**Frequently Asked Questions**

Below are some common questions people have about the Student Conduct Process

**Reporting an Incident**

***How do I report an incident?***

You may report an incident to your RA, your Area Coordinator, [Campus Security](http://www.etown.edu/offices/security/) [717-361-1264 or through the LiveSafe App], the Residence Life Office [717-361-1197]], or to Student Rights and Responsibilities [asburys@etown.edu].

To make an anonymous report, visit the [EC Hotline](http://www.etown.edu/offices/human-resources/echotline/index.aspx) page or by clicking the “send anonymously” box on under the “message Etown Security” on the LiveSafe app (see information about LiveSafe below).

Starting 2015-2106, Elizabethtown College now utilizes the LiveSafe app. LiveSafe is a mobile safety app that Elizabethtown College is providing to all students, faculty and staff for their personal wellbeing and for the overall safety of Elizabethtown College. The free, voluntary app is extremely user friendly and available on all Android and iOS devices. It is a powerful safety tool that allows for more efficient exchange of information between members of the community and Campus Security.

LiveSafe allows you to quickly and easily communicate directly with safety officials, allowing Campus Security to better protect you.

**Report Tips:** Easily share information and concerns with Elizabethtown Security via text, photo, or recorded video.

**Stay Informed:** Receive important alerts and notifications, and access important phone numbers and safety resources.

**Stay Safe:** Use location sharing with your friends, family, and colleagues to get from place to place safely.

***What is a Sexual Misconduct-related incident and how do I report it?***

Sexual Misconduct is a form of sexual harassment and discrimination and is considered a violation of the College’s policy and prohibited through the Federal government’s Title IX of the Educational Amendments of 1972. Sexual discrimination includes all forms of sexual and gender-based harassment, sexual misconduct, sexual violence, sexual assault, domestic violence, dating violence, and stalking by students, employees or third parties against employees, students, or third parties.

Sexual Misconduct includes sexual harassment, non-consensual intercourse, non-consensual sexual contact, sexual exploitation, stalking, dating violence, domestic violence, and/or intimidation. For information related to violations of the College’s sexual misconduct policy—how to report a violation and resources for those to whom a violation has occurred—please review the information found on the College’s [Title IX](http://www.etown.edu/about/titleix/) webpage. Sexual misconduct violations can be reported to the same resources as noted above (Campus Security, EC hotline, Residence Life Staff, Student Rights & Responsibilities). Students may also report an incident to the College’s [Title IX Coordinator and Deputy Coordinators](http://www.etown.edu/about/titleix/students/reporting.aspx). The College’s Title IX Coordinator and Deputy Coordinators can assist students with a variety of resources and options.

**Student Handbook**

The Student Handbook can provide a great deal of information that is helpful for all students. The handbook also contains information related to housing regulations, the Student Code of Conduct, student conduct processes, and information on support services available to all students.

***What is the college Alcohol and Drug Policy?***

Read the [Student Handbook](http://catalog.etown.edu/index.php?catoid=9) for additional information. The College abides by the laws of the Commonwealth. Listed below are several standards of conduct related to this policy. Please note that more enumerated list is located in the Student Handbook.

Alleged violations of the AOD Policy are handled through the student conduct process and may be referred to local law enforcement. **The following regulations apply:**

1. No one under the age of 21 is permitted to possess or consume alcohol anywhere on or off the Elizabethtown College campus.

2. Individuals 21 years of age or older may possess alcohol for their personal use in their own living space. The maximum quantity allowed within any college housing unit is not more than one six-pack (of 16 oz. containers) of beer, or one liter of wine, or one four-pack of wine coolers, or one pint of a distilled alcohol per resident of legal age.

3. Under no circumstance is a person of legal age permitted to furnish alcohol to a person under the age of 21.

4. A student who is 21 years of age or older may not consume alcohol in the presence of anyone under 21 years of age other than his/ her roommate(s).

5. Students under 21 years of age may not be present where alcohol is being served or consumed except by roommates who are of legal age for consumption.

6. Any student, regardless of age, who is present where an alcohol and / or drug violation occurs, may be considered equally responsible.

7. Possession or use of a false ID is prohibited.

8. Kegs of any size, beer balls, or other containers of large quantity, whether empty, partially or completely filled, are strictly prohibited on campus, or off-campus when representing the College in any event whatsoever, either as a participant or as a spectator.

9. Paraphernalia will be confiscated when found and will be destroyed by Campus Security. Paraphernalia includes but is not limited to partially filled or empty containers, funnels, keg taps, kegerators, pong tables, and anything associated with drinking games or alcohol or other drug use. Confiscated items will not be returned to the owner.

10. Sale of alcoholic beverages (including door cover charge and sale of cups) is prohibited.

11. Use or possession of winemaking or brew kits is prohibited.

12. Visible intoxication or public drunkenness is prohibited.

13. Driving under the influence of alcohol or other drugs is prohibited.

14. The abuse of alcohol or other drugs by individuals of any age will not be tolerated, and students will be held responsible for their actions.

15. Emergency medical response to any alcohol or other drug related emergency will be at the student’s expense.

16. No alcohol may be possessed or consumed in any campus common area. Common areas are defined as indoor or outdoor spaces used by the residential community. These include but are not limited to lounges, hallways, parking lots, and athletic facilities. In some instances, private spaces, such as residence hall rooms, may become common or public by action of the occupants, e.g., when a social gathering expands into a hallway or lounge, etc.

17. Actual or intended use, purchase, possession, cultivation, manufacture, sale, or distribution of marijuana, synthetic marijuana such as K-2 or Spice, bath salts, cocaine, heroin and other narcotics, or other controlled substances except as expressly permitted by law is prohibited. This includes designer drugs and edibles containing marijuana, synthetic marijuana, or other drugs.

