX Coordinator or designee will use an initial evaluation, described above, to assess whether the allegations in the Counter-Complaint are made in good faith. When Counter-Complaints are not made in good faith, they will not be permitted. They will be considered potentially retaliatory and may constitute a violation of the Policy.

Counter-Complaints determined to have been reported in good faith will be processed using the Resolution Process below. At the Title IX Coordinator or designee's discretion, investigation of such claims may take place concurrently or after resolution of the underlying initial Complaint.

Advisors in the Resolution Process

A. Who Can Serve as an Advisor?

The Parties may each have an Advisor (friend, mentor, family member, attorney, or any other individual a party chooses) present with them for all meetings, interviews, and hearings within the Resolution Process, including intake. The Parties may select whomever they wish to serve as their Advisor as long as the Advisor is eligible and available.¹¹

The Title IX Coordinator or designee will offer to assign a trained Advisor to any party if the party chooses. If the Parties choose an Advisor from the pool available from the Title IX Coordinator or designee, Cedar Crest College will have trained the Advisor and familiarized them with Cedar Crest College's Resolution Process.

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

A party may elect to change Advisors during the process and is not obligated to use the same Advisor throughout. Parties are expected to provide the Title IX Coordinator or designee with timely notification if they change Advisors. If a party changes Advisors, consent to share information with the previous Advisor is assumed to be terminated, and a release for the new Advisor must be submitted.

Cedar Crest College may permit Parties to have more than one Advisor, or an Advisor and a support person, upon special request to the Title IX Coordinator or designee. The decision to grant this request is at the Title IX Coordinator or designee's sole discretion and will be granted equitably to all Parties.

If a party requests that all communication be made through their attorney Advisor instead of to the party, Cedar Crest College will agree to copy both the party and their Advisor on all communications.

Advisors appointed by the institution cannot be Confidential Employees, and although they will not be asked to disclose details of their interactions with their advisees to institutional officials or Decision-makers absent an emergency, they are still reminded of their Mandated Reporter responsibilities.

B. Advisor's Role in the Resolution Process

Advisors should help the Parties to prepare for each meeting and are expected to advise ethically, with integrity, and in good faith. Advisors may not provide testimony or speak on behalf of their advisee unless given specific permission to do so.

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

Records Shared with Advisors

Advisors are entitled to the same opportunity as their advisee to access relevant evidence, and/or the same written investigation report that accurately summarizes this evidence.

¹¹ "Available" means the party cannot insist on an Advisor who simply doesn't have inclination, time, or availability. Also, the Advisor cannot have institutionally conflicting roles, such as being an administrator who has an active role in the matter, or a supervisor who must monitor and implement sanctions. Additionally, choosing an Advisor who is also a witness in the process creates potential for bias and conflicts of interest. A party who chooses an Advisor who is also a witness can anticipate that issues of potential bias will be explored by the Decision-maker(s).

Advisors are expected to maintain the confidentiality of the records Cedar Crest College shares with them, [Section 14](#) of the Policy addressing Confidentiality. Advisors may not disclose any Cedar Crest College work product or evidence Cedar Crest College obtained solely through the Resolution Process for any purpose not explicitly authorized by Cedar Crest College.

Accordingly, Advisors will be asked to sign a Confidentiality Agreement. Cedar Crest College may decline to share materials with any Advisor who has not executed the Confidentiality Agreement. Cedar Crest College may restrict the role of any Advisor who does not respect the sensitive nature of the process or who fails to abide by Cedar Crest College's confidentiality expectations.

Advisor Expectations

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

Cedar Crest College may also make reasonable provisions to allow an Advisor who cannot be present in person to attend a meeting/interview/hearing by video conferencing, or other similar technologies. The Advisor must be able to have their camera on for the duration of the meeting.

All Advisors are subject to the same Cedar Crest College policies and procedures, whether they are attorneys or not, and whether they are selected by a party or appointed by Cedar Crest College. Advisors are expected to advise their advisees without disrupting proceedings.

C. Advisor Policy Violations

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

Resolution Option Overview

This Resolution Process, consisting of Informal Resolution, or Administrative Resolution, or Hearing Resolution, is Cedar Crest College's chosen approach to addressing all forms of discrimination on the basis of protected characteristics, harassment, and retaliation. The process considers the Parties' preferences but is ultimately determined at the Title IX Coordinator or designee's discretion.

Resolution proceedings are confidential. All individuals present at any time during the Resolution Process are expected to maintain the confidentiality of the proceedings in accordance with Cedar Crest College Policy.

A. Informal Resolution

To initiate Informal Resolution, a Complainant or Respondent may make such a request to the Title IX Coordinator or designee at any time prior to a final determination, or the Title IX Coordinator or designee may offer the option to the Parties, in writing. Cedar Crest College will obtain voluntary, written confirmation that all Parties wish to resolve the matter through Informal Resolution before proceeding and will not pressure the Parties to participate in Informal Resolution.

Before initiation of an Informal Resolution process, Cedar Crest College will provide the Parties with a NOIA that explains:

- The allegations;
- The requirements of the Informal Resolution process;
- That, prior to agreeing to a resolution, any party has the right to withdraw from the Informal Resolution process and to initiate or resume Cedar Crest College's Resolution Process;
- That the Parties' agreement to a resolution at the conclusion of the Informal Resolution process will preclude the Parties from initiating or resuming the resolution process arising from the same allegations;
- The potential terms that may be requested or offered in an Informal Resolution agreement, including notification that an Informal Resolution agreement is binding only on the Parties; and
- What information Cedar Crest College will maintain, and whether and how it could disclose such information for use in its Resolution Process.

Cedar Crest College offers four categories of Informal Resolution:

- 1) **Supportive Resolution.** When the Title IX Coordinator or designee can resolve the matter informally by providing supportive measures (only) designed to remedy the situation.
- 2) **Educational Conversation.** When the Title IX Coordinator or designee can resolve the matter informally by having a conversation with the Respondent to discuss the Complainant's concerns and institutional expectations or can accompany the Complainant in their desire to confront the conduct.
- 3) **Accepted Responsibility.** When the Respondent is willing to accept responsibility for violating Policy and is willing to agree to actions that will be enforced similarly to sanctions, and the Complainant(s) and Cedar Crest College are agreeable to the resolution terms.
- 4) **Alternative Resolution.** When the Parties agree to resolve the matter through an alternative resolution mechanism (which could include, but is not limited to, mediation, restorative practices, facilitated dialogue, etc.), as described below.

The individual facilitating an Informal Resolution must be trained and cannot be the Investigator, Decision-maker, or Appeal Decision-maker.

It is not necessary to pursue Informal Resolution first in order to pursue an Administrative **OR** Hearing Resolution Process. Any party participating in Informal Resolution can withdraw from the Informal Resolution Process at any time and initiate or resume the Administrative **OR** Hearing Resolution Process.

The Parties may agree, as a condition of engaging in Informal Resolution, on what statements made or evidence shared during the Informal Resolution process will not be considered in the Administrative Resolution **OR** Hearing Process, should Informal Resolution not be successful, unless agreed to by all Parties.

If an investigation is already underway, the Title IX Coordinator or designee has discretion to determine if an investigation will be paused, if it will be limited, or if it will continue during the Informal Resolution process.

Categories of Informal Resolution

- 1) Supportive Resolution

The Title IX Coordinator or designee will meet with the Complainant to determine reasonable supportive measures that are designed to restore or preserve the Complainant's access to Cedar Crest College's education program and activity. Such measures can be modified as the Complainant's needs evolve over time or circumstances change. If the Respondent has received the NOIA, the Title IX Coordinator or designee may also provide reasonable supportive measures for the Respondent as deemed appropriate. This option is available when the Complainant does not want to engage the other resolution options, and the Title IX Coordinator or designee does not initiate a Complaint.

2) Educational Conversation

The Complainant(s) may request that the Title IX Coordinator or designee address their allegations by meeting (with or without the Complainant) with the Respondent(s) to discuss concerning behavior and institutional policies and expectations. Such a conversation is non-disciplinary and non-punitive. Respondent(s) are not required to attend such meetings, nor are they compelled to provide any information if they attend. The conversation will be documented as the Informal Resolution for the matter, if it takes place. In light of this conversation, or the Respondent's decision not to attend, the Title IX Coordinator or designee may also implement remedial actions to ensure that policies and expectations are clear and to minimize the risk of recurrence of any behaviors that may not align with Policy.

