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Handbook 2003-2004

A student's guide to life
at Cedar Crest College

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This handbook belongs to:
Name _____
Phone Number _____
Email _____

ACADEMIC CALENDAR 2003-2004

FALL 2003

New Student Orientations	Thursday, August 14 – Sunday, August 17
International Students	Wednesday, August 20 – Saturday, August 23
New Traditional Students	Sunday, August 24 (12-4 p.m.)
Lifelong Learning Students	Saturday, August 23
Resident Students Return	Sunday, August 24 (4 p.m.)
Opening Convocation	Monday, August 25 (8 a.m.)
Classes Begin	Monday, September 1 (No classes held)
Labor Day Holiday	Tuesday, September 2 (4 p.m.)
Last day to drop / add	Monday and Tuesday, October 13 and 14
Fall Break	Wednesday, November 26 – Sunday, November 30
Thanksgiving Break	Thursday, December 4 (4 p.m.)
Deadline for Course Withdrawal	Monday, December 8 (10 p.m.)
Classes End	Tuesday, December 9
Reading Day	Wednesday, December 10 evening exams only
Final Exams	December 10; Thursday, December 11; Friday, December 12; Saturday, December 13
Grades Due	Tuesday, December 16
Residence Halls Close	Tuesday, December 16 at 10 p.m.

WINTER TERM

Classes Held	Friday, December 26 – Tuesday, December 30
Final Exams	Friday, January 2 – Sunday, January 11 Last Day of Classes

SPRING 2004

New Student Orientations	Sunday, January 18
Resident Students Return	Sunday, January 18
Martin Luther King Day Holiday	Monday, January 19 (No classes held)
Classes Begin	Tuesday, January 20
Winter Commencement	Friday, January 23 (6:00 p.m.)
Spring Break	Monday, March 8 – Friday, March 12
Deadline for Course Withdrawal	Thursday, March 18 (4 p.m.)
April Break	Friday, April 9 – Monday, April, 12
Classes End	Tuesday, April 13 – Follow Monday Schedule
Reading Day	Wednesday, May 5 (10 p.m.) Follow Friday Schedule
Final Exams	Thursday, May 6; Friday, May 7 Thursday, May 6 and Friday, May 7 evening exams only
Senior Grades Due	Saturday, May 8; Monday - Wednesday, May 10-12
Baccalaureate/Commencement	Thursday, May 13 (10:00 a.m.) Saturday, May 15

MAY 2004

Classes Held	Friday, May 21 - Sunday, June 6 (No classes Memorial Day, May 31) Final Exams: Last Day of Class
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SUMMER 2004

Summer Session I	May 17 – June 28 (No classes Memorial Day, May 31) Finals: June 29 and June 30
Summer Session II	July 5 – August 12 Classes will be held Monday, July 5 Finals: August 16 and 17

DIRECT INWARD DIALING

Automated Voice Attendant: (610) 606-4666

Inclement Weather Hotline: (610) 606-4629

The following Direct Inward Dialing (DID) numbers will enable off-campus incoming calls to be answered directly by department staff without going through the College switchboard. Departments not listed below may be reached by dialing the automated voice attendant line 606-4666 and pressing the department extension if known or by using the department extension menu listing if the extension is not known. Departments may also be reached from off campus by calling the College switchboard at 437-4471 or pressing "0" from an on-campus telephone extension.

Admissions	740-3780	Lifelong Learning.....	740-3770
Art Department.....	606-4668	Nursing.....	606-4606
Advising Center	606-4628	Performing Arts.....	606-4667
Alumnae/Development.....	606-4609	Performing Arts (Box Office).....	606-4608
Athletic Department	606-4634	Plant Services	606-4631
Biological Sciences	606-4611	Provost's Office.....	606-4637
Bookstore.....	740-3775	President's Office	606-4612
Business	606-4625	Psychology	606-4663
Career Planning	606-4648	Purchasing-Accounts Payable.....	606-4632
College Relations	740-3790	Registrar's Office	740-3765
Education.....	606-4610	Residence Life.....	606-4650
Executive Vice President for Finance and Administration	606-4630	Rodale Aquatic Center.....	606-4670
Finance Office	606-4602	Security	606-4642
Financial Aid	740-3785	Social Science.....	606-4665
Grounds/T.R. Markley	606-4620	Special Events.....	740-3791
Health & Counseling Services	606-4640	Student Affairs	606-4603
Human Resources	606-4636	Telecommunications & Transportation	606-4662
Humanities.....	606-4607	Tompkins College Center	606-4633
Inclement Weather Hotline	606-4629		
Information Technology	606-4635		
Library	606-4605		

SECTION A - HONOR CODE

Cedar Crest College students should uphold community standards for academic and social behavior in order to preserve a learning environment dedicated to personal and academic excellence. Upholding community standards is a matter of personal integrity and honor. Individuals who accept the honor of membership in the Cedar Crest College community pledge to accept responsibility for their actions in all academic and social situations and the effect their actions may have on other members of the College community.

HONOR CODE PRINCIPLES

The following principles stand at the center of our Honor Philosophy:

- We believe in self-governance.
- We respect the individual ownership of ideas, work, and property.
- We recognize and appreciate others' differences.
- We have responsibility as individuals within a community in upholding community standards.
- We will create a just and caring environment by striving to behave with equity and consideration of others.

HONOR CODE PLEDGE

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

The Honor Code exists to promote an atmosphere in which the individual makes her own decisions, develops a regard for the system under which she lives, and achieves a sense of integrity and judgment in all aspects of her life.

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

I. COMMUNITY STANDARDS FOR ACADEMIC CONDUCT

ACADEMIC INTEGRITY

Academic integrity and ethics remain steadfast, withstanding technological change. Cedar Crest College academic standards therefore apply to all academic work, including, but not limited to, handwritten or computer-generated documents, video or audio recordings, and telecommunications.

All Cedar Crest students will:

- Submit only work that is their own.
- Adhere to the rules of acknowledging outside sources, as defined by the instructor, never plagiarizing or misrepresenting intellectual property.
- Neither seek nor receive aid from another student, converse with one another when inappropriate, nor use materials not authorized by the instructor.
- Follow the instructions of the professor in any academic situation or environment, including the taking of examinations, the following of laboratory procedures, the preparation of papers, and the proper and respectful use and sharing of College facilities and resources, including library and computing resources.
- Abide by the Cedar Crest Computer Use Policy.
- Not submit the same work for more than one course without instructor approval.

ACADEMIC DISHONESTY OR PLAGIARISM

It is academic dishonesty to submit oral or written work that is not entirely the student's own, except as may be approved by the instructor. A student must follow the requirements of the instructor regarding when and how much collaboration with other students is permitted.

Any language taken from another source, whether individual words or entire paragraphs, must be placed within quotation marks and attributed to the source, following the citation format specified by the instructor. Paraphrased material from an outside source must also be attributed. In addition, if the student is indebted to another source for a specific perspective or a line of argument — regardless of whether the student has directly quoted the source or not—that debt must also be acknowledged.

If a student fails to acknowledge debts to outside sources, that student has committed plagiarism. Deliberate or accidental, academic dishonesty is a serious academic offense and a violation of the spirit of the Cedar Crest Honor Code philosophy. The response to evidence of academic dishonesty rests with the individual instructor. Depending on the severity of the offense and at the discretion of the instructor, penalties for academic dishonesty may range from a request to redo the assignment before the grade is assigned, to the assignment of an “F” for the assignment, to the assignment of an “F” for the course, to suspension or expulsion. Suspension or expulsion from the College is by the Provost, after consultation with the instructor and Chair. An Instructor is entitled to take into account the student’s degree of academic experience and any prior instances of academic dishonesty in the student’s time at the College, in determining the penalty for the offense.

All cases of plagiarism must be reported to the Provost. A written report, along with relevant documentation, must be sent to the Provost’s Office, where it will be kept. Faculty encountering a case of plagiarism should consult the Provost’s Office to determine if the student has plagiarized on other occasions. Evidence collected in the Provost’s Office of repeated instances of plagiarism may be used as grounds for suspension or expulsion. The Provost’s Office is also to make an annual report to the faculty and to the Honor and Judicial Board, on the number and nature of plagiarism cases that occurred during the year.

All instructors are required to include a statement about the College’s plagiarism policy, as well as information about how the instructor will respond to evidence of plagiarism, on their course syllabi.

CLASSROOM PROTOCOL

Appropriate classroom behavior is implicit in the Cedar Crest College Honor Code. Such behavior is defined and guided by complete protection for the rights of all students and faculty to be a courteous, respectful classroom environment. That environment is free from distractions such as late arrivals, early departures, inappropriate conversations and any other behaviors that might disrupt instruction and/or compromise students’ access to their Cedar Crest College education.

Faculty members are entitled to expect students to attend and be prepared for all classes, to arrive and leave on time, to treat the faculty members and fellow students with respect, to refrain from any activities within the classroom that do not directly pertain to the business of the class (such as writing letters, reading external materials), to use language that is respectful and non-abusive, and to otherwise refrain from any behavior that disrupts or jeopardizes the learning environment. If a student would like to bring a guest to class, permission must be secured from the instructor prior to that class time.

Faculty members are entitled to discipline a disorderly student. Such discipline can range from asking a student to behave to telling the student to leave class. Faculty may further choose to treat dismissal from class as an absence, for the purposes of attendance policies. If a student refuses to leave when requested, the faculty member is to call Campus Security and have the student removed. Unless it should be necessary to protect oneself, the faculty member should not make any effort or threat to physically remove student.

If the faculty member desires that the expulsion extend beyond the class period of that it be permanent, the faculty member must first notify the chair of his or her department, and then make such a request to the Provost prior to the beginning of the next meeting of that class. If the Provost concurs, the student is

to be notified of the procedure by which she may appeal. Under some circumstances, some behavior may warrant dismissal from the College.

ATTENDANCE POLICY

Regular attendance at classes is expected of all students, regardless of whether attendance is a factor in a student's grade for a course. If attendance is used to compute the final grades for the course, that fact must be reflected in the course syllabus.

When an academic or extracurricular activity is scheduled in conflict with a pre-existing class time, the class takes precedence; arrangements with the instructor may be made in advance to enable students to attend the conflicting activity.

Students who are aware of potential conflicts due to College sanctioned activities should report and discuss these conflicts as soon as they are known. The College encourages students to participate in sanctioned activities and encourages faculty to make arrangements to facilitate these experiences where possible.

When there is a conflict between two scheduled events and the professors in charge cannot come to an agreement, the student shall be protected by the Provost, who shall require the two professors to resolve the matter at a joint meeting with the Provost.

A student who is absent from classes for reasons such as illness or a family emergency must contact the Dean of Student Affairs or the Director of Academic Services, who will then verify the reason for the absence and notify the student's instructors. Faculty members who receive such notification should understand that the notification signifies that the information given by the student is creditable; the notification does not, however serve to exempt students from any of their course requirements. Faculty members should develop policies for excusing students who miss classes or coursework for reasons beyond their control and should inform students about these policies.

LEAVE OF ABSENCE

Degree-seeking (matriculated) students who find it necessary to interrupt their college studies for a term or more may apply for one-year leave of absence. Within 365 days of the student's official date of separation, the student must have accomplished one of the following: return to classes, submit a letter of intent to register for the upcoming term, or register for the upcoming term. Forms are available in the Registrar's Office. Completion of the form and a meeting with the Registrar, the Dean of Student Affairs, or the Director of Financial Aid is necessary to finalize this process. When she anticipates returning to College, she must inform both the Offices of the Dean of Student Affairs and the Office of the Registrar (for academic registration). Students will be sent a course schedule booklet for the semester in which they plan to return.

OFFICIAL WITHDRAWAL FROM THE COLLEGE

In order to withdraw officially from Cedar Crest College, a student must complete a process that starts in the Registrar's Office. Official withdrawal prior to the official deadline for course withdrawal will result in all course work in progress being graded "W" (not computed into average). Withdrawal after the official deadline for course withdrawal will result in a grade of "F" for all courses. If the student re-enters the College to continue the major after a withdrawal, the student will graduate according to general education requirements and major requirements in effect at the time of re-enrollment.

READMISSION POLICY AND ACADEMIC RENEWAL

Students who apply for readmission to Cedar Crest College after a separation of at least five years may elect, upon readmission, to retain all of their prior grades or to begin their academic career anew, retaining none of their prior grades.

Students who have been dismissed previously, must petition for readmission. Students who have been dismissed for poor academic performance must complete 12 graded Cedar Crest credits with a "C" or better to be eligible for readmission.

STUDENT APPEAL PROCESS FOR ACADEMIC DECISIONS

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

A student who wishes to appeal the decision of the Department Chair must write to the Provost within a month of the date of the Chair's decision, enclosing copies of the written documents and requesting a review. The Provost, in consultation with the Chair and the faculty member, will arrive at a final decision in the matter.

The Chair and the Provost will each act within one month during the academic year of receiving the matter. If the instructor is no longer employed by the College, the Chair is empowered to act in his or her stead.

II. COMMUNITY STANDARDS FOR SOCIAL CONDUCT

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

As a member of the Cedar Crest College community, students will:

- Respect the personal property of other students wherever it is found, including residence hall rooms, and all public areas both within and outside the residence halls.
- Never intentionally damage public property including art work and posters or interfere with the use of shared resources, such as computer terminals, fitness center equipment or library materials;
- Not harass or intimidate other persons. Behavior likely to constitute harassment and/or intimidation includes, but is not limited to, exhibiting behavior, distributing, posting, or advertising anything considered abusive, indecent, profane, threatening, or offensive to the average person;
- Be responsible for the behavior of their guests. Having guests on campus is a privilege and responsibility. By having a guest, students are responsible for the safety and welfare of campus resources and community members; and
- Comply with all Cedar Crest College policies, codes and standards, including all residence hall policies.

The College expects that students will behave honorably and assume responsibility for their actions in all academic and social situations. Individuals who accept the honor of membership in the College community are obliged to act in an ethical, just and caring manner toward fellow members of the College community.

Cedar Crest College expects its students to behave with maturity and integrity at all times, to comply with the laws of the Commonwealth of Pennsylvania and the United States of America, to adhere to College policies published in the Student Handbook, the College Catalog, and other College

documents, and to respect the rights and property of others. All members of the Cedar Crest College community are expected to comply with and uphold, as well as to encourage others to comply with these codes, policies and standards. Failure to do so may result in sanctions, discipline and/or referral to the Honor and Judicial Board.

The Dean of Student Affairs Office has responsibility for the enforcement of College policies as they affect students and for deciding on and imposing sanctions for violations of college policy. The Dean's office will consult with the Honor and Judicial Board when appropriate and with the Department of Safety and Security. The final determination, however, rests with the Dean in any case of a violation. Members of the Student Affairs Division, which includes student members of the Residence Hall Staff, communicate and enforce the codes, policies and standards. Such policies include, but are not limited to the Alcohol and Drug policies, residential requirements, and behavior disruptive to the community of learning and/or not respectful of the College Philosophy. The Campus Safety and Security Office exists to serve and protect the College community. Failure to comply with a legitimate request of a College security officer or any of the College employees acting in the performance of their duties is grounds for immediate disciplinary action. Violations will be reported to the Office of the Dean of Student Affairs for review and action. However, members of the Campus Safety and Security Department may find it in the best interest of the College community to make immediate decisions, including but not limited to fines, detainment, and arrest.

Alleged social violations of the Honor Philosophy should be brought to the attention of the Dean of Student Affairs. The Dean of Student Affairs or the Office of Student Affairs will investigate the alleged violations and take appropriate action or may refer the matter to the Honor and Judicial Board for a recommendation. If the matter is initially brought to the Honor and Judicial Board, it will consult with the Dean of Student Affairs and based on the gathering of preliminary facts the Dean of Student Affairs will make a determination as to which forum is most appropriate for reviewing the Social Code issue.

I. Policy on Separation from the College

Cedar Crest College reserves the right to require the withdrawal of any student who is incapable of meeting acceptable behavioral standards of the College community. The following are examples of some of the students to whom this policy applies:

1. Students who are deemed to be a danger to themselves or others. Danger to self or others includes any danger of suicide, homicide, self-mutilation, accident, or assault substantially outside of behavioral parameters and necessitates unusual measures to monitor, supervise, treat, protect, or restrain the student to ensure her safety or safety of other members of the College community.
2. Students whose behavior is disruptive to others. Disruptive behavior includes that which causes emotional, psychological or physical distress or injury to other students or staff substantially beyond that normally experienced in daily life. Such disruption may be in the form of severe distress associated with one or more behavioral incidents, or somewhat less severe but persistent distress over an extended period.
3. Students who refuse to cooperate with recommended assessment or treatment and whose physical or psychological disorder is likely to deteriorate to the point of permanent disability, disfigurement, impairment or dysfunction without such assessment or treatment. Where standard assessment is impossible because of the student's resistance, indirect behavioral observations will constitute the basis for such judgment.
4. Students whose physical or psychological condition is of sufficient severity to substantially exceed the reasonable limits of the College's or locally available treatment resources and for whom no reasonable accommodation is possible or students whose condition renders them incapable of participating successfully in the educational program of the College.

II. Guidelines for Separation

The Dean of Student Affairs Office should be notified whenever a student appears to have a serious physical, psychological or emotional disorder that offers reasonable cause to believe he or she may be a danger to self or others, or may disrupt proper activities of the College community and its members, or may be unable to look after her affairs adequately.

The Dean of Student Affairs Office will contact the student and seek voluntary resolution of the situation through a comprehensive review and consultation process.

When conditions allow for the full review and appraisal of the student's health status, resolution of the situation will be sought with the student's cooperation if at all possible. Voluntary withdrawals are encouraged to maximize the participation of the student or her family. If a student declines voluntary withdrawal, she may be separated without consent (which action will be recorded for course credit purposes as a withdrawal) by action of the Dean of Student Affairs Office.

Students who are separated from the College for reasons of health as elaborated above will be on leave of absence until such time as the student becomes able to resume activities as a student.

Students who withdraw or are separated for reasons of health are eligible for tuition, residence hall and dining service refund of charges in accordance with existing College policy. For students receiving financial aid, consultation with the Office of Financial Aid will occur.

III. Guidelines for Readmission

Authorization to resume active student status may be granted by the Dean of Student Affairs after consideration of the individual's progress and current condition. Ordinarily, when a student wishes to resume his/her studies, the Dean of Student Affairs should be notified at least 2 months in advance of the desired period of readmission.

Eligibility for readmission will be contingent on a letter or letters from a treatment resource, assessment and recommendation by appropriate medical and mental health professionals, and other information as needed for final determination by the Dean of Student Affairs.

Depending upon circumstances, the Dean of Student Affairs may require an immediate professional assessment of the student's condition by the appropriate medical and/or mental health specialists from the College or from another appropriate resource.

Readmission may include stipulations concerning limits on credit hours rostered, extra-curricular activities, place of residence or other conditions as may be judged to be in the best interest of the student and the institution. Failure of the student to cooperate in these procedures governing withdrawal and reinstatement is grounds for continued or renewed suspension of student status.

If a student disagrees with a decision regarding mandatory leave or readmission or feels her situation does not fall within this policy, the student may appeal to the President who will make a final decision.

ALCOHOL POLICY

Cedar Crest College complies with the Commonwealth of Pennsylvania Liquor Laws. All students are expected to know and abide by these laws and to follow the procedures of the College that support them. Students and organizations that violate these guidelines are subject to disciplinary action by the College. They will not be protected from legal action taken by public agencies or campus police officers responsible for enforcing the law; even when College disciplinary action has been taken for the violation of campus regulations. Residence Hall Staff are empowered by the College to assist in the enforcement of the policy on alcohol by confronting violations in the residence halls.

I. The Public Laws

Public laws most relevant to college students are listed below. These laws apply to all persons while they are within the boundaries of the Commonwealth of Pennsylvania. Please note that this is not an all-inclusive list of public laws pertaining to alcohol.

