



# Student Handbook 2024-2025

VOL 103

Central Penn College publishes an electronic Student Handbook annually with periodic updates to provide updated information to students. Despite 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.

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 a 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 EDD, MED, PDSO, CDT  
Vice President of Student Services & Chief Diversity Officer



## 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 College'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 and the consequences of violating academic and safety 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 FACILITIES

### Academic Buildings

Central Penn College encompasses six academic buildings: the Advanced Technology Education Center (ATEC), Bollinger Hall, Surgical Technology Education Center, and the Stabler Health Science Building.

### Charles "T" Jones Leadership Library

The Charles "T" Jones Leadership Library is a vital part of the campus, providing a quiet study space and a diverse range of educational resources. Named after its benefactor, Charles "Tremendous" Jones, a local businessperson and passionate bibliophile, the library honors his legacy and enriches the college experience for students.

### Capital Blue Cross Theatre

The Capital Blue Cross Theatre stands as an innovative and versatile black-box theatre space, thoughtfully designed to provide a dynamic and adaptable environment. Distinct for its minimalistic design, this venue breaks away from traditional norms by avoiding a predetermined audience seating arrangement. The absence of these constraints allows for boundless creative possibilities, enabling the seamless transformation of the space to suit a myriad of artistic expressions. This avant-garde setting serves as a canvas for creative exploration, ensuring an immersive and engaging experience for both performers and audiences alike.

### **Computer Labs**

All students at Central Penn College have access to designated computers for their class assignments. These include the Charles "T" Jones Leadership Library, ATEC 300 (closed during holidays and term breaks), and the Knight Owl Computer Lab in Bollinger 41, which is available 24 hours a day.

### **Swimming Pool**

The inviting swimming pool is accessible to all members of the campus community possessing a valid Central Penn College identification card. Guests are warmly welcomed, provided they are accompanied by a campus community member, Sword and Shield Alumni, or Golden Knight Alumni. Ensuring a safe and enjoyable atmosphere for everyone, strict adherence to the posted rules is essential. This shared aquatic space encourages a sense of community and well-being, fostering a positive environment for all who engage in its use. Normal hours of operations are Sunday – Thursday 12:00 – 10:00 p.m. and Friday and Saturday 12:00 – 11:00 p.m.

### **Recreational Facilities**

The campus boasts versatile recreational facilities, including basketball courts, multi-sport areas, and sand volleyball courts, accessible to all with a valid Central Penn College identification card. While guests are invited to partake in these facilities, their access requires accompaniment by a campus community member, Sword and Shield Alumni, or Golden Knight Alumni. These well-maintained spaces provide opportunities for both individual and group sports activities, fostering a vibrant and inclusive community atmosphere.

### **ESports Lab**

The ESports Lab is a dedicated facility designed for students interested in competitive gaming and the broader field of esports. This specialized lab features high-performance gaming computers, gaming consoles, and advanced peripherals. It serves as a collaborative space where students can practice, compete, and engage in esports-related activities. The ESports Lab may also host gaming events, tournaments, and serve as a hub for the gaming community on campus, fostering a supportive and competitive environment for students passionate about esports. The ESports Lab is located in the Steve Shoemaker Gaming Lab in ATEC 304 and is open seven days a week from 7:00 a.m. – 11:00 p.m.

### **Student Fellowship Area**

The Student Fellowship Area is a dynamic space, featuring a spacious amphitheater, a dedicated stage for performances, and a charming picnic area. This versatile setting is ideal for various activities, including focused studying, social gatherings, and hosting engaging campus events. Please note that the fire pit within this area adds an extra element of warmth and ambiance; however, the use of the fire pit requires the necessary burning permits for compliance and safety.

### **The Learning Hub**

Situated in the heart of Bollinger Hall, The Learning Hub stands as a dedicated haven for academic excellence. Functioning as a comprehensive one stop resource and support center, it offers a spectrum of services aimed at empowering students on their academic journey. From personalized tutoring services to success coaching, The Learning Hub is committed to providing a holistic support system. Moreover, it serves as a dynamic space for various programming opportunities, fostering a collaborative and enriching environment that goes beyond traditional academic assistance.

### **The Knight & Day Café and Will's Place**

Nestled within the campus, The Knight & Day Café and Will's Place collectively create a vibrant culinary hub. The Knight & Day Café has a fun, casual, and laid-back atmosphere, providing a delightful culinary experience throughout the day. The menu boasts an array of tempting options, ranging from mouthwatering burgers and sandwiches to savory pizzas, soups, salads, and more.

Adjacent to the café, Will's Place introduces a novel Market Style Fresh vending service, extending its offerings to students 24/7. Positioned in a lounge area just outside the Knight & Day Café, Will's Place presents an array of fresh meal options for on-the-go indulgence. This innovative setup includes vending choices, snacks, and beverages, enhancing students' accessibility to fresh and delicious food at any hour. The introduction of a user-friendly self-checkout system, utilizing student IDs, further streamlines the dining experience, ensuring convenience and flexibility in culinary choices.

### **The Underground**

The Underground serves as a dynamic and multifunctional space, seamlessly integrating diverse facilities to cater to the varied needs of the Central Penn College community. Within its confines, this versatile hub accommodates the theatre, providing a stage for captivating performances, a dance studio for artistic expression, and a fully equipped fitness center for physical well-being. Students can access The Underground 24/7, but must use their badges to enter from 11:00 p.m. – 6:00 a.m.

In addition to these recreational spaces, The Underground is home to the Student Lounge, creating a welcoming environment for socializing and relaxation. Complementing these student-centric amenities, the space also hosts staff offices dedicated to engagement and athletics, fostering a collaborative atmosphere that encourages involvement and active participation.

### **Knight's Keep**

The Knight's Keep is located in the ATEC Lobby and is a convenient on-campus retail space offering a variety of essential supplies, merchandise, and branded items for campus community members. It provides a one-stop shop for academic materials, school spirit gear, and other everyday necessities to support the college community.

### **Craiger C. Parker Amphitheatre**

Craiger C. Parker Amphitheatre stands as a testament to the college's core values. This thoughtfully designed outdoor space not only embodies the institution's principles but also offers a picturesque backdrop, creating an ideal setting for a variety of outdoor activities. The amphitheater is a versatile venue that goes beyond its architectural beauty, providing an inspiring environment for outdoor classes and various other engaging events.

### **Cultural Diversity Center**

The Cultural Diversity Center, located on the first floor of Bollinger Hall, is a dedicated area designed to promote and celebrate cultural diversity on campus. It serves as a hub for fostering inclusivity, understanding, and appreciation for various cultures, backgrounds, and perspectives. This space typically provides resources, programming, and support services to enhance cross-cultural awareness and engagement within the college community.

### **Hands-on Learning Centers**

These centers are designed to complement theoretical classroom instruction by offering a real-world, interactive environment where students can apply and reinforce their knowledge.

Within this context, our hands-on learning centers at Central Penn College include several well-equipped facilities:

**John D. Deleo Law Library and Courtroom:** A dedicated space for students to engage in legal research, mock trials, and courtroom simulations, fostering a practical understanding of legal proceedings.

**Occupational Therapy Lab:** This lab is designed for students in occupational therapy programs to practice and develop skills, using specialized equipment and resources relevant to their field.

**Applied Science Lab:** A versatile laboratory space where students in various scientific disciplines can conduct experiments, perform analyses, and gain practical insights into applied sciences.

**Information Technology Lab:** A facility equipped with innovative technology and resources for students studying information technology, computer science, or related fields to gain hands-on experience in software development, network administration, and more.

**Medical Assisting Lab:** This lab provides a practical environment for students in medical assisting programs to learn and practice clinical procedures, patient care, and medical office tasks.

**Physical Therapy Lab:** Tailored for students in physical therapy programs, this lab offers a space for hands-on learning of therapeutic techniques, exercises, and patient care within a simulated clinical setting.

These hands-on learning spaces aim to bridge the gap between theory and practice, preparing students for their future careers through immersive and practical educational experiences.

### **The Conference Center at Central Penn College**

In collaboration with [CulinArt](#), Central Penn College offers a premier experience for both students and event organizers. Nestled in the scenic surroundings of Central Penn College's campus, the Conference Center is on the lower level of the ATEC building, providing an inviting and versatile space for many occasions.

## OFFICE OF STUDENT SERVICES

Vice President of Student Services & Chief Diversity Officer  
Bollinger, Room 43B  
717-728-2437

### **STUDENT ENGAGEMENT**

Learning Hub  
Bollinger, Room 59  
[LearningHub@centralpenn.edu](mailto:LearningHub@centralpenn.edu)  
717-728-2234

Success Coach  
Director of PACT and FYE  
Engagement Coordinator  
Bollinger 43  
[Engagement@centralpenn.edu](mailto:Engagement@centralpenn.edu)  
717-728-2496

### **STUDENT HOUSING**

Director of Student Housing and Residence Life  
Bollinger, Room 40  
[ResidenceLife@centralpenn.edu](mailto:ResidenceLife@centralpenn.edu)  
717-728-2525

### **EQUITY AND STUDENT SUCCESS**

Associate Vice President of Student Services  
Bollinger, Room 57  
717-728-2398

Success Coach  
Director of Student Athletes and Veteran Support  
Underground, Room 37  
717-728-2234

Success Coach  
Director of Accessibility Services  
Bollinger, Room 59/The Learning Hub  
717-728-2267  
[Accessibility@centralpenn.edu](mailto:Accessibility@centralpenn.edu)

### **CENTER FOR CAREER SERVICES**

Director of Career Services  
Bollinger, Room 53  
[CareerServices@centralpenn.edu](mailto:CareerServices@centralpenn.edu)  
717-728-2467

### **STUDENT COUNSELING SERVICES**

Offered in partnership with Mazzitti & Sullivan Employee Assistance Program (M&S EAP)  
1-800-543-5080  
[CPCounselor@centralpenn.edu](mailto:CPCounselor@centralpenn.edu)

### **TITLE IX COMPLIANCE**

Title IX Coordinator  
Bollinger, Room 57  
[Equity@centralpenn.edu](mailto:Equity@centralpenn.edu)

### **Overview**

The Office of Student Services serves as a dynamic hub dedicated to improving the overall student experience. It encompasses student engagement, diversity, equity, and inclusion initiatives, career services, residence life, counseling, and health services. This office is devoted to offering resources and support to students, addressing their academic, personal, and career-related needs. Its fundamental role is to cultivate a positive and inclusive atmosphere throughout the campus.

