

ELIZABETHTOWN COLLEGE – 2026-2027 STUDENT HANDBOOK

This handbook may be amended at any time as deemed necessary by the Vice President for student Life and Dean of Students. Amendments made after the first day of class of the fall 2026 semester will be listed on the last page of this document.

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Student Handbook

The Elizabethtown College Student Handbook is an important resource and guide to Elizabethtown College policies, community standards and expectations for individual student conduct. For academic programs and policies, consult the College Catalog.

The Student Handbook is not a contract between the College and any student or third party. The College reserves the right, in its discretion, to amend any portion of the Student Handbook at any time. Accordingly, students should check the Student Handbook web page for the most recent version of Student Handbook 2026-2027. The Student Handbook, as posted as a PDF on the Handbook's web page, is the current and official version and supersedes all prior versions. A print copy of the most up to date Student Handbook is available upon request by emailing studentlife@etown.edu. Please contact the Vice President for Student Life and Dean of Students or the Student Conduct Coordinator with questions.

Letter from the Vice President for Student Life and Dean of Students

The mission of the Student Life Division is to foster a culturally vibrant living and learning environment where each student feels they belong. Every student is responsible for the health, safety and welfare of our Etown community. Please take the time to become familiar with the rights and responsibilities outlined in this document. It is essential to refer to both the Student Handbook and the College Catalog before making decisions that impact academic success.

Success feels wonderful, but it is in our challenges and struggles that we learn and grow. Anyone experiencing difficulty inside or outside the classroom is not alone. There are many people, both students and employees, who are ready to help find answers to questions, work through challenges, and celebrate accomplishments. We can't wait to see what you will achieve this year.

Blue Jays Always!

Peace and all good,
Nichole Gonzalez
Vice President of Student Life & Dean of Students

About Elizabethtown College

Mission, Vision and Core Values

Vision: Elizabethtown College prepares a new generation of innovative thinkers and ethical leaders for global citizenship.

Mission: Elizabethtown College provides a transformative educational experience that cultivates personal strengths and develops a passion for lifelong learning and purposeful work.

Core Values: We affirm the values of peace, non-violence, human dignity and social justice and believe learning is most noble when used to benefit others.

Motto: Educate for service.

Elizabethtown College Pledge of Integrity

"I pledge to respect all members of the Elizabethtown College community, and to act as a responsible member of the College community. I pledge to respect the free exchange of ideas both inside and outside the classroom. I pledge to represent as my work only that which is indeed my own, refraining from all forms of lying, plagiarizing, cheating, and academic dishonesty. As members of the Elizabethtown College community, we hold each other responsible in the maintaining of these values."
– adopted in 1995 by Elizabethtown College students and faculty (revised in 2014).

Statement of Non-Discrimination

Elizabethtown College does not discriminate, and prohibits harassment and discrimination, on the basis of race, color, religion, national or ethnic origin, ancestry, age, disability, sex, gender identity or expression, sexual orientation, veteran or military status, pregnancy or pregnancy-related conditions, or any other legally protected status. This commitment applies to, but is not limited to, admissions, hiring and promotion, educational programs and policies, scholarship and loan programs, and/or other College policies, practices, programs and activities, in accordance with federal, state, and local non-discrimination and equal opportunity laws, including:

- Titles VI and VII of the Civil Rights Act of 1964
- Title IX of the Education Amendments of 1972
- Age Discrimination in Employment Act
- Americans with Disabilities Act and ADA Amendments Act
- Equal Pay Act
- Pennsylvania Human Relations Act.

Any person having inquiries concerning Elizabethtown College's application of non-discrimination policies, including Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Americans with Disabilities Amendments Act of 2008, and the Age Discrimination Act of 1975, should contact one of the following:

Employees contact:

Ann Eckert, Director of Human Resources
Myer Hall, One Alpha Drive, Elizabethtown PA 17022
eckertann@etown.edu, 717-361-1395

Students contact:

Gabrielle Reed, Civil Rights and Title IX Coordinator
210 Baugher Student Center, One Alpha Drive, Elizabethtown PA 17022
reedg@etown.edu, 717-361-3727

Michele Moohr, PhD
Coordinator of Disability Services
717-361-1227
moohr@etown.edu
BSC Room 232
disabilityservices@etown.edu

For further information on non-discrimination, visit www2.ed.gov/about/offices/list/ocr or contact the Philadelphia Office of the Office for Civil Rights, U.S. Department of Education, Suite 515, The Wanamaker Building, 100 Penn Square East, Philadelphia, PA 19107-3323, OCR.Philadelphia@ed.gov or 215.656.8541.

Institutional Learning Goals

Elizabethtown College engages students in a dynamic, integrated learning process that blends the liberal arts and professional studies. Challenged to take responsibility for their education, students at Elizabethtown embark on a journey of self-transformation that involves intellectual, social, and personal growth.

The College is committed to educating the whole person within a relationship-centered learning community where common goals are achieved through engagement in a rigorous academic curriculum and thoughtful co-curricular experiences. Students are encouraged to develop and challenge their own values, while seeking to understand and appreciate alternative perspectives. Embedded in an ever-changing global context, the College promotes the developmental, collaborative and complex nature of learning.

In seeking to "educate for service," Elizabethtown College believes that students can perform no greater service than they do when sharing knowledge and creativity with others. Opportunities to strengthen scholarship and leadership extend beyond the classroom, and students learn actively through practical experiences and civic engagement.

The impact of an Elizabethtown College education is long-lasting and far-reaching because it is deeply transformative. Students acquire new habits of mind and heart—some in the course of the undergraduate experience, others as students grow beyond college.

At Elizabethtown College, students are inspired and challenged to:

- Assume responsibility for their intellectual development, personal growth and well-being. Students will learn to sharpen their curiosity and become aware of the capabilities, strategies and resources needed to learn.
- Reason, analyze and engage in critical thinking. Students will make, systematically evaluate, and, if necessary, refute arguments and claims—both their own and those of others.
- Demonstrate thoughtful and articulate communication by applying knowledge in a variety of contexts, including writing, speaking, listening and interpretation.
- Understand the creative process and its role in human expression and cultivate the ability to make informed aesthetic judgments.
- Navigate diverse cultural worldviews and perspectives, with the realization that differing frames of reference influence analysis, communication and behavior.
- Make reflective ethical decisions and act with integrity to seek just outcomes with relationships, communities and society.
- Apply and integrate different strands of learning and comprehend interconnections in the process of gaining knowledge and experience.
- Identify and cultivate a sense of purpose that inspires a commitment to meaningful work in service to society.

Structure and Governance

Board of Trustees

The Board of Trustees has final legislative authority in all matters pertaining to the purpose of the College and the policies for fulfilling the statement of purpose. Among the Board's primary functions are selecting the president of the College, developing and sustaining the philosophy and policies of the College, setting the costs of tuition and fees, adopting the annual budget, and approving plans for developing and maintaining the physical plant.

Faculty Assembly

The Faculty Assembly of Elizabethtown College shall consist of (a) all full-time instructional personnel with rank of instructor or above; and (b) the President of the College, the Provost and Senior Vice President, the Dean of Faculty, Associate Dean of Academic Affairs, the Vice President for Student Life, full-time professional librarians, and full-time lecturers. The President, Vice President, Treasurer and Secretary of the Student Senate may attend and participate in meetings of the Faculty Assembly, without vote. The Faculty shall recommend the requirements for admission and graduation, and policies and standards necessary for the conduct of the academic program of the College. The Faculty is responsible for the ongoing shaping and modification of the college's academic program.

It is the responsibility of the Faculty to make recommendations relative to the policies and standards governing faculty appointments, reappointments, non-reappointment, dismissal, promotion and tenure, and also matters affecting the professional welfare and activities of the Faculty. It is the responsibility of the Faculty to develop and maintain the highest standards of professional behavior and ethics.

Staff Council

The Elizabethtown College Staff Council represents Elizabethtown College staff in reference to interests and issues that affect them. Up to 17 members of the council are made up of representatives from all areas of our Elizabethtown Campus Community. Each representative serves a term of two years. The Officers of the Council consist of the Chair, Vice Chair, Web Communicator, and Secretary, and serve a term of one year as an Officer.

Student Assembly

The Elizabethtown College Student Assembly includes Members representing each class cohort, and Members at large. The purpose of Student Assembly is to advocate for student rights, and to bring student voices and ideas into the process of improving the Elizabethtown College campus and community. The Vice President of Student Life & Dean of Students serves as the Assembly advisor.

Student Assembly meetings are open to all students and employees in the college community. A schedule of Student Assembly meetings will be published each semester. Students may contact Student Assembly via email: studentassembly@etown.edu

Campus Councils and Committees

Academic Council

Proposes academic policy and oversees and evaluates the curriculum of the College and the quality of the academic program. The Council's function is to consider academic questions that are fundamental in nature and broad-based in scope including, especially, the core curriculum. In performing its function, Academic Council initiates and continuously reviews policy regarding admissions standards, degree requirements, and the content and quality of the overall curriculum and the academic programs. All academic policies, procedures and decisions having broad or campus-wide implications must be submitted for approval at the next meeting of the Faculty Assembly.

Academic Standing Committee

Responsible for periodic review of academic standards and academic dismissal procedures. The Committee makes recommendations to Academic Council when changes in policy seem appropriate. The Committee applies academic dismissal procedures and evaluates applications of students for reinstatement after such dismissal. The Committee handles matters pertaining to academic probation, academic dismissal, readmission and deviations from the academic curriculum of the College as defined in the College Catalog. The Committee conducts hearings on cases of alleged violations of the standards of academic integrity, as those standards are defined in the Student Handbook. The Committee also hears appeals of course grades, in accordance with procedures set forth in the Student Handbook. In fulfilling these responsibilities, the Committee shall adhere to Academic Due Process, again as defined in the Student Handbook.

Campus Life Council

Consists of representatives of the faculty, student body, and administration who plan and implement the annual student awards ceremony.

Core Program Committee

The Committee has oversight responsibility for policies related to the Core Program and advises the DC&H in matters of staffing, implementing, and funding the Core Program.

Educational Assessment Committee

The primary mission of the EAC is to ensure that student learning is regularly and skillfully assessed and that the results of these assessment activities are used to strengthen educational programs and inform resource allocations across the institution. The EAC also is responsible for ensuring that the College meets the intent and the technical requirements of Middle States Commission on Higher Education, Standard 14: *Assessment of student learning demonstrates that, at graduation, or other appropriate points; the institution's students have knowledge, skills, and competencies consistent with institutional and appropriate higher education goals.*

Honors Committee

Advises the Honors Program Director in overseeing the program, including the selection and ongoing evaluation of Honors Program participants, determining criteria for Honors credits and courses, selecting and evaluating Honors courses, and making policy decisions.

Parking Appeals Board

Reviews all parking ticket appeals; meets monthly.

Religious Life Committee

Responsible for planning campus-wide programming and serves as a consultant group to the Office of the Chaplain.

Resources and Strategic Planning Council

The Resources and Strategic Planning Council, in collaboration with the Senior Staff, is responsible for the oversight of all matters related to resources and strategic planning, including resource allocation, budgeting, and the evaluation of business and tuition models. The council is charged with monitoring trends and making recommendations concerning enrollment, college finances, and resource allocations. It will develop long-range strategic plans in consultation with relevant committees and Senior Staff and assess the implementation of all strategic goals. The Chair of RSPC will report at least quarterly to the Executive Council and the college President and will submit a written report to the Faculty Assembly, Staff Council, Board of Trustees, and Student Senate a minimum of once each semester.

Elizabethtown College Organizational Chart

Please refer to the college organizational chart <https://www.etown.edu/offices/president/college-leadership.aspx> or email Vice President of Student Life & Dean of Students if you have a question about college operations.

Drug-Free Campus

The unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees is not permitted by Elizabethtown College. The College adheres to the Drug-Free Schools and Communities Act Amendments of 1989.

Violations (e.g., possession, sale, use, transfer, purchase or delivery of illegal drugs or drug paraphernalia) will result in a student conduct referral. Refer to the Student Code of Conduct for information on the conduct process and disciplinary sanctions.

In addition to the College's disciplinary sanctions, violators are subject to legal sanctions under local, state, or federal law. The College recognizes drug abuse not only as a safety and security concern, but as an illness and major health problem. Consistent with the concern related to all life-threatening illnesses and serious diseases, the College offers a range of resources and services as follows:

1. Student education and information is available through the Vice President of Student Life & Dean of Student's Office.
2. Counseling and support services are available through Student Counseling Services.
3. Referral to agencies and organizations which offer supportive services is available through Student Wellness, as well as other Student Life offices.

Alcohol and Drug-Free Workplace

As required by law, Elizabethtown College is obligated to provide a drug-free, safe, healthful, and secure workplace for all employees (including student employees). In turn, our employees are expected to arrive for work in proper mental and physical condition.

The College has a zero-tolerance policy for disruptive behavior, unsafe conditions, or unsatisfactory work performance resulting from alcohol or drug use. Violations of this policy will result in disciplinary action up to and including termination of employment, or referral for prosecution or other legal consequences. The College prohibits the unlawful sale, manufacture,

distribution, use, dispensation, or possession of a controlled substance on College property or while conducting College business off the premises.

Federal and State Penalties

Under the Federal Controlled Substance Act and Pennsylvania state laws, individuals face penalties for unlawful manufacturing, distribution, use and possession of controlled substances. The penalties vary based on the type of drug or level of alcohol involved, possession and intent to distribute. Federal law sets penalties for the first offense ranging from one year to life imprisonment and/or \$100,000 to \$4 million in fines. Penalties may include forfeiture of property, including vehicles used to possess, transport or conceal a controlled substance or denial of federal benefits such as student loans and professional licenses. Convictions under state law may be misdemeanor or felony crimes, with sanctions ranging from six months to life imprisonment and/or \$250 to \$100,000 in fines.

Federal law holds that any person who distributes possesses with intent to distribute, or manufactures a controlled substance in, or within one thousand feet of an educational facility is subject to a doubling of the applicable maximum punishments and fines. A similar state law carries sanctions of up to five years imprisonment and up to a \$100,000 fine for similar violations.

Smoke-Free Campus

Elizabethtown College is dedicated to providing a healthy, comfortable, and productive work and living-learning environment. Campus buildings are smoke-free. Smoking and the use of tobacco in any form is prohibited in all facilities of Elizabethtown College at all locations, including College vehicles. Additionally, the Baugher Student Center terrace areas, all athletic venues and outdoor classrooms are smoke-free zones. This policy applies to all students, employees, clients, contractors, and visitors. Smoking shall be permitted only at a reasonable distance (25 feet or more) outside any enclosed area or building entrance to ensure that secondhand smoke does not enter the area through entrances, windows, ventilation systems, or any other means. Smokers must dispose of cigarette butts in appropriate receptacles rather than littering.

College Communication

The official means of communication from Elizabethtown College to its students is through their College-issued, @etown.edu email. Students should check their Etown email daily. The College may also communicate with ground-program students through their College-issued student mailbox (check daily), through U.S.P.S. to the student's home address, by calling the student's mobile or home number, or in-person.

Whistleblower Policy

Elizabethtown College is committed to the highest standards of lawful and ethical behavior. This policy is created to enable members of the College community (students, employees, Board members, and others) to report concerns about possible misconduct, with the reassurance they will be protected from any retaliation for acting in good faith. For the purpose of this policy, misconduct may include, but is not limited to:

- Theft of cash or College
- Misappropriation of College
- Mismanagement or waste of College funds
- Discrimination or harassment
- Improper records destruction
- Falsification of accounting or financial records, including accounting
- Falsification of reported work hours (including student employees)

- Kickbacks
- A substantial and specific danger to health or safety
- Violation of any law, regulation, rule, policy, etc.
- Forgery or unauthorized alteration of documents

How to Make a Report

When making a good faith report, the reporter will not be subject to retaliation. To file a confidential report under this policy, members of the College community may use any of the following methods:

- Telephone or in person during regular operating hours or by mail to the Director of Human Resources or the College President.
- By telephone through the ECHotline, 855-696-1899.
- Via the [ECTipline website](#)
- Via email at whistleblower@etown.edu

A good faith report should contain factual information, dates, names, locations, and any other information to aid in an investigation. Contact information of the individual submitting the report should also be included. Confidentiality of the reporter will be maintained to the extent practicable by law and the legitimate needs of the investigation.

Investigation: Upon receipt of the report explaining the misconduct, an investigation will ensue promptly. Any individual found to have engaged in misconduct will be subject to disciplinary action appropriate to the nature of the offense.

Retaliation: If the reporter experiences any retaliation from the individual wrongdoer(s), it should be immediately reported to the Director of Human Resources for investigation and appropriate action.

False Reports: Individuals found to have made knowingly false or misleading reports will be subject to disciplinary action as appropriate.

Reports of business or financial misconduct by a student will be turned over to the Vice President for Student Life and Dean of Students.

Student Complaint Policy and Procedures

General Student Feedback and Concerns

The policy provides the foundation and structure for resolving specific student complaints and concerns. This policy is not intended to address anonymous concerns. Students should always consult with their academic advising team when attempting to understand, resolve, or share concerns about their academic experience.

Elizabethtown College values student privacy and operates in compliance with the [Family Educational Rights and Privacy Act \(FERPA\)](#) where information collected throughout any process will only be shared only with “school officials” and those with “legitimate educational interest” in the resolution or progression of the resolution.

Students must initiate and pursue complaints on their own behalf, and others are not permitted to initiate and pursue complaints on behalf of a student including parents or family members. Student concern(s) with:

- a course and/or course instructor should be directed to the School Dean governing the course discipline to discuss their academic concern. If the concern is not resolved, the student should contact If the complaint is not resolved at that level, students have the right to appeal to the Academic Standing Committee.
- an academic advisement should be directed to the School Dean governing the program. If the complaint is not resolved at that level, students have the right to consult with the Associate Provost for Student Learning & Dean of Faculty.
- academic probation, academic dismissal, academic due process, academic integrity or dishonesty, grade appeal, or petitions for exception to academic policy are outlined in the Academic Standing section of this catalog.
- a non-faculty employee or a non-academic policy or procedure should be raised directly with that employee. If the complaint cannot be resolved at this level, the issue should be raised with the employee’s direct supervisor. Should the

concern fail to be addressed at that level, the issue should then be raised to the director of the department/area. Please consult the Elizabethtown Organizational Chart.

- pertaining to other issues related to campus climate may be raised through the Vice President for Student Life and Dean of Students and/or Student Assembly. Students may contact Student Assembly Chief Officers to determine who their Senators or Representatives are or may seek assistance through the Assembly Chief Officers.
- or grievances about another student should consult policies and procedures outlined in the Elizabethtown Student Code of Conduct.

Please be advised, this policy does not supersede specific policies and procedures outlined in the Catalog or Student Handbook.

Formal Internal Complaint

Students, where their concerns are not resolved after following the steps outlined above should contact the School Dean, who will consult with school officials on next steps.

Students, where their concerns not resolved after following the steps outlined above may then be brought forward as formal complaints utilizing the Student Complaint Form which can be found [here](#).

The Complaint Form will be automatically directed to and reviewed by the Associate Provost for Institutional Effectiveness and Innovation. The Associate Provost will direct the Complaint form to the appropriate Executive Officer. Students submitting a complaint should expect a reply by the appropriate Executive Officer about the status of their complaint within 10 class days of submission. The resolution reached at the level of the Executive Officer is the final resolution.

Distance Education Complaint Process

Elizabethtown College participates in Federal student aid programs that are authorized under Title IV of the Higher Education Act of 1965. A participating institution, Elizabethtown College is legally authorized to operate within the state of Pennsylvania. [Title 34 CFR §600.9](#) requires States to have a “process to review and appropriately act on complaints concerning the institution including enforcing applicable State laws.” [Title 34 CFR §668.43\(b\)](#) requires that institutions:

- “Make available for review to any enrolled or prospective student upon request, a copy of the documents describing the institution’s accreditation and its State, Federal, or tribal approval or licensing.
- Provide its students or prospective students with contact information for filing complaints with its accreditor and with its state approval or licensing entity and any other relevant State official or agency that would appropriately handle a student’s complaint.”

To comply with this regulation, Elizabethtown provides the following information for our students.

Elizabethtown College makes every effort to resolve student complaints internally, using policies and procedures outlined in the current [Student Handbook](#), and the [Online Catalog](#). The institutional complaint process for distance learning students is the same for all students regardless of physical location. It is expected that students will fully utilize such administrative procedures to address concerns and/or complaints in as timely a manner as possible. For concerns or complaints not addressed or unresolved in the catalog, please contact Academic Affairs (academicaffairs@etown.edu).

