



# Central Penn College Student Handbook

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*Central Penn College publishes an electronic Student Handbook annually with periodic updates in an effort to provide updated information to students on an ongoing basis. In spite of this desire and intention, the college reserves the right to make changes in its programs and the content of this catalog as necessary on an ongoing basis in accordance with institutional policies and procedures. The college makes every effort to provide current and prospective students with the most up-to-date and current information available, and will continue this practice as a matter of policy and practice. Students also may access the college web site at <http://www.centralpenn.edu> for specific information if desired.*

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# Welcome from the Vice President of Student Services

I am excited to welcome you to Central Penn College. You are part of a diverse and talented student body, and I am proud that you chose to attend CPC.

The purpose of this Student Handbook is to inform you of the many aspects of Central Penn College. In these pages, you will see descriptions of the services and activities available to students, as well as our general policies and procedures, and information regarding the judicial process. There is also a section devoted to the student code of conduct that provides the model for student interactions on campus and is fundamental to Central Penn College's unique culture and community. This code encourages self-discipline and fosters a respect for the rights and privileges of others.

Central Penn College offers exceptional opportunities to participate in activities outside the classroom that add value to your time inside the classroom. Whether you participate in theatre performances, athletics, intramurals, student clubs, activities, and/or community service, Central Penn College has something for everyone to make your experience more fulfilling.

Once again, thank you for choosing Central Penn College! I hope your time here is both challenging and successful.

Sincerely,

Romeo Azondekon MED, PDSO, CDT  
Vice President of Student Services

# **Student Services Vision, Mission, and Outcomes**

## **Student Services Vision**

The student services team strives to cultivate holistic student development through their diverse experiences both inside and outside the classroom. We support students and empower them to achieve academic, personal, professional, and civic success.

## **Student Services Mission**

Central Penn's Student Services mission is to provide relevant resources and activities to students across all educational delivery methods that nurture and encourage the growth of intellectual, social, and professional skills and knowledge necessary for career success and active citizenship.

## **Student Services Learning Outcomes**

- Identify, access, and utilize available college staff, resources and support services.
- Understand student rights and responsibilities as well as the consequences of violating academic and safety related policies.
- Actively engage in opportunities inside and outside the classroom that promote educational, professional, personal, social, civic, and holistic growth.
- Positively adopt inclusive language and behavior as a leader and team member.
- Build positive relationships with peers, faculty, and staff.
- Peacefully resolve conflicts with peers, staff, and faculty through appropriate hierarchy.

# College Directory

## OFFICES

### **Academic Affairs**

Room 201, ATEC

717-728-2519

[academicaffairs@centralpenn.edu](mailto:academicaffairs@centralpenn.edu)

### **Admissions Office**

ATEC, Room 301

1-800-759-2727

[admissions@centralpenn.edu](mailto:admissions@centralpenn.edu)

### **Business Office**

Milano, Room 12

717-728-5511

[businessoffice@centralpenn.edu](mailto:businessoffice@centralpenn.edu)

### **Financial Aid**

Milano, Room 18

717-728-5503

[financialaid@centralpenn.edu](mailto:financialaid@centralpenn.edu)

### **Lancaster Center**

[lancastercenter@centralpenn.edu](mailto:lancastercenter@centralpenn.edu)

717-393-0779

### **Records and Registration Office**

West Wing, Room 23A

717-728-5505

[records@centralpenn.edu](mailto:records@centralpenn.edu)

### **Charles "T" Jones Leadership Library**

[library@centralpenn.edu](mailto:library@centralpenn.edu)

717-728-2500

## STUDENT SERVICES

### **Athletics**

Underground, Room 38

717-728-2272

[kaseyhicks@centralpenn.edu](mailto:kaseyhicks@centralpenn.edu)

### **Clubs and Activities**

Underground, Room 37

717-728-2286

[adriennethoman@centralpenn.edu](mailto:adriennethoman@centralpenn.edu)

### **Center for Career Services**

Bollinger, Room 53

717-728-2467

[careerservices@centralpenn.edu](mailto:careerservices@centralpenn.edu)

### **Counseling Services**

ATEC, 312 Suite

717-728-2416

[CPCcounselor@centralpenn.edu](mailto:CPCcounselor@centralpenn.edu)

### **Center for Equity**

*Title IX, Disability Support Services, Student Rights & Responsibilities, Multicultural Affairs*

Bollinger, Room 57

717-728-2398

[equity@centralpenn.edu](mailto:equity@centralpenn.edu)

### **First Year Experience**

Underground, Room

717-728-2227

[janetbixler@centralpenn.edu](mailto:janetbixler@centralpenn.edu)

### **Learning Center**

ATEC, Room 302

717-728-

[learningcenter@centralpenn.edu](mailto:learningcenter@centralpenn.edu)

### **Student Success and Advising Center**

Bollinger, Room 52 (Summerdale)

Rm 111 (Lancaster)

717-728-2241

[advisingcenter@centralpenn.edu](mailto:advisingcenter@centralpenn.edu)

### **Residence Life**

Bollinger, Room 40

717-728-2525

[residencelife@centralpenn.edu](mailto:residencelife@centralpenn.edu)

## FACILITIES

### **Maintenance**

Bollinger, Room 58

717-728-2264

[maintenance@centralpenn.edu](mailto:maintenance@centralpenn.edu)

**Public Safety**

Bollinger, Room 46

717-728-2364

[publicsafety@centralpenn.edu](mailto:publicsafety@centralpenn.edu)

**Technology Help Desk**

Bollinger, Room 55

866-291-4357

[helpdesk@centralpenn.edu](mailto:helpdesk@centralpenn.edu)

# College Facilities

All times are posted on the individual facilities.

## Academic Buildings

The four academic buildings at Summerdale are called the Advanced Technology Education Center (ATEC), Bollinger Hall, Bart A. Milano Hall, and West Wing.

## Capital BlueCross Theatre

The Capital BlueCross Theatre on the Central Penn Summerdale Campus is a busy venue of creativity. It is a black-box theatre flexible space that can seat 200 people. With the portable chair system the space can be rearranged to create more intimate performance spaces and theatre-in-the-round.

## Computer Labs

All Central Penn College students are welcome to use the following computers for class assignments: Charles "T." Jones Leadership Library, Summerdale Campus; ATEC, Room 300 (Closed during holidays and term breaks), Summerdale Campus; Knight Owl Computer Lab, Bollinger 41, Summerdale Campus (24 hours); and Room 106, Central Penn Lancaster.

## Lockers

Lockers are located in the ATEC lobby. Students can rent a locker through Student Services.

## Pool

The pool is for all members of the College community possessing valid Central Penn identification card. All guests must be accompanied by a Central Penn student, faculty, or staff member. All rules should be followed as posted.

## Recreational Facilities

The basketball, tennis, sand volleyball courts, and picnic tables are located on the Summerdale campus and are available for use by any member of the College community. Picnic areas are available for use by any member of the College community.

## Smoking Areas

All campus buildings, including academic buildings, labs, apartments, and townhouses are smoke-free environments. Designated areas are marked and restrictions are posted. Violations of the smoking policy will be a written warning followed by a \$25 fine for any future violations.

## Student Fellowship Area

This area includes a large amphitheater, a stage/performance area, a picnic area, which can be used for studying, socializing, and hosting campus events. Burning permits are required in order to use the fire pit.

## Student Union

The Student Union is located on the lower level of the ATEC. The Student Union consists of the Student Lounge, Knight and Day Café, the student mailboxes, and change machine.

**The Knight and Day Café**

The Knight and Day Café is located in the Student Union on the lower level of the ATEC. The restaurant and student lounge serve as a social area for students, faculty and staff. Student guests utilizing a meal plan account must show proper identification. The restaurant is open for the college community. Hours of operation are posted.

**Underground**

The Underground houses the theatre, dance studio, fitness center, Student Government Association Office, Student Lounge, and staff offices for the Student Engagement Director, Athletics Director, and Theater Director.



# Student Services

## Student Success and Advising Center

All incoming students are paired with a Student Success Coach or Faculty Advisor who will assist them from enrollment to graduation, depending on the student's degree program. The Student Success and Advising Center is here to assist all students, including those with Faculty Advisors, as they plan their degrees, register for courses, and navigate their college experience as a whole. Their mission is to provide students with the support and resources they need to not only navigate the college experience but to thrive academically, professionally, and holistically. Student Success Coaches collaborate with students to develop strategies that enable them to map their academic progress, discover and achieve their goals, and reach their dream of success in college and beyond.

The Student Success Coaches are Caitlin Copus, Dan Guerrisi, and Michelle Waughtel. The Center has a number of resources to assist you in your academic journey, and they provide numerous programs throughout the year. If you ever have any questions, please reach out to one of them or email [AdvisingCenter@centralpenn.edu](mailto:AdvisingCenter@centralpenn.edu) or call 717-728-2552.

## The Learning Center

The Learning Center is a collaborative and motivational space where students come to develop their writing and subject-specific skills, including math and accounting. Students pair up with peer or professional tutors to workshop their writing or practice subject-specific processes. Successful tutoring engages the student in productive conversation that addresses their needs and leads to better understanding of the academic content, greater confidence in their ability to succeed, and increased academic performance. Students may walk in to the Learning Center or schedule in-person or virtual appointments through [my.centralpenn.edu](http://my.centralpenn.edu). They can also contact the Learning Center by emailing [LearningCenter@centralpenn.edu](mailto:LearningCenter@centralpenn.edu). Students interested in becoming peer tutors may request that their professor recommend them to the Learning Center Director.

## Counseling Services

Counseling Services is dedicated to the promotion of holistic student wellness. Central Penn College offers free counseling services to all students presently enrolled at either the Summerdale or Lancaster campus, regardless of whether they live on campus or commute, or if they are in a face-to-face or online program. Online students who reside outside of Pennsylvania and are unable to come to campus for sessions are unable to receive counseling due to licensing restrictions, but Counseling Services helps connect those students to services in their community. Counseling sessions can be scheduled for in person, over the phone, or through video conferencing using an online platform called SimplePractice; your counselor will help you determine which option works best for you. Students may seek counseling for a variety of reasons including, but not limited to anxiety, depression, anger issues, grief and loss, substance use, pregnancy, past or present trauma, difficulties with roommates, LGBTQIAA concerns, difficulties making academic progress, or family concerns. Couples and family counseling may also be recommended and can be provided in working with counseling staff. You and your counselor determine how frequent sessions are scheduled.

Each student is eligible to receive up to 11 full-length sessions (45 minutes) per term, which translates to one session per week of every 11-week term. Sessions may occur in person, over the phone, or using SimplePractice's video conferencing services during scheduled sessions. Counseling Services has the discretionary power to provide additional sessions per term or during the breaks between terms, although the student must be enrolled in the following term to receive services during a break. Students will be referred to outside counseling resources if Counseling Services is unable to provide the appropriate level of care. Counseling Services does not provide medication management, and students interested in pursuing medication will be connected with outside providers. Students will be notified if they are being scheduled with a graduate intern prior to their first scheduled session; students have the right to refuse services from a graduate intern in favor of working with a staff clinician.

Counseling Services also provides campus programming, faculty and staff consultation, and crisis support. Please contact Counseling Services at (717) 728-2416 or at [CPCounselor@centralpenn.edu](mailto:CPCounselor@centralpenn.edu) with any questions, concerns, or to make an appointment.

### **Library**

The Charles "T" Jones Leadership Library is located in the quad, beside Bart A. Milano Hall. The Legal Library is located in Bollinger Hall. A valid identification is required to checkout materials from all library locations.

During library hours, a librarian is available to assist you either in person, via email ([library@centralpenn.edu](mailto:library@centralpenn.edu)), chat (through the library online resources page), text 260- 2ASKREF (260-227-5733), or by phone at 717-728-2500.

All items are due by the last day of term. Fines on select items will begin to accrue on all business days. The loss or damage of any items should be reported immediately. If the items are not found or are irreparable, the borrower is obligated to pay for replacement of the material and a processing fee. Unreturned materials will result in a hold and replacement fees placed on the student's account in the business office. The hold will be released when the materials have been returned and fines are paid, or replacement fees paid.

### **Online Bookstore**

The bookstore is accessible through the student portal. Students can purchase new and used textbooks and also have the option to rent hard bound and digital books for most classes. Students should contact the Textbook Coordinator ([TextbookCoordinator@centralpenn.edu](mailto:TextbookCoordinator@centralpenn.edu)) with questions.

### **Technical Support**

For questions or issues with school hardware, software and system call (866) 291-HELP (4357) or email technical support at [helpdesk@centralpenn.edu](mailto:helpdesk@centralpenn.edu). The IT Department Help Desk will provide up to fifteen minutes of free support for your personal computer or wireless device.

### **Internet Service**

Internet service is provided in the Library and in all computer classrooms and computer labs throughout Central Penn. Internet service is also provided in all campus apartments and super suites via wired and wireless connections. The Internet is to be used appropriately. Through Central Penn's Internet service, students are not permitted to operate web servers, ftp servers, protocol analyzers (packet sniffers), or other network monitoring applications. Students are not allowed to illegally download or fileshare copyrighted materials such as music, movies, etc. These are considered unacceptable use of Central Penn's network and infringe on Central Penn's Technology Acceptable Use Policy. Please refer to the college's website for additional information.

### **Health Insurance**

All students are encouraged to carry health insurance. All student athletes are required to carry health insurance. The student athlete's insurance must cover athletic injuries. The Student Services office has information on health insurance programs for college students. The policy outlined in this handbook is limited and is not designed to cover personal injury in the residence halls. All students are advised to continue their own health insurance coverage.

A copy of the accident insurance policy described under Student Accident Insurance Program is available in the Business Office for anyone to examine.

### **Student Accident Insurance Program**

#### **I. COVERAGE**

All students of Central Penn are insured. It is agreed that this policy shall provide coverage:  
While the insured member is within a College building or on the College grounds; or

While the insured member is participating in or attending any regularly approved College activity under the supervision of a duly designated College official; or

While the insured member is traveling directly to or from a regularly scheduled and approved College activity with other members of the College as a group.

## II. EFFECTIVE DATE

The individual student's coverage will become effective at the time of registration.

## III. TERMINATION DATE

The individual student's coverage will end on that date or at the close of the period for which the premium has been paid, or when the insured student ceases to be enrolled.

## IV. MEDICAL EXPENSE BENEFITS

### Accidents

Medical expense benefits are payable to a maximum of \$500 for any one accident. The maximum amount payable for dental treatment for any one accident shall not exceed \$500 and is payable only if necessary because of injury to natural teeth.

Accidental Death and Dismemberment pays one of the following (largest applicable amount):

Accidental death.....\$1,000

Accidental loss of:

both hands, feet, or eyes.....\$1,000

one hand and one foot.....\$1,000

hand or foot and one eye.....\$1,000

either hand or foot.....\$500

sight of one eye.....\$500

Only the largest of these amounts will be paid for loss resulting from any one accident and shall be in addition to any other indemnity payable for such accident. "Loss" of hands or feet means actual severance through or above the wrist or ankle, and loss of eyes means the irrevocable loss of the entire sight thereof.

## V. CLAIM PROCEDURE

In the event of an injury, you should:

1. Report at once to the nearest hospital.

2. Secure an insurance claim form from the Central Penn Business Office. Complete the necessary information, have the attending physician complete his portion of the form, attach all medical and hospital bills, then return all information to the Business office. Claim forms must be submitted within 30 days from the date of injury.

# Safety and Security

## Public Safety Department Location

The Public Safety Department Office is located in Bollinger Hall, Room 46 on the Summerdale campus.

## Contact

A courtesy phone directly outside of Bollinger Hall 43 connects you with the on-duty public safety officer if the officer is on foot patrol and not in the office. The office phone redirects to the on-duty public safety officer's cell phone if the officer is on foot patrol and not in the office.

## Public Safety Officers

At all times, there are one to three public safety officers on duty. The officers are trained in First Aid, CPR, Automated External Defibrillators (AED), and Emergency Response tactics.

Public safety officers do not carry firearms, but may be trained in the use of expandable batons. Public safety officers have "citizens" arrest authority, and the power to detain individuals on the jurisdiction of Central Penn College campus until the arrival and release to the local police department.

Public safety officers have an obligation to investigate any complaints received but have no authorization to negotiate policy. Any questions regarding college policy should be directed to the Student Services office.

## Central Penn Alert

Central Penn Alert is Central Penn's emergency notification system. Situations/incidents that the college considers a crime and pose an ongoing threat to students and employees are quickly brought to the attention of the campus community through this system. Central Penn Alert can include, but is not limited to, a combination of voice and text messages, emails, messages on Central Penn's main telephone number and home page, [www.centralpenn.edu](http://www.centralpenn.edu), and posts on the College's official social media sites. Students, faculty, and staff can register to receive notifications via text message, email or phone call in the event of a Blackboard day, delay or emergency. All students should register for this system by visiting the student portal ([My.CentralPenn.edu](http://My.CentralPenn.edu)).

## Inclement Weather Alert

Announcements regarding weather-related schedule changes are made through Central Penn Alert and can also be accessed through the college's website: [www.centralpenn.edu/WeatherAnnouncements](http://www.centralpenn.edu/WeatherAnnouncements).

## Security Escort Service

Security Escorts are provided by public safety officers for members of the campus community between on-campus parking areas, housing and academic buildings. Call the Central Penn Public Safety Department and provide the following information: full name; pickup location; destination; number of party members; and time the security escort is desired.

## Lost and Found

Items found on campus should be turned in at the Public Safety Office. All lost items may be claimed through the Public Safety Department Office. Items may be discarded at the end of each academic term. Student

## Identification Cards

An identification card will serve as a library card and a debit card for The Knight and Day Café. This card may also be used for admission to some residence halls and campus buildings, and any college activities. A student identification card can be obtained in the Public Safety Department Office in Bollinger Hall, Room 43, on the Summerdale campus. All

students must produce their identification card upon request by any faculty or staff. Replacement cost for a lost, damaged, or stolen identification card will be \$25.00.

### **uTip: Anonymous Tips**

Students, faculty, and staff can submit anonymous tips to the Public Safety Department to report incidents, suspicious individuals, or illegal activities through a text messaging service called uTip. A description of the service can be found on the college's website <http://www.centralpenn.edu/utip>. Texting fees may apply.

### **Emergency Procedures Handbook**

An emergency procedures handbook that provides guidance and actions to take for several types of emergencies is available in every room of every campus building. The handbook also includes general safety and security tips. An online version of the handbook can be found at [www.centralpenn.edu/security](http://www.centralpenn.edu/security).

### **Evacuations**

Evacuation procedure signs are posted in each room of the academic buildings. Students should evacuate immediately at the onset of a fire, smoke or other unusual incident; when an alarm sounds; or as instructed by emergency officials.

### **Fire Extinguishers**

Fire extinguishers are located in every hallway of each academic building and all apartments and suites. Public Safety Officers will provide individualized training on the use of a fire extinguisher upon request.

### **Automated External Defibrillators (AED)**

Automated External Defibrillators (AED) are located: on the 2nd floor of the Advanced Technology Education Center (ATEC) by the reception desk; on the 1st floor of Bollinger Hall in the main hallway; and in Bart A. Milano Hall by the Financial Aid Office.

### **First Aid Kits**

Contact the Public Safety Department for basic first aid supplies.