3) Accepted Responsibility¹²

The Respondent may accept responsibility for any or all of the alleged Policy violations at any point during the Resolution Process. If the Respondent indicates an intent to accept responsibility for **all** alleged Policy violations, the ongoing process will be paused, and the Title IX Coordinator or designee will determine whether Informal Resolution is an option.

If Informal Resolution is available, the Title IX Coordinator or designee will determine whether all Parties and Cedar Crest College are able to agree on responsibility, restrictions, sanctions, restorative measures, and/or remedies. If so, the Title IX Coordinator or designee implements the accepted finding that the Respondent is in violation of Cedar Crest College Policy, implements agreed-upon restrictions and remedies, and determines the appropriate responses in coordination with other appropriate administrator(s), as necessary.

This resolution is not subject to appeal once all Parties indicate their written agreement to all resolution terms. When the Parties cannot agree on all terms of resolution, the Resolution Process will either continue or resume.

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

4) Alternative Resolution

¹² [Section 20](#) below, there is a description of a process to waive the decision-making step of the Resolution Process if a Respondent decides to admit to violating the charged Policies. That section and this one are similar, but there are meaningful differences. In this section, the Parties must agree to the resolution, and the Respondent in essence self-sanctions as part of the Informal Resolution by agreeing to voluntarily comply with whatever the terms are to which the Parties agree. Section 20, in contrast, is unilateral. Neither the Complainant nor the Title IX Coordinator determine eligibility. It is simply a waiver of steps in the process by the Respondent, who can admit violations and accept sanctions assigned by the Decision-maker, if they choose to. No Complainant approval is sought or needed. Under Section 20, the outcome involves sanctioning imposed by Cedar Crest College, rather than an agreement to self-sanction, as outlined in this section.

The institution offers a variety of Alternative Resolution mechanisms to best meet the specific needs of the Parties and the nature of the allegations. Alternative Resolution may involve agreement to pursue individual or community remedies, including targeted or broad-based educational programming or training; supported direct conversation or interaction with the Respondent(s); indirect action by the Title IX Coordinator or designee or other appropriate Cedar Crest College officials; and other forms of resolution that can be tailored to the needs of the Parties. Some Alternative Resolution mechanisms will result in an agreed-upon outcome, while others are resolved through dialogue. All Parties must consent to the use of an Alternative Resolution approach, and the Parties may, but are not required to, have direct or indirect contact during an Alternative Resolution process.

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

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

The Title IX Coordinator or designee has the authority to determine whether Alternative Resolution is available or successful, to facilitate a resolution that is acceptable to all Parties, and/or to accept the Parties' proposed resolution, usually through their Advisors, often including terms of confidentiality, release, and non-disparagement.

Parties do not have the authority to stipulate restrictions or obligations for individuals or groups that are not involved in the Alternative Resolution process. The Title IX Coordinator or designee will determine whether additional individual or community remedies are necessary to meet the institution's compliance obligations in addition to the Alternative Resolution.

The Title IX Coordinator or designee maintains records of any resolution that is reached and will provide notification to the Parties of what information is maintained. Failure to abide by the resolution agreement may result in appropriate responsive/disciplinary actions (e.g., dissolution of the Agreement and resumption of the Resolution Process, referral to the conduct process for failure to comply, application of the enforcement terms of the Agreement, etc.). The results of Complaints resolved by Alternative Resolution are not appealable.

If an Informal Resolution option is not available or selected, Cedar Crest College will initiate or continue an investigation and subsequent Resolution Process to determine whether the Policy has been violated.

B. Administrative Hearing Resolution Process

(see Section 22 below)

Resolution Process Pool

The Resolution Process relies on a pool of administrators (“the Pool”) to carry out the process.¹³

D. Pool Member Roles

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

- Appropriate intake of and initial guidance pertaining to Complaints
- Advisor to Parties
- Informal Resolution Facilitator
- Perform or assist with initial evaluation
- Investigator
- Hearing Facilitator
- Decision-maker

E. Pool Member Appointment

The Title IX Coordinator, in consultation with senior administrators as necessary, appoints the Pool, which acts with independence and impartiality. Although members of the Pool are typically trained in a variety of skill sets and can rotate amongst the different roles listed above in different Complaints, Cedar Crest College can also designate permanent roles for individuals in the Pool.

F. Training (see [Appendix J](#) for details of training for Pool Members)

Notice of Investigation and Allegations

Prior to an investigation, the Title IX Coordinator or designee will provide the Parties with a detailed written NOIA. Amendments and updates to the NOIA may be made as the investigation progresses and more information becomes available regarding the addition or dismissal of various allegations. For climate/culture investigations that do not have an identifiable Respondent, the NOIA will be sent to the department/office/program head for the area/program being investigated.

The NOIA typically includes:

- A meaningful summary of all allegations
- The identity of the involved Parties (if known)
- The precise misconduct being alleged
- The date and location of the alleged incident(s) (if known)
- The specific policies/offenses implicated
- A description of, link to, or copy of the applicable procedures
- A statement that the Parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence
- The name(s) of the Investigator(s), along with a process to identify to the Title IX Coordinator or designee, in advance of the interview process, any conflict of interest that the Investigator(s) may have
- A statement that Cedar Crest College presumes the Respondent is not responsible for the reported misconduct unless and until the evidence supports a different determination
- A statement that determinations of responsibility are made at the conclusion of the process and that the Parties will be given an opportunity during the review and comment period to inspect and review all relevant evidence

¹³ External, trained third-party neutral professionals may also be used to serve in Pool roles.

- A statement that retaliation is prohibited
- Information about the confidentiality of the process, including that the Parties and their Advisors (if applicable) may not share Cedar Crest College work product obtained through the Resolution Process
- A statement that the Parties may have an Advisor of their choice who may accompany them through all steps of the Resolution Process
- A statement informing the Parties that Cedar Crest College's Policy prohibits knowingly making false statements, including knowingly submitting false information during the Resolution Process
- Detail on how a party may request disability accommodations during the Resolution Process
- A link to Cedar Crest College's VAWA Brochure
- An instruction to preserve any evidence that is directly related to the allegations

Notification will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the local or permanent address(es) of the Parties as indicated in official Cedar Crest College records, or emailed to the Parties' Cedar Crest College-issued email or designated accounts. Once mailed, emailed, and/or received in person, the notification will be presumptively delivered.

Resolution Timeline

Cedar Crest College will make a good faith effort to complete the Resolution Process within sixty to ninety (60-90) business days, including any appeals, which can be extended as necessary for appropriate cause by the Title IX Coordinator or designee. The Parties will receive regular updates on the progress of the Resolution Process, as well as notification and a rationale for any extensions or delays, and an estimate of how much additional time will be needed to complete the process.

Investigations are completed expeditiously, normally within sixty (60) business days, though some investigations may take longer, depending on issues such as the nature, extent, and complexity of the allegations, witness availability, law enforcement involvement, and other factors.

If a party or witness chooses not to participate in the Resolution Process or becomes unresponsive, Cedar Crest College reserves the right to continue it without their participation to ensure a prompt resolution. Non-participatory or unresponsive Parties retain the rights outlined in this Policy and the opportunity to participate in the Resolution Process.

Cedar Crest College may undertake a short delay in its investigation (several days to a few weeks) if circumstances require. Such circumstances include but are not limited to a request from law enforcement to delay the investigation temporarily, the need for language assistance, the absence of Parties and/or witnesses, and/or health conditions. Cedar Crest College will promptly resume its Resolution Process as soon as feasible. During such a delay, Cedar Crest College will implement and maintain supportive measures for the Parties as deemed appropriate.

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

Cedar Crest College will make a good faith effort to complete the Resolution Process as promptly as circumstances permit and will communicate regularly with the Parties to update them on the progress and timing of the process.

Ensuring Impartiality

Any individual materially involved in the administration of the Resolution Process, including the Title IX Coordinator or designee, Investigator(s), and Decision-maker(s), may neither have nor demonstrate a conflict of

interest or bias for a party generally, or for a specific Complainant or Respondent.