If the complaint cannot be resolved at any level within the College, the student may contact one of the following agencies:

- **Students residing in Pennsylvania:** In the unlikely event that an issue cannot be resolved through the institutional complaint process, students residing in Pennsylvania should contact the Pennsylvania Department of Education (PDE), the applicable agency for oversight in resolving complaints.
- **Students residing outside of Pennsylvania:** Student Complaint Information by State and Agency

Elizabethtown College is approved to participate in the State Authorization Reciprocity Agreement (SARA) which regulates the way participating institutions may offer distance learning education to students who reside in other States. If a student has a complaint that involves distance learning education offered under the terms and conditions of SARA, the student must file a complaint with the institution first to seek resolution. Complaints regarding student grades or student conduct violations are governed entirely by institutional policy and the laws of the SARA institution’s home State. If a person bringing a complaint is not satisfied with the outcome of the internal process for resolving complaints, the complaint (except for complaints about grades

or student conduct violations) may be appealed, within two years of the incident about which the complaint is made, to the home state's SARA portal entity. For purposes of this process, a complaint shall be defined as a formal assertion in writing that the terms of this agreement, or of laws, standards or regulations incorporated by the SARA Policies and Standards have been violated by the institution operating under the terms of SARA.

For a list of SARA member States, please visit the NC-SARA website. Students residing in non-SARA States should consult the list of non-SARA State agencies for further instruction for filing a complaint in their respective State of residence.

Further information on SARA and the SARA complaint process:

- SARA for Students (<https://www.nc-sara.org/sara-students>)
- Student Complaints (<https://www.nc-sara.org/sara-student-complaints>)

Unresolved complaints may be filed with the Middle States Commission on Higher Education, the College's regional accrediting agency once all other avenues provided by the College and the State agency or SARA have been exhausted.

Middle States Commission on Higher Education

3624 Market Street, 2nd Floor West, Philadelphia, PA 19104

Telephone: (267) 284-5000

E-mail: info@msche.org Spanish: españolinfo@msche.org

General Link: www.msche.org

Students may review documents of accreditation by contacting the Registration and Records Office at 717-361-1409. Students wishing to file a formal complaint against an institution of higher education in Pennsylvania can visit [Middle States Commission on Higher Education's Complaint page](#) for more information.

ECTipline

The purpose of the **ECTipline** is to provide a confidential way, outside of normal reporting procedures, for students and employees to report suspected violations of college policy and illegal activities. Calls or emails to the ECTipline can be anonymous. However, without the ability to follow up with the reporter, an anonymous report could limit the College's ability to take appropriate action. Any member of the College Community may also file a report by using the ECTipline. This number (855.696.1899) and [website](#) is to be used for non-emergency situations and a representative is available 24/7.

Crimes or violations occurring in real time or emergency situations should be reported by calling 911, or Campus Safety at 717.361.1111.

The following is a list of examples of actions and violations that may be reported through the ECTipline.

- Fraud;
- Theft of cash or college property;
- Willful damage, abuse, or destruction of College property or systems;
- Verbal or physical harassment or intimidation of a co-worker, student, supervisor, or other member of the College community, including violation of the College's Discrimination, Sexual Harassment, or Bullying Policy;
- Bias-related incidents;
- Violation of the College's Code of Conduct and other college policies;
- Various college policies and procedures such as Standards of Conduct, Whistleblower Policy, Drug-free Workplace, etc;
- Violation of local, state, or federal laws and regulations;
- Any act which may endanger the safety of others;
- Any act that may cause harm or danger to a minor on campus;
- Inappropriate authorization, allocation, or spending of college funds;
- Falsification of payroll, accounting, or financial records, including accounting omissions;

- Falsification of college documents or files;
- Improper misrepresentation of one's self;
- Misappropriation of grant or gift funds;
- Violation of NCAA guidelines;
- Computer security violations or unauthorized access;

College reserves the right to assume the role of the Complainant and to refer student misconduct to local law enforcement.

Student Confidentiality and Privacy

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law (20 U.S.C. 1232g) that protects the privacy of a student's education records. A student is someone that has been accepted, matriculated, and enrolled (or a former student of) Elizabethtown College. An "eligible student" under FERPA is a student who is 18 years of age or older, or who attends a post-secondary institution.

FERPA grants students the following rights:

- the right to inspect their own education records;
- the right to seek amendment to those records and in certain cases append a statement to the record;
- the right to consent to disclosure of the student's records; and,
- the right to file a complaint with the Department of Education Compliance Office in Washington, DC.

For further explanation of these rights, see the [Registration and Records](#) web page for the Academic Catalog.

FERPA Forms

FERPA Forms are in JayWeb

- [Authorization to Disclose Educational Record Information](#)
- [Request for Non-Disclosure of Directory Information](#)
- [Request to Revoke a Previous Authorization](#)

For more information about FERPA, or if you are a prior student with a need to update your FERPA preferences, please see the [Registration and Records](#) web page outlining all FERPA policies and procedures.

FERPA Definitions

All FERPA definitions, Restrictions, circumstances under which Personally Identifiable Information can be disclosed with or without consent, and all other applicable FERPA policies can be found on the [Registration and Records](#) web page in the Academic Catalog.

Student Life Parent/Family Communication

FERPA protects the confidentiality of student records and specifies those limited situations in which information from education records may be released without a student's prior consent. The law permits Elizabethtown College, in its sole discretion, to disclose information without a student's prior consent to parents or guardians of a financially dependent student (as defined by the

Internal Revenue Service). If a student is not a financially dependent student and that student has not provided prior consent, the College is not permitted to disclose information, even to the student's parents. However, if the College has knowledge of a student experiencing (1) a life-threatening situation or serious illness including one that requires emergency hospitalization, or (2) an act or threat of violence toward self or others or significant abuse of self or others, the Vice President for Student Life and Dean of Students or members of the Student Life staff may contact that student's parent or guardian with or without the student's prior consent.

Parents or guardians of any student under 21 years of age *may* be notified of the following situations with or without the student's prior consent:

1. Alcohol or drug incident that results in emergency medical treatment;
2. Alcohol or drug incident that results in police action;
3. Violation of the College Alcohol/Drug Policy.

Whenever possible the Student Life staff discusses the implications of notification with the student before contacting the parent or guardian. Ideally, the student is encouraged to make the call and the Student Life Staff is available to assist with explanation of circumstances or to elaborate on pertinent college policy or practice.

The College may release publicly the name, nature of the violation and the student conduct sanction for any student who is found in violation of a College policy that is classified as a crime of violence: arson, burglary, robbery, criminal homicide, sex offenses (including rape, forcible fondling, statutory rape, and incest), assault, destruction/damage/vandalism of property and kidnapping/abduction. The College will release this information to the complainant or next of kin, if complainant is deceased, in any of these offenses regardless of the outcome.

Retention of Student Conduct Records

Student conduct records are expunged seven years after graduation, voluntary withdrawal or disciplinary suspension from the College. The possession of a student's conduct records does not require the College release said records, and the College reserves the right to determine when it is appropriate to release information contained within. Records pertaining to student expulsion are held in perpetuity.

Search of Student Residences and Personal Belongings

The College always respects the privacy of the student but reserves the right to take necessary measures should there be a reason to believe College policies have been violated or there is reasonable concern for safety or well-being. In most cases, prior to a search of the student's residence, personal belongings, or registered vehicle, the College will seek cooperation from the student. However, in cases involving law enforcement investigations or when the College must quickly and confidentially proceed with a search to protect the safety of others, the College reserves the right to search without the student's prior consent.

Residence Access and Authorized Search

Authorized College officials may enter residences owned by the College. These spaces include rooms in residence halls, bedrooms and shared living spaces in college-owned apartments, houses and townhouses. Student on-campus residences may be entered at any time for purposes of routine maintenance, repair, and health or safety inspections, alleged policy violations or in response to any emergency.

VISUAL INSPECTION: In cases when the College believes a policy is being violated, the College official may enter the student's residence to conduct a preliminary visual inspection. Any prohibited items in clear view may be seized by the College officials.

ADMINISTRATIVE SEARCH: The Vice President for Student Life and Dean of Students or their designee may authorize a thorough administrative search of the student's residence. Any prohibited items discovered during an administrative search may be seized by Campus Safety.

Whenever prohibited items are seized an official inventory will be prepared. A copy of the inventory will be available to the student for review. A photo of each item may also be taken as further documentation of the search. Prohibited items will be disposed of according to the policies of the Commonwealth of Pennsylvania and Campus Safety.

See also [Room Security and Privacy](#)

Search of Personal Belongings

The College reserves the right to inspect any abandoned personal property found in public areas owned by the College. For example, if an unattended backpack is found in the lobby of a residence hall, a Campus Safety Officer or other College official may open the bag and inspect the contents. Campus Safety Officers and officials designated by the Vice President for Student Life and Dean of Students, including but not limited to Area Coordinators and Director of Residence Life, may also inspect a student's personal belongings if there is reason to believe College policy has been violated or the safety and well-being of the college community may be compromised.

Search of Registered Vehicles

The College reserves the right to inspect any vehicle registered with Campus Safety if there is reason to believe College policy has been violated or safety and well-being of the campus community may be compromised.

Emergency Response and Personal Safety

How to Report an Emergency

Students are required to immediately report any incident including medical emergency, fire, thefts, vandalism, suspicious individuals to Campus Safety.

- **Dial 911**
- On-campus emergencies – call **717.361.1111**. If you are calling from a college phone, dial Ext. **1111**
- **If calling 911, immediately contact Campus Safety after calling 911 to make them aware.**

For Non-Emergencies, students can report incidents to Campus Safety

- Call 717.361.1264 to speak with a Campus Safety Dispatcher
- Submit information using the LiveSafe App
- To report information about a crime that has occurred on campus, students may use the [ECTipline](#) or the [Public Reporting Form](#)



Local Law Enforcement Contact Information

Elizabethtown College is served by the Elizabethtown Borough Police and the Northwest Lancaster County Regional Police Department:

Elizabethtown Borough Police Department

600 South Hanover Street
Elizabethtown, PA 17022
717.367.6540 (non-emergencies)

Northwest Lancaster County Regional Police Department

8855 Elizabethtown Road
Elizabethtown, PA 17022
717.367.8481 (non-emergencies)

Emergency Medical Response

Student Medical Emergency

Remain calm. **Immediately call 911 or Campus Safety at 717.361.1111.** Explain the situation and where you are located. Provide information related to the person's complaint. A medical unit will be dispatched if necessary. Stay with the person until emergency responders arrive. Do not move the person unless in obvious immediate danger. If trained and willing to do so, administer CPR and use AED if necessary.

In cases of a student medical emergency, all medical decisions and treatment will be made by the responding ambulance crew. In some cases, students will be transported to a local hospital for additional care. If a student declines medical treatment or transport to the hospital, the College reserves the right to take interim action to maintain the health, safety, and welfare of students, employees, and the campus community.

Municipal Emergency Services Authority of Lancaster County (MESA)

As of February 4, 2024, MESA (the Municipal Emergency Services Authority of Lancaster County) provides 911 emergency medical services (including the Northwest EMS services that come to the Elizabethtown College campus from the nearby address listed below). Because an annual fee is now charged to all individuals/households in the Lancaster County service area, and Etown College pays a fee to cover students, everyone receives the following benefits:

- No residual bills for EMS services if your insurance pays
- 50% off EMS bills if you do not have insurance coverage
- 50% off EMS bills if your payment applies to a deductible
- For more information, visit www.mesalancasterpa.gov

Northwest EMS Ambulance

Elizabethtown Station
380 West Bainbridge St.
Elizabethtown, PA. 17022
Phone: 717-361-8220

Office Hours: 8 a.m. – 4 p.m.

Student Mental Health Crisis

Etown has resources to assist students experiencing a mental health crisis. Examples of mental health crises include, but are not limited to, a student:

- Feeling overwhelmed to the point where their everyday functioning is significantly impaired.
- Feeling overwhelmed to the point where they may be unable to keep themselves or others safe.
- Presenting statements or behaviors indicating that they are having thoughts of suicide or physically harming someone else that they may be close to acting on.
- Having unusual experiences such as hearing voices or seeing things that others do not.
- Having recently experienced or witnessed a traumatic event.

During Office Hours (8:30-5:00 PM Monday-Friday)

Call Counseling Services at 717.361.1405 or go directly to BSC 216 and request assistance for a mental health crisis or potential crisis.

After Hours

Call Campus Safety at 717.361.1111 to be connected with the Counseling Services on-call Counselor.

24 Hour Help Lines in the Community

National Suicide Prevention Lifeline: Text or Call (988)

Crisis Text Line: Text Home to 741-741

Lancaster County Crisis Intervention Services: 717.394.2631

Lancaster YWCA Sexual Assault Counseling & Prevention Hotline: 717.392.7273

Notification of an Emergency (ECAlert)

The campus community (faculty/staff/students) will be notified in a timely manner through a variety of communication delivery channels when crimes or other incidents that threaten personal safety occur.

Elizabethtown College has defined two different levels of communication, each determined by the type and urgency of the identified incident. These are detailed below:

Emergency Notification *(using the EC Alert system)*

EC Alert is Elizabethtown College's communications system for sharing important information about situations that affect the safety of our campus community.

Scope of an ECAAlert notification: An emergency notification will be issued in the event of a significant emergency or dangerous situation currently occurring on campus which poses an immediate threat to the health or safety of students or employees. Under the Clery Act, the College is required to immediately notify the campus community.

Examples:

- Outbreak of infectious disease such as meningitis, norovirus or other serious illness
- Approaching tornado, hurricane or other extreme weather conditions
- Earthquake

- Gas leak or chemical spill
- Nuclear incident at a neighboring reactor
- Terrorist incident
- Armed intruder/Active shooter
- Bomb threat
- Civil unrest, rioting or campus protest
- Explosion or campus-wide/residential fire

When will an ECAAlert be issued? All students, faculty and staff of Elizabethtown College and their emergency contacts receive an emergency notification message without delay and immediately upon confirmation by Campus Safety, Elizabethtown Borough Police Department, Elizabethtown Fire Department or other first responder agency that a dangerous situation or emergency exists or threatens. Upon confirmation, the agency making the confirmation will communicate their findings back to the Campus Safety Dispatch Center who will then initiate the emergency notification system.

When sending out an emergency notification, the College will take into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of the responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

This contact information (students' mobile phone numbers and the contact information for their emergency contacts) will be collected through JayWeb during Check-in, which is held in August and January of each year. Students are responsible for updating this contact information, through JayWeb, as necessary throughout the semester. The EC Alert system is tested once per semester. The date of the test will be announced in Campus News.

How will an ECAAlert be issued?

ECAAlert messages may be sent to campus e-mail addresses, external e-mail addresses, on- and off-campus telephones, and text-enabled devices. The phone calls will appear to come from 717.361.1988, which is the College's emergency hotline. Emails will come from either EC Alert or ecalert@etown.edu. Text messages will appear with a short code that is dependent on the last digit of the recipient's phone number. For more information on the short codes used by the EC Alert system, please visit <https://www.etown.edu/offices/security/alert.aspx>

ECAAlert System—use of message templates which are populated with incident-specific information. Email, text messages, and voice mail messages (where appropriate) are automatically generated.

- Website Updates—information will be posted to the College's website
- Emergency Hotline Updates- information will be updated on the information hotline (717.361.1988)
- In addition to posting information on the College website, the Office of Marketing and Communications will get information out to the larger community, if necessary, by issuing press releases.

Who is responsible for sending an ECAAlert? The Emergency Management Group (EMG) of Elizabethtown College is responsible for developing the content of emergency notifications, and for determining the deployment of the ECAAlert system for use in disseminating emergency notification/information to the appropriate segment of the population. Generally, the entire campus community will be alerted to an emergency on campus, whether it disrupts the entire college operation or a single building. **ECAAlerts are sent by either the Office of Marketing and Communications or Campus Safety at the direction of the President of the College, the Emergency Management Group Chair, or the Director of Campus Safety.**

If you have any concerns about the validity of an EC Alert message, please call the College's emergency hotline at 717.361.1988 or visit the College's homepage, as the Emergency Management Group also will post emergency notices at these locations.

Closing the Communication Loop

In ECAAlert scenarios outlined above, the College will issue a "wrap-up" communication which will serve to close the communication loop for each incident. The campus community deserves the reassurance that law enforcement, Campus Safety, or Housing & Residence Life have investigated and brought the incident to a satisfactory conclusion.

Timely Warning

Scope of a Timely Warning notification: A timely warning, via an email message titled "Timely Warning", is triggered when certain crimes have occurred (murder, rape, robbery, burglary, arson, aggravated assault, motor vehicle theft, hate crimes) and the circumstances of that incident represent a serious and continuing ongoing threat to the campus community. The timely warning is issued in an effort to aid in the prevention of similar crimes. As a timely warning is meant to increase awareness of criminal activity, the names of victims will not be disclosed in a "Timely Warning" message.

The Clery Act specifies that "an institution that issues an emergency notification (**EC Alert**) is NOT required to issue a timely warning based on the same circumstance; however, the institution must provide adequate follow-up information to the campus community as needed."

Examples of a Timely Warning: Murder, rape, robbery, burglary, hate crimes, arson, motor vehicle theft, aggravated assaults and other violent crimes that impact people or assets (buildings, cars, personal possessions) where the perpetrator no longer remains at large and for which an immediate dangerous condition no longer exists for students or employees. (For example, the College notifies the community about a rash of motor vehicle thefts which occurred in the Brown Lot on the previous day.)

When will a Timely Warning be issued? A timely warning will be issued as soon as the pertinent information is available.

How will a Timely Warning be issued? "Timely Warning" via email, as required by the Clery Act.

Who sends a Timely Warning? The Director of Campus Safety (in consultation with local law enforcement), Vice President for Student Life and Dean of Students, and the Office of Marketing and Communications are responsible for determining if a timely warning is to be issued. **The College's Marketing and Communication office will issue all "Timely Warning" announcements to students, faculty, and staff.**

Tracking the Communication Process

The incident will be tracked, from initial reporting to full conclusion, inclusive of time-stamped phone calls and electronic communications in order to assess the timeliness of decision-making and communication for post-event evaluation.

Snow and Inclement Weather Notification

Elizabethtown College has developed a flexible policy to govern its actions during snow and inclement weather. At times, exceptions may have to be made to the policy, depending on the circumstances.

Delays, Closures, and Early Dismissals:

- **Employees:** Essential employees including Dining Services, Campus Safety, and Facilities should continue to report to campus at their regularly scheduled times. All non-essential employees should work remotely until the campus re-opens. If for safety or personal reasons, an employee cannot reach campus, they should contact their direct supervisor. Please note that the College recognizes family care may present challenges during weather events. Employees should do their best to follow the preceding guidelines in these situations or should contact their supervisor to discuss any alternative arrangements.
- **Students:** With the exception of some experiential and hands-on learning courses (e.g., laboratory classes, fine art and performance classes, computer courses), classes will be delivered virtually during a campus delay, closure, or early

dismissal. When the campus re-opens, courses will return to in-person delivery. Students should consult the inclement weather policy in their course syllabus and follow any additional guidance provided by their course instructor with regard to class delivery. Student-workers in essential departments such as dining services should report to work during closures or notify their supervisor if they are not able to report to work.

- **Campus Events and Operations:** All campus events scheduled during a delay, closure, or early dismissal will be canceled. Dining Services, Campus Safety, and other essential campus services will remain open.

The Vice President for Student Life and Dean of Students, in consultation with Facilities, Academic Affairs, Campus Safety and other key personnel, decides whether delays, closings or early dismissals due to weather conditions are warranted. Decision for closing and delays will be made, if possible, by 5:30 a.m.

Notifications

Any weather-related schedule changes for classes (other than SGPS classes)—cancellations, delays or early dismissals—will be announced electronically through the EC Alert outreach text and phone call service as well as through a College email announcement. Announcements regarding the cancellation of any College-run events will be made on the College website, etown.edu.

SGPS Inclement Weather Policies

When it snows or when weather conditions become extreme, these procedures are in effect for SGPS students:

- Unless otherwise indicated, Elizabethtown College administrative and departmental offices will remain open.
- If extreme weather occurs or is predicted, the School will review the situation. The decision to cancel Monday through Thursday ground classes will be made by 3 p.m. Saturday classes are held at the facilitator's discretion.
- Individual course cancellations or schedule changes resulting from inclement weather will be posted on the SGPS website etown.edu/sgps. You may also call 1-800-877-2694 to check cancellation status; a recorded message will be placed on the voicemail when the office is closed.
- If a ground class is cancelled due to inclement weather, it will be the facilitator's responsibility to schedule a make-up session or hold a class online via Canvas. A make-up class for a Weekend Seminar course will be determined for a time that is convenient to learners and faculty, meeting no later than nine days after the start of the course. Learners should contact both their advisor and facilitator if there is a conflict with a make-up class.