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

1. All persons are subject to Pennsylvania liquor, penal and motor vehicle codes while they are in the Commonwealth of Pennsylvania.
2. It is illegal for a person knowingly and falsely to represent herself/himself to be 21 years of age or older for the purpose of procuring or having furnished to her/him alcoholic beverages. It is a summary offense for a first violation and a misdemeanor of the third degree for any subsequent violations. The minimum penalty shall order the operating privilege of the person be suspended for 90 days from the date for the first offense; one year for the second offense; and two years for the third offense. A person who does not have a driver's license shall be ineligible to apply for a learner's permit for 90 days from the date for the first offense; one year for the second offense; and two years for the third offense. The maximum penalty shall be a fine of not more than \$500 for subsequent violations.
3. It is illegal for a person less than 21 years of age to attempt to purchase, consume, possess, or knowingly and intentionally to transport alcoholic beverages. It is a summary offense. The minimum penalty shall order the operating privilege of the person be suspended for 90 days from the date for the first offense; one year for the second offense; and two years for the third offense. A person who does not have a driver's license shall be ineligible to apply for a learner's permit for 90 days from the date for the first offense; one year for the second offense; and two years for the third offense. The maximum penalty shall be a fine of not more than \$500.
4. It is illegal for a person knowingly, willfully and falsely to represent to any licensed dealer or other person, that a minor is over 21 years of age for the purpose of inducing any such licensed dealer or other person to sell or furnish alcoholic beverages to a minor. This is a third degree misdemeanor with a fine of not less than \$300.
5. It is illegal for a person to hire, request or induce any minor to purchase or offer to purchase alcoholic beverages from a licensed dealer for any purpose. This is a third degree misdemeanor with a fine of not less than \$300.
6. It is illegal to sell alcoholic beverages to any person unless duly licensed in the Commonwealth of Pennsylvania.
7. It is illegal for a person intentionally and knowingly to sell, furnish or purchase with the intent to sell or furnish any alcoholic beverages to a person who is less than 21 years of age. This is a third degree misdemeanor with a fine of not less than \$1,000 for the first violation and a fine of \$2,500 for each subsequent violation. NOTE: Act 31 of the Pennsylvania Liquor Code in part defines furnish as to allow a minor to possess alcoholic beverages.
8. It is illegal to manufacture, make, alter, sell or attempt to sell an identification card falsely representing the identity, birth date or age of another. This is a second-degree misdemeanor with a fine of not less than \$1,000 for the first violation and a fine of not less than \$2,500 for each subsequent violation.
9. It is illegal for a minor to possess an identification card falsely identifying that person by name, age, birth date or photograph as being 21 years of age or older or to obtain or attempt to obtain alcoholic beverages by using the identification card of another or by using an identification card that has not been lawfully issued to or in the name of that person who possesses the card. This is a summary

offense for a first violation and a misdemeanor of the third degree for any subsequent violations. The minimum penalty shall order the operating privilege of the person be suspended for 90 days from the date for the first offense; one year for the second offense; and two years for the third offense. A person who does not have a driver's license shall be ineligible to apply for a learner's permit for 90 days from the date for the first offense; one year for the second offense; and two years for the third offense. The maximum penalty shall be a fine of not more than \$500 for subsequent violations. Note: The police department making an arrest for a suspected violation of carrying a false identification card shall so notify the parents or guardian of the minor charged.

10. It is illegal for a person 18 years of age or older to corrupt or tend to corrupt the morals of a person less than 18 years of age by aiding, abetting or encouraging a minor.
11. It is illegal for a person under 21 years of age to pay either direct or indirect assessments which will be used in whole or in part for the purchase of alcoholic beverages.
12. It is illegal for a licensee or his/her agent to sell alcoholic beverages to a minor or to a person who is intoxicated.
13. A person who serves alcoholic beverages is responsible for the alcohol-related actions of the persons he/she served even after they leave the place of service.
14. It is illegal for a driver to consume any alcoholic beverages while driving or attempting to drive a motor vehicle.

II. Definitions:

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

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

Liquor — Includes any alcoholic, spirituous, vinous, fermented or other alcoholic beverage, or combination of liquors and mixed liquor beverage, a part of which is spirituous, vinous, fermented or otherwise alcoholic, including all drinks or drinkable liquids, preparations or mixtures and reused, recovered or redistilled denatured alcohol usable or taxable for beverage purposes which contain more than 0.50% of alcohol by volume, except pure ethyl alcohol and malt or brewed beverages.

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

III. The College Regulations

A. Individual Responsibility

Cedar Crest College students are expected to respect all federal, state and local laws and ordinances while in attendance at the College.

The College places responsibility for obeying the laws directly on the individual. As a private institution, the College should not be construed as providing immunity from the law, or diminishing an individual's or organization's responsibility to comply with the law.

The remaining provisions of the College's alcohol policy are based on the fundamental expectation that all students will become familiar with and respect all laws regarding alcohol, and that all students recognize that the College places responsibility for obeying all laws directly on the individual.

Individuals and organizations violating College regulations as well as federal, state, and local laws may be subject to civil and criminal action as well as College action.

B. General Regulations Regarding Alcohol

1. Students 21 years of age or older may possess or consume alcoholic beverages in accordance with Cedar Crest College policies.
2. Students under 21 years of age are prohibited from possessing and/or consuming alcoholic beverages.
3. Possession, consumption and/or provision of alcohol in public areas of the campus are not permitted. Public areas are defined as those areas of the campus that are readily accessible to students, faculty, staff, and guests. Such areas include all outside areas, athletic fields, lobbies, classrooms, lounges, building corridors and offices. Security has the authority to confiscate alcohol in the possession of any individual under 21 years of age and may confiscate alcohol of individuals over 21 years of age if circumstances dictate such action to be necessary.
4. Students of legal drinking age, 21 years of age, and their guests who are of age may consume alcohol in residence hall rooms or at College sponsored events where alcohol is being served.
5. There shall be no kegs or beer balls in the residence halls, nor shall there be any common sources containing alcohol, such as bathtubs, punch bowls, baby pools, trash cans, etc.
6. When both students are under the age of 21 no alcoholic beverages are permitted in the residence hall room.
7. Visibly intoxicated persons, or persons showing signs of alcohol abuse may be removed from campus by police, Security, or medical personnel. No person shall engage in alcohol-induced disorderly conduct, property destruction, and intimidation or otherwise infringe upon the rights or privacy of others.
8. Security has the authority to administer a Breathalyzer test in those situations where underage drinking is suspected of having occurred. A student has the right to refuse a breathalyzer test. In accordance with the Commonwealth of Pennsylvania law summary action and sanctions may apply.
9. Engaging in acts of public drunkenness, vandalism, intimidation, disorderly conduct or infringement of the rights and privacy of others will not be tolerated and will be subject to legal and/or campus disciplinary action.
10. Students are responsible for compliance with the law, for the conduct of their guests, and for informing guests of Pennsylvania law and College policy concerning alcoholic beverages.
11. Providing alcohol to underage individuals is prohibited, including leaving alcohol unattended in locations where those under 21 may serve themselves. The student who serves alcohol to a person regardless of age shares responsibility with that person for any violation of the Cedar Crest College policies.
12. Guests of underage students are prohibited from bringing any alcohol into the residence halls.

C. Campus Events with Alcohol

1. All events with alcohol must be registered with both the Tompkins College Center staff and Dean of Student Affairs. Forms can be obtained from the Dean of Student Affairs office. A completed registration must be submitted to the Dean of Student Affairs at least ten working days prior to the date of the scheduled event. The person signing the registration for an event where alcohol is to be served must be 21 years of age or older.
2. Events must have a stated purpose (dancing, entertainment, etc.) other than the consumption of alcohol. Themes that encourage the consumption of alcohol (i.e., happy hours and drinking games) are prohibited.

3. Faculty, administration, alumnae and other non-student groups are urged to consider alternatives to the furnishing of alcoholic beverages at sponsored functions especially if students and minors are to be present. If alcohol is to be furnished, there must be responsible use of alcohol within the law and consistent with the above College policies and regulations. Functions closed to students and other minors at which alcoholic beverages are to be served do not require registration and approval but must be noted on the room reservation form. Functions open to students or other minors or to be held in areas of the campus not usually available for the service of alcoholic beverages must be noted on the room reservation.
4. Complete guidelines for events where alcohol is to be served can be obtained from the office of the Dean of Student Affairs.

D. Sanctions for Violations of the Alcohol Policy

The Dean of Student Affairs may initiate any or all of the following sanctions in response to violations of the Alcohol Policy, which include but are not limited to:

First Offense:

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

Second Offense:

- Notification of parent(s) or legal guardian(s) if student is under age 21
- Substance Abuse Evaluation
- Residence Hall Probation or Eviction and/or disciplinary probation
- Community service
- Possible other sanctions depending on the nature of the offense

Third Offense:

- Conference with parent(s) or legal guardian(s) if student is under age 21
- Mandatory Substance Abuse counseling through Health and Counseling Services
- \$300 fine
- Permanent Eviction from Residence Hall
- Community service
- Possible other sanctions depending on the nature of the offense

DEMONSTRATIONS

Free speech is a cherished value of Cedar Crest College. In order to ensure that orderly operations of the College are maintained and that the rights of all are respected, while at the same time ensuring that individual members of the College community have an opportunity to fully exercise their right of freedom of expression, anyone wishing to hold a demonstration/rally will need to have approval 24 hours in advance. A Demonstration Request Form available at the Dean of Student Affairs Office must be completed and submitted 24 hours in advance to the Dean of Student Affairs.

DRUGS

Cedar Crest College shares the concern of the medical profession and law enforcement agencies for the serious effects that can result from the use of dangerous drugs and narcotics. Cedar Crest College opposes and prohibits the possession and use of illegal drugs and narcotics by its students on or off the campus. The College will cooperate with the State in the enforcement of the Pennsylvania State Law. The College may take disciplinary action against a student who violates these laws to the extent of separation from the College. Students who wish to seek counseling regarding the use of drugs and their

effects are urged to consult with the Office of Health and Counseling Services.

Sanctions for Violations of the Drug Policy. The Dean of Student Affairs may initiate any or all of the following sanctions in response to violations of the drug Policy, which include but are not limited to: (Refer to page 26 for possible other sanctions.)

First Offense:

- Notification of parent(s) or legal guardian(s)
- Immediate eviction from the Residence Hall for two semesters with loss of room rent
- Substance Abuse evaluation through Health and Counseling Services
- Disciplinary Probation for 4 semesters
- Discretionary prosecutorial referral to local authorities
- Community service
- Possible other sanctions depending on the nature of the offense

Second Offense:

- Permanent Eviction from the Residence Hall
- Suspension/Expulsion from the College
- Community service
- Discretionary prosecutorial referral to local authorities
- Possible other sanctions depending on the nature of the offense

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

- Parental Notification
- Suspension/expulsion from the College
- Discretionary prosecutorial referral to local authorities
- Community service
- Possible other sanctions depending on the nature of the offense

POLICY AGAINST HARASSMENT, ABUSE AND VIOLENCE

Cedar Crest College is committed to ensuring that students and individuals in the College Community (including faculty and staff members) have the opportunity to work and learn in an environment that is free from any form of harassment, abuse or violence. Such acts will not be tolerated within the academic or residential community.

Harassment

Discriminatory harassment is unlawful and interferes with a student's academic opportunities or residential life. Discriminatory harassment in any form of a member of the College's Community is unacceptable conduct and will not be tolerated by the College. This Policy applies to harassment on the basis of race, color, religion, gender or sex, national origin, age, disability, sexual orientation, family status or any other characteristic protected from discrimination under law or College Policy. Harassing behavior includes discriminatory intimidation, ridicule, or insult that has the purpose or effect of unreasonably interfering with an individual's work or educational performance, or of creating an intimidating, hostile or offensive work or learning environment, as viewed from the perspective of a reasonable person.

Sexual harassment, like any form of harassment, will not be tolerated. Sexual harassment consists of unwelcome advances, request for sexual favors, and/or other spoken visual or physical conduct of the sexual nature, where: (1) submission to such conduct is made, explicitly or implicitly a term or condition of an individual's employment or status in a course, program or college activity; (2) such conduct has the purpose or effect of unreasonably interfering with an individual's work or education experience or performance, or creating an intimidating, hostile or offensive work, academic, or residential environment. If this conduct takes place in the classroom, it must also be persistent, pervasive and not germane to the subject matter. Sexual harassment may include a range of subtle or not so subtle behaviors and may involve individuals of the same or different gender.

Violence and Abuse

Violence or abuse against any member of the College Community is also strictly prohibited and includes, but is not limited to, relationship violence, sexual assault, rape and any other forms of physical assault perpetrated against any student, faculty member, staff member or any other person in the Cedar Crest College Community. All persons working or living in the College Community share the responsibility for assuring that the environment is free from any form of abuse, violence or verbal or physical intimidation.

Complaint Procedure

Cedar Crest College is committed to diligent and impartial enforcement of this Policy. The College encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken. Any student who feels she/he has been subjected to conduct in violation of this Policy by another student should bring the matter to the attention of the Dean of Student Affairs to address the complaint. Any student who feels she/he has experienced conduct in violation of this Policy involving a faculty or staff member, should contact the Executive Vice President of Finance and Administration/Human Resources. All allegations of harassment will be investigated promptly and in as confidential a manner as is possible and consistent with an effective investigation. As part of a confidential investigation, persons possessing information relating to the complaint may be interviewed.

Disciplinary Sanctions

Persons other than students who are found to have violated this Policy will be subject to appropriate disciplinary and/or corrective action. Any student found to have violated this Policy will be subject to disciplinary action as outlined in the Honor Philosophy Section of this handbook. Persons charged with offenses that are criminal in nature may also be prosecuted.

No Retaliation

Retaliation in any form against any student who exercises his or her right to make a complaint under this Policy is strictly prohibited by law and College Policy.

Available Resources

Cedar Crest College is committed to providing immediate care and support of all victims of abuse, violence, or sexual or other physical assault. If you have been the victim of any form of violence or physical abuse, including but not limited to relationship violence, please contact the Dean of Student Affairs for immediate assistance. Students who believe that they may need help to avoid engaging in conduct that is prohibited by this Policy are urged to seek assistance through the Dean of Student Affairs or designee.

HAZING POLICY

Cedar Crest College complies with the Pennsylvania State Law prohibiting hazing. Hazing is defined as any action or situation which recklessly or intentionally endangers the physical or mental health of a student. This term includes, but is not limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of food, liquor, drug or other substance, or any forced activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity that could adversely affect the mental health or dignity of the individual, or any willful destruction of or removal of public or personal property. Any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be "forced" activity, even if the individual willingly participates in such activity. Any suspected violation of this policy should be reported to the Dean of Student Affairs and may result in disciplinary action.

PUBLICITY AND POSTERS

Posters, announcements, etc. are to be posted only on bulletin boards in the College Center and academic buildings, although some flexibility is permitted in the residence halls. The glass doors of the residence halls should be kept free of posters in order to allow for clear vision outside. All items to be posted should carry the name of the sponsor and/or organization and the date the item is posted. Items to be posted must be approved for posting by the appropriate College official. (College Center: Associate Dean of Student Affairs, Residence Halls: Director of Residence Life; Academic Buildings) Additional questions may be directed to the Student Activities Office. Unapproved posters are subject to removal by appropriate College officials or their designees. Banners hanging from windows and balconies must have prior approval from the Dean of Student Affairs Office.

SOLICITING

Soliciting on campus or door-to-door sales operations in the residence halls is prohibited without the express authorization of the Director of Campus Safety and Security. Anyone soliciting or attempting to conduct business in the residence hall should be reported to Campus Security immediately. The Associate Dean of Student Affairs must approve selling by Cedar Crest students or student organizations. Outside vendors must be sponsored by a student organizations or other offices on campus.

VANDALISM

Destruction of or tampering with any College property or property owned by members of the College community will not be tolerated. Violations of the law and College regulations may result in a minimum sanction of restitution and a maximum sanction of suspension or expulsion from the College. (Also see Damage Policy and Removal of College Property Policy)

WEAPONS

Weapons are prohibited on the campus of Cedar Crest College. It is against College policy for any person to possess, or carry, either openly or concealed firearms, explosives or any potentially dangerous weapon on College property. Failure to comply may result in expulsion from the College. All federal, state and local laws regulating the possession, use and sale of weapons are in force on the Cedar Crest College campus. Because Cedar Crest has a record of being a safe, secure campus, with no incident having occurred that would warrant the use of armed officers, members of the Campus Security force do not carry firearms unless a special security event warrants such a need.

III. GUIDELINES FOR COMMUNITY LIVING

BICYCLE REGULATIONS

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

CEDAR CREST COLLEGE NAME AND LOGO

The College's name, logo, facsimile thereof, and/or representation which resembles, suggests or implies an affiliation with the College, may not be used without the approval of the Dean of Student Affairs. Any such use must be appropriate and truthful. No individual may enter into a contractual agreement on behalf of the College

except the Vice President of Finance and his/her designee.

FINANCIAL ACCOUNTS POLICY

Accounts must be paid in full, or a payment plan arrangement must be in place by the due date stated on the invoice prior to the start of each semester. No student may graduate, obtain transcripts, or register for future semesters until all charges have been paid to the College.

FIRE EQUIPMENT POLICY

Anyone identified as being responsible for tampering with or theft of any College-owned fire equipment or other safety equipment will be subject to a three hundred dollar (\$300) fine per violation plus the cost of any damage relating to the equipment. Other sanctions include as a minimum Residence Hall probation, restitution and college service; and as warranted, more severe sanctions could apply.

FIRE REGULATIONS

A. Burning or burnt candles or incense, toasters and toaster ovens, potpourri crocks and halogen lamps are fire hazards and may not be used in the residence halls.

The state fire code prohibits the placement and/or storage of any items in the corridors or stairwells of living units. Items in these areas will be considered lost articles and will be removed by College personnel.

Students are subject to disciplinary action by the College and/or to prosecution by the City of Allentown for setting fires through carelessness or negligence, for tampering with a fire extinguisher or smoke detector and for tampering with a fire alarm.

Fire drills are conducted periodically throughout the year. All students must evacuate the building when the fire alarm is sounded.

B. Smoking is prohibited in all campus buildings.

C. Over-door hangers may not be attached to doors, nor may hangers be placed over closet edges or hung from picture moldings.

D. Tapestries and other articles may not be hung from or over light fixtures.

E. Items being cooked may not be left unattended.

Any violation of the fire regulations will result in a fine up to \$300 and/or other sanctions as warranted.

HEALTH POLICY

Cedar Crest College is committed to providing a safe environment for its students and has formulated its Health Policy based on Guidelines presented by the American College Health Association.

Students with serious acute and chronic conditions are encouraged to inform Health and Counseling Services about their illness so that they may receive information and referral for appropriate care. This information will be confidential. In cases of communicable disease, the College will follow the reporting requirements for all communicable diseases.

The Dean of Student Affairs reserves the right to contact parents or guardians in situations where a student's health or welfare is at risk.

On admission to the College students receive a college Health Form which must be completed prior to the beginning of classes. The form is reviewed by the Director of Health and Counseling Services and students are notified of any missing documentation.

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

All student concerns about communicable diseases should be directed to the Director of Health and Counseling Services.

ID CARDS

All students are required to carry a Cedar Crest College ID card at all times and present this card when requested by any official of the College. Use of false ID will result in disciplinary action. ID cards are issued by the Tompkins College Center staff. These cards are shown when using the library and dining facilities. Lost cards must be replaced at a cost to the student of \$20.00.

LIBRARY POLICIES

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

LENDING SERVICES

Library materials are charged out at the Lending Services Desk on the Main Level. A non-transferable student ID card serves as your library card. The borrower is responsible for all materials charged out on his/her card. Report loss of an ID card to the Lending Services Supervisor to stop charges.

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

Calendar Days	Late Fine (Per item)
1-10 days	No Fine
11+ days	50 cents + .05 cents/day - maximum of \$5, per item

The Library system assigns a default price of \$70.00 for any lost or damaged materials. If the item is recovered within one year of payment, the replacement cost minus any fines owed will be refunded. The College will not release transcripts or issue diplomas until all Library accounts are cleared.

Phone renewals may be made by dialing ext. 3540 during Library hours. Have student ID available.

Reference books and microfilms are restricted to use within the Library and may be circulated only by special permission of the Librarian on duty. Periodicals (not current issues) circulate for one day and are subject to reserve collection fines. Renewals are not given. Charged-out materials left on carrels and tables in the Library are not considered returned.

Removal of materials from the Library without a Lending Services Desk charge, or a librarian's approval, is considered a violation of the principles of the Honor Philosophy.