### **Procedures to Follow During an Emergency**

1. Check – Is the scene safe? Try to remain calm.
2. Call – Call 911 and the Central Penn Public Safety Department.
3. Victim Care – Make sure victim is resting comfortably until emergency personnel or a Public Safety Officer arrives.
4. Unless trained, do not render assistance above basic first aid.
5. Do not attempt to move the victim unless he/she is in immediate danger.
6. Clear the area of unnecessary people.
7. Have someone meet and escort the medical team to the victim.
8. Limit your communications with the victim to quiet reassurances.
9. After the victim's immediate needs have been met, remain to assist the investigating officer with pertinent information about the incident.

### **Public Safety Department Safety Awareness Education**

The College offers periodic educational programs, including self-defense classes, CPR/first aid classes and fire drills. Central Penn Security also offers several specific trainings per year, including trainings that focus on awareness of sexual assaults, acquaintance rape and other sex offenses. The frequency of such programs varies per term.

### **Missing/Runaway Persons**

College community members must report missing or suspected missing students immediately to the Public Safety Department or an authorized campus official. Missing student reports will be immediately referred to the Public Safety

Department and/or the East Pennsboro Township Police department. If the reported missing student resides on campus, the Public Safety Department will secure authorization from Residence Life officials to make a welfare entry into the student's room.

### **Non-emergencies**

Non-emergencies can be reported to the Public Safety Department or a Resident Assistant. All suspected on-campus crimes, regardless of their nature, should be reported immediately to the Public Safety Department. All physical hazards should be reported immediately to the Public Safety Department.

### **Parking**

At the Summerdale campus, parking is on a first-come, first-served basis for all available parking lots. For the most updated information, please visit the college website [www.centralpenn.edu/college-services/publicsafety/campus-parking/](http://www.centralpenn.edu/college-services/publicsafety/campus-parking/).

### **Student, Faculty, and Staff Parking Permit**

Parking permits and temporary parking permits are issued through the Public Safety Department. All persons must provide a valid driver's license, a valid vehicle registration, and proof of current insurance to obtain a parking permit. Permits must be visibly displayed on rear view mirror or front dashboard. Replacement cost for a lost, damaged, or stolen parking permit will be \$10.00.

### **Temporary Parking Permit**

If you bring a car onto campus temporarily, you must register it with the Public Safety Department. The Public Safety Department will issue you a temporary parking permit.

### **Parking Violations**

Failure to register or observe the parking rules and regulations may result in towing of the vehicle, loss of parking privileges, and/or disciplinary action. Students, faculty, and staff are subject to monetary fines for violations of the parking regulations. Any vehicle parked illegally may be towed away, pursuant to the appropriate laws of Pennsylvania, Title 75 of the Motor Vehicle Code.

### **Request for Appeal**

A written request for an appeal must be submitted to the Public Safety Director within two business days of the violation. A student may request an appeal on one or more of the following grounds: • The student has been deprived of his/her rights as defined herein. • The facts appear to be insufficient to establish his/her guilt. • Sanction(s) ordered were not justified by the nature of the offense. The decision to accept or deny a request for an appeal will be made by the Public Safety Director.

### **Vehicle Lockout Assistance**

Students who find that they have locked their keys inside their vehicle are strongly encouraged to contact an automobile repair facility or locksmith. Public safety officers are not permitted to handle these types of service calls and, therefore, cannot attempt an automobile lockout.

### **Solicitors**

Door-to-door solicitation is prohibited at Central Penn College.

# Student Clubs and Organizations

Central Penn's small size makes it possible for everyone to participate in student clubs. Students find that getting involved helps to develop leadership skills and it looks great on a resume. With the various clubs Central Penn offers, students are sure to find something that will suit their interest. Don't see the club you were hoping for? Interested students can form their own club through the Student Government Association's approval process.

If you have a question about any clubs or activities at Central Penn College, please contact our Student Engagement Director at [AdrienneThoman@CentralPenn.edu](mailto:AdrienneThoman@CentralPenn.edu).

**ACTIVITIES ADVISORY BOARD** - AAB is a group of creative, committed, and organized students who work directly with the Student Activities Office to plan events on campus! This crew helps at every stage of the event planning process - idea generation, planning, marketing, execution, and assessment. Regionally acclaimed comedians, hypnotists, musicians and more are brought to Central Penn by this group of student leaders! They also organize movie nights, field trips, and more in their lineup of Knight Life events!

**BLACK STUDENT UNION** - The Central Penn College Black Student Union (BSU) exists to draw attention, through service and celebration, to the ethnic composition of the student body, helping facilitate discussion and interaction among all Central Penn students who are interested in issues related to ethnicity and higher education, thereby helping to build a more stable academic, social, political, and emotional environment for minorities throughout the college and the larger Central Penn community. All interested Central Penn students, regardless of race, creed, gender, or sex, are welcome to join the BSU.

**CAMPUS CHRISTIAN MINISTRIES** - Campus Christian Ministries (CCM) is a nondenominational group that meets weekly. Our goals are to apply Biblical principles in today's world, to encourage and support one another in Christian living and to socially interact with one another. CCM is a partnership between Central Penn College and River of God Church in Enola. Transportation is provided to the church for weekly services, young adult small group discussions, and special events. Community service hours are frequently offered.

**CENTRAL PENN ARMED FORCES ASSOCIATION** - Central Penn College Armed Forces Association Club (AFA) is made up of veterans, dependents of veterans, and active duty soldiers from all branches of the military. Focus of this club is to promote support, guidance, and camaraderie among veterans and fellow students. AFA's overall mission is on helping veterans and their families, along with promoting awareness of all military personnel; including those who were thinking about joining the military or are merely curious about military service. All are welcome.

**CENTRAL PENN PLAYERS (DRAMA CLUB)** - The Central Penn Players drama club is an outlet for creative expression, primarily through drama. They meet every Wednesday from 4:30-5:30 pm in the Capital BlueCross Theatre. Depending on the upcoming drama project, their meetings may focus on improv games, scene work or creating and rehearsing an original theatre piece. They are unique in that they have the opportunity to host and sponsor diverse programming in the Capital BlueCross Theatre such as Knight Life: An Improv or Scene Showcase and improv workshops for non-member and the annual original children's play for Fall Harvest. The CPPlayers support the work of the Capital BlueCross Theatre by auditioning for productions, working backstage and working front of house as ushers or in the box office. They actively reach out to the community to encourage their involvement as audience members and performance participants.

**CIRCLE K INTERNATIONAL** - Sponsored by Kiwanis International, Circle K International is the premier collegiate community service, leadership development and fellowship organization in the world. It's filled with energetic, passionate and driven young adults who have the power to make a significant impact on the world. Central Penn's chapter focuses on community service projects on and off campus, fundraisers for non-profit organizations and charities and fellowship on our own campus.

**CLUB M ED** - Club M-Ed is dedicated to students in the Allied Health field who serve the community through volunteer efforts. Activities include a Shalom House shelter program, health-related tours and community service.

**COLLEGES AGAINST CANCER** - Colleges Against Cancer (CAC) is a nationwide collaboration of college students, faculty and staff dedicated to eliminating cancer by working to implement the programs and mission of the American Cancer Society, Leukemia & Lymphoma Society, and the Feel Your Boobies Foundation. With hundreds of chapters nationwide, CAC is showing the world that young people care and want to make a difference.

**CPC GAMING CLUB** - The mission of the Gaming Club is to promote interaction among Central Penn students in a video gaming environment. Further, to promote interaction with students at other colleges through intercollegiate video game competition. We hope to improve student skills in the areas of teamwork, communication and leadership.

**EQUAL KNIGHTS** - The Rainbow Society possesses the vision: "Creating a friendly, supportive, and educating campus for all people." Club attendance is not dependent upon self-identifying as gay, lesbian, bi-sexual, transgender, queer/questioning, intersex or ally. This group is open to all respectful individuals looking to learn from one another and support equality for all human beings.

**GAMMA BETA PHI HONOR SOCIETY** - Gamma Beta Phi Honor Society is a national honor and service organization dedicated to recognizing and encouraging excellence in education, to promoting the development of leadership ability and character in its members, and to fostering, disseminating, and improving education through appropriate service projects. Membership to the Central Penn College Chapter of GBP is by invitation only to undergraduate students who have completed 12 or more credits with a 3.3 GPA or higher and graduate students who have completed 12 or more credits with a 3.5 GPA or higher.

**HISPANIC AMERICAN STUDENT ASSOCIATION** - Hispanic American Student Association's (HASA) mission is to unite Latino students and those interested in the Latino community at Central Penn College, educate on Hispanic/Latino culture and promote the empowerment of Latinos while also providing our members with resources and support.

**KNIGHT PATROL** - The purpose of this organization is to connect students who have the same passion of criminal justice and expand student knowledge beyond the classroom.

**KNIGHT WAY** - The Knight Way is a student run broadcast: You're road to CPC excitement! 3-4 times a term students write scripts, record and edit video where they share campus news about activities, events, and educational opportunities. The videos air on Summerdale campus's screens and are shared via Student Central, social media, and email.

**KNIGHT WRITERS** - Central Penn's Creative Writing Club, operating under the title of, "Knight Writers" is a club that focuses on intellectual and out-of-the-box expression. The Writing Club's goal is to produce creative pieces of original literary art in different forms including (but not confined to) poetry, prose, short stories, etc. Once produced, these works are shared (with the author's permission) with the group to be critiqued and to entertain. Ultimately, the club's goal is to provide Central Penn students with an outlet to express themselves in a business professional setting. With a focus on the therapeutic and holistic side of writing, the club encourages its members to look within themselves for their creative inspiration.

**KNIGHTLY NEWS MEDIA CLUB** - The mission of the Knightly News Media Club at Central Penn College is to indulge students' interest in broadcasting and journalism by covering campus events, supporting and promoting important campus initiatives, and being involved with the athletics department. Students in the club may write campus-related stories, appear on the Knightly News Podcast, start their own podcast, or be involved in live sports broadcasts for the Central Penn Knights. This club will help any student improve their writing ability, assist them in fine-tuning their on-air



performance skills, and expose them to hands-on gameday experiences with our athletics department. Any student that was an interest in writing or broadcast is open to join and participate as a member in the Media Club.

**LEGAL STUDIES SOCIETY** - The Legal Studies Society serves Central Penn College by providing professional development, educational opportunities, a social environment, and community service opportunities to students interested in law and law-related matters.

**OCCUPATIONAL THERAPY ASSISTANT ASSOCIATION** - The OTA Club is open to any student in the Occupational Therapy Assistant program. This club promotes the profession of occupational therapy to Central Penn College and the local community through education and service.

**PHYSICAL THERAPIST ASSISTANT CLUB** - The PTA Club is open to any student in the Physical Therapist Assistant program. This club helps students build a sense of civic and social responsibility by participating in volunteer work on campus and in the community. The organization offers community service opportunities to the students each term, and performs at least two fundraising projects each year. Fundraising monies are used to donate to organizations voted on by the club membership, and to host at least one social meeting per term. The club encourages study groups and offers tutoring assistance to fellow PTA students.

**STUDENT AMBASSADORS** - The Student Ambassadors give tours to prospective students while they are on campus for class visits, open houses and other special events. Being the first of the Central Penn community to engage with accepted students, the Student Ambassadors ensure that the incoming students feel comfortable during their college transition.

**STUDENT GOVERNMENT ASSOCIATION** - The Student Government Association (SGA) is the liaison between the student body and the staff/administration here at Central Penn College. This dynamic group strives to represent student interests during regular meetings with the College President and Cabinet. This group also plans special events (like the annual SGA Pool Party), and works directly with our other student clubs to approve new groups, allocate club budgets, and encourage increased student engagement. Students from all majors and modalities of study are encouraged to participate. Executive officers are elected annually.

**STUDENT MULTICULTURAL ADVISORY BOARD** – The Student Multicultural Advisory Board (SMAB) exists to embrace, serve, and value the diversity that exists within the student body of Central Penn College. SMAB provides fun programming and activities to promote cultural competency, provides student perspective to the college's Diversity Committee, and spearheads initiatives on campus to promote diversity and inclusivity.

# Athletics

## Intercollegiate Athletics

Central Penn is a member of the Division II United States Collegiate Athletic Association (USCAA). Students participating in an intercollegiate sport must be taking a minimum of nine credits, maintain a minimum cumulative GPA of 2.0 each term, and be accountable for disciplinary probations or sanctions. Any exceptions to these standards for athletes must be reviewed and approved by the Athletics Director. Disciplinary points may impact student athletic eligibility. All students must meet USCAA and College guidelines in order to be eligible. Central Penn reserves the right to deem any athlete ineligible due to current/past incidents in which student received legal citations or punishments and may be required to serve a probationary period. All student athletes must carry health insurance.

- Men's Basketball (fall & winter)
- Men's Baseball (winter & spring)
- Men's Soccer (summer & fall)
- Women's Basketball (fall & winter)
- Women's Soccer (summer & fall)
- Women's Volleyball (summer & fall)

The team plays NCAA (Division I, II, III) colleges, USCAA colleges, and junior colleges throughout the Mid-Atlantic state region. Open tryouts are held during designated terms, and anyone with an interest in these programs is encouraged to try out. Central Penn continues to look at ways to expand athletic offerings. Students interested in other athletic offerings should contact the Dean of Student Engagement.

## Intramural Athletics

The college offers a host of intramural athletics based on student interest. Intramural athletics/student activities can fall under the same guidelines established for athletes in regards to minimum GPA and disciplinary issues.

## Community Athletic Leagues

The college will support student team involvement in community athletic leagues.

# Capital BlueCross Theater

Under the direction of Janet Bixler, the Capital BlueCross Theatre opened in October 2014 with a Knight of Theatrics where 30 students and a variety of community members inaugurated the space via theatre pieces, dance, magic, and music. Since then it has grown into a hybrid sort of community theatre. All large scale productions, except the student created plays, welcome the participation of CPC students, staff and faculty and area community members.

## The theatre offers a wide range of production styles:

- cabarets and Broadway Musicals
- one-act comedies
- theatrical showcases of monologues, scenes, and 10-min. plays
- Shakespearean scenes of full-on stage combat
- full-length thrillers
- HERstory and Jazz Collectives
- Coffee Houses featuring professional local authors, poets, and singer/songwriters
- The Vagina Monologues
- Social Justice Productions: both full scale plays and storytelling events with local change makers
- new works by local theatre practitioners
- fully staged student created productions
- murder mysteries

## Fully Staged Student Created Productions

Each season the theatre produces thought provoking student created work that draws on the lived and imagined experiences of the student actors. In the past the students created plays on a variety of topics each with their own unique theatrical structure.

Topic	Theatrical Structure
survival	heighten storytelling in the round
dreams and nightmares	a surreal sleep clinic where the “doctor” attempted to erase everyone’s dreams and nightmares
truth	senior year of high school and the subsequent two years
in the middle	a modern take on the 1960s Twilight Zone TV show
lost and found	twisted fairytales
hide and seek	traveling through past life portal to discover what your hiding from and seeking for

## Why a student-created play?

- This is an opportunity for the students to experience the creation-to-production process using their lived experiences and their imaginations. The actors courageously use their real life stories as the play’s material.
- It is a theatre form, often referred to as devised or applied theatre, which welcomes all levels of acting experience. The individual actor participates at their level of comfort while accepting the challenge to learn and grow.
- The students develop valuable skills that transfer to their personal and professional lives: collaboration, critical thinking, time management, creative risk-taking, perseverance and being other-centered focus.
- The audience, while always a necessary component of live theatre, is an invaluable participant in devised theatre. As witnesses the audience affirms for the actors that their stories have been heard—their vulnerability honored.

- The telling of the stories and the creation of the play is a transformational time for the actors. The CPC counseling services are present during the first stages of development establishing a safe place to share deeply personal stories. They tell and retell their stories acquiring greater understanding of self in the process. But it is during the performance in which the actors experience catharsis. With the presence of the audience, they are able to release their stories and ceremoniously transition to their next level of reaching their vast potential.

**In addition to productions the theatre has hosted:**

- Faculty Colloquiums
- Leadership Speakers Series
- Entrepreneur Speakers Series
- Humanities Film Series and Family Film Series
- Local Dance Studio Performances
- National Comedians
- Faculty Trainings/Staff Meetings
- School and Community Town Halls
- Girl Scout Father/Daughter Dances
- Team Scott Inspire quarterly events
- Veterans Day Luncheon
- New Student Orientation
- Harrisburg Art Association Soiree
- Adams-Ricci Farmers Market
- Glow-in-the-Dark Zumba
- World Affairs Council Global Migration Conferences
- Drag Shows/Fashion Shows
- Karaoke Nights/Lip Sync Battles
- Mask and Movement Workshop
- Diversity Forums

# Residence Life

## Responsible Knight Community Member

As in any community, members are expected to know community expectations. Students will be held accountable for knowing and following the rules, regulations, and guidelines of the Department of Student Housing and Residential Life (DSHRL). This includes information found within the student handbook, the campus housing lease agreement, special information newsletters, emails, and bulletins distributed by the department.

## Campus Housing Lease Agreement

A campus housing lease always contains the dates of the period of the lease. Check these dates carefully. Students are obligated for payment for the period specified. Leases are binding upon the date of the student's signature. Both the student and a Student Housing staff member must sign the lease. In the event that the student is under the age of 18 years old, then a parent or guardian will be required to sign the lease as well. Students will receive a signed copy to their student email accounts from their Docusign submission but may also request a copy of the lease for their records. Any questions regarding the lease should be directed to the Department of Student Housing and Residential Life.

## Security Deposit

You must pay a \$250 security deposit when you sign your lease. This reservation security deposit will be forfeited as liquidated damages in the event that you fail to register, are dismissed, or withdraw from the residence hall or College, or to compensate for any breakage or damage caused by you (see the lease agreement). You will be responsible for maintaining, in a state of good repair, the entire premises rented to you under the lease agreement, including, but not limited to, the following:

- Each residence's bedrooms, bath, kitchen, and hall.
- Each residence's walls, doors, windows, ceilings, carpeting, floor tiles, cabinets, and furniture.
- All appliances (refrigerator, range, etc.) and fixtures (light covers, mirrors, etc.) in each residence.
- All items such as doorknobs and switch plates.
- All entrance foyers, including glass entrance door, stairwell, walls, ceilings, overhead light fixture, carpeting, railings, fire extinguisher, and smoke alarm.
- All exterior brickwork, siding, light fixtures, and exterior grounds (i.e., debris or cigarette butts).
- All other parts of the residence hall or its surroundings.

## Renter's Insurance

Every residential student should carry renter's insurance for loss or damage of personal belongings. Central Penn does not carry insurance covering the loss or damage of personal belongings. It is recommended that all dependent students speak with their parents about the possibility of adding on to their parent's insurance policies, or contact the Student Services office for information on private renter's insurance.

## Board (Meal Plan)

Central Penn College embraces a board policy for resident students. The food is prepared and served by Knight and Day Café. Knight and Day is managed and operated by Culinart. The Knight and Day Café offers four meal plan options to residents at Central Penn. Meal plan costs are listed below:

- Orange Meal Plan \$484
- Maroon Meal Plan \$690
- Green Meal Plan \$1000
- Blue Meal Plan \$1500

The charge is per term. If students do not spend all the funds for one term, the monies are rolled over during the current academic year from term to term. Once the current academic year is over (end of spring term), any remaining monies

will not continue to the next academic year. New meal plan charges are assessed each term. There will be no refunds of monies not used. Therefore, when you graduate or withdraw, students will not be issued a refund.

New students will be given the opportunity to select their meal plan on their student portal prior to the billing date. If a board plan is not selected, the student will be assessed the Maroon meal plan at the \$690 rate. Current students may change their meal plan by notifying the business office or the Department of Student Housing and Residential Life prior to tuition billing. The first year students living in the suites are also required to have at least the Maroon meal plan (\$690.00) for the first term.