Personal Safety Tips and Resources

LiveSafe Personal Safety App

LiveSafe is a mobile app that empowers students to share safety concerns, suspicious activity, sexual assault, and other crime by turning their smartphones into powerful personal safety tools. LiveSafe facilitates discreet and risk-free bystander intervention by community members through information sharing with Campus Safety. Through iPhone and Android devices, users can report GPS-tagged information with added pictures, video, and audio clips. Campus Safety Officers are able to respond to users using a real-time two-way chat, or investigate further using the information submitted by the users. Using the SafeWalk feature of the LiveSafe app, individuals can "virtually escort" each other and monitor each other's location on a real-time map. Simultaneously, SafeWalkers can chat with one another or call 911 in-app if needed. Additionally, users can conveniently access essential safety resources & info, including a map with crime data and safety locations. LiveSafe is available to use for all faculty, staff, students, and parents.

Safety Escort Service

Campus Safety will provide a safety escort for students, staff, or faculty, anywhere from one on-campus location to any other on-campus location. Escorts will most often be offered on foot, but may be offered by vehicle if our officer staff deems the situation warrants vehicle service. **Call Ext. 1264 or 717.361.1264 to request this service. Requests for Safety Escorts may also be made from any Blue Light Phone on campus.** Using the SafeWalk feature of the LiveSafe app, individuals can "virtually escort" each other and monitor each other's location on a real-time map. Simultaneously, SafeWalkers can chat with one another or call 911 in-app if needed.

Blue Light Phone Service

Blue Light Phones are strategically placed in more remote areas on campus for safety purposes. Blue Light phones offer a direct phone connection to the Campus Safety Dispatcher. The Dispatcher is able to determine the location of each blue light phone once it is activated.

Tips for Personal Safety:

- Keep exterior doors to residence halls secure and immediately report any exterior door failing to lock to Campus Safety.
- Secure room/apartment doors when sleeping or leaving, even if leaving for just a few minutes.
- Don't leave valuables in plain sight in your vehicle. Store them in the trunk or other compartment.
- Avoid walking in dark or poorly lit areas.
- Have keys ready as you approach your residence or car.
- If you believe you are being followed, call Campus Safety 717.361.1111, or dial 911.
- Make a plan with friends before going out to parties and events. Take care of each other.
- Always be aware of your surroundings and follow your instincts.

Missing Student Emergency

A student will be deemed missing when they are absent from the College for more than 24 hours without any known reason. The College will conduct a collaborative response if a student living in college-owned or leased housing who based on the facts and circumstances known to the College is determined to be missing.

Anyone who believes a student to be missing for more than 24 hours should report their concern to Campus Safety. The College will investigate each report. Should anyone other than Campus Safety receive a missing student report, they should immediately notify Campus Safety.

In accordance with the Higher Education Act of 2008, each residential student, regardless of age, will have the opportunity to identify an individual to be contacted by the College within 24 hours of determining that the student is missing. This registered, confidential, emergency information will only be available to Campus Safety, the Vice President for Student Life and Dean of Students and members of the Student Life on-call team and will only be disclosed to law enforcement personnel in furtherance of a missing person investigation. This individual does not have to be a parent or guardian. Students may update this contact information on an annual basis by completing the check-in process through JayWeb.

If a missing student is under the age of 18 and not emancipated, the College is required to notify the parent or guardian of the missing student no later than 24 hours after the determination by Campus Safety that the student is missing. Campus Safety will also notify the Elizabethtown Borough Police Department no later than 24 hours after it determines any student, regardless of age, is missing.

Procedures Regarding College ID Cards

Every student is issued an Elizabethtown College ID Card by Campus Safety. The ID card is non-transferable and should not be shared with others.

- **Your ID card is your official Elizabethtown College identification** and must be carried with you at all times. Your College ID Card includes your name, photo, and student ID number.
- **The College ID Card functions as an electronic key to admit students to their college residence hall and academic buildings.**

- **Elizabethtown College ID cards must be shown to College officials upon request.** Failure to do so may result in disciplinary action. College ID cards found in the possession of someone other than the cardholder will be confiscated by a Campus Safety officer. The cardholder may reclaim the card at the Campus Safety Office.
- The College ID Card provides access to your Meal Plan at the Marketplace and at the Jay's Nest (Jay Bucks) and must be presented for all meals. Your ID Card provides individual access to vending, the Fitness Center, and is used to check out materials at the High Library. It can also be used to charge purchases at the College Store and the Jay's Nest, and for copier charges.
- **Treat this card as you would a credit card. It is as valuable as cash on campus.** Charge activity via your College ID card is billed on a monthly basis. Any balance not paid by the due date is subject to finance charges of 1.5% per month or 18% per annum.
- The College ID Card may be required for admission to College events such as athletic contests, Office of Student Activities events, exhibitions and public lectures, and dramatic theater productions.
- The College's Time and Attendance System requires student employees in some departments to use their College ID card. Students are required to have their College ID card with them whenever reporting to work.
- The College will include a student's preferred first name on their College ID Card (instead of their legal name) when the student has provided the College with their preferred first name that they wish to use for College business (except where, by law, the College is required to use the student's legal first name). Students who already have a College ID Card but wish to obtain one with their preferred first name indicated on the card should contact Campus Safety. The College will provide a new card to the student, containing the student's preferred first name, at no cost to the student, provided that the student surrenders their current College ID Card before receiving their new card. Because the College ID Card may not be recognized by others outside the College community as a documentation of identification, all students are strongly encouraged to carry with them at all times a government-issued form of identification (e.g. driver's license).

Call Campus Safety immediately at 717.361.1264 to report lost or stolen ID Cards.

- If your College ID card is lost or is damaged by neglect (including the punching of holes in the card), you will need to purchase a new one through Campus Safety. The cost of a new card is \$30. This replacement fee will be billed to your student account.
- Dining Services (offices in Brossman Commons, Room 135) can issue a temporary ID card valid for three (3) days or nine (9) meals, whichever comes first. This temporary ID card is only valid at The Marketplace. It may not be used for Jay Bucks or other types of student charges. Dining Services will not issue a temporary ID card until you report your original card as lost to Campus Safety
- You will be responsible for all transactions made with your College ID card until you report the loss to Campus Safety.

Vehicle Registration and Parking Regulations

All motor vehicles used by students, faculty, staff, and overnight visitors on College property must be registered with Campus Safety. Vehicle registration for students must be renewed annually. The cost of student parking is included in the Comprehensive Fee. Failure to register a vehicle will result in an UNREGISTERED VEHICLE violation. Three Unregistered Vehicle Violations will result in immobilization of the vehicle and may be referred through the Student Conduct Process.

Academic standing pertaining to vehicle registration is determined at the beginning of the fall semester. No change of decals will be made if a student earns credits changing their academic standing after the fall semester for the current academic year. Students must pre-register vehicles in Jay Web using the Student Vehicle Registration form. Students may only register their own vehicle (a student may not register a vehicle for another student). Vehicles must be owned by the student or immediate family member. If the owner of the vehicle is someone other than the registrant, a letter from the owner authorizing the registrant to use the vehicle is required at the time of registration. A valid state registration (owner's) card, proof of current insurance and driver's license must be presented at the time of registration.

For additional information on vehicle registration and parking regulations, please go to:
<https://www.etown.edu/offices/security/parkingregs.aspx>

Counseling and Student Health

Student Health

At Penn Medicine – Elizabethtown College Medical Center students have access to prompt, on-campus appointments, free commonly prescribed medications, and virtual visits with a provider at no cost. Students may schedule an appointment by contacting the Medical Center at 717-689-1245. The Medical Center is located at 530 East Cedar Street, across from Ober Hall.

Counseling Services

Counseling Services provides a broad range of counseling and mental health support services that facilitate our students' personal, social, and academic development. Our licensed mental health professionals provide short-term individual counseling, group counseling, crisis intervention, and consultation to currently enrolled students for no additional charge. Counseling services are provided in a confidential and diversity-affirming environment to help students address a variety of mental health, situational, and developmental concerns. Our office is located in the Baugher Student Center, Suite 216. Appointments can be made in person or by calling 717-361-1405. Urgent walk-in services are also available. To access our **after-hours crisis services**, please call the 24/7 Campus Safety number of **717-361-1111**.

Counseling Services: <https://www.etown.edu/offices/counseling/>

Notification Process for Brief Absence for Medical or Personal Reasons

The Associate Dean of Students for Student Success or designee may notify faculty and staff when a student is unable to attend classes due to brief illness, injury, hospitalization, death of a loved one or other personal circumstances. This type of notification is called a Courtesy Notification. The notification is to facilitate communication only and does not supersede individual course attendance policies, assignment due dates, or scheduled exams. Students are responsible for discussing options for completing missed coursework with faculty (due date modifications, course incomplete, course withdraw). Students who require accommodations should contact Disability Services. The student or family member may call 717.361.1415 for more information. For more information regarding a formal leave or withdrawal from the College see Leave of Absence, Withdrawal, Medical Withdrawal.

Campus Wellness Network (CWN)

The Campus Wellness Network is an on-campus resource that identifies and intervenes with at-risk students in our Elizabethtown College community. This action group meets bi-weekly to discuss referrals and follows students and their concerns to conclusion.

Any member of the Elizabethtown College community can contact CWN. Names and contact information for members of the CWN can be found on the website: [Campus Wellness Network](#). Should you wish to refer a student to the CWN, you may contact any member of the committee with the student's name and the concern. Referrals will be shared only with members of the committee. The student's name will be presented to the group by the contact person, the situation will be discussed and, if an intervention is needed, the professional most appropriate for the student's situation will respond to the need.

Policy Regarding Immunization/Communicable Diseases

It is the policy of Elizabethtown College to require the following immunizations for all students entering Elizabethtown College as first-year students, as well as new transfer students:

- MMR (measles, mumps, rubella): Two doses required. The first dose must be given after twelve months of age.
- Varicella (chickenpox): Either the date of disease is required or two doses of vaccine.
- Tetanus/Diphtheria: Updated tetanus booster within ten years. Tdap vaccine is preferred.
- Hepatitis B: Three doses of vaccine are required.
- Meningitis: One dose given after age sixteen.

Note: Blood tests that show proof of immunity are also accepted as documentation.

While not required by Elizabethtown College, students are highly encouraged to get the influenza vaccine yearly for the flu season, and to stay current with COVID-19 vaccines and boosters.

The College reserves the right to add immunizations to this list of requirements at any time if it determines it is beneficial to the health and safety of the College community.

Forms

New students must have their physician complete a document verifying the completion of their required immunizations. This document, along with the required Student Health Forms, must be submitted online through the College's medical record system, ATS. Follow the instructions and links below for completing and submitting the forms. [Instructions for Completing the Health Forms in ATS](#) | [Troubleshooting ATS](#)

Important Deadlines: Student Health Forms are due July 1 for Fall Semester and January 1 for the Spring Semester. Failure to complete this step will affect students' ability to move on to campus.

Student Health Forms

· [TB Screening Form](#)

· [Physical Exam Form \(For Student Athletes Only\)](#)

Failure to provide immunization records in a timely manner may result in an interim separation from the institution. Prior warning will be given, and written notice of interim separation will be provided by the Vice President for Student Life and Dean of Students. Interim separation for failure to provide current immunization records does not require any hearing process.

The College reserves the right to deny access to the campus to anyone when the College determines that they present an unreasonable risk to health or safety resulting from an infectious or contagious disease. If, after gathering relevant information, the College determines that a student with an infectious or contagious disease can meet acceptable performance standards and that health and safety risks can be managed through reasonable accommodations, the College will not deny the student access to its educational programs. In order to help the College protect the safety and well-being of the College community, students are encouraged to report cases of infectious or contagious disease or other serious illness to the Associate Dean of Students for Counseling and Student Health.

Residence Life

Elizabethtown College offers a variety of housing options including traditional residence hall rooms, suites, and independent living units (ILUs). Independent living units include the Brinser Suites, Vera Hackman Apartments, Schreiber Quadrangle, college-owned houses. ILUs are reserved for students with junior or senior status based on cohort. Status for transfers is determined by credit.

Residency Requirements

All full-time undergraduate students are required to live in college-owned or leased residential facilities for four years (eight semesters) from matriculation at Elizabethtown College, except when they are classified as commuters or are granted an exception by the Office of Residence Life. The College views residential life as an important part of a student's college learning experience. Students are encouraged to engage in meaningful co-curricular programs and activities and to utilize all services available for academic success and student wellbeing. Exceptions to the housing requirement include students 25 years of age or older, students with dependents or who are married, or students granted an accommodation through the Americans with Disabilities Act (as approved by Disability Services). If a student is formally classified as residing off campus, that student is no longer guaranteed College housing. Part-time and graduate students, including 5th year students are not offered housing.

Requests for waiver or exemption of the College's four-year/eight-semester residency policy must be made in advance of the room selection process. Exemptions are rare. Students requesting an exemption begin this process by completing a Housing Change Request form found in their StarRez portal. Submission of a request does not guarantee approval. All submissions based on disability must follow procedures set forth by the Office of Disability Services. Those requests will be reviewed and decided by the Coordinator for Disability Services. Appeals of decisions made by the Coordinator of Disability Services will be reviewed by the Housing Accommodation and Release Committee, and all decisions of the committee are final. All other requests for exemption will be reviewed by the Housing Accommodation and Release Committee, and the decisions of the committee are final.

Residency Agreement

The student is expected to be aware of all responsibilities set forth in the Housing Agreement, as well as all regulations, policies and standards as outlined in the Student Handbook and within each residential facility.

The following provisions are part of the Housing Agreement. Exceptions to any part of this Housing Agreement may be made if approved in writing by the Director of Residence Life. **Special conditions may apply depending on the student's year of entry; please carefully review your agreement.**

- Students must sign a Housing Agreement each year to reserve a room in one of the residential facilities. **Housing Agreements are binding.** This agreement reserves space for the student and outlines the responsibilities of both the College and the student to safeguard the rights of all residents. The agreement is for room space without regard to designated residential facilities or specific rooms.
- Students who wish to change their housing status to commuter may do so by completing the Housing Change Request form on their StarRez portal. Commuting means that students live at their permanent residence with parent or legal guardian, within 30mile/30minute radius of campus.
- Students who wish to break the housing contract to live off-campus on their own are strongly encouraged to review this policy. Breaking the housing agreement means students are beholden to the rate of a traditional double room each semester on top of their off-campus financial obligations. Students requesting an exemption to the Residency Requirement must follow the steps outlined under Request for Residency Requirement Exemption.
- A student may not reserve housing without registering for the following semester as a full-time student.
- Failure to participate in the housing selection process or failure to sign the housing agreement will result in an assignment made by Residence Life in July or August.
- Students and their families should not sign any off-campus lease agreements prior to being formally released from the College Housing Agreement.
- Misrepresentation of residential status is considered a violation of the College's Housing Agreement, as well as the College's Code of Conduct.

Room Security and Privacy

The College is not responsible for the theft or other loss of money, valuables, or personal effects of residential students or their guests. Therefore, each student is advised to carry personal property insurance. All residential students are encouraged to lock their doors when absent from their rooms.

The College always respects the basic privacy of the student but reserves the right to enter rooms should there be a reason to believe that College policies have been compromised or violated. Student on-campus residences may be entered at any time for purposes of routine maintenance, repair, health or safety inspections, alleged policy violations, or in response to any emergency situation.

See [Residence Access and Authorized Search](#).

Health and Safety Inspections

The Residence Life staff conducts health, safety, and wellness inspections at least once during each semester. The inspections promote safe, clean, and well-maintained living areas. In addition, the inspections provide opportunities for students to learn about their individual and community responsibilities. Residence Life Staff will make students aware of the range of time inspections will take place. During this time, Residence Life Staff will enter rooms for Health and Safety Inspections regardless of whether occupants are present.

Facility Maintenance

It may be necessary for College staff to enter student rooms for purposes of maintenance, repair, or routine health and safety/quality assurance inspection. An effort will be made not to interfere with the normal routine of student activities when such work must be done and to inform students when College staff or contractors must enter student rooms. College staff and contractors should be readily identifiable and are required to provide identification upon request. Students should immediately contact Campus Security with any questions or concerns about non-residents in the building.

Residential Standards

- **Bicycles, E-Bikes, Motorized Scooters, Scooters, Skateboards and Hoverboards:** Bicycles may be stored only in designated locations in select residence halls. E-Bikes and E-Scooters are not permitted to be stored indoors, nor are batteries permitted to be charged indoors. Use of e-bikes, e-scooters and e-skateboards on campus sidewalks and near entrances to buildings is prohibited and restricted to use roadways only. Students are encouraged to secure bikes and scooters when not in use. Use of in-line skates, all bicycles, all scooters and all skateboards are prohibited in any College-owned facility. Hoverboards are not permitted in College buildings or on College property.
- **Electrical Appliances:** Electrical outlets must not be overloaded. Students may use electrical devices in their rooms so long as the voltage demand does not exceed 115 volts, such as: radio, TV, CD, DVD, lamps, fans, and computers. Large amp speakers and sub-woofers are prohibited. One (1) MicroFridge (mini-refrigerator and microwave unit) is provided by the College in each traditional residence hall room. Students are prohibited from having personal microwave ovens or mini-refrigerators. Heating and cooking appliances with exposed elements (including hot plates and space heaters) may not be used because of potential fire hazards. Hot tubs are prohibited.
- **Fund Raising and Solicitation:** Soliciting is not permitted on campus including college housing without the written authorization of the Vice President for Student Life and Dean of Students. In general, no solicitation requests involving personal gain, or by agencies or individuals from outside the College will be approved. In addition, door-to-door solicitation in residence halls by campus clubs, organizations, or individuals is prohibited.
- **Grills:** George Foreman grills are permitted and college-owned grills may be used with permission from Housing & Residence Life. Other grills are strictly prohibited.
- **Hallways:** No personal items, including drying racks, bags, sports equipment, etc., are permitted in residential area hallways. Personal belongings must be kept in assigned residential spaces (room or unit). In the event of an emergency that requires students and staff to vacate the buildings the hallways must be free of all obstacles. Impediments in the hallways are a violation of NFPA Life Safety Code.

- **LED Light Strips, Halogen and Lava Lamps:** Due to fire safety hazards associated with halogen and lava lamps, their use is prohibited in student housing. LED light strips are prohibited due to damage caused to walls and ceilings.
- **Personal Air Conditioning Units & Portable Heaters:** Personal air conditioning units (units not supplied by Elizabethtown College) are not permitted for student use in any residential facility. Due to fire safety hazards associated with space heaters, all portable heaters are prohibited. Students requesting residential accommodations for health-related reasons should follow the procedures outlined by the [Office of Disability Services](#).
- **Personal Items on Walls and Doors:** Students are not permitted to hang items on the walls in the residence halls, except in their personal room. Items should not be hung on the walls in restrooms, hallways, laundry rooms, or common areas (with the exception of approved college communications). Whiteboards and any other messaging board, including but not limited to cork boards and chalk boards, are strictly prohibited. If items are found hanging on walls outside of personal rooms, including on room doors, they will be removed by College staff. Students should utilize College-approved adhesive when posting items on walls. To limit the potential of fuel for a fire, only 20% of room walls may be covered. Nothing is to be hung from or affixed to ceilings (or on the wall within one foot of the ceiling), pipes or sprinklers.
- **Fire Hazards - The following items and behaviors are prohibited:**
 - Flammable materials are strictly prohibited in college housing.
 - All candles, including wickless, candle warmers, incense, and oil diffusers that use flame or heat, are prohibited regardless of intended use. Open flames of any kind are not permitted. Students found violating this policy will have item(s) confiscated and subject to a minimum fine of \$75.
 - Extension cords or multi-plug adapters that lack a built-in surge protector/breaker to the list of fire hazard items that are prohibited. Extension cords and approved multi-plug adapters must be plugged directly into a wall outlet. "Daisy-chains" are prohibited.
 - Covering of fire/life safety equipment, including smoke detectors, is strictly prohibited.
 - No materials or items (including tapestries) may be placed over exit signs, fire doors, or any electrical/HVAC fixture.
 - Live Christmas trees are prohibited except those provided by the College and placed in designated locations in the residential facilities.
 - All decor used must be made of flameproof or fire-resistant materials.
 - The College reserves the right to require students to alter, change or remove any items deemed unsafe and hazardous.
- **Sports in the Halls:** Because of the danger of personal injury and damage to property, engaging in sport activities that include balls in and around residential areas is not permitted. This includes but is not limited to: nerf toys, soccer balls, footballs, basketballs, golf sets, etc. Students violating this policy may be fully responsible for damages caused by sports in the halls.
- **Trash** must be removed from the student's room on a regular basis and placed in the appropriate trash receptacle outside of the residence hall or ILU as provided by the College.
- **Recyclable Materials:** The College provides communal containers for recyclable materials. Students are responsible for taking their items to the communal bins. Facilities Management collects the recyclables and takes them to the Brown Building where they are transported to their final destination. The College encourages students to take advantage of this opportunity to impact the environment in a positive way.
- **Smoking:** Smoking is prohibited in all campus buildings including college housing. Smoking shall be permitted only at a reasonable distance (25 ft or more) outside any enclosed area or building entrance to ensure that secondhand smoke does not enter the area through entrances, windows, ventilation systems, or any other means. Smokers must dispose of cigarette butts in appropriate receptacles rather than littering. See the section on the Smoke Free Campus.
- **Windows:** Climbing through windows is prohibited; tampering with functionality of window screens and other window safety systems is prohibited.