Course reserves are housed and charged out at the Lending Services Desk.

1. Regular reserves: Charged out for three days.

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

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

AUDIO VISUAL SERVICES

Audio Visual Services is located on the Terrace Level of the Library. The collection includes CDs, DVDs, videos, laser discs, transparencies and slides. The circulation period for these items is 3 days, no renewals. A fine of \$1/day is charged for materials returned after the due date. The maximum fine is \$5/item. Circulating equipment is also available. Students may borrow video cameras or cassette players by contacting the AV Supervisor. The borrower is responsible for the security of borrowed equipment and will be charged for any damage or loss. If students wish to use other AV equipment, they must contact their instructor, or club sponsor, who will reserve the equipment for them.

INTERLIBRARY LOAN SERVICES

More than one million items are available to CCC students via LVAIC's interlibrary loan system. Request for InterLibrary Loan material may be made through the FirstSearch Index, through e-mail via the Library's webpage, or by filling out a paper form at the Information Services Desk. If the material requested is available at one of the LVAIC libraries - Lafayette, Moravian, or Muhlenberg colleges; DeSales or Lehigh universities — it usually arrives within 1 week. Users should allow a minimum of 2 weeks for delivery of ILL loans from outside of LVAIC. The loan period for interlibrary loan materials varies according to the lending institution. Students must observe the due date assigned to these items. Renewals are not permitted.

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

MISUSES OF LIBRARY MATERIALS/STUDENT GOVERNMENT/HONOR AND JUDICIAL BOARD PROCEDURES/POLICIES/SANCTIONS:

Students judged to be in violation of the Honor Philosophy in regard to use of Library materials will be penalized in the following manner:

1. A \$50.00 fine will be assessed for deliberate misuse of Library materials.
2. Additional fines may be assessed reflecting the seriousness of the offense and the cost of replacing the material.
3. In addition to a fine, a statement recording the incident may be introduced into the student's permanent file.
4. Students may be subject to other penalties including suspension or expulsion.

MOTOR VEHICLE AND PARKING REGULATIONS

1. GENERAL

Parking and operation of vehicles on the Cedar Crest College Campus is authorized by the College to all individuals who observe and comply with these regulations, the enforcement of which is delegated to the campus Department of Safety & Security (hereinafter "Campus Security") located in the Physical Plant Building behind Curtis Hall.

To insure the campus safety of campus personnel, Campus Security provides an escort service. Any person desiring an escort from her vehicle to a building or from one building to another should contact the College Switchboard Operator. A member of Campus Security will be dispatched to provide an escort. Questions or problems relating to motor vehicles on campus should be directed to the Director,

Safety & Security (hereinafter "Director of Campus Security"). Suggestions on how to improve the campus transportation system are always welcome. Cedar Crest College students may have a motor vehicle on campus, in accordance with the following regulations.

2. REGISTRATION

- A. All faculty, staff, students, and contract employees desiring to operate and/or park motor vehicles on Cedar Crest College property must register the vehicle(s) at the Campus Security Office within 48 hours of the vehicle being brought onto campus. The hours for registration application are 9:00 a.m.-10:00 p.m. daily. There is no fee for motor vehicle registration.
- B. A valid operators' license and the vehicle registration must be presented at the time the vehicle is registered. A change in motor vehicle registration must be reported to Campus Security within 72 hours.
- C. In order to obtain upper-class student parking privileges, first-year students must re-register their vehicle(s) at the beginning of their Sophomore year. If the old first-year student decal cannot be removed, simply place the upper-class student decal on top of it.
- D. Vehicles that will be used for a period not to exceed two weeks during the academic year will be issued a Temporary Permit. The Temporary Permit is to be displayed on the dashboard. There is no fee for Temporary Permits.
- E. All other vehicles registered will be issued a decal that must be displayed on the left rear bumper. There is no fee to register; however, failure to register and properly display a decal will result in a \$20.00 fine.
- F. Acceptance of a decal acknowledges the existence of these Motor Vehicle Regulations and the decal holder's responsibility for adherence thereto.
- G. Approval to use on-campus parking facilities terminates upon separation from the College.
- H. Mutilated or defaced decals will be considered invalid and must be replaced.
- I. Vehicles may not be left on campus during Summer and Winter breaks unless prior written approval has been granted by the Director of Campus Security.
- J. Permission to operate a motor vehicle on campus may be rescinded or suspended at the discretion of College authorities. Failure to comply with the College Motor Vehicle Regulations or type of dangerous and/or damaging activities will be valid reason for revocation.

3. GUIDELINES AND VIOLATIONS

- A. The registered operator of the vehicle shall be held liable for any violations or fines incurred, regardless of who was actually operating the vehicle.
- B. Safe-driving practices must be followed at all times while operating a vehicle on campus.
- C. All traffic regulatory signs and markings on campus are to be adhered to at all times, unless otherwise directed by a member of Campus Security or a police officer.
- D. Maximum speed on campus is 15 miles per hour.
- E. The pedestrian shall have the right-of-way.
- F. Failure to comply with the College Motor Vehicle Regulations subjects the driver to fines and/or loss of vehicle registration privileges.

4. VIOLATIONS

- A. Parking within an intersection \$5.00
- B. Parking on crosswalk or sidewalk \$5.00
- C. Littering \$5.00
- D. Parking on lawn or sodded area \$10.00
- E. Parking in a restricted lot \$5.00
- F. Parking in reserved parking space \$5.00
- G. Parking in loading or unloading zone \$5.00
- H. Parking in a space/area not marked for parking \$5.00
- I. Parking in a restricted area \$10.00
- J. Blocking a fire hydrant or fire lane \$20.00
- K. Obstructing traffic \$20.00
- L. Vehicle not registered/parking decal not displayed \$20.00
- M. Failure to stop at stop sign \$20.00
- N. Speeding (over 15 M.P.H./driving too fast for conditions \$20.00
- O. Driving the wrong way on a one-way street \$20.00
- P. Failure to obey traffic control signals of Campus Security Officer \$20.00
- Q. Reckless driving \$20.00
- R. Fraudulent use of decal \$20.00
- S. Parking on a restricted service/access road \$10.00
- T. Parking in Handicapped space \$10.00
- U. First-year student parking violation \$10.00
- V. Failure to park in the direction of the parking lane \$10.00
- W. Failure to park "pulled in" in a diagonal space \$5.00

5. PARKING

- A. The responsibility for locating an authorized parking space rests with the operator of the vehicle. Lack of a "convenient" space or being late for class will not be considered valid excuses for violating parking regulations.
- B. Illegally parked vehicles are subject to being towed at the owner's expense.
- C. Vehicles will be parked "pulled in" in all diagonal-parking spaces, and not "backed in". Vehicles will park only in the direction of the driving lane.
- D. Weather conditions do not alter parking regulations.
- E. Parking for freshman is restricted to: West Alumnae Lot (Lot C) and adjacent roadway spaces (West Campus Road); spaces to the rear of the Miller Building; the Boiler House (Lot E) located on the east side of campus next to the Boiler House, as well as adjacent roadway spaces; and Lot F. The only exception is that freshmen students may park in front of Moore Hall from Friday at 6:00 p.m. until Sunday at 6:00 p.m.
- F. The North and South Quad roads other than areas marked "reserved" are restricted parking for upper-class resident students' vehicles that properly display a valid Cedar Crest College parking decal. This does not apply to first-year students (see item IV. - C). Upper-class resident students may also park in the first-year student parking areas, the Steinbright Hall Lot (Lot G), and along the roadway to the rear of Butz Hall and Curtis Hall.
- G. Non-resident students (Commuters) may park in the following areas: preferably, West Alumnae Lot (Lot C) and adjacent roadway spaces (West Campus Road) or spaces to the rear of the Miller Building; the Boiler House (Lot E) located on the east side of campus next to the Boiler House, as well as adjacent roadway spaces; and the Gravel Lot (Lot F); the Steinbright Hall Lot (Lot G); and along the roadway to the rear of Butz Hall and Curtis Hall.

- H. The Faculty/Staff parking lots (Lot D, east side of Alumnae Hall and Lot H, rear of Allen House) are restricted to faculty and staff from 8:00 a.m. until 5:00 p.m. except weekends and holidays.
- I. During business hours (8:30 a.m.-4:30 p.m. Monday-Friday) parking around the circle of the Administration Building, not otherwise restricted, is restricted for visitors to the campus. Students visiting other students or L.V.A.I.C. students taking classes on campus are not considered "VISITOR". A missing "VISITORS" sign does not pre-empt this regulation.
- J. The Director of Campus Safety and Security may, at her discretion, designate areas normally prohibited for parking as legal parking areas for special occasions and/or emergencies.
- K. The Director of Campus Security may temporarily close or restrict parking and/or restrict traffic for purposes of repair, special events, snow removal, etc.
- L. During snow removal operations, members of the College community are requested to move their vehicles from unplowed areas in order to facilitate snow removal and insure maximum availability of parking space.
- M. All members of the College community are requested to notify their guests and visitors (in advance of their arrival) of campus parking and traffic regulations.
- N. All motor vehicles operated and/or parked on College property are done so at the owner's risk. The College assumes no responsibility for damage sustained or any loss by fire, theft, accident, flood, or vandalism.
- O. Vehicles may be parked only in a designated parking lot or on a roadway in a space designated by white ground markings as a lined parking space.
- P. Vehicles may not park in any of the following areas: Within an intersection; within any crosswalk, sidewalk or driveway; at a fire hydrant or fire lane; any lawn or sodded areas; any place where parking is prohibited by official signs; any roadway not marked for parking by lined parking spaces; or restricted service/access roads.
- Q. Parking spaces marked as being reserved for a specific individual (e.g., President) are reserved on a 24-hour basis and may not be used by anyone other than the individual designated.

6. LOADING OR UNLOADING

- A. Resident students are permitted to park in the loading areas of residence halls at the beginning and end of semesters and official College recesses for the convenience of handling personal effects. Use of these areas is limited to 20 minutes. Use 4-way flashers to indicate the vehicle is temporarily parked.
- B. Faculty, staff, and students who might be required to park in restricted areas for the purpose of unloading shall clear their request through the Director of Campus Security prior to the use of said areas.

7. ENFORCEMENT

- A. Failure to read the Motor Vehicle Regulations does not constitute an excuse for illegal parking or a basis for appeal.
- B. All fines for violations of the Motor Vehicle Regulations must be paid or appealed within 72 hours of issuance; if not, a surcharge of \$4.00 will automatically be added to each violation.
- C. Fines that have not been paid or appealed within 72 hours of issuance may be turned over to the District Magistrate for execution. Violations judged through the Magistrate are subject to court cost in addition to the basic fine.

D. Students with unpaid fines will have their grades/transcripts withheld until payment is made.

8. APPEALS

A. Appeals must be filed in writing within 72 hours of issuance.

B. Appeals shall be made to the Director of Campus Safety and Security.

C. The appeal will be reviewed and the decision will be final.

D. Ignorance of the regulations will not be accepted as a basis for appeal.

9. INSTRUCTIONS FOR FILING AN APPEAL

A. Appeal forms are available from any of the following campus locations:

1. Cashier's Office (Administration Building, Room 212)
2. Information Desk (Tompkins College Center, Level 2)
3. Campus Security (Physical Plant Building)

B. Using the appeal form, prepare a written statement of the facts, including the following information:

1. Your citation number.
2. Your vehicle's license number.
3. The date the citation was issued.
4. A statement of the facts and circumstances surrounding the citation which in your estimation justifies its revocation.
5. Signed statements of corroborating witnesses, if any.
6. Print your name; sign your name; list your local mailing address.

C. Completed forms must be returned to: Director, Safety and Security, Department of Safety & Security, Cedar Crest College.

D. Notification of the ruling on your appeal will be sent to you by mail.

10. VIOLATIONS NOT SUBJECT TO APPEAL:

A. Illegally parked disabled vehicles: Immediately post a sign in plain view that the vehicle is disabled and that you have gone for aid.

B. Illegally parked non-disabled vehicles:

1. Temporary illegal parking: The fact that the illegal parking is brief is not an excuse or special/unusual circumstance.
2. Continued illegal parking: The fact that an operator has, in the past, parked illegally without receiving a ticket does not constitute an excuse or special/unusual circumstance.

C. Loss of Citation: It is impossible to determine whether or not a ticket was on the vehicle when the owner returned. It will be presumed that a ticket placed on a vehicle is there when the owner returns.

D. Incorrect advice: The fact that a student or staff member has been advised by fellow students or staff incorrectly does not constitute an excuse. In this regard, the best authority is the "Cedar Crest College Motor Vehicle Regulations."

E. Standing or parking a vehicle within 15 feet of a fire hydrant.

11. PAYMENT

Fines are payable at the Controller's Office, Cashier's Window (Administration Building, Room 212) 9:00

a.m.-1:00 p.m. Monday-Friday, or payment may be deposited in the Cashier's Window Drop Box. Mailing address: 100 College Drive, Allentown, PA 18104-6196.

REMOVAL OF COLLEGE PROPERTY

College property may not be removed from the buildings. Mattresses, chairs, etc. must remain in their designated locations. Students responsible for moving any furniture will be fined \$25 per piece of furniture per student. Removal of college property is considered theft and will be treated as such with disciplinary sanctions.

RESIDENCY REQUIREMENTS

A traditional student is expected to live in a college residence hall if she is registered for nine or more hours of academic credit.

A student is eligible for commuter status if she:

- Lives within 60 miles of the college, and resides with her parent(s), legal guardian, or spouse
- Has achieved Junior status
- Is designated as "independent" for financial aid purposes

Changing your status from resident to commuter or commuter to resident can affect your financial aid package. If you are considering moving off campus, it is imperative that you discuss this plan with the Director of Residence Life and the Financial Aid office prior to making that decision. The Change of Residence Form can be obtained in Allen House and must be completed prior to the residence change.

SMOKING POLICY

Students are encouraged to be mindful of the health hazards posed by smoking. Smoking is prohibited in all buildings on the Cedar Crest College campus as well as within 15 feet of all buildings. Students are subject to the City of Allentown's \$300.00 fine for setting fires through carelessness or neglect. Guests of students are expected to follow the regulations governing smoking while on campus.

STUDENT RECORDS POLICY

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

I. Access to Records

College officials will review with an enrolled Cedar Crest student, or an alumna or alumnus, on her or his written request, official records, except those specifically denied by the law. A request to review records described below will be granted within a reasonable time and no later than 45 days after the request has been made. This legislation does not open records to people who are applying to the College, who applied but were denied admission or who were admitted to the College but did not enroll. Ordinarily, students will not be provided with copies of their records, other than transcripts, unless the inability to obtain copies would prevent students from exercising their right to inspect and review educational records. The College will provide copies at a reasonable charge.

1. These records are available to the student for inspection and review with the office responsible for maintaining the record:
 - a. Registrar - Admissions applications and supporting materials (not confidential counselor or

- Admissions Office notes) written on or after January 1, 1975; the Cedar Crest record; transcripts from other colleges and universities; official College correspondence.
 - b. Career Planning Director - letters of recommendation written on or after January 1, 1975.
 - c. Health and Counseling Services Director - the student's records in the Cedar Crest Health Services.
2. The law denies the student access to these records:
- a. Parental financial records (without prior written approval of the parents).
 - b. Confidential letters and statements of recommendation placed in records prior to January 1, 1975.
 - c. Personal notes of teachers, advisors and administrators, the College chaplain, medical personnel, psychologists and psychiatrists, providing they are not available to a third party.

II. Right of Privacy

The College will not release a student's records to any individual, agency or organization without the written permission of the student with these exceptions, which are stated in the law:

1. To Cedar Crest faculty members, administrators and staff who have legitimate educational interests in the records.
2. To authorized representatives of the Comptroller General of the United States; the Secretary of the United States Department of Education; the United States Commissioner of Education; Director of National Institute of Education; Assistant Secretary of Education; or state educational authorities.
3. To persons who require access in consideration of a student's application for, or receipt of, financial aid.
4. To the parent(s) of the student(s) dependent upon them. (At Cedar Crest College this information will generally be given with the knowledge of the student whose parent had inquired.)
5. To persons authorized to receive such data through judicial order or pursuant to a subpoena. (The law requires the College to attempt to notify the student in advance of its compliance with such orders).
6. To appropriate persons in connection with an emergency if knowledge of such information is necessary to protect the health or safety of the student or other persons.

III. Additional Rights

1. The College will release information from educational records to third parties with the written consent of the student. If such a transfer of information is made, it shall be a condition of release by the College that those to whom the information is released will not permit additional access to the records without written student consent. A student is permitted to waive the right to inspect letters of recommendation in order to enable her or him to obtain more effective letters of recommendation. A student who wishes to use this privilege must submit a written request to the Career Planning Director to waive this right. A student has the right to inspect the log of non-Cedar Crest persons who have requested or obtained access to the student's records. A student has the right to challenge the factual basis of her or his records. In such instances this procedure will be followed:
 - a. If the student and a College official agree on the error, the change will be noted and signed by the student and the official.
 - b. If the student and the College official do not agree on the error, the student may appeal to the Dean of Student Affairs for resolution. If the Dean of Student Affairs is involved in the disagreement concerning factual information, the President of the College or her designee shall resolve the dispute. The student's appeal must be supported by a written statement of fact. A student has the right to withhold information from a published directory prepared by the College for use by non-Cedar Crest College persons, provided she requests deletion of the information in writing to the Registrar's Office prior to the last date of official registration for fall or spring semester. Forms requesting the withholding of directory information are available in the Registrar's Office. Cedar Crest College assumes that a student who does not specifically

request that directory information be withheld thereby indicates (individual) approval of disclosure.

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

TOMPKINS COLLEGE CENTER POLICIES

1. Food is allowed in all Tompkins College Center rooms except where prohibited.
2. Alcohol is not permitted without prior approval by appropriate College officials.
3. Animals are not permitted in the building with the exception of service animals.
4. Furniture may be moved only with the permission of the College Center staff.
5. Posters, announcements, etc. are to be posted on bulletin boards only. These items must be submitted to the Information Desk for posting. Materials will be removed upon expiration.
6. Smoking is not permitted anywhere in the building.
7. The College Center cannot be responsible for any articles lost in the building. However, a lost-and-found service is available at the Information Desk.
8. Rooms may be used only upon proper registration at the College Center Office.
9. Sponsoring organizations are responsible for the equipment and facilities reserved. Individuals and/or groups may be denied future use of the facilities and may be billed for damage or loss.
10. Soliciting is not permitted without the approval of the College Center Director.
11. The Board of Health prohibits bare feet in the Center.
12. Guests are expected to behave in an appropriate manner and are subject to College Center rules and regulations.

IV. GUIDELINES FOR RESIDENCE HALL LIVING

AIR CONDITIONERS

Air conditioners are not provided by the College. Students who must have air conditioners by reason of disability or medical need, must supply appropriate documentation to the Director of the Advising Center. When permission is granted, a student must schedule an appointment for maintenance to install the unit or to check it after installation. The College will not be responsible for routine maintenance. Failure to follow these procedures will result in a fine and removal of the air conditioner. The College has the right to relocate a student needing an air conditioner to a building that can handle the additional power pull.

BREAK HOUSING

For each vacation period, a specific closing time for the halls will be indicated. All students are expected to vacate their rooms by this deadline, except those having permission to stay from the Director of Residence Life. Unauthorized occupancy can lead to disciplinary actions being taken. Students may be required to relocate to another building during the break for safety or logistical reasons. There will be no visitation (male or female) during Break periods. Cedar Crest College students who do not have permission to stay during break periods are not allowed in the residence halls during breaks. Break periods are used for general maintenance. Students may expect work crews in the buildings during these times.