### **Student Success Coaches**

Incoming students are paired with a Student Success Coach who will assist them from enrollment to graduation. Also, Student Success Coaches are here to assist all students as they plan their degrees, register for courses, and navigate their college experience. 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 Learning Hub

The Learning Hub is a resource and support center that provides students with academic support, tutoring services, success coaching services and various programming opportunities. The Learning Hub seeks to engage communities that foster academic success across student populations. The Learning Hub adopts the “one-stop-shop” model or collaborative services to bridge accessibility and congruence across academic, student support and administrative offices.

The Hub's functions encompass the following areas:

- **Academic Advisement:** This involves addressing all aspects of academic requirements, planning prerequisites, course mapping, registration, major discussions, and monitoring academic progress.
- **Faculty Office Hours/Faculty Mentorship:** Providing opportunities for faculty mentorship and facilitating faculty office hours.
- **Review Sessions for Course/Subject Matter:** Offering support for course and subject matter reviews, curricular and syllabi assistance, test/quiz preparation, exam prep, and study opportunities.
- **Success Coaching:** Providing coaching services to support student success.
- **Student Engagement:** Promoting involvement in co-curricular opportunities, being accessible and available to students beyond the classroom, and fostering connections.
- **Registration Assistance:** Assisting students with the registration process.
- **Administrative Support:** Handling billing, financial aid, and registrar-related tasks.
- **Common Hour Programming:** Planning and organizing programming during common hours.

## Counseling Services

Central Penn College collaborates with Mazzitti & Sullivan to offer mental health services every day of the year, 24/7, to students. The college provides up to four complimentary counseling sessions each term to all currently enrolled students, irrespective of their residence status—whether living on campus, commuting, or attending online. Access to counseling services is available through the [Online Request Form](#), by calling Mazzitti & Sullivan at 1-800-543-5080, or by emailing [Cpccounselor@centralpenn.edu](mailto:Cpccounselor@centralpenn.edu).

## Charles “T” Jones Leadership Library and John D. Deleo Law Library

The Charles “T” Jones Leadership Library is in the quad, beside Bart A. Milano Hall.

The Legal Library is in Bollinger Hall.

A valid Central Penn College identification card is required to checkout materials from all library locations.

Within the library's operating hours, you can receive assistance from a Librarian through various channels: in-person, via email at [Library@centralpenn.edu](mailto:Library@centralpenn.edu), direct messaging on the [library's online resources page](#), through text at 260-227-5733, or by phone at 717-728-2500.

All materials must be returned by the last day of each term. Fines begin to accrue the day after the item is due and will continue to accrue on all business days. The loss of any material should be reported immediately. If the material is not found, the borrower is obligated to pay for replacement of the material and the processing fee. If by the last class day of each term materials have not been returned and fines paid, a hold will be placed on the student's account in the Business Office. The hold will be released when the materials have been returned and fine paid or replacement cost plus processing fee paid.

## Bookstore

Central Penn College students use the Harrisburg Area Community College (HACC) [online bookstore](#) to order books.

You can choose to pick up books:

1. at HACC's physical bookstore,
2. at the Charles "T" Jones Leadership Library,
3. have them shipped to your home.

If you have questions about the ordering process or have HACC Bookstore account issues, contact HACC directly. Email [Bookstore@hacc.edu](mailto:Bookstore@hacc.edu) or call 717-780-2509.

### **Technical Support**

If you have inquiries or encounter problems with school hardware, software, and/or systems, please contact the Helpdesk at 866-291-4357 or email [Helpdesk@centralpenn.edu](mailto:Helpdesk@centralpenn.edu). The Office of Technology and Project Management's Help Desk offers up to fifteen minutes of complimentary support for your personal computer or wireless device.

### **Internet Service**

Central Penn College offers internet service in the library, computer classrooms, and computer labs. Additionally, internet access is available in campus apartments and Super Suites through both wired and wireless connections. It is imperative that users employ the internet responsibly. Central Penn College's internet service prohibits students from operating web servers, ftp servers, protocol analyzers (packet sniffers), or other network monitoring applications. Illegal downloading or file sharing of copyrighted materials, including music and movies, is prohibited and constitutes unacceptable use of Central Penn College's network, violating the Technology Acceptable Use Policy.

### **Health Insurance**

It is strongly recommended that all students maintain health insurance. However, student athletes must have health insurance that specifically covers athletic injuries. The Office of Student Services can provide details about health insurance programs tailored for college students. Please note that the policy outlined in this handbook is restricted and does not extend to personal injuries in residence halls. It is advisable for all students to maintain their personal health insurance coverage.

A copy of the accident insurance policy, as described in the Student Accident Insurance Program, is accessible in the Business Office for examination by anyone interested.

### **Student Accident Insurance Program**

#### **Coverage**

All students at Central Penn College 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.

#### **Effective Date**

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

#### **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.

### **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 an 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.

### **Claim Procedure**

In the event of an injury, you should:

- Report at once to the nearest hospital.
- Secure an insurance claim form from the Central Penn College 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 of the date of injury.

### **Student Clubs and Organizations**

Central Penn College'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 College offers, students are sure to find something that will suit their interest. Do not see the club for which you were hoping? 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 Coordinator at [Engagement@CentralPenn.edu](mailto:Engagement@CentralPenn.edu).

**Activities Advisory Board** – The Activities Advisory Board (AAB) exists to give students a voice in their college experience through the planning of events, on-campus activities, and off-campus trips. Through collaboration with your peers, you will have a hand in creating new events and helping to improve and facilitate current activities. AAB tries to include all member ideas in the yearly planning sessions. AAB contributes to a fun and positive campus environment.

**Art Club** – Club welcomes all students, regardless of artistic ability. All that is needed is creativity and willingness to work on fun projects with fellow students.

**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 College 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 College community. All interested Central Penn College 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 College 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. The focus of this club is to promote support, guidance, and camaraderie among veterans and fellow students. AFA's overall mission is to help 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 College Business Club** – is a robust club that caters to traditional and non-traditional students for the purpose of networking, participating in career development seminars and developing innovative ideas to invoke the entrepreneurial spirit.

**Central Penn College Gaming Club** - The mission of the Gaming Club is to promote interaction among Central Penn College 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 teamwork, communication, and leadership.

**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.

**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.

**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 Athletics. Students in the club may author campus-related stories, appear on the Knightly News Podcast, start their own podcast, or be involved in live sports broadcasts for the Central Penn College 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. Any student that has an interest in writing or broadcasting is open to join and participate as a member of 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 (Physical Therapist Assistant) 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 College 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 Housing and 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 Residence Life. This includes information found within the student handbook, the campus housing lease agreement, special information, newsletters, emails, and bulletins.

### **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 and Residence Life staff member must sign the lease. If the student is under 18, a parent or guardian will sign the lease too. 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 Residence Life.

### **Security Deposit**

Residential students must pay a \$250 security deposit when they sign their lease. This reservation security deposit will be forfeited as liquidated damages if the student fails to register, is dismissed, or withdraws from the residence hall or College, or to compensate for any breakage or damage caused by the student (see the lease agreement). Residential students will be responsible for maintaining, in a state of good repair, the entire premises rented to them 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 College 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 parents' insurance policies or contact the Department of Student Housing and Residence Life for information on private renter's insurance.

### **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, electricity, gas, and trash.

### **Resident Student Meal Plan (Board)**

Central Penn College embraces a Board policy (dining/meal plan) for residential students. The food is prepared and served at the Knight & Day Café and Will's Place. The Knight & Day Café and Will's Place are managed and operated by Culinar. The Knight & Day Café offers four meal plan options to student residents.

Meal plan costs are listed below:

**Type 1: Block plan** – a specific number of meals that can be used during the term. At the end of the term any remaining meals are not rolled over.

- 75 meal block plan: \$525.00
- 110 meal block plan: \$800.00

**Type 2: Weekly meals** – a specific number of meals offered per week. Any meals not used will not roll over to the next week. The week for meal plans is Sunday-Saturday.

- 10 Meals a week plan: \$745.00
- 14 Meals a week plan: \$1,075.00

Each meal plan comes with \$100.00 in flex dollars which operate on a declining balance. Additional funds may be added to the flex account in increments of \$25.00. Any flex money not used will not be rolled to the next term and refunds will not be issued.

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 14 meals a week plan at the \$1,075.00 rate. Current students may change their meal plan by notifying the Business Office or the Department of Student Housing and Residence Life prior to tuition billing. The first-year students living in the Super Suites are also required to have at least the 10 meals a week plan (\$745.00) for the first term.

The Central Penn College identification card will serve as your meal ticket. Students will be required to show their Central Penn College identification card 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 Residence Life.

### **Commuter Student Meal Plan**

Commuter Students can select one of the meal plan options above or select the Commuter flex meal plan at \$300.00. For questions, please see the Department of Student Housing and Residence Life or the Business Office.

### **Residential Keys and Central Penn College Identification Cards (ID's)**

Students will be issued a Central Penn College identification card and residence hall key(s) upon their arrival to campus per the lease agreement. In the Super Suites, the Central Penn College identification card opens the main door, and the key opens the bedroom door. In apartments, one key may open the entry way and one key may open the apartment door. Your Central Penn College identification card will provide access to the Mindy Laundry facility. Students are responsible for their own Central Penn College identification card and key(s) and must carry them at all times. Students are not permitted to give their keys to another person. Upon check out the students are responsible for turning in their keys and a designated staff member will sign them in.

### **Reporting Missing, Damaged or Stolen Keys/ Central Penn College ID's**

Students are not permitted to give their residential keys, mailbox keys, or Central Penn College ID to another person. In the event of misplacement, damage, or theft of these access control devices, students are required to promptly report the incident to the Department of Student Housing and Residence Life. Replacement of access control devices will be facilitated by either the Department of Student Housing and Residence Life or the Office of Public Safety.

The student will be responsible for the following replacement fees in the event of misplacement, damage, or theft of their access control device(s):

- \$25.00: Per College identification card.
- \$25.00: Per mailbox key.
- \$50.00: Per residence hall key.
- \$100.00: Per residence hall key that opens the main entrance door to a Super Suite.
- \$100.00: For any lock/core change resulting from a misplaced, damaged, or stolen access control device.

### **Lockouts**

Students should contact the Office of Public Safety or a Senior Resident Assistant to obtain entry. Do not try to enter your residence through a window or force a door open.

### **Laundry**

For your convenience, there is a laundry room in Mindy Hall, and it is equipped with washers and dryers. Our vendor does have an app that can be used for submitting payment to the washer or dryer you are using as well as notifying you that the load is completed. Money can be loaded onto the app directly or you can use credit card or exact change at the machines.