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

The Resolution Process involves an objective evaluation of all available relevant and not otherwise impermissible evidence, including evidence that supports that the Respondent engaged in a Policy violation and evidence that supports that the Respondent did not engage in a Policy violation. Credibility determinations may not be based solely on an individual's status or participation as a Complainant, Respondent, or witness. All Parties have a full and fair opportunity, through the investigation process, to suggest witnesses and questions, to provide evidence, and to receive a written investigation report that accurately summarizes this evidence.

Investigator Appointment

Once an investigation is initiated, the Title IX Coordinator or designee appoints an Investigator(s) to conduct it. These Investigators may be members of the Resolution Process Pool, or any other properly trained Investigator, whether internal or external to Cedar Crest College's community.

Witness Role and Participation in the Investigation

Employees (not including Complainant and Respondent) are required to cooperate with and participate in Cedar Crest College's investigation and Resolution Process. Student witnesses and witnesses from outside the Cedar Crest College community cannot be required to participate but are encouraged to cooperate with Cedar Crest College investigations and to share what they know about a Complaint.

Interviews may be conducted in person, via online video platforms (e.g., Zoom, Microsoft Teams, etc.), with the understanding that cameras will need to be turned on for the entire interview. Cedar Crest College will take appropriate steps to ensure the security/privacy of remote interviews.

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

Interview Recording

It is standard practice for Investigators to create a record of all interviews pertaining to the Resolution Process (other than Informal Resolution meetings). The Parties may review copies of their own interviews, upon request. No unauthorized audio or video recording of any kind is permitted during investigation meetings. If an Investigator(s) elects to audio and/or video record interviews, all involved individuals should be made aware of audio and/or video recording.

All interviews are recorded. The recording and/or transcript of those meetings will be provided to the Parties for their review, after which the Parties may pose additional questions to each other. Those subsequent meetings or interviews are also recorded and/or transcribed and shared with the Parties.

Evidentiary Considerations

The Investigator(s) and the Decision-maker(s) will only consider evidence that is deemed relevant and not

otherwise impermissible.

Relevant evidence is that which may aid in determining whether the allegation occurred, or whether the behavior constitutes a violation of Policy.

Impermissible evidence is defined as evidence that relates to the Complainant's sexual interests or prior sexual conduct, unless 1) evidence about the Complainant's prior sexual conduct is offered to prove that someone other than the Respondent committed the alleged conduct, or 2) is evidence about specific incidents of the Complainant's prior sexual conduct with the Respondent that is offered to prove consent.

The fact of prior consensual sexual conduct between the Complainant and Respondent does not by itself demonstrate or imply the Complainant's consent or preclude a determination that sex-based harassment occurred.

Previous disciplinary action of any kind involving the Respondent may not be considered unless there is an allegation of a pattern of misconduct. Such information may also be considered in determining an appropriate sanction upon a determination of responsibility. Barring a pattern allegation, this information is only considered at the sanction stage of the process and is not shared until then.

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

Respondent Admits Responsibility

At any point in the proceedings, if a Respondent elects to admit to the charged violations and waive further process, the Decision-maker is authorized to accept that admission, adopt it as their finding/final determination, and administer sanctions. This would also waive all rights to appeal for the Respondent. If the Respondent rejects the finding/final determination/sanctions, or does not admit to all conduct charged, the Resolution Process continues to its conclusion.

Investigation

All investigations are adequate, thorough, reliable, impartial, prompt, and fair. They involve interviews with all relevant Parties and witnesses, obtaining relevant evidence, and identifying sources of expert information, as necessary.

After an interview, Parties and witnesses will be asked to verify the accuracy of the recording, transcript, or summary of their interview. They may submit changes, edits, or clarifications. If the Parties or witnesses do not respond within the time period designated for verification, objections to the accuracy of the recording, transcript, or summary will be deemed to have been waived, and no changes will be permitted.

Cedar Crest College may consolidate Complaints against more than one Respondent, or by more than one Complainant against one or more Respondents, when the allegations arise from the same facts or circumstances or implicate a pattern, collusion, and/or other shared or similar actions.

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

- Determine the identity and contact information of the Complainant.
- Identify all policies implicated by the alleged misconduct and notify the Complainant and Respondent of all specific policies implicated.
- Assist the Title IX Coordinator or designee, if needed, with conducting a prompt initial evaluation to determine if the allegations indicate a potential Policy violation.

- Work with the Title IX Coordinator or designee, as necessary, to prepare the initial Notice of Investigation and Allegations (NOIA). The NOIA may be amended with any additional or dismissed allegations.
- Commence a thorough, reliable, and impartial investigation by identifying issues and developing a strategic investigation plan, including a witness list, evidence list, intended investigation timeframe, and order of interviews for the Parties and witnesses.
- When participation of a party is expected, provide that party with written notification of the date, time, and location of the meeting, as well as the expected participants and purpose.
- Make good faith efforts to notify each party of any meeting or interview involving another party, in advance when possible.
- Interview the Complainant and the Respondent and conduct follow-up interviews with each, as necessary.
- Interview all available, relevant witnesses and conduct follow-up interviews as necessary.
- Provide each interviewed party and witness an opportunity to review and verify the Investigator's summary notes (or transcript or recording) of the relevant evidence/testimony from their respective interviews and meetings.
- Allow each party the opportunity to suggest witnesses and questions they wish the Investigator(s) to ask of another party and/or witnesses. Document in the investigation report which questions were asked, with a rationale for any changes or omissions.
- Where possible, complete the investigation promptly and without unreasonable deviation from the intended timeline.
- Provide the Parties with regular status updates throughout the investigation.
- Prior to the conclusion of the investigation, provide the Parties and their respective Advisors with a list of witnesses whose information will be used to render a finding.
- Ask the Parties to provide a list of questions they would like asked of the other party or any witnesses. The Investigator will ask those questions deemed relevant, and for any question deemed not relevant, will provide a rationale for not asking the question.
- Write a draft investigation report that gathers, assesses, and synthesizes the evidence, accurately summarizes the investigation, and party and witness interviews, and provides all relevant evidence.
- Provide the Parties and their respective Advisors an electronic copy of the draft investigation report as well as an opportunity to inspect and review all relevant evidence obtained as part of the investigation for a review and comment period of ten (10) business days so that each party may meaningfully respond to the evidence. The Parties may elect to waive all or part of the review period.
- The Investigator may share the investigation report with the Title IX Coordinator or designee and/or legal counsel for their review and feedback.

Live Hearing Requirements

The following provisions apply to a live hearing:

- **Hearing Venue Options and Recordings.** The live hearing may occur in person or via video technology. The Decision-maker and Parties must be able to simultaneously see and hear a party or witness while that person is speaking. Both options are considered fair and equitable. Alternative arrangements may also be made at the Title IX Coordinator or designee's discretion.
 - The Parties may make a request to the Title IX Coordinator or designee that the hearing occur in person or via video technology, but they must do so at least three (3) business days prior to the hearing. The Title IX Coordinator or designee retains discretion to determine whether the hearing will occur in person or via video technology.
 - All hearings will be recorded, and Parties may request a copy of the recording from the Title IX Coordinator or designee following the live hearing.
 - No unauthorized recordings are permitted.