CONFISCATION OF PROHIBITED ITEMS POLICY

College officials and Residence Hall Staff are permitted to confiscate items that violate College policy, state and/or federal law. Such items may include:

- electric heaters/space heaters
- hotplates

- toasters or toaster ovens
- electric blankets
- high-intensity lamps, such as halogen lamps are not permitted
- Burning or burnt candles or incense
- Burning potpourri crocks
- Alcohol bottles (empty or full) if resident student is under 21 years of age
- Illegal drugs or drug paraphernalia

Fines for fire hazard violations are as follows:

- 1st offense = \$100 fine and Residence Hall probation
- 2nd offense = \$200 fine and extended Residence Hall probation
- 3rd offense = \$300 fine and Residence Hall eviction
- Additional sanctions range from warnings to expulsion

DAMAGE/VANDALISM POLICY

Charges will be made for damages to students' rooms, furniture and equipment. Upon checking in, each resident will be required to verify the condition of the room when they move in. This room condition report, originally prepared by an RA, will be checked and co-signed by the RA at check-in. At checkout, the student and an RA must complete the remainder of the form and the Residence Hall Staff will inspect the room. Failure to checkout will result in a \$100 fine. Residents are responsible for any damage done in the room or items missing from the room that were not documented at the beginning of occupancy. Students will be billed accordingly for repairs needed beyond normal wear and tear. A minimum sanction of restitution and a maximum sanction of suspension will result from vandalism to college and/or personal property.

ELECTRICAL EQUIPMENT POLICY

To prevent overloading of circuits, the College must limit the use of electrical appliances. Students will be asked to remove any unauthorized electrical appliances. Items that are not removed by the student will be removed and stored by the College for the remainder of the year. The College assumes no responsibility for loss or damage to items that are kept in storage.

Small portable television sets may be used provided no outside aerial is installed. Small microwaves and refrigerators not exceeding 80 watts and measuring approximately 20" by 20" are acceptable.

LOCK OUT POLICY

Any student locked out of her room should contact a Residence Hall staff member who may admit her to the room. If a Residence Hall staff member is not available the student should contact Campus Security. A fine of \$10 will be assessed after a student has locked herself out 3 times and for every time thereafter.

MANDATORY MEETINGS

Mandatory Floor or Hall meetings are occasionally called by the Residence Hall Staff. These meetings are used to distribute information, discuss issues, and address concerns about events or circumstances which are of utmost importance regarding health, safety, and community standards. Students are expected to attend any mandatory meetings called by their RA (Resident Advisor) or RC (Residence Coordinator). Students who are unable to attend must inform their RA twenty-four (24) hours in advance of the meeting. Failure to inform one's RA of inability to attend will result in a fine of \$10 or 2 hours of community service. Students are not expected to miss class in order to attend these meetings.

OCCUPANCY POLICY

Resident students are not permitted to occupy their rooms in any residence hall earlier than the move-in

day determined by the Student Affairs office, nor for any period longer than 24 hours after the student's last exam. The Office of Residence Life will determine exceptions to the policy. There will be a daily charge of \$50 for staying past the departing date (or arriving early) without prior approval from the Director of Residence Life.

PET POLICY

Pets other than fish are not allowed in the residence buildings of the College for health, comfort and sanitation reasons. Fish should be housed in an aquarium no larger than 5 gallons. There is no pet visitation in any residence hall. Violations will result in the removal of the pet at the owner's expense, fines and other possible sanctions.

QUIET HOURS

Because of the College's commitment to academic excellence and concern for individual rights, a minimum quiet hour policy has been established for all residence halls beginning at 10:00 p.m. and running through 8:00 a.m. Each floor has the prerogative of establishing, by majority vote, a more restrictive set of quiet hours. During final exam periods, 23-hour quiet hours are in effect. During quiet hours, all noise is to be confined to individual rooms and is to be at a level that does not disturb adjacent rooms. Requests to lower the volume of an existing noise source are to be acted on immediately and with courtesy. Consistent failure to observe quiet hours or to be responsive to the needs of others may result in judicial sanctions that will be imposed by the Office of Residence Life or the Honor and Judicial Board.

RESIDENCE HALL TABS

Front door tabs are issued to each resident upon move-in. In the event that a tab is lost or stolen, that loss must be reported to the Director of Residence Life and to Campus Security as quickly as possible. If a tab is lost or a student withdraws or leaves the College and does not return her tab, a charge of \$20 will be assessed for replacement. Students keep their tabs throughout all breaks, including summer, while they are resident students. Security tabs should not be given to anyone else to enter the residence halls. Violation of this policy will result in disciplinary action.

RIGHT OF ENTRY POLICY

The Building and Grounds Staff shall have the right to enter any space at any time for maintenance repairs and to inspect for health, safety and security hazards. Authorized representatives of the College as designated by the Dean of Student Affairs shall have the right to enter any space at any time to investigate any suspected:

1. Violation of College rules,
2. Possession of items in violation of state or federal law, and/or
3. Possession of items that endanger or are likely to endanger the safety and welfare of persons or property; and
4. General concern for student welfare, i.e. medical emergencies.

A member of the Residence Hall Staff will attempt to notify a student prior to entry, but permission for entry is not required in the above circumstances.

ROOM CHANGES

No room changes may be made during the first fourteen (14) calendar days of any semester. There is a formal mediation process to assist roommates in resolving conflicts. In extreme circumstances, the Director of Residence Life may mandate a change of rooming assignments without going through the mediation process. All requests for changes must be submitted in writing with the signatures of all parties on a room change form. Students relocating rooms must follow proper check-in and checkout procedures. Students found illegally occupying a room that has not been assigned by the Director of Residence Life must immediately move back to their originally assigned room and will be placed on Residence Hall probation.

ROOM DEPOSIT POLICY

All returning resident students are required to submit a non-refundable \$100 room deposit in the Spring term as well as being financially clear in order to select a room for the following academic year. The Office of Residence Life will announce deadline for deposit.

ROOM/Common Area Furnishings

The College provides a complete set of furnishings for each student. Students living in Butz and Steinbright may have lofts. NO furniture can be removed from rooms in Moore and Curtis Halls due to lack of storage space. A fine of \$25 per student per item of furniture removed without permission will be assessed. NO lofts or other furniture can be stored over the summer. The cost for replacing missing furniture and/or repairing damaged rooms will be assessed; payment will be the responsibility of the room occupant(s). Common area furniture such as lounge furniture may not be moved from public areas into students' rooms. Fines may be applied to the residence hall community for missing lounge furniture, damage or vandalism.

ROOM KEYS

Room keys are issued to each resident upon move-in. In the event that a key is lost or stolen, that loss must be reported to the Director of Residence Life and to Campus Security as quickly as possible. If a room key is lost or a student leaves and does not return her key, a charge of \$25 will be assessed for replacement. Keys may not be duplicated. Students are responsible for their key and are not permitted to loan their keys to anyone. Students found duplicating or lending their room keys may be subject to disciplinary action.

ROOM/RESIDENCE HALL SECURITY

Security is the responsibility of each resident. Room doors should always be locked when the room is not occupied. The main doors are locked 24 hours a day, seven days a week. All side doors and back doors are locked and alarmed 24 hours a day. Exterior doors must NEVER be propped open. Emergency exit doors may not be used by students except in the event of an emergency. Fines and other sanctions may apply,

Large amounts of money or valuables should not be kept in rooms. The College is not responsible for personal property lost, stolen or damaged. All losses should be reported to Residence Hall Staff and to Campus Security.

Unauthorized entry by an individual into another room will result in disciplinary action. Residence Hall Staff members and Campus Security are authorized to use a master key only to allow an individual into her own room. Under no circumstances will a student be let into another student's room.

SMOKING

Smoking is prohibited in all residence halls and within a 15 foot perimeter of all buildings.

STORAGE

Storage space availability will be determined each year by the Plant Services and Residence Life offices. Generally, storage space will not be provided for residence hall students. Priority will be given to international students or those students living a great distance from campus. Students must fill out a storage request form prior to storing items. The College does not accept any responsibility for lost or damaged items in storage. The College suggests that students bring to school what they can take home during breaks.

No private property may be left in rooms during the summer months. Items left in rooms or in storage will be considered abandoned and will be disposed of by Plant Services and the student will be billed for not properly cleaning her room.

VISITATION POLICY

Guests are welcomed on and are expected to abide by all College rules and policies. It is the responsibility of each hostess to familiarize her guests with all College policies and expectations of behavior. Students are directly responsible for the behavior of their guests. Resident students are permitted to have guests stay over for no more than three nights within a seven-day period. This is provided that the host has received permission from her roommate(s) and other residents are not inconvenienced. This seven-day period begins each Monday and ends on Sunday. Children under the age of 5 are not permitted to stay overnight in the residence halls. Non-resident students are considered to be off-campus guests while in the residence halls.

All male and female guests ages 16-years old or older must fill out a Guest Registration Card when visiting the residence halls. Every time a guest signs into a building a valid ID must be presented. Valid ID includes driver's license, school ID, military ID, passport. No credit cards, bankcards, library cards or social security cards will be accepted. Guest Registration Cards will be referred to each time the guest returns to campus. Students must escort their guests at all times.

It is understood that visitation of guests is a privilege on Cedar Crest College campus. Violations of the visitation policy will result in a minimum sanction of a written warning and maximum sanction of Residence Hall eviction.

The visitation policy is as follows: Moore Hall, First Floor: Monday to Thursday, 10:00 a.m. to 11:00 p.m.; and 24 hours, Friday (10:00 a.m.) to Sunday, (11:00 p.m.).

Visitation in Butz Hall, Curtis Hall and Steinbright Hall, as well as the second and third floors of Moore Hall, is 24 hours a day, seven days a week.

Emergency Call Boxes are located outside the main entrance of every residence hall. These call boxes may be used to contact a hostess within the hall, to contact Security at any time for a campus escort or to request assistance.

WINDOWS AND BALCONIES

It is a violation of College policy to hang items out of the window/balcony without prior approval from the Dean of Student Affairs. Students violating this policy will be asked to remove these items and may be subject to disciplinary action.

V. DISABILITY RESOURCES

It is the policy and practice of Cedar Crest College to comply with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and state and local requirements regarding individuals with disabilities. Under these laws, no otherwise qualified individual with a disability shall solely by reason of such disability be denied access to or participation in services, programs, and activities here on campus. In accordance with these statutes, Cedar Crest College provides reasonable accommodations and confidentiality for students with disabilities.

Accommodations may include, but are not limited to:

- Adaptations of the physical environment
- Alternate testing modalities and/or locations
- Assignment and/or testing time extensions
- Preferential seating
- Use of a calculator or spell checker
- Use of a tape recorder during lecture

- Use of a notetaker
- Use of assistive technologies

Academic accommodations may vary from course to course, as appropriate, and may not necessarily be the same as those received in high school or at another college or university.

The first step a student takes to request accommodation is to make an appointment at Academic Services to privately discuss her disability. Any existing disability documentation should be provided at that time. Full details regarding disability documentation requirements are available at Academic Services. For an appointment, a student should contact the Director of Academic Services at Ext. 3582.

V. HONOR AND JUDICIAL BOARD PROCEEDINGS

The purpose of the Honor and Judicial Board is to uphold the Honor Code at Cedar Crest College. The Honor and Judicial Board (HJB) is a student judicial board empowered by the Student Government Constitution to hear cases of perceived social violations. It is the decision of the Dean of Student Affairs or designee as to whether or not a case is to be heard by the Honor and Judicial Board. The primary objective of HJB shall be the development and education of the student rather than exemplary punishment. The HJB members at Cedar Crest College work to promote the development of a moral attitude, integrity, and a sense of responsibility and honor. The purposes of Honor and Judicial Board hearings are to educate students, ensure that the Honor Code and College policies are understood, and to positively reinforce the Honor Code.

The discipline and resolution process is intended to be just, fair, and educational in nature. It may commence with discussions with involved parties, by administrative staff or a convening of a hearing by the Honor and Judicial Board.

- The Secretary to the Honor and Judicial Board, in conjunction with the Dean of Student Affairs Office, will coordinate the arrangements for the matter to be reviewed, whether through a formal hearing, mediation, or accepting responsibility for one's actions.
- Detailed statements of the incident as reported by Residence Hall staff or by Security Officers are provided to members of the HJB. Students will have the opportunity to meet with members of the Honor and Judicial Board to discuss the situation. Based upon that meeting with students, the Honor and Judicial Board will make recommendations to the Dean of Student Affairs Office on how the matter should be resolved.
- If the matter involves a residence hall violation, the parties involved will have a meeting with the Director of Residence Life. At this meeting, the process will be explained, the perceived violations of the Social Code will be explained.
- The students involved in a Social Code issue must appear before the Honor and Judicial Board. Failure to appear means forfeiting the opportunity to represent oneself.
- The Secretary of the Honor and Judicial Board, in conjunction with the Office of Student Affairs, will coordinate the arrangements for the matter to be reviewed, whether through a formal hearing, mediation, or accepting responsibility for one's actions.

Formal Hearing

Students have the right to face the persons who perceived that they violated the Social Code, to hear what they are saying and to ask them questions directly. The students involved in the process shall be allowed to have their own witnesses appear before the Board. Off-campus witnesses are subject to review prior to the formal hearing. Recommendations on perceived violations of the Social Code shall be reached by majority of the Board members present. A minimum of five Board members must be present for a formal hearing to take place. Recommendations will be based on the preponderance of the evidence. The Honor and Judicial Board's recommendations to the Dean of Student Affairs regarding resolutions of cases will focus on promoting education and understanding for the students

involved and, therefore, the betterment of the College Community. The Dean of Student Affairs or designee, after conferring with the Chair of the Honor and Judicial Board, will notify the student involved, in writing, of the decision for the final resolution of the matter.

Appeal Process

A student found responsible for an offense shall have the right to appeal to the Dean of Student Affairs, within seven calendar days from receipt of the decision letter, on any of the following grounds:

- The sanction(s) is (are) too harsh.
- There is new evidence to warrant a rehearing.
- Their procedural rights have been violated.

The student must submit a written petition of appeal addressing one or more of these issues. This letter must be submitted to the Dean of Student Affairs Office. A request on any of these grounds must clearly explain, in detail, the basis for the appeal. The appeal should be based on documentation and should be limited to an inquiry of the issue or issues raised during the hearing or in the incident reports.

After the Dean of Student Affairs or designee reviews the appeal, there are three possible outcomes:

- The appeal will be denied.
- The sanction(s) will be modified.
- The appeal will be forwarded to the Honor or Judicial Board to rehear the case.

Mediation

In cases where a formal hearing is not necessary, the Dean of Student Affairs may request that mediation be held. All students involved will meet with a mediator to discuss and review the perceived violation of the Social Code and make a recommendation for resolution.

Confidentiality

Honor and Judicial Board members take a pledge of confidentiality when accepting membership on the Board. Violations of confidentiality are grounds for dismissal from the Board. The effective functioning of the Honor and Judicial Board rests ultimately on the personal integrity of its members.

Sanctions and Discipline

Cedar Crest College recognizes the role of discipline as an integral component of the educational process. In order to prevent recurrences, College codes, policies and standards and respective sanctions have been developed. These exist to promote the sense of community responsibility and to maintain the integrity of the College as an ethical, just and caring community of learning. Effective functioning of the College community rests ultimately on the personal integrity of each of its members. Participation in the Cedar Crest College honor system does not protect a student from discipline, sanctions, and civil or criminal prosecution. Sanctions may include, but are not limited to, the following:

- Administrative Warning
- Community Service — Required time and work donated to an appropriate and designated agency determined by the Dean of Student Affairs.
- Counseling Assessment — Evaluation of emotional, physical and mental state of the student by a qualified professional.
- Counseling Referral — Referral to Health and Counseling Services or other educational program.
- Disciplinary Probation — A status between good standing and suspension from the College. Ordinarily, it is imposed for a period not less than one semester.
- Educational Sanction — May include research, presentation and programming. Intended to offer a chance for a student to learn from experiences.
- Expulsion — Permanent loss of student status.

- Fines — Monetary payments to the College Controller's Office not to exceed \$500.
- Residential Eviction — Loss of privileges associated with residence life.
- Residential Probation — An official warning that states that future residence hall violations will constitute grounds for loss of privileges associated with residential life at the College.
- Restitution — Repayment for theft or damages (medical or otherwise).
- Suspension — Loss of student status for a stated period of time. May include exclusion from Cedar Crest College property.

VII - STUDENT ORGANIZATIONS

I. STUDENT GOVERNMENT ASSOCIATION

Student Government meets regularly to discuss student activities and college policies, to initiate legislation, and to make and amend rules as applicable.

Student Government Constitution

Preamble

The Student Government Association of Cedar Crest College operates under the authority and through the recognition of the student body. Student Government will operate in ways consistent with the basic delegation of Faculty responsibility and in ways consistent with the Cedar Crest College Customs Book, the Statutes of the College, and with such other controlling documents as chartered by the College.

The Student Government Association shall provide a forum for the voicing of student concerns on matters related to the welfare of the College in general and to the welfare of the student body in particular. The Student Government shall serve as the official medium of communication between the student body and the other constituencies of the College on matters that, in the opinion of Student Government, should receive the attention of the Faculty, the Administration, the Board of Trustees, or any combination thereof.

ARTICLE I: NAME

This organization shall be known as the Student Government Association of Cedar Crest College.

ARTICLE II: PURPOSE AND FUNCTION

The Student Government is the governing body of the undergraduates of Cedar Crest College. The purpose of this association is to encourage active cooperation in the work of self-government and to enact and reinforce policies. It is the responsibility of the Association to appropriate funds to clubs and organizations, to be an outlet and liaison to the Administration, and to represent the student body in a responsible, dignified manner. In addition to providing a forum for the free exchange of ideas in matters of general concern to the College community and communicating such concerns as the Student Government deems desirable to appropriate College agencies, the Student Government Association shall:

- A. Supervise the extracurricular life of the student body to the extent that the Faculty has itself been delegated the authority to do so.
- B. Supervise the general operation of student organizations by:
 1. Granting campus wide recognition to new organizations as long as they follow the guidelines as outlined in Article IX.
 2. Appropriating proper funds to each campus organization, providing the organization has submitted a budget. For more information see Article XI.
- C. Supervise student elections.
- D. Delegate student members to standing committees such as the Trustee Committee, Faculty Committee, and special committees as stated in Article X.

E. Enforce the rules which it enacts and other College regulations which are explicitly within its jurisdiction.

F. Represent the student body to outside agencies.

G. Have the authority to:

1. Initiate and enact changes in the College Handbook for implementation after review by the Faculty and the Dean of Student Affairs Office.
2. Establish committees, assign their responsibilities, appoint their membership, and create whatever other internal organizations it deems necessary for carrying out the purpose as stated in the Constitution.
3. Make recommendations to appropriate deciding bodies on any matter relating to the general welfare of the student body.
4. Recall any voting members of the Student Government Association, any student serving as a member on a Student Standing Committee, or any Executive Board member if she has an unsatisfactory attendance record of three unexcused absences at her respective committee meeting.

ARTICLE III: STUDENT GOVERNMENT RELATION TO THE FACULTY

SECTION I: Organizational Procedures

A. The Dean of Student Affairs or representative of the Dean will act as advisor to the Student Government Association. He/She shall also act as liaison between the Faculty and the Student Government Association.

B. Student Government Association meetings will be open to all Faculty and Staff of Cedar Crest College.

C. Student Government Association will be granted the right to call closed meetings when deemed necessary.

SECTION II: Joint Committees

A. The Student Government and the Faculty may establish Student Standing Committees. The composition and mission of such committees shall be determined jointly.

B. The members appointed by the Student Government shall act in accordance with the committee regulations as specified in the Faculty Bylaws. A student representative may be reviewed and suspended by the board if her performance is seen as unsatisfactory.

ARTICLE IV: ORGANIZATION AND PROCEDURES

SECTION I: Meetings

A. Regular meetings of the Student Government shall be held weekly on Wednesday evenings at 6:00 PM in the 1867 Room of Tompkins College Center throughout the academic year. A regular meeting may be cancelled provided a motion from a member is passed by one (1) more than half of the Student Government present and voting at a regular meeting.

B. Special meetings may be called by the President or one (1) more than half of the voting membership requesting the President to do so at a regular Student Government meeting.

C. The President shall notify all Student Government members of the meeting dates during the first month of the new semester.

SECTION II: Quorum

A. A majority of the regular membership (meaning one (1) more than half of the members attending) shall constitute a quorum for the transaction of business of the Student Government.

SECTION III: Parliamentary Procedure

A. The rules contained in the most recent edition of Robert's Rules of Order shall govern all cases in the action of the Student Government to which they are applicable.