Violations of residential facilities policies are resolved through the Student Code of Conduct procedures as outlined in Student Code of Conduct.

General Residential Policies and Procedures (listed alphabetically)

Building Exteriors

Students may not hang, drape, or display any banner, flag, or object from residential facility windows or on the exterior of any residential facility at any time.

Building Security

Residential facilities are locked at all times, with the exception Check-In day when the buildings are open to accommodate for increased pedestrian traffic. Academic buildings are locked when classes are not in session. All residential and academic buildings are equipped with ID card access to exterior doors. Propping doors is prohibited.

Damage to Property

Students are expected to respectfully use College facilities. All damage to college-owned, leased or managed property, regardless of the reasons for the damage, should immediately be reported to Residence Life or Campus Safety. At the beginning of each academic year or when a room change occurs, a Room Condition Report (RCR) will be completed by each resident to track damages beyond wear and tear.

At the end of the academic year or anytime a student vacates their room, a check-out RCR will be completed by Residence Life staff to determine if there is any damage.

- Damage to property within student rooms is the responsibility of the students residing in the room.
- Damage to public areas of residence facilities, outside of student rooms, will be charged to the student(s) responsible, or to the residents of the smallest living unit who can be held responsible.
- Damage to property on the exterior of the residential building is charged to the student(s) responsible.

Communal damage billing will occur if billable damage is done to a common area of a residence hall and the College is unable to determine the party or parties responsible for the damage. Damage may be billed by the living unit deemed reasonable by the Director of Residence Life (suite, wing, floor, building, etc.). The Residence Life Staff will investigate the matter to the best of their ability and provide an opportunity for responsible parties to accept responsibility before assigning communal damages.

The Residence Life Office is responsible for determining which individual(s), if any, is held financially responsible for the damage, and what disciplinary action, if any, is appropriate. Damage resulting from irresponsible or willful acts may result in disciplinary action beyond the restoration costs for repairs, replacement, or labor. The Facilities Management department determines the cost of replacement or repairs for which the student(s) is responsible. Charges are made on the basis of estimated damage to existing College property and, in many instances, estimated labor charges. While charges for cost or replacement are made immediately following the occurrence of damage, the actual repair or replacement may be scheduled at a later date. This enables the Facilities Management department to consider how repair/replacement work may affect daily student activities. It also allows for consideration of projected repair/replacement/renovation schedules as determined by the College.

There are often incidents of vandalism that do not necessitate a repair to the facility but require special cleaning services. These incidents fall into two categories: a biohazard charge and a personal trash clean-up charge. The fee for biohazard clean-up is \$100 and the fee for personal trash clean-up is \$25 per garbage bag or \$25 per hour of clean up time.

Students will be notified of each damage charge as it occurs via email and charges will be billed to student accounts.

A student has the right to appeal a damage charge in writing to the Residence Life Office. This must occur within five (5) calendar days of the damage notice. A student should consult with their building professional staff if the student has questions regarding the appeal process.

For additional information regarding damage investigation and billing, please contact the Residence Life Office.

Guests and Visitors

See [Guest and Visitor Policy](#).

Keys

Individual room keys are issued to students by Campus Safety. A \$75 charge is assessed for any key that is lost or not returned at the time the student leaves College housing. Residents are not permitted to have their room keys duplicated. The College ID card is a building key – see policies regarding [college ID card](#).

Life Safety

Life safety systems are essential for individual and community safety. *To alter, obstruct, or in any way defeat the purpose of these systems is to place yourself and other students in harm's way.* Tampering with life safety systems will result in serious disciplinary action.

A student who knowingly tampers with a life safety system at Elizabethtown College may be fined up to \$1,000 or any amount above for repair and/or replacement of college property. The College may refer life safety violations to local law enforcement.

- **Elevators:** Please observe the following related to elevators:
 - When there is smoke or fire in the building, do not use the elevator.
 - When elevator cars are overloaded, exceeding 125% of its rated capacity, they will normally stop.
 - There are emergency phones in all elevators with the exception of the freight elevator in Myer Hall.
 - If you are stuck in an elevator, activate the phone and report the incident to Campus Safety.
 - When you are stuck in an elevator, stay in the car until help arrives; the car is the safest place to be. Do not attempt to exit a car, even if the doors are open, if the car is more than 8" to 10" out of level.
 - Do not jump up and down in an elevator; it may cause the car to get stuck in the shaft.
- **Evacuation Procedures:** All individuals are required to exit the building and proceed to designated assembly point during the sounding of an alarm, *regardless the reason for the alarm*. Designated assembly points exist for each residential facility (see table below). At the time of the drill each student will move to the closest unobstructed exit and proceed to the assigned assembly point where a student accountability check will be conducted. Maintain clear pathways for potential Fire and Rescue vehicles. Remain at your assigned place outside the building until you are told you may return by Campus Safety or Residence Life staff. Failure to vacate during fire drills is considered a violation of policy and will be handled through the student conduct process.

Building	Assembly Point
Brinser	Lawn area between Brinser and Ober
Founders	Tennis Court area
Hackman Apartments	North – Bleachers by Wolf Field South – Sidewalk near baseball field
Myer	Lawn area between Myer and Cedar Street
Ober	Lawn between Myer and Cedar Street
Quads	A, B, C - practice field D,E - Sidewalk near track

Royer	Dell
Schlosser	Dell
College Owned Houses	Sidewalk in front of the house to the left

- **Exit Signs:** Exit signs are installed to direct students to exits during times of emergency. It is important that they be illuminated at all times. If they are not illuminated, contact Facilities Management at 717.361.1408.
- **Fire:** In the event of fire, immediately move to the closest exit alerting others to exit the building. If the fire alarm system has not been activated, activate a pull station along the way. Proceed to the designated assembly point and remain until dismissed by the officer in charge. Under no circumstances should students re-enter the building until they are told that it is safe by Campus Safety or Residence Life staff. Students should call 717.361.1111 and report the fire when they are out of harm's way. Notify your Residence Life staff immediately. If a fire occurs and is put out, residents still need to contact Campus Safety to report the fire. If a fire extinguisher is used, a work order must be submitted to have the fire extinguisher recharged.
- **Fire Alarm Systems:** Fire alarm systems are installed in all residence facilities. The system will alarm when products of combustion are sensed or when one of the pull stations is activated. Pull stations are generally located close to the exits. All residence buildings are equipped with smoke detectors. Yearly inspections are conducted by Facilities Management, Residence Life, and local service providers. Batteries needing replacement should be reported to Facilities Management via a work order.
- **Fire Drills:** At least one fire drill will be held each semester. All people inside a building when the alarm sounds must exit the building immediately, regardless of the reason for the alarm. The only exception is if the building was placed in Lockdown previously and not released from Lockdown according to proper procedures.
- **Fire Extinguishers:** Fire extinguishers are strategically located throughout all residence halls, quads, apartments, and ILU's. Students are encouraged to take the time to know where extinguishers are located, particularly those closest to their rooms. Residence Life Staff will familiarize students with the location of fire extinguishers. Extinguishers should be used on small fires only. If there is a large fire (working fire) leave the building immediately. If an extinguisher is discharged, please submit a work order to have it replaced or recharged and contact Campus Safety immediately.
- **Smoke Detectors:** Each residence hall room has a smoke detector that is monitored and supervised by Campus Safety. It is important that the detectors remain in working order. Tampering with smoke detectors is considered a serious violation. If a problem is noted, it should be reported to Campus Safety at 717.361.1264.
- **Sprinklers:** Sprinkler protection is installed in the Hackman Apartments and will automatically activate in the event of a fire. If the sprinkler system is activated report it immediately to Campus Safety at 717.361.1111.

Lock outs

Students can seek assistance from the on-call RA during on-call hours or Campus Safety to gain entry into their residence room when locked out. A charge of \$20 per lockout will be assessed to the student's account.

Meal Plans

Students residing in Elizabethtown College residence halls are required to participate in one of the College's mandatory meal plans (Gold, Silver, or Bronze). Students commuting or residing in Houses, the Brinser Suites, Vera Hackman Apartments, and Schreiber Quadrangle are exempt from this provision but may purchase any meal plan.

See [Dining Services' Webpage](#) for current information.

Pets

A pet is a privately owned animal (vertebrate or invertebrate) that is not a service animal or an assistance animal. The only pets permitted in residential areas are non-carnivorous fish in an aquarium of ten (10) gallons or less capacity. Non-carnivorous fish may be kept in student rooms with the agreement of all roommates. Assistance animals must be approved by the Office of Disability Services. (Elizabethtown College Assistance Animal Policy and Agreement). All animals brought on campus, and not

confined to a cage, must be leashed. All animals must be kept under the owner's control at all times while on campus, including Service and Assistance animals.

Quiet Hours

Courtesy hours are in effect at all times. This includes being courteous, considerate and respectful of others.

Quiet hours are from 11:00 p.m.–8:00 a.m., Sunday through Thursday; midnight–10:00 a.m., Friday and Saturday. The responsibility for quiet hours is shared by all residents. It is the student's right and obligation to inform residents of disruptive activities.

A violation of Quiet or Courtesy hours is any activity that is at a noise level that can be heard by others (either in the hallway, next-door neighbors, or upstairs/downstairs neighbors) and is disrupting those who hear it.

Restroom Use

Many people desire non-gendered restroom facilities. The College seeks to expand the availability of gender-inclusive restrooms. It is not a requirement that a gender-inclusive restroom be single-use, private or locked. Individuals utilizing gender inclusive restrooms do so with understanding and respect for the privacy of others.

Room Furnishings

Room furnishings must not obstruct or hinder access to any room in College-owned housing. A clear visual and physical path from the entry door to the window always needs to be available in case of an emergency. Water beds, bed risers and lofts are not permitted. Students are not permitted to bring furniture other than what is already provided by the College, except for students residing in College owned houses who are permitted to bring furniture for their living rooms. College owned furniture will remain in residence rooms and will not be removed to make room for personal furniture. Alterations, additions, or unauthorized use of furnishings within the residence halls or other College-owned housing are prohibited. This includes, but is not limited to, moving furniture from public areas or lounges to individual rooms, removing College furniture from a room or building, moving College-owned furniture onto balconies or roofs, painting or applying adhesive backed wallcoverings to any window, ceiling, floor, wall, or furniture surface. All college furniture should remain indoors. Students found moving college furniture outdoors may be subject to disciplinary action and/or will be charged for any damages that occur in the process of moving furniture.

Student Code of Conduct

Introduction and Purpose

The Elizabethtown College living-learning community affirms the values of peace, non-violence, human dignity, and social justice. These foundational values influence our high community standards for personal behavior, integrity, and social responsibility. All individuals who accept admission to Elizabethtown College are responsible for upholding the Student Code of Conduct, the Pledge of Integrity, and all other standards of the College in their own conduct and by reporting the unacceptable behavior of others.

While many College policies align with federal and Commonwealth laws, students are reminded that their personal conduct must exceed the requirements of the law to meet the standards of the Elizabethtown College community. As full community members, all students are expected to act with respect toward other people and their property. Students will be challenged to make reflective ethical decisions and to seek just outcomes in all situations both on and off campus.

Elizabethtown College students enjoy the right to make independent decisions, to express diverse opinions, and to advocate for change with a commitment to civil discourse and human dignity. Personal behavior should never diminish the integrity or interfere with the wellbeing of the Elizabethtown College community.

The Student Code of Conduct has been developed to promote a healthy and safe environment for learning, to notify students of prohibited behavior at Elizabethtown College, and to advise them of college procedures for resolving violations of community standards and policies. When violations occur, the College can impose sanctions on individual students and campus organizations found responsible for the violations. Sanctions are intended to promote greater self-awareness and improved ethical decision making while supporting the rights of other community members. In some cases student behavior may result in temporary or permanent separation from the College.

General Provisions

Authority

The Vice President for Student Life and Dean of Students (referred to as VPSL in this section) is responsible for the Student Code of Conduct and associated processes and procedures. The VPSL grants authority to the Student Conduct Coordinator (referred to as the SCC in this section) to act on their behalf in all matters, including but not limited to editing or amending policies and procedures as needed. The VPSL and/or the SCC have the authority to intervene at any point, as deemed necessary, to maintain the safety of individuals, to protect property, to assure continuation of the educational process and to preserve the integrity of the College. The VPSL and/or the SCC may develop policies for the administration of the conduct system and procedural rules for resolution proceedings that are consistent with provisions of the Student Code of Conduct. In general, the SCC shall have responsibility for ongoing management of the student conduct process.

The SCC shall determine which Student Conduct Administrator(s) shall be authorized to hear and decide upon outcomes for each matter. All Student Conduct Administrators are expected to participate in annual professional development and training.

Interpretation and Revision

A question of interpretation regarding the Student Code of Conduct shall be referred to the SCC for final determination, and the VPSL shall intervene whenever necessary. The College reserves the right to amend the Student Handbook or other current regulations as deemed necessary for the protection of property or the general welfare of the college community. If revisions are made during the academic year, students will be notified through standard campus communications of any new rule or amendment of existing policy. The Student Code of Conduct shall be reviewed annually under the direction of the Vice President for Student Life and Dean of Students and the Student Handbook will be published on the College website prior to the start of the fall semester. Community members are encouraged to comment on the Student Code of Conduct or to make recommendations for its revision at the regular meetings of Student Assembly.

Jurisdiction

The jurisdiction of the Elizabethtown College Student Code of Conduct and other college policies include behavior (1) that occurs on college premises, in online learning communities, or other activities via college-owned networks/servers, (2) that occurs at college-sponsored or college-supervised programs and events regardless of location, (3) that occurs off-college premises when the behavior may adversely affect the Elizabethtown community or its reputation, including but not limited to violations of the Elizabethtown College Alcohol and other Drug Policy, or (4) which relates to any facet of the relationship between Elizabethtown College and the student.

The College may pursue disciplinary action against a student at the same time the student is facing criminal charges even if the criminal prosecution is pending, has been dismissed, or the charges have been reduced. The College may refer student conduct

violations to law enforcement and will if a felony level violation occurs. The Student Code of Conduct shall apply where conduct occurs before classes begin, during breaks, and when student conduct is discovered after the degree is awarded.

Statement about the Elizabethtown Sexual Misconduct Policy

All formal complaints of Regulatory Quid Pro Quo Sexual Harassment, Regulatory Hostile Environment Sexual Harassment, Regulatory Sexual Assault, Regulatory Dating Violence, Regulatory Domestic Violence and Regulatory Stalking, in addition to Bias Related Harassment and Discrimination, will follow process and procedures outlined in the Civil Rights and Sexual Misconduct Policies and Procedures. This document is found on the [Student Handbook](#) website and the [Office of Civil Rights and Title IX](#) website. Allegations of Non-Regulatory Prohibited Conduct defined in the Sexual Misconduct Policy will be addressed under other Elizabethtown College policies and procedures, such as the Student Code of Conduct, Faculty Handbook, and Employee Handbook. Notwithstanding any other provision of the Sexual Misconduct Policy and Procedures, the rights and procedures set forth in the Sexual Misconduct Policy and Procedures shall not apply to allegations of Non-Regulatory Prohibited Conduct that are addressed under other policies and procedures. The College may adapt processes and procedures similar to Title IX processes and procedures to resolve non-regulatory forms of identity-based discrimination and harassment.

Definitions

1. The term *College* means Elizabethtown College.
2. The term *student* includes all persons enrolled and/or matriculated at the institution, taking or auditing courses in the traditional program at the College, either full time or part time, pursuing undergraduate or graduate studies. Persons who withdraw after allegedly violating the Student Code of Conduct, who are not officially enrolled for a particular period of time but who have a continuing relationship with the College are considered students.
3. The term *faculty member* means any person hired by the College to conduct classroom activities.
4. The term *College official* includes any person employed by the College performing assigned administrative or professional responsibilities.
5. The term *member of the College community* includes any person who is a student, faculty member, College official, or any other person employed by the College. A person's status in a particular situation shall be determined by the Student Conduct Coordinator or Vice President for Student Life and Dean of Students.
6. The term *College premises* includes all land, buildings, facilities, and other property in the possession of or owned, used, leased, operated, controlled, or supervised by the College (including adjacent streets and sidewalks).
7. The term *organization* means any number of persons who have complied with the formal requirements for College recognition. All student organizations must be registered with Office of Student Activities.
8. The term *Student Conduct Administrator* means the Vice President for Student Life and Dean of Students, the Student Conduct Coordinator, or any designee authorized to review complaints, issue simple resolution opportunities, conduct formal and informal resolutions, and impose sanctions upon students or organizations found to have violated the Student Code of Conduct.
9. The term *Appeal Officer* means a college staff or administrator who considers an appeal of a Student Conduct Administrator's decision or of the sanctions imposed.
10. The term —*will* and *shall* are used in the imperative sense.
11. The term —*may* is used in the permissive sense.
12. The Vice President for Student Life and Dean of Students (VPSL)- is that person designated by the President of the College to be responsible for all aspects of student life and shall be responsible for the administration of the Student Code of Conduct.
13. The term *policy* is defined as the written regulations of the College as found in, but not limited to, the *Student Handbook*, the College web pages (all departments), and the College Catalog.
14. The term *Complainant* means any person who submits a complaint alleging that a student may have violated any portion of the Student Code of Conduct.
15. The term *Respondent* means any student or student organization alleged to have violated the Student Code of Conduct.
16. The term *charge* refers to a formal notification to a student of an alleged violation of the Student Code of Conduct.

Amnesty Provision

Elizabethtown College is concerned about the health and safety of its students. This provision is designed to encourage responsible engagement on the part of any student involved in or aware of any health or safety emergency including, but not limited to, alcohol or other drugs, physical violence, sexual assault or mental health. The College recognizes student reluctance to report such emergencies in light of consequences specified in the Student Code of Conduct. However, Elizabethtown College is committed to reducing perceived barriers to effective reporting and response to life-threatening emergencies.

Take immediate action if you are aware of any health or safety emergency. You (and the person needing assistance) will not be subject to student conduct sanctions if you call on behalf of another student or guest, and follow the guidelines of the Amnesty Provision listed below. The critical concern for you and others involved is to seek immediate help from a qualified professional.

In the event of any health or safety emergency, students should activate the Amnesty response by:

1. Calling Campus Safety 717.361.1111 or 911.
2. **Remaining with the individual(s) experiencing the emergency.**
3. Participating in the emergency response by providing medical team or Campus Safety with all information essential for an effective and timely intervention.

Amnesty may not apply to other violations of college policy associated with the incident. For example, if the College has evidence of related physical or sexual violence, possession of "date-rape" drugs that induce incapacitation, hazing, or drug offenses beyond mere possession, Amnesty may not apply. The College reserves the right to review the incident if the student has activated Amnesty more than one time. Students who enact the Amnesty Provision may still be required to meet with staff to discuss the incident and resources.

Students who experience a personal health or safety emergency that results in being transported to the hospital are required to meet with the Associate Dean of Students for Counseling and Health Needs for assistance in connecting with support resources. In some situations, other student(s) involved may be contacted by the Student Conduct Coordinator or designee.

Any individuals who believe they have been sexually assaulted after consuming alcohol or other drugs and those who are witness to this type of assault are strongly encouraged to come forward without fear of college disciplinary action.

In all cases, the Student Conduct Coordinator or designee will determine the applicability of Amnesty and may refer the incident for student conduct action.

Standards of Conduct

It is the duty of all students to conduct themselves in a manner consistent with College regulations and to help others do likewise. In all instances, students are considered fully responsible for their own actions and personal well-being. Students also are encouraged to be mindful of the well-being of others. Any behavior which puts health or safety at risk or which infringes on the rights of others shall not be condoned.