The Central Penn College ID card will serve as your meal ticket. Students will be required to show their ID for every purchase. Questions about the board plan should be directed to the business office, Knight and Day Café, or the Department of Student Housing and Residential Life.

### **Commuter Board Option (Meal Plan)**

Commuter Students have the option of selecting a meal plan while on campus. The Commuter meal plan option is the Silver Meal Plan- \$308.00. To select this the students will log into their student portal and select the Silver Meal Plan option. For questions, please see the Department of Student Housing and Residential Life or the Business Office.

### **Facilities, Furnishings and Utilities**

The College agrees to appropriately furnish the leased premises (including air conditioning). The College agrees to provide, Internet access, and utilities to the leased premises. Utilities are defined as water, sewage, electric, gas, and trash.

### **Keys**

Students will be issued a student ID and residential key(s) upon their arrival to campus per the lease agreement. They will also be required to sign a "Residence Hall Key Issue Form". In the Suites, the student ID opens the main door and the key opens the bedroom door. In the apartments, one key may open the entry way and one key may open the apartment door. Your student ID will provide access to the Mindy Laundry facility. Students are responsible for their own student ID and key(s) and must carry them at all times. When turning residential key(s) in students must also complete a "Residence Hall Key Departure Form" or have a designated staff member sign the keys back in.

### **Reporting Missing/Stolen Key(s)**

Students are not permitted to give their keys to another person. Should the student lose their key(s), they must report it immediately to the Department of Student Housing and Residential Life. Lost and/or stolen key(s) will be replaced by the Department of Student Housing and Residential Life. However, a replacement fee of \$50.00 will be assessed to the students account per residential key. This fee will also be imposed for failure to return keys in a timely fashion when premises are vacated or for any lock change resulting from lost keys. If a core or lock change is required the student will be charged a \$100.00 fee for the cost of the core.

### **Lock outs**

Students should contact Public Safety at 717-728-2364 or contact a Senior Resident Assistant to obtain entry. Do not try to enter your residence through a window, or force a door open. Students are allowed one (1) free lockout per term from the Security Office. Subsequent lockouts will result in a monetary charge of \$5.00 per lockout.

### **Laundry**

For your convenience, there is a laundry room in Mindy Hall and is equipped with coin-operated washers and dryers.

### **Mail**

Inter-campus mail and outgoing U.S. mail may be deposited outside of the Student Services office in Bollinger Hall or in the mail slot located near the student mailboxes in the Student Union. Stamps and envelopes can be purchased in the Student Services office.

Mail to the students should be addressed as:

Student Name  
Central Penn College  
101 College Hill Road Unit # (insert mailbox number here)  
Enola, PA 17025

Resident Students have individual mailboxes located in the Student Union (lower level ATEC). Resident students are responsible for their mailbox keys. A \$25.00 fee will be assessed for lost mailbox keys.

### **Packages**

Packages may be picked up in the Student Services office. Students should present their student identification card and package slip in order for the packages to be released. If a student leaves or withdraws any packages received by the mailroom cannot be forwarded. Student may schedule a time to come and pick the package up or it will be returned to the sender.

### **Senior Resident Assistants/Resident Assistants**

Senior Resident Assistants (SRAs) and Resident Assistants (RAs) are student staff members who are responsible for the supervision of the super suites and apartment buildings. They assist student residents as well as enforce campus rules and policies. The RA schedules and phone numbers are posted on the bulletin boards in every residential building for the term. If you have any problems, questions, or concerns about campus life or if you need maintenance for your residence, feel free to talk with them. You may also speak with the Department of Student Housing and Residential Life.

### **Room Assignments**

Central Penn tries to match every student with someone who shares the same interests. Every student must return a housing application with the lease and security deposit to the Department of Student Housing and Residential Life. Room assignments will be available approximately one month prior to the start of the term and after all the required housing paperwork (campus housing lease agreement, medical history form, meningitis waiver, and immunization records) is completed and turned in.

### **Underclassman Housing Units**

Residents will be placed in the Super Suites. Rooms available are single occupancy (one bedroom, one person) at a cost of \$1,452 plus utilities per term. First-year residents are not provided the opportunity to select the type of room they are assigned. Super Suites may accommodate up to seven students. All students are put on a cleaning schedule by their Resident Assistant upon move in. The cleaning schedule will remain in place at least until the end of their first term in the unit. The approval must go through the office of Residence Life.

### **Upperclassman Housing Units**

Upperclassmen Housing options are on a first come first serve basis. Approved placements will be housed in Gale Apartment. Students who have obtained and earned 90 credits or are going into their senior year will qualify to apply for upperclassmen housing. Students applying for this housing option will need to be in good academic standing (min of 2.0 GPA) and good disciplinary standing unless otherwise approved by the Director of Residence Life. Rooms available are double occupancy (one bedroom: two people) at a cost of \$1,370 plus utilities per term. Applications for upperclassmen housing can be submitted to the office of Residence Life the term before the start of your senior year.

### **Non-Traditional Student Housing Policy**

Central Penn College reserves on-campus housing facilities for traditional college students ages 18 – 23. Students older than age 23 seeking on-campus housing are considered non-traditional residential students. The maximum age for non-traditional students to be considered for campus housing is 27. Students aged 28 or older are not eligible to apply for on-campus housing.

Non-traditional students living in campus housing who turn 28 may remain in campus housing for the remainder of term in which they are currently enrolled, but will not be permitted to return to housing for the following academic term. The Office of Residence Life designates specific residence halls for non-traditional residential students. The Office of Residence Life has limited availability to accommodate non-traditional students, and placement is not guaranteed. Non-traditional Students must submit the following documents in order to be considered for on-campus housing:

- Non-Traditional Housing Application
- All required immunization and health documents
- Signed Non-Traditional Housing Lease

Completed housing requests will be reviewed on a case-by-case basis based on available housing. The Office of Residence Life reserves the right to request additional information or an interview with non-traditional residential applicants.

### **Gender Inclusive Housing**

Central Penn College strives to provide a safe, inclusive, affirming, comfortable, and supportive living environment for all students residing in campus housing, regardless of gender identity. Central Penn College is committed to providing students with housing placements that affirm their gender identity. Unless a student specifically requests Gender Inclusive Housing, housing placements will be made based on the gender identity indicated on the self-disclosure section of the Central Penn College housing application. Students 18 years of age and older are permitted to make independent housing decisions at Central Penn College.

For students who prefer not to live in gendered housing, the Student Housing and Residence Life Team offers a Gender Inclusive Housing option. Designated Gender Inclusive suites are open to housing-eligible students of any gender identity. Intentionally choosing to live with someone with whom you are in a romantic relationship can have significant negative consequences on the community you are living in; therefore, it is highly discouraged.

All housing-eligible current students—including entering first-year students, transfer students, re-admitted students, and graduate students—may indicate their preference for gender inclusive housing on self-disclosure section of the Central Penn College housing application. The Student Housing and Residence Life Team will work with the students on a case-by-case basis to assign appropriate and affirming housing.

The Student Housing and Residence Life Team affirms students' gender identity and will not question any student's decision to request Gender Inclusive Housing.

### **Central Penn College Partnership Housing**

Central Penn College works in partnership with outside organizations to provide housing when appropriate. Housing partnership residents are not housing in units with current students, and are expected to adhere to Central Penn College policies

### **Disability-related Single Room Requests**

Students with documented disabilities that prevent them from having a roommate may receive special consideration for a single room. Requests for disability-related single rooms should be made to the ADA Coordinator through the Disability Support Services Application process. The single room accommodation request must be made in addition to the housing application packet. Single rooms are not guaranteed. Students requesting a disability-related single will be housed in the super suites unless there is a compelling reason that prevents them from being placed there.



## **Consolidations**

In student housing, students do not need to find a new roommate if someone in the residence leaves. The Residence Life Director is responsible for consolidating students to maintain reasonable occupancy and/or acceptable housing standards associated with major renovation/ cleaning standards.

If a student receives an informational notice through the campus email system that your residence has reached an occupancy level of 50% or below and/or has been selected for major renovation/cleaning, the Residence Life Director may either assign you new roommates or reassign you to another campus residence. When consolidation occurs, the Residence Life Director will follow these rules:

- Move the fewest number of students possible, depending on the current circumstances. A single student will be moved to a residence with three students instead of vice versa.
- Provide a flexible seven-day relocation schedule, to include one weekend, for students whose residences are being consolidated.
- Work with students to identify a location.

## **Residence Halls**

Central Penn has 33 residence halls called super suites and 1 Apartment. The super suites are Crockett, Dirk, Jeremy, Mindy, and Zachary Halls. The apartment is Gale. All residence halls are within easy walking distance of the academic buildings and recreation and parking areas.

Each Super Suite is provided with the following furnishings:

- Common area: sofa, dining table, coffee table and chairs
- Bedroom: a single XL twin bed, chest of drawers, desk and chair, plus a closet for each resident.

Each Apartment is provided with the following furnishings:

- Common area: sofa, dining table, and chairs
- Bedroom: a single XL twin bed, chest of drawers, desk and chair, plus a closet for each resident.

Bed linens, kitchen supplies, clothes hangers, etc., will be the students' responsibility. The college suggests that students contact roommates to determine who will bring specific items that can be shared.

## **Residence Hall Inspections**

Periodic inspections will be completed by Central Penn staff for the purposes of cleanliness, maintenance, and conformity to published campus policies. Each resident is responsible for the condition and cleanliness of the living area in addition to maintaining the unit at an acceptable standard. The unit and furniture free from damage and in a clean condition at all times. When feasible, the student occupant or another resident may be present. Any damaged, unclean, or missing items may be charged to all residents of the unit. In most cases, damage to the entrance halls of the apartment buildings may be charged to residents living on that side of the hall. You are responsible for damages caused by your guests and may be so charged. Fines are levied to cover costs incurred by Central Penn and to encourage respect for property. You are expected to pay fines within thirty days.

If a Central Penn staff member finds the cleanliness of a residence to be unacceptable, then the sanctions listed below may be imposed. The College will make every attempt to pinpoint the responsible party, however, if a responsible party or parties cannot be identified, then sanctions will be imposed on the entire residence. A garbage clean-up fee will be assessed for any trash, car parts, building materials, non-serviceable grills, or other items stored without permission that are removed by the College from any lawn, parking area, or any other common area in the immediate vicinity of the residence hall.

The steps listed below will be assessed to students who fail to meet acceptable standards in their residences:

- 1st Offense – Written warning and implemented cleaning schedule

- 2nd Offense – Mandated cleaning class and 50\$ monetary fine
- 3rd Offense – Pay the cleaning charge for the affected areas of unit and Judicial Action
- 4th Offense – Paying ALL cleaning charges for entire residence and Judicial Action
- Continued Violations – Will be dismissed from campus housing

A littering fine will be assessed to students who are found to be in violation of littering:

- 1st Offense – Written warning
- 2nd Offense – Mandated littering class with article submitted
- 3rd Offense – \$50 monetary fine
- 4th Offense – Referred for Judicial Action

Searches are permitted by campus officials if there is a reasonable, articulated suspicion of misconduct. These searches may include anything in the campus residence, and do not require a warrant.

### **Move Requests**

The Department of Student Housing and Residential Life encourages a healthy living environment, which fosters roommate and housemate cooperation. The Department of Student Housing and Residential Life reserves the right to issue move requests on a limited basis for situations where our office deems critical for a student to move.

Move request submissions by students are open only during weeks 5-10 of the term. Placement changes are no longer available after that window is closed. Please keep in mind that move requests are only granted two (2) times during the academic year to an individual seeking a placement change, so please use this request wisely. Freshmen residents are able to submit a move request after their first term living in campus housing.

Any room assignment changes from different priced living areas will be prorated before midterm. If the move occurs after midterm, there will be no financial adjustments. Assignments in the different cost areas are based on availability.

### **Roommate Relationships**

Living with a roommate can be an excellent experience in learning more about yourself: how to communicate and relate effectively with others, how to assert yourself, and how to empathize with others, which are valuable skills in all relationships—family, social, school, and work. Whether you were friends before or just met for the first time when you became roommates, living together successfully calls for sincere efforts toward compromise and cooperation. Developing a positive relationship is a process; it does not happen overnight, it does take effort. Do not expect that your roommate will be your best friend—it is nice when it happens, but it is not the norm. To help make your roommate relationships work long term, try to understand the struggles your roommate may be experiencing. Your roommate's perspective may be very different from your own. Respect one another. You will find, as the year progresses, that your values and those of your roommate will be challenged or change. This can be one of the most difficult parts of a roommate relationship.

### **Conflict Resolution with Roommates**

Living in the residence halls can be exciting; however, students may not always feel that way if they are experiencing some difficulties living with their roommate(s). If problems occur, they can often be resolved through honest, direct communication with your roommate. If you need help in doing this, want to discuss the situation before doing so, or did but the difficulty persists, you may want to contact your Resident Assistant. Resident Assistants can help students arrive at solutions. He or she can assist you in resolving the situation through any number of means, including mediation. A voluntary peer mediation-style house meeting is also available through the Residence Life office.

### **Decoration Policy**

Decorating your room, suite or apartment is a personal preference and can have an impact on your living experience while at Central Penn College. Please keep in mind how decorations can affect you, your housemates, guests and other

members of the community you live in. Prior to decorating common spaces it is important as a house to discuss and agree upon the decorations chosen. Door tags and Suite bulletin boards are staff chosen. The following are topics you must keep in mind as you begin to decorate your space. It is important to remember that any decorations found to be profane, offensive or derogatory of any kind are strictly prohibited and will be taken down.

### *Damages*

Student will be responsible for any damages to walls, ceilings, doors and floors due to decorations and/or any other products. Please be very careful if you attach and/or use anything in these areas of your room, suite or apartment.

### *Student Apartments and Rooms*

- Hang pictures, additional bulletin boards, and decorations from picture molding with Command hooks.
- The placing of stickers or stars on walls, ceilings, or furnishings is prohibited.
- Darts and dart boards are not permitted.
- Because of the costly cumulative deterioration of physical facilities, the use of tape, adhesives, putty, glue, paste, nails, tacks, staples, and screws on walls, furniture, doors, or other woodwork or glass is not permitted. Students may use products such as Command hooks.
- No painting or papering of rooms or furniture is permitted.

### *Doors*

Students may decorate the surface of their room door facing the corridor according to the following guidelines. Adhering to these guidelines will protect doors from unusually harsh wear, eliminate potential fire hazards, and ensure the free movement/access in the corridor.

- Door tags put on by SRA/RA staff must remain on the door and visible.
- No decals or stickers are permitted.
- All memo boards, pictures, signs, and posters must be fastened by Command strips.

### *Windows*

Students may decorate the window(s) in their individual room as well as the window(s) in their apartment according to the guidelines that follow. Adhering to these guidelines will prevent windows from being damaged and eliminate potential safety hazards.

- Decorate only the inside window side.
- Decorations must be removable (not permanent). Use only water-based window paint.
- For emergency reasons, such as in the case of a fire, one-half of the total window space must be transparent.
- Decorations that present health hazards due to weight, possibility of breakage, degree of cleanliness, etc. must be modified and/or removed if deemed necessary by the Housing and Residence Life staff in consultation with Public Safety and Facilities staff.
- Remove all room window decorations before checking out of the room. Damages to the windows, drapes, and/or blinds, as well as any extra cleaning required, will be the responsibility of the residents and may result in a charge to the student account. Housing staff will determine the nature and extent of all damages. Any materials found to be offensive or outside the boundaries of reasonable community, expectations will be referred to the area Housing and Residence Life staff.

### *Holiday decorations*

Please follow these guidelines for seasonal and holiday decorating.

- Live trees or greens are not permitted due to fire hazard concerns. Small artificial trees may be used.
- Candles are never permitted. Student who want to use candles for a religious celebration must work directly with the area Housing and Residence Life staff to find an appropriate location for religious observance.
- All decorating materials must be non-flammable, such as ceramic or glass, decorative 100% aluminum foil wrap, fire-retardant-treated paper, crepe paper, etc.

- You may use decorative lights in your room, although the College's Green Team encourages students to turn decoration lights off if students are not present in the unit.
- Remove all holiday decorations at the end of that holiday's season.

### *Outside*

Students are able to decorate the outside of their unit with the following:

- Door hangs and/or decorations, fastened by Command hooks or painters tape
- Door mats
- Potted plants
- Community rocks

If you have questions about any of these policies, please contact the Department of Student Housing and Residence Life staff.

### **Fire Safety**

Fire alarm systems and fire extinguishers are required for the protection of all residents and are to be used only in the event of a fire. Anyone found to be tampering with fire equipment, setting off a false alarm, or causing a fire is subject to disciplinary action. This could include fines, educational class, and up to dismissal from the college and/or arrest. Additionally, any persons found to be discharging a fire extinguisher unnecessarily will be charged and maintenance costs to return the extinguisher to service.

For fire safety reasons, the following are prohibited in all residential buildings:

- Candles and/or any open flame, including incense
- Compressed gases
- Flammable Liquids including but not limited to-Kerosene, Oil
- Fireworks
- Space Heaters
- Halogen Lamps
- Live cut Christmas trees and/ or wreaths

### *Other General Fire Safety Regulations to follow:*

- Smoking is prohibited within a minimum distance of 20 feet from any residential unit. Violations of the smoking policy will receive judicial sanctions followed by a \$25 fine for future violations.
- State fire and panic regulations require that halls, stairways, and stairwells be kept clear of furniture, obstacles, boxes, bicycles, etc.
- Charcoal grills are to be used at least 15 feet from any buildings and stored inside when cool. Gas grills are not permitted.
- Kitchen appliances with an exposed heating element are not permitted in campus residences.

### *Fire Drills*

At least one fire drill will be held each term by the Public Safety, Facilities, and Student Housing Departments. Students will go to designated assembly points according to their residential building. This information will be posted in the common area of the students residence, reviewed in housing orientation by their RA/SRA, and can be found in the chart below. Once everyone is accounted for and the departments of Public Safety and Student Housing have given the approval you may return to your room. Failure to vacate your residence during a fire drill will result in disciplinary action through Judicial Affairs.

### *Fire Emergency Procedure*

At the beginning of each academic year the Student Housing staff will review the fire emergency instructions as well as conduct a review for students at the beginning of each term. All instructions must be adhered to for the protection of all

our residents. Smoke detectors may not be dismantled or altered in any way. If anyone is found to be altering a smoke detector, alarm, or other emergency safety device they will face disciplinary action. The emergency procedures can be found in each residence in the form of a flipbook located on the wall near the main entryway to each residence.

### **General Residence Hall Regulations**

The following is not intended to be inclusive. In order to facilitate a safe and secure environment that is conducive to living and learning, Central Penn provides you with a list of guidelines to keep your living environment in good condition. Any violation of the below items can result in a Residence Life Written Warning. Two or more violations unless stated otherwise will result in Judicial Sanctions.

- Campus housing units will be kept clean and neat at all times.
- Alcoholic containers (i.e., liquor bottles, beer cans, bottles, etc.) are not permitted in campus residences for decorative or other purposes. Fines and other disciplinary sanctions may be imposed if containers must be removed from a residence by maintenance staff or Resident Assistants.
- No furniture shall be removed from residences at any time. Students are responsible for the furniture in their suite or apartment.
- The following items are not permitted in residence halls: window air conditioners, drum sets, water beds, double or queen-sized beds, beds of a personal nature, portable dishwashers, large exercise equipment, dart boards, pool tables, adhesive stars, automotive items, and weapons of any sort.
- Any electrical appliances that have a high electrical current-draw, as determined by the Maintenance Department, are prohibited. For further information, contact the Facilities Director at 717-728-2258.
- You are responsible for replacing all light bulbs (except fluorescent tubes) in your residence. All bulbs should be working when you move in. If not, contact the Maintenance Department
- Residents are not permitted to install their own locks on bedroom doors, for safety and management purposes.