- **Hearing Participants.** Persons who may be present for a hearing include the Decision-maker(s), hearing facilitator, Investigator(s), the Parties and their Advisors, anyone providing authorized accommodations, interpretation, and/or assistive services, and anyone else deemed necessary by the Decision-maker. Witnesses are present only during their portion of the testimony.
- **Advisors.** The Parties may have the assistance of an Advisor of their choosing at the hearing or can request that Cedar Crest College appoint a trained Advisor for them. Appointed Advisors are not attorneys. If a party wishes to have an attorney as their Advisor, they must locate and pay for that attorney themselves.
 - During the pre-hearing meeting and live hearing, Parties may only be accompanied by their Advisor. No other persons (e.g., additional support persons, advisors, friends, family) may accompany, attend, or listen in on the hearing unless explicitly authorized by the Title IX Coordinator or designee, with each party being provided the same opportunity.
 - Parties and Advisors are permitted to have their phones and a laptop or tablet, but these should only be used during the hearing in a matter consistent with Policy.
 - All questions during the hearing will be asked by the Decision-maker. Parties and Advisors may suggest questions to be posed by the Decision-maker during the pre-hearing meetings or by submission of written questions during the hearing. The method of submitting questions to the Decision-maker will be specified by the Decision-maker during the pre-hearing meetings.
- **Impact Statements.** Each party may submit an impact and/or mitigation statement to the Title IX Coordinator or designee that the Decision-maker will review during any sanction determination.
 - Upon receipt of an impact and/or mitigation statement, the Title IX Coordinator or designee will review the impact/mitigation statement to determine whether any immediate needs exist.
 - The Title IX Coordinator or designee will only provide the impact statements to the Decision-maker if the Decision-maker determines that the Policy has been violated. When the Title IX Coordinator or designee shares the impact statements with the Decision-maker, they will also be shared with the Parties.
- **Disability Accommodations and Other Assistance.** Parties should contact the Title IX Coordinator or designee at least three (3) business days prior to the hearing to arrange any disability accommodations, language assistance, and/or interpretation services that may be needed at the hearing, if possible.
- **Conflicts of Interest or Bias.** The Decision-maker must not have a bias for or against complainants or respondents generally or the individual Complainant or Respondent in particular.
 - The Decision-maker must recuse themselves if such bias or conflict of interest exists.
 - If the Decision-maker believes there is possible conflict of interest or bias, they will consult with the Title IX Coordinator or designee about possible recusal or removal.
 - The Parties may raise challenges that the Decision-maker is biased or has a conflict of interest. The Parties must raise challenges with the Title IX Coordinator or designee within two (2) business days of receiving the hearing notice.
 - The Title IX Coordinator or designee will only remove and replace a Decision-maker in situations of demonstrated bias or conflicts of interest. Perceptions of bias or conflict are not sufficient to cause removal.
 - If a Decision-maker recuses themselves as the result of a conflict of interest or bias, or is removed, the Title IX Coordinator or designee will promptly appoint a new Decision-maker who does not have a conflict of interest or bias and notify the Parties accordingly.
- **Evidence Provided to Decision-maker and Parties.**
 - The Decision-maker will be provided electronic copies of the Final Investigation Report and all relevant but not impermissible evidence, including the names of all Parties, witnesses, and Advisors, at least seven (7) business days in advance of the hearing.
 - The Parties will be provided with electronic copies of all the materials provided to the Decision-maker as part of the hearing notice, unless those materials have already been provided.¹⁴

¹⁴ Hard-copy materials may be provided upon request to the Title IX Coordinator. The Final Investigation Report and relevant evidence may be shared using electronic means that preclude downloading, forwarding, or otherwise sharing.

Hearing Notice

The Title IX Coordinator or designee will send the Parties a Notice of Hearing with sufficient time for the Parties to prepare for the hearing, typically at least seven (7) business days prior to the hearing. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered. The hearing notice includes:

- A description of the alleged violation(s), a list of all policies allegedly violated, a description of the applicable hearing procedures, and a statement of the potential sanctions/responsive actions that could result.
- The time, date, and location of the hearing.
- A description of any technology that will be used to facilitate the hearing.
- Relevant information regarding hearing logistics, pre-hearing meetings, the Final Investigation Report, the Parties and witnesses participating in the hearing, the identity of the Decision-maker, details related to questioning, the role of Advisors, impact/mitigation statements, and how to request disability accommodations or other assistance.

Witness Participation

Student witnesses are encouraged to participate in, and make themselves reasonably available for, the hearing. Employee witnesses are expected to participate in, and make themselves reasonably available for, the hearing. Witnesses may participate in-person or via video technology that allows the Decision-maker and the Parties to see and hear the witness while that person is speaking. Witnesses are not permitted to be accompanied by an advisor without express permission of the Title IX Coordinator or designee. At the discretion of the Decision-maker, a witness may join by phone if no other reasonable alternative is available.

If any party or witness does not appear at the scheduled hearing, the hearing may be held in their absence. For compelling reasons, the Title IX Coordinator or designee may reschedule the hearing.

Hearings for possible violations that occur near or after the end of an academic term (assuming the Respondent is still subject to this Policy) and are unable to be resolved prior to the end of term will typically be held immediately after the end of the term, including during the summer, as needed, to meet Cedar Crest College's resolution timeline and ensure a prompt resolution. Employees, including Parties and witnesses, who do not have 12-month contracts are still expected to participate in Resolution Processes that occur during months between contracts.

The Title IX Coordinator or designee will notify all witnesses of their requested participation in the hearing at least five (5) business days prior to the hearing. Witnesses will be present for the hearing only during their testimony.

Any witness scheduled to participate in the hearing must have been first interviewed by the Investigator(s), unless:

- All Parties and the Decision-maker assent to the new witness's participation in the hearing without remanding the complaint back to the investigator, and
- The Decision-maker deems the evidence presented by the new witness to be relevant, not impermissible, and not information already established in the record, and
- The witness's late involvement was not the result of bad faith by the witness, the Parties, or others.

If the above criteria are not met, but the witness's evidence is deemed relevant, not impermissible, and not duplicative, the Decision-maker may, at their discretion, engage in any of the following actions:

- Delay the hearing.

- Provide the Parties at least five (5) business days to review the relevant portions of the new witness's statements, if such statements are submitted.
- Remand the Complaint back to the Investigator for further investigation or verification.
- Allow the Parties to review and comment on the testimony of the new witness.

If the evidence is deemed not relevant or impermissible, the Decision-maker may proceed with the hearing absent the new witness's participation.

Pre-Hearing Meetings

The Decision-maker will offer to convene a pre-hearing meeting(s) with the Parties and their Advisors and invite them to submit the questions or topics they wish to ask or discuss at the hearing. This allows the Decision-maker to consider their relevance ahead of time to avoid any improper evidentiary introduction in the hearing or to provide recommendations for more appropriate phrasing.

However, this advance review opportunity does not preclude the Parties from submitting a question at the hearing for the first time or asking for a reconsideration on a Decision-maker's pre-hearing decision based on any new information or testimony offered at the hearing. The Decision-maker will document and share their rationale for any evidence or question exclusion or inclusion, if any, at a pre-hearing meeting with each party.

The Decision-maker will work with the Parties to finalize a witness list for the hearing, and the Title IX Coordinator or designee will notify any witnesses of the hearing's logistics. The Decision-maker, only with the agreement of all Parties, may decide in advance of the hearing that certain witnesses do not need to be present if their testimony can be adequately summarized by the Investigator(s) in the Final Investigation Report or during the hearing, and their presence is not essential to assess their credibility.

Pre-hearing meeting(s) will not be recorded. The pre-hearing meetings will typically be conducted as separate meetings with each party/Advisor, and can be done remotely, or as a written communication exchange. The Decision-maker will work with the Parties to establish the format and timing of the meetings and will circulate a summary of any rulings made to ensure all Parties and Advisors are aware.

Hearing Procedures

Evidentiary Considerations

The Parties must provide all evidence to the Investigator(s) prior to completing the Final Investigation Report. Evidence offered after that time will be evaluated by the Decision-maker for relevance. If deemed relevant and not impermissible, the Parties and Decision-maker must agree to admit it into the record. If the evidence is deemed not relevant or impermissible, the Decision-maker may proceed with the hearing absent the new evidence.

The new relevant evidence will be admitted to the record if:

- All Parties and the Decision-maker assent to the new evidence being included in the hearing without remanding the Complaint back to the investigator, and
- The evidence is not duplicative of evidence already in the record, and
- It is not impermissible, and
- The new evidence was either not reasonably available prior to the conclusion of the Final Investigation Report, or the failure to provide it in a timely manner was not the result of bad faith by the Parties, witnesses, or others.

If the above criteria are not met, but the evidence is deemed materially relevant and not duplicative, the Decision-maker may, at their discretion, engage in any of the following actions:

- Delay the hearing.
- Provide the Parties with at least five (5) business days to review the relevant evidence.
- Remand the Complaint back to the Investigator for further investigation or analysis.
- Allow the Parties to review and comment on the new evidence.

If the evidence is deemed not relevant or impermissible, the Decision-maker may proceed with the hearing without allowing the new evidence.