### **Mail**

Inter-campus mail and outgoing U.S. mail may be deposited outside of the Mailroom 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 Mailroom (Bollinger 40).

Mail to the students should be addressed as:

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

Residential Students have individual mailboxes located in the Student Union (lower level ATEC). Residential students are responsible for their mailbox keys.

## **Packages**

To retrieve packages, students should visit the Mailroom, where they are required to present both their Central Penn College identification card and the corresponding package slip for the release of the package(s). In the event a student moves out, is dismissed, or withdraws from the College, any packages held by the Mailroom cannot be forwarded. It is the responsibility of the students to arrange a time for package retrieval; otherwise, the packages will be returned to the sender. Any packages left for longer than 60 days will be returned to the sender.

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

Senior Resident Assistants (SRAs) and Resident Assistants (RAs) are student staff members responsible for supervising the Super Suites. They assist student residents as well as enforce campus regulations and policies. The RA schedules and phone numbers are posted on the bulletin boards in every residence hall 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 Residence Life.

## **Room Assignments**

Central Penn College 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 Residence 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.

## **Housing Orientation**

Each resident must complete and pass the Housing Orientation course via Blackboard before moving into campus housing. All new residents are added to the course about one month before their assigned check-in. Failure to complete/pass the Housing Orientation course will result in the students' check-in/placement cancellation. For any questions, please reach out to the Department of Student Housing and Residence Life.

## **Traditional Student Housing**

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 moving 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 Department of Student Housing and Residence Life. For non-traditional students housing placement will be in a designated Super Suite only for this population.

## **Non-Traditional Student Housing**

Central Penn College reserves on-campus housing facilities for traditional college students ages 18 – 24. Students older than age 24 seeking on-campus housing are considered non-traditional residential students. The maximum age for nontraditional students to be considered for campus housing is 30. Students who are 31 or older are not eligible to apply for on-campus housing.

Non-traditional students living in campus housing who turn 31 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 Department of Student Housing and Residence Life designates specific residence halls for non-traditional residential students. The Department of Student Housing and Residence Life has limited availability to accommodate non-traditional students, and placement is not guaranteed.

Non-traditional Students must submit the following documents to be considered for on-campus housing:

- Housing Application
- All required immunization and health documents

- Signed Housing Lease

Completed housing requests will be reviewed on a case-by-case basis based on available housing. The Department of Student Housing and 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 old and older can 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 Super 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. Student Housing and Residence Life staff will work with those 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.

### **Partnership Housing**

Central Penn College works in partnership with outside organizations to provide housing when appropriate. Housing partnership residents are housed in the apartment units unless otherwise determined by the Department of Student Housing and Residence Life based on available spaces. Outside partner residents 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 Director of Student Housing and Residence Life 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 Director of Student Housing and Residence Life may either assign you roommates or reassign you to another campus residence. When consolidation occurs, the Director of Student Housing and Residence Life 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 College has 33 residence halls called Super Suites and 6 apartment buildings. The Super Suites are Crockett, Dirk, Jeremy, Mindy, and Zachary Halls. The apartment buildings are Gale, Todd, Teri, Anne, Fred, and Kathi. All residence halls are within easy walking distance of the academic buildings, 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**

Central Penn College staff will conduct periodic inspections throughout the term to assess cleanliness, maintenance, and adherence to published campus policies. Each resident is responsible for maintaining the living area in a clean and acceptable condition, ensuring that the unit and furniture are free from damage.

When possible, the student occupant or another resident may be present during inspections. Any damaged, unclean, or missing items may result in charges to all residents of the unit. In cases of damage to entrance halls in apartment buildings, charges may be applied to residents in the assigned Super Suite. Similarly, damage in common spaces will be charged to each resident unless the responsible party takes ownership.

Residents are also responsible for damage caused by their guests and may incur charges. Fines are implemented to cover costs incurred by Central Penn College and promote respect for property, with an expectation for payment within thirty days.

In instances where Central Penn College staff deems the cleanliness of a residence unacceptable, the following sanctions may be imposed. The College will make efforts to identify the responsible party; however, if identification is not possible, sanctions will apply to the entire residence. A garbage clean-up fee will be assessed for the removal of trash, car parts, building materials, non-serviceable grills, or other unauthorized items from lawns, parking areas, or communal spaces near 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 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 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 Residence Life encourages a healthy living environment, which fosters roommate and housemate cooperation. The Department of Student Housing and Residence 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 starting Sunday of Week 5 and close Monday of Week 10 of each term. Placement changes are no longer available after that window is closed. Please keep in mind that move requests are only granted two times during the academic year to an individual seeking a placement change, so please use this request wisely. First-year residents can 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.

### **Housemate Relationships**

Living with housemates 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 housemates, 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 housemates will be your best friends—it is nice when it happens, but it is not the norm. To help make your housemates relationships work long term, try to understand the struggles your housemate(s) may be experiencing. Your housemate’s perspective may be quite different from your own. Respect one another. You will find, as the year progresses, that your values and those of your housemate(s) will be challenged or changed. This can be one of the most difficult parts of a housemate(s) 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 housemate(s). If problems occur, they can often be resolved through honest, direct communication with your housemate(s). 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 Department of Student Housing and Residence Life.

### **Decorations**

Decorating your room, Super 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 campus community. Prior to decorating common spaces, it is important as a house to discuss and agree upon the decorations chosen. Door tags and Super 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 prohibited and will be taken down.



## **Damages**

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

## **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.
- LED lights hung without command strips are 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 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 fasted by Command strips.

## **Windows**

Students may decorate the window(s) in their individual room and the window(s) in their apartment according to the following guidelines. 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 Department of Student Housing and Residence Life, in consultation with the Office of Public Safety, and the Office of Facilities and Maintenance.
- Remove all room window decorations before checking out of the room. Damage to the windows, drapes, and/or blinds, and 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 damage. Any offensive materials or reasonable outside community expectations will be referred to the Department of Student Housing and Residence Life.

## **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. Students who want to use candles for a religious celebration must work directly with 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 season.

### **Outside**

Students can decorate the outside of their unit with the following:

- Door hangs and/or decorations, fastened by Command hooks or painter's 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.

### **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 and electric blankets
- Halogen Lamps
- Lava Lamps
- Live cut Christmas trees and/or wreaths

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

- Smoking is prohibited within 20 feet of any residential unit. Smoking violations will receive judicial sanctions followed by a \$25.00 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 Office of Public Safety, and Department of Student Housing and Residence Life. Students will go to designated assembly points according to their residential building. This information will be posted in the communal area of the student's residence, reviewed in housing orientation by their RA/SRA. Once everyone is accounted for and the Office of Public Safety and Department of Student Housing and Residence Life have given their approval, you may return to your room. Failure to vacate your residence during a fire drill will result in disciplinary action.

## **Fire Emergency Procedure**

At the beginning of each academic year the Department of Student Housing and Residence Life 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 near the main entryway.

## **General Residence Hall Regulations**

The following is not intended to be inclusive. To facilitate a safe and secure environment that is conducive to living and learning, Central Penn College 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 a disciplinary referral.

- Campus housing units will be kept clean and neat.
- 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 Super Suite or apartment. While furniture can be rearranged it must remain in the space it is assigned. (e.g., couch stays in communal area, bed in the bedroom)
- 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, bikes, space heaters, electric blankets, and weapons of any sort.
- What you bring into your residence for furniture is your responsibility to remove when you move out. Failure to do so will result in a \$500.00 charge per item of furniture (Ex. Couch or chair) that the maintenance staff removes.
- Any electrical appliances that have a high electrical current draw, as determined by the Department of Facilities and Maintenance, are prohibited. For further information, contact the Director of Facilities 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 Department of Facilities and Maintenance.
- Residents are not permitted to install their own locks on bedroom doors, for safety and management purposes.

## **Pet Rules for Residence Halls**

No unapproved animals or pets should 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 a bowl or aquarium that does not exceed a 10-gallon capacity. Any student found in violation of the pet rules 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.

## **Emotional Support Animals**

If a student feels they qualify for an Emotional Support Animal, they will need to contact the Director of Accessibility Services via email at [Accessibility@centralpenn.edu](mailto:Accessibility@centralpenn.edu) . The animal is not permitted on campus until the application is approved through the Director of Accessibility and Director of Student Housing and Residence Life.

## 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 (24hrs) are always in place in all residence halls.

Examples of noise disturbances:

- Using loud radios, TVs, musical instruments, or similar devices.
- Yelling, shouting, or singing loudly.
- Operating loud tools or handling objects loudly.
- Allowing pets to make continuous loud noise.
- Operating loud powered model vehicles.
- Removing or messing with mufflers or sound devices.
- Using products or equipment with removed or broken sound devices.
- Loud vehicle repairs or testing.
- Stationary vehicles running for too long.
- Using vehicle horns unnecessarily.
- Loud motor vehicle operation.

## Guests and Visitors

Students can have two guests in their residence only if there are no objections from those in the unit. If a student does not want visitors to stay in the residence, other arrangements should be made. All guests must be registered through the guest registration form. Residents are not permitted to give their room keys or Central Penn College identification card to their guests to gain access to campus buildings including housing units. If there are any questions, please contact your Resident Assistant or the Office of Student Services.

### Guest

A Guest is anyone who is not a full-time resident of the specific apartment or Super Suite.

- **Student Guest:** student guest is defined as any current Central Penn College 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 anyone not a student at 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 College student host to the Director of Student Housing and Residence Life at least three days before the visit.

### Parent/Guardian Guests

- Parents/Guardians are welcome to visit their students during the non-registration hours of 9:00 am-11:00 pm. For overnight stays, parents/guardian must be registered through the online registration form. This registration must be submitted in advance and approved through the Office of Student Services.

### 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 for no more than two consecutive nights 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 Office of Student Services.

A minor related to the host student and under 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. 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 unrelated to the host student may visit College-owned housing if invited by a host student and under the direct supervision of the host student. 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 rule 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.
- You must register using the online form and in person at the Office of Public Safety 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 College Student Guest**

- Active Central Penn College Students must adhere to all guest policies, except appearing in person at the Office of Public Safety for an overnight visit.

### **General Rules for Visitations**

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

Registration of overnight guests is necessary so the College can identify those staying on campus in an emergency. All guests and visitors must comply with Central Penn College policies while on campus. It is the host's responsibility to inform their guest(s) of Central Penn College's policies. As a host, the student will be held personally responsible for any violation of college rules 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 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 acceptable from guests and overnight guests to make everyone comfortable. These agreements must

align with college policies and cannot infringe on others' rights. 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 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 on their lease agreement.