### **Residence Hall Pet Policy**

No unapproved animals or pets shall be kept for any length of time on the grounds, in the residence hall(s), or on any area of property owned or managed by the College. Fish are the only exception and can be in bowl or aquarium that does not exceed a 10-gallon capacity. Any student found in violation of the pet policy will pay at least \$100.00 fine and pay for any damages the animal/pet has accrued. Removal of the animal or pet from the unit will be required immediately. Failure to do so will result in defaulting on the leasing agreement.

### **Guest Policy & Visitors**

Students are permitted to have two guests in their residence only if there are no objections from those residing within the unit. If a student does not want visitors to stay in the residence, other arrangements should be made. If there are any questions please contact your Resident Assistant or the Department of Student Housing and Residence Life.

#### *Guest*

A guest is any person who is not a full-time resident of the specific apartment or suite.

- Student Guest: student guest is defined as any current Central Penn student (commuter or resident, full or part-time) who visits or stays overnight in a residence hall to which he/ she has not been assigned.
- Non-Student Guest: is any person who is not a student of Central Penn College. Non-Student Guests must be at least 18 years of age or enrolled at a college or university. Students may petition the Office of Residence Life for special permission to host a Non-Student Guest who does not meet these criteria. This petition must be made by the Central Penn student host to the Director of Student Housing and Residential Life at least three days in advance of the visit.

#### *Parent/Guardian Guests*

Parents/Guardians are welcome to visit their student during the non-registration hours of 9:00 am-11:00 pm. For overnight stays parent/guardian must be registered through the online registration form. This registration must be submitted in advance and approved through the Department of Student Housing and Residential Life.

### *Minor (children under the age of 18) Guest Visitation*

- Baby Sitting: No baby-sitting is permitted by students in College-owned student housing.
- Related Minors: A minor who is related to the host student may stay overnight in College-owned housing if he/she meets all of the following conditions: the minor (1) is 16 years of age or older, (2) is invited to do so by the host student, (3) is the same gender as the host student, (4) is under the direct supervision of the student family member at all times, and (5) has provided a signed parent/guardian liability release and medical permission form to the Department of Student Housing and Residential Life. Overnight guests may not stay for more than two consecutive nights.

A minor who is related to the host student and is under the age of 16 years may visit College-owned housing if he/she is invited to do so by a host student and is under the direct supervision of the student family member at all times. The minor must be registered for the day (registration will not count against the host student's overnight guest days). The minor may not stay overnight, and must leave the Residence by 10:00pm.

- Unrelated Minors: A minor who is unrelated to the host student may visit College-owned housing if he/she is invited to do so by a host student and is under the direct supervision of the host student at all times. The minor must be registered for the day (registration will not count against the host student's overnight guest days). The minor may not stay overnight, and must leave the Residence by 10:00pm.
- Exceptions: This policy does not apply to college-sponsored events, such as Admissions Events, in which the supervisory staff oversee and designate responsible host students.

### *Non-Student Guest Overnight Visitation*

The following apply to Non-Student Guests/Hosts for Overnight Visits:

- Overnight visits are permitted only on Friday, Saturday, and Sunday nights.
- Cannot arrive on campus before 5:00pm on Fridays and must leave campus no later than 10:00pm on Mondays.
- Must be registered using the online form and in person at the Public Safety Department Office before entering a residence hall.
- All guests may not enter a residence prior to 9:00 a.m. and must be registered by 10:59 p.m.
- Must show a valid picture ID and vehicle information.

### *Central Penn Student Guest*

Active Central Penn Students must adhere to all guest policies, with the exception of appearing in person at the Public Safety Department office for an overnight visit.

### *General Rules*

Guests may not stay more than two consecutive nights. Student hosts are permitted to have 10 guest days per term. Guests are permitted a total of 10 visits per term.

Registration of overnight guests is necessary so the College can identify those individuals staying on campus, in the event of an emergency. All guests and visitors must comply with Central Penn policies while on campus. It is the host's responsibility to inform their guest(s) of Central Penn's policies. As a host, the student will be held personally responsible for any violation of College policy committed by his/her guest(s), regardless of severity. For safety and security purposes, each unit will not exceed 8 guests.

There are four Blackout Periods in which overnight guests are not permitted to stay:

- Term Start (week 1) From move in – Friday

- Midterm week (week 6) Monday – Friday
- Finals week (week 11) Monday – Friday
- During term breaks (No guests are permitted at any time)

These Blackout Periods allow all residential students to focus on their academic success or allow College personnel to complete inspections/repairs.

### **Accountability for Guests**

Working with an RA, students within a unit should create an agreement which identifies behaviors that they will find acceptable from guests and overnight guests in an effort to make everyone comfortable. These agreements will need to be in alignment with College policies and cannot infringe upon the rights of others. Roommates are expected to resolve problems created by their visitors and respect other roommates' right to privacy, quiet, and feelings of safety. If these rights are infringed upon, the guest(s) must leave, as the other roommates' rights take precedence.

In the event guests are unescorted by a host student, they will be asked to leave campus. All overnight guests must have a valid form of photo ID while on campus. All guests/visitors to campus are subject to the laws, rules, and regulations governing behavior in the Commonwealth of Pennsylvania and at Central Penn College. Student and/or guests shall not engage in any criminal or illegal activity, or any activity creating a nuisance or disturbance, affecting other persons or violating College policies, including, but not limited to: loud parties, music, televisions, radio or other sound equipment, engaging in loud talk, or acting in any way that disturbs others. Any guest involved in activities deemed threatening, reckless, hazardous, criminal, disorderly, or threatening or activities that contradict the policies of the College shall be immediately evicted from the property. The host student agrees to cooperate in the peaceful eviction of such a guest. All actions of an invited guest are deemed to be the actions of the student, and the student may be held responsible up to and including being found in default of their lease agreement.

### **Unauthorized Guests Residing in Residence Halls**

Unauthorized Guests Residing in Residence Halls Residential units leased by the student are not intended as living accommodations for transients, nonstudents, nonresidential students, or for students not assigned to that residence. Any student found to be hosting an unauthorized guest is in direct violation of the Central Penn College housing lease agreement.

The Chief Public Safety Director and the Residence Life Director shall conduct a swift, thorough, and joint investigation to determine the facts of each suspected policy violation. The results of the investigation shall be adjudicated through the college's Judiciary Process. If an unauthorized guest is found to be residing in a residence hall, the College reserves the right to impose the following penalties:

#### *Assigned Occupant*

- First Offense: \$200 fine and loss of Guest Privileges for the remainder of the current term.
- Second Offense: \$500 fine and immediate Suspension from Campus Housing. Prepayment/security deposit for housing will be forfeited, all personal property must be removed from the residence, and residence hall keys must be returned to the Student Services Office within 48 hours, as outlined in the Central Penn College housing lease agreement. If feasible, the student may complete the current term online, and will be issued a Limited No Trespass Order.

#### *Unauthorized Guest- Non Student*

- First Offense: Removal from campus and issuance of a Full No Trespass Order.
- Second Offense: Criminal Trespass charges will be filed.

#### *Unauthorized Guest- Student*

- First Offense: Limited No Trespass Order (Student is limited to academic and support buildings, not permitted in housing).
- Second Offense: Removal from campus and issuance of Full No Trespass Order.
- Third Offense: Criminal Trespass charges will be filed.

### **Move In Preparations**

When you move in, you should find your residence in an acceptable state. In order to document any problems, we ask you to complete a move-in inspection form. You must return your move-in inspection form within five working days of occupancy.

### **Term Break Registration**

Students must leave residence halls during term breaks unless express permission is granted in writing. If it is necessary for you to stay in campus housing during a term break, for security purposes you must complete a Term Break Application. The Term Break Application form will be emailed to residential students from the Department of Student Housing and Residential Life. It is also found on the Residence Life Blackboard Page under Quick Links. The Director of Student Housing and Residential Life will review all applications submitted by the deadline (Friday of Week 9). The Department of Student Housing reserves the right to consolidate approved students to one building for safety and security purposes. It is understood that food service is not guaranteed during the term break. Guests are not permitted in residence halls during term breaks because health inspections and any necessary cleaning or repairs are done during these periods. If a student is found unregistered they will need to leave for the remainder of the term break.

### **End-of-Term Preparation for Residences**

Every campus residence must be cleaned and rearranged by the last day of the term, whether or not you are getting roommates. Every campus residence must stay cleaned during the break between terms if you are staying on campus. You cannot wait to clean and rearrange during break or when you get back. Failure to follow these directions may result in fines starting at \$70.

Things to be done by the last day of the term, as you prepare for the term break:

- Clean entire residence and remove all decorations.
- Take all valuables home.
- Make sure that your residence is cleaned and rearranged. (Even if the current roommate list does not have you scheduled for new roommates, you must set up for the total number of residents that your Super Suite can accommodate.)
- Lock up your residence windows, deadbolts, and bedroom doors.
- Turn off all heaters and air conditioners.
- Clean out common area fridge
- Remove all trash from entire unit

### **Moving Out**

Before moving out of a residence, residents are required to perform normal cleaning. Charges for damage and cleaning beyond normal wear and tear will be deducted from your security deposit. Follow the outline below:

- Remove all decorations from all windows, cork strips, and doors.
- Clean bathroom, including toilet, tub, sink, and floor.
- Clean the living room and bedroom area, including vacuuming the floors and hallways, wiping off all furniture, and emptying desk and dresser drawers.
- Clean kitchen, including the range, oven, refrigerator, floor, counters, and cabinets.
- Remove all trash.
- Turn in your residence and mailbox keys to the Student Service office, Public Safety office, or a Resident Assistant. Failure to return your keys will result in a \$50 charge per residence key and \$25 charge for your



mailbox key. Your security deposit will be returned to your current home address in about one month, minus any charges, unless you are in default of your lease.

### **Abandoned Property Policy**

As outlined in Section 11 of the Campus Resident Hall, Housing Contract and Standard Lease Agreement (Lease), students whose lease has been terminated are required to have all personal property removed and the keys returned within 48 hours of termination. The college will consider all property remaining on or about the leased premises upon Student vacating, quitting, or abandoning of the leased premises as abandoned. This property will be removed and discarded, with the exception of money and papers containing monetary value (not including loose change totaling less than \$5.00) and other items deemed reportable tangible property by the Pennsylvania Treasury. In the event reportable tangible property is found, the property will be stored securely and the student will be contacted via certified mail to make arrangements for recovery. If the student does not make arrangements to recover the property within one calendar year, the property will be surrendered to the Pennsylvania Treasury.

### **Maintenance Damage Charges and Appeals**

Any damage done to the residence hall, furnishings, appliances, walls, windows, or doors is the responsibility of the students living in that residence hall, regardless of how the damage occurred. The security deposit may be applied by the College to the costs of cleaning, damages, or wall repairs/repainting that are the result of the students' occupancy of the unit. Any such expense shall be charged equally against each student's security deposit, as the College will not attempt to determine individual responsibility for charges. If a student has questions regarding damages and/or service to the residence unit they must contact the Facilities Director.

Upon notification that a charge has been assessed to a student account, the student must submit a written appeal to the Facilities Director within two (2) business days for review.

### **Maintenance Work Orders**

Maintenance needs should be reported to [maintenance@centralpenn.edu](mailto:maintenance@centralpenn.edu). Telephones and the computers are checked regularly by maintenance personnel during normal work hours. If a maintenance emergency occurs after hours or on the weekend, please call the Security Office (717-728-2364).

# General Policies and Regulations

## Noise

Quiet hours go into effect at 9:00pm outdoors in compliance with the East Pennsboro Township Noise Ordinance (Ordinance No. 717-2006), and 11:00pm indoors. Courtesy hours are in place at ALL times in all apartments and super suites.

In accordance with East Pennsboro Township Noise Ordinance (Ordinance No. 717-2006), the College is providing a list of acts that are prohibited under this ordinance so students can use good judgment and avoid being fined by the Township. The following acts and the causing thereof are declared to be noise disturbances and therefore in violation of this ordinance:

- Radios, television sets, musical instruments and similar devices, operating, playing or permitting the operation or playing of any radio, television, phonograph, drum, musical instrument, sound amplifier, automobile radio, automobile stereo, high-fidelity equipment or similar device which produces, reproduces or amplifies sound:
- At any time in such a manner as to cause a noise disturbance across a property or boundary line or between the hours of 9:00 p.m. and 7:00 a.m. so as to be plainly audible across a property or boundary line.
- Yelling and shouting, etc. Engaging in loud or raucous yelling, shouting, hooting, whistling or singing: On the public streets between the hours of 9:00 p.m. and 7:00 a.m.; or
- At any time or place in such a manner as to create a noise disturbance.

## Motor Vehicle Prohibitions

- Standing motor vehicles: No person shall operate or permit the operation of any vehicle or any auxiliary equipment attached to such a vehicle, for a period of longer than 15 minutes in any hour while the vehicle is stationary, for reasons other than traffic congestion, anywhere within 100 feet of any residence in such a manner as to cause a noise disturbance across a residential property or boundary line.
- Unnecessary horn blowing: No person shall at any time sound the horn or other warning device of a vehicle except when absolutely necessary as a warning while actually driving such vehicle. Operating motor vehicles on private property causing continuous and excessive noise for a period of one-half (1/2) hour or more.

## Congregation

Congregating in groups of (5) five or more individuals outside of residences beyond the hour of 10:00pm is not permitted. Students who do not comply with reasonable requests may be referred to Student Services for disciplinary action.

# Judicial Process and Code of Conduct

## Philosophy of Discipline

The basic philosophy of discipline at Central Penn College is one of education and responsibility. As such, it focuses on the growth and development of a student's potential by encouraging self-discipline and by fostering a respect for the rights and privileges of others. Regardless of the means of processing judicial action, the object of discipline is to redirect the behavior of the student into productive, acceptable patterns and to protect the rights of other students within the college community.

## Process

Violations will be addressed in one of two manners outlined below based on the severity of the violation and/or potential sanctions. Violations will either be referred to a Disciplinary Officer or a Judicial Committee.

The Judicial Process is a five step process, each step in the process is explained in detail below.

1. Violation – A student violates the Central Penn College Code of Conduct
2. Referral – A student is notified that they have been written up for a violation of the Central Penn College Code of Conduct, and referred to either a Disciplinary Officer or the Judicial Committee
3. Judicial Hearing – A student's case is heard by either a Disciplinary Officer or the Judicial Committee
4. Points & Sanctions – If applicable, a student is assigned Judicial Points and/or other appropriate sanctions by either a Disciplinary Officer or the Judicial Committee
5. Appeal – The involved student has the right to submit an appeal to be reviewed by the Appeal Committee

## Violation

A violation occurs when a student violates one or more rules, regulations, or policies outlined in the college's Code of Conduct. Alleged off-campus student Code of Conduct violations having, or potentially having, a direct, detrimental impact on the College's educational functions, its community members, or the local municipalities is subject to adjudication within the campus judicial system.

Each student is presumed to know the requirements expressed or implied in the Code of Conduct, and all other College regulations applicable to them. While it is neither possible nor necessary to state beforehand every instance of misconduct that could result in disciplinary action against a student, it is appropriate to single out certain types of behavior which are not permissible on College property, at off-campus college sponsored activities, or in any setting where the behavior affects the interest of the College.

## Code of Conduct Violations

- **Aiding and Abetting:** Encouraging, aiding or inciting others to violate the Code of Conduct.
- **Alcohol Violation:** Simple illegal possession of alcohol (includes but is not limited to possession of alcohol and/or alcoholic paraphernalia on campus, underage purchase and consumption, and being in the presence of alcohol on college property); Public Drunkenness; Providing Alcohol to minors.
- **Disorderly Conduct:** Creating a disturbance through excessive noise-making, rowdy behavior, etc., in a manner that is disruptive to other members of the college or surrounding community
- **Disrespect to College Personnel:** Acting in a disrespectful manner, including verbal or written comments and offensive gestures that are directed towards any of the following individuals acting in an official capacity: college

employees (including student employees), vendors contracted by the college, emergency responders, and invited guests of the college.

- **Drug Violation:** Possession of drug paraphernalia; Use or possession of marijuana; Use or possession of other controlled and/or illegal substances; Sale or distribution of marijuana and/or other illegal substances; Use, sale or distribution of “date rape” drugs such as GHB, Rohypnol, etc.
- **Failure to Produce ID:** Failure to produce a College-issued ID (students) or state-issued ID (non-students) when directed to do so by a college official, including public safety officers and residence life staff acting in proper performance of their official duties.
- **Guest Policy Violation:** Having an unregistered guest in a residential unit after 11:00pm; having a guest in a residential unit during Black-Out weeks; having an illegal or unregistered guest in a residential unit during Term Breaks; having an unregistered minor guest on campus; having an illegal (no trespass) guest on campus.
- **Harassment:** Including verbal, written, or other forms of harassment. Includes but not limited to actions, words, joke, comments, intimidation, threatening remarks, and any form of harassment based on an individual’s race, national origin, color, creed, religion, sex, age, ability, veteran status, sexual orientation, gender identity, protected classes, and any other criterion specified by federal, state or local laws. Also includes threatening remarks posted on public forums, including social media sites.
- **Illegal Entry to Campus:** Unauthorized entry into, or use of, any institutional facility or Residence Hall. This also includes misuse of Residential Key(s) and Mailbox Key(s).
- **Littering:** Throwing man-made objects onto the ground of college-owned property and leaving them unremoved rather than disposing of them properly.
- **Noise Policy Violation:** Making excessive amounts of noise outdoors after 9:00pm (in compliance with East Pennsboro Township Noise Ordinance) or indoors after 11:00pm (in compliance with College Residence Hall regulations)
- **Non-Compliance:** Failure to comply with direction of college officials, including public safety officers and residence life staff, as well as emergency first-responders, acting in proper performance of their official duties. Failure to cooperate in the administration of this Code of Conduct.
- **Residence Hall Violation:** Includes but not limited to Pet Policy Violations, Cleaning Violation, Littering Violation, any Prohibited items in a Residence Hall, and Creating an Unsafe Environment.
- **Sexual Misconduct:** Sexual misconduct, including sexual assault, is defined as deliberate contact of a sexual nature without the other parties’ consent. Sexual Misconduct may vary in its severity and consists of a range of behaviors or attempted behaviors that may be grounds for disciplinary action.
- **Smoking Violation:** Smoking is prohibited within a minimum distance of 20 feet from any entrance to an academic building or residential unit. Violations of the smoking policy will be a written warning followed by a \$25 fine for future violations.
- **Theft:** The taking or removing of another person’s property without that person’s consent; including theft of property owned by the College.

- **Vandalism:** Damage or destruction of property owned by another person or entity, including property owned by the college.
- **Violation of Sanctions:** Failure to complete and/or comply with previously assigned sanctions.
- **Violent Action:** Physical assault, or attempted physical assault, towards students, staff, faculty, or guests.
- **Weapons Violation:** Possession on campus of any weapons including, but limited to, brass knuckles, knives, tazers, firearms and incendiary or explosive devices including fireworks.
- **Vicarious Violations:** Vicarious violations encompass those situations where a student condones and/or assents the violation of College policy by others. An example would be a student who is in a residence hall room where alcohol is being consumed in violation of College policies. Even if the student is not consuming alcohol, that student is under an affirmative duty to remove themselves from such situations. Failure to do so is considered a violation of the Code of Conduct. As a general rule, such first time violations will result in a written warning. Second and third time vicarious violations may be subject to the same sanctions as a first time alcohol violation.