SECTION IV: Bylaws

A. Student Government shall have the power to write and initiate Bylaws affecting the constitution.

SECTION V: Legislative Functions

A. A motion involving change in established constitutional policy shall not be voted on until a meeting held at least twenty-four (24) hours following that meeting at which the motion is presented. This rule may be suspended by the unanimous vote of the Student Government present and voting.

SECTION VI:

Vacancies in the Student Government and Attendance Policies

- A. Student Government members and Executive members are allowed only three (3) unexcused absences from stated Student Government meetings and/or activities before their seats shall be declared vacant. A student member's seat shall be declared vacant if she has refused to cooperate, to comply with teamwork, or to assist in campus activities (as designated by the Executive Board). Other grounds for dismissal may be seen through academic probation as well.
- B. A member shall be excused if she missed the meeting:
1. Due to a Student Government related function;
 2. Due to a scheduled night exam;
 3. And informed an Executive board member of her absence at least twenty-four hours (24) prior to the Student Government meeting.
- C. If a member submits to Student Government in writing her resignation, then her seat shall be declared vacant and Student Government must follow the appropriate election procedure.
- D. Any Student Government member or Executive Board Member being dismissed will receive a letter explaining the grounds for dismissal and declaring her position vacant at that time. Then the Student Government Association must proceed with the acts mentioned in ARTICLE VIII of the Constitution.
- E. A leave of absence shall be defined as the privilege to obtain three (3) consecutive excused absences from a regular Student Government meeting or Student Standing Committee meeting. Upon the majority consent (51%) the Student Government shall have the power to grant a leave of absence and determine the criteria for one. Each absence after three (3) consecutive absences is then considered unexcused. No member may be granted more than one leave of absence per term of office.

ARTICLE V: MEMBERSHIP

SECTION I: All students of Cedar Crest College are members of the Student Government Association in that they are encouraged and welcome to attend meetings, voice concerns and take an active role in representing the College.

SECTION II: The Student Government Association shall consist of legislative, executive and judicial branches.

- A. The legislative powers of the Student Government Association are vested in the Student Senate.
1. All members of the Student Senate shall have the right and responsibility to vote on all legislation.
 2. Membership of the Student Senate shall include:
 - a. Five resident representatives elected by each class. (5)
 - b. Eight commuter representatives, two elected from each respective class year. (8)
 - c. Four representatives of lifelong learning students. (4)

- B. The executive powers of the Student Government Association shall be vested in an Executive Board.
 - 1. The members of the Executive Board shall be responsible for the execution and administration of legislation enacted by the Student Senate.
 - 2. The officers of an Executive Board shall be selected in a general election by the entire student population.
 - 3. The Executive Board shall be comprised of the following officers:
 - a. President
 - b. Administrative Vice President
 - c. Social Vice President
 - d. Recording Secretary
 - e. Corresponding Secretary
 - f. Treasurer
- C. The judicial power of the Student Government Association is vested in an Honor and Judicial Board. The Cedar Crest College Honor Philosophy is based upon the principle that students have both the right and responsibility to govern themselves.
 - 1. The objective of the Honor Code is to establish an atmosphere in which an individual can make her own decisions, develop personal regard for morals under which she lives, and can achieve a sense of integrity and judgement in all aspects of her college life.
 - 2. The Honor Board Chair and Secretary are elected by the entire student body with the remaining members elected as stated in the Honor and Judicial Board's Constitution.

ARTICLE VI: DUTIES OF THE EXECUTIVE BOARD OFFICERS

***First and foremost all of the various members of the Student Government Executive Board must follow and abide by all articles, statues and amendments set forth by Cedar Crest College and the Student Government Association Constitution.

SECTION I: President

It shall be the duty of the President to:

- A. Call and preside over all meetings of the Student Government.
- B. Enforce the observance of the Constitution and the Bylaws.
- C. Appoint any other special committees he/she may deem necessary.
- D. Report to the Student Body on all Trustee Meetings. The President shall also serve as a mentor to fellow Cedar Crest students exhibiting leadership and allegiance to his/her Alma Mater.
- E. Act as a leader and spokesman of the Student Government.
- F. At the beginning of his/her term, submit a statement to the members of the Student Government reporting the goals of his/her term, and any other information he/she deems pertinent.
- G. At the end of his/her term, submit a statement to the members of the Student Government reporting the accomplishments of his/her term.
- H. Inform the members of the Association of the obligations and duties they are to perform.
- I. Distribute agendas, preside over Executive Board meetings, be a team player in promoting cooperation, comprise, and mediation. Discuss all pertinent Administrative and Academic subjects with the Executive Board and the Association before a formal action takes place.
- K. In tie circumstances ONLY the President shall have voting power.

SECTION II: Administrative Vice President

It shall be the duty of the Administrative Vice President to:

- A. Assume the duties of the President in her/his absence.
- B. Serve as Parliamentarian of the Student Government. The Parliamentarian shall also serve as the Associate Representative over the Student Standing Committees, whenever proposed he/she will institute changes to the Constitution and/or the By Laws of the Student Government Association. All changes must be finalized by the Administrative Vice President upon the majority approval of the Executive Board members.
- C. Correspond with the Student Standing Committee members and inform them of their responsibilities.
- D. Have an active role in regular Student Government meetings and use voting power.
- E. Supervise all campus wide elections which the Student Government Association runs.
- F. Appoint Standing Committee members subject to Student Government Executive Board approval by a majority vote. If Student Government Executive Board does not approve of an appointee, the President of the Association shall make another appointment subject to approval.

SECTION III: Social Vice President

It shall be the duty of the Social Vice President to:

- A. Serve as a liaison between the Student Activities Board and Student Government Association. He/she is not responsible or considered a voting member of SAB, but rather he/she must advise the board and its members.
- B. Be responsible for overseeing student organizations and social activities of the Student Government Association.
- C. Head all campus social activities. He/she is allowed to set forth committees and delegate Student Government members.
- D. Maintain an active role in regular Student Government meetings and use voting power.

SECTION IV: Recording Secretary

It shall be the duty of the Recording Secretary to:

- A. Keep full Minutes, in typewritten form and/or submitted electronically, of all meetings, maintain an accurate file of the Minutes, and make the Minutes available for inspection.
 - 1. Upon approval of the Student Government the Minutes shall be the official record of the complete proceedings of that body. They shall especially include:
 - a. Names of those members excused and unexcused.
 - b. Report of the communications with Student Organizations.
 - c. Names of the persons making motions and amendments.
 - d. An accurate text of each motion and amendment made.
 - e. An indication of the results of votes taken.
 - f. Call to order and adjournment times.
- B. Send a copy of the approved Minutes to every campus organization, the College President, to the Provost, Associate Provost, Dean of Student Affairs, Associate Dean of Student Affairs, the campus news publications, and to any Executive Board members, the advisor, voting members, and any persons who request a copy in writing.
- C. Perform or delegate administrative and clerical functions for the Student Government as a body.
- D. Participate as an active voting member in the issues brought forth at a meeting.
- E. Enforce the attendance policy by keeping accurate records and following the rules as mentioned in ARTICLE V of the Constitution. The Recording Secretary shall have the authority to notify those

persons who have come in conflict with this regulation.

F. Distribute meeting minutes by 4 p.m. on the Friday following each meeting.

SECTION V: Corresponding Secretary

It shall be the duty of the Corresponding Secretary to:

- A. Publish all Student Government campus activities and promotional awareness materials. He/she is also allowed to set forth committees and delegate Student Government members who are required to help fulfill her request or face possible penalties.
- B. Initiate and document all other correspondence pertained to and requested as issues arise within the Student Government Association.
- C. Keep an up-to-date file of all minutes from campus organizations for reference to draw upon when petitions are submitted.
- D. Maintain an up-to-date copy of the Constitution and Bylaws.
- E. Maintain an active role and voting membership during meetings of the Student Government.

SECTION VI: Treasurer

It shall be the duty of the Treasurer to:

- A. Select and form the Student Government Association Finance Committee, preside and review petitions, budgets, and other financial documents of the Student Government Association.
- B. Handle all communications between the Student Government and the College's Controller's office.
- C. Maintain contacts and lead workshops for student organization treasurers. Be a liaison and advise all campus organization treasurers.
- D. Keep an up-to-date file of all campus organizations' budgets for reference to draw upon when petitions are submitted.
- E. Have an active role and voting power during all meetings of the Student Government Association.

ARTICLE VII: DUTIES OF STUDENT GOVERNMENT MEMBERS AND STUDENT STANDING COMMITTEES

It shall be the duties of each Student Government member and Committee member to:

- A. Inform the board of all information she deems pertinent for discussion at a regular Student Government meeting.
- B. Undertake all assignments delegated to him/her by the Student Government Executive Board members.
- C. Act in a responsible manner for he/she represents Cedar Crest College and its image at all times.
- D. Follow and abide by all articles, statutes, and amendments set forth by Cedar Crest College and the Student Government Association.
- E. Maintain an active role within the Student Government Association.
- F. Help supervise all elections the Student Government runs.
- G. Evaluate all amendments to the Constitution and the Bylaws and make recommendations for improvement.

ARTICLE VIII: ELECTION OF MEMBERS

•••Additional election policies are outlined in the official Election Packet distributed by the Student Government Association and are to be referred to in any dispute.

SECTION I: Eligibility

- A. One must be a full-time student (having a course load of 12 credits) at Cedar Crest College. Lifelong learning students who may not be full-time are eligible as long as they have completed at least four (4) semesters at Cedar Crest College.
- B. The student cannot be on academic or disciplinary probation to be eligible to run for any position and must maintain a cumulative grade point average of a 2.0 or better.
- C. A candidate must submit a self-nominating form bearing at least 25 signatures of full-time students of Cedar Crest College and a completed Candidate Profile to be placed on the ballot. The forms must be submitted to the Student Government Administrative Vice President, who is responsible for gathering all forms from the Allen House by 4 p.m. the Friday prior to the election.
- D. A student's name may not appear on the election ballot twice. This means a student may not run for two offices that are being voted on in the same day.
- E. All Executive Board officers must be available to attend at least one (1) conference, of their choice, to prepare them for the responsibilities that lie ahead.
- F. Any student wishing to run for the office of Student Government President must have one-year prior experience serving as a member of the Student Government Association.

SECTION II: Nominating Procedures

- A. The Student Government Association shall hold a formal nominating meeting on the second week in the month of February.
- B. Any student nominated shall receive written notice of his/her nomination.
- C. If the nominee chooses to run for an office, he/she is required to obtain twenty-five (25) signatures approving her eligibility.

SECTION III: Time of Election of Irregular Members

Election of Student Government members shall take place during the spring semester.

- A. The elections for Student Government President, Honor Board Chair, and Student Activities Board Chair shall run first. These elections are considered campus wide.
- B. The elections for the Student Government Executive Board shall then follow. These elections are considered campus wide.
- C. The Senate and Class elections shall then be held allowing every student to vote within her respective graduating year. These elections are not campus wide.

SECTION IV: Procedures for Determining All Winning Candidates of an Election

- A. A general campus wide election of the Student Body will be held to decide the upcoming officers of Cedar Crest College.
- B. In order to be elected into office each candidate must win a majority of the votes or 51%. That candidate who has received the highest percentage above 51% of votes shall than be named and awarded to that position.
- C. In the case of a tie the two candidates would have a run-off election to determine the winner.
- D. If no candidate receives a majority of the votes cast either of the offices, a run-off election would be held. If only one candidate is running for a position and she does not achieve 51% of the votes the position

will be re-opened and students may nominate themselves for the office, providing they follow the appropriate election procedures.

- E. If there are two consecutive ties after the run-off election is complete, the outgoing Student Government Executive Board members shall determine which candidate shall obtain the position. That candidate must win 51% of the Executive Board's vote.

SECTION V: Challenging an Election

- A. A student who wishes to challenge a campus wide election must submit a certified statement to the President of Student Government within twenty-four (24) hours after the polls close.
- B. The typed statement must be signed by a witness and must include the time, place, circumstance, and names of students involved.
- C. The Student Government Executive Board shall meet no later than forty-eight (48) hours after the challenge is received by the President of Student Government to consider the challenge and to hear all interested parties.
- D. The student submitting the challenge must be available for questioning by the Student Government Executive Board if questions should arise.
- E. The decision of the Student Government Executive board shall be forthcoming within a week after the challenge is received. The decision of the Student Government Executive Board of officers must be reached by 51% or one (1) more than the majority vote. Once the decision has been made it is final.

SECTION VI: Transition Period

After the elections have been held for a new Student Government in the second semester of the academic year, the previous Student Government members shall retain their position until the 1st of April. Within the course of the transition period the newly elected representatives shall become familiar with the procedures and organizational functions of the Student Government Association.

SECTION VII: Term

The term of office shall be one academic year beginning in the spring semester.

SECTION VIII: Constituencies

It shall be required that all voting members of Student Government shall inform and consult their constituencies at least (2) twice a semester.

SECTION IX: Vacancies and Successions

- A. A vacancy on Student Government shall be filled by a general election of the student body (time permitting). The Student Government reserves the right to appoint members to office.
- B. Should the office of the President be vacant, the Administrative Vice-President shall become the President and assume all of the responsibilities of that office.
- C. Should the office of any of the remaining officers become vacant, the Student Government shall fill that office from its ranks by a majority vote.

ARTICLE IX: RECOGNITION OF CAMPUS ORGANIZATIONS

***All campus organizations must be officially recognized by the Student Government Association in order to be eligible for funding.

Campus organizations wishing to be recognized by the Student Government Association shall:

- A. Fill out an application designed by the Student Government Association.

- B. Construct a Constitution following the instructions outlined in the Student Organization Handbook.
- C. Formulate a list of prospective members, including an advisor.
- D. Present the above mentioned criteria to the Student Government Association at a meeting. At this time, the Student Government Association shall recognize the organization by a majority vote.

ARTICLE X: COMMITTEES

SECTION I: Student Standing Committees

- A. The Student Government and Faculty may form standing committees to aid in the effective workings of Cedar Crest College.
- B. The Administrative Vice-President serves as Parliamentarian of the Student Standing Committees by:
 - 1. Announcing the positions that are open for student representation throughout the year.
 - 2. Presiding over the election meeting in which the Executive Board officers will determine the winning nominee.
 - 3. Publicizing those who have obtained the Student Standing Committee Offices, and informing them of their responsibilities as a member.
- C. Responsibilities of being appointed a student member to Faculty or Standing Committees:
 - 1. Each member of her respective committee shall present to the Student Government a report speaking of her duties, responsibilities, and other pertinent topics when asked at a scheduled meeting. Each representative will be notified at least a week in advance to prepare her report.
 - 2. The names of those applicants, provided that one more than half of the Student Government Executive Board has approved their positions, will then be inducted into the Student Standing Committee. A student may apply for and be accepted into three committees. If you have any other general concerns or questions, please address the Administrative Vice-President.
 - 3. As a student member the attendance policy holds:
 - a. On the first (1) and second (2) unexcused absence a written warning will be issued.
 - b. The third (3) unexcused absence is grounds for dismissal from the Student Standing Committee.
 - c. To avoid unexcused absences contact the Chairperson of your committee about your absence or the Student Government Administrative Vice-President.
 - 4. Undertake all assignments delegated to him/her by the Student Government Association.
 - 5. Report to the Student Government concerns and actions suitable for discussion of his/her committee.
- D. Vacancies on Student Standing Committees
 - 1. Two weeks after a vacancy is observed on the Standing Committee the Student Government Executive Board may request applicants to fill that position. Each potential member must send a letter of application to the Administrative Vice President and be available to answer any questions that may arise during the process.
 - 2. It shall be the duty of the Student Government Executive Board to select the new member of the Student Standing Committee by majority vote (51%).

SECTION II: The Election Committee

- A. The Election Committee shall be any Student Government member who is not running in that election or any student whom the Student Government delegates.
- B. The Election Committee will use the following procedures:
 - 1. One member must be present at the election table for the entire election.
 - 2. Voters must sign or initial their names on the registration sheet before voting.
 - 3. The election committee shall tally the election returns immediately after the election and shall validate and post the results.

4. The results of all elections must be kept confidential unless the results are challenged.
 5. No politicking will be allowed the day of the elections. Any candidate found to be in violation of this rule will be disqualified from appearing on the election ballot, or gaining the office.
- C. If a special committee is needed during the academic year, the members of the Student Government Association or the President may appoint members to serve on that committee.

ARTICLE XI: FINANCIAL ALLOCATIONS

- A. The Student Government Association and Student Activities Board shall be allocated their funds by the College's Controller's office.
- B. The Student Government Association reserves the right to request updated Constitutions from any club or organization prior to the allotment of funds.
- C. Allocations to recognized campus organizations by the Student Government Association shall follow this procedure:
1. Late in the spring semester, each Student Organizations Treasurer shall be given a budget request form to be completed by the Treasurer, President and Advisor and then returned to the Student Government Association Treasurer.
 2. This form must itemize the expenses for which the organization is requesting funding. All activities listed on the budget form must be open to the entire college community and be events the club has sponsored the previous year. Organizations wishing to sponsor new events must petition the Student Government Association for funding.
 3. The Finance Committee, under the direction of the Student Government Treasurer, shall be formed to review each organization's budget and deliver the final allocation to the appropriate campus organization. Basis for allocation will include the club's use of Student Government funds and level of the club's activity the previous year.
 4. Before receiving their allotment, each organization's President and Treasurer must meet with the Student Government Treasurer either at one of the Fall Semester Treasurer's Workshops or on an individual basis in order to review Student Government Accounting Procedures.
 5. If an organization should be dissatisfied with their allocation, a typed written letter of appeal can be sent to the Finance Committee or Treasurer for further consideration. A final statement of allocation shall be sent to the organization's President or Treasurer once the Finance Committee has reached a decision. That decision shall be final.
 6. All recognized organizations desiring financial assistance during the year, after the budget has been submitted and allotment has taken place, may petition the Student Government Association for additional funding.
 7. The Finance Committee shall review the petition within two weeks of the petition being received by the Student Government Association Treasurer.
 8. In order for the petition to be voted on by the Student Government Association, a representative from the petitioning organization must be present at the Student Government meeting to answer any questions. One of the petition signers will be notified of the date, time, and location of the meeting prior to the scheduled meeting.
 9. At this meeting, the Treasurer will introduce the petition, present the Finance Committee's recommendation, and open the floor for discussion and questions.
 10. In making a motion to allot funds, the Student Government Association member must state the exact amount he/she is proposing in the motion before another member seconds it.
 11. If a representative of the petitioning organization fails to be present at the meeting, the petition shall be immediately known as null and void.

ARTICLE XII: IMPEACHMENT

- A. Any person moving for the impeachment of a Student Government Association member must submit a

typed, witnessed statement to a member of the Executive Board.

- B. It is the responsibility of the Recording Secretary to notify the person pending impeachment and inform him/her of the meeting at which a discussion of the motion will be held.
- C. The Student Government member pending impeachment shall be dismissed by a majority vote.
- D. The Recording Secretary shall inform the member as to the decision made by the voting members of the Student Government Association.
- E. The Executive Board reserves the right to dismiss any member of the Student Government Association as deemed necessary.

ARTICLE XIII: AMENDMENTS

- A. Any member of Student Government, Student Standing Committee member, or any full-time member of the Student Body may propose amendments to the Constitution or Bylaws.
- B. All procedures and amendments need to be revised under the supervision of the Student Government Administrative Vice President.
- C. The Administrative Vice President shall study the proposed amendment and submit her recommendations to the Student Body at the next regularly scheduled meeting of the Student Government Association.
- D. Proposed amendments are to be voted on no sooner than three (3) days after the meeting at which it is presented. The amendment will become effective if the proposed amendment receives 75% vote by the Student Government Association.
- E. All amendments shall be made in accordance with the rules and regulations set forth by the Student Government Association and its members.

ARTICLE XIV: RATIFICATION

The Constitution and Bylaws of Cedar Crest College shall be adopted by the affirmative vote of 75% or 3/4 of the members of the Student Government Association.