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

Unauthorized Guests residing in a residence 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 Director of Public Safety and Health and the Director of Student Housing and Residence Life shall conduct a swift, thorough, and joint investigation to determine the facts of each suspected rule violation. The results of the investigation shall be resolved through the college's judicial 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 Office of Student Services 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. 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. Your housing staff member may conduct the inspection with you and must sign off on it.

## **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 Residence Life. It is also found on the Residence Life SharePoint webpage under the Quick Links section. The Director of Student Housing and Residence Life will review all applications submitted by the deadline (Friday of Week 9). We will not accept applications after the deadline of Friday of Week 9. The Department of Student Housing and Residence Life 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. Students approved to stay for the term break need to also understand that this is our time to prepare for the upcoming term regarding maintenance and housing needs that require staff to be in and out of housing units frequently.

## **End-of-Term Preparation**

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 clean 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 the 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 residence can accommodate.)
- Lock up your residence windows, deadbolts, and bedroom doors.
- Turn off all heaters and air conditioners.
- Clean out the communal area fridge and microwave.
- Remove all trash from the 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 and if needed charged to the student's account. Please follow the steps below.

Step 1: Notify Residence Life in writing that you plan to move out by Friday of week 10. You can do this by:

- Sending an email to [Residencelife@centralpenn.edu](mailto:Residencelife@centralpenn.edu).
- Filling out "Move Out Notice" form sent to your email from the Department of Student Housing and Residence Life towards the end of the term.

Step 2: Personal Belongings-The move out deadline is Sunday of week 11 by 5:00pm.

- Remove all personal belongings from your room, bathroom, vanity/sink area, kitchen area, and communal area. We will not store items for students.
- Make sure to return the furniture to the original setup as when you moved in.

- Please note any personal furniture left behind will result in a \$500.00 fine.

Step 3: Cleaning for move out includes:

- Remove all decorations from all windows, doors, and walls.
- Clean the bathroom; toilet, shower/tub, sink, floor, and vanity areas.
- Clean the common area and bedroom area, sweeping floors and hallways, wiping down all furniture, and emptying and wiping out desk and dresser drawers.
- Clean kitchen; the range, oven, microwave, refrigerator, floor, counters, and cabinets.
- Remove all trash and recycle.
- Lock up all residence windows and doors.

Step 4: Turn in your residence and mailbox keys to the housing office via key drop box or have your resident assistant (RA)/ resident hall coordinator (RHC) sign in your keys. For afterhours you are welcome to turn keys into the public safety office.

Failure to return your keys will result in a \$100 charge for a Super Suite front door key, \$50 for a residence bedroom key, and \$25 charge for a mailbox key. If a core change needs to be completed due to failure to turn in keys the charge for the core will be charged to the student account. Your security deposit will be returned to the address listed in your student profile in about one month, minus any charges, unless you are in default on your lease.

### **Abandoned Property**

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, except 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 plan for recovery. If the student does not plan 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, damage, 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 damage and/or service to the residence unit they must contact the Director of Facilities.

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

### **Maintenance Work Orders**

Maintenance needs should be reported to the Department of Facilities and Maintenance through the ticking system in the student portal. If a maintenance emergency occurs after hours or on the weekend, please call the Office of Public Safety at 717-728-2364.



## ATHLETICS

Director of Athletics  
The Underground, Room 35A  
717-728-2272

**Overview:** Athletics leads the college's sports programs, creating a vibrant experience for student-athletes. It manages and develops all athletic activities, promoting success, teamwork, and sportsmanship. This area enhances the overall college experience, instilling pride in our community.

### Intercollegiate Athletics

Central Penn College is affiliated with the United States Collegiate Athletic Association (USCAA). Students engaged in intercollegiate sports must enroll in at least nine credits, sustain a cumulative GPA of at least 2.0 each term, and uphold accountability for disciplinary probations or sanctions. Any deviations from these standards for athletes necessitate a thorough review and approval by the Athletics Director. Disciplinary points may influence student athletic eligibility.

Adherence to both USCAA and College guidelines is imperative for eligibility. Central Penn College retains the authority to declare any athlete ineligible due to current or past incidents involving legal citations or punishments, with a potential requirement to undergo a probationary period. All student athletes are mandated to carry health insurance.

The roster of sports includes:

- Men's Basketball (fall & winter)
- Men's Baseball (winter & spring)
- Men's Soccer (summer & fall)
- Women's Basketball (fall & winter)
- Women's Softball (winter & spring)
- Women's Soccer (summer & fall)
- Women's Volleyball (summer)
- Men's and Women's Cross Country (summer and fall)
- Men's and Women's Track (summer and fall)
- Men's and Women's Esports (winter and spring)

Competing against NCAA (Division I, II, III) colleges, USCAA colleges, and junior colleges across the Mid-Atlantic state region, the team conducts open tryouts during specified terms, welcoming all interested participants. Central Penn College is actively exploring opportunities to expand its athletic offerings, and students interested in additional sports should reach out to the Director of Athletics.

### Intramural Athletics

The college provides a variety of intramural athletics tailored to student preferences. Intramural athletics and student activities adhere to the same criteria as athletes, including minimum GPA requirements and considerations for disciplinary matters.

### Community Athletic Leagues

The college will endorse and facilitate the participation of student teams in community athletic leagues.

## OFFICE OF PUBLIC SAFETY & CAMPUS WELLNESS

Bollinger, Room 46

717-728-2364

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

### Overview

The Office of Public Safety is committed to ensuring a safe campus. Using a proactive approach, it combines regular patrols, emergency readiness, and collaboration with local law enforcement. The Office of Public Safety manages access control, implements security technology, and conducts risk assessments. Through education and engagement, it aims to cultivate a safety-focused culture. Public Safety Officers, governed by the Central Penn College Board of Directors, do not have sworn status and lack the authority to make arrests.

### Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

The Clery Act mandates that colleges and universities annually provide students and employees with information covering, among other things, crime statistics, security measures, fire statistics, fire safety measures, policies regarding missing persons, and penalties for drug use.

### Higher Education Opportunity Act

The Higher Education Opportunity Act requires institutions with on-campus student housing facilities to publish an Annual Fire Safety Report. This report details campus fire safety practices and the institution's standards.

Access these reports at <https://www.centralpenn.edu/public-safety>. To request these documents in an alternative format, contact the Office of Public Safety.

### Safety Is Everyone's Responsibility

The Office of Public Safety takes considerable pride in our campus community, offering numerous advantages for campus community members. While this community provides an excellent environment for living, learning, working, and studying, it is essential to recognize that it is not exempt from challenges seen in other communities. With this awareness, Central Penn College has implemented progressive measures to establish and uphold a safe campus environment. Despite the College's forward-thinking policies, programs, and education initiatives, it remains crucial for everyone to maintain a sense of awareness and exercise prudent judgment while living, working, or visiting on campus.

### Working Relationship with Law Enforcement

Central Penn College maintains a Memorandum of Understanding with the East Pennsboro Police Department, fostering a positive and collaborative bond with local, state, and federal law enforcement agencies. This cooperative association involves various initiatives such as training programs, coordination of unique events, and joint investigations into serious incidents in conjunction with the East Pennsboro Police Department.

In the event of a crime, we strongly encourage victims to report the incident to the Office of Public Safety, the Office of Student Services, Campus Security Authority (CSA), or the local police. This collaborative effort ensures a swift and comprehensive response to maintain the safety and well-being of our campus community.

### Security Considerations for the Maintenance of Campus Facilities

Central Penn College prioritizes security in maintaining campus facilities. Access to buildings for study, work, or teaching is restricted to authorized individuals who have demonstrated a need for access, and only they are issued keys or access permissions.

The campus is designed with security in mind, incorporating features such as landscaping, emergency telephones, and outdoor lighting to provide a secure environment. Sidewalks are intentionally laid out to offer well-traveled, well-lit routes from parking areas to buildings and residence halls. Groundskeeping personnel regularly trim shrubs to ensure clear

pathways, and all walkways are routinely checked for adequate lighting, with prompt replacement of any burned-out lights.

To address safety or security concerns, including issues with locking mechanisms, lighting, or landscaping, community members are encouraged to report promptly to the Office of Public Safety. As needs arise, the College will review and recommend corrective actions.

## **Public Safety Services**

### **Central Penn College Identification Card**

A Central Penn College identification card with a photograph is issued to all Central Penn College campus community members. The card identifies the student as a member of the College community and provides privileged admission to areas on and off campus. The card must be shown if requested by campus Public Safety Officers or other College personnel.

Used for identification, the Central Penn College identification card should always be carried. Failure to show a Central Penn College identification card in response to a request by a college official will result in a disciplinary referral.

Lost or damaged cards will be replaced at a charge. Please protect your card from rubbing against items, as that may cause your swipe not to work properly. Placing them near electronics for long periods of time, such as cell phones, can demagnetize them, causing them not to work. Also, do not punch a hole in your ID or bend your card and keep it away from magnets, as that will immediately disable your proximity chip. For assistance with lost or damaged Central Penn College identification cards, contact the Office of Public Safety. On withdrawal from the College, the Central Penn College identification card must be returned to the Office of Public Safety.

Your Central Penn College identification card is not transferable. The transfer or loan of your Central Penn College identification card to another person is a violation of college rule.

### **Safety Escort**

Central Penn College is committed to fostering a secure learning environment and facilitating safe travel on campus, particularly for individuals who may feel uneasy traveling alone. The Office of Public Safety oversees the safety escort service and delivers the highest level of service to the community.

Here are the guidelines for requesting a safety escort:

1. Any student can request a safety escort.
2. The starting location and destination must both be on-campus.
3. Safety escorts will be conducted on foot unless resource constraints necessitate an alternative approach.

To arrange a safety escort, please contact the Office of Public Safety.

### **Lost and Found**

The Office of Public Safety and Campus Wellness is the official lost and found repository.

- To report lost property, visit [www.chargerback.com](http://www.chargerback.com) to report lost property. This will allow the student to describe their lost item in detail and provide their name and contact information so that they can be contacted when their item arrives at the Public Safety and Campus Wellness Office. Once this form is submitted, it is automatically submitted to [PublicSafety@centralpenn.edu](mailto:PublicSafety@centralpenn.edu).

If you find property, either bring it to the Office of Public Safety or arrange for a Public Safety Officer to pick it up.

Unclaimed property at the end of a term may be donated or disposed of.