## Referral

Student violations are submitted for referral by either the Public Safety Office or Residence Life Office. Based on the severity of the alleged violation and/or the potential sanctions involved, students will be referred to either a Disciplinary Officer or a Judicial Committee.

## Interim Suspension

An interim suspension may be enacted immediately upon notification of an alleged violation and may not be appealed prior to the required judicial hearing. Interim suspension may be imposed only:

- To ensure the safety and well-being of members of the College community or preservation of property;
- To ensure the student's own physical or emotional safety and well-being;
- If the student poses a definite threat of disruption of or interference with normal College operations.

During an interim suspension, the student may be denied access to the residence halls and/or to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible.

## Judicial Hearing

Judicial hearings can occur in one of two ways depending on the severity of the alleged violation and/or the potential sanctions involved. Judicial Hearings will be scheduled through the Student Services Department, and will either be heard by a designated Disciplinary Officer or a Judicial Committee.

Disciplinary Officers and Judicial Committee members are non-conflicted faculty and staff members designated by the Vice President of Student Services. Judicial Committees also include at least one non-conflicted student representative to provide a peer perspective to hearings and sanctioning decisions. The Vice President of Student Services will appoint one member of the Judicial Committee to serve as Chairperson.

It is important that each Disciplinary Officer and Judicial Committee member demonstrate good judgment, fairness, and objectivity. The success of each hearing is contingent upon each member's commitment to creating a suitable learning environment while affording individual students maximum personal freedom within institutional guidelines.

Legal representation or counsel retained by the student will not be permitted to participate in the collegiate judicial process. Students may obtain assistance from a faculty or staff member to serve as an advisor, but the advisor may not actively participate in the judicial process. Students are permitted to present information and evidence on their behalf.

Disciplinary Officers and Judicial Committee Members have jurisdiction over all referred student conduct cases. These parties exercise their judgement to determine the severity of an offense, and may assign sanctions accordingly based on relevant mitigating or aggravating circumstances.

## **Points and Sanctions**

Judicial points and applicable sanctions will be assigned based on the severity of the violation, and may be assigned by designated Disciplinary Officers or the Judicial Committee. Students will be notified of any assigned sanctions in writing within three business days of their hearing by the Student Services Department. All sanctions remain on file in the Student Services office for seven years.

### **Point System**

In an effort to provide students with clear expectations for acceptable behavior, and a clear understanding of the consequences for violations, a Point System is utilized to fairly and consistently measure and document conduct-related violations.

Points are assigned in combination with other sanctions depending on the nature of the violation and the individual needs of the student. Sanctions may include, but not limited to: fines, community service, educational projects and programs, loss of guest privileges, social and/or disciplinary probation, loss of campus housing, suspension, and dismissal.

The system is operated on an 8-Point Scale. Standard consequences occurring after the accumulation of points include:  
Disciplinary probation after the accumulation of 4 points  
Suspension for a minimum of one term after the accumulation of 8 points

Students can reduce their accumulated Judicial Points through positive behavior. Positive behavior is defined as a term in which a student receives no judicial points or sanctions. For every term of positive behavior following a violation, a point will be deducted off the student's judicial record.

## Judicial Points:

Violation		1st Offense	2nd Offense	3rd Offense	Related Sanctions
Level 1 Offenses	Noise Violation	Formal Warning	1 pt.	2 pts.	See page 42 for additional sanctions
	Guest Policy Violation	Formal Warning	1 pt.	2 pts.	
	Failure to Produce ID	Formal Warning	1 pt.	2 pts.	
	Littering	1 pt.	2 pts.	3 pts.	See page 29 for additional sanctions
	Residence Hall Violations	1 pt.	2 pts.	3 pts.	
	Aiding and Abetting	1 pt.	2 pts.	3 pts.	
	Disorderly Conduct	1 pt.	2 pts.	3 pts.	
Level 2 Offenses	Disrespect to Staff	2 pts.	3 pts.	3 pts.	Restitution, see page 38
	Non-compliance	2 pts.	3 pts.	3 pts.	
	Violation of Sanctions	2 pts.	3 pts.	3 pts.	
	Vandalism – Minor	2 pts.	3 pts.	3 pts.	
	Illegal Entry to Campus/Key Violation	2 pts.	3 pts.	3 pts.	
	Alcohol Minor*	2 pts.	3 pts.	3 pts.	See page 44 - 45 for additional sanctions
	Possession of Drug Paraphernalia	2 pts.	3 pts.	3 pts.	
	Verbal or Written Harassment**	3 pts.	4 pts.	Suspension	See page 44 - 45 for additional sanctions
	Weapons Violation – Minor	3 pts.	4 pts.	Suspension	
	Alcohol Major*	3 pts.	4 pts.	Suspension	
	Unauthorized Guests Residing in Residence Halls	3 pts.	4 pts.	Suspension	See page 33 for additional sanctions
	Theft - Minor	4 pts.	Suspension	Dismissal	Restitution, see page 43
	Use, Possession of Marijuana	4 pts.	Suspension	Dismissal	See page 46 for additional sanctions
Level 3 Offenses	Use, Possession of other controlled and/or illegal substances	8 pts. Suspension	Dismissal		
	Vandalism - Major	8 pts. Suspension	Dismissal		Restitution, see page 43
	Theft - Major	Dismissal			Restitution, see page 43
	Weapons Violation – Major	Dismissal			
	Violent Actions towards students, staff, faculty, or guests	Dismissal			
	Sale, Distribution of marijuana or other controlled and/or illegal substances	Dismissal			
	Sexual Assault	Dismissal			
	Use, Possession, Sale or Distribution of date rape drugs such as GHB, Rohypnol, etc.	Dismissal			

\*Alcohol Minor: includes but is not limited to possession of alcohol or alcohol paraphernalia (6pk beer, 1 bottle of wine, or less) underage purchase and consumption, public drunkenness, and being in the presence of alcohol on college property.

\*Alcohol Major: includes but is not limited to providing alcohol to minors, hosting a party where there is alcohol present, possession of liquor or other alcohol greater than the previous stated amount.

## Sanctions

- **Official Disciplinary Warning (written):** An official disciplinary warning notice is sent to the student stating disapproval of the conduct in violation of Central Penn policy, rules, or regulations. This action serves as a warning to the student that his/her behavior needs to be examined and changed or controlled into more positive and productive patterns. Further violation of the regulations can result in more severe disciplinary action. This sanction does not restrict involvement in extracurricular activities. However, it can be used in subsequent judicial action.
- **Disciplinary Probation:** This is a more severe sanction than a warning that stipulates a period of time during which the student must demonstrate acceptable patterns of behavior. Further violations of any College regulations, no matter how minor, can result in more severe disciplinary action, including possible suspension from campus housing or permanent dismissal from the College. The student may need to adhere to other stipulated requirements, such as revocation of guest privileges or removal from extracurricular activities.
- **Loss of Guest Privileges:** This action stipulates a period of time during which the student will not be permitted to have any guests in their campus residence. If student is a commuter, then the student will not be permitted to be a guest in any campus residence.
  - 1st Offense: Written Warning
  - 2nd Offense: Loss of Guest Privileges for 30 days
  - 3rd Offense: Loss of Guest Privileges for 60 days
  - 4th Offense: Sent before Judiciary Committee
- **Social Probation:** This action stipulates a period of time during which the student must demonstrate acceptable patterns of behavior. Involvement in extracurricular activities is restricted. This would include the use of the Pool Area or other specified facilities, athletics, and/or campus organizations. When students are placed on social probation, guest privileges are suspended to the point that students may not have any guests nor may they be a guest in any other campus residences.
- **Athletic Participation:** Athletes may have specific rules and regulations for behavior by which they must abide. If an athlete is found in violation, the Athletic Director will be notified.
- **Suspension/Permanent Dismissal from Campus Housing:**
  - Suspension from his/her assigned campus residence. The student will receive a housing reassignment and be placed as near to residence life staff as possible.
  - Suspension from living in any campus residence. The student will be excluded from living in any campus housing. Prepayment for housing is forfeited. Also, the student's financial obligation of the lease continues. Any further violation will result in immediate permanent dismissal from the College. In addition to this sanction, a student may be issued a full or limited no trespass order by the Director of Public Safety, Disciplinary Officer, or Judicial Committee.
  - Suspension from entering any Central Penn residence. During the period for review and observation, a commuting student who violates a policy, rule, regulation, or order of a duly authorized Central Penn official is subject to exclusion from campus at the end of the student's academic day and prohibited from entering any campus housing. In addition to this sanction, a student may be issued a full or limited no trespass order by the Director of Public Safety, Disciplinary Officer, or Judicial Committee.
- **Restitution and Fines:** Fines over \$10 are to be paid by check, cash, or money order payable to Central Penn College and delivered to the business office. Failure to pay within 30 days may result in further disciplinary action. Monies collected will first be used to cover the cost of repairing damages (restitution). Excess monies will



be allocated to the Central Penn College Education Foundation.

- **Community Service:** Sanctioned community service hours will be assigned either on campus or at a non-profit agency. Completion of assigned community service hours must be verified in writing and are not eligible for credit towards academic requirements.
- **No Trespass Order**
  - Limited Access to College Property: This means a student is only permitted in the academic buildings for academic purposes, and is not permitted in or around other College-owned property, including any campus residence, for any reason.
  - Full No Trespass Order: This means a student is not permitted in any academic buildings and is not permitted in or around College-owned property, including any campus residences, for any reason.
- **Disciplinary Suspension:** Disciplinary suspension precludes a student from registration, class attendance, and use of Central Penn facilities for up to two terms. Disciplinary suspension is recorded for the term of suspension in the student's academic record. Upon termination of the suspension, the student shall be allowed to register in compliance with the College's standards. A student's academic eligibility to return is subject to review by the Academic Affairs office regardless of judicial standing.
- **Disciplinary Dismissal:** Disciplinary dismissal is the cancellation of the student's registration and all permissions and privileges related thereto by an authorized disciplinary official of the College. Dismissal is permanently recorded in the student's academic record. A student who has been dismissed through disciplinary action is not eligible for readmission earlier than four terms following dismissal, and then only with the approval of the Vice President of Enrollment Management, or designee.
- **Permanent Dismissal:** Permanent dismissal is the cancellation of the student's registration and all permissions and privileges related thereto by an authorized disciplinary official of the College. Permanent dismissal does not permit the student to register, attend classes, become eligible for re-admission or use any Central Penn facilities. Permanent dismissal is permanently recorded on the student's academic record.
- **Parental Contact:** The College reserves the right to initiate parental contact at any time it is deemed necessary, within the parameters dictated by the Family Educational Rights and Privacy Act (FERPA).
- **Other Possible Sanctions:** Student Services may require specific sanctions to correspond to specific offenses.

## Retaliation

The College strictly prohibits retaliation against any person for reporting, testifying, assisting or participating in any manner in any investigation or proceeding involving judicial sanctions. Any person who violates this policy will be subject to discipline, and up to and including suspension and/or permanent dismissal if they are a student. Retaliation is any action by any person that is perceived as: intimidating, hostile, harassing, or violent that occurs in connection to the making and follow-up of the report.

The types of retaliation that are prohibited include, but are not limited to:

- Intimidation;
- Conversation(s) about the incident with any persons involved in the reporting and/or investigatory process;
- Adverse actions with respect to any and all reporter's work assignments;
- Unlawful discrimination;
- Physical assault, or attempted physical assault towards students, staff, or faculty;
- Harassment (verbal, written, or other forms) including but not limited to intimidation, threatening remarks, and any form of harassment against a person based on their involvement, cooperation, or testimony in a report or

investigation. This also includes verbal and emotional harassment, threatening remarks posted on public forums, including social media sites, and harassment initiated through third parties;

- False accusations against any persons involved.

### **Sanctioning Guidelines for Violations of Alcohol Policies**

Central Penn College utilizes the following standardized sanctions for alcohol related offenses with the intent of providing students with the opportunity to redirect behavior appropriately through educational support systems.

These guidelines are meant to ultimately serve the educational mission of the College, and are intended to aid Disciplinary Officers and the Judicial Committee in determining fair sanctions that are reasonably related to the code of conduct violations for which they are issued. These guidelines are not intended to be comprehensive regarding all conceivable sanctions, but are meant to give fairness and consistency to alcohol violations. In cases where alcohol is involved, the College maintains the right to initiate parental contact as deemed necessary.

#### **Alcohol Minor - 1st Offense:**

- 2 Judicial Points
- Assessment and Feedback Session

#### **Alcohol Minor - 2nd Offense:**

- 3 Judicial Points
- Assessment and Feedback Session
- Disciplinary Probation

#### **Alcohol Minor – 3rd Offense:**

- 3 Judicial Points
- 8 hours of Community Service
- Assessment and Feedback Sessions

#### **Alcohol Major- 1st Offense:**

- 3 Judicial Points
- Assessment and Feedback Session

#### **Alcohol Major- 2nd Offense:**

- 4 Judicial Points
- Disciplinary Probation
- 16 hours of community service
- Assessment and Feedback Sessions

#### **Alcohol Major - 3rd Offense:**

- Disciplinary Suspension
- Completion of a Reentry Plan. Reentry Plans may include counseling, community service, and/or other educational sanctions as deemed necessary.

### **Enhancement of Alcohol Sanctions**

The benchmark sanctions for first and second time alcohol violations anticipate “simple offenses” involving no other negative behaviors or mitigating factors.

Specific negative behaviors that will enhance (increase) the sanctions for alcohol violation are:

- Vomiting due to excessive drinking.

- Vomiting in a public area due to excessive drinking.
- Public or inappropriate urination.
- Public displays of drunkenness and incivility.
- Providing alcohol to minors.
- Intoxication requiring medical attention.
- Excessive amounts of alcohol being found, such as cases of beer, kegs, beer bongs, etc.

The above list is not meant to be exhaustive, but demonstrative of fact that some situations may require additional sanctions from outlined above. Every one of the above behaviors is considered severe. They endanger either the person drinking or others in close proximity to the person drinking. Any of the above behaviors may reasonably lead to the enhanced sanctions, and may require parental contact.

### **Mitigation of Alcohol Sanctions**

In certain situations, the assigned Disciplinary Officer or Judicial Committee may digress from the sanctioning guidelines above if mitigating factors can be clearly documented, and the resulting sanctions are consistent to similarly situated cases. Mitigating factors must be clearly outlined in the sanction letter.

Specific mitigating factors allowing the decrease of standard sanctions for alcohol violations may include:

- Steps taken by the student to address the violations, such as contact with parents or setting up counseling of their own volition.
- Evidence or testimony from College staff or other students involved that the student in question bears little or no responsibility for the code of conduct violations.
- Four or more academic terms have transpired between violations.

### **Sanctioning Guidelines for Violations of Marijuana Policy**

Although marijuana has been decriminalized or legalized in some state jurisdictions, federal law does not permit the use of marijuana for recreational or medical purposes. The college will continue to uphold both federal and state statutory law regarding the controlled substance of marijuana.

Central Penn College utilizes the following standardized sanctions for marijuana-related offenses with the intent of providing students with the opportunity to redirect behavior appropriately through educational support systems. Due to the legal and financial aid implications of marijuana-related violations, the standardized sanctions leave very little discretion to Disciplinary Officers or the Judiciary Committee when issuing sanctions.

In cases where marijuana or other drugs are involved, the College maintains the right to initiate parental contact as deemed necessary.

#### **1st Offense:**

- \$100 monetary fine
- Assessment and Feedback Session
- 4 points and Disciplinary Probation

#### **2nd Offense:**

- \$200 fine
- Assessment and Feedback Session
- 4 points and Disciplinary Suspension
- Completion of a Reentry Plan. Reentry Plans may include counseling, community service, and/or other educational sanctions as deemed necessary.

### **3rd Offense:**

- Permanent dismissal from the College

### **Request for Appeal**

Students seeking to appeal a sanctioning decision must do so in writing within two business days of an imposed sanction. A student may request an appeal on one or more of the following grounds:

- The student has been deprived of their rights as outlined in the Student Handbook
- The facts appear to be insufficient to establish their guilt
- Sanction(s) imposed were not proportional to the offense

Students seeking appeal must submit a formal letter to [appeals@centralpenn.edu](mailto:appeals@centralpenn.edu) detailing:

- The reason for appeal, including (if applicable) specific examples of how college policies related to the appeal were violated or not followed.
- A statement of the student's position containing any information the student would like to present to the Appeal Committee.
- The desired resolutions and outcomes of the appeal.
- Any and all supporting documentation or evidence that would support the student's request.

Students seeking assistance with the Appeal Process may contact the designated Student Advocate at [advocate@centralpenn.edu](mailto:advocate@centralpenn.edu).

### **Appeal Hearing**

Appeal hearings are coordinated by the Student Advocate and are heard by an Appeal Committee consisting of non-conflicted faculty and staff members. Decisions from an Appeal Hearing, upon confirmation by the Vice President Student Services, are final.

### **Good Samaritan Policy**

Student health and safety are instrumental to our community. Whenever there is concern for another student or the belief that assistance is needed, students are expected to contact Public Safety. In the case of a medical emergency, students should immediately call 911, then Public Safety.

Students who seek medical assistance for themselves or another student who is under the influence or experiencing an alcohol or drug-related emergency will not be subject to College disciplinary action related to the alcohol policy. Moreover, the student receiving medical assistance will not be subject to College disciplinary action. When an incident that falls under the Good Samaritan Policy occurs, the student(s) involved will be required to meet the Director of Residence Life or Vice President of Student Services to review the matter. While no formal disciplinary sanction will be applied, an appropriate educational response may be. This can include participation in an educational class, mandated counseling assessment, and/or parental notification if FERPA allows. Failure to complete the educational requirements will result in referral to the College disciplinary system.

### **Disclaimer**

In cases involving criminal misconduct, the College reserves the right to pursue disciplinary action against a student even if law enforcement authorities do not prosecute. In cases when students face criminal charges or are the subject of a criminal investigation, the College's judicial process may be initiated at any time.

These guidelines do not attempt to cover the vast spectrum of student behaviors that may violate the College's Code of Conduct, and are meant to provide parameters for appropriate sanctions. When incidents and circumstances arise that are not specifically covered by these guidelines, college personnel may choose from and apply the full spectrum of sanctions listed within this handbook.

# Anti-Hazing Policy

Central Penn College does not tolerate hazing. Any student, student group, student organization, team, or other persons associated with a student organization found responsible of Hazing, Aggravated Hazing, or Organizational Hazing under this Policy, whether occurring on or off campus, may face disciplinary action from CPC, and may also face criminal charges under state law, including The Timothy J. Piazza Antihazing Law.