18. Distribution, sale or sharing of prescription medication is prohibited. Students should keep prescription medication in its original, labeled container and store it in a secure location. Report any stolen prescription medication to Campus Security. Students should keep over-the-counter medication in original packaging to guard against misuse.

19. Hosts of private social gatherings held off campus are responsible for insuring adherence to alcohol and drug laws and Standards of Conduct.

20. All non-student guests are subject to this AOD Policy and other college policies and regulations. Student hosts will be held responsible for the behavior of their guests (see **Guest & Visitor Policy in the Student Handbook**).

21. No student, regardless of age, may possess or consume alcohol while representing the College on a College-sponsored trip, event, or other activity, including athletic events, whether on or off-campus.

***What is Medical Amnesty?***

You need to take immediate action if you are aware of someone experiencing an alcohol or other drug emergency. You can activate the Medical Amnesty response by:

1. Calling Campus Security at 717-361-1111 or 911.
2. Remaining with the student experiencing the alcohol/drug emergency.
3. Participating in the emergency response by providing the medical team or Campus Security with any information essential for a timely intervention.

You will not be subject to the student conduct process if you call on behalf of another student, friend or guest, and follow these guidelines.

***What constitutes alcohol or drug paraphernalia?***

Paraphernalia includes (but is not limited to) kegs, beer balls, partially filled or empty containers, funnels, keg taps, pong tables, rolling papers, bongs, and anything associated with drinking games of alcohol or other drug use.

Items confiscated as paraphernalia will not be returned to the owner.

***Why would the college have to search my room?***

While college officials respect the privacy of the student at all times, officials reserve the right to take necessary measures should be there be a reason to believe College policies have been violated or the safety and well-being of the campus community may be compromised. Authorized college officials may search by either a visual inspection or, in the case of a situation that may be a significant college violation that impacts a student’s wellbeing, an administrative and more thorough search will be conducted. An official inventory of seized items will be prepared for residents and confiscated items will not be returned to the owner.

**Student Conduct Process**

***What if I receive a letter about a conduct matter, but I didn’t meet with anyone?***

Read the letter in its entirety. Occasionally conduct administrators read an incident report and decide to resolve it without meeting with the student. This is called a simple resolution (see resolution options in [Student Conduct Process](http://www.etown.edu/offices/student-rights/processes.aspx)). The letter will state the violation for which you are being held accountable and will propose an outcome(s). If you agree with the letter, follow the outcome guidelines stated. If you disagree, read the letter for information about moving the matter to a formal hearing.

***What happens at a formal resolution meeting?***

A formal resolution meeting is one of the ways to resolve a violation of the Student Code of Conduct. The meeting will take place at a specific time (and usually in the Office of Residence Life). You will meet with a student conduct administrator(s) who will review with you the information from the incident report. You will have a chance to offer your perspective. The student conduct administrator(s) will reach out to you after the meeting with an outcome letter (see resolution options in [Student Conduct Process](http://www.etown.edu/offices/student-rights/processes.aspx) for more information).

***May I bring a campus community member to my meeting?***

Yes! You have the right to be supported by any representative you choose who is a member of the College community (as long as there are no conflicts of interest). For example, you may want to bring a faculty or staff member with you. You may also bring a campus friend, but this person cannot be someone who may be involved with the incident. You must provide the name of your community member to the conduct administrator two days prior to the formal resolution meeting to ensure that there is no conflict of interest. Parents/guardians and attorneys may not support you in a formal resolution meeting.

***May I submit character references before my hearing?***

The Office of Student Rights and Responsibilities addresses infractions of the Student Code of Conduct, which typically involves a particular behavior exhibited at a specific time period. Character references are not part of the student conduct administrators’ decision-making process. However, you may provide to the conduct administrator the names of witnesses who may have been present at the incident and can provide direct information related to the incident.

***What happens if I am involved in an incident that occurs off-campus?***

If the College receives a report of an incident that occurs off-campus, you will go through the student conduct process.

***What are the impacts of conduct matters on my financial aid/scholarships?***

It depends on the outcome. Disciplinary Probation, Suspension, and Expulsion may have financial aid/scholarship implications. Talk with the Conduct Administrator for more information.

***Will my parents/guardians be notified if I am involved in an incident?***

If you are under the age of 21 and involved in an alcohol/drug-related incident that results in a sanction of Disciplinary Notice, Disciplinary Probation, Suspension, or Expulsion, your parents/guardians will be notified. If you are sanctioned to a Disciplinary Suspension or Expulsion your parents/guardians will be notified.

***May I see my student conduct file information?***

Your conduct record is part of your educational record. Student Conduct files are kept in the Dean of Students Office, and students may review their files by making a request to do so. Please contact the Dean of Students Office with a request to view your file [717-361-1196]. This process may take several days/weeks, so if you need to review something for an application process with a specific deadline, please make your request in a timely fashion.

Files must be reviewed in the office. No copies will be given or distributed.

***I am going to graduate/professional school. How do I review my student conduct record?***

See previous question.

***How do I appeal a conduct decision?***

Read the appeal process information printed in the last paragraph of your decision letter and in the [Student Handbook](http://catalog.etown.edu/index.php?catoid=9). Pay special attention to the three criteria for appeal, as well as the date by which the request for appeal letter must be submitted (as noted in your decision letter).

***I have a Dean’s Hold on my account. What do I need to do to remove it?***

A Dean’s Hold is a hold on your account that will not allow you to register for classes.

Most Dean’s Holds are because you have not completed a sanction as required by the office. Contact the Dean of Students Office, BSC 207 or 717-361-1196, and check on the status of the hold. Once the sanction(s) is complete, the hold will be lifted.