Collateral Misconduct

The Decision-maker has the authority to hear and make determinations on all allegations of discrimination, harassment, retaliation, and Other Prohibited Behavior under the Policy and may also hear and make determinations on any additional alleged collateral misconduct that occurred in concert with the discrimination, harassment, retaliation, or Other Prohibited Behavior, even though those collateral allegations may not specifically fall within the Policy.

Joint Hearings

In Complaints involving more than one Respondent and/or involving more than one Complainant accusing the same person of substantially similar conduct, the default procedure will be to hear the allegations jointly.

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

Introductions and Hearing Procedure Explanation

The Decision-maker will explain the hearing procedures and introduce the participants. The Decision-maker will answer any procedural questions prior to and as they arise throughout the hearing.

Investigator Presentation of Final Investigation Report

The Investigator(s) will present a summary of the Final Investigation Report, including a review of the facts that are contested and those that are not. The Investigator may be questioned first by the Decision-maker and then by the Parties. The Investigator may attend the duration of the hearing or be excused after their testimony at the Decision-maker's discretion.

Testimony and Questioning

The Parties and witnesses may provide relevant information in turn, beginning with the Complainant's opening statement, then the Respondent's, and then questioning in the order determined by the Decision-maker. The Decision-maker will facilitate questioning of the Parties and witnesses first by the Decision-maker and then by the Parties through the Decision-maker.

All questions must be directed toward and asked through the Decision-maker and are subject to a relevance determination before they are asked. The Decision-maker will determine the method by which

the Parties will submit their questions to the Decision-maker for their review and, if approved, to be posed. Questions that the Parties wish to have posed can be questions for that party themselves, another party, or witnesses.

The Decision-maker will explain any decision to exclude a question as not relevant, or to reframe it for relevance.

The Decision-maker will limit or disallow questions they deem not appropriate on the basis that they are irrelevant, unduly repetitious (and thus irrelevant), seek or pertain to impermissible evidence, or are abusive. The Decision-maker has final say on all questions and determinations of relevance and appropriateness. The Decision-maker may consult with legal counsel on any questions of admissibility.

The Decision-maker then poses the questions deemed relevant, not impermissible, and appropriate to the party and/or witness.

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

The Decision-maker will allow witnesses who have relevant and not impermissible information to appear at a portion of the hearing to respond to specific questions from the Decision-maker and the Parties, and the witnesses will then be excused.

Refusal to Submit to Questioning and Inferences

Any party or student witness may choose not to offer evidence and/or answer questions at the hearing, either because they do not attend the hearing, or because they attend but refuse to participate in some or all questioning. Employee witnesses are required to participate in the hearing if they are reasonably available. The Decision-maker can only rely on the available relevant and not impermissible evidence in making the ultimate determination of responsibility. The Decision-maker may not draw any inference solely from a party's or witness's absence from the hearing or refusal to answer any or all questions.

An Advisor may not be called as a witness at a hearing to testify to what their advisee has told them during their role as an Advisor unless the party being advised consents to that information being shared.

Hearing Recordings

Cedar Crest College records hearings (but not deliberations) for purposes of review in the event of an appeal. No unauthorized audio or video recording of any kind is permitted during the hearing.

The Decision-maker, the Parties, their Advisors, Appeal Decision-makers, and other appropriate Cedar Crest College officials will be permitted to review the recording or review a transcript of the recording upon request to the Title IX Coordinator. No unauthorized disclosure, including sharing, copying, or distribution of the recording or transcript, is permitted.

Deliberation and Determination

After closing statements from the Parties, the Decision-maker will deliberate in closed session to determine whether the Respondent is responsible for the alleged Policy violation(s) based on the standard of proof. Deliberations are not recorded.

When there is a finding of responsibility for one or more of the allegations, the Decision-maker may then consider any previously submitted impact and/or mitigation statement(s) provided by the Parties in determining appropriate sanction(s). The Title IX Coordinator or designee will ensure that any submitted statements are exchanged between the Parties if they are viewed by the Decision-maker. Impact/mitigation statements do not influence the finding, they only potentially influence the sanctions.

The Decision-maker will then prepare and provide the Title IX Coordinator or designee with a written outcome letter detailing all findings and final determinations, the rationale(s) explaining the decision(s), the relevant and not impermissible evidence used in support of the determination(s), the evidence not relied upon in the determination(s), any credibility assessments, and any sanction(s) and rationales explaining the sanction(s).

This statement is usually five to fifteen (5-15) pages in length and is typically submitted to the Title IX Coordinator or designee within ten (10) business days from the conclusion of the hearing, unless the Title IX Coordinator or designee grants an extension. The Title IX Coordinator or designee will notify the Parties of any extension.

Sanctions

Factors considered by the Decision-maker when determining sanctions and responsive actions may include, but are not limited to:

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

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

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

G. Student Sanctions

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

- *Reprimand*: A formal statement that the conduct was unacceptable and a warning that further violation of any Cedar Crest College Policy, procedure, or directive will result in more severe sanctions/responsive actions.
- *Required Counseling*: A mandate to meet with and engage in either Cedar Crest College-sponsored or external counseling to better comprehend the misconduct and its effects.

- *Restrictions*: A student may be restricted in their activities, including, but not limited to, being restricted from locations, programs, participation in certain activities or extracurriculars, study abroad, or from holding leadership in student organizations.
- *Probation*: An official sanction for violation of institutional Policy, providing for more severe disciplinary sanctions in the event that the student is found in violation of any institutional Policy, procedure, or directive within a specified period of time. Terms of the probation will be articulated and may include denial of specified social privileges, exclusion from co-curricular activities, exclusion from designated areas of campus, no-contact orders, and/or other measures deemed appropriate.
- *Suspension*: Separation from the institution, or one or more of its facilities, for a definite period of time, typically not to exceed two years, after which the student is eligible to return. Eligibility may be contingent upon satisfaction of specific conditions noted at the time of suspension, on successfully applying for readmission, or upon a general condition that the student is eligible to return if the institution determines it is appropriate to re-enroll/readmit the student. The student is typically required to vacate institutional property within 24 hours of notification of the action, though this deadline may be extended at the discretion of the Title IX Coordinator or designee or other appropriate official. During an institution-wide suspension, the student is banned from institutional property, functions, events, and activities unless they receive prior written approval from an appropriate institutional official. This sanction may be enforced with a trespass action, as necessary.
- *Expulsion*: Permanent separation from the institution. The student is banned from institutional property, and the student's presence at any institution-sponsored activity or event is prohibited. This action may be enforced with a trespass action, as necessary.
- *Withholding Diploma*: Cedar Crest College may withhold a student's diploma for a specified period of time and/or deny a student participation in commencement activities as a sanction if the student is found responsible for violating Policy.
- *Revocation of Degree*: While very rarely employed, Cedar Crest College reserves the right to revoke a degree previously awarded from Cedar Crest College for fraud, misrepresentation, and/or other violation of Cedar Crest College policies, procedures, or directives in obtaining the degree, or for other serious violations committed by a student prior to graduation.
- *Other Actions*: In addition to, or in place of, the above sanctions, Cedar Crest College may assign any other sanctions as deemed appropriate.

H. Student Group and Organization Sanctions¹⁵

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

- *Warning*: A formal statement that the conduct was unacceptable and a warning that further violation of any Cedar Crest College Policy, procedure, or directive will result in more severe sanctions/responsive actions.
- *Probation*: An official sanction for violation of institutional Policy, providing for more severe disciplinary sanctions in the event that the group or organization is found in violation of any institutional Policy, procedure, or directive within a specified period of time. Terms of the probation will be articulated and may include denial of specified social and event privileges, denial of Cedar

¹⁵ Subject to Cedar Crest College's Organizational Code of Conduct. Organizational sanctions are included here despite the fact that organizations cannot be charged as Respondents under Title IX. However, nothing would prevent a recipient from holding a student organization accountable for Policy violations using the Resolution Processes herein, as long as it was clearly noted that Title IX was not applicable. Often, individuals will be charged for their role in organizational misconduct under Title IX, and the organization would be charged as collateral misconduct to the individual charges, resolved in the same process as those charges.

Crest College funds, ineligibility for honors and awards, restrictions on new member recruitment, no-contact orders, and/or other measures deemed appropriate.