STATEMENT OF GOVERNANCE

- A. All actions of the Student Government shall be consistent with the Cedar Crest College Handbook, the Statues of the College, and the Cedar Crest College Community of students.
- B. Student Government Association shall:
 - 1. Supervise the extracurricular life of the student body to the extent that the Faculty has itself been delegated the authority to do so.
 - 2. Supervise the general operation of student organizations by:
 - a. Granting recognition to organizations whose purpose is in accord with ARTICLE II of the Constitution and whose college resource requirement can be met within the facilities of the Student Government.
 - b. Apportioning to recognized organizations funds allocated for that purpose by the college budget.
 - c. Superintending the dissolution of organizations when the need arises.
 - 3. Supervise campus-wide elections.
 - 4. Nominate or choose student members of Student Standing Committees in ways acceptable to the Constitution.
 - 5. Enforce the rules it enacts and other college regulations that are explicitly within its jurisdiction.
- C. Student Government shall have the authority to:
 - 1. Initiate and enact changes in the Constitution and Bylaws.

2. Establish committees, assign their responsibilities, and appoint their membership, and to create whatever other internal organization it deems necessary for carrying out the purposes as stated in the Constitution and Bylaws.
3. Make recommendations to appropriate deciding bodies on any matters relating to the Student Body.
4. Recall any voting members of the Student Government Association, any student serving as a member on a Student Standing Committee, or any Executive Board member if he/she has an unsatisfactory attendance record of three unexcused absences at his/her respective committee meeting.

Bylaws of the Cedar Crest College Student Government

ARTICLE I: Student Standing Committees

Section 1: Responsibilities of being appointed a student member to faculty or standing committees

- A. Each member of his/her respective committee shall present to the Student Government a report speaking of his/her duties, responsibilities, and other pertinent topics when asked at a scheduled meeting. Each representative will be notified at least a week in advance to prepare his/her report.
- B. The names of those applicants, provided that one more than half of the Student Government Executive Board has approved their positions, will then be inducted into the student standing committee. A student may apply for and be accepted into three committees. If you have any other general concerns of questions, please address the Administrative Vice President.
- C. As a student member the attendance policy holds:
 1. On the first (1) and second (2) unexcused absence a written warning will be issued.
 2. The third (3) unexcused absence is grounds for dismissal from the student standing committee.
 3. To avoid unexcused absences contact the Chairperson of your committee about you absence or the Student Government Administrative Vice President.
- D. Undertake all assignments delegated to him/her by the Student Government Association.
- E. Report to the Student Government concerns and actions suitable for discussion of his/her committee.

ARTICLE II: Procedures for Determining All Winning Candidates of Campus-Wide Elections

- A. A general campus-wide election of the student body will be held to decide the upcoming officers of Cedar Crest College.
- B. In order to be elected into office each candidate must win a majority of the votes or 51%. That candidate who has received the highest percentage above the 51% of votes shall then be named and awarded to that position.
- C. In the case of a tie the two candidates would have a run-off election to determine the winner.
- D. If no candidate receives the majority of the votes cast for either of the offices, a run-off election will be held. If only one candidate is running for a position and he/she does not achieve 51% of the votes, the position will be re-opened and students may nominate themselves for the office, providing they follow the election procedures as mentioned in Article VIII of the Constitution.
- E. If there are two consecutive ties after the run-off election is complete, the outgoing Student Government Executive Board members shall determine which candidate shall obtain the position. That candidate must win 51% of the Executive Board's vote.

ARTICLE III: Vacancies of Student Standing Committees

- A. Two weeks after a vacancy is observed on the standing committee the Student Government Executive

Board may request applicants to fill that position. Each potential member must send a letter of application to the Administrative Vice President and be available to answer any questions that may arise during the process.

- B. It shall be the duty of the Student Government Executive Board to select the new member of the student standing committee by majority vote (51%) and following those regulations as set forth in ARTICLE I of the Bylaws.

ARTICLE IV: Vacancies of Student Government Association and Attendance Policies

- A. Student Government members and the Executive Board members are allowed only three (3) unexcused absences from their standing committee meetings before their seats shall be declared vacant. Each time a member misses more than one-half (1/2) of the meeting, as stated in the minutes, it shall be counted as one-half (1/2) an absence.
- B. A member shall be excused if she missed the meeting:
1. Due to a Student Government related function;
 2. Due to a scheduled night exam;
 3. And informed an Executive Board member of her absence in writing at least twenty-four (24) hours prior to the Student Government meeting.
- C. If a member submits to the Student Government in writing his/her resignation, then his/her seat shall be declared vacant and Student Government must follow the appropriate election procedure.
- D. A student member's seat shall be declared vacant if he/she has refused to cooperate, to comply with teamwork, or to assist in campus activities (as designated by the Executive Board). Grounds for dismissal may also be seen through academic probation or if a student has three (3) unexcused absences from a Student Government meeting or a student standing committee meeting.
- E. After the third unexcused absence the Student Government member or Executive Board member will receive a letter of dismissal which declares his/her position vacant at that time. If a member shall be dismissed for reasons as mentioned in the above ARTICLE he/she too will receive a letter which explains the grounds of dismissal and declares his/her position vacant as well. Then the Student Government Association must proceed with the acts mentioned in ARTICLE VIII of the Constitution.
- F. A leave of absence shall be defined as the privilege to obtain three (3) consecutive excused absences from a regular Student Government meeting or student standing committee meeting. Upon the majority consent (51%) the Student Government shall have the power to grant a leave of absence and determine the criteria for one. Each absence after three (3) consecutive absences is then considered unexcused. No member may be granted more than one leave of absence per term of office.

ARTICLE V: Duties of the Executive Board

First and foremost all of the various members of the Student Government Executive Board must follow and abide by all articles, statues, and amendments set forth by Cedar Crest College and the Student Government Association Constitution.

Section 1: President

It shall be the duty of the President to:

- A. Call and preside over all meetings of the Student Government; special meetings of the Student Government may be called as described in the Constitution ARTICLE VI, Section I.
- B. Enforce the observance of the Constitution and the Bylaws.
- C. Appoint any other special committees he/she may deem necessary.

- D. Report to the student body on all Trustee meetings. The President shall also serve as a mentor to fellow Cedar Crest students exhibiting leadership and allegiance to his/her Alma Mater.
- E. Act as a leader and spokesman of the Student Government.
- F. At the beginning of his/her term, submit a statement to members of Student Government reporting the goals of his/her term, and any other information he/she deems pertinent.
- G. At the end of his/her term, submit a statement to the members of the Student Government Association reporting the accomplishments of his/her term.
- H. Inform the members of the Association of the obligations and duties they are to perform.
- I. Distribute agendas, preside over Executive board meetings, be a team player in promoting cooperation, compromise, and mediation.
- J. Discuss all pertinent administrative and academic subjects with the Executive Board and the Association before a formal action takes place.
- K. In tie circumstances ONLY (as mentioned in ARTICLE VI, Section I, of the Constitution) the President shall have voting power.

Section 2: Administrative Vice President

It shall be the duty of the Administrative Vice President to:

- A. Assume the duties of the President in his/her absence.
- B. Serve as Parliamentarian of the Student Government. The Parliamentarian shall also serve as the Representative over the student standing committees, whenever proposed he/she will institute changes to the Constitution and/or Bylaws of the Student Government Association. All changes must be finalized by the Administrative Vice President upon the majority approval of the Executive Board members.
- C. Correspond with the student standing committee members and inform them of their responsibilities.
- D. Serve as an ex-officio member of the Honor and Judicial Board and as the sole communicating link between the organizations.
- E. Have an active role in regular Student Government meetings and voting power as mentioned in ARTICLE VI, Section II of the Constitution.
- F. Supervise all campus-wide elections which the Student Government Association runs.
- G. Appoint standing committee members subject to Student Government Executive Board approval by a majority vote. If Student Government does not approve of an appointee, the President of the Association shall make another appointment subject to approval.

Section 3: Social Vice President

It shall be the duty of the Social Vice President to:

- A. Serve as a liaison between Student Activities Board and the Student Government Association. He/She is not responsible or considered a voting member of SAB, but rather he/she must advise the Board and its members.
- B. Be responsible for overseeing student organizations and social activities of the Student Government Association.
- C. Head all campus social activities. He/she is allowed to set forth committees and delegate Student Government members who shall fulfill his/her requests or otherwise face the penalties of being recalled as stated in ARTICLE II of the Constitution.
- D. Maintain an active role in regular Student Government meetings and use voting power.

ARTICLE VI, Section III of the Constitution

Section 4: Recording Secretary

It shall be the duty of the Recording Secretary to:

- A. Keep full minutes, in typewritten form, of all meetings, maintain an accurate file of the minutes and make

the minutes available for inspection.

1. Upon approval of the Student Government the minutes shall be the official record of the complete proceedings of that body. They shall especially include:
 - a. Names of those members excused and unexcused.
 - b. Report of the communications with student organizations.
 - c. Names of persons making motions and amendments.
 - d. An accurate text of each motion and amendment made.
 - e. An indication of the results of votes taken.
 - f. Call to order and adjournment times.
 - g. The minutes shall include notification that: These minutes are not the official minutes of the meeting until approved at the next meeting of the Student Government Association.
- B. Send a copy of the approved minutes to every campus organization, the College President, the Provost, Associate Provost, Dean of Student Affairs, Associate Dean of Student Affairs, the campus news publications, and to any Executive Board members, advisor, voting members, and any person who request a copy in writing.
- C. Maintain an up-to-date copy of the Constitution and Bylaws.
- D. Perform or delegate administrative and clerical functions for the Student Government as a body.
- E. Participate as an active voting member in the issues brought forth at a meeting.
- F. Enforce the attendance policy by keeping accurate records and following the rules as mentioned in ARTICLE II of the Constitution. The Recording Secretary shall have the authority to notify those persons who have come in conflict with this regulation.

Section 5: Corresponding Secretary

It shall be the duty of the Corresponding Secretary to:

- A. Publish all Student Government campus activities and promotional awareness materials. He/She also is allowed to set forth committees and delegate Student Government members who are required to help fulfill his/her requests or face possible penalties.
- B. Initiate and document all other correspondence pertained to and requested as issues arise within the Student Government Association.
- C. Keep an up-to-date file of all minutes from campus organizations for reference to draw upon when petitions are submitted.
- D. Maintain an active role and voting membership during meetings of the Student Government.

Section 6: Treasurer

It shall be the duty of the Treasurer to:

- A. Select and form the Student Government Association Finance Committee, preside and review petitions, budgets, and other financial documents of the Student Government Association.
- B. Handle all communications between the Student Government and the College Controller's Office.
- C. Maintain contacts and lead workshops for student organization treasurers. Be a liaison and advise all campus organization treasurers.
- D. Keep an up-to-date file of all campus organizations' budgets for reference to draw upon when petitions are submitted.
- E. Have an active role and voting power during all meetings of the Student Government Association.

ARTICLE VI: Duties of Student Government Senators and Student Standing Committee Members

It shall be the duties of each Student Government member and committee member to:

- A. Inform the Board of all information he/she deems pertinent for discussion at a regular Student Government meeting.
- B. Undertake all assignments delegated to him/her by the Student Government Executive Board members, and act in accordance with the actions of ARTICLE I, Section I of the Bylaws.

- C. Act in a responsible manner for he/she represents Cedar Crest College and its image at all times.
- D. Follow and abide by all articles, statues, and amendments set forth by Cedar Crest College and the Student Government Association.
- E. Maintain an active role within the Student Government Association.
- F. Help supervise all elections the Student Government runs.
- G. Evaluate all amendments to the Constitution and the Bylaws; make recommendations for improvement.

ARTICLE VII: Financial Allocations

- A. The Student Government Association and the Student Activities Board shall be allocated their monies by the College Controller's office.
- B. Allocations to various recognized campus student extracurricular organizations from the Student Government Association budget shall follow this procedure:
 - 1. Late in the spring semester, each Student Organization's treasurer shall be given a budget to be completed by the Treasurer, President and Advisor and then returned to the Student Government Association Treasurer.
 - 2. A budget schedule that itemizes the expenses and explains why your organization needs this allotment should be developed and submitted with the budget.
 - 3. The Finance Committee, under the direction of the Student Government Treasurer, shall be formed to review each organization's budget and deliver the final allocation to the appropriate campus organization.
 - 4. If an organization should be dissatisfied with their allocation, a written letter of appeal can be sent to the Finance Committee or Treasurer for further consideration. A final statement of allocation shall be sent to the organization's President or Treasurer once the Finance Committee has reached its decision. That decision shall be final.
 - 5. All recognized organizations desiring financial assistance during the year, after the budget has been submitted and allotment has taken place, may petition the Student Government Association for more monies.
 - 6. The Finance Committee shall review the petition and suggest whether an allocation should be considered. The petition shall be discussed at a Student Government meeting, where a decision will be made upon a majority vote.
 - 7. In order to petition, the campus organization must be present to answer any Student Government Association questions or the petition shall be immediately known as null and void.
 - 8. In all cases, the Student Government asks that organizations enter a joint venture with other campus organizations to further community spirit and campus unity.
 - 9. To gain petitioning power, an organization must submit a copy of its minutes to the corresponding secretary of the Student Government Association for review and knowledge of its campus involvement.

ARTICLE VIII:

Student Government's Student of the Month Award Procedures

- A. At the first Student Government meeting of the new semester, the Student Government President shall inform the members of the entire student body that nominations for the Student of the Month Award will be made for each month of the college term. This will give Student Government Board members time to investigate potential candidates for the award.
- B. Nominations for Student Government Student of the Month Award will then be taken. Eligible candidates must be among the following: an advisor, Student Government member, or a chair/president of any extra-curricular or campus organization.
- C. The nominator must complete the form and declare why the nominee deserves such an honor, and how his/her involvement improves our campus community.
- D. The forms must be submitted to any Student Government Executive Board member for evaluation, and

upon a consensus, the Board members shall have the authority to choose the recipient of the Student of the Month Award. That person shall then be honored at the next Student Government meeting.

ARTICLE IX: Impeachment

An Executive Board member, Student Standing Committee member, or any regular Student Representative of the Student Government Association may be impeached if he/she does not execute the duties of his/her office. If a request for impeachment is moved, the body will sit as the Committee of the Whole for the proceedings, meaning that only Student Government Association members and Student Representatives of the above mentioned shall have voting right. The motion shall lie over for the period of one academic week. A 75 percent affirmative vote of the Committee of the Whole is necessary to remove a member of the body. The Student Government shall follow ARTICLE III and IV of the Bylaws on how to fill the vacancy.

ARTICLE X: Amendments

- A. Any member of Student Government, Student Standing Committee member, or any full-time member of the Student Body may propose amendments to these Bylaws.
- B. All procedures and amendments need to be revised under the supervision of the Student Government Administrative Vice President.
- C. The Administrative Vice President shall study the proposed amendment and submit his/her recommendations to the Student Body at the next regularly scheduled meeting of the Student Government Association.
- D. Proposed amendments are to be voted on no sooner than three (3) days after the meeting at which they are presented. An amendment will become effective if the proposed amendment receives a 75 percent vote by the Student Government Association.
- E. All amendments shall be made in accordance with the rules and regulations set forth by the Student Government Association and its members.

ARTICLE XI: Ratification

The Bylaws of Cedar Crest College shall be adopted by the affirmative vote of 75 percent or (3/4) of the members of the Student Government Association. The Associate Dean of Student Affairs and a selected faculty member shall act as advisor to the Honor and Judicial Board.

THE HONOR AND JUDICIAL BOARD CONSTITUTION

PREAMBLE

We, the students of Cedar Crest College, in order to promote the development of a moral attitude, integrity, and a sense of responsibility and honor, and thereby to grow in mutual respect, do herewith set forth this constitution.

ARTICLE I

Name

The name of this organization shall be the Honor and Judicial Board hereinafter referred to as HJB or the Board.

ARTICLE II

Purpose

The purpose of the HJB is to uphold the Honor Code at Cedar Crest College and to make the Honor Code

visible in the daily life of the College. The Honor and Judicial Board is a student judicial board empowered by the Student Government Constitution to hear cases of perceived social and academic violations of the College's Honor Code. The primary objective shall be the development and education of the student rather than exemplary punishment.

ARTICLE III

Eligibility

- Section 1:** All Cedar Crest College students are eligible to run for an elected position on the Board provided they have met all election procedure requirements. These requirements include the following:
- A. One must have a minimum of 12 credits per semester (Lifelong learning students who may not be full-time are eligible as long as they have completed at least 4 semesters at Cedar Crest College).
 - B. The student cannot be on academic or disciplinary probation to be eligible to run for any position and must maintain a cumulative grade point average of 2.0 or better. In addition, the student will be ineligible to run for any position if he/she has been on social or academic probation within one academic year prior to the election.
 - C. The student must follow all other election procedure requirements as stated by the Student Government Association, including the completion of an Election Packet.

ARTICLE IV

Membership and Duties

Section 1: The Board consists of thirteen student members. The Honor and Judicial Board Chair and Secretary shall be chosen in a general campus election and Honor and Judicial Board representatives are chosen in respective class elections. There are three senior representative positions, two junior representative positions, two sophomore representative positions, two freshman representative positions, and two Lifelong Learning representative positions on the Board. All student members serve a one-year term. They may be re-elected for the following year. The Chair and Secretary positions are only available to students who have served on the Board for at least one year. In cases of emergency, the Chair may appoint a secretary of any class.

Section 2: Duties of Board Members

- A. The Chair shall run all meetings and preside over all hearings. The Chair must also attend all Student Government Association meetings, at which time he/she shall make weekly reports on the Board's status. If the Chair is unable to make these meetings, he/she may assign a proxy or provide a written report to the SGA President.
- B. The Secretary shall keep all meeting minutes and make them available to members of the Board, Student Government Association, the Associate Dean of Student Affairs, and the Board's academic advisor.
- C. The Treasurer, who is selected by the Board from the Board members, is responsible for keeping all financial records for the Board and creating the budget requests for the following year.
- D. All Board members are responsible for working with the Student Affairs Office and Academic Affairs Office in making hearing outcome recommendations. It shall be the duty of each student to respect the principles of the Honor Code, to encourage its practice, and uphold its standards by accepting the pledge.
- E. Honor and Judicial Board members take a pledge of confidentiality when accepting membership on the Board. Violations of confidentiality are grounds for dismissal from the Board.

Section 3: Resignations from the Board must be tendered both by a formal letter to the Honor and Judicial Board Chair and to the Student Government Association President and by a formal announcement to the Board at the last Honor Board meeting attended.

Section 4: The Associate Dean of Student Affairs and a selected faculty member will act as Advisors to the Honor and Judicial Board.

ARTICLE V

THE HONOR CODE

Section 1: The Honor Philosophy

Cedar Crest College Students should uphold community standards for academic and social behavior in order to preserve a learning environment dedicated to personal and academic excellence. Upholding community standards is a matter of personal integrity and honor. Individuals who accept the honor of membership in the Cedar Crest College community of scholars pledge to accept responsibility for their actions in all academic and social situations and the effect their actions may have on other members of the college community.

Section 2: Honor Philosophy Principles

- A. We believe in self-governance.
- B. We respect the individual ownership of ideas, work, and property.
- C. We recognize and appreciate others' differences.
- D. We have a responsibility as individuals within a community in upholding community standards.
- E. We will create a just and caring environment by striving to behave with equity and consideration of others.

ARTICLE VI

MEETINGS AND ATTENDANCE

Section 1: The Board meets weekly or alternate weeks at a time agreed upon by all members.

Section 2: The Board shall set aside a designated weekly time to hold hearings. Hearing participants will be notified in advance of this meeting.

Section 3: Attendance is required at all meetings. Two unexcused absences are allowed per semester. Excused absences such as illness, death, exam, or sports event are allowed with a 24-hour notice to the Chair. If it is deemed by the majority of the Board members that excused absences are becoming excessive, sanctions may result.

Section 4: For a hearing to be held, it is recommended that at least 7 Board members must be present. If a Board member feels that he or she may be unable to remain objective given the persons or circumstances involved, it is that member's responsibility to withdraw themselves from the proceedings before the hearing is underway. The hearing cannot continue until it is determined that the requisite number of members is present.

Section 5: All members of the Board have equal voting rights. In cases of student judicial hearings, the Board members involved must come to a majority decision regarding the outcome of the hearing.

Section 6: The Board shall hold general meetings that will be open to all members of the college community. The Board shall also hold closed meetings, open to only elected members of the Board and advisors. Confidential information may be discussed only during closed meetings.

ARTICLE VII

AMENDMENTS

This constitution may be amended upon approval by the Honor and Judicial Board.