Students are expected to uphold the following Standards of Conduct and all other College policies and regulations. Any student found to have committed or to have attempted to commit the following misconduct or to have violated any other College policy contained in College publications is subject to Elizabethtown College disciplinary processes and sanctions. Some policies stated below refer to an appendix to this document where the full policy is defined.

Academic Misconduct: See "Academic Integrity" under Academic Policies, Rights and Responsibilities in the [College Catalog](#) Academic Integrity violations follow the procedures outlined in the Catalog, and are not typically processed through the Student Code of Conduct.

Alcohol Policy Violation: See [Alcohol and Other Drug Policy \(AOD\)](#) (Appendix A) for complete description.

Bullying, Intimidation and Harassment – see appendix D [Policy Regarding Harassment, Intimidation and Bullying](#)

Bias-Related Harassment and Discrimination – see Civil Rights and Title IX Policy and Procedure Handbook on the [Student Handbook website](#)

Bicycles, E-Bikes, Motorized Scooters, Scooters, Skateboards and Hoverboards: Bicycles may be stored only in designated locations in select residence halls. E-bikes, e-scooters and e-skateboards are not permitted to be stored indoors,

nor are batteries permitted to be charged indoors. Use of e-bikes, e-scooters and e-skateboards on campus sidewalks and near entrances to buildings is prohibited. Use of e-bikes, e-scooters and e-skateboards is restricted to use on roadways only. Students are encouraged to secure bikes and scooters outdoors. Use of in-line skates, all bicycles, all scooters and all skateboards is prohibited inside any College-owned facility. Hoverboards are not permitted in College buildings or on College property.

Business Ventures – The use of college facilities, resources, or other property including computers and network servers for business purposes of any nature is prohibited. Serving as agents for business firms or engaging in business ventures that involve solicitations or the giving and receiving of goods, services, or money is strictly prohibited. Students involved in entrepreneurship through the Elizabethtown College Academic Departments or any other small initiative must petition the Vice President for Student Life and Dean of Students for an exception for business initiatives. The VPSL reserves the right to consult with Deans of Schools, the Vice President for Finance, and any other administrator before making a determination.

Complicity – Any effort to condone or encourage a violation of College policy. Students are expected to uphold college policies and to remove themselves from situations where college policies are being violated and report such incidents to Campus Safety. Examples of this include but are not limited to underage presence in a residence hall room with alcohol or other drugs, presence in a room violating quiet/courtesy hours, etc.

Dishonest Behavior - Including but not limited to:

- Cheating, plagiarism, or other forms of academic dishonesty;
- Furnishing false information to any college official, faculty member, or office, including but not limited to use, possession, or provision of false identification;
- Falsification, distortion, or misrepresentation of information in any student conduct process or investigation;
- Submitting a false allegation of misconduct;
- Forgery;
- Alteration or misuse of any college document, record, or instrument of identification;
- Concealing one's identity individually or collectively for the purpose of avoiding the consequences of illegal, irresponsible, or inconsiderate behavior;
- Surreptitious audio recording, photography, or videography, or posting of images to social media sites, etc. without expressed permission of all parties.
- Tampering with the election of any College-recognized organization.

Disorderly Conduct including but not limited to:

- Any behavior that results in disruption to one or more individuals, or disruption to the general community.
- Any behavior resulting in any disruption of a College activity or event, including but not limited to language, appearance or conduct that harms, disrupts or disturbs others

Drug Policy Violation—See [Alcohol and Other Drug Policy \(AOD\)](#) (Appendix A) for complete details.

Endangering Safety or Wellbeing of Others – including but not limited to:

- Behavior that endangers safety/health of others or threats to cause such action;
- Intentionally initiating or causing to be initiated any false warning or threat of fire or other safety emergency, interfering or tampering with safety or emergency response systems; intentional false activation of any safety alarm; failure to comply with fire safety regulations or officials during a fire safety drill or other evacuation;
- Physical assault
- Use of an e-bike, e-scooter, or e-skateboard on walkways or near entrances to buildings (use of the aforementioned is restricted to campus roadways)
- Starting a fire or providing conditions where a fire is likely to occur or continue;

- Open burning including bonfires;
- Intentional contamination or pollution and or the intentional placement of drugs or other illicit substances, into the food or beverage to be consumed by others without their knowledge and consent.
- Inappropriate use of personal self-defense resources such as pepper spray.

Failure to comply - Failure cooperate with the reasonable request or direction of a college official. Including but not limited to failure to:

- identify oneself to College officials when requested;
- comply with the summons of a College official;
- comply with or complete sanction(s) imposed under the Student Code of Conduct;
- comply with interim actions;
- comply with a No-Contact Order or Agreement;
- comply with emergency safety personnel acting in performance of their duties.

Gambling for money or stakes representing money or for any other form or monetary reimbursement is prohibited. Student athletes should refer to NCAA regulation regarding gambling. All raffles must be approved by the Vice President for Student Life and Dean of Students and coordinated through the Business Office. No raffles may be conducted without prior approval from both offices. Organizations may conduct raffles under the following conditions:

- Raffle is conducted by a College office or recognized organization;
- Prizes are donated by an individual, firm or other organization;
- Proceeds benefit the organization or a recognized charity.

Guest and Visitor Policy Violation – See [Guest and Visitor Policy](#) (Appendix C) Overnight guests must be registered with and approved by Campus Safety and the Residence Life Office prior to visiting Campus. No guests under the age of 16 will be approved. Students are permitted to host guests for a maximum of three days per month as long as their roommate(s) approve. Hosts and their guests must remain together at all times. Any alleged or actual policy violations will result in the guest's emergency contact being notified and the guest being asked to leave campus. The host will be routed through the student conduct process. The college reserves the right to restrict any guests or visitors for any reason at any time.

Hazing Policy Violations – See [Policy Regarding Hazing](#).(Appendix E)

Lewd or indecent conduct—included but not limited to:

- Public nudity
- Public urination, or defecation
- Engaging in consensual sexual activity in public

Noise Policy is any activity that is at a noise level that can be heard by others (either in the hallway, next door neighbors, and/or upstairs/downstairs neighbors) and is disrupting those who hear it.

Elizabethtown Borough Noise Ordinances

Elizabethtown College students are expected to be responsible members both of the College community and of the Elizabethtown Borough community. Breaching the peace is a violation not only of college policy, but also of Elizabethtown Borough Ordinances. Click here for full [Borough Noise Nuisance Ordinance](#)

It is illegal in the Borough of Elizabethtown to cause, or permit other people to cause, noise disturbances including:

- Any sound amplification system within a vehicle which can be heard at a distance of 50 feet or more from the source,
- Any sound that is plainly audible across a property line between the hours of 9:00pm and 7:00am,
- Yelling, shouting, hooting, whistling, singing, or creating any other noise disturbance on the public streets, public spaces, or public rights-of-way which causes a noise disturbance across a property line between the hours of 9:00 pm and 7:00 am.

Each day that any violation of these ordinances takes place will be considered a separate offense. Any violation of these Borough ordinances may result in fines of no less than \$50 and no more than \$600 plus costs, and failure to pay the given fines and costs may result in imprisonment for up to 30 days.

Ordinances may be updated and amended by Borough officials at any time. A copy of the current Borough Ordinances may be obtained upon request at the Borough Offices at 600 South Hanover Street, Elizabethtown, PA.

Residential Standards/Policy Violation –Any violation of Housing or Residence Life Policy and Procedures, including but not limited to Residency Requirements, Housing Agreement, and Residential Policies listed previously in this document.

Retaliation – Any action by any person that is perceived as intimidating, hostile, harassing, or violent that is directed toward any Complainant, witness, or other person associated with a misconduct complaint or student conduct process. This may also include a violation of a no contact directive.

Sexual Misconduct – Non-Regulatory - Non-Regulatory Prohibited Behavior outlined in the Elizabethtown Sexual Misconduct Policy and Procedures, including the following violations as defined in said Policy:

- Non-Regulatory Quid Pro Quo Sexual Harassment
- Non-Regulatory Hostile Environment Sexual Harassment
- Non-Regulatory Sexual Assault
- Non-Regulatory Dating Violence
- Non-Regulatory Domestic Violence
- Non-Regulatory Stalking
- Sexual Exploitation
- Retaliation

Smoking is prohibited at all times in all College-owned facilities. Smoking, including use of electronic/vape devices, is restricted to designated outdoor areas. Smoking shall be permitted only at a reasonable distance (25 ft or more) outside any enclosed area or building entrance to ensure that secondhand smoke does not enter the area through entrances, windows, ventilation systems, or any other means. Smokers must dispose of cigarette butts in appropriate receptacles rather than littering. See the section on the Smoke Free Campus.

Theft of property or resources belonging to individuals or the College; possession of stolen property; this also includes College computer and network resources as described in the Information Technology Acceptable Use Policy.

Unauthorized entry, possession, use, or sharing of College resources including but not limited to college keys, ID cards, access codes, College electronic resources, and the unauthorized entry, presence in, or use of College premises, including entering/exiting/passing through a window or hatch.

Vandalism, damage to property – Damage to or misuse of college or other property. Incidents of institutional vandalism may be referred to law enforcement.

Violation of any College policy, rule, or regulation published in hard copy or available electronically on the College web site.

Weapons, firearms, explosive devices – This restriction includes but is not limited to: use, possession, or storage of weapons, firearms, and other dangerous articles or substances including any weapon prohibited by local, state or federal law. This may include but is not limited to nerf/water guns, air rifles, BB or pellet guns, firearms, or items resembling a firearm

regardless of color or type (such as Nerf toys, paint guns, etc.), and weapons including switchblade, spring action and/or other knives longer than 3" (with the exception of kitchen knives), and swords (including ceremonial or decorative swords), ammunition and shell casings, gunpowder, fireworks, explosives, or other flammable substances. Any such articles or substances will be confiscated by Campus Safety.

The following Policies are also listed and defined in the Appendices, and violations of said policies may be resolved through the Student Conduct Process:

- [Appendix B](#) - Policies and Procedures Regarding Brief Absences, Leave of Absence, and Withdrawals and other Academic Issues
- [Appendix F](#) – Policy Regarding Animals on Campus for Disability-Related Needs
- [Appendix G](#) – Grievance Procedure for Students in Cases of Alleged Discrimination on the Basis of a Disability
- [Appendix H](#) – Information Technology Acceptable Use Policy
- [Appendix I](#) – Non-Solicitation Policy
- [Appendix J](#) – Maintenance of Public Order and Demonstrations Policy
- [Appendix K](#) – Restroom Use Policy
- [Appendix L](#) – Social Media/Networks Policy
- [Appendix M](#) – Campus Speaker Policy
- [Appendix N](#) – Student Complaint Policy and Procedures
- [Appendix O](#) – Student Athlete Sexual Misconduct Annual Disclosure Policy and Procedures
- [Appendix P](#) – Drones, Unmanned Aircraft System or Unmanned Aircraft Vehicle Policy and Procedures
- [Appendix S](#) – No Contact Orders and Agreements
- **Title IX Sexual Misconduct Policies and Procedures** – Civil Rights and Title IX Handbook located on the [Student Handbook Website](#) and the Office of [Civil Rights and Title IX website](#).

Violation of Law and College Conduct

College conduct proceedings may be instituted against a student charged with violation of a law which is also a violation of the **Student Code of Conduct**, for example, if both violations result from the same factual situation, without regard to the pendency of civil litigation in court or criminal arrest and prosecution. Proceedings under this Student Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus.

When a student is charged by federal, state, or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of status as a student. If the alleged offense is also the subject of a proceeding before a judicial body under the Student Code of Conduct; however, the College may advise off-campus authorities of the existence of the Student Code of Conduct and related processes and of how such matters will be handled internally within the College community.

The College will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. To the extent possible, students will be informed in advance of any release of information related to a criminal investigation.

Individual students, and faculty and staff members, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

Student Conduct Process

Making a Report of Student Misconduct

Any member of the College community may file a report to Campus Safety, any member of the Residence Life professional staff (Area Coordinators or Director), or the Vice President for Student Life and Dean of Students. Reports should be submitted as soon as possible.

- Campus Safety, 605 South Mount Joy Street, 717.361.1264
- Public Reporting Form: <https://forms.office.com/r/bS39fbZQWp>
- The **ECTipline** provides an option for making an anonymous report of a non-emergency.
 - Any member of the College community may also file a report by using the ECTipline (non-emergency reports only). In case of emergency, call 911 or Campus Safety at 717.361.1111.
- Call 855.696.1899. A representative is available 24/7.

The College reserves the right to assume the role of Complainant and to refer student misconduct to local law enforcement.

The College may conduct an investigation or assessment to better understand the issue and/or collect additional information. This assessment may include individual or group interviews, review of college files or other relevant information. The assessment may yield sufficient information to proceed with a student conduct process. In some cases the assessment may not support a student conduct response. In either case, the Complainant will be informed of recommendations for resolution pathways.

Emergency Action

1. The Vice President for Student Life and Dean of Students or their designee may take emergency action regarding a student when immediately necessary to secure the health or safety of any persons and there is an alleged violation of the Student Conduct Code.
2. Emergency Action includes, but is not limited to:
 - a. **Withdrawal:** Immediate withdrawal of the student from the College;
 - b. **Interim Separation or Restriction:** Restrictions on the student's presence on College Premises or at College Sponsored Activities until such time as a formal resolution takes place (such as a hearing or hearing panel);
 - c. **Hold:** Placing a hold on a student's record that will prevent registration would prevent the student from obtaining an official copy of the student's transcript.
3. The Vice President for Student Life and Dean of Students or their designee may request that the student secure a medical and psychological evaluation through the Associate Dean of Students for Counseling Services and Health Needs or at another facility at the student's own expense. The evaluation may be used to determine the appropriateness of withdrawing the emergency action.
4. When the emergency action takes place, the student must immediately comply with the action. The Vice President for Student Life and Dean of Students or their designee will:
 - a. Inform the student and Complainant, if applicable, of the reason for the emergency action;
 - b. Give the student and Complainant, if applicable, the opportunity to explain why emergency action should or should not be taken (see Preliminary Hearing, #5 of this section);
 - c. Inform the student and Complainant, if applicable, that a preliminary hearing will take place according to the procedures in this section and that the student will be informed of its time, place, and date.
5. **Preliminary Hearing** - The preliminary hearing shall take place within two business days of the implemented emergency action. At this hearing the student shall have a full opportunity to demonstrate to the Vice President for Student Life and Dean of Students or their designee that emergency action is not necessary pursuant to Paragraph 1. This is not a hearing to resolve the alleged violation of policy necessitating the emergency action if the emergency action was the result of an alleged violation. The student may be accompanied by an advisor. The Vice President for Student Life and Dean of Students or their designee will also consult with the Complainant, if applicable, who may also be accompanied by an advisor, during any consultation. Based on the reasonable evaluation of the information presented at the preliminary hearing, the Vice President for Student Life and Dean of Students or their designee shall notify the student within 24 hours of the decision to:
 1. Dissolve the emergency action and take no further action;
 2. Dissolve the emergency action but proceed to a conduct hearing; or
 3. Sustain or modify the emergency action until such time as a resolution is reached following a conduct hearing.
6. **Request for Review**- Subsequent review of the same emergency action may be requested no more frequently than every ten days.
7. If emergency restrictions on a student's housing or enrollment are removed, the student will not be assessed any fees for reinstatement.

Student Rights in the Conduct Process

Students have the following basic rights when accused of violating policies outlined in the Code of Conduct:

1. The right to know of what they're being accused
2. The right to know who is accusing them (in most cases this may be the College)
3. The right to be heard in a fair process
4. The right to an appeal upon the presence of certain criteria

Steps for Resolution

Mediation or Restorative Resolution may be used in situations deemed appropriate by the VPSL, SCC or their designee if the involved students and Student Conduct Administrator agree that this resolution option is desired. A mediator or conference facilitator will be assigned by the VPSL, SCC or their designee. Parties of mediation or restorative resolution will be expected to honor the outcome(s) of the process. Documentation of the process will be placed in the student's confidential file. If the matter cannot be resolved by mutual agreement, or parties do not comply with the outcome, the matter may be referred for a Formal Resolution.

Simple Resolution is a formal written warning or other appropriate sanction for minor violations of the Student Code of Conduct. A Student Conduct Administrator assesses relevant documents and determines if the student is responsible for a violation of a Student Code of Conduct. The Respondent receives notification of policy violations(s) along with a formal warning or other appropriate sanction. If a Respondent agrees with the assessment, accepts responsibility for the violation(s) and agrees with the sanction a record of the Simple Resolution will be maintained in the case file along with any supporting information. If a Respondent does not agree with a Simple Resolution outcome, the Respondent has five (5) business days to request a Formal Resolution.

Formal Resolution is an interactive response to a violation of the Student Code of Conduct. A Formal Resolution procedure will be followed when the VPSL or SCC determines a Formal Resolution is necessary.

- The VPSL, SCC or other Student Conduct Administrator (designee) will review all relevant information including investigative notes and witness statements and send written notification to the Respondent(s) listing the alleged violations, and the date, time and method of resolution.
- Formal Resolution meeting dates and times may be changed or expedited by the VPSL, SCC or designee when there is concern for the health and safety of college community members, a concern for property, or when additional information is being gathered.
- If a Respondent fails to appear for the meeting, the process will continue and all available information will be considered to determine whether the Respondent has violated the Student Code of Conduct.
- The Formal Resolution meeting will be conducted by the Student Conduct Administrator in a confidential setting.
- The process shall be prompt, fair and impartial through to resolution.
- The Vice President for Student Life or SCC typically review cases that may result in separation from the College and may assign a conduct panel to hear the case.
- During the Formal Resolution meeting, the Student Conduct Administrator meets individually with the Respondent(s) to present an overview of the allegations. The alleged violations are explained as well as the range of possible and reasonable sanctions. During this meeting, the Respondent will be asked to provide their perspective. The Complainant (if not the College) may be asked to participate in the hearing process as a witness. In such cases, the Respondent may ask questions of the Complainant through the Student Conduct Administrator. Pertinent information, witness lists, or written witness statements may be accepted by the Student Conduct Administrator for consideration.
- Both the Complainant and the Respondent have the right to request witnesses. However, such requests must be sent no less than 24 hours in advance of the hearing date and time, and the Student Conduct Administrator determines whether a witness may be relevant to the case. Hearing processes cannot be stalled due to witness schedules.
- All procedural questions are subject to the final decision of the Vice President for Student Life and Dean of Students or Student Conduct Coordinator, who have the authority to intervene at any point in the student conduct process, including the Formal Resolution, to protect the safety or well-being of individuals and the campus community or the integrity of the College and its administrative processes.

- **Conduct Advisors** - During the individual Formal Resolution meetings, the Complainant and the Respondent(s) have the right to be supported by any conduct advisor they choose who is a current student or employee of the College, unless that person is also a Respondent or witness in the case being considered, or if the College identifies any conflict of interest. Parents/guardians may not support Respondents or Complainants in any formal or informal conduct process. Conduct Advisors are there to provide emotional support to a party. They cannot speak, respond, take notes, record, or otherwise participate in the meeting. Delays will not normally be allowed due to the scheduling conflicts of a conduct advisor. If a conduct advisor disrupts the Formal Resolution meeting, they may be asked to remain silent, leave the room, or the Formal Resolution meeting may be rescheduled without that conduct advisor in attendance. Students must identify the conduct advisor to the Student Conduct Administrator a minimum of 24 hours before the Formal Resolution meeting via email.

Determining Responsibility

At the conclusion of the Formal Resolution process, the Student Conduct Administrator shall determine whether the Respondent has violated the Student Code of Conduct. The determination shall be based on **preponderance of evidence**, that is, whether the facts in the case were enough to establish that a violation of the Student Code of Conduct more likely than not occurred. Formal rules of process, procedure, or technical rules of evidence, such as are applied in criminal or civil court, are not used in Student Code of Conduct proceedings. The Respondent is notified in writing of the outcome.

No student may be found to have violated the Student Code of Conduct solely because the student failed to appear for the Formal Resolution meeting. In all cases, all available information will be considered in order to determine whether or not the Respondent has violated the Student Code of Conduct.

Decisions made by the administrative conduct officer shall be final, pending the normal appeal process.

Recordkeeping

There shall be a single record, which could include such items as notes or audio recording, of all Formal Resolutions. The record shall remain the property of the College. The record shall be maintained for seven (7) years. Records of disciplinary expulsion are kept in perpetuity.

Sanctions

If a student is found responsible for a violation of college policy, sanctions are assigned for the purpose of:

- educating students.
- guiding future decision-making and preventing repeat of similar violations
- repairing harm to individuals, groups of individuals, or the College community.