### **U-Tip for Text Messaging**

Use this SMS texting service to promptly report suspicious activity on campus.

U-Tip allows for anonymous reporting unless you choose to disclose your identity.

How to use U-Tip:

1. Enter 79516.
2. In the text message, type "CentralPenn" followed by a brief message. For example: "CentralPenn car break-in parking lot J."
3. Ensure a space between "CentralPenn" and your message for proper routing to the Office of Public Safety.
4. The message goes directly to the Office of Public Safety, triggering immediate action.

### **Vehicle Assistance**

Public Safety Officers are unable to aid with jump-starting vehicles, vehicle lockouts, or pushing cars. Nevertheless, we can help you by connecting you with a local vehicle service provider.

### **Wellness Check**

A wellness check involves a Public Safety Officer and/or Residence Life official physically visiting someone's residence to ensure they are okay.

How to Request:

- Call 911 for immediate danger; call the Office of Public Safety for serious concerns.
- Provide the person's full name, residence, and explain your worries.
- Wait for an update from the Office of Public Safety or the police.

What Justifies a Wellness Check:

- Consistent lack of contact.
- Suicide risk or concerning signs.
- Suspicious activity near their residence hall.

During a Wellness Check:

- Officers knock on the person's door.
- If needed, officers investigate the surroundings.
- Collect background information through neighbors, family, or academic contacts.
- Entry into the residence is considered if safety is a concern.

## **Reporting Crimes and Emergencies**

### **Daily Crime and Fire Log**

The Daily Crime and Fire Log is readily accessible to the community, providing a comprehensive record of incidents. You can review this log on-site at the Office of Public Safety or at <https://www.centralpenn.edu/public-safety>, ensuring you stay informed about campus safety activities.

### **Emergency and Weather Alerts (CP Alert)**

To receive weather and emergency notifications, register for CP Alert at [my.centralpenn.edu](https://my.centralpenn.edu). Campus community members can choose to receive alerts via voice, text, and/or email. Important announcements regarding campus emergencies will be communicated through CP Alert.

Notifications about schedule changes due to weather are communicated via Central Penn College Alert and are also available on the college's website: [www.centralpenn.edu/WeatherAnnouncements](http://www.centralpenn.edu/WeatherAnnouncements).

Campus Community members can self-enroll themselves into CP Alert, the College's Emergency Notification System. Once entered, the account remains active until the assigned expiration date, graduation, or separation from the College. Change of cellular information may be made in [my.centralpenn.edu](http://my.centralpenn.edu) through the CP Alert link. You can request two additional cell phone numbers or email addresses for your account.

**Families:** If you want to receive the College's emergency and weather alerts, ask your student to add your cell phone number or email address to their profile.

### **Timely Warnings and Emergency Notifications**

- **Timely Warnings** are notifications sent to the entire college community to alert them of potential ongoing threats involving Clery reportable offenses.
- **Emergency Notifications** are disseminated when there is a significant emergency or dangerous situation occurring on or immediately threatening the campus.

### **Anonymous Crime Reporting / Reporting of Criminal Actions**

All campus community members, including students, faculty, staff, and guests, are encouraged to promptly report on-campus crimes or public safety incidents to the Office of Public Safety. Reporting crimes accurately and promptly is strongly endorsed. For incidents off-campus, individuals can report to the East Pennsboro Police Department.

The Office of Public Safety is responsible for responding to all reports of crimes or emergencies on campus or within controlled, owned, operated, and/or recognized facilities. Also, Public Safety Officers can notify Cumberland County Department of Public Safety in emergencies.

### **Campus Security Authorities**

A Campus Security Authority (CSA) is a Clery Act term encompassing four groups associated with an institution:

1. Campus police or security personnel.
2. Individuals with security-related duties, not constituting a police or security department.
3. Individuals or entities specified in institutional security policies for reporting criminal offenses.
4. College Officials are significantly responsible for student and campus activities, such as student housing, discipline, and judicial proceedings.

Employees with authority for Title IX corrective measures fall under this definition. While reporting crimes to the Office of Public Safety is encouraged, recognition is given that some may prefer reporting to other individuals or College offices, acknowledged as Campus Security Authorities under the Clery Act.

### **Emergency Blue Light Phone**

Emergency blue light phones are strategically placed, tall structures equipped with a blue light and topped with a flashing beacon. These towers serve as emergency communication points and are designed to enhance campus safety. In the event of an emergency or if someone feels threatened, individuals can activate the blue light by pressing a button, initiating a direct and immediate connection to the Office of Public Safety.

Within the campus, you will find four strategically positioned emergency blue light phones. Clearly identified for "**Emergency Use**," these phones are easily activated and are located at the following positions:

1. Fred Hall (poolside)
2. Super Suite 143
3. Super Suite 165
4. Super Suite 189

## **Emergency Response and Evacuation Procedures**

Central Penn College can alert and evacuate academic and residential buildings as part of its emergency response procedures. This involves the development and dissemination of emergency response guidelines to campus community members, available through various channels.

Details can be accessed at <https://www.centralpenn.edu/public-safety>.

## **Evacuation Assembly Areas**

Evacuation assembly areas are designated locations where individuals gather after evacuating a building or an area during an emergency. In the event of an evacuation, follow these general guidelines:

1. Remain calm and follow evacuation instructions provided by Public Safety Officers or emergency personnel.
2. Leave the building or area promptly using designated exits and stairways.
3. Do not use elevators during an evacuation.
4. Proceed to the designated assembly area based on your location:
  - **Parking Lot A** third tier Apartment Parking Lot
  - **Parking Lot O** between Mindy and Jeremy Super Suites
  - **Parking Lot N** between Jeremy and Zachary Super Suites
  - **Parking Lot I** between Crockett and Zachary Super Suites
  - **Parking Lot F** near the Stabler Health Science Building
  - **Parking Lot K** next to the Central Penn College Conference Center
5. Once at the assembly area, stay in a safe location, follow any further instructions, and await further guidance from Public Safety Officers or emergency personnel.

Remember, safety is the top priority during evacuations. Always adhere to the instructions provided by authorities and assist others as needed.

## **Emergency Procedures Handbook**

The Emergency Procedures Handbook serves as a guide for the Central Penn College campus community, offering comprehensive response actions to minimize loss during specific emergency situations. While the handbook provides detailed recommended steps, users should recognize the unique nature of each critical event.

## **Emergency Evacuation Drills and Training**

To maintain current and effective emergency operation plans, the Office of Public Safety may conduct various exercises such as seminars, drills, tabletop discussions, functional exercises, and full-scale simulations. After each exercise, comprehensive reviews are conducted. The Office of Public Safety will inform the campus community of these drills and exercises, emphasizing the use of the Central Penn College Alert system and emergency response protocols.

## **Community Education Programs**

To equip the campus community with details about campus security procedures and practices, the Office of Public Safety, along with its collaborators, offers diverse educational programs. These subjects include fire safety awareness, crime prevention, safety awareness, alcohol and drug awareness, and public safety services.

## **Automated External Defibrillators (AEDs)**

Automated External Defibrillators (AEDs) are strategically located throughout the campus. These devices are user-friendly and undergo regular maintenance checks to ensure optimal functionality. We encourage everyone to take advantage of training opportunities on campus for familiarity and confidence in responding to emergencies.

## **Fire Extinguishers**

Fire extinguishers are strategically placed throughout campus for immediate access. These devices are crucial in addressing small fires promptly. Familiarize yourself with the locations of fire extinguishers, and in case of an emergency, use them only if it is safe to do so.

## **Bleeding Control Kits**

Bleeding Control Kits strategically placed throughout campus for immediate access. These kits are essential in providing immediate aid in case of injuries involving bleeding. While the kits are designed for ease of use, we encourage members of the campus community to participate in training sessions provided on campus to enhance familiarity and confidence in responding to emergencies.

## **Student Conduct**

### **Disciplinary Referrals**

Students are required to maintain appropriate conduct, both on and off-campus, reflecting good citizenship and community values. Like the consequences in the community where inappropriate actions can lead to job loss or lease termination, Central Penn College adheres to a documented judiciary process. This process outlines recommended disciplinary actions, offering students explicit expectations for acceptable behavior and a clear comprehension of consequences for violations.

Central Penn College embraces restorative justice in its judicial setting. This approach centers on repairing harm and restoring relationships following misconduct. The goal is not just to administer fair consequences but also to foster understanding and personal growth. This approach contributes to building a more supportive and inclusive campus community.

### **False Reporting**

Intentional false reporting of incidents will not be tolerated. Making an intentionally false report of any rule violation is a breach of the student Code of Conduct and may also infringe upon state criminal statutes and civil defamation laws. Students engaging in false complaints are liable to face disciplinary action and sanctions.

### **Searches**

The authority to conduct searches of residential units is derived from this Student Handbook and the contractual student housing leasing agreement. These searches are only permissible when based on reasonable suspicion substantiated by reliable testimony or evidence. All searches must be done with a Public Safety Officer. The search may encompass any area and any property within the residence and does not require a warrant.

## **Missing/Runaway Persons**

Members of the campus community must promptly report missing or suspected missing students to the Office of Public Safety, Office of Student Services, or a Campus Security Authority. Reports of missing students will be promptly forwarded to the Office of Public Safety and the East Pennsboro Township Police Department.

## **Parking Regulations**

To utilize parking facilities on campus, all campus community members must register their vehicles with the Office of Public Safety and display an authorized parking permit while parked on campus. This is applicable throughout the year, even when classes are not in session.

### **Registration Process**

- Vehicle registration occurs at the Office of Public Safety.
- Provide a valid vehicle registration card and driver's license upon registration.

- Transferring, selling, or duplicating permits is prohibited.
- Registration must be completed by the end of the first week of each term.

### **Parking Lot Reservations**

- Parking is authorized only in designated lots corresponding to specific locations.
- Reserved spaces, such as service/delivery areas, are enforced 24/7.
- Faculty/staff surface lots open to students after 5 p.m., with a valid student permit.

### **Regulations**

- Hang automobile permits from the rearview mirror, visible from outside the vehicle.
- Motorcycles need to be registered but are not required to display a parking permit.
- Vehicle covers are prohibited unless permit and license plate are clearly visible without removal.

### **Parking Spaces**

- Entire vehicle must fit within designated spaces marked by white lines.
- Parking in grassed areas is not allowed.

### **Disabled Vehicles**

- Notify the Office of Public Safety immediately if a vehicle becomes disabled on campus.
- A grace period of up to 24 hours may be allowed; no automatic exemption from ticketing.