STUDENT CLUBS AND ORGANIZATIONS

AMERICAN ASSOCIATION OF UNIVERSITY WOMEN: The students of Cedar Crest College desire to promote equity for all women and girls, lifelong education, and positive societal change and do hereby establish The Student Chapter of AAUW at Cedar Crest College. The purpose of this organization is to unite undergraduates to promote issues of self-respect, self-confidence, and self-esteem, equity, education, intellectual growth, and development of opportunities for girls and women. It shall contribute to the growth and advancement of AAUW, the AAUW Educational Foundation, and the AAUW Legal Advocacy Fund. It also aims at promoting positive societal changes in the campus and the local community.

ALPHA PHI OMEGA: Alpha Phi Omega is the National Service Fraternity. The purpose of the Alpha Phi Omega is to maintain an active brotherhood of students on the campus of Cedar Crest College and to promote the principles of leadership, friendship and service in accordance with the recommendation of the National Fraternity.

ALPHA PSI OMEGA: The purpose of the Iota Gamma Chapter of Alpha Psi Omega is to build friendship, strengthen interest and participation in theatre arts, and secure additional opportunities for leadership at Cedar Crest College. By electing member to the society, the group seeks to encourage and recognize achievements of the individuals who choose to dedicate themselves to the theatrical activities here at Cedar Crest College.

AMNESTY INTERNATIONAL: Amnesty International is an independent worldwide movement working impartially for the release of prisoners of conscience; people detained because of their beliefs, race, sex, ethnic origin, language or religion; who have neither used nor advocated violence; fair and prompt trial for all political prisoners; and an end to torture and execution in all cases. Amnesty International is independent of any political, ideological or religious affiliations and is funded by donations from its' members and supporters around the world.

ART SOCIETY: The purpose of this association is to enlighten and involve the Cedar Crest campus community in the Arts. The Art Society strives to promote and share the experiences of the Arts through a variety of thought-provoking, art-related activities.

BUSINESS AND ACCOUNTING ASSOCIATION:

The members of the Business and Accounting Association, in order to encourage the study, research, and application of principles and methods of various fields in the business environment. The purpose of this college chapter will be to foster the study of business principles, to unite the association members in an effort to add diversity and enrichment of the program, and to promote professional competency and achievement in the business field.

BEST BUDDIES: The mission of Best Buddies is to enhance the lives of people with intellectual disabilities by providing for one-to-one friendships and integrated employment. The group does this at the college level by matching college student volunteers in mutually enriching friendships with persons with intellectual disabilities.

BETA BETA BETA: The purpose of Beta Beta Beta Biological Honor Society shall be to function as an honor and professional society for students of the biological sciences. Its activities shall be designed to stimulate interest, scholarly attainment, and investigation in the biological sciences, and to promote the dissemination of information and new interpretations among students of the life sciences.

BIOLOGY CLUB: The purpose of this club is to form an active liaison between the students and the dynamic science of Biology by providing its members with biology-related activities and active communication channels of biology-related information.

BUSKIN SOCIETY: The purpose of the Buskin Society shall be to stimulate interest in dramatic activities presented on Cedar Crest College's campus. This purpose shall be achieved by the presentation of workshops sponsored by the members of the society under the supervision of a member of the faculty.

CAMPUS GIRL SCOUTS: The Campus Girl Scouts, part of the World Association of Girl Guides and Girl Scouts, established here at Cedar Crest College for the purpose of promoting the values of Girl Scouting do adopt the constitution. The purpose of this organization shall be to provide service to the community and help produce strong young women. The club will also maintain connection with the area Girl Scouts and promote their mission.

CHEMISTRY CLUB: The purpose of this club is to offer the Cedar Crest community outside chemistry related activities such as American Chemical Society information, speakers, and trips.

CHRISTIAN FELLOWSHIP: Cedar Crest Christian Fellowship is based on the unity of its members in Jesus Christ, the Son of God. This organization shall strive to lead others to personal faith in Christ as Lord and Savior and to help Christians grow toward maturity as Disciples of Christ through study of the Bible, Prayer, and Christian fellowship. It will also help students discover God's role for them.

CONSERVATION CLUB: The populace of Cedar Crest College wish to bring about environmental changes in the Cedar Crest College Community and the surrounding communities by raising environmental awareness. The purpose of this club is to reverse the loss of biodiversity and increase awareness of conservation issues through education and participation. It aims at building an appreciation of nature through interactive experiences and creates a campus-wide understanding of conservation issues. It shall reach out to and include ALL students, both science and non-science majors. It strives towards enjoying the experience of discovering the intrinsic value of nature.

ESPEJO CLUB: The purpose of this organization will be to create an atmosphere in which students can learn about the art of producing a yearbook for the Cedar Crest community.

GENETIC ENGINEERING CLUB: The purpose of this organization will be two-fold. First, the Genetic Engineering (GE) Club will provide information concerning major developments in the field of genetic engineering to the general public and club members by sending out the Gene Scene, a club newsletter, once a semester. Also, the Club will form a support group for GE majors and keep members informed about the progress of the program.

GREAT OUTDOORSWOMEN: This group addresses students' interest in the outdoors and the outdoor experiences. The purpose of Great Outdoorswomen (GO) club will be to provide organized trips centered on the outdoors. Events such as camping and hiking will be regularly scheduled. Special highlighted events organized with trained personnel shall be outings such as rock climbing, canoeing, etc.

HILLEL: Hillel's mission aims at spreading an awareness of Jewish culture on campus. Hillel actively seeks to engage uninvolved Jewish students on their own terms by providing them with various opportunities. Students are empowered to take responsibility for their Jewish identity, whether they wish to participate in a community service project, express themselves artistically, participate in a social event, engage in informal Jewish learning, or attend religious services.

HONOR AND JUDICIAL BOARD: The purpose of the HJB is to uphold the Honor Code at Cedar Crest College and to make the Honor Code visible in the daily life of the college. The Honor and Judicial Board is a student judicial board empowered by the Student Government Constitution to hear cases of perceived social and academic violations of the College's Honor Code. The primary objective shall be the development and education of the student rather than exemplary punishment.

INVESTMENT CLUB: The members of the Investment Club of Cedar Crest College work together to demonstrate their intent to encourage interest in the world of investment, to develop this interest into practical knowledge, and to prepare our members for the use of this knowledge in the future. The main purpose of this organization is to learn about investment, personal financial management, and the stock

market through the management of a diversified portfolio of stocks.

INTERNATIONAL STUDENTS ORGANIZATION: The purpose of this organization is to serve the international students at Cedar Crest College. The goals are to help international students overcome cultural barriers and to adjust to their new way of life. It strives to give international students support and help them increase their self-esteem.

LIFELONG LEARNING STUDENT UNION:

The purpose of this organization is to offer a social outlet for adult students in order to share helpful information and discuss mutual concerns. The organization will focus on issues associated with

returning to college, while balancing work, family, and other concerns affecting the adult student.

KAPPA DELTA PI: The designation for the Cedar Crest College Chapter of Kappa Delta Pi is Omega Chi Chapter. The purpose of Omega Chi Chapter shall be to promote excellence in academics and recognize outstanding contribution to the field of education.

NEUROSCIENCE CLUB: The Neuroscience Club is open to neuroscience majors and all who are interested in neurosciences. The purpose of this organization is to educate members and the community about all aspects of neuroscience as well as promote socialization within the Cedar Crest College science community. The Neuroscience club will guide its members through their undergraduate career and prepare them for internships, graduate school, medical school, and the job market.

OTAKU'S ANONYMOUS: This organization is started out of appreciation of the art form of Japanese animation. The purpose of this organization shall be to bring enlightenment of Japanese culture through entertainment and food.

OUT THERE: The purpose of this organization is to help eliminate homophobia through education, positive awareness, social activities and the creation of a least restrictive environment. OUT THERE will also serve as an affiliate of Parents, Families, and Friends of Lesbian and Gays (P-FLAG). As an affiliate of the organization, the group will strive to act in accordance with the national organization's mission of support, education, and advocacy.

PHI ALPHA THETA: The members of the Phi Alpha Theta History Honor Society, Inc., in order to encourage the study of history and to recognize excellence in history, have established an organization to promote awareness in this field and socialization among its members.

POLITICAL SOCIETY: The members of the Political Society welcome everyone with an interest in Politics and the Political process. The purpose of this organization is to foster an understanding of local, national and international politics and the political process.

PRE-MEDICAL SOCIETY: The purpose of this organization is to encourage active participation in the pre-medical students' own education, disseminate information to all pre-medical students and assist them in managing the process of selection and application to medical schools. It also provides a forum for the pre-medical student to voice concerns relating to their chosen career path and education required for such.

PRETERITE: The mission of this organization is to celebrate literature in all its forms and to encourage the love of literature in all aspects of life. The group will advocate the importance of free expression and literacy. It will facilitate student expression through a literary magazine and other activities, increase exposure to different forms of literature, and support the appreciation of literature in the community.

PSY CHI: Psi Chi, an affiliate of the American Psychological Association and American Psychological Society, is the national honor society in psychology. It is open to students with either a major or minor in psychology who have completed at least three courses in the department, have a "B" average, and a cumulative average placing them in the upper third of their class. Lifetime membership is achieved through a formal installation by invitation and is held usually in the Spring and Fall.

SISTERS INC.: The goals of Sisters Inc. are to preserve and respect all cultural backgrounds. It will eliminate stereotypes associated with groups and

acknowledge and make aware the similarities and differences on campus. It shall sponsor programs exhibiting the cultural and ethnic backgrounds on campus and exhibiting the issues and concerns on campus. It aims at making a positive impact at Cedar Crest College.

SOCIAL WORK CLUB: The purpose of this organization is to identify, develop, and carry out projects designed to address the needs within the social work community, to host speakers, and to assist one another in developing awareness and skills that can be used following graduation.

STUDENT ACTIVITIES BOARD: The students at Cedar Crest College, desiring to promote social, cultural, recreational, and educational services for the college community, have established the Student Activities Board. The purpose of this constitution is to create and maintain an organization and atmosphere which will promote unity, enjoyment, enrichment, and initiative in those involved in the Student Activities Board in all capacities, and to help fulfill the goals of encouraging growth in the intellectual, cultural, artistic, social, recreational, and other aspects of the Cedar Crest College community.

STUDENT ATHLETE ADVISORY COMMITTEE: The athletes and supporters of athletics of Cedar Crest College, in order to promote further development and support of the Cedar Crest College Athletic Department and all Athletic programs, have formed the Student Athletic Advisory Committee. The purpose of this organization is to involve, interact, and network with the entire Cedar Crest community and to create, support, and function as a unified group, among and within all Intercollegiate Athletic teams. The group serves as a public relations media for the purpose of promoting athletic events, all athletic teams, and the student-athletes. It shall function and serve as an advisor and liaison to the Department of Athletics in order to produce quality performance in all athletic teams and each student-athlete, thus creating a sense of pride, fulfillment, and accomplishment. It strives to serve as role models to students, faculty, and staff, for the purpose of promoting positive and valuable health and exercise fitness habits.

STUDENT DIETETIC ASSOCIATION: This group promotes the fundamental principles and guidelines of the Cedar Crest College Student Dietetic Association.

The purpose of the CCCSDA shall be to further the personal, educational and pre-professional interests of nutrition students through an organization designed to provide peer support, educational challenges and community outreach opportunities.

STUDENT PENNSYLVANIA STATE EDUCATION

ASSOCIATION: The intent of the SPSEA is to provide guidance to those individuals completing courses in education. The activity of the organization is designed to provide opportunities for education majors to work in the community with children, find fellowship in other future teachers, and to assist them in the requirements towards being certified in the state of Pennsylvania. The purpose of this organization is to inform education students of what to expect when they enter the education profession facilitating not only book knowledge, but also practical expertise. The organization also intends to assist in the tutoring of students of Lehigh Valley.

STUDENTS AGAINST DESTRUCTIVE

DECISIONS: The purpose of this association is to promote the awareness of the effects of destructive decisions and provide information on alternative actions, to promote healthy behavior through sponsoring, co-sponsoring, and advertising events, and to demonstrate that the majority of college students are responsible adults.

SECTION B - RESOURCES

I. RESOURCES ON CAMPUS

Academic Services

Contact: Christine M. Spindler, ext. 4628
Administration 213
cmspindl@cedarcrest.edu

SERVICES PROVIDED

• Tutoring • CLEP Testing • ESL Services • Writing Assistance • Services to students with disabilities

Athletics Program

Contact: Kelly McCloskey, ext. 4634
Val Donahue, ext. 3667
Director Of Athletics
Assistant Director of Athletics
Lees Hall

Lees Hall
kmclosk@cedarcrest.edu
vmdonahu@cedarcrest.edu

Fitness Center

Lees Hall
• Must use tab to enter facility • Aerobic equipment
• Free weights and machines
• Hours: Open Daily 6AM-11PM

Intramurals

• Aerobics • Volleyball • Soccer • Floor Hockey •
Yoga • Weight Lifting
• Cardio Programs • Hall Olympics

Intercollegiate Sports

Fall Sports: Field Hockey, Volleyball, Tennis, Cross
Country, Soccer
Winter Sports: Basketball
Spring Sports: Lacrosse, Softball
Club Sport: Equestrian

Bookstore

Maureen Gemmell, ext. 3775
Manager
TCC, Level 1
bookstore@cedarcrest.edu

HOURS

SUMMER HOURS

Monday, Thursday & Friday 8:30AM-5:00PM
Monday, Wednesday - Friday: 8:30AM-5:00PM
Tuesday and Wednesday 8:30AM-7:00PM
Tuesday: 8:30AM-7:00PM
Saturday 9:00AM-1:00PM
Saturday: Closed

Hours are extended the first week of each Summer Session.

Campus Ministry

Contact: Allen Richardson, ext. 3320
College Chaplain
Curtis Hall 237
Arichard@cedarcrest.edu

SERVICES PROVIDED

- Lees Chapel is open every day to all students, faculty and staff
- Catholic Mass and a Protestant Worship Service are held weekly
- Assist students in finding a community of their faith

• College maintains a historic relationship with the United Church of Christ

Career Planning, Internships and Study Abroad Program

Contact: Deb Spohn, ext. 3404
Robin Schenkel, ext. 3401
Director
Assistant to the Director
Allen House
Allen House
dspohn@cedarcrest.edu

SERVICES PROVIDED

- Career Development Counseling: Assistance with career-planning process from choosing a major, conducting a successful job search, graduate school application, etc.
- Career Planning Courses: Self-assessment, career topics, job preparation, etc.
- Workshops: Variety of career related topics
- Study Abroad Program: Assistance with selection and application process
- Mentor Program: Connect with professional alumnae in a variety of occupations
- Academic Internship Program: Opportunity to gain valuable work experience

Cashier and Student Accounts

Contact: Administration Building 2nd floor, ext. 3309

SERVICES PROVIDED

- Student account inquires and payments
- Cash checks for students
- Handle Club and Organization financial matters
- Cashier window is open 9AM-1PM (Hours are extended to 4PM on student pay days)

College Center Services

Contact: Jeff Dreher, ext. 3574
Mary Pat Phillip, ext. 3434
Director
Assistant to the Director
Tompkins College Center, Level 2
Tompkins College Center, Level 2
Office Hours: 8:30 AM to 4:30 PM

Elouise Schreffler, ext. 3432

Information Desk Coordinator

Tompkins College Center, Level 2

SERVICES PROVIDED

- Facility Reservation Request Form • Channel 99 Campus Publicity Information form
- College Photo IDs • General Information • Lost and Found

Community Service

Contact: Tammy Bean, Ext. 3392

Director

Allen House

tebean@cedarcrest.edu

SERVICES PROVIDED

- Registry of opportunities with over 80 agencies in the Lehigh Valley
- Organize special service projects for club and organizations • Ethical Life Site Placements
- America Reads work study program • Alternative Spring Break trips

Financial Aid

Contacts: Lori Williams, ext. 3383 Jen

Carpenter, ext. 3386

Director

Associate Director

Administration 212

Administration 212

lori@cedarcrest.edu

jacarpen@cedarcrest.edu

SERVICES PROVIDED:

- Provide applications for various forms of financial aid and award financial aid packages based on annual applications
- Counsel students and parents regarding how to meet the cost of college
- Monitor academic progress as it affects eligibility for financial aid
- Coordinate placement of students in work study jobs, and submit bi-weekly student timesheets to payroll department for processing.
- Financial Aid Office Hours: Monday - Friday, 8:30 a.m. - 4:30 p.m.; 610-740-3785

Food Service

Contact: Kiran Nunna, extension 3446

TCC

Foodsvcs@cedarcrest.edu

HOURS

MONDAY-FRIDAY • DINING ROOM

Breakfast...

.....

7:15-9:00

a.m.

Continental

Breakfast...

9:00 a.m.-

9:30 a.m.

Lunch

11:15 a.m.-

1:30 p.m.

Dinner.....

4:45 p.m.-

6:30 p.m.

(Friday

Dinner

closes at

6:15PM)

SATURDA

Y/SUNDAY

• DINING

ROOM

Brunch.....

10:30 a.m.-

12:30 p.m.

Continental

Breakfast...

12:30-1:00

p.m.

Dinner.....

4:30 p.m.-

6:00 p.m.

BISTRO

Monday-

Thursday...

8:30 a.m.-

10:00 p.m.

Friday.....

8:30 a.m.-

8:00 p.m.

Saturday

Morning....

8:30 a.m.-

1:00 p.m.
Saturday and Sunday Night6:00 p.m.-9:00 p.m.

Cash Equivalency Hours

Lunch11:00 a.m.-3:59 p.m.
Dinner4:00 p.m.-8:00 p.m.

- Cash welcome at either location at all times during regular business hours
- Meal plan participants may use cash equivalency, "Flex", or cash for meals at the Bistro
- Students must present their ID card to the attendant at the entrance of the dining room. ID cards are not transferable to other students or guests, although the "Flex" or "Block Plan" may be used by the cardholder to purchase guest meals.
- Students who are ill or injured and are unable to go to TCC for meals, are permitted to have their meals picked up by another student. Food Service employees will require an authorization from Health Services, along with the student's ID card prior to releasing the food items.

Health and Counseling Services

Contact: Nancy Roberts, RN, DNSc, CRNP, ext. 3476 Janet Grossner, LCSN, ext. 3476
Director Counselor
Curtis Hall Curtis Hall
Nroberts@cedarcrest.edu jbgrossner@cedarcrest.edu

SERVICES PROVIDED

- Primary Care • Individual and Group Counseling • Open Monday-Friday 8:30 AM - 4:30 PM
- The center is closed weekends, during the breaks and during the summer.

Information Technology

Contact: Kathy Haag, ext. 3348
Director
Physical Plant Building
Ksglass@cedarcrest.edu

SERVICES PROVIDED

- Network Logins and Email Accounts
- Help Desk Support
- Support for CCConnect Residence Hall Internet Access

International Student Services

Diane Gehringer, ext. 3371
DSO
Allen House
Diane@cedarcrest.edu

SERVICES PROVIDED

- Immigration Regulations • International Orientation • Signs I-20 • Tax Information
- Travel Information

Library

Contact: Mary Beth Freeh, ext. 3535
Director

HOURS
Mon - Thurs: 8 a.m. - 11 p.m.

Cressman Library
website: <http://library.cedarcrest.edu> Fri - 8 a.m. - 10 p.m.
Sat - 9 a.m. - 10 p.m.
Sun - 12p.m. - 11p.m.