Appropriate and reasonable sanctions will be based on current and prior violations of the Code of Conduct and the model outlined below. Definitions of common sanctions are detailed below. However, Student Conduct Administrators (SCA) may assign alternative sanctions. More than one sanction may be imposed for a single violation. Students are required to complete sanctions. Failure to comply may result in additional disciplinary action or the activation of a Hold on the student's account. Sanctions may be imposed upon groups or organizations as well as individual students.

In situations where Disciplinary Suspension or Disciplinary Expulsion is a possible sanction if a student is found responsible for a violation, the College reserves the right to assign the case to a Hearing Panel.

Standard Sanctioning Model

Student Conduct Administrators will follow this model for sanctioning of most non-Civil Rights and non-Title IX. Fines, community service and loss of privileges increase with each violation. Student conduct records carry over each year and are

cumulative. However, circumstances of each case will be considered, and the SCA has the right to diverge from the model when they feel such action is warranted. The model is designed to be a guide, but not a prescription.

- **First Violation**
 - Formal Warning and/or
 - Educational Sanction
- **Second Violation**
 - Fine and/or
 - Community Service and/or
 - Disciplinary Notice
 - Educational Sanction
- **Third Violation**
 - Fine and/or
 - Community Service
 - Parent/Guardian Notification
 - Disciplinary Probation
 - Loss of Privileges/Restrictions
- **Fourth Violation**
 - Fine
 - Loss of Privileges/Restrictions
 - Possible consideration of Disciplinary Suspension/Expulsion

Sanction Options and Definitions

- **Alcohol/Drug Education and/or Assessment** requires the student to complete an alcohol or other drug (AOD) educational program or assessment. If a cost is associated with any program or assessment, that cost will be passed on to the student. These sanctions may include but are not limited to:
 - **AlcoholEDU for Sanctions** – Educational module through Vector Solutions. Free.
 - **BASICS (Brief Alcohol Screening & Intervention of College Students)** –Student will meet with a staff counselor to examine alcohol or other drug use in a judgment-free two-session process. Fee is \$80.
 - **AOD Assessment** - requires the student to complete an alcohol or other drug (AOD) assessment with a college staff counselor. The fee of an on-campus AOD assessment is \$100 and requires two sessions. The student is responsible providing evidence of successful completion.
- **Community Service** - requires the student to complete a service project in the College community or the surrounding community. The service
- **Disciplinary Fine and/or Restitution** - may be imposed in conjunction with any sanction at the discretion of the Student Conduct Administrator. A Disciplinary Fine is different from restitution. Restitution is defined as compensation for loss or damage to College property
- **Disciplinary Notice** - a written notice to the student that rises above a warning and carries additional sanctions and/or notifications. A student on Disciplinary Notice should be aware that subsequent violations of the Student Code of Conduct may jeopardize the student's good standing with the College.
- **Disciplinary Probation** - a period of time during which a student is under warning that any violation of college policy may result in suspension. Disciplinary probation may also prohibit a student from participating in certain college activities or programs, as it is considered notice that the student is **not in good standing** due to their behavior. Disciplinary Notice is not a required precursor to Disciplinary Probations. This sanction is not reflected on the academic transcript but may be accompanied by notice to the Financial Aid Office or Business Office that the student is not in good standing.
- **Educational Program or Project** - requires the student to engage in an educational activity of the Conduct Administrator's choosing that provides the student with an opportunity to learn new information related to the violation, reflect upon the violation, or reflect upon ways in which the student intends to prevent similar violations from happening again in the future. These activities may include but are not limited to:
 - review an article or video
 - write a reflective or educational paper
 - complete an educational project such as a bulletin board

- attend a program or activity – may be virtual or in-person, on- or off-campus (student is responsible for the cost of the educational program and must provide evidence of successful completion)
- **Formal Warning – a written notice to the student that they have violated College policy and continued behavior may lead to more significant disciplinary action**
- **Loss of Privileges** restricts participation in particular activities/programs or campus events. Loss of privileges may include, but is not limited to, ability to represent the College in any way (including but not limited to study abroad), use of facilities, participation in co-curricular activities, holding a leadership position, housing lottery privileges, and housing privileges including break housing. Loss of privileges may also apply to groups, athletic teams, clubs and organizations and may include club or organization deactivation.
- **No Contact Order** – See [Appendix Q: No Contact Order](#)
- **Notifications and/or Conferences** – the College reserves the right to notify other College personnel and/or student’s parent(s) or guardian regarding student conduct. Student Conduct Administrators may also require a conference with those notified. Notifications include but are not limited to:
 - Academic Advisor or other program advisor (academic department, study abroad, international student, etc)
 - Athletic Director and/or Coach
 - Campus Employment Supervisor
 - Notification to Business Office or Financial Aid (students not in good standing)
 - Vice President for Student Life and Dean of Students or other Student Life Administrator
- **Other** – Any applicable sanction that does not fall within the scope of the items listed here.
- **Residential Restrictions** – the following restrictions and/or changes to the student’s residential location are possible sanctions:
 - **Residential Expulsion** - student is immediately and permanently restricted from living in College housing
 - **Residential Relocation** – student is administratively moved to a different on-campus housing location
 - **Residential Restriction** - results in restricted access to certain on-campus residence halls, or being able select a room in certain residence halls during room selection
 - **Residential Suspension** - requires the student to terminate occupancy of on-campus residence for a specified period of time. Restricted access to residence halls during the period of suspension may also be involved. The Vice President for Student Life and Dean of Students or the Director of Residence Life may require a personal meeting to determine eligibility; return following a residential suspension is not automatic. Approval for re-entry into residential housing must be secured three weeks prior to the start of the new semester.
- **Disciplinary Suspension** - a defined period of time during which a student is not permitted to engage in any of the privileges, courses, organizations, events, or activities associated with being a student at Elizabethtown College. Disciplinary Suspension may be enacted for one semester, two semesters, three semesters, four semesters, five semesters, six semesters or longer than six semesters. Suspension beyond six semesters would be a special circumstance and defined by specific dates. Parameters of Disciplinary Suspension are outlined below in the section entitled Disciplinary Suspension and Expulsion.
- **Disciplinary Expulsion** - the student is immediately and permanently separated from the College for disciplinary reasons. See section entitled “Disciplinary Suspension and Expulsion” below for more details about expulsion.

Disciplinary Suspension and Expulsion

Disciplinary Suspension

During the period of suspension, a Student Conduct hold designating such will be placed on the student's account and transcript prohibiting registration, enrollment, attendance, or ability to earn credit for any credit or noncredit courses offered by Elizabethtown College. This also prohibits receipt of a degree or certificate from Elizabethtown College during this time. This suspension may not prevent a student from attending another college or university. Once the period of suspension has been completed, the hold will be lifted from the student account, provided the student has completed any other requirements required prior to return. In some cases, in order to allow the student to complete the current semester, disciplinary suspension *may* be *deferred* to begin the following semester. Special conditions may apply during a deferred suspension.

Additional Disciplinary Suspension Parameters:

- **Restriction from Entering Campus:** the student is restricted from College property unless otherwise stated, and is restricted from participating in any College-sponsored events or activities
- **Transcript Notation:** The suspended student will receive a "WF" in all current courses; the "WF" notation will appear on the student's permanent transcript. Disciplinary Suspension will be noted on the student's transcript through the length of the suspension period.
- **Credit Transfers:** The College will not accept transfer credits earned at another institution during a period of disciplinary suspension.
- **Return following a Disciplinary Suspension:** Return after suspension is not automatic as special conditions or considerations imposed by the Student Conduct Administrator may apply. The student must petition the Vice President for Student Life in writing via email for permission to return to the College in advance of reapplying to the institution. The VP for Student Life may require a personal meeting to determine eligibility. Approval for re-entry must be secured three weeks prior to the start of the new semester.
- **Forfeiture of Scholarships:** Students who receive a sanction of Disciplinary Suspension will permanently forfeit their merit scholarship (if applicable). The merit scholarship will not be reinstated, even if the student is eligible to return after the suspension period has ended.
- **Record of Suspension and Suspension Notification** - The record of disciplinary suspension is maintained in the student's confidential file for seven years. Parents/guardians, coaches, academic advisors, some academic programs and co-curricular program advisors may be notified of the student's status.
- **Length of Suspension:**
 - **Disciplinary Suspension for One Semester** – Unless a deferral has been issued, the length of suspension will be for one semester in addition to the remainder of the semester in which the sanction is implemented. A Semester is defined as the traditional fall or traditional spring term. Unless a deferral has been issued, a student under suspension is unable to enroll in courses between the date the suspension is issued and the end of the next traditional fall or spring term.
 - **Disciplinary Suspension for Two Semesters** – Unless a deferral has been issued, the length of suspension will be for two semesters in addition to the remainder of the semester in which the sanction is implemented. A Semester is defined as the traditional fall or traditional spring term. Unless a deferral has been issued, a student under suspension is unable to enroll in courses between the date the suspension is issued and the end of two full traditional semesters.
 - **Disciplinary Suspension for Three Semesters** – Unless a deferral has been issued, the length of suspension will be for three semesters in addition to the remainder of the semester in which the sanction is implemented. A Semester is defined as the traditional fall or traditional spring term. Unless a deferral has been issued, a student under suspension is unable to enroll in courses between the date the suspension is issued and the end of three full traditional semesters.
 - **Disciplinary Suspension for Four Semesters** – Unless a deferral has been issued, the length of suspension will be for four semesters in addition to the remainder of the semester in which the sanction is implemented. A Semester is defined as the traditional fall or traditional spring term. Unless a deferral has been issued, a student under suspension is unable to enroll in courses between the date the suspension is issued and the end of four full traditional semesters.
 - **Disciplinary Suspension for Five Semesters** – Unless a deferral has been issued, the length of suspension will be for five semesters in addition to the remainder of the semester in which the sanction is implemented. A Semester is defined as the traditional fall or traditional spring term. Unless a deferral has been issued, a student under suspension is unable to enroll in courses between the date the suspension is issued and the end of five full traditional semesters.
 - **Disciplinary Suspension for Six Semesters** – Unless a deferral has been issued, the length of suspension will be for six semesters in addition to the remainder of the semester in which the sanction is implemented. A Semester is defined as the traditional fall or traditional spring term. Unless a deferral has been issued, a student under suspension is unable to enroll in courses between the date the suspension is issued and the end of six full traditional semesters.
 - **Disciplinary Suspension for Longer Than Six Semesters** – A Disciplinary Suspension for longer than six semesters should be a special circumstance and will be defined by specific dates.

Disciplinary Expulsion

- **Restriction from Entering Campus:** An individual who has been expelled from the College is not permitted on campus property and is restricted from participating in any College-sponsored event or activity.

- **Transcript Notation:** Disciplinary Expulsion is recorded on the student's permanent transcript. The student will receive a "WF" in all current courses as noted on the student's permanent transcript.
- **Record of Suspension and Suspension Notification:** Documents supporting the student conduct decision are maintained in the student's confidential file indefinitely. Parents/guardians, coaches, academic advisors, some academic programs and co-curricular program advisors may be notified of the student's status.
- **Ineligible for Return:** The student is never permitted to apply for re-enrollment or enroll in any courses at the College for any reason at any time in perpetuity.

Notations on the Student's Permanent Transcript and Confidential File

Every student has (1) a permanent transcript maintained as part of each student's academic record by the Office of Registration and Records and (2) a separate confidential conduct file maintained in the Student Conduct Coordinator.

- The permanent transcript is part of the student's official academic record.
- The confidential file contains documents related to student conduct violations and outcomes and may include notes from personal interactions with college personnel.

The College routinely expunges the student confidential file seven years after the student's graduation, withdrawal, suspension or expulsion. An individual record of a student conduct violation maintained in a student's confidential file may be expunged seven years after the date of the violation upon request of the student, with the exception of Disciplinary Expulsion, a file of which is maintained in perpetuity.

For Disciplinary Suspension, the student will receive a "WF" in all current courses; the "WF" notation will appear on the student's permanent transcript. Disciplinary Suspension will be noted on the student's transcript through the length of the suspension period.

Disciplinary expulsion is noted on the student's permanent transcript.

Appeal Process

A student found responsible of a violation of the Student Code of Conduct may appeal a Formal Resolution decision or sanction(s) in writing via the link in the student's decision letter within five (5) calendar days of the time of written notification of the decision. Decisions rendered by the conduct officer shall be final until an appeal outcome has been determined. An appeal may be assigned to a specific appeal officer to avoid a conflict of interest or to expedite a review. The Student Conduct Coordinator will assign the appeal cases to an appeal officer, prepare relevant documents for the review, and conduct a preliminary meeting with the appeal officer to define the scope of the appeal.

Disciplinary sanctions generally are stayed pending appeal, unless the VPSL or the SCC determines that sanctions should be immediately implemented because the underlying offense involved serious harm to another person or the student otherwise presents a continuing risk of harm or disruption to the community. *The Emergency Removal process is distinct, and Emergency Removals are effective immediately. The appeal process for Emergency Removals is also distinct and outlined in the [Emergency Removal process and procedures](#).*

An appeal must be based on one or more of the following reasons; the appeal officer may decide not to consider an appeal if sufficient grounds have not been articulated for an appeal.

1. **There are new facts, unavailable at the time of the Formal Resolution meeting that could reasonably be expected to change the original decision.** The student must outline the source of new information, the name(s) of the individual(s) who can present this information, the reason(s) why this information was not available at the time of the Formal Resolution meeting, and the reason(s) why this information may contribute to a different decision.

2. **There was a substantial violation of the student conduct procedures that may change the original decision.** The student must include a citation of specific procedural error, the reason(s) why the procedural error was not mentioned in the Formal Resolution meeting, and how the correction of the error can contribute to a different decision.
3. **The sanction imposed is substantively disproportionate to the violation.** The student must include specific information about why the sanction is deemed substantively disproportionate.

The appeal must articulate, with specificity, which of the above reasons forms the basis of the appeal. The College will not consider any of the above reasons that is not specifically raised and discussed in the appeal. An appeal will be considered by an appeal officer. The scope of the appeal will be limited to one or more grounds outlined above. The appeal is not a new review of the original student conduct decision. The appeal officer gives deference to the student conduct administrator's original decision. Appeal officers will be trained and knowledgeable about the student conduct process.

In most cases, the appeal will be completed within ten (10) business days after the receipt of the appeal letter. There are conditions by which the College may deem it necessary to either expedite or postpone an appeal. If this occurs, there will be a written communication to the Respondent.

The Appeal Officer Will:

- Review the record only. The record will normally consist of any Formal Resolution documents and materials, and the decision letter. In some cases, the review may include any relevant new information presented by the student.
- Provide a final written decision and explanation to the VPSL generally within ten (10) business days after receipt of appeal letter. Some cases may require additional time.

The Appeal Officer May:

- Determine the appeal is without merit and uphold the original decision and sanction(s).
- Determine that new and relevant information presented in the appeal could reasonably alter the underlying outcome. In this situation, the Appeal Officer will return the case to the original Student Conduct Administrator and ask for consideration of the information and request final determination based on new information. The College reserves the right to seek a competent, trained, outside party to reach a final determination.
- Determine a procedural error was made that likely materially impacted the outcome of the original decision. In this situation, the Appeal Officer will refer the case to the VPSL or SCC who may take steps necessary to resolve the complaint or may seek a competent, trained, outside party to reach a final determination or determine the sanction(s) should be reconsidered. In this case, the Appeal Officer will refer the appeal to the VPSL or SCC for the sole purpose of final sanctioning. See previous section on Sanctions.

Appendix A: Alcohol and Other Drug Policies (AOD)

Introduction

College regulations governing the use of alcohol and other drugs are designed to support the personal health and safety of each member of the Elizabethtown College community. In addition, College policies and procedures are intended to foster an environment that promotes sound judgment, respect for the rights of others, and acceptance of personal responsibility for one's behavior. College policy is aligned with the laws of the Commonwealth of Pennsylvania regarding alcohol and other drugs and includes regulations above and beyond the law to promote a healthy College community.

It is the duty of all students to conduct themselves in a manner consistent with College regulations and to help others do the same. In all instances, students are considered fully responsible for their own actions and personal well-being. Students also are encouraged to be mindful of the well-being of others. Any behavior which puts health or safety at risk, is complicit in such behavior, or which infringes on the rights of others will be referred for resolution through the Student Conduct Process.

The College recognizes that the decision to consume or not consume alcohol or other drugs is made by the individual in accordance with the individual's personal beliefs. Further, the College encourages all students to carefully consider the potential dangers of alcohol or other drug use and reminds students they are responsible for abiding by all state laws and institutional policies.

Alleged violations of the AOD Policy are enforced by Campus Safety and the Office of Residence Life, resolved 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. The maximum quantity allowed per occupant of legal drinking age is not more than:
 - One six-pack (of 12oz containers) of beer
 - OR 750 ml of wine
 - OR 1 pint of distilled alcohol or other alcohol (this includes pre-mixed cocktails)
3. Students assigned to an independent living unit (College owned houses, Quad Apartments, Hackman Apartment or Brinser suites) who are all 21 years old or older may possess a maximum of thirty(30) 12 oz containers of beer as opposed to the standard limit of twenty-four (maximum limit applies to the living unit as a whole). This amount only applies to residents of a unit and not their guests.
4. Under no circumstance is a person of legal age permitted to provide alcohol to a person under the age of 21.
5. Any student, regardless of age, who is present where an alcohol and/or drug violation occurs, may be considered equally responsible or complicit to policy violations.
6. 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 at any event, either as a participant or as a spectator.
7. Containers (mugs, glasses, shot glasses) that are considered decorative should be free of alcohol, clean and dry. The following items are permitted for decorative use in any student room:
 - Decorative beer glasses/mugs/growlers
 - Decorative shot glasses

Paraphernalia that is **not** permitted includes but is not limited to, the following:

- Partially filled alcohol containers or empty alcohol containers (for those under 21 years of age)
 - Funnels
 - Keg taps
 - Kegerators
 - Beer/water pong tables
 - Any items that are, in the college's estimation, associated with drinking games
 - Any items related to abuse/misuse of other substances
9. Participation in any behavior designed for the rapid consumption of alcohol (funnels, keg stands, drinking games, etc.)
 10. Sale of alcoholic beverages (includes door cover charge and sale of cups) is prohibited.
 11. Use or possession of distilling, wine-making or brew kits is prohibited.
 12. Public drunkenness is prohibited (See Alcohol Emergencies).
 13. Driving under the influence of alcohol or other drugs is prohibited.
 14. The abuse of alcohol, drugs or other substances by individuals of any age will not be tolerated.
 15. Emergency medical response to any alcohol or other drug related emergency will be at the student's expense.
 16. No alcohol may be consumed or distributed in any common area on Campus unless permitted by the College via written permission from the Vice President for Student Life and Dean of Students or their designee. 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 occupants, e.g., when a social gathering expands into a hallway or lounge, etc.

17. Any student who is a resident of an independent living unit and have a social gathering at which alcohol is present is considered a host. Hosts are expected to register non-student guests, monitor activities within the living unit to ensure that no violations of College policy are occurring, and ensure that individuals under the legal drinking age are not present. Hosts of private social gatherings held off campus are responsible for insuring adherence to alcohol and drug laws and Standards of Conduct.

Drug-related Prohibited Behavior

18. Actual or intended use, purchase, possession, cultivation, manufacture, sale, or distribution of marijuana, synthetic marijuana such as K-2 or Spice, THC concentrates, 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. This prohibition pertains to any of the abovementioned substances which may be made legal by Commonwealth Law, but remain as a Schedule I or II controlled substance. While a student may retain a medical marijuana card, they are still restricted from possessing or consuming marijuana on-campus.
19. Students may not be present where drugs are being used or distributed.
20. 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 Safety immediately. Students should keep over-the-counter medication in original packaging to guard against misuse.
21. 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 and Visitor Policy).
22. No student, regardless of age, may possess or consume alcohol or other drugs while representing the College on a College-sponsored trip, event, or other activity, including athletic events, whether on or off-campus, unless expressly permitted by the Vice President for Student Life and Dean of Students or designee or Dean of the Faculty.

[Back to Standards of Conduct](#)

Alcohol Emergencies

Never assume someone can "sleep off" alcohol poisoning. Even if the individual has stopped drinking, alcohol continues to be released into the bloodstream and the blood alcohol level is rising.

Warning Signs of an Overdose (VITALS):

- Vomiting
- Incoherent-can't focus, confused, inability to wake up
- Temperature-decrease in body temperature, cold, sweaty skin
- Absence of color-pale or blue skin
- Low/Irregular breathing
- Seizures

One warning sign is sufficient reason to take action!