- *Suspension*: Termination of student group or organization recognition and/or institutional support for a definite period of time not to exceed two years and/or until specific criteria are met. During the suspension period, a student group or organization may not conduct any formal or informal business or participate in Cedar Crest College-related activities, whether they occur on- or off-campus. Re-recognition is possible but not guaranteed and will only be considered after the end of the suspension period and based on meeting all re-recognition criteria and obtaining clearance from Cedar Crest College.
- *Expulsion*: Permanent termination of student group organization recognition and revocation of the privilege to congregate and conduct business on campus as an organization for any reason.
- *Loss of Privileges*: Restricted from accessing specific Cedar Crest College privileges for a specified period of time.
- *Other Actions*: In addition to or in place of the above sanctions, Cedar Crest College may assign any other sanctions as deemed appropriate.

I. Employee Sanctions/Responsive/Corrective Actions

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

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

Notice of Outcome

Within ten (10) business days of the conclusion of the Resolution Process, the Title IX Coordinator or designee provides the Parties with a written outcome notification. The outcome notification will specify the finding for each alleged Policy violation, any applicable sanctions that Cedar Crest College is permitted to share pursuant to state or federal law, and a detailed rationale, written by the Decision-maker, supporting the findings to the extent Cedar Crest College is permitted to share under federal or state law.

The notification will also detail the Parties' equal rights to appeal, the grounds for appeal, the steps to take to

request an appeal, and when the determination is considered final if neither party appeals.

The Title IX Coordinator or designee will provide the Parties with the outcome notification simultaneously, or without significant time delay between notifications. The written outcome notification may be delivered by one or more of the following methods: in person, mailed to the local or permanent address of the Parties as indicated in official Cedar Crest College records, or emailed to the Parties' Cedar Crest College-issued or designated email account. Once mailed, emailed, and/or received in person, the outcome notification is presumptively delivered.

Withdrawal or Resignation Before Complaint Resolution

A. Students

Should a student Respondent decide not to participate in the Resolution Process, the process proceeds absent their participation to a reasonable resolution. If a student Respondent withdraws from Cedar Crest College, the Resolution Process may continue, or the Title IX Coordinator or designee may exercise their discretion to dismiss the Complaint. If the Complaint is dismissed, Cedar Crest College will still provide reasonable supportive or remedial measures as deemed necessary to address safety and/or remedy any ongoing effects of the alleged harassment, discrimination, and/or retaliation.

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

When a student withdraws or leaves while the process is pending, the student may not return to Cedar Crest College in any capacity until the Complaint is resolved and any sanctions imposed are satisfied. If the student indicates they will not return, the Title IX Coordinator or designee has discretion to dismiss the Complaint. The Registrar and Office of Admissions will be notified, accordingly.

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

B. Employees

Should an employee Respondent decide not to participate in the Resolution Process, the process proceeds absent their participation to a reasonable resolution. If an employee Respondent withdraws from Cedar Crest College with unresolved allegations pending, the Resolution Process may continue, or the Title IX Coordinator or designee may exercise their discretion to dismiss the Complaint. If the Complaint is dismissed, Cedar Crest College may still provide reasonable supportive or remedial measures as deemed necessary to address safety and/or remedy any ongoing effects of the alleged discrimination, harassment, and/or retaliation.

When an employee resigns and the Complaint is dismissed, the employee may not return to Cedar Crest College in any capacity. Human resources, the registrar, and admissions will be notified, accordingly, and a note will be placed in the employee's file that they resigned with allegations pending and are not eligible for academic admission or rehire with Cedar Crest College. The records retained by the Title IX Coordinator will reflect that status.

Appeal of the Determination

The Title IX Coordinator or designee will designate a single Appeal Decision-maker chosen from the Pool, or other trained internal or external individuals, to hear the appeal. No Appeal Decision-maker(s) will have been

previously involved in the Resolution Process for the Complaint, including in any supportive measure or dismissal appeal that may have been heard earlier in the process.

A. Appeal Grounds

Appeals are limited to the following grounds:

- 1) A procedural irregularity that would change the outcome
- 2) New evidence that would change the outcome and that was not reasonably available at the time the determination regarding responsibility or dismissal was made
- 3) The Title IX Coordinator or designee, Investigator(s), or Decision-maker(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the specific Complainant or Respondent that would change the outcome
- 4) The final determination by the Decision-maker is substantially contrary to the weight of the evidence in the record (applicable to sanctions of suspension, expulsion, or termination, only)
- 5) The sanctions fall outside the range of sanctions designated for this offense, considering the cumulative conduct/disciplinary record of the Respondent (applicable to sanctions of suspension, expulsion, or termination, only)

B. Request for Appeal

Any party may submit a written request for appeal (“Request for Appeal”) to the Title IX Coordinator or designee within five (5) business days of the delivery of the Notice of Outcome.

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

If the Request for Appeal does not provide information that meets the grounds in this Policy, the request will be denied by the Decision-maker, and the Parties and their Advisors will be simultaneously notified in writing of the denial and the rationale.

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

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

The non-appealing party (if any) may also choose to appeal at this time. If so, that Request for Appeal will be reviewed by the Decision-maker to determine if it meets the grounds in this Policy and will either be approved or denied. If approved, it will be forwarded to the party who initially requested an appeal, the Title IX Coordinator or designee, and the Investigator(s) and/or original Decision-maker, as necessary, who will submit their responses, if any, within five (5) business days. Any such responses will be circulated for review and comment by all Parties. If denied, the Parties will be notified accordingly, in writing.

No party may submit any new Requests for Appeal after this time period. The Decision-maker will collect any additional information needed and all documentation regarding the approved appeal grounds, and the subsequent responses will be shared with the Decision-maker, who will promptly render a decision.

C. Appeal Determination Process

In most cases, appeals are confined to a review of the written documentation or record of the original determination and pertinent documentation regarding the specific appeal grounds. The Decision-maker will deliberate as soon as is practicable and discuss the merits of the appeal.

Appeal decisions are to be deferential to the original determination, making changes to the finding only when there is clear error and to the sanction(s)/responsive action(s) only if there is a compelling justification to do so. All decisions are made by majority vote and apply the preponderance of the evidence.

An appeal is not an opportunity for the Decision-makers to substitute their judgment for that of the original Decision-maker merely because they disagree with the finding and/or sanction(s).

The Decision-maker may consult with the Title IX Coordinator or designee and/or legal counsel on questions of procedure or rationale, for clarification, if needed. The Title IX Coordinator or designee will maintain documentation of all such consultation.

D. Appeal Outcome

An appeal may be granted or denied. Appeals that are granted should normally be remanded (or partially remanded) to the original Investigator(s) and/or Decision-maker with corrective instructions for reconsideration. In rare circumstances where an error cannot be cured by the original Investigator(s) and/or Decision-maker or the Title IX Coordinator or designee (as in cases of bias), the Decision-maker may order a new investigation and/or a new determination with new Pool members serving in the Investigator and Decision-maker roles.

A Notice of Appeal Outcome letter will be sent to all Parties simultaneously, or without significant time delay between notifications. The Appeal Outcome will specify the finding on each ground for appeal, any specific instructions for remand or reconsideration, any sanction(s) that may result which Cedar Crest College is permitted to share according to federal or state law, and the rationale supporting the essential findings to the extent Cedar Crest College is permitted to share under federal or state law.

Written notification may be delivered by one or more of the following methods: in person, mailed to the local or permanent address of the Parties as indicated in official institutional records, or emailed to the Parties' Cedar Crest College-issued email or otherwise approved account. Once mailed, emailed, and/or received in person, the Appeal Outcome will be presumptively delivered.

Once an appeal is decided, the outcome is final and constitutes the Final Determination; further appeals are not permitted, even if a decision or sanction is changed on remand (except in the case of a new determination). When appeals result in no change to the finding or sanction, that decision is final. When an appeal results in a new finding or sanction, that finding, or sanction can be appealed one final time on the grounds listed above and in accordance with these procedures.

If a remand results in a new determination that is different from the appealed determination, that new determination can be appealed, once, on any of the five available appeal grounds.

E. Sanction Status During the Appeal

Any sanctions imposed as a result of the determination are stayed (i.e., not implemented) during the appeal process, and supportive measures may be maintained or reinstated until the appeal determination is made.

If any of the sanctions are to be implemented immediately post-determination, but pre-appeal, then the emergency removal procedures (detailed above) for a "show cause" meeting on the justification for doing

so must be permitted within two (2) business days of implementation.