## Definitions

- **Aggravated Hazing:** A person commits the offense of aggravated hazing if the person commits a violation of Hazing that results in serious bodily injury or death to the minor or student; and
  - (1) The person acts with reckless indifference to the health and safety of the minor or student; or
  - (2) The person causes, coerces, or forces the consumption of an alcoholic liquid or drug by the minor or student.
- **Hazing:** An intentional, knowing, or reckless act, for the purpose of initiating, admitting or affiliating a minor or student into or with an organization, or for the purpose of continuing or enhancing a minor or student's membership or status in an organization, causes, coerces, or forces a minor or student to do any of the items listed below:
  - Violate Federal or State criminal law;
  - Consume any food, liquid, alcoholic liquid, drug, or other substance which subjects the minor or student to a risk of emotional or physical harm;
  - Endure brutality of a physical nature, including whipping, beating, branding, calisthenics, or exposure to the elements;
  - Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact, or conduct that could result in extreme embarrassment;
  - Endure brutality of a sexual nature; or
  - Endure any other activity that creates a reasonable likelihood of bodily injury to the minor or student.
  - Hazing does not include reasonable and customary athletic, law enforcement, or military training, contests, competitions or events.
- **Organization**
  - A recognized or unrecognized fraternity, sorority, association, corporation, order, society, corps, club or service, social or similar group, whose members are primarily minors, CPC students, CPC alumni, or alumni of an organization.
  - A national or international organization with which a fraternity or sorority or other organization as enumerated under paragraph (1) is affiliated.
- **Organizational Hazing:** An organization commits the offense of Organizational Hazing if the organization intentionally, knowingly, or recklessly promotes or facilitates a violation of Hazing or Aggravated Hazing
- **Other persons associated with an organization:** Any individual who assists students and organizations including but not limited to advisors, alumni, coaches, representatives of national or parent organizations, including but not limited to, its directors, trustees, or officers.
- **Student:** An individual who attends, has applied to attend, or has been admitted to Central Penn

## Application

This Policy applies to any acts of Hazing, Aggravated Hazing, or Organizational Hazing occurring for each act conducted on or off campus.

## Prohibited Acts

Hazing, Aggravated Hazing, and Organizational Hazing are each prohibited by this Policy. It shall not be a defense to

these acts that the consent of the minor or student was sought or obtained or that the conduct was sanctioned or approved by an organization.

### **Reporting Violations**

Central Penn encourages all members of its community who believe that they have witnessed, experienced, or are aware of conduct that constitutes Hazing, Aggravated Hazing, or Organizational Hazing in violation of this Policy to report the violation to the Office of Equity at 717-728-2398 or [compliance@centralpenn.edu](mailto:compliance@centralpenn.edu).

### **Enforcement**

Any substantiated violation of this Policy shall be deemed a violation of the Code of Conduct and Pennsylvania law. All allegations of Hazing, Aggravated Hazing, or Organizational Hazing will be investigated as outlined in the Code of Conduct.

### **Sanctions**

Anyone found responsible for violating this Policy may face disciplinary action up to and including permanent dismissal. In addition to all sanctions provided under the Code of Conduct, those found responsible for violating this policy may also face additional sanctions, including but not limited to, the following:

- The imposition of fines
- The withholding of diplomas or transcripts pending compliance with the rules or payment of fines
- The rescission of permission for the organization to operate on college property or to otherwise operate under the sanction or recognition of the college
- The imposition of probation, suspension, dismissal or expulsion
- The issuance of no trespassing notices to any third parties not under the control of the college
- Employee discipline up to and including termination
- Reporting of incident to law enforcement

### **Biannual Report**

The college will maintain a report of all violations of this Policy or of Federal or State laws related to hazing that are reported to CPC. CPC interprets violations to mean substantiated violations. CPC will update the report biannually on January 1 and August 1 and will post all updated reports on its publicly accessible Internet website.

CPC will maintain each report for a period of five years.

# **The Family Education Rights and Privacy Act (FERPA) Notice**

## **Preamble**

The Family Education Rights and Privacy Act of 1974 establishes specific rights for students and/or their parents and prevents the release of certain information without the written consent of the student.

Generally, this federal law gives students, former students, and alumni the right to review in the presence of Central Penn personnel their own records maintained by Central Penn, including academic and financial records.

Parents of dependent students, as defined by the Internal Revenue Service, may have access to the Central Penn records of their dependent sons or daughters without student consent. Parents do not have the right to see records of students who are no longer dependent upon them.

## **Inspection**

The student has the right to inspect, in the presence of a staff member, official college records, files, and data primarily and directly related to himself/herself. This right includes an explanation of any information contained in these sources. The student is entitled to such rights within 45 days of the time that he/she requests in writing the Records and Registration office to initiate such an inspection.

Education records of the student will not be released to the student, his parents, or any third party as long as a financial indebtedness or serious academic and/or disciplinary matter involving the student remains unresolved. This limitation does not preclude the student from having personal access to the records – merely from obtaining the release of the information. The student may not have access to the confidential financial statement of parents or any information contained in such statements. The student is entitled to request copies of his/her records, files, and data at a reasonable administrative cost.

Note: In no case will letters of recommendation and other information obtained or prepared before January 1, 1975, which were written on the assumption or expressed promise of confidentiality to the authors, be available for inspection, disclosure, or challenge.

## **Challenge**

The student is entitled to challenge and/or add to the factual basis of any record entry contained in records, files, and/or data. The purpose of this challenge is to ensure that such entries are not inaccurate or misleading or in violation of his/her privacy or other rights as a student, and to provide an opportunity for the correction or deletion of any such inaccuracies, misleading or otherwise inappropriate data contained therein. The substantive judgment of a staff member about a student's work, expressed in grades and/or evaluations, is not within the purview of this right to challenge.

The Records and Registration office will provide the student with an opportunity to place in the records a statement commenting upon the challenged information in the education records, which will be kept so long as the contents are contested.

## **Hearing**

If a records entry question has not been satisfactorily resolved by this informal procedure, the student is entitled to a hearing on the matter. The student shall submit a written request for a hearing to the Records and Registration office. The hearing must be held within a reasonable time after the request and the student notified as to the time, date, and place of the hearing in a reasonably advanced time of the hearing as to make his/her presence practical.

A hearing officer/panel will be designated by the President (or designee), and the student will be afforded a full and fair opportunity to present evidence relevant to the issues of the record entry validity. The student may be assisted or represented by an advisor of his/her choice, including, at his/her own expense, an attorney. The student will be furnished, within a reasonable time following the hearing, a written decision from the designated hearing officer. In addition, the student is entitled to receive a written summary of the evidence and the reasons for the decision.

Explanatory Statement: The contents of the student's challenge will remain a part of the student's record regardless of the outcome of any challenge.

**Disclosure**

No personally identifiable information from education records shall be disclosed by any means to individuals or agencies outside the school without the consent of the student in writing, except pursuant to lawful subpoena or court order, or except in the case of specifically-designated educational and government officials as required by law.

Information contained in such records may be shared within the school. Records originating at another institution will be subject to these policies.

The following is a list of public information, which may be made available regarding students of the College without their prior consent and is considered part of the public record of their attendance:

- Name
- Major
- Student Activities, including Athletics
- Dates of Enrollment
- Date of Graduation
- Degrees and Awards Received
- Honors
- Most Recent Educational Institution Attended Prior to Admission
- Photos
- Classification

The student is entitled to request that any or all of this information not be made publicly available; such a request must be made in writing to the Records and Registration office. This request shall be effective only with respect to directory information not prepared for release at the time the request is received by the Records and Registration office. Such a request remains effective until revoked by the student.

**Failure to Comply**

If the College fails to comply with the Act, the student may file a written complaint by mailing it directly to: The Family Educational Rights and Privacy Office, Department of Health, Education, and Welfare, 330 Independence Avenue SW, Washington, DC 20201.



# Title IX and Bias-Related Incident Policy

## 1.0 PHILOSOPHY OF ONE PROCESS

### 1.1 Introduction

Central Penn College is committed to ensuring a just and humane campus, where all community members have the ability to thrive. At Central Penn College, Student Rights and Responsibilities, under the Center for Equity and Multicultural Affairs, works in partnership with community stakeholders to support the culture of equity and inclusion that is critical to the college's mission and identity. When the behavior of one or more community members challenge the well-being of others, Student Rights and Responsibilities determines, to the extent possible, whether the college's policies related to the Title IX and gender-based misconduct, ADA and disability, race discrimination, hazing, bias and other forms of harassing conduct were violated. In addition, Student Rights and Responsibilities ensures college compliance with federal, state and local laws covering discrimination, harassment, hazing, and gender-based misconduct.

To ensure the college's ability to foster a just and humane campus for all, violations of these policies will not be tolerated. As such, the college community is asked to report incidents that may violate college anti-discrimination and sexual misconduct policies so that efforts can be made to end discriminatory and harassing conduct based on protected characteristics, prevent its reoccurrence and, where possible, address its effects. The College takes reports such as these seriously and is therefore committed to following up on reports of sexual misconduct, harassment and discrimination, of any kind.

#### *Investigations of Bias-Related Policy Violations*

Central Penn utilizes a model based on procedures for investigating alleged violations of civil rights. Civil rights violations are highly sensitive and emotional, and require thorough investigations to properly and effectively address them. Any investigation of civil rights violations must be responsive to specific context and individual circumstances, while maintaining rigorous standards. A civil rights model is based on an active gathering of information by trained investigators. Investigations are designed to be fair, impartial, thorough, and timely. It is not the job of the parties to prove whether a policy was violated, it is the responsibility of the institution to determine whether there is a preponderance of evidence that a College policy was violated.

Investigations involve an active accumulation of information from all relevant sources. Investigators must objectively and impartially collect the pertinent information, confirm its veracity, and analyze the information to understand violations, their causes and effects, and, when necessary, take corrective action. The duration and scope of investigations can vary, as well as the content of final investigative reports. All findings determine the extent to which the parties involved are responsible for violating college policy. Findings may include recommendations on ways to mitigate violations for complainants, promote accountability for respondents found to have violated policy, stop ongoing abuses, and prevent their reoccurrence. Findings may also include recommendations to the College to address issues found to have contributed to a policy violation.

The standard used to determine whether the College's anti-discrimination and gender-based and sexual misconduct policy has been violated is whether it is more likely than not that the respondent violated the policy. This evidentiary standard is often referred to as a "preponderance of the evidence."

#### *Overview of the Investigation Process*

There are stages to the process: receipt of incident reports, intake, and determination of interim measures, including an option for mediation or other options for informal resolution. For all concerns resulting in a full investigation, a Notice of Investigation, including information of rights and options for resolution, is provided to involved parties in writing.

- Stage 1: In cases where a full investigation occurs, the Dean of Equity and Multicultural Affairs manages the case and investigators complete the investigative report. Investigators are typically members of the Public Safety Department, however, for cases involving employees, an investigator from Human Resources will also be involved.
- Stage 2: Once the investigative report is complete and all involved parties have had the opportunity to review the report and provide comment, the case will be referred to a Hearing Board for review is deemed appropriate. The Hearing Board will consider all relevant information, evidence, and testimony before making a determination. All involved parties will be notified of the board's determination.
- Stage 3: If any of the involved parties are unsatisfied with the determination of the Hearing Board, they may formally grieve the determination. Information on the Grievance Process is provided to parties in writing with the notification of determination.

Investigations of alleged violations of college anti-discrimination and/or gender-based and sexual misconduct policies will be completed in as timely a manner as possible after a Notice of Investigation is issued.

### *Community Based Process*

Members of the Central Penn College community (faculty/staff/student) who serve a role in the investigation and/or resolution process are trained to ethically and equitably implement this process and to offer support. Confidential Resources, Mediators, Investigators, and Hearing Board members may be faculty and staff members trained by the Dean of Equity and Multicultural Affairs or designee on equity, inclusion, confidentiality, and compliance. Each of the One Process roles is specialized and members of the Central Penn community should serve in only one capacity during an academic year. The roles of One Process stakeholders are defined below:

- Confidential Resources (CRs): A Confidential Resource is a licensed mental health professional or an employee functioning within the scope of their employment who are supervised by a college employee with a professional license (such as a graduate-level intern). CRs cannot disclose confidential information. These employees can maintain near complete confidentiality regarding issues of discrimination and harassment, including sexual assault. Some limits to confidentiality do apply, and are detailed in the Counseling Services in-take forms.
- Mediators: Mediation is a resolution process by which both parties agree to meet with an impartial trained mediator. Impartial and trained mediators from the Central Penn community (faculty/staff/student) develop a resolution process to discuss the incident and attempt to resolve it amicably.
- Investigators: Trained investigators from the Central Penn community will interview the complainant, respondent, any witnesses, and any other relevant persons and determine the appropriate order for the interviews. Investigators are trained members of the community including faculty, staff, and external investigators who are appointed and trained by the Dean of Equity and Multicultural Affairs or designee. To the extent possible, one investigator will be the note taker and one will be the interviewer. The college, at its discretion, can contract with external investigators to ensure timely and impartial completion of investigations. It is the responsibility of the investigators to determine the facts of the situation under investigation.
- Advisors: Each party has the right to choose and consult with an advisor; the advisor may be any person, including an attorney, who is not otherwise a party or witness involved in the investigation. While advisors may provide support at any meeting or proceeding, they may not speak on behalf of the parties or otherwise participate in or in any manner disrupt such meetings and proceedings. Investigators may terminate interviews when advisors violate these terms and conditions for participation in the interviews or proceedings.

- **Responsible Employees:** Responsible employees are college employees who have a duty to report incidents of sex discrimination, including sexual assault, rape, intimate partner violence, and stalking. Central Penn College considers all college employees, including contracted staff and student employees, to be Responsible Employees, with the exception of licensed mental health professionals acting within the scope of their job responsibilities. A report to a responsible employee constitutes a report to the College and generally obligates Central Penn to document the incident and take appropriate steps to address the situation.
- **Mandated Reporters:** All College employees, contracted staff, designated student employees, and Trustees are required to report concerning behaviors, including threats or crimes by employees. In addition, state law requires the reporting of suspected cases of child abuse and neglect. When an employee or trustee becomes aware of an alleged employee crime, child abuse or neglect, the employee must promptly contact Public Safety. In cases of child abuse or neglect, the employee must contact the Title IX Coordinator and the Child Welfare Services hotline. If child abuse or neglect is suspected or disclosed, the reporter should not delay a call to the hotline, even if all the information about the victim or the incident is not readily available. The Pennsylvania Child Abuse Hotline is 1-800-932-0313.

When reporting abuse or neglect, reporters should be prepared to provide a phone number where they can be reached in case the Hotline needs to contact the reporter for additional information.

#### *Confidentiality*

Students who would like to report an incident or speak to someone about something that happened, and desire that details of the incident be kept confidential, should speak with the Campus Counselor or an off-campus resource, such as a rape crisis or domestic violence crisis center, who will maintain confidentiality. Counseling Services are free and available to all students who have experienced discrimination.

Counseling Services shares statistical information regarding sexual misconduct disclosures annually with the Title IX Coordinator regarding the type of incident and its general location (on or off-campus, in the surrounding area), for publication in the Annual Campus Security Report.

All inquiries, complaints, and investigations are treated with discretion. All information pertaining to a student complaint or investigation is maintained in a secure file.

#### *Prohibition against Retaliation*

The college strictly prohibits retaliation against any person for reporting, testifying, assisting or participating in any manner in any investigation or proceeding involving allegations of discrimination or harassment. Any person who violates this policy will be subject to discipline, up to and including termination if they are an employee, and/or permanent dismissal if they are a student. Retaliation is any action by any person that is perceived as: intimidating, hostile, harassing, or violent that occurs in connection to the making and follow-up of the report.

#### *Free Expression and Academic Freedom*

Central Penn College is committed to free expression and academic freedom. We are also committed to creating and maintaining a safe, healthy, and harassment free environment for all members of our community. These are both legitimate interests but discrimination, intimidation, harassment, and retaliation against members of the community are not considered as protected expression. The College will investigate any alleged retaliation that involves individual statements, expression, or speech.

#### *Immunity*

The college encourages the reporting of sexual misconduct. Students who report incidents of sexual misconduct to College officials will be offered immunity from policy violations charges, such as underage drinking at the time of the incident.

### *Parental and Institutional Notification*

The college reserves the right to notify parents/guardians regarding any health or safety emergency. The college also reserves the right to designate which officials have a need to know about individual conduct complaints pursuant to the Family Educational Rights and Privacy Act.

### **1.10 Educational Programming**

The college offers periodic trainings and educational programs to promote awareness of sexual violence. The frequency of such programs varies per term. For more information, students should contact the Title IX Coordinator.

### *Clery Act/Federal Statistical Reporting Obligations*

All information will be considered confidential to the greatest extent possible. For federal reporting purposes, all personally identifiable information will be kept confidential, but statistical information must be reported to the relevant authorities. Such reporting protects the identity of the complainant and the respondent.

### *Other Grievances*

The college community benefits from formal and informal procedures that encourage prompt resolution of complaints and concerns regarding the implementation of policies and procedures that govern the institution. All student grievances not involving discrimination and/or gender-based misconduct will be addressed through College Policy 300: Student Grievance Policy. Grievance procedures are outlined in the College Catalog.

## **2.0 REPORTING OPTIONS AND LEVELS OF CONFIDENTIALITY**

### **2.1 Who Must Report & What Information Must They Disclose**

Central Penn's One Process policy makes students, faculty, and staff aware of the various reporting and confidential disclosure options available to them – so they can make informed choices. Central Penn College encourages anyone who experiences any kind of misconduct or discrimination to talk to someone identified in one or more of these groups but to be aware that different employees on campus have different abilities to maintain a complainant's confidentiality.

Licensed mental health professionals and employees functioning within the scope of their employment and who are supervised by college employees with a professional license cannot disclose confidential information. These employees can maintain near complete confidentiality regarding issues of discrimination and harassment, including sexual assault. Some limits to confidentiality do apply, and are detailed in the Counseling Services in-take forms.

All other Central Penn employees – including faculty, staff, contracted employees, and designated student employees – are required to report all the details of an incident (including the identities of both the complainant and respondent) to the Dean of Equity and Multicultural Affairs/Title IX Coordinator

### **2.2 Confidentiality Requests**

Complainants have the right to request confidentiality. When deciding how they want to proceed, complainants must weigh the fact that maintaining confidentiality can impact the college's ability to adequately investigate a particular incident or to pursue appropriate action against the respondent.

A complainant who at first requests confidentiality may later decide to file a complaint with the college or report the incident to local law enforcement, and thus have the incident fully investigated. The Title IX Coordinator will provide the complainant with assistance if the complainant decides to file a complaint.

### **2.3 Requesting Confidentiality from the College**

If a complainant discloses an incident to an employee but wishes to maintain confidentiality or requests that no investigation be conducted or disciplinary action taken, Central Penn College must weigh that request against the college's obligation to provide a safe, non-discriminatory environment for all.

If Central Penn honors the request for confidentiality, a complainant must understand that the college's ability to meaningfully investigate the incident and pursue disciplinary action against the respondent(s) may be limited.

Central Penn College has designated the Dean of Equity and Multicultural Affairs/Title IX Coordinator to evaluate requests for confidentiality. When weighing a complainant's request for confidentiality or request that no investigation or discipline be pursued, the Dean of Equity and Multicultural Affairs/Title IX Coordinator will consider a range of factors, including the following:

The increased risk that the respondent will commit additional acts of sexual or other violence, such as:

- whether there have been other sexual violence complaints about the same respondent;
- whether the respondent has a history of arrests or records from a prior school indicating a history of violence;
- whether the respondent threatened further sexual violence or other violence against the victim or others;
- whether the sexual violence was committed by multiple respondents;
- whether violence was perpetrated with a weapon;
- whether the complainant is a minor;
- whether the university possesses other means to obtain relevant evidence of the violence (e.g., security cameras or personnel, physical evidence);
- whether the complainant's report reveals a pattern of inappropriate conduct (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

The presence of one or more of these factors could lead the College to investigate and, if appropriate, pursue disciplinary action. If none of these factors is present, the college will likely respect the complainant's request for confidentiality.

If the College determines that it cannot maintain a complainant's confidentiality, the College will inform the complainant prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the college's response.