CALL 717.361.1111 or 911 for immediate emergency response.

Take immediate action if you are aware of any health or safety emergency. You (and the person needing assistance) will not be subject to the student conduct process if you call on behalf of another student, friend or guest, and follow the guidelines of the [Amnesty Provision](#).

All members of the Elizabethtown College community are expected to take responsibility for the well-being of others.

Relevant Laws

Elizabethtown College and all members of its community are subject to the laws of the Commonwealth of Pennsylvania. With specific regard to alcohol, the following Commonwealth of Pennsylvania regulations apply:

1. The minimum legal age for the purchase, attempted purchase, possession, consumption, or knowing or intentional transport of alcohol is 21 years.
2. It is illegal to misrepresent one's own age or the age of another person in order to purchase or otherwise obtain alcohol (e.g., possession or use of false ID, driver's license, verbal misrepresentation, etc.).
3. It is illegal to operate a vehicle while under the influence of alcohol. The blood alcohol content maximum in the Commonwealth is .08% for those 21 years of age or older, and .02% for those under 21 years of age.
4. It is illegal to sell, furnish or purchase with intent to sell or furnish any alcoholic beverages to a person who is under 21 years of age.
5. It is illegal to charge admission to an event to cover the cost of alcohol being served or to otherwise sell alcohol to others, regardless of age, without a state license. (Examples include selling cups, accepting donations upon entry, and so on.)
6. Public Drunkenness- It is illegal to appear in any public place manifestly under the influence of alcohol, to the degree that self, others or property may be endangered, or that the intoxicated person may annoy those within the vicinity.
7. The above list is representative, not exhaustive, of the relevant laws that currently exist. Penalties for violating these laws may include fines, loss of driving privileges, and incarceration. For more information on local, state and Federal laws, see the Pennsylvania Liquor Control Board website.

Local Law

It is illegal in the Borough of Elizabethtown to consume, use or possess any open bottles, flasks, cups, or other containers of alcoholic beverages on any public street, sidewalk or parking lot. It is illegal for any person under the age of 21 to have alcohol in their system anywhere in the Borough. The Elizabethtown Police have the authority to use a breath test device to determine whether a person under the age of 21 has alcohol in their system, and refusal to agree to take the breath test may result in a citation. Any violation of these borough ordinances may result in fines of no less than \$25 and no more than \$600 plus costs, and failure to pay the given fines and costs may result in imprisonment for up to 30 days. Ordinances may be updated and amended by Borough officials at any time. A copy of the current Borough Ordinances may be obtained upon request at the Borough Offices at 600 South Hanover Street, Elizabethtown, PA.

It is a violation of federal law to possess, manufacture (this includes growing marijuana plants), or distribute a controlled substance. Defined by federal statute, controlled substances include, but are not limited to, marijuana (both natural and synthetic), cocaine, PCP, LSD, and other narcotics.

A student found guilty of possessing a controlled substance may be subject to some or all of the following sanctions under federal law:

- First conviction: Up to one year imprisonment and a fine of at least \$1,000, or both.
- With one prior state or federal drug conviction: At least 15 days in prison, not to exceed two years and fined at least \$2,500, or both.
- After two or more prior drug convictions: At least 90 days in prison, not to exceed three years, and/or a fine of at least \$5,000 (21 U.S.C. § 844(a)).

Federal law may require the forfeiture of property used to possess or to facilitate possession of a controlled substance (21 U.S.C. § 881(a)), and the forfeiture of vehicles, boats, aircraft or any other conveyances used to transport or conceal a controlled substance (21 U.S.C. § 881(a)(4)). In addition, any individual who knowingly possesses a controlled substance may be assessed a civil fine of up to \$10,000 (21 U.S.C. § 844a).

Penalties for the manufacture or sale of drugs are even more severe if the violation occurs within 500 feet of an educational institution, such as the College or other area schools.

Legal defense against drug charges, even without conviction, may cost many thousands of dollars.

Upon a drug conviction, the federal government may also deny or revoke federal benefits, such as student loans, grants, and contracts. Felony and (in some states) misdemeanor convictions on drug charges will make you ineligible for commercial and professional licenses, such as those required to practice medicine, law, psychology, nursing, etc., for up to one year for first offense, and up to five years for second and subsequent offenses, (21 U.S.C. § 862(b)).

Intoxication from illicit drugs may impair your judgment and put you at greater risk of performing a negligent act (e.g., an automobile accident in which someone is injured) for which you could be sued. You may also risk being included in a lawsuit if you sell or provide drugs to another person who, after using them, goes on to perform a negligent action. The cost of legal

defense, either for the actual drug charge or as a result of a lawsuit, along with possible fines or civil judgments, could cause considerable financial hardship for you and your family.

Complete text of Federal drug laws is available at the Title 21 United States Code Controlled Substances Act. The text of local ordinances is available at the Elizabethtown Borough Office, 600 South Hanover Street, Elizabethtown, PA.

Education

The College takes seriously its responsibility to educate students regarding the effects, uses, and abuses of alcohol or other drugs. The College offers programs and services intended to help students make healthy decisions. In addition, the College regularly monitors the patterns of alcohol and other drug use in order to provide the community with accurate information. Students are encouraged to participate in educational programs facilitated by Student Wellness and the Office of Housing & Residence Life.

Educational programs include but are not limited to:

- All incoming students must complete AlcohoLEDU (Vector Solutions), an online educational module helping prepare first year students to face their changing social environment and make decisions that will help them achieve their goals
- New Student Orientation programming.
- Student Wellness –National Collegiate Alcohol Awareness Week; Alcohol Awareness Month programming, Social Norming programs, etc.
- BASICS – (Brief Alcohol Screening and Intervention of College Students) Students may choose to meet with a staff counselor to examine alcohol or other drug use in a judgment-free two-session process. Fee is waived if student voluntarily elects to participate.
- Alcohol/Drug Assessment with a college staff counselor which requires two sessions. The fee is waived if not a sanction.

Commonly Abused Drugs

From the National Institute on Drug Abuse – www.drugabuse.gov

Substances: Category and Name	Examples of Commercial or Street Names	Acute Effects/Health Risks
Tobacco		
Nicotine	Found in cigarettes, cigars, bidis, and smokeless tobacco (snuff, spit tobacco, chew)	Increased blood pressure and heart rate/chronic lung disease; cardiovascular disease; stroke, cancers of the mouth, pharynx, larynx, esophagus, stomach, pancreas, cervix, kidney, bladder, and acute myeloid leukemia; adverse pregnancy outcomes; addiction
Alcohol		
Alcohol (ethyl alcohol)	Found in liquor, beer and wine	In low doses, euphoria, mild stimulation, relaxation, lowered inhibitions; in higher doses, drowsiness, slurred speech, nausea, emotional volatility, loss of coordination, visual distortions, impaired memory, sexual dysfunction, loss of consciousness/increased risk of injuries, violence, fetal damage (in pregnant women); depression; neurologic deficits; hypertension, liver and heart disease; fatal overdose
Cannabinoids		

Marijuana	Blunt, dope, ganja, grass, herb, bud, Mary Jane, pot, reefer, green, trees, smoke, sinsemilla, skunk, weed	Euphoria, relaxation, slowed reaction time, distorted sensory perception, impaired balance and coordination, increased heart rate and appetite, impaired learning, memory, anxiety, panic attacks, psychosis / cough; frequent respiratory infections; possible mental health decline; addiction.
Synthetic Cannabinoids	K2, Spice, Black Mamba, Bliss, Bombay Blue, Fake Weed, Fire, Genie, Moon Rocks, Skunk, Smacked	
Hashish	Boom, gangster, hash, hash oil, hemp	
Opioids		
Heroin	<i>Diacetylmorphine</i> / smack, horse, brown sugar, dope, H, junk, skag, skunk, white horse, China white, cheese (with OTC cold medicine and antihistamine)	Euphoria, drowsiness, impaired coordination, dizziness, confusion, nausea, sedation, feeling of heaviness in body, slowed or arrested breathing/ constipation, endocarditis, hepatitis, HIV, addiction, fatal overdose Also, for Prescription Opioids --Dangerous slowing of heart rate
Opium	<i>Laudanum, paregoric</i> / big O, black stuff, block, gum, hop	
Kratom	Herball Speedball, Biak-Biak, Kahuam, Ithang, Thom	
Prescription Opioids: Codeine, Fentanyl, Hydrocodone, Morphine, Methodone, Oxycodone	Captain Cody, Sizzurp, Dance Fever, Vike, Fizzies, Oxy	
Stimulants		
Cocaine	<i>Cocaine hydrochloride</i> / blow, bump, C, candy, Charlie, coke, crack, flake, rock, snow, toot	Increased heart rate, blood pressure, body temperature and metabolism, feelings of exhilaration, increased energy, mental alertness, tremors, reduced appetite, irritability, anxiety, panic, paranoia, violent behavior, psychosis/ weight loss, insomnia, cardiac or cardiovascular complications, stroke, seizures, addiction. Also, for cocaine —nasal damage from snorting Also, for methamphetamine —severe dental problems Also, for Khat --grandiose delusions
Amphetamines, Adderall, Benzedrine	<i>Biphetamine, Dexedrine</i> / bennies, black beauties, crosses, hearts, LA turnaround, speed, truck drivers, uppers	
Synthetic Cathinones/Bath Salts	Bloom, Cloud Nine, Cosmic Blast, Flakka, Ivory Wave, Lunar Wave, Scarface, Vanilla Sky, White Lightening	
Methamphetamine	<i>Desoxyn</i> / meth, ice, crank, chalk, crystal, fire, glass, go fast, speed	
Khat	Abyssinian Tea, African Salad, Catha, Chat, Kat, Oat	
Club Drugs		

MDMA (methylenedioxymethamphetamine)	Ecstasy, Adam, clarity, Eve, Molly, lover's speed, peace, uppers	Mild hallucinogenic effects, increased tactile sensitivity, empathic feelings, lowered inhibition, anxiety, chills, sweating, teeth clenching, muscle cramping/ sleep disturbances, depression, impaired memory, hypothermia, addiction
Flunitrazepam*	<i>Rohypnol</i> / forget-me pill, Mexican Valium, R2, roach, Roche, roofies, roofinol, rope, rophies	Sedation, muscle relaxation, confusion, memory loss, dizziness, impaired coordination/ addiction
GHB*	<i>Gamma-hydroxybutyrate</i> / G, Georgia home boy, grievous bodily harm, liquid ecstasy, soap, scoop, goop, liquid X	Drowsiness, nausea, headache, disorientation, loss of coordination, memory loss/ unconsciousness, seizures, coma
Dissociative Drugs		
Ketamine	Ketalar SV/ cat Valium, K, Special K, vitamin K	Feelings of being separate from one's body and environment, impaired motor function/ anxiety, tremors, numbness, memory loss, nausea
PCP and analogs	Phencyclidine/ angel dust, boat, hog, love boat, peace pill	Also, for ketamine —analgesia, impaired memory, delirium, respiratory depression and arrest, death
Salvia divinorum	Salvia, Shepherdess's Herb, Maria Pastora, magic mint, Sally-D	Also, for PCP and analogs —analgesia, psychosis, aggression, violence, slurred speech, loss of coordination, hallucinations
Dextromethorphan (DXM)	Found in some cough and cold medications/ Robotripping, Robo, Triple C	Also, for DXM —euphoria, slurred speech, confusion, dizziness, distorted visual perceptions
Hallucinogens		
Ayahuasca	Aya, Yage, Hoasca	Strong hallucinations including perceptions of otherworldly imagery, altered visual and auditory perceptions, increased blood pressure, vomiting
DMT	DMT, Dimitri	Altered states of perception and feeling, hallucinations, nausea
LSD	<i>Lysergic acid diethylamide</i> / acid, blotter, cubes, microdot, yellow sunshine, blue heaven	Also, for DMT--depersonalization, auditory distortions, and an altered perception of time and body image, possible coma Also, for LSD and mescaline —increased body temperature, heart rate, blood pressure, loss of appetite, sweating, sleeplessness, numbness, dizziness, weakness, tremors, impulsive behavior, rapid shifts in emotion
Mescaline	Buttons, cactus, mesc, peyote	
Psilocybin	Magic mushrooms, purple passion, shrooms, little smoke	Also, for LSD —Flashbacks, Hallucinogen Persisting Perception Disorder Also, for psilocybin —nervousness, paranoia, panic
Other Compounds		
Anabolic steroids	<i>Anadrol, Oxandrin, Durabolin, Depo-Testosterone, Equipoise</i> / roids, juice, gym candy, pumpers	No intoxication effects/ hypertension, blood clotting and cholesterol changes, liver cystis, hostility and aggression, acne. In adolescence —premature stoppage of growth

		In males—prostate cancer, reduced sperm production, shrunken testicles, breast enlargement In females—menstrual irregularities, development of beard and other masculine characteristics
Inhalants	Solvents (paint thinners, gasoline, glues), gases (butane, propane, aerosol propellants, nitrous oxide), nitrites (isoamyl, isobutyl, cyclohexyl)/laughing gas, poppers, snappers, whippets	(Varies by chemical) Stimulation, loss of inhibition, headache, nausea or vomiting, slurred speech, loss of motor coordination, wheezing/ cramps, muscle weakness, depression, memory impairment, damage to cardiovascular and nervous systems, unconsciousness, sudden death

Appendix B: Policies and Procedures Regarding Brief Absences, Leave of Absence and Withdrawals and other Academic Issues

Notification Process for Brief Absences for Medical or Personal Reasons

The Associate Dean of Student for Student Success or designee may notify faculty and staff when a student is unable to attend classes due to brief illness, injury hospitalization, death of a loved one, or other personal circumstances. The courtesy notification is to facilitate communication only and does not supersede individual course attendance policies, assignment due dates, or scheduled exams. Students are responsible for discussing options for completing missed coursework with faculty (due date modifications, course incomplete, course withdraw). Students who require accommodations should contact Disability Services. The student or family member may call 717.361.1415 for more information. For more information regarding a formal leave or withdrawal from the College see Policies and Procedures Regarding Leave of Absence and Withdrawals (below).

Leave of Absence

Students in good academic standing may take a leave of absence from the College for a period of time not to extend beyond the academic year in which the leave is taken. Students are required to complete a Request for Leave of Absence form and the leave of absence must be approved by the Associate Dean of Students for Student Success. In order to return to the College following a leave of absence, students must submit a readmit request to the Office of Registration and Records. For more information about the Leave of Absence process, contact the Associate Dean of Students for Student Success (Center for Student Success).

Withdrawal from College (Voluntary)

Students who withdraw from the College during a semester also withdraw from all of their classes for that semester. Full-time students withdraw from the College through the Center for Student Success; part-time students withdraw through the Office of Registration and Records. Students who withdraw during the semester are expected to leave the campus as of the effective date of their withdrawal.

For purposes of billing, room reservation, academic responsibility, etc., the effective date of withdrawal is the date on which the completed official notice is returned to the Center for Student Success or the Office of Registration and Records. A student who withdraws without notification receives no refunds and may incur the full room penalty. Failure to comply with the withdrawal procedures may result in loss of the privilege of readmission to the College and the right to the release of a transcript of credits earned. See the Institutional Refund Policy for information about pro-rated refunds.

For more information about the voluntary withdrawal process, contact the Associate Dean of Students for Student Success (Center for Student Success).

Medical Withdrawal (Voluntary)

A medical withdrawal for physical or mental health reasons is defined as a withdrawal from the College for at least the remainder of the semester in which it is initiated. [Guidelines for a Medical Withdrawal](#) are outlined on the [College's Student Health](#) website. The withdrawal may extend through subsequent semesters depending on the nature and course of the health concerns.

A medical withdrawal for physical or mental health reasons is requested voluntarily by the student and may be approved if, in the judgment of a licensed medical or mental health provider, it is determined to be in the best interest of the student. A [Medical Withdrawal Documentation Form](#) must be signed by the student and completed by the student's treatment provider. The form must be submitted to the Associate Dean of Students for Student Counseling and Health Needs, who also speaks with the student before the withdrawal can be authorized.

During a medical withdrawal, the College expects the student to participate in professional healthcare treatment with a licensed medical or mental health provider as the primary method of resolving or managing the health concerns which led to the medical withdrawal.

Prior to being considered for readmission by the College, the student must have their treatment provider submit the [Medical Withdrawal Re-Entry Documentation Form](#) to the Associate Dean. Consulting with Associate Dean is necessary as part of the readmission process following a medical withdrawal. See the [Re-Entry Requirements after a Medical Withdrawal](#) document for details on the re-entry process.

Students are also encouraged to:

1. Contact Residence Life at reslife@etown.edu as soon as possible for information about the procedures for moving out of the Residence Hall, and to inquire about the housing registration process.
2. Contact Disability Services at disabilityservices@etown.edu to discuss accommodations during the re-entry process. It may be necessary to provide documentation from your health care provider to support requests for accommodations.
3. Consult with Financial Aid and the Business Office regarding implications for individual financial aid and the Institutional Refund Policy.

For more information about a voluntary medical withdrawal, contact the Associate Dean of Students for Counseling and Health Needs.

Involuntary Withdrawal

An Involuntary Withdrawal may be imposed by the college when a student exhibits behavior that has not been resolved through the Student Conduct process or is threatening to the safety and well-being of the college community.

Please consult procedures outlined in [Emergency Action](#) under the Student Conduct Process section.

Appendix C: Guest and Visitor Policy

Any and all overnight guests must be registered with and approved by Campus Safety and the Office of Housing & Residence Life prior to visiting campus. No guests under the age of 16 will be approved. Students are permitted to host guests for a maximum of three days per month each semester if their roommate(s) approve. Hosts and their guests must remain together at all times. Any alleged or actual policy violations will result in the guest's emergency contact being notified and the guest being asked to leave campus. The host will be routed through the student conduct process. The College reserves the right to restrict guests or visitors access for any reason at any time.

Appendix D: Policy Regarding Harassment, Intimidation, and Bullying

Prohibited Behaviors

Harassment

The College defines harassment as any behavior, verbal or physical, which creates an intimidating, hostile or offensive work, learning or living environment, particularly if questionable behavior is repeated or if it continues after the offending party is informed of the objectionable or inappropriate nature of the behavior

Harassment, bullying and intimidation complaints of a non-sexual nature where either the Complainant or Respondent are students will be resolved through the Student Conduct Process.

In cases where an employee is the Respondent (accused), the College will resolve the complaint according to procedures in the Employee and Faculty Handbooks.

Harassment and Intimidation

The totality of the circumstances of any given harassment incident must be carefully investigated, but prohibited harassment may take many forms. The most common examples include:

1. Verbal harassment such as jokes, epithets, slurs, negative stereotyping, and unwelcome or patronizing remarks about an individual's body, color, physical characteristics or appearance.
2. Physical harassment such as physical interference with normal work, impeding or blocking movements, assault, unwelcome physical contact, staring at a person's body, or threatening, intimidating or hostile acts that relate to a protected characteristic.
3. Visual harassment such as offensive or obscene photographs, calendars, posters, e-mails, social media, cards, cartoons, drawings and gestures, display of lewd objects, unwelcome notes or letters, or any written, electronic, or graphic material that denigrates or shows hostility or aversion toward an individual.

Bullying

Bullying is unwelcome or unreasonable behavior that demeans, intimidates, or humiliates people either as individuals or as a group. Bullying behavior is often persistent and part of a pattern, but it can also occur as a single incident. It is usually carried out by an individual but can also be an aspect of group behavior. Context is important in understanding bullying, particularly verbal communication. There is a difference between friendly banter exchanged by colleagues and comments that are meant to be, or are taken as, demeaning.

Mobbing is a particular type of bullying behavior carried out by a group rather than by an individual. Mobbing is the bullying or social isolation of a person through collective unjustified accusations, humiliation, general harassment, or emotional abuse. Although it is group behavior, specific incidents such as an insult or a practical joke may be carried out by an individual as part of mobbing behavior.

Bullying is unacceptable behavior because it breaches principles of equality and fairness, and it frequently represents an abuse of power and authority. It also has potential consequences for everyone involved.

Confidentiality

Confidentiality will be maintained throughout the investigation process to the extent practical and consistent with the College's need to undertake a full and impartial investigation.

College Reporting Requirements

The College is required by law to issue a timely warning about hate crimes that present a continuing danger to the campus community and to disclose annual statistics about these crimes in the Annual Security and Fire Safety Report. Only general information, as opposed to personal or identifying details, will be disclosed in accordance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act*.