Long-Term Remedies/Other Actions

Following the conclusion of the Resolution Process, and in addition to any sanctions implemented or Informal Resolution terms, the Title IX Coordinator or designee may implement additional long-term remedies or actions with respect to the Parties and/or the Cedar Crest College community that are intended to stop the discrimination, harassment, and/or retaliation, remedy the effects, and prevent recurrence.

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

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

At the discretion of the Title IX Coordinator or designee, certain long-term supportive measures may also be provided to the Parties even if no Policy violation is found.

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

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

Failure to Comply with Sanctions, Responsive Actions, and/or Informal Resolution Terms

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

Failure to abide by the sanction(s)/action(s) imposed by the date specified, whether by refusal, neglect, or any other reason, may result in additional sanction(s)/action(s), including suspension, expulsion, and/or termination from Cedar Crest College.

Human Resources will enforce the completion of sanctions/responsive actions of the employees.

A suspension imposed for non-compliance with sanctions will only be lifted when compliance is achieved to the Title IX Coordinator or designee's satisfaction.

Recordkeeping

For a period of at least seven (7) years following the conclusion of the Resolution Process, Cedar Crest College will maintain records of:

- 1) Each discrimination, harassment, and retaliation resolution process, including any Final Determination regarding responsibility or appeal, and any audio or audiovisual recording or transcript required under federal regulation
- 2) Any disciplinary sanctions imposed on the Respondent
- 3) Any supportive measures provided to the Parties and any remedies provided to the Complainant or the community designed to restore or preserve equal access to Cedar Crest College's education program or activity
- 4) Any appeal and the result therefrom
- 5) Any Informal Resolution and the result therefrom
- 6) All materials used to provide training to the Title IX Coordinator and designees, Investigators, Decision-makers, Appeal Decision-makers, Informal Resolution Facilitator, and any person who is responsible for implementing Cedar Crest College's Resolution Process, or who has the authority to modify or terminate supportive measures. Cedar Crest College will make these training materials available for review upon request.
- 7) All materials used to train all employees consistent with the requirements in the Title IX Regulations.

Cedar Crest College will also maintain any and all records in accordance with state and federal laws.¹⁶

Accommodations and Support During the Resolution Process

Disability Accommodations

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

Anyone needing such accommodations or support should contact the Title IX Coordinator or designee, who will work with disability support colleagues as appropriate to review the request and, in consultation with the person requesting the accommodation, determine which accommodations are appropriate and necessary for full process participation.

Other Support

Cedar Crest College will also address reasonable requests for support for the Parties and witnesses, including:

- Language services/Interpreters
- Access and training regarding use of technology throughout the Resolution Process
- Other support as deemed reasonable and necessary to facilitate participation in the Resolution Process

Revision of these Procedures

These procedures succeed any previous procedures addressing discrimination, harassment, and retaliation for incidents occurring on or after August 1, 2024. The Title IX Coordinator will regularly review and update these procedures. Cedar Crest College reserves the right to make changes to this document as necessary, and once those changes are posted online, they are in effect.

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

¹⁶ A model record maintenance and access policy can be found in [Appendix I](#).

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

These procedures are effective August 1, 2024.

CEDAR CREST COLLEGE'S ANNUAL DISCLOSURE OF CRIME

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

UCR CRIME STATISTICS

	2023			2022			2021		
	FTE STUDENTS	1067		FTE STUDENTS	1125		FTE STUDENTS	1216	
	FTE EMPLOYEES	230		FTE EMPLOYEES	204		FTE EMPLOYEES	265	
	TOTALS	1297		TOTALS	1329		TOTALS	1481	
	RATE PER FTE	RATE PR 100,000 FTE		RATE PER FTE	RATE PR 100,000 FTE		RATE PER FTE	RATE PR 100,000 FTE	
NO.*	STUDENT/EMPLOYEE	STUDENT/EMPLOYEE	NO.*	STUDENT/EMPLOYEE	STUDENT/EMPLOYEE	NO.*	STUDENT/EMPLOYEE	STUDENT/EMPLOYEE	
PART I OFFENSES									
Criminal Homicide	0	.0000	0	0	.0000	0	0	.0000	0
Forcible Rape	0	.0000	0	0	.0000	0	0	.0000	0
Robbery	0	.0000	0	0	.0000	0	0	.0000	0
Assault	0	.0000	0	0	.0000	0	0	.0000	0
Burglary	0	.0000	0	0	.0000	0	0	.0000	0
Loiter/ThiefW	5	.0039	386	5	.0038	376	7	.0047	473
Motor Vehicle Theft	0	.0000	0	0	.0000	0	0	.0000	0
Arson	0	.0000	0	0	.0000	0	0	.0000	0
TOTAL PART I	5	.0039	386	5	.0038	376	7	.0047	473
PART II OFFENSES									
Forgery & Counterfeit	0	.0000	0	0	.0000	0	0	.0000	0
Embezzlement	0	.0000	0	0	.0000	0	0	.0000	0
Vandalism	0	.0000	0	1	.0007	75	1	.0007	68
Weapons, Carrying, Possession, Etc.	0	.0000	0	0	.0000	0	0	.0000	0
Sex Offenses	0	.0000	0	1	.0007	75	1	.0007	68
Drug Abuse Violation	7	.0053	539	4	.0030	301	1	.0007	68
Liquor Laws	1	.0007	77	0	.0000	0	1	.0007	68
Drunkness	0	.0000	0	0	.0000	0	0	.0000	0
Disorderly Conduct	0	.0000	0	0	.0000	0	1	.0007	68
Driving Under the Influence	0	.0000	0	0	.0000	0	0	.0000	0
All Other Offenses (except traffic)	1	.0007	77	0	.0000	0	0	.0000	0
TOTAL PART II	9	.0059	694	6	.0042	451	5	.0035	340

* Number of Actual Offenses reported to Campus Police.

Criminal Offenses – On Campus	2021	2022	2023
a. Murder/Non-negligent manslaughter	0	0	0
b. Manslaughter by Negligence	0	0	0
c. Rape	1	1	0
d. Fondling	0	1	0
e. Incest	0	0	0
f. Statutory rape	0	0	0
g. Robbery	0	0	0
h. Aggravated assault	0	0	0
i. Burglary	0	0	0
j. Motor vehicle theft	0	0	0
k. Arson	0	0	0

Criminal Offenses – On Campus Student Housing Facilities	2021	2022	2023
a. Murder/Non-negligent manslaughter	0	0	0
b. Manslaughter by Negligence	0	0	0
c. Rape	1	1	0
d. Fondling	0	1	0
e. Incest	0	0	0
f. Statutory rape	0	0	0
g. Robbery	0	0	0
h. Aggravated assault	0	0	0
i. Burglary	0	0	0
j. Motor vehicle theft	0	0	0
k. Arson	0	0	0

Criminal Offenses – Public Property	2021	2022	2023
a. Murder/Non-negligent manslaughter	0	0	0
b. Manslaughter by Negligence	0	0	0
c. Rape	0	0	0
d. Fondling	0	0	0
e. Incest	0	0	0
f. Statutory rape	0	0	0
g. Robbery	0	0	0
h. Aggravated assault	1	0	0
i. Burglary	0	0	0
j. Motor vehicle theft	1	0	0
k. Arson	0	0	0

Hate Crimes – On Campus 2023	2023 Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
b. Rape	0	0	0	0	0	0	0	0	0
c. Fondling	0	0	0	0	0	0	0	0	0
d. Incest	0	0	0	0	0	0	0	0	0
e. Statutory rape	0	0	0	0	0	0	0	0	0

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

Hate Crimes – On Campus 2022

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

Hate Crimes – On Campus 2021

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

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

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

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

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

**Hate Crimes – On Campus
Student Housing Facilities
2021**

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

Hate Crimes – Public Property 2023

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

Hate Crimes – Public Property 2022

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

Hate Crimes – Public Property 2021

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

vandalism of property

VAWA Offenses – On Campus

	2021	2022	2023
a. Domestic violence	0	0	0
b. Dating violence	1	1	1
c. Stalking	1	0	1

VAWA Offenses – On Campus Student Housing Facilities

	2021	2022	2023
a. Domestic violence	0	0	0
b. Dating violence	1	1	1
c. Stalking	0	0	0