Central Penn College will remain mindful of the complainant's well-being, and take ongoing steps to protect the complainant from retaliation or harm, and work with the complainant to create a safety plan.

Central Penn College will also:

- assist the complainant in accessing other available advocacy, academic support, counseling, disability, health or mental health services, and legal assistance both on and off campus;
- provide other security and support, which could include issuing a no-contact order, helping arrange a change of living or working arrangements or course schedules (including for the respondent pending the outcome of an investigation) or adjustments for assignments or tests;
- inform the complainant of the right to report a crime to campus or local law enforcement (or not to do so) – and provide the complainant with assistance if the complainant wishes to do so.

## **2.4 COMMUNITY ALERTS**

### **2.4.1 Registered Sex Offender Information**

In accordance to the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, the college's Student Services Office is providing a link to the Pennsylvania State Police Sex Offender

Registry. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. In the Commonwealth of Pennsylvania, an offender is required to register under 42 Pa.C.S. § 9795.1(a), (b)(1) or (2)(relating to registration). 42 Pa.C.S. § 9792.

Megan Law's is available via Internet pursuant to Section 42 Pa.C.S. § 9795.1(a), (b)(1) or (2) (relating to registration). 42 Pa.C.S. § 9792. Registry information provided under this section shall be used for the purposes of the administration of criminal justice, screening of current or prospective employees, volunteers or otherwise for the protection of the public in general and children in particular. Unlawful use of the information for purposes of intimidating or harassing another is prohibited.

The Pennsylvania State Police does not provide information on sexually violent predators who are still in prison, unless the sexually violent predator was previously registered with the Pennsylvania State Police and subsequently incarcerated after registration.

This registry is not a complete and comprehensive listing of every person who has ever committed any sex offense in Pennsylvania, nor does it make information about every sex offender living in Pennsylvania available on the Internet. Under Pennsylvania law, before community notification takes place, offenders receive a final classification order from the court following the opportunity for a hearing.

#### **2.4.2 Accuracy of the Information Contained within this Registry**

Although the individuals listed on the sex offender registry are initially identified through fingerprinting and photograph submission to the Pennsylvania State Police, it should be understood that positive identification of any individual whose registration record has been made available on the Internet registry can be verified only through the review of a properly executed fingerprint card. By placing this information on the Internet, no representation is being made that the listed individual will not commit any specific crime in the future, nor is any representation being made that if the individual commits an offense that one of the listed offenses will be the offense committed. The Pennsylvania State Police, Megan's Law Section, verifies and updates this information regularly to try and ensure that it is complete and correct. Although efforts have been made to ensure the information is as accurate as possible, no guarantee is made or implied. You are cautioned that information provided on this site may not reflect the current residence, status, or other information regarding an offender.

Follow the link below to access the Pennsylvania State Police: <http://www.pameganslaw.state.pa.us/EnryPage.as>

#### **2.5 Maintaining a Healthy, Safe Campus**

There are various support services available for those who have experienced sexual misconduct or sex discrimination. These support services include:

**Counseling:** Students who experience any form of sexual misconduct may receive free and confidential counseling. The Campus Counselor offers the highest degree of confidentiality regarding sexual misconduct situations. Other offices will honor privacy, subject to required reporting mandates or concern for the safety of the campus community.

**Accommodations:** In cases of alleged sexual misconduct, the college will work with the complainant to provide reasonable accommodations during the investigation as necessary.

**Assistance in Reporting:** Public Safety Department can assist students in making reports to law enforcement if requested. Students can contact the Public Safety Department at 717-728-2364.

When reporting and filing a complaint for a violation of any of these policies, college employees and/or students have the following options:

Students who wish to report a violation of this policy may contact:

- Public Safety Department (717-728-2364)
- Chief Public Safety Director (717-728-2274)
- Title IX Coordinator (717-728-2398)

Employees of the college may report a violation of this policy should contact:

- Their immediate supervisor
- Title IX Coordinator (717-728-2398)
- Director of Human Resources (717-728-2418)

## **2.6 Reporting to “Responsible Employees”**

All Central Penn College employees, including faculty, staff and student employees are considered “responsible employees” and must formally report the incident. Reports should include the details of the incident and the names of the complainant or the person who discloses the incident.

When a complainant tells a Central Penn employee about an incident of misconduct, the complainant has the right to expect the college to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.

Central Penn College employees must report to the Dean of Equity and Multicultural Affairs/Title IX Coordinator all relevant details about the alleged incident shared by the complainant and the college will need to determine what happened – including the names of the complainant and respondent(s), any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident.

To the extent possible, information reported to a Central Penn employee will be shared only with people responsible for handling the college’s response to the report. Central Penn employees should not share information with law enforcement without the complainant’s consent, unless the complainant has also reported the incident to law enforcement.

Before a complainant reveals any information to a Central Penn employee, the employee should ensure that the complainant understands the employee’s reporting obligations. If the complainant wants to maintain confidentiality, direct the complainant to the Confidential Resource.

If the complainant wants to tell the responsible employee what happened but also maintain confidentiality, the employee should tell the complainant that the college will consider the request, but cannot guarantee that the College will be able to honor it. In reporting the details of the incident to the Dean of Equity and Multicultural Affairs/Title IX Coordinator, the employee will inform the Coordinator of the complainant’s request for confidentiality.

Central Penn employees will honor and support the complainant’s wishes, to the extent possible. Central Penn employees will not pressure a complainant to make a full report if the complainant is not ready to do so.

## **3.0 STAGES OF THE ONE PROCESS COMPLAINT RESOLUTION**

### **3.1 Stage One: receipt of incident reports, enactment of supportive measures, determinations regarding resolution process**

The Title IX Coordinator, in cooperation with another assigned investigator, will conduct the investigation. The investigators will interview the complainant, respondent, any witnesses, and any other relevant persons and determine the appropriate order for interviews. The investigators may also review any relevant records, including documents, electronic texts, social media, and other information relevant to understanding the facts of the case.

### **3.1.1 Intake**

Complainants of sexual misconduct should also be aware that college administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or imminent danger to members of the campus community. The college will withhold the name of the complainant and will make every effort to ensure that other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger.

### **3.1.2 Supportive measures**

For those who have experienced sexual misconduct or sex discrimination, the college houses various resource support services, which include:

- **Counseling:** students who experience any form of sexual misconduct may receive free and confidential services from the Counseling Office. The campus counselor offers the highest degree of confidentiality regarding sexual misconduct situations. Other offices will honor privacy, subject to required reporting mandates or concern for the safety of the campus community. Should anyone who experiences sexual misconduct, requesting the highest level of confidence, can email [cpccounselor@centralpenn.edu](mailto:cpccounselor@centralpenn.edu)
- **Accommodations:** in cases involving alleged sexual misconduct, the college will work with the complainant to provide reasonable accommodations during the investigation as necessary. Some accommodations can include: a change in class schedule, a no contact order, and/or placement change in campus housing.
- **Assistance in Reporting:** the Public Safety Department can assist students in making reports to law enforcement if requested. Students can contact the Public Safety Office at (717) 728-2364 or [PubicSafety@centralpenn.edu](mailto:PubicSafety@centralpenn.edu)

### **3.1.3 Determinations regarding resolution process**

Under its discretion, the institution is able to offer informal resolution options, so long as both parties provide voluntary, informed, written consent to attempt informal resolution. It cannot be required that the parties participate in an informal resolution process and may not offer an informal resolution unless a formal complaint is filed. At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint.

### **3.1.4 Mediation or informal resolution**

#### *Informal Resolution Procedures*

Some complaints of sexual harassment may be resolved through informal mediation between the parties. The Title IX Coordinator and/or the Director of Human Resources may arrange for or facilitate mediation between the involved parties and coordinate other informal resolution measures.

All proceedings shall be prompt, fair, and impartial throughout the investigation and resolution. Once a report of sex discrimination has been made, informal resolution procedures shall be pursued within 14 calendar days of the completion of the investigation.

Informal Resolution Procedures are optional and may be used when the college determines that it is appropriate. Informal procedures are never applied in cases involving violence or non-consensual sexual intercourse.

Once the informal resolution procedure is complete, written notification to both parties shall be given by the Title IX Coordinator (and the Director of Human Resources, in cases involving a student and employee). The college shall take reasonable steps to prevent the recurrence of discrimination or sexual misconduct in any form. If the reoccurrence takes place, those responsible for such behavior may be subject to additional disciplinary action under the Student Conduct Process.

The college will take all necessary steps to remedy the discriminatory effects on the complainant(s) and others. Examples of such remedies may include: order of no contact, residence relocation, adjustment of schedule, etc. If the



reporting party is dissatisfied with the outcome of the informal resolution procedure, the formal resolution procedure may be pursued.

#### *Formal Resolution (Grievance Process) Procedures*

Once a complaint of sexual misconduct or sex discrimination has been made by a student, an investigation of the report shall be pursued within 5 calendar days of the initial report. If the alleged incident involves an employee, the Office of Human Resources will be involved in the investigation. The formal resolution procedure will be followed when the College determines it necessary. All proceedings shall be prompt, fair, and impartial throughout the investigation and resolution.

### **3.2 Stage Two: Investigation**

All incidents of sexual misconduct or retaliation should be reported to one of the college officials previously listed. The Title IX Coordinator will authorize a conduct hearing as appropriate based on an investigation conducted by one or more of the college's designated Title IX Investigators.

To ensure a prompt and thorough investigation, the complainant should provide, to the extent possible, the following information in a written statement:

- The name of the person or persons allegedly causing the sexual misconduct, discrimination, harassment, or retaliation;
- A description of the incident(s), including the date(s) and location(s);
- The presence and name(s) of any of any witnesses;
- Any other information the complainant believes to be relevant to the discrimination, harassment, or retaliation.

Students alleged with violating this policy may be subject to temporary measures such as adjustments to living arrangements, class schedule, etc. until the complaint is resolved. In cases where a respondent's actions may pose a serious safety risk to the campus community, the student may be subject to an Interim Separation. These actions are not a presumption of responsibility for violation of this Policy.

#### **3.2.1 Timeline for investigation**

The investigation shall be concluded within 14 calendar days, unless reported during or immediately preceding a term break, in which case an additional 7 calendar days may be required to complete the investigation. The investigation may include any of the following: interviews of the parties involved, including witnesses, review of security camera footage and evidence, and the gathering of other relevant information.

When a formal complaint is made, a hearing shall be scheduled within 10 calendar days of the conclusion of the investigation outlined above. The purpose of the hearing is to determine responsibility for any alleged violations. Hearings take place before a Hearing Panel, which is comprised of at least three trained faculty and staff members.

#### **3.2.2 Investigative report**

Once an investigation is officially declared, the investigators will gather any and all evidence surrounding all allegations made. After compiling all necessary facts, the investigators will draft an investigative report, that will ultimately be used by the hearing board at the live hearing. The investigative report outlines all parties, witnesses, facts and evidence.

#### **3.2.3 Opportunity for review and comment**

The investigators will submit a draft of the investigative report, where it is then made available to the complainant and the respondent. Any statements of fact that need to be addressed in the report are discussed prior to the final report being issued.

### **3.3 Stage Three: Hearing board**

The hearing board is comprised of hand-selected college constituents, who have been trained to serve in this capacity. A copy of the investigative report is given to the hearing board prior to the live hearing, where each board member has the opportunity to review the allegations, evidence, parties and witnesses.

### **3.3.1 Hearing**

All sexual misconduct hearings are conducted live.. At the live hearing, the hearing board must permit each party's advisor to ask the other party and any witnesses all relevant questions and appropriate follow-up questions, including those challenging credibility. Such cross-examination at the live hearing must be conducted directly, orally, and in real time by the party's advisor of choice, and never directly by the party.

Live hearings may be conducted with all parties physically present in the same geographic location or, at the school's discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually with technology enabling participants to simultaneously see and hear each other. The institution must create an audio or audiovisual recording, or transcript, of any live hearing and make it available to the parties for inspection and review.

At the request of either party, the college must provide for the live hearing to occur with the parties located in separate rooms with technology enabling the hearing board and parties to simultaneously see and hear the party answering questions.

Only relevant cross-examination and other questions may be asked of a party or witness. Before a complainant, respondent, or witness answers a cross-examination or other questions, the hearing board must first determine whether the question is relevant and explain any decision to exclude a question as not relevant.

If a party does not have an advisor present at the live hearing, the college is obligated to provide without fee or charge to that party an advisor of the school's choice, who may be, although not required to be, an attorney, to conduct cross-examination on behalf of that party. It is important to note that advisors cannot hold a personal relationship with the party in which they are representing.

In the event a party or witness does not submit to cross-examination at the live hearing, the hearing board must not rely on any statement of that party or witness in reaching a determination regarding responsibility; however, the hearing board cannot draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross examination or other questions.

#### *Past Sexual History/Character*

The past sexual history or sexual character of a party will not be admissible by the other party in hearings unless such information is determined to be highly relevant by the Title IX Coordinator or designee.

### **3.3.2 Determination & Sanctioning**

#### **Standard for Determining Responsibility**

The standard used to determine accountability will be a preponderance of the evidence standard – whether it is more likely than not that the respondent has violated the Sex Discrimination / Sexual Misconduct Policy. All students found responsible for violating this policy will be disciplined up to and including permanent dismissal from the college.

#### *Consequences*

The college reserves the right to take whatever measures it deems necessary in response to an allegation of sex discrimination or sexual misconduct in order to protect students' rights and personal safety. Such measures include, but are not limited to, modification of living arrangements, change in schedule, or interim separation from campus pending a hearing.

Not all forms of sexual misconduct will be deemed to be equally serious offenses, and the College reserves the right to impose differing sanctions, ranging from a formal warning to permanent dismissal, depending on the severity of the offense.

Any member of the college community found responsible for a violation of the Sex Discrimination / Sexual Misconduct Policy will be subject to disciplinary action, up to and including termination of employment if they are an employee and/or permanent dismissal if they are a student.

### *Sanctions*

Sanctions in sexual misconduct cases will be levied commensurate with the degree of misconduct and may be imposed by any authorized official of the college, namely the Title IX Coordinator or designee, or through the hearing and appeal processes. Students will be notified of sanctions in writing within three business days by the Title IX Coordinator or designee. Common sanctions are detailed below; however, hearing administrators may recommend and assign alternative sanctions.

- **Disciplinary Probation:** This is a more severe sanction than a warning that stipulates a period of time during which the student must demonstrate acceptable patterns of behavior. Further violations of any College regulations, no matter how minor, can result in more severe disciplinary action, including possible suspension from campus housing or permanent dismissal from the College. The student may need to adhere to other stipulated requirements, such as revocation of guest privileges or removal from extracurricular activities.
- **Social Probation:** This action stipulates a period of time during which the student must demonstrate acceptable patterns of behavior. Involvement in extracurricular activities is restricted. This would include the use of the Pool Area or other specified facilities, athletics, and/or campus organizations. When students are placed on social probation, guest privileges are suspended to the point that students may not have any guests nor may they be a guest in any other campus residences.
- **Suspension/Permanent Dismissal from Campus Housing:**
  - Suspension from his/her assigned campus residence. The student will receive a housing reassignment and be placed as near to residence life staff as possible.
  - Suspension from living in any campus residence. The student will be excluded from living in any campus housing. Prepayment for housing is forfeited. Also, the student's financial obligation of the lease continues. Any further violation will result in immediate permanent dismissal from the College. In addition to this sanction, a student may be issued a full or limited no trespass order by the Director of Public Safety, Disciplinary Officer, or Judicial Committee.
  - Suspension from entering any Central Penn residence. During the period for review and observation, a commuting student who violates a policy, rule, regulation, or order of a duly authorized Central Penn official is subject to exclusion from campus at the end of the student's academic day and prohibited from entering any campus housing. In addition to this sanction, a student may be issued a full or limited no trespass order by the Director of Public Safety, Disciplinary Officer, or Judicial Committee.
- **No Trespass Order**
  - **Limited Access to College Property:** This means a student is only permitted in the academic buildings for academic purposes and is not permitted in or around other College-owned property, including any campus residence, for any reason.
  - **Full No Trespass Order:** This means a student is not permitted in any academic buildings and is not permitted in or around College-owned property, including any campus residences, for any reason.
- **Disciplinary Suspension:** Disciplinary suspension precludes a student from registration, class attendance, and use of Central Penn facilities for up to two terms. Disciplinary suspension is recorded for the term of suspension in

the student's academic record. Upon termination of the suspension, the student shall be allowed to register in compliance with the College's standards. A student's academic eligibility to return is subject to review by the Academic Affairs office regardless of judicial standing.

- **Disciplinary Dismissal:** Disciplinary dismissal is the cancellation of the student's registration and all permissions and privileges related thereto by an authorized disciplinary official of the College. Dismissal is permanently recorded in the student's academic record. A student who has been dismissed through disciplinary action is not eligible for readmission earlier than four terms following dismissal, and then only with the approval of the Vice President of Enrollment Management or designee.
- **Permanent Dismissal:** Permanent dismissal is the cancellation of the student's registration and all permissions and privileges related thereto by an authorized disciplinary official of the College. Permanent dismissal does not permit the student to register, attend classes, become eligible for re-admission or use any Central Penn facilities. Permanent dismissal is permanently recorded on the student's academic record.
- **Other Possible Sanctions:** Specific sanctions may be required to correspond with specific offenses. All sanctions remain on file as part of the student's record.

Even if law enforcement authorities do not prosecute college members, the college can pursue disciplinary action. In cases when students face criminal charges or are the subject of a criminal investigation, the college's conduct procedure may be initiated at any time during such investigation or criminal proceedings. Any member of the college community found to be harassing or intimidating others who have filed sex offense complaints face additional, serious disciplinary consequences.

#### *Notification of Outcomes*

The outcome of a campus hearing is part of the education record of the accused student and is protected from release under the Family Educational Rights and Privacy Act. However, the college observes the legal exceptions as follows: Complainants in nonconsensual sexual contact/intercourse, sexual exploitation, sexual harassment, stalking, and intimate partner violence incidents have a right to be informed of interim actions and the outcome and sanctions of a hearing, in writing, without condition or limitation. Notifications will be made to both the Complainant and Respondent at the same time.

### **3.4 Stage Four: Right to appeal**

After a determination has been made by the hearing board, both parties have the right to appeal a determination regarding responsibility, and the institution's dismissal of a formal complaint or any allegations therein, on the following bases:

- Procedural irregularity that affected the outcome of the matter.
- New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter.
- The Title IX Coordinator, investigator(s), or hearing board had a conflict of interest or bias that affected the outcome of the matter.

The college may offer an appeal equally to both parties on additional bases.

## **4.0 GENDER-BASED AND SEXUAL MISCONDUCT POLICY**

Central Penn College maintains the principle that the campus should be a place of work and learning, free of all forms of gender discrimination, sexual harassment, intimidation, exploitation, and sexual misconduct. Title IX of the Educational Amendment Act of 1972 states that: "No person in the United States, shall on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity

receiving Federal assistance.” In compliance with Title IX and the Violence Against Women Act, Central Penn’s policy ensures consistent procedures and provides coordinated resources for victims of sexual violence.

The college prohibits sex discrimination in all its forms and considers it to be a serious offense. This policy includes all forms of sex discrimination, including, but not limited to: sexual harassment, sexual assault, sexual misconduct, stalking, intimate partner violence, and retaliation for reporting. In order for individuals to engage in sexual activity of any type with each other, there must be clear mutual consent.