### **Vehicle Maintenance/Repairs on Campus**

Central Penn College recognizes that the cost for professional vehicle maintenance/repairs can be challenging. It is understandable, therefore, that members of the campus community may prefer to personally complete these tasks.

However, for safety and environmental reasons, the following are **prohibited**:

1. Work that presents a risk for discharge of fluids or other contaminants into the air or onto the ground/pavement, such as changing oil, painting, flushing antifreeze, fixing brakes, etc.
2. Work that is prolonged or that requires disengagement from the scene, such as jacking up a vehicle and leaving it unattended.
3. Work that presents a risk for injury/death, such as being underneath an elevated vehicle or having one's body extended into a travel lane.

The following is **permitted**:

Routine maintenance, such as changing an air filter, replacing wiper blades, refilling the washer reservoir, replacing a light bulb, changing a flat tire, replacing a belt, etc.

### **Parking Tickets**

- Tickets are the responsibility of the permit holder or vehicle owner, depending on registration status.
- Payments processed through the Business Office; no cash payments accepted.

### **Appealing Violations**

- Appeal requests must be submitted to the Director of Public Safety and Health within two business days.
- Grounds for appeal include rights deprivation, insufficient evidence, or unjustified sanctions.



## **Solicitors**

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

## **Directions to Local Hospitals**

### **UPMC West Shore Hospital (approx. 3 miles) 1995 Technology Pkwy, Mechanicsburg, PA 17050**

To reach UPMC West Shore Hospital from Central Penn College in Summerdale, Pennsylvania, follow these directions:

1. Take College Hill Rd and B St to Valley Rd.
2. Continue Valley Rd to Technology Pkwy.
3. Follow Technology Pkwy to UPMC West Shore Hospital.

### **Penn State Holy Spirit Medical Center (approx. 5 miles) 503 N 21st St, Camp Hill, PA 17011**

To reach Penn State Holy Spirit Medical Center from Central Penn College in Summerdale, Pennsylvania, follow these directions:

1. Take College Hill Rd and B St to Valley Rd.
2. Continue Valley Rd. Take E Penn Sr to Holy Spirit Hospital Dr.
3. Follow Holy Spirit Hospital Dr to Penn State Holy Spirit Medical Center.

### **UPMC Harrisburg Hospital (approx. 6 miles) 111 S Front St, Harrisburg, PA 17101**

To reach UPMC Harrisburg Hospital from Central Penn College in Summerdale, Pennsylvania, follow these directions:

1. Follow College Hill Rd to US-11/US-15 S.
2. Turn right onto US-11 S/US-15 S.
3. Continue N Front St to UPMC Harrisburg Hospital.

### **Penn State Health Milton S. Hershey Medical Center (approx. 19 miles) 500 University Dr, Hershey, PA 17033**

1. follow College Hill Rd. to US-11 N/US-15 N.
2. Take I-81 N and I-83 S/US-322 E to University Dr in Hershey.
3. Take Campus Dr to HMC Cres Rd.

## **Good Samaritan Laws and Emergency Response**

### **Good Samaritan Act in Pennsylvania**

The Good Samaritan Act in Pennsylvania offers legal protection to individuals who voluntarily assist during emergencies or accidents. It encourages people to aid others in distress without fear of legal consequences, provided their actions are in good faith and without gross negligence.

#### **[Use of Automated External Defibrillator \(AED\)](#)**

The law safeguards trained individuals using an AED in emergencies. They are immune to civil damages unless their actions are intentionally harmful or grossly negligent. Even those without formal training, using an AED in good faith and during emergencies, receive immunity from civil damages.

### Providing Emergency Care or First Aid

Anyone delivering emergency care, first aid, or rescue is not liable for civil damages, except in cases of intentional harm or gross negligence. To qualify for this liability exemption, the person must hold a current training certificate at the time of providing care, with the care aligning with the certificate's training level.

### Drug-Related Emergencies

The law encourages reporting or seeking assistance for drug overdoses without legal repercussions. Individuals acting in good faith are shielded from charges or prosecution related to drug possession. This protection also applies to the person experiencing the overdose.

### Alcohol-Related Emergencies

Individuals seeking emergency assistance for someone facing alcohol-related overdoses or other medical emergencies tied to alcohol consumption are shielded from specific legal consequences. The law promotes prompt and responsible action without the fear of legal repercussions.

### **Good Samaritan Act Applied at Central Penn College**

Students seeking medical assistance for themselves or fellow students in alcohol or drug-related emergencies will not face College disciplinary action related to the alcohol and/or drug policy. The student receiving medical assistance is also exempt from college disciplinary measures.

In the event of a Good Samaritan Act incident, the involved student(s) must meet with the Director of Public Safety and Health and Vice President of Student Services for a review. Although no formal disciplinary measures will be imposed, an appropriate educational response may be required. This can involve participating in an educational class, undergoing a mandated counseling assessment, and/or parental notification if FERPA allows. Failure to fulfill these educational requirements will lead to referral to the College disciplinary system.

### **Disclaimer**

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

These guidelines do not attempt to cover the entire spectrum of student behaviors violating the College's Code of Conduct. They serve as parameters for appropriate sanctions. When incidents or circumstances not specifically covered arise, college personnel may choose and apply sanctions from the full spectrum listed in this handbook. ☒

## 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. **Disciplinary 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:** Actively encouraging, supporting, or inciting others to violate established College regulations. This includes actively promoting or helping someone engage in behaviors that go against the College's standards. Consequences for Aiding and Abetting may align with the sanctions applied for the specific violation being encouraged or supported.
- **Alcohol Violation:** The possession, sale, distribution, manufacturing, or use of alcoholic beverages on the institution's campus or as part of any of its activities. This includes offenses such as underage drinking, public intoxication, driving under the influence (DUI), and any other alcohol-related criminal activity. Alcohol may be allowed during special events and only when granted approval by the college administration.
- **Damage and/or destruction:** Any harm inflicted on college property or the property of others, including acts resulting in the need for professional cleaning to restore the affected area.

- **Disruption or interference:** Participating in actions that could be anticipated to cause, or that result in, the disruption or interference with:
  - The investigation and/or adjudication of alleged misconduct,
  - The processes of instruction, service, administration, or any other College operation, including College sponsored activities,
  - The rights of others to sleep, study, and/or actively engage in college programs or services (includes local Noise Ordinances No. 717-2006 and College Residence Hall regulations),
  - An environment conducive to learning, or
  - Freedom of movement on college premises, whether pedestrian or vehicular.
  
- **Disrespectful Conduct:** Any behavior or action that undermines the authority, dignity, or position of individuals holding official roles within the college or community. This may include defiance, rudeness, or non-compliance with college officials' directives.
  
- **Drug Violation:** The possession, sale, distribution, manufacturing, or use of controlled substances on the institution's campus or as part of any of its activities (including drug paraphernalia). This includes both illegal drugs and the misuse of prescription medications.
  
- **Failure to Comply:** The failure to adhere to reasonable directives from college or public officials in the execution of their duties. This encompasses, but is not limited to, neglecting to present identification upon request, failing to report to an administrative office, not following no-contact directives and/or interim actions, not vacating College premises, non-compliance with a resolution agreement, neglecting to fulfill conduct outcomes and/or sanctions, and refusing to cease and desist.
  
- **Fireworks:** Any combustible or explosive composition, substance, or article designed to produce a visible or audible effect through combustion, explosion, deflagration, or detonation. The possession and storage of fireworks on property owned or controlled by the College is prohibited.
  
- **Forgery and Fraudulent Activities:**
  - Knowingly producing, displaying, fabricating, or holding falsified or forged materials, records, or documents.
  - Deliberate misrepresentation of facts with the intent to acquire or persuade another to relinquish a right, benefit, or property.
  - Falsely portraying oneself as a college or public official.
  - Purposefully initiating any false report or supplying inaccurate or deceptive information during a resolution process.
  - Supplying false or misleading information to an individual acting in their role as a college or public official.
  
- **Guest Rule 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 trespassed) guest on campus.
  
- **Harassment:** Participating in conduct that is significantly severe, widespread, or enduring and objectively offensive to an extent that it hinders a reasonable person's capacity to work, learn, reside, or engage in and derive benefits from the services, activities, or privileges offered by the College.
  
- **Hazing:** Conduct prohibited by the College's Anti-Hazing Policy.
  
- **Littering:** Disposing, throwing, dropping, or otherwise discarding waste, garbage, or any other debris in a location where it is not meant to be. This includes items such as paper, bottles, cans, and other materials.

- **Paintball Guns and Paintball Markers:** Devices designed and manufactured to propel, by gas or air, an encapsulated gelatin paintball. The possession and storage of paintball guns or paintball markers on property owned or controlled by the College is prohibited.
- **Residence Hall Violation:** Includes but not limited to Pet Rule Violations, Cleaning Violation, and any Prohibited items in a Residence Hall.
- **Replica and/or Imitation of Prohibited Items:** Possession of items that could be mistaken for weapons, fireworks, or paintball guns, including imitation, replicas, or antiques, regardless of their capability to fire a bullet or projectile, is prohibited. This includes toy replicas designed to resemble real weapons or firearms are not allowed.
- **Retaliation and/or Deterrence:**
  - **Retaliation** includes any detrimental action taken against an individual who is, or is perceived to be, involved in a report, an investigation, or College or legal proceeding because of their participation in the process or to discourage their participation.
  - **Detrimental** actions do not encompass minor slights or inconsequential annoyances. For instance, expressing disapproval through looks, choosing not to socialize, and/or making justified, negative remarks would not typically constitute retaliation.
- **Safety Hazard:** Any conduct or action that puts the health or safety of others at risk, which may include, but is not restricted to, interference with firefighting equipment or smoke detectors or triggering a false alarm.
- **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 20 feet from any entrance to an academic building or residential unit. Violations of the smoking rule will be a written warning followed by a \$25 fine for future violations.
- **Theft and/or Possession:** Taking or using money, property, services, or any item of value without authorization or possessing, retaining, or disposing of any stolen property even if there is or was intent to return the property.
- **Threatening Behavior** - Any explicit or suggested physical, written, or verbal behavior that instills a reasonable fear of physical harm to any individual or damage to any property or was designed to evoke such fear. This applies irrespective of whether the student possesses the actual intention or capability to execute any threatened actions, or if the threat is articulated in a present, conditional, or future context.
- **Unauthorized Access or Use:** Involves entering, accessing, or using physical or virtual spaces without permission, including misusing access privileges. It also includes using college electronic resources, property, keys, or services, or the property of others, without authorization.
- **Unwanted Contact:** Repetitive contact or communication directed at another individual when the initiator is aware or should be aware that the contact or communication is undesired by the recipient, and:
  - Contact would cause fear of physical harm to a reasonable person.
  - Contact is initiated with the intent to cause psychological or mental harm.
  - The initiator knows or should know that the contact or communication hinders the recipient's ability to carry out the activities of daily life.
- **Violent Actions:**
  - **Physical Contact:** Imposing undesired physical contact on another, such as pushing, kicking, spitting, striking, or seizing.