Lifelong Learning

Contact: Nancy Hollinger, ext. 3362
Director
Administration 105
Nihollin@cedarcrest.edu

SERVICES PROVIDED

- Admissions and academic advising services to students who have been out of high school for at least 4 years or who have earned the GED
 - Lifelong learning orientation
 - Graduate admissions
 - Extended and weekend hours
-

Plant Services

Contact: Jim Marsteller, ext. 3450
Director
Physical Plant Building
Jlmarste@cedarcrest.edu

SERVICES PROVIDED

- Maintenance, custodial and grounds needs of the campus community
- HOURS: Monday - Friday, 7:30AM - 4:00PM
-

Postal Services

Contact: Sarah Roth, ext. 3443
Coordinator
TCC Level 1
Sjroth@cedarcrest.edu

SERVICES PROVIDED

- Stamps may be purchased
 - Mailboxes are provided to all students
 - Control Mailbox Keys – if lost or stolen the student must pay \$20.00 for a replacement
 - Hours: Monday-Friday: 9AM-4PM
Saturday: 9AM-1PM (No Saturday hours in summer)
-

Printing Services

Contact: David Huber, ext. 3317 HOURS
Coordinator Monday - Friday: 8:30AM - 4:30PM
Administration 2
dahuber@cedarcrest.edu

SERVICES PROVIDED

- Black and white copies
 - Color Copies
 - Laminating
 - Graphic Design
 - Letterhead, resumes, envelopes
 - Output from disk
-

Radio and TV Station

Contact: Jim Brancato, ext. 3470
Ch. 66/ Radio
Hartzell Hall 231
jbranca@cedarcrest.edu

TCC Info Desk, ext. 3434
Ch. 99/Info Channel
TCC
jadreher@cedarcrest.edu

SERVICES PROVIDED

- The radio station offers a broad range of programming
- Channel 99 — information channel
- Channel 66 — special programming
- Channel 99 — provides closing announcements

Registrar

Contact: Janet Baker, ext. 3765
Registrar
Administration 209/210
registrar@cedarcrest.edu

SERVICES PROVIDED

- Transcripts
- Enrollment verifications
- Graduation audits
- Course schedules
- Catalogs
- Forms: drop/add, independent study, petitions, LVAIC cross-registrations etc

Residence Life

Contact: Kelly Mycek, ext. 3351
Director of Residence Life
Allen House
kamycek@cedarcrest.edu

SERVICES PROVIDED

- Oversee operations of Residence Life Department
- Supervise Residence Life Staff

Rodale Aquatic Center

Contact: Regina Enos, ext. 4670
Director
Rodale Aquatic Center
aquatics@cedarcrest.edu

SERVICES PROVIDED

- 2-pool complex
- aquatics classes/programs for campus and community

Security and Safety

Contact: Captain Ruth Ann Dehoff, ext. 3522
Physical Plant
Radehoff@cedarcrest.edu

SERVICES PROVIDED

- 24 Hour Campus Security
- Escort Service
- Crime Prevention
- Vehicle Registration
- Parking Enforcement
- Engraver available to mark personal property

Student Activities

Contact: Denise O'Neill, ext. 4603

Laura Gordon, ext. 4603

Associate Dean of Student Affairs
Allen House
Doneill@cedarcrest.edu

Student Activities Coordinator
Allen House
logordon@cedarcrest.edu

SERVICES PROVIDED

- Plans activities to promote student development and leadership skills
- Encourages students to become involved outside the classroom
- Liason for clubs and organizations

Student Ambassador Program

Contact: Judy Neyhart, ext. 3780
Vice President for Enrollment & Advancement
Administration Building 101
Judyn@cedarcrest.edu

SERVICES PROVIDED

- Student representatives at official events • Students selected after nomination from faculty or staff

Student Employment

Contact: Financial Aid Bookstore Food Services
ext. 3380 740-3775 ext. 3446

Telecommunications/Transportation

Contact: Walter Baransky, ext. 3564
Telecommunications/Transportation Administrator
Physical Plant Building
Wjbarans@cedarcrest.edu

SERVICES PROVIDED

- Local Telephone, Long Distance, Voicemail • Campus Transportation Services
- HOURS: Monday - Friday, 8:30 AM - 5PM

II. RESOURCES OFF CAMPUS

LIVING IN THE LEHIGH VALLEY

About Allentown

Sometimes students seek a break from the hectic campus life. The City of Allentown is the cultural core of the Lehigh Valley, the third largest city in the state, the metro area is also the third most populated region in Pennsylvania with more than 640,000 people. The only larger areas in the State are Pittsburgh and Philadelphia. Allentown offers a wonderful park system with running and biking trails adjacent to the Cedar Crest campus. The Allentown Farmer's Market and Allentown Fairgrounds are within walking distance. The Allentown Art Museum is a good regional fine arts museum. The picturesque Pocono Mountains, including skiing areas, are a short 30-minute drive from campus. The Pennsylvania "Dutch Country," Reading shopping outlets, and the New Jersey Shore are easily accessible.

The cultural centers of Philadelphia and New York City, national historical sites, international business and technical centers, great shopping, professional sports and diverse ethnic heritages are all within

easy reach of Allentown and give Cedar Crest students unusually rich opportunities. Groups of students, faculty and staff often make these weekend excursions. In addition to a large variety of social and cultural programs available on campus, students may wish to take advantage of concerts, theaters, films, and lectures elsewhere in the Lehigh Valley. Civic organizations and nearby Lehigh and DeSales Universities and Muhlenberg, Moravian and Lafayette colleges sponsor such activities. Cedar Crest events are listed in "This Week On The Crest," a weekly calendar issued by the College Relations Office.

* Denotes walking distance from Cedar Crest College campus.

Travel

Highways place Allentown within convenient driving distance of most areas in the Northeast. Several long-distance bus lines provide frequent service to the area.

Accommodations

For your convenience, the following is a partial list of overnight accommodations near Cedar Crest College. The choice of where to stay is yours. Many of these hotels will offer special rates. It is recommended that you make a reservation.

Allentown Clarion, 904 Hamilton St., Allentown • (610) 433-2221
Allentown/Fogelsville Sleep Inn, I-78 & Rte. 100 Exit 14A, Allentown • (800) SLEEPINN
Comfort Suites of Allentown, 3712 Hamilton Blvd., Allentown • (610) 437-9100
Courtyard (Marriott), Route 22 & Airport Rd. S., Bethlehem • (800) 321-2211/(610) 317-6200
Days Inn Conference Center, Routes 22 & 309, Allentown • (610) 395-3731
Dorneyville Howard Johnson, 3220 Hamilton Blvd., Allentown • (610) 439-4000/(800) 446-4656
Fairfield Inn (Marriott), Rte. 22 & Airport Rd. S., Bethlehem • (610) 867-8681/(800) 228-2800
Hampton Inn Hotel, Rte. 100 & I-78, Fogelsville • (610) 391-1500/(800) 426-7866
Hawthorne Suites, 7720 Main St., Fogelsville • (610) 366-9422/(800) 527-1133
Hilton Garden Inn, 1787 Airport Rd., Allentown • (610) 443-1400/(800) 445-8667
Holiday Inn Conference Center, Rte. 100 & I-78, Fogelsville • (610) 391-1000/(800) 465-4329
Holiday Inn Express, 3620 Hamilton Blvd., Allentown • (610) 437-9255/(800) 465-4329
Microtel, 1880 Steelstone Rd., Allentown • (610) 266-9070/(888) 771-7171
Ramada Inn, 1500 MacArthur Rd., Whitehall • (610) 439-1037
Red Roof Inn, Rte. 22 at Airport Rd. S. Exit, Allentown • (610) 264-5404/(800) 843-7663
Residence Inn, Route 22 & Airport Rd. S., Bethlehem • (610) 331-3131 or (800) 228-9290
Sheraton Four Points Hotel & Suites, 3400 Airport Rd. N. off Rte. 22, Allentown • (610) 266-1000
Staybridge Suites by Holiday Inn, 1787 Airport Rd., Allentown • (610) 443-5000/(800) 238-8000
Super 8 Motel - Allentown, Rtes. 22 & 15th St., Allentown • (610) 435-7880
Wingate Inn Allentown, 4325 Hamilton Blvd., Allentown • (610) 366-1600

Airport

Lehigh Valley International Airport

Air Canada, Continental, Delta, Interstate Jet, Northwest, Southeast Airlines, United and US Airways maintain flight schedules at the Lehigh Valley Airport, 15 minutes east of campus, off Route 22. (610) 266-6000 or (888) FLY-LVIA

Bowling

Allentown Rose Bowl, 801 N. 15th St., Allentown • (610) 437-4606
AMF Parkway Bowling Lanes, 1630 S. 12th St., Allentown • (610) 797-1567
Boulevard Bowling Center, 702 Union Blvd., Allentown • (610) 435-7451
Emmaus Bowling Center, 4651 Colebrook Rd., Emmaus (610) 967-1607
Jordan Lanes, 731 Jordan Parkway, Whitehall • (610) 437-2695
Mountainville Bowling Center, Mountainville Shopping Center, Allentown • (610) 797-4377

Buses

LANTA (Lehigh and Northampton Transit Authority) offers regularly scheduled bus service throughout the Lehigh Valley. The nearest bus stop is located at the corner of Hamilton Blvd. and College Drive. Schedules are available in the College Center or can be obtained by calling LANTA directly at (610) 776-7433. Bus service is available to New York City, Philadelphia, Reading and Washington D.C. from the Charcoal Drive Restaurant located only 1 mile from campus, north on Route 222/Hamilton Boulevard. For ticket information call (610) 395-2451.

Metro Bus (LANTA) 201 W. Cumberland St., Allentown • (610) 776-7433

Bieber Bus, Charcoal Drive Inn, Wescosville • (610) 395-2451 or (800) 243-2374

Transbridge, 2012 Industrial Drive, Bethlehem • (610) 868-6001 or (800) 962-9135

Florists

Michael Thomas Floral Design Studio, 1825 Roth Ave., Allentown • (610) 821-1051

New York Floral Co., 902 Hamilton Mall, Allentown • (610) 434-9685

Phoebe Floral Shop, 2102 Hamilton St., Allentown • (610) 434-9587

Grocery Stores

Giant, Village West Shopping Center, Allentown • (610) 776-1531

***King's**, 365 Cedar Crest Blvd., Allentown • (610) 821-4550

Wegman's, 3900 Tilghman St., Allentown • (610) 336-7900

Hospitals & Healthcare

Allentown Health Bureau, 245 N. 6th St., Allentown

(610) 437-7569

Allentown Women's Center, 1810 Steelstone Rd., Suite 201-202, Allentown

(610) 264-5657

Lehigh Valley Hospital at Cedar Crest Blvd. & I-78

Main: (610) 402-8000 • Emergency: (610) 402-8111 • Patient Info: (610) 402-8001

Lehigh Valley Hospital at 17th & Chew Streets

Emergency: (610) 402-2226 • Patient Info: (610) 402-2388

Muhlenberg Medical Center (LVH), 2545 Schoenersville Rd., Bethlehem

Main: (484) 884-2200 • Emergency: (484) 884-2521 • Patient Info: (484) 884-2201

Planned Parenthood, 112 N. 13th Street, Allentown • (610) 439-1033

Sacred Heart Hospital, 421 Chew Street, Allentown

Main: (610) 776-4500 • Emergency: (610) 776-4622 • Patient Info: (610) 776-4770

St. Luke's Hospital at 801 Ostrum Street, Bethlehem

Main: (610) 954-4000 • Patient Info: (610) 954-4770 • Emergency: (610) 954-4500

St. Luke's Hospital Allentown Campus, 1736 Hamilton Street, Allentown

Main: (610) 770-8300 • Patient Info (610) 770-8351 • Emergency: (610) 770-8383

Women's Health Center of Allentown, 1837 Linden Street, Allentown • (610) 433-5222

Miniature Golf

Mulligan's Family Golf Center, 2600 Range Road, Whitehall • (610) 266-6555

The Putting University, 5200 Route 309, Center Valley • (610) 798-9800

Dorney Square Miniature Golf Inc., Allentown • (610) 432-8101

Movies

AMC Tilghman 8 Theatres, Tilghman Square, Allentown • (610) 391-0780
Carmike 16 Cinemas, 1700 Catasauqua Road, Allentown • (610) 264-9694
19th Street Theatre, Art, Foreign & Independent Films, 527 N. 19th St., Allentown • (610) 432-0888

Pharmacies

CVS, 3020 Tilghman Street, Allentown • (610) 776-6551 or (800) 746-7287
Dorneyville Pharmacy, 3330 Hamilton Boulevard, Allentown • (610) 437-4600
***Eckerd Drug**, 1500 Cedar Crest Boulevard, Allentown • (610) 395-3671
Giant Pharmacy, 3100 Tilghman Street, Allentown • (610) 351-2091
***King's Pharmacy**, 365 Cedar Crest Blvd., Allentown • (610) 821-4560
Walter's Pharmacy, 401 N. 17th Street, Allentown • (610) 435-4706
Wegman's Pharmacy, 3900 Tilghman Street, Allentown • (610) 336-7940

Railroad

Amtrak (800) 872-7245

Restaurants

Akita Japanese Steakhouse & Sushi Bar, 2730 Walbert Ave., Allentown • (610) 432-5800
Ambassador, 3750 Hamilton Boulevard, Allentown • (610) 432-2025
Applebees, 1510 N. Cedar Crest Blvd, Allentown • (610) 530-2450
Applebees, 7150 Hamilton Boulevard, Trexlertown • (610) 366-8200
Arby's, Cedar Crest Boulevard & Tilghman St., Allentown • (610) 433-7220
Bennigan's, 2835 Lehigh Street, Allentown • (610) 791-7900
Bob Evans, 2805 Lehigh Street, Allentown • (610) 798-9395
Buca di Beppo, 714 Grape Street, Whitehall • (610) 264-3389
***Burger King**, 3105 Hamilton Boulevard, Allentown • (610) 432-2614
***Carrabba's Italian Grill**, 510 S. Cedar Crest Boulevard, Allentown • (610) 439-6100
***Casa Bianca**, 3104 Hamilton Street, Allentown • (610) 432-2770
***The Chicken Lounge**, 3245 Hamilton Boulevard, Allentown • (610) 439-1707
Crocodile Rock Café, 520 Hamilton Street, Allentown • (610) 434-4600
Domino's Pizza, 4229 Tilghman Street, Allentown • (610) 395-1515
Dynasty Chinese Restaurant, 620 State Ave. (Lehigh Street), Allentown • (610) 967-6110
***Friendly's Restaurant**, 460 S. Cedar Crest Boulevard, Allentown • (610) 770-9883
Hamilton Family Restaurant, 2027 Hamilton Boulevard, Allentown • (610) 433-6452
International House of Pancakes, 1500 Lehigh Street, Allentown • (610) 797-6113
***King George Inn**, Cedar Crest Boulevard & Hamilton Boulevard, Allentown • (610) 435-1723
McDonald's, 721 Cedar Crest Boulevard, Allentown • (610) 439-0511
Olive Garden, 715 Grape Street, Whitehall • (610) 266-6777
Outback Steakhouse, 3100 W. Tilghman Street, Allentown • (610) 437-7117
Papa John's Pizza, Tilghman & 13th Streets. (delivery only) • (610) 434-7272
Penalty Boxx Family Sports Grill, 1547 Lehigh Street, Allentown • (610) 791-4220
***Perkins Restaurant**, Cedar Crest Blvd. & Hamilton Boulevard, Allentown • (610) 820-5767
Pho vung Tau (Vietnamese), 1500 Union Boulevard, Allentown • (610) 433-3405
***Pistachio's Bar and Grille**, 341 S. Cedar Crest Boulevard, Allentown • (610) 435-7007
Pizza Hut, 4536 Hamilton Boulevard, Allentown • (610) 395-1200
Red Lobster, 800 Lehigh Valley Mall, Whitehall • (610) 264-5541
Red Robin, Tilghman Square Mall, Allentown • (610) 366-1776
RJ Gators, 448 N. 17th Street, Allentown • (610) 433-6600
Rookie's Restaurant and Sports Pub, 1328 Tilghman Street, Allentown • (610) 821-8484

Ruby Tuesday, 101 Lehigh Valley Mall, Whitehall • (610) 264-7789

Thai Kitchen, 347 Broadway, Bethlehem • (610) 814-2670

The Shanty Restaurant, 617 N. 19th Street, Allentown • (610) 437-5358

Subway, Tilghman Square Shopping Center, Allentown • (610) 398-7744

***TGI Friday's**, 395 S. Cedar Crest Boulevard, Allentown • (610) 776-8188

***Wendy's**, 410 S. Cedar Crest Boulevard, Allentown • (610) 432-3369

PJ Whelihan's Pub, 4595 Broadway, Allentown • (610) 395-2532

Shopping Centers

***The Shops at Cedar Pointe**

Located across Hamilton St., on Cedar Crest Blvd., this center is within walking distance of the campus and includes TGI Friday's, Pistachio's, Eckerd Drugs, Hollywood Video and King's supermarket.

The South Mall, 3300 Lehigh Street, Allentown • (610) 791-0606

This mall includes a Bon-Ton and a Stein Mart department store, and Staples, along with book stores, gift shops, hair and nail salons and other restaurants.

The Lehigh Valley Mall, MacArthur Road, Whitehall • (610) 264-5511

Located at the intersection of Route 22 and Route 145 N. in Whitehall, the area's largest mall has over 140 stores, restaurants and services including Macy's, JC Penney and Strawbridge's department stores.

Tilghman Square, 47th & Tilghman Streets

This center includes an AMC movie theatre, fast food restaurants, Red Robin Restaurant, and a variety of shops. It is located near a K-Mart, PJ Whelihan's Pub, and the world famous Josh Early candy store.

Trexler Mall, Hamilton Boulevard, Trexlertown • (610) 398-1445

This center includes a Bon-Ton department store, drug store, book store, gift shops, salons, dry cleaners, fast food and sit-down restaurants.

Village West Shopping Center, 3100 Tilghman Street, Allentown • (610) 439-9761

Includes a Giant grocery store, TCBY, Blockbuster video, drug store, hair salon, dry cleaners, card and gift shops and restaurants, including Outback Steakhouse.

Wal-Mart • (610) 266-9645, Sam's Club, TJ Maxx

Located at 2601 MacArthur Road, Whitehall, in a shopping plaza that includes Old Navy, Dress Barn, and various other stores, Wal-Mart, TJ Maxx discount clothing, and Sam's Club all offer discounts on "essential items"!

Wal-Mart Supercenter • (610) 530-1400

Located at 1091 Millcreek Road (Rte. 222 West, Trexlertown), this 24-hour Wal-Mart also includes an onsite supermarket. Several specialty stores are adjacent to the Wal-Mart.

Whitehall Mall

Route 145 N. and Grape Street, Whitehall

Across the street from the Lehigh Valley Mall this center includes Sears and Kohl's department stores, Borders and more.

Taxi

Lehigh Valley Taxi • (610) 867-6000

Quick Service Taxi • (610) 434-8132

Theater

Civic Theatre of Allentown, 527 N. 19th Street, Allentown • (610) 432-8943

Pennsylvania Playhouse, Illick's Mill Road, Bethlehem • (610) 865-6665

State Theatre Center for the Arts, 453 Northampton Street, Easton • (610) 252-3132

Symphony Hall, 23 N. 6th Street, Allentown • (610) 432-6715

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CEDAR CREST COLLEGE

100 COLLEGE DRIVE
ALLENTOWN, PA 18104-6196
610-437-4471 • 800-360-1222
WWW.CEDARCREST.EDU

President: Dr. Dorothy Gulbenkian Blaney

Enrollment: 1,600

Colors: Yellow and White

Mascot: Falcons

Alma Mater

Far out on Cedar Crest, stately and tall,

Stands our fair College, dearest of all.

She ne'er will fail us; she's stood every test.

She's our Alma Mater, we pledge her our best.

She's our Alma Mater, we pledge her our best.

MISSION STATEMENT

The mission of Cedar Crest, an independent women's college, is to provide students with an excellent education that is grounded in the liberal arts and informed by humanistic values. The curriculum is designed to enhance the development of critical thinking and leadership skills, creative abilities, social awareness and technological literacy. Committed to experiential and life-long learning, the College's curricular and co-curricular programs empower students to be ethical, engaged and responsible members of their communities, to appreciate global diversity, and to provide stewardship for the environment. A Cedar Crest education prepares students for careers as well as professional and graduate studies.

Please note:

The Student Handbook is written and distributed by the Dean of Student Affairs Office. Its purpose is to provide students with information about college policies, procedures and services. It is the student's responsibility to become familiar with the contents of the Handbook and to live according to the guidelines it contains.

We believe the information in the Handbook to be accurate and current, however, the College reserves the right to make changes in regulations, policies, and services as necessary. Students will be informed of any changes that are made. Students enrolled at the College agree to adhere to the College's policies and to accommodate to any changes in policy. If clarification on any policy is needed, the student is directed to the Office of the Dean of Student Affairs.