#### **4.1 Statement of Nondiscrimination**

Central Penn College prohibits discrimination on the basis of race, national origin, color, creed, religion, sex, age, disability, veteran status, sexual orientation, gender identity, protected classes, and any other criterion specified by federal, state or local laws. Any activity or behavior from a Central Penn College student, staff, or faculty member that intends to harass, marginalize, defame, or harm individuals and/or groups on the basis of any of the aforementioned criterion, within or outside of the college community, will be deemed a violation under the code of conduct. Central Penn College affirms an environment of diversity, inclusion, and equity among all internal and external constituents of the college.

#### **4.2 Definitions and Dimensions of Gender-Based and Sexual Misconduct**

Gender-based misconduct is the umbrella term for a wide range of behaviors that violate community standards and are therefore, inappropriate. We use the term sexual misconduct when actions are gender-based but manifest themselves in sexual actions.

##### *Coercion*

Coercing someone into sexual activity is a violation of the college’s sexual misconduct policy. Coercion exists when a sexual initiator engages in sexually pressuring and/or oppressive behavior that causes another individual to engage in unwanted sexual behavior. Coercion is differentiated from seduction by the repetition of the coercive activity beyond what is reasonable, the degree of pressure applied, environmental factors such as isolation, and the initiator’s knowledge that the pressure is unwanted.

##### *Consent*

According to the American College Health Association, consent is a voluntary, sober, enthusiastic, creative, wanted, informed, mutual, honest and verbal agreement to engage in sexual contact. Lack of consent is the critical factor in any incident of Sexual Misconduct and Sexual Violence.

- Consent must be informed, freely and actively given through clear communication between all persons involved in the sexual encounter
- Consent is active, not passive. Consent can be communicated verbally or by actions. But in whatever way consent is communicated, it must be mutually understandable. Silence, in and of itself, cannot be interpreted as consent.
- Consent to one form of sexual activity does not imply consent to other forms of sexual activity. It is the responsibility of the initiator of sexual contact to make sure they understand fully what the person with whom they are involved wants and does not want sexually.
- Previous relationships or consent does not imply consent to future sexual acts.
- Consent cannot be procured by use of physical force, compelling threats, intimidating behavior, or coercion.
- Effective consent cannot be given by minors, mentally disabled individuals or persons incapacitated as a result of drugs or alcohol.
  - When alcohol or other drugs are being used, someone will be considered unable to give valid consent if they cannot appreciate the who, what, when where, why or how of a sexual interaction.
- If you have sexual activity with someone you know to be--or should know to be - mentally or incapacitated (by alcohol or other drug use, unconsciousness or blackout), you are in violation of this policy.

- This policy also covers someone whose incapacity results from sleep, involuntary physical restraint, or from the taking of a so-called “date-rape” drug.
  - Possession, use and/or distribution of any of these substances, including Rohypnol, Ketamine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another person for the purpose of inducing incapacity is a violation of this policy.

#### *Gender based discrimination*

Gender based discrimination describe actions that deprive members of the community of educational or employment access, benefits or opportunities on the bases of gender.

#### *Gender identity*

Gender identity describes a person’s identification with masculine, feminine, or other gender characteristics. These characteristics need not correspond to the sex assigned to that person at birth. A person’s expression of gender identity may include manners of dress, styles, tones of speech or physical gestures.

#### *Gender identity discrimination*

Gender identity discrimination includes denying access to College education programs, services or employment opportunities, determining opportunities for advancement and pay increases, or creating a hostile institutional environment for someone because of that person’s gender identity.

#### *Sex discrimination*

Sex discrimination includes all forms of sexual harassment, sexual misconduct, and sexual violence by employees, students, or third parties against employees, students, or third parties. Sex discrimination also includes stalking and intimate partner violence. Students, College employees, and third parties are prohibited from harassing other students and/or employees whether or not the incidents of harassment occur on the college campus and whether or not the incidents occur during working hours.

#### *Sexual misconduct*

Sexual misconduct, including sexual assault, is defined as deliberate contact of a sexual nature without the other parties’ consent. Sexual Misconduct may vary in its severity and consists of a range of behaviors or attempted behaviors that may be grounds for student conduct action under College policy. These behaviors, all of which constitute sexual misconduct include:

- Nonconsensual sexual contact: engaging in any sexual contact other than intercourse with another person without that person’s consent and/or cognizance. It includes any non-consensual sexual contact, including sexual touching with any object by a man or a woman upon another person without consent, making any person touch you or themselves in a sexual manner, improper touching of intimate body parts (including, but not limited to, genitals, buttocks, groin, or breasts), and non-consensual removal of another’s clothing.
- Nonconsensual intercourse: any sexual intercourse (anal, oral or vaginal), with any object, by a man or woman upon another person without consent and/or cognizance. Non-consensual intercourse may be accomplished by expressly or implicitly forcing or coercing another person to have sexual intercourse against his/her will, including the use or threat of physical force, or any behavior that is designed to intimidate and induce fear in another person. Non-consensual intercourse can also occur when another person is under the influence of alcohol or other drugs, is undergoing physical or emotional trauma, is less than 17 years of age, or is otherwise incapable of denying or giving consent (for example, when an individual is in an unconscious or semi-conscious state).
- Sexual Exploitation: non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not

otherwise constitute one of the other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to: prostituting another person, non-consensual video or audio-taping of sexual activity, going beyond the boundaries of consent (such as letting other parties hide to watch you having consensual sex, or deceiving a partner about the presence of contraceptives such as birth control or condoms), engaging in voyeurism, and knowingly transmitting an STD or HIV to another.

### *Sexual and Gender-based Harassment*

Sexual harassment is unwanted sexual advances, requests for sexual favors, or visual, verbal, or physical conduct of a sexual nature when:

- submission to such conduct is made – either implicitly or explicitly – a term or condition of an individual's employment or academic status;
- submission to or rejection of such conduct is used as a basis for employment or education decisions affecting the individual; or such conduct has the purpose or effect of unreasonably interfering with a student's or employee's work performance or creating an intimidating, hostile, or offensive working, educational, or living environment.

While sexual harassment encompasses a wide range of conduct, some examples of specifically prohibited conduct include:

- Promising, directly or indirectly, a reward to an individual if the person complies with a sexually oriented request.
- Threatening, directly or indirectly, retaliation against an individual, if the person refuses to comply with a sexually oriented request.
- Denying, directly or indirectly, an individual employment or education related opportunity, if the individual refuses to comply with a sexually oriented request.
- Engaging in sexually suggestive conversation or physical contact or touching another individual.
- Displaying pornographic or sexually oriented materials.
- Engaging in indecent exposure.
- Making sexual or romantic advances toward an individual and persisting despite the individual's rejection of the advances.
- Physical conduct such as assault, touching, or blocking normal movement.
- Retaliation for making harassment reports or threatening to report harassment.

### *Gender-based harassment*

Gender-based harassment is also prohibited. It includes, but is not limited to, acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex stereotyping, including gender expression or sexual orientation, even if those acts do not involve conduct of a sexual nature.

Sexual and gender-based harassment can involve males or females being harassed by members of either sex. Although harassment sometimes involves a person in a greater position of authority as the harasser, individuals in positions of lesser or equal authority also can be found responsible for engaging in prohibited harassment. Sexual and gender-based harassment can be physical and/or psychological in nature. An aggregation of a series of incidents can constitute sexual or gender-based harassment even if one of the incidents considered separately would not rise to the level of harassment.

### *Retaliation*

The college strictly prohibits retaliation against any person for reporting, testifying, assisting or participating in any manner in any investigation or proceeding involving allegations of discrimination or harassment. Any person who violates this policy will be subject to discipline, up to and including termination if they are an employee, and/or permanent dismissal if they are a student. Retaliation is any action by any person that is perceived as intimidating, hostile, harassing, or violent that occurs in connection to the making and follow-up of the report.

### *Intimate Partner Violence*

Intimate partner violence refers to violence committed by a person, (a) who is or has been in a social relationship of romantic or intimate nature with the complainant; and (b) where the existence of such a relationship shall be determined based on a consideration of the following: the length of relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship.

Intimate partner violence also encompasses domestic violence. The term “domestic violence” includes felony or misdemeanor crimes committed by the current or former spouse of the complainant, by a person whom the complainant shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the complainant under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from the person’s acts under the domestic or family violence laws of the jurisdiction.

### *Stalking*

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress.

### *Other Misconduct Offenses (fall under this policy when sex or gender-based)*

Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;

Hazing, defined as acts likely to cause physical or psychological harm, or social ostracism to any person within the college community, when related to the admission, initiation, pledging, joining or any other group-affiliation activity (as defined further in the Hazing Policy);

Bullying, defined as written, verbal, or physical conduct that adversely affects the ability of one or more members of the community to participate in or benefit from the school’s educational programs or activities. Such conduct places an individual in reasonable fear of physical harm. Such conduct places an individual in reasonable fear of physical harm. Workplace bullying is repeated mistreatment of one or more persons by one or more individuals. The conduct is abusive because it threatens, humiliates, intimidates, interferes with or sabotages an individual’s work. Workplace bullying results in stress-related, physical, emotional, economic or psychological harm. Bullying in violation of the College’s non-discrimination policy means that the harassing conduct is based on an individual’s actual or perceived race, color, national origin, sex, disability, sexual orientation, gender identity or expression.

## **5.0 BIAS-MOTIVATED OFFENSIVE CONDUCT, DISCRIMINATION AND HATE CRIMES**

### **5.1 Introduction**

The College is committed to fostering an environment, both work and educational, free of racial harassment, discrimination, and hateful conduct. Our community is called by mission, values, and law to reject all forms of racial and/or ethnic harassment, discrimination, hate, and violence. Central Penn College prohibits any member of the community, including faculty, staff, administration, students or campus visitors, whether they are guests, patrons, independent contractors or clients, from discriminating against another person or member of the College community. The policy of non-discrimination aligns with federal and state laws including Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, and the Pennsylvania Human Relations Act.

All members of the college community should be aware that whether any conduct constitutes harassment or bias motivated conduct may depend, in part, on how that conduct is viewed by the person who is subject to the adverse conduct. Any person who initiates or persists in this type of prohibited conduct assumes the risk that the person who is the object of the conduct may view such behavior as unwelcome or offensive. Thus, a person who initiates or persists in this type of conduct could be subject to discipline even if such behavior might not have been intended to be offensive,



provided that the conduct meets the definitions of prohibited discrimination, harassment or bias-motivated conduct as defined in these policies.

The College's non-discrimination policy covers faculty, staff, students and administrators. The policy as applied to employees prohibits discrimination based on race, color religion, sex, gender, national origin, disability or gender identity. These policies apply equally to all members of our community regardless of sex, gender, sexual orientation, gender identity, race, ethnicity, nationality, disability or age of any of the individuals involved.

## 5.2 Definitions

Discrimination is any distinction, advantage or detriment to an individual compared to others that is based on an individual's actual or perceived gender, race, color, age, creed, national or ethnic origin, physical or mental disability, religion or sexual orientation. Under this policy, discrimination is defined as conduct that is so severe, persistent or pervasive that it unreasonably interferes with or limits a person's ability to participate in or benefit from the institution's educational program, activities or work obligations.

Discrimination may also involve a supervisor or person in authority making employment decisions related to hiring, firing, transferring, promoting, demoting, changing benefits, compensation or other terms and conditions of employment because of an employees' protected class status.

Racial and/or ethnic harassment, including hate crimes and racial/ethnic discrimination, is conduct directed against any person or group of persons based on race, ethnicity, color or national origin that harms or creates an offensive, demeaning, intimidating or hostile environment for that person or group of persons. Harassment may be oral, written, and/or physical conduct. Such conduct includes but is not limited to objectionable epithets, demeaning depictions or treatment, and threatened or actual abuse or harm.

Hate Crimes are criminal offenses that are motivated in whole or in part by the offender's bias toward the victim's actual or perceived race, religion, disability, sexual orientation, nationality, gender or ethnicity. Hate crimes are not limited to actual crimes but may also be threatened or attempted crimes, and may include assault and battery, vandalism, or other destruction of property, or verbal threats of physical harm. Harassment or intimidation may also be a hate crime when intended to deprive or interfere with a person's civil rights. A person who initiates or persists in this type of conduct could be subject not only to disciplinary proceeding of the university, but also to criminal prosecution.

Racial and/or ethnic discrimination is conduct that serves to limit the social, political, economic, employment or educational opportunities of particular groups or individuals solely on the basis of their race and/or ethnicity.

Racial and/or ethnic harassment is further defined as conduct that:

- Is directed at an identifiable person(s), and insults or demeans the person(s) to whom the conduct is directed, or abuses a power or authority relationship with that person on the basis of race, color, ethnicity, or national origin by the use of slurs, epithets, hate words, demeaning jokes, derogatory stereotypes, and similar action; and/or
- Is intended to inflict direct injury on that person or persons to whom the conduct is directed; and/or
- Is sufficiently abusive or demeaning so severe or pervasive as to create a hostile environment; and/or
- Occurs in any context or location such that an intent to inflict direct injury may reasonably be inferred; and/or
- Is intended to affect negatively the work or educational environment in a way that makes the treatment of the affected party unequal with respect to his or her proper functioning, opportunities for promotion and development because of his or her race, color, ethnicity, or national origin; and/or
- Is intended to damage or destroy, or damages or destroys private property of any member of the college community or guest because of that person's race or ethnicity with the purpose of making the educational, work or living environment hostile for the person whose property was damaged or destroyed.

### **5.3 Notification of One Process concern**

Following a recommendation from the Office of Equity and Multicultural Affairs, a Notice of One Process Concern (NOC) will be issued in response to a discrimination complaint that is not scheduled for investigation. The notice summarizes the complaint and offers the respondent the opportunity to respond to the allegations in writing. A Notice of Concern is sent to both parties. A NOC may trigger an investigation if either the complainant or the respondent makes such a request.

### **6.0 STUDENTS WITH DISABILITIES**

The American with Disabilities Act, as amended, and Section 504 of the Rehabilitation Act of 1973 prohibit discrimination based on ability. Central Penn College strives to create an environment that is accessible to its entire community and does not discriminate against individuals on the basis of physical or mental disability. Accessibility is not limited to physical spaces but includes the following basic rights:

Access to services, programs, and any events and activities organized by Central Penn College

Access to information from Central Penn College as readily as others are able to access it

The expectation of the same level and quality of service from Central Penn College that others receive

To ensure equal access, and realizing that equal does not always mean the same, the University is committed to providing reasonable accommodations, including appropriate auxiliary aids and services, academic adjustments (inside or outside the classroom), and/or modification to the University's policies and procedures, to qualified individuals with disabilities, unless providing such accommodations would result in an undue burden or fundamentally alter the nature of the relevant program or activity.

### **7.0 COORDINATION WITH LAW ENFORCEMENT**

When necessary and appropriate, the institution may contact any law enforcement agency that is conducting its own investigation to inform them that a College investigation is also in progress. The Office of Equity and Multicultural Affairs may seek to ascertain the status of the criminal investigation and to ascertain the extent to which any evidence collected by law enforcement may be available to the institution in its investigation.

### **8.0 FILING AND RECORD KEEPING**

Student Rights and Responsibilities, under the Office of Equity and Multicultural Affairs, will maintain complaint files, electronic files and complaint log. Reports will be maintained in a locked filing cabinet for a period not to exceed three years. Files will then be stored in a secure location for a minimum of seven years. Reports will be issued to One Process stakeholders and President's Cabinet. Summary reports will be filed to comply with state, local and federal laws.

### **9.0 PERIODIC REVIEW OF ONE PROCESS POLICY**

To ensure that enforcement of college standards governing discrimination and sexual misconduct are fair, reasonable, available to all members of the community and in compliance with relevant federal, state, and local laws, these policies will be reviewed annually by the college's designated Title IX Coordinator. Changes to the policy must be reviewed and approved by the President's Cabinet and Board of Directors.

## **APPENDIX A: RIGHTS OF COMPLAINANTS AND RESPONDENTS**

The college will consider the concerns and rights of both the complainant and the respondent. The Title IX Coordinator will review a statement of rights with both parties at the beginning of the investigatory process.

The complainant and respondent have the right to a timely process and resolution. At the conclusion of the hearing process, the college will provide written notification to the complainant and the respondent involved of the outcome and resolution of the hearing within 3 business days.

Once written notification of the resolution has been received, the parties involved will have the opportunity to appeal the findings. The letter of appeal should be submitted according to the standard appeal process outlined in the Student Handbook.

#### **APPENDIX B: BYSTANDER INTERVENTION TIPS**

Prevention of sexual misconduct requires a commitment from all members of the campus community to promote a campus climate in which individuals are educated and empowered to intervene if it is safe to do so. To assist in this effort bystanders are encouraged to **ACT**:

- **Acknowledge** something is wrong.
  - Notice the event. Pay attention to what is going on around you.
  - Determine if someone needs help. Error on the side of caution and investigate.
  - Take responsibility. Do not assume someone else will do something. Have the courage and confidence to act.
- **Consider** your options.
  - Direct. Directly address the situation. Step in and say or do something to stop the situation.
  - Distract. Find a way to redirect the attention toward something else to diffuse the situation.
  - Delegate. Work with someone else or find someone better equipped to address the concern.
- **Take** action!
  - Be safe! Do not put yourself in a dangerous situation. If you need to, call Public Safety rather than intervening yourself.
  - Don't wait! Intervening early can avoid a small problem from growing into an even bigger, more harmful problem.
  - Good job! Remember that any action taken to help is important and valuable.

#### **APPENDIX C: RECCOMENDATIONS FOR STUDENTS WHO HAVE EXPERIENCED SEXUAL MISCONDUCT**

- Get to safety as soon as possible. Do not stay where the misconduct occurred.
- Seek medical attention as soon as possible. A physical exam should be conducted by a Sexual Assault Nurse Examiner (SANE) nurse within 72 hours of the assault. Having a sexual assault exam does not mean you are mandated to press charges, but will be helpful in your case should you choose to press charges later. Take a full change of clothing, including shoes, for use after a medical examination.
- Preserve physical evidence. Do not bathe, urinate, douche, brush teeth, or drink liquids. Clothes should not be changed but, if they are, bring all the original clothing to the hospital in a paper bag. (Plastic bags may damage evidence.) Preserving evidence does not mean you are mandated to press charges, but will be helpful in your case should you choose to press charges later.
- Seek Counseling. Request to speak with the campus counselor or a rape-crisis advocate for confidential support.
- Report. Reporting the incident does not mean you are mandated to press criminal charges. Reports made to college officials do require investigation. A student can initiate a complaint by contacting:
  - Public Safety Department (717-728-2364)
  - Title IX Coordinator (717-728-2398)

#### **APPENDIX D: PREGNANT AND PARENTING STUDENTS**

Central Penn College is committed to creating and maintaining a community where all individuals enjoy freedom from discrimination, including discrimination on the basis of sex, as mandated by Title IX of the Education Amendments of 1972. Sex discrimination, which can include discrimination based on pregnancy, marital status, or parental status, is prohibited, and Central Penn College ensures the protection and equal treatment of pregnant persons, individuals with pregnancy-related conditions, and new parents. Students requiring accommodations related to pregnancy, loss of

pregnancy, or the arrival of a new child (birth, foster, or adopted) should contact the Title IX Coordinator at [compliance@centralpenn.edu](mailto:compliance@centralpenn.edu) for assistance.

#### **APPENDIX E: FALSE REPORTS**

The college will not tolerate intentional false reporting of incidents. It is a violation of the Student Code of Conduct to make an intentionally false report of any policy violation, and it may also violate state criminal statutes and civil defamation laws. Students who submit falsified complaints are subject to disciplinary action and sanctioning.