- **Physical Violence:** Causing bodily harm or employing physical force against any individual or animal. This encompasses, but is not confined to, assault, altercation, or restricting someone against their will.
- **Weapons Violation:** Unlawful manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.
- **Vicarious Violations:** When a student, not directly involved, supports, or agrees with others breaking rules. For instance, if a student is in a space where alcohol is being consumed against college policies, they must leave, even if they are not drinking. Failing to do so is considered a Vicarious Violation of the Code of Conduct.
- **Violation of College Policy/Regulations:** Any action or behavior that violates written College policies or regulations found in official publications, administrative announcements, contracts, and/or postings, including College websites.

### **Disciplinary Referral**

Student violations are submitted for referral by either the Office of Public Safety or the Office of Student Services. 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 Office of Student Services 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 on 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 get help from a faculty or staff member to serve as an advisor, but the advisor may not participate in the judicial process. Students are permitted to present information and evidence on their behalf.

Disciplinary Officers and Judicial Committee Members have authority 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 Office of Student Services. All sanctions remain on file in the Office of Student Services for seven years.

### **Points 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 with other sanctions depending on the violation and the student's individual needs. Sanctions may include 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
Level 1 Offenses	<a href="#">Noise Violation</a> <sup>1</sup>	Formal Warning	1 pt.	2 pts.
	<a href="#">Guest Violation</a> <sup>2</sup>	Formal Warning	1 pt.	2 pts.
	<a href="#">Failure to Produce ID</a> <sup>3</sup>	Formal Warning	1 pt.	2 pts.
	<a href="#">Littering</a> <sup>4</sup>	1 pt.	2 pts.	3 pts.
	<a href="#">Residence Hall Violations</a> <sup>5</sup>	1 pt.	2 pts.	3 pts.
	Aiding and Abetting <sup>6</sup>	1 pt.	2 pts.	3 pts.
	Disorderly Conduct <sup>7</sup>	1 pt.	2 pts.	3 pts.
Level 2 Offenses	Disrespect to Staff <sup>8</sup>	2 pts.	3 pts.	3 pts.
	Non-compliance <sup>9</sup>	2 pts.	3 pts.	3 pts.
	Violation of Sanctions <sup>10</sup>	2 pts.	3 pts.	3 pts.
	Vandalism – Minor <sup>11</sup>	2 pts.	3 pts.	3 pts.
	<a href="#">Illegal Entry to Campus/Key Violation</a> <sup>12</sup>	2 pts.	3 pts.	3 pts.
	<a href="#">Alcohol Minor</a> <sup>1314</sup>	2 pts.	3 pts.	3 pts.
	<a href="#">Possession of Drug Paraphernalia</a> <sup>15</sup>	2 pts.	3 pts.	3 pts.
	Verbal or Written Harassment <sup>16</sup>	3 pts.	4 pts.	Suspension
	Weapons Violation – Minor <sup>17</sup>	3 pts.	4 pts.	Suspension
	<a href="#">Alcohol Major</a> <sup>1819</sup>	3 pts.	4 pts.	Suspension

<sup>1</sup> Includes Disruption or Interference.

<sup>2</sup> Includes Guest Rule Violation.

<sup>3</sup> Includes Disrespectful Conduct, and Failure to Comply.

<sup>4</sup> Includes Littering.

<sup>5</sup> Includes Fireworks, Paintball Guns and Paintball Markers, Replica and/or Imitation of Prohibited Items, Safety Hazard, Smoking Violation,

<sup>6</sup> Includes Aiding and Abetting.

<sup>7</sup> Includes Disruption or Interference, and Disrespectful Conduct

<sup>8</sup> Includes Disrespectful Conduct.

<sup>9</sup> Includes Disrespectful Conduct and Failure to Comply.

<sup>10</sup> Includes Failure to Comply.

<sup>11</sup> Includes Damage and/or Destruction.

<sup>12</sup> Includes Unauthorized Access or Use

<sup>13</sup> **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.

<sup>14</sup> Includes Alcohol Violation.

<sup>15</sup> Includes Drug Violation

<sup>16</sup> Includes Harassment, Retaliation and/or Deterrence, and Unwanted Contact

<sup>17</sup> Includes Weapons Violation

<sup>18</sup> **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.

<sup>19</sup> Includes Alcohol Violation.



	<a href="#">Unauthorized Guests Residing in Residence Halls</a> <sup>20</sup>	3 pts.	4 pts.	Suspension
	Theft - Minor <sup>21</sup>	4 pts.	Suspension	Dismissal
	<a href="#">Use, Possession of Marijuana</a> <sup>22</sup>	4 pts.	Suspension	Dismissal
Level 3 Offenses	Use, Possession of other controlled and/or illegal substances <sup>23</sup>	8 pts. Suspension	Dismissal	
	Vandalism - Major <sup>24</sup>	8 pts. Suspension		
	Theft - Major <sup>25</sup>	Dismissal		
	Weapons Violation – Major <sup>26</sup>	Dismissal		
	Violent Actions towards students, staff, faculty, or guests <sup>27</sup>	Dismissal		
	<a href="#">Sale, Distribution of marijuana or other controlled and/or illegal substances</a> <sup>28</sup>	Dismissal		
	Sexual Assault <sup>29</sup>	Dismissal		
Use, Possession, Sale, or Distribution of date rape drugs such as GHB, Rohypnol, etc. <sup>30</sup>	Dismissal			

## 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 College 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 during which the student must demonstrate acceptable behavior patterns. Further violations of any College regulations, no matter how minor, can result in more severe disciplinary action, including suspension from campus housing or permanent

<sup>20</sup> Includes Unauthorized Access or Use, and Guest Rule Violation

<sup>21</sup> Includes Theft and/or Possession, and Forgery and Fraudulent Activities,

<sup>22</sup> Includes Drug Violation

<sup>23</sup> Includes Drug Violation

<sup>24</sup> Includes Damage and/or Destruction.

<sup>25</sup> Includes Theft and/or Possession, and Forgery and Fraudulent Activities,

<sup>26</sup> Includes Weapons Violation

<sup>27</sup> Includes Threatening Behavior, Violent Actions (Physical Contact, Physical Violence), and Hazing

<sup>28</sup> Includes Drug Violation

<sup>29</sup> Includes Sexual Misconduct

<sup>30</sup> Includes Drug Violation

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 during which the student will not be permitted to have guests in their campus residence. If a 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 during which the student must show acceptable behavior patterns. 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 residence.
- **Athletic Participation:** Athletes may have specific rules and regulations for behavior, contained in the Student Athlete Handbook, 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 and Health, Disciplinary Officer, or Judicial Committee.
  - **Suspension from entering any Central Penn College 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 College 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 and Health, 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. The monies collected will first be used to cover the cost of repairing damage (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 College 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 Admissions Appeal Committee.
- **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 College 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:** The Office Student Services may require specific sanctions to correspond to specific offenses.
- **Retaliation:** The College prohibits retaliation against anyone for reporting, testifying, assisting, or participating in any investigation or proceeding involving judicial sanctions. Any person who violates this rule 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 anyone perceived as intimidating, hostile, harassing, or violent that occurs in connection with 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 regarding 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 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 to give students the opportunity to redirect behavior appropriately through educational support systems.

These guidelines are meant to serve the educational mission of the College and aid Disciplinary Officers and the Judicial Committee in determining fair sanctions 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 elimination.
- Public displays of drunkenness and incivility.
- Providing alcohol to minors.
- Intoxication requires 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 the 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 near the person drinking. Any of the above behaviors may lead to 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 violations of the code of conduct.

- Four or more academic terms have transpired between violations.

## Sanctioning Guidelines for Violations of Marijuana

### **Marijuana, Synthetic Marijuana, and Cannabis Oil**

The use or possession of marijuana, synthetic marijuana, or cannabis oil in any form, for any reason, is a violation of college policies. Students found in violation will receive a disciplinary referral, including cases involving medical marijuana use. This prohibition extends to properties owned or controlled by the College and applies to college-sponsored activities or events, both on and off-campus.

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 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 are 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 they want to present to the Appeal Committee.
- The desired resolutions and outcomes of the appeal.
- Any 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.

## **Sex Discrimination and Sexual Misconduct Policy**

The 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 base on 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 College's policy ensures consistent procedures and provides coordinated resources for victims of sexual violence.

### **Policy**

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. For individuals to engage in sexual activity of any type with each other, there must be clear mutual consent.

### **Statement of Nondiscrimination**

Central Penn College prohibits discrimination based on 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 that intends to harass, marginalize, defame, or harm individuals and/or groups based on any of the 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.

### **Definitions:**

**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 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, 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 because 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 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.

### **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 the incidents of harassment occur on the college campus or 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 audiotaping 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:

1. submission to such conduct is made – either implicitly or explicitly – a term or condition of an individual’s employment or academic status.

2. submission to or rejection of such conduct is used as a basis for employment or education decisions affecting the individual; or
3. 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 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 than 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 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 anyone perceived as intimidating, hostile, harassing, or violent that occurs in connection with 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.

### 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.
  - Do not wait! Intervening early can prevent a minor problem from growing into an even bigger, more harmful problem.
  - Good job! Remember that any action taken to help is important and valuable.

### Recommendations 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 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 bringing 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:
  - Office of Public Safety (717-728-2364)
  - Title IX Coordinator (717-728-2398)

### Support and Resources

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.
- **Accommodation:** In cases of alleged sexual misconduct, the college will work with the complainant to provide reasonable accommodation during the investigation, as necessary.
- **Assistance in Reporting:** The Office of Public Safety can assist students in making reports to law enforcement if requested. Students can contact the Office of Public Safety at 717-728-2364.

## Reporting Options and Filing a Complaint for Violation of this Policy

- Students who wish to report a violation of this policy may contact:
  - Office of Public Safety (717-728-2364)
  - Director of Public Safety and Health and Health (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 (717-728-2406)

## 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 rape crisis resource, who will maintain confidentiality. The Campus Counselor is available to help student victims of sexual assault free of charge. In addition, students may speak with off campus with clergy and chaplains, who will also keep reports made to them confidential.