VAWA Offenses – Public Property

	2021	2022	2023
a. Domestic violence	0	0	1
b. Dating violence	0	0	0
c. Stalking	0	0	0

Arrests – On Campus

	2021	2022	2023
a. Weapons: Carrying, possessing, etc	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0

Arrests – On Campus Student Housing Facilities

	2021	2022	2023
a. Weapons: Carrying, possessing, etc	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0

Arrests – Public Property

	2021	2022	2023
a. Weapons: Carrying, possessing, etc	0	0	0
b. Drug abuse violations	0	0	0

c. Liquor law violations	0	0	0
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Disciplinary Actions – On Campus **2021** **2022** **2023**

a. Weapons: Carrying, possessing, etc	0	0	0
b. Drug abuse violations	0	2	11
c. Liquor law violations	2	2	3

Disciplinary Actions – On Campus Student Housing Facilities **2021** **2022** **2023**

a. Weapons: Carrying, possessing, etc	0	0	0
b. Drug abuse violations	0	2	7
c. Liquor law violations	2	2	3

Disciplinary Actions – Public Property **2021** **2022** **2023**

a. Weapons, Carrying, possessing, etc	0	0	0
b. Drug abuse violations	2	0	0
c. Liquor law violations	0	0	0

Unfounded Crimes **2021** **2022** **2023**

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

ANNUAL FIRE SAFETY REPORT

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

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

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

Minimum sanctions for fire hazard violations are as follows:

First offense = \$100 fine and Residence Hall probation.

Second offense = \$200 fine and Residence Hall probation.

Third offense = \$300 fine and residence hall eviction

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

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

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

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

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

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

Fires – On Campus Student Housing Facilities Summaries	2021			2022			2023		
	Fires	Injuries	Deaths	Fires	Injuries	Deaths	Fires	Injuries	Deaths
Moore Hall	0	0	0	0	0	0	0	0	0
Curtis Hall	0	0	0	0	0	0	0	0	0
Butz Hall	0	0	0	1	0	0	0	0	0
Steinbright Hall	0	0	0	0	0	0	0	0	0
Total	0	0	0	1	0	0	0	0	0

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

INFORMATION ON “THE FOUR POINTS by SHERATON” HOTEL (A NON-CAMPUS PROPERTY):

Because Cedar Crest College has contracted with The Four Points by Sheraton Hotel for COVID 19 living/quarantine space, the hotel is, by the Department of Education’s definition, classified as a “Non-Campus” location. As such, we are required to obtain information on and report all Clery crime that meet the Department of Education’s guidelines for non-campus buildings and/or property. These statistics can be found in our Annual Campus Crime Report under the headings of: Criminal Offenses-Noncampus, Hate Crimes-Noncampus, Arrests-Noncampus and Disciplinary Actions-Noncampus.

For purposes of the 2023 reporting period, there were no reported incidents on the dates where Cedar Crest students occupied the Four Points by Sheraton Hotel.

To Report EMERGENCIES at THE FOUR POINTS by SHERATON: Please call 911 immediately, the local police will respond...

The local Police Department for this location is:

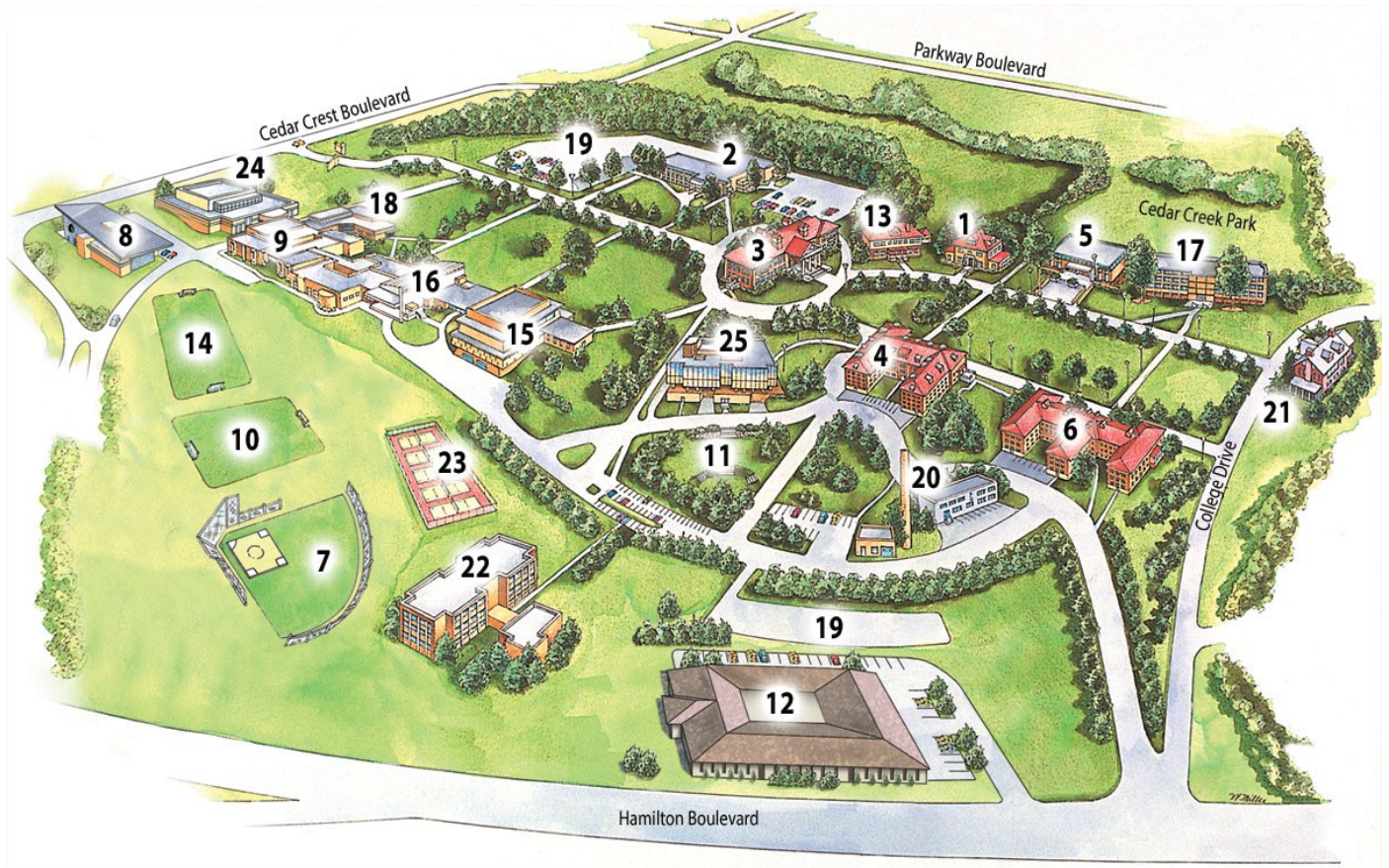
The South Whitehall Township Police Department
4444 Walbert Avenue
Allentown, Pa. 18104-1666
610-398-0337

The address for the Four Points by Sheraton is:

3712 Hamilton Boulevard
Allentown, Pa. 18103
Phone: 610-437-9100

Parking for students utilizing the hotel is available on site

CAMPUS MAP



- | | |
|---|--|
| 1 Allen House | 15 Lees Hall |
| 2 Alumnae Hall | 16 Miller Family Building |
| 3 Blaney Hall | 17 Moore Hall |
| 4 Butz Hall | 18 Oberkötter Center for Health and Wellness |
| 5 Cressman Library | 19 Parking Lot |
| 6 Curtis Hall and Sigal Center for Business and Technology | 20 Facilities/Security |
| 7 Cynthia L. Blaschak Softball Field | 21 President's Residence |
| 8 Da Vinci Discovery Center of Science and Technology | 22 Steinbright Hall |
| 9 Dorothy Rider Pool Science Center | 23 Tennis Courts |
| 10 Field Hockey Field | 24 The Rodale Aquatic Center for Civic Health |
| 11 Greek Theater | 25 Tompkins College Center |
| 12 Hamilton Boulevard Building | |
| 13 Hartzel Hall | |
| 14 Lacrosse/Soccer Field | |