All inquiries, complaints, and investigations are treated with discretion. The Title IX Coordinator maintains all information in a secure file pertaining to a student complaint or investigation.

Except for the Campus Counselor, all college employees, including student Resident Assistants, are considered responsible employees, and have a duty to report sexual misconduct to the Title IX Coordinator. Statistical information must be passed along to the Office of Public Safety 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.

## Timely Warning Reporting Obligations

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 considering the danger.

## Investigation and Resolution of Student Complaints

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.

## 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 decides 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 recurrence 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 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.

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.

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 with the parties involved, including witnesses, review of security camera footage and evidence, and the gathering of other relevant information.

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.

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, comprising at least three trained faculty and staff members.

### **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.

### **The Rights of Complainant and the Respondent**

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 can appeal the findings. The letter of appeal should be submitted according to the standard appeal process outlined in the Student Handbook.

### **Alternative Testimony Options**

For sexual misconduct complaints, alternative options for testimony by the complainant will be offered, such as allowing the complainant to testify separate from the respondent. While these options are intended to help make the complainant more comfortable, they are not intended to work to the disadvantage of the respondent.

### **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.

### **Consequences**

The college reserves the right to take whatever measures it deems necessary in response to an allegation of sex discrimination or sexual misconduct to protect students' rights and personal safety. Such measures include 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 designer. 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 during which the student must demonstrate acceptable behavior patterns.** Further violations of any College regulations, no matter how minor, can result in more severe disciplinary action, including 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 during which the student must show acceptable behavior patterns.** 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 and Health, Disciplinary Officer, or Judicial Committee.

- Suspension from entering any Central Penn College 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 College 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 and Health, 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 College 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 Admissions Appeal Committee.
- **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 College 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.

### **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.

### **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 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.

### **Educational Programming**

The college offers periodic training 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.

### **Pregnant and Parenting Students**

Central Penn College is committed to creating and maintaining a community where all individuals enjoy freedom from discrimination, including discrimination based on 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.

### **Registered Sex Offender Information**

In accordance with 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 Office of Student Services 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 Penn, nor does it make information about every sex offender living in Penn 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.

### **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/EntryPage.aspx>

### 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 athletics, 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 offence 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 College

### 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 College 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 five years.

## Professional Behavior

At Central Penn College it is the expectation that all students will conduct themselves in a professional manner when engaging with fellow faculty, staff, administrators, guests of the College, and fellow students. The following guidelines outline expected behavior when representing the College:



- **Nondiscrimination:** it is unethical for a student to refuse to participate in educational experiences based on race, religion, ethnicity, socioeconomic status, gender, age, sexual preference, national origin, ancestry, or disability of the participants.
- **Professional Behavior:** Students must conduct themselves in a professional manner when interacting with faculty, staff, administrators, guests of the College, and fellow students. Unprofessional behaviors include, but are not limited to, offensive language, gestures or remarks with sexual overtones, extreme lack of interest and/or dishonesty.
- **Honesty:** Students are expected to demonstrate honesty and integrity in all aspects of their education at Central Penn. Students may not cheat, lie, steal, or assist others in the commission of these acts.

### **Dress Code**

The purpose of the dress code policy is to promote a safe, respectful, and inclusive educational environment that is conducive to learning and free from unnecessary distractions. These guidelines aim to balance individual expression with the needs and expectations of the college community. These requirements apply to all students enrolled at Central Penn College and any college guests and are in effect during all academic sessions, including classes, exams, and official college events. As an institution of higher learning, Central Penn College expects students and college guests to present themselves in a neat, clean and undistracting manner. Students and guests should dress appropriately for the college environment and show courtesy towards others by adhering to this dress code policy while on campus or attending college-sponsored events and activities. These are the general guidelines expected of students:

- **Appropriate Attire:**
  - Students are expected to wear clothing that is clean, neat, and in good condition.
  - Clothing should be appropriate for an academic setting and should not disrupt the learning environment.
- **Modesty and Decency:**
  - Clothing should cover undergarments and private areas at all times.
  - Tops should cover the midriff, and skirts, shorts, and dresses should be of a length that covers at least mid-thigh.
  - Some combination of top/shirt with pants/skirts/shorts must be worn in all academic buildings.
- **Footwear:**
  - Footwear must be always worn for health and safety reasons.
  - Specific courses or activities may require specific types of footwear (e.g., closed-toe shoes for laboratories).
- **Prohibited Items:**
  - Clothing or accessories that display offensive, discriminatory, or inappropriate graphics, language, or symbols are not permitted.
  - Items that promote violence, drugs, alcohol, or illegal activities are not allowed.
- **Cultural and Religious Attire:**
  - The College respects and permits attire to be worn for cultural or religious reasons, provided it complies with the general guidelines for safety and appropriateness.
- **Special Requirements:**
  - Certain programs or courses may have specific dress requirements (e.g., uniforms, protective gear). Students must adhere to these requirements as outlined by the respective programs.

Faculty and staff are responsible for enforcing the dress code and may ask students to modify their attire if it does not comply with the policy. Students who fail to comply may be asked to leave the classroom or event until they can change into appropriate attire. Repeated violations may result in disciplinary action in accordance with the college's code of conduct. Any exceptions to these guidelines for medical, religious, or cultural reasons must be approved by the Vice President of Student Services or a designated representative.

## 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.

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

Parents of dependent students, as defined by the Internal Revenue Service, may have access to the Central Penn College 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 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 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 in it. 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 give the student an opportunity to place in the records a statement commenting on the challenged information in the education records, which will be kept if 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 an 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 student's challenge's contents will remain part of the student's record regardless of the outcome.

**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 at 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 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.

## OFFICE OF ACADEMIC AFFAIRS

Vice President of Academic Affairs/Provost  
ATEC 201  
717-728-2276  
[Officeofacademicaffairs@centralpenn.edu](mailto:Officeofacademicaffairs@centralpenn.edu)

Associate Provost  
ATEC 201  
[Officeofacademicaffairs@centralpenn.edu](mailto:Officeofacademicaffairs@centralpenn.edu)  
717-728-2291

Dean of Faculty and Program Director, General Studies  
Interim Program Director, Information Technology  
ATEC 217  
717-728-2355

DEPARTMENT OF RECORDS AND REGISTRATION  
Registrar  
Bollinger 53A  
[Recordsandregistration@centralpenn.edu](mailto:Recordsandregistration@centralpenn.edu)  
717-728-2362

DEPARTMENT OF LIBRARY SERVICES  
Library Director  
Charles "T" Jones Leadership Library  
[Library@centralpenn.edu](mailto:Library@centralpenn.edu)  
717-728-2500

SCHOOL OF BUSINESS AND PROFESSIONAL STUDIES  
Program Director, Business and Professional Studies &  
Graduate Studies  
ATEC 305  
717-728-2251

Program Director, Criminal Justice  
Bollinger 42  
717-728-2247

Program Director, Legal Studies  
Bollinger 42  
717-728-2284

SCHOOL OF HEALTH SCIENCES  
Program Director, Allied Health  
Stabler Health Science Building, Room 404  
717-728-2266

Program Director, Medical Assisting Program  
ATEC 203  
717-728-2216

Program Director, Physical Therapy Assistant  
ATEC 203  
717-728-2315

Program Director, Occupational Therapy Assistant  
Health Science Building 406C  
717-728-2478

Program Director, Surgical Technologist  
Surgical Technology Education Center 504  
717-728-2207

Program Director, Dental Assistant  
Health Science Building 404  
717-728-2331

**Overview:** The Office of Academic Affairs is central to enhancing the college's academic experience. Focused on promoting educational excellence, it plays a vital role in curriculum development, faculty support, and overall academic integrity. Collaborating with various Departments ensures high teaching and learning standards, creating an environment for intellectual growth and student success. Committed to shaping a dynamic academic environment, the Office of Academic Affairs enriches the college community's overall learning experience.

## OFFICE OF PEOPLE AND CULTURE

Vice President of People and Culture  
ATEC 312  
[humanresources@centralpenn.edu](mailto:humanresources@centralpenn.edu)  
717-728-2406

**Overview:** The People and Culture office is crucial for creating a positive and inclusive workplace at the college. It manages recruitment, employee relations, benefits, and professional development to attract and retain exceptional talent. With a focus on collaboration, diversity, and continuous growth, the office plays a vital role in supporting both the institution and its employees. By ensuring policy compliance and fostering a supportive environment, the People and Culture office contributes to the overall success and well-being of the college community.

## OFFICE OF TECHNOLOGY AND PROJECT MANAGEMENT

### DEPARTMENT OF FACILITIES AND MAINTENANCE

Chief Information Officer  
Bollinger, Room 55  
[helpdesk@centralpenn.edu](mailto:helpdesk@centralpenn.edu)  
866-291-4357 (HELP)

DEPARTMENT OF FACILITIES AND MAINTENANCE  
Director of Facilities  
Fred Hall Apt. 3  
[maintenance@centralpenn.edu](mailto:maintenance@centralpenn.edu)  
717-728-2433

**Overview:** The Office of Technology and Project Management is the central hub for integrating technology, project management, and facilities maintenance to improve the college's overall efficiency. It oversees the integration of technology infrastructure, ensuring that educational and administrative processes benefit from the latest innovations. The project management team coordinates strategic initiatives, fostering collaboration between departments.

Simultaneously, the Department of Facilities and Maintenance ensures a safe, well-maintained campus environment. By combining these functions, the office plays a key role in creating an optimal learning and working environment aligned with the college's mission and vision.

## OFFICE OF ADMINISTRATION AND FINANCE

BUSINESS OFFICE  
Chief Financial Officer  
Bollinger 58  
[businessoffice@centralpenn.edu](mailto:businessoffice@centralpenn.edu)  
[studentaccounts@centralpenn.edu](mailto:studentaccounts@centralpenn.edu)  
717-728-2488

FINANCIAL AID OFFICE  
Director of Financial Aid  
Bollinger 52  
[financialaid@centralpenn.edu](mailto:financialaid@centralpenn.edu)  
717-728-2261

**Overview:** The Office of Administration and Finance oversees important administrative and financial functions at the college. It plays a crucial role in managing resources efficiently, supporting daily operations, and ensuring the institution's financial health. The office handles personnel, budgeting, and accounting, contributing to the college's overall success. With a focus on transparency and accountability, it aims to create an environment that promotes academic excellence and institutional growth.