Documentation of the Incident

It is essential that individuals who have experienced bias, and witnesses, or other individuals reporting a bias-related incident provide as much information as possible about the incident. A detailed account including date, time, exact location, names of persons involved, including any witnesses, is considered necessary for an investigation by Campus Safety and/or the local police. Impacted individuals and witnesses are encouraged to preserve evidence. For example, do not erase or remove graffiti, vandalism or public postings; take a photo if possible. Make a written record of any verbal assault; maintain any email record (do not alter, delete or forward the message). If the incident occurred by telephone, make note of the time and length of the call along with the phone number if possible, but do not engage with the caller.

College Response

Report of a bias-related incident will be referred to the appropriate college official for review and investigation. Individuals making a report will be given an opportunity to provide additional information, review issues of confidentiality, and discuss potential next steps. The resolution process for any reported incident will follow procedures outlined in the Student, Faculty and Employee Handbooks.

Appendix E: Policy Regarding Hazing

Elizabethtown College does not tolerate any form of hazing. Any student, student group, team, or other persons associated with a student organization found responsible for hazing, aggravated hazing, or organizational hazing under this policy, whether occurring on or off campus, will face disciplinary action from the College. Hazing is not only a violation of College policy, but is also a criminal act under The Timothy J. Piazza Antihazing Law, 18 Pa. C.S. § 2801, *et seq.* (the "Antihazing Law"). Hazing negatively impacts student development and well-being and contributes to an environment of disrespect and erodes institutional core values of peace, non-violence, human dignity, and social justice.

Elizabethtown College defines hazing, as set forth below, consistent with the Antihazing Law. Under both the Antihazing Law and College policy, the express or implied consent of any participant or witness is not a legitimate defense to hazing.

Members of the Elizabethtown College community have a responsibility not only to refrain from participation in hazing activities, but they have an affirmative duty to report such activities to a College official. Acquiescence to the conduct prohibited by this policy is not acceptable and may lead to discipline.

For more information about hazing, or preventing hazing, visit StopHazing.org.

Prohibited Behavior

Elizabethtown College prohibits hazing, aggravated hazing, and organizational hazing—all of which are prohibited under the Antihazing Law. These prohibited acts are defined below.

Hazing. A person commits the offense of hazing if the person intentionally, knowingly, or recklessly, for the purpose of initiating, admitting, or affiliating a minor or student into or with an organization, or for the purpose of continuing or enhancing a minor or student's membership or status in an organization, causes, coerces, or forces a minor (*i.e.* an individual under the age of 18) or a College student to do any of the following:

1. Violate federal or state criminal law;

2. Consume any food, liquid, alcoholic liquid, drug, or other substance which subjects the minor or student to a risk of emotional or physical harm;
3. Endure brutality of a physical nature, including whipping, beating, branding, calisthenics, or exposure to the elements;
4. Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact, or conduct that could result in extreme embarrassment;
5. Endure brutality of a sexual nature;
6. Endure any other activity that creates a reasonable likelihood of bodily injury to the minor or student; or
7. Violate any policy, rule, or regulation of the College, including, for example, the Student Code of Conduct.

Hazing does not include reasonable and customary athletic, law enforcement, or military training, contests, competitions or events. In its discretion, the College has the right to determine what is "reasonable and customary" in the relevant context.

Aggravated Hazing. A person commits aggravated hazing if the person commits a violation of hazing that results in serious bodily injury or death to the minor or student; and:

1. The person acts with reckless indifference to the health and safety of the minor or student; or
2. The person causes, coerces, or forces the consumption of an alcoholic liquid or drug by the minor or student.

Organizational Hazing. An organization commits organizational hazing if the organization intentionally, knowingly, or recklessly promotes or facilitates a violation of hazing or aggravated hazing.

Under the Antihazing Law, any person or group who causes or participates in hazing commits a summary offense unless the hazing results in or creates a reasonable likelihood of bodily injury to the minor or student. When the hazing results in or creates a reasonable likelihood of bodily injury to the minor or student, hazing is a misdemeanor of the third degree. Additionally, any act that would violate the Antihazing Law also violates this policy.

Definitions

Consistent with the Antihazing Law, the following definitions apply to this policy:

Alcoholic liquid: A substance containing liquor, spirit, wine, beer, malt or brewed beverage, or any combination thereof.

Bodily injury: The term has the same meaning as defined in 18 Pa.C.S. § 2301.

Drug: A controlled substance or drug as defined in the act of April 14, 1972 (P.L. 233, No. 64) known as The Controlled Substance, Drug, Device and Cosmetic Act.

Minor: An individual under the age of eighteen (18) years.

Organization: (1) A club, society, association, or other group of individuals that are recognized by the College, with all appurtenant operational privileges, whose members are primarily students, minors, or alumni of the College; (2) any group of students, minors, or alumni of the College that, regardless of recognition by the College, exists, based on the totality of the circumstances (including, for example, the relevant history, structure, formalities, etc.), as an identifiable

association based on a shared characteristic, belief, status, or other commonality among individual members, associates, or participants of the group.

Serious bodily injury: The term has the same meaning as defined in 18 Pa.C.S. § 2301.

Student: An individual who attends or has applied to attend or has been admitted to the College.

How to report an incident of hazing

In the case of an emergency, dial 911.

Elizabethtown College encourages all members of the community who believe that they have witnessed, experienced, or are aware of conduct that may constitute hazing, aggravated hazing, or organizational hazing in violation of this policy to utilize any of the College's reporting methods, including but not limited to:

- Campus Safety at 717.361.1111
- [Public Reporting Form](#)
- [ECTipline](#)
- Residence Life Staff
- Student Conduct Coordinator
- Vice President for Student Life

The College's response to a report of hazing

Upon receipt of a report of hazing, aggravated hazing, or organizational hazing, the College will take the action deemed necessary by the College to protect the College's students, properties, and interests. Campus Security or a qualified external investigator will conduct an investigation into the alleged prohibited conduct. As discussed below, the College will sanction any individual or organization that violates this policy. Any sanctions issued by the College are independent of the issuance or resolution of any criminal charges, and the College reserves the right to complete its investigation and implement sanctions, as appropriate, regardless of any past, ongoing, or future criminal investigation.

If the alleged prohibited conduct was committed by a College student or student organization (recognized or otherwise), the College will initiate the disciplinary process set forth in the College's Student Code of Conduct against individuals and/or clubs, organizations or teams. Potential sanctions include, but are not limited to, loss of privileges, fine, suspension/expulsion of individual students or the responsible organization.

If the alleged prohibited conduct was committed by a varsity athletic team, the Vice President for Student Life and Dean of Students, in consultation with the Director of Athletics, and any other appropriate College personnel, will implement sanctions, up to and including removal from the team and forfeiture of one or more games, competitions, meets, or other contests.

If the alleged prohibited conduct was committed by a faculty member or a staff member, the College will process the allegation consistent with the Faculty Handbook or Staff Handbook, respectively. Potential sanctions include, but are not limited to, reassignment, suspension, or termination of employment.

If a non-recognized group or organization commits hazing as defined by this policy, or by the Stop Campus Hazing Act Policy, the College will still utilize the Student Conduct Process and this policy to resolve situations where students are alleged to committed Hazing behavior, and will report said incidents consistent with guidelines outlined in "Institutional Reports" below.

Institutional reports

Elizabethtown College will maintain a report of all alleged violations of this policy or of federal or state laws related to hazing that are reported to the College, namely the Timothy J. Piazza Anti-Hazing Law (Commonwealth of

Pennsylvania) and the Stop Hazing Act (Federal). The College will publish updated reports on January 1 and July 1 of each year and will publish each updated report on the Student Life website. When reporting statistics about Hazing in the Clery Act, and in compliance with the Stop Hazing Act, the College will determine if the incident meets the definition of Hazing as outlined in the Stop Hazing Act, which may vary from the definition of Hazing contained within this policy due to Pennsylvania Commonwealth Law.

Institutional Policy Statement about Hazing Prevention Education

The College requires all students to complete annual hazing prevention training through Vector Solutions, providing the Hazing Prevention educational module. The College also offers at minimum one in-person and one campaign-style Hazing Prevention program throughout the academic year. All Hazing Prevention programs shall be, at minimum, research-informed. Each year, Hazing Prevention efforts will include, at minimum, skill building for bystander intervention, information about ethical leadership, and promotion of strategies for building group cohesion without hazing.

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Appendix F: Policy Regarding Animals on Campus for Disability-Related Needs

This policy statement provides information to individuals using animals to assist with disability related needs at Elizabethtown College. The use of animals on campus falls into two categories: service animals and assistance animals.

Service Animals

In accordance with Section 504 of the Rehabilitation Act of 1973 the Americans with Disabilities Act of 1990 (ADA), the Fair Housing Act, and the Americans with Disabilities Amendments Act of 2008 Elizabethtown College seeks to accommodate persons with disabilities requiring the assistance of a *qualified* service animal. Please contact the Coordinator of Disability Services to ensure timely accommodation and appropriate access to campus.

Definitions

Service Animal:

Dogs that are individually trained to do work or perform tasks for people with disabilities. These tasks can include things like pulling a wheelchair, guiding a visually impaired person, alerting a person who is having a seizure, or even calming a person who suffers from post-traumatic stress disorder (PTSD). The tasks a service dog can perform are not limited to those on this list; however, the work or task a service dog does must be directly related to the person's disability. Service dogs may accompany persons with disabilities into places that the public normally goes. This includes state and local government buildings, businesses open to the public, public transportation, food service facilities, and non-profit organizations open to the public. The law that allows a trained service dog to accompany a person with a disability is the Americans with Disabilities Act (ADA). Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA. A service animal is not a pet.

Handler:

An individual who requires the assistance of a service animal.

Care of Service Dogs

Elizabethtown College and employees of the college are not responsible for the care or supervision of a service animal. This includes, but is not limited to, providing food for the animal as well as cleaning up the animal's waste. Individuals who are not able to pick up and dispose of their animal's waste are responsible for making all necessary arrangements for assistance. Dogs must be housebroken and able to live on campus without creating a disturbance for other residents and members of the community.

Unattended Service Dogs

- Service dogs should be with their handler at all times.
- Students should contact the Coordinator of Disability Services as soon as possible in instances of temporary illness or hospitalization.

Handler Responsibilities

- The handler must always be in full control of the animal. Under the ADA, service animals must be harnessed, leashed, or tethered unless these devices interfere with the service animal's work or the individual's disability prevents these devices. In that case, the individual must maintain control of the animal through voice, signal, or other effective means.
- As a courtesy to others, as much as possible the handler should ensure that the service animal does not approach and sniff others, dining tables, or personal belongings of others.
- The handler must assure that the service animal does not block emergency exits.
- The animal must display good behavior and not disrupt others unless alerting the handler as appropriately trained.
- The student must provide care and supervision of the Service Animal. Elizabethtown College is not responsible for the animal's care or supervision. All students are responsible to clean up after and properly dispose of their animal's feces while on campus.
- It is the handler's responsibility to ensure that the service animal is in good health, clean, free of fleas and ticks, and is at all times in compliance with all Pennsylvania State laws and requirements associated with licensing, vaccinations, and other health regulations.

Documentation and Inquiries regarding Service Animals:

The College is able to make the following inquiries to determine whether an animal qualifies as a service animal:

- Is the animal required because of a disability?
- What work or tasks has the animal been trained to perform?

Exceptions

Elizabethtown College may ask a student with a disability to remove a service animal from the premises if the animal is out of control and the student does not take effective action to control it, if the animal poses a direct threat to the health or safety of others that cannot be eliminated or reduced to an acceptable level by reasonable modifications to other policies, practices, and procedures (must be an individualized assessment), or if the animal is not housebroken. If Elizabethtown College properly excludes a service animal, it must give the student the opportunity to obtain goods, services, and accommodations without having the service animal on college property.

Grievance Procedures

Students who wish to appeal a denied request for use of a Service Animal may file a grievance utilizing the College's Grievance Procedure outlined in Appendix G for Grievance Procedures for Bias and Discrimination Based on Disability.

Assistance Animals

An assistance animal (AA) is an animal that provides security, calming influence, emotional support, or otherwise assists the student in managing or relieving a symptom associated with a mental or emotional condition. While the College may be required to reasonably accommodate an assistance animal in a residence hall or campus apartment, the institution is not required to allow that student to bring the animal to other areas or buildings on campus unless the animal also qualifies as Service Animal under ADA and section 504 of the Rehabilitation Act.

Although the campus welcomes approved assistance animals, under no circumstances may a student bring an assistance animal to campus **without the College's express written approval**.

Requests for Assistance Animals

Students wishing to make a request for the reasonable accommodation an assistance animal must do so by contacting the Coordinator of Disability Services, 228 Baugher Student Center, Elizabethtown College, at least 60 days prior to the start of the semester for which the request is being made. Requests submitted after that date may be considered but may not be granted based on available housing and other circumstances. Requesting Students must complete the Request for Assistance Animal as a Reasonable Housing Accommodation Form and submit supporting documentation from their treating health care provider. Determinations will be made by a review committee on a case-by-case basis, and in accordance with applicable laws and regulations, as to whether the animal in question qualifies as an assistance animal for the requesting student. This process may include additional conversations between Disability Services, the requesting student, and, with the student's consent, the treating health care provider. If the student does not consent to the College communicating with the student's provider, the College may not be able to determine whether the student qualifies for an assistance animal and whether the requested animal is suitable as an assistance animal. Approval for an assistance animal may be situationally dependent on factors including whether the animal will be disruptive in student housing and whether the animal is suited to live within the confines and restrictions of student housing. Due to the unique issues that apply to residential living on a college campus, the College may defer the effective date of any approval of an assistance animal until the beginning of the next semester.

Criteria for Determining If Presence of the Assistance Animal is Reasonable

College housing is unique in several aspects including the mandatory assignment of roommates for many students and the mandate that students must share a room or suite in certain residence halls.

Elizabethtown College does not limit room assignments for individuals with an assistance animal to any particular building or buildings. Nonetheless, the College may reserve certain buildings or wings as free from animals in order to ensure that others are not adversely impacted (e.g., to accommodate allergies, phobias, religion, etc.). The College reserves the right to assign an individual with an assistance animal to a single room without a roommate to ensure that the presence of an assistance animal does not present an undue administrative burden or fundamental alteration of college housing.

A request for an assistance animal may be denied as unreasonable on the basis of the following considerations (which is not an exhaustive list):

1. The size of the animal and accompanying cage or crate is too large for the currently assigned or other available housing space
2. The animal is not crate trained or otherwise accustomed to being in a cage;
3. The presence of the animal imposes an undue financial and/or administrative burden;
4. The presence of the animal fundamentally alters college housing policies;
5. The presence of the animal poses a direct threat to the health or safety of others or would cause substantial property damage to the property of others, including college property

6. The resident has failed to abide by the guidelines for managing the assistance animal, including but not limited to permitting the animal to be disruptive to others in the housing community.

Conflicting Disabilities and Other Concerns

Allergic and other adverse reactions to animals are common. For this reason, we may notify the other residents that one or more students residing in the hall have been approved to have an animal in accordance with College policy without disclosing the nature of the policy or the presence of a disability. Please inform all persons entering your room of the presence of the animal. Persons who have asthma, allergies, or other medical conditions affected by the presence of any animal should contact Disability Services to request an accommodation. The person impacted by the presence of the animal may need to provide verifiable medical documentation to support their claim. The College will consider the needs of all individuals affected by the presence of an animal in resolving any dispute or conflict.

The College appreciates that some residents, who may not have a disability or need for religious accommodation, have a strong preference against residing with an animal. The College will entertain timely raised concerns and make a good faith effort to work with all interested parties for a mutually agreeable outcome.

Safety Concerns

Animals attacking, biting, or nipping at other animals or humans is not permitted. The College reserves the right to immediately remove from any animals that exhibits (or has exhibited) any behavior that threatens the safety or wellbeing of any member of the College community. Any species of animal that is prohibited by any applicable law is not a reasonable accommodation and may not be possessed by a student as an assistance animal.

Access to College Facilities by Assistance Animals

An assistance animal must be contained within the student owner's privately assigned individual living accommodations (e.g., room, suite, apartment) except to the extent the individual is taking the animal out for natural relief. When an assistance animal is outside the private individual living unit (residence hall room, apartment), it must be in an animal carrier or controlled by a leash or harness. An assistance animal is not allowed in any college facilities other than college residence halls (e.g. individual residence hall rooms, suites, apartments, etc.) to which the individual is assigned. No student owner is permitted to bring the animal into common areas outside the resident's own immediate living quarters (e.g., not permitted in dining halls, laundry facilities, study areas, lounge areas, etc.) No student owner shall permit the animal to go loose or run at large outside of their individually assigned residence hall room. If an animal is found running at large, the animal is subject to capture and confinement and immediate removal from college housing. The student owner agrees to abide by all equally applicable residential policies that are unrelated to the individual's disability such as assuring that the animal does not unduly interfere with the routine activities of the residence or cause difficulties for individuals who reside there. Understanding the limited access to campus facilities under the FHA, students are encouraged to carefully consider both the advantages and disadvantages of the campus environment for their particular assistance animal.

Student Owner's Responsibilities for Assistance Animals

If the college grants a student owner's request to live with an assistance animal, the student owner is solely responsible for the custody and care of the assistance animal and must meet the following requirements. The student owner is responsible for ensuring that the assistance animal is contained in a crate, cage or similar restricted physical space when the student owner is not present while attending classes or other activities. An assistance animal is not permitted in common areas such as lounges in traditional residence halls. Animals may, with the permission of roommates, be in common living areas in campus owned apartments. The student owner must abide by the colleges requirements in meeting current city, county, and state ordinances, laws, and/or regulations pertaining to licensing, vaccination, and other requirements for animals. It is the student owner's responsibility to know and understand these ordinances, laws, and regulations <http://www.padoglicense.com/> . The following items must be presented to the Office of Disability Services in hardcopy, email, or fax: a current record of vaccinations completed and a copy of the pet ID tags and

county license tags for dogs. Dogs and cats must have an ID tag on at all times that identifies its name and the name and phone number of the Student Owner. Dogs must wear county license tags. All cats and dogs entering human-inhabited dwellings who are three months or older are required by law to have a rabies vaccination.

Care of the Animal

The student owner is required to ensure the animal is well cared for at all times. All dogs and cats must be housebroken before arriving on campus. Under no circumstances are animals allowed to run inside or outside unsupervised or unleashed. Animals cannot be tied up, leashed to an object or building when outside or in a hallway/area while the student owner is not present. Any evidence of mistreatment, abuse, neglect, or failure to care for the assistance animal may result in immediate removal of the assistance animal and/or disciplinary sanctions through Campus Security, Student Rights and Responsibilities, and other external agencies as appropriate for the responsible individual. Elizabethtown College personnel are not required to provide care or food for any assistance animal.

The student owner is required to clean up after animal waste. All animal waste and litter must be disposed of in an outdoor receptacle. Student Owners must consult their Housing & Residence Life staff if they require assistance locating a designated outdoor receptacle. When provided, animals must use animal relief areas designated by Elizabethtown College. Animals are not permitted in residence hall bathrooms.

All food must be properly sealed in airtight containers to minimize attracting pests. Food containers are to be rinsed out or other measures undertaken to reduce residual odors. Any pet products that require cleaning (e.g., dog beds) may only be laundered in designated washing machines. Under no circumstances may the student owner clean their animal in residence facilities, including the student owner's residence (e.g., sink, shower, etc.)

By accepting this accommodation of an assistance animal, the student owner understands and agrees that they are solely responsible for the wellbeing and actions of their animal. Student owners further agree that neither the Trustees of Elizabethtown College nor any of its employees/agents are responsible for any loss, damage, injury or death caused by their animal or sustained by their animal, even if such loss, damage, injury or death is caused by the college or its employees/agents. An individual with a disability may be charged for any damage caused by their Assistance Animal beyond reasonable wear and tear to the same extent that it charges other individuals for damages beyond reasonable wear and tear. The student owner's living accommodations may also be inspected for fleas, ticks or other pests if necessary as part of the College's standard or routine inspections. If fleas, ticks or other pests are detected through inspection, the residence will be treated using approved fumigation methods by a College-approved pest control service. The student owner will be billed for the expense of any pest treatment above and beyond standard pest management in the residence halls. The college shall have the right to bill the student owner's account for unmet obligations under this provision.

The student owner must fully cooperate with College personnel concern any term of this Policy and caring for the animal (e.g., cleaning the animal, animal cage and bedding, feeding/watering the animal, designating an outdoor relief area, disposing of feces, etc.)

Student owners must notify Facilities Management that there is an animal in the room when requesting work orders. For the safety and wellbeing of their animal and facilities staff or other contracted technicians animals are to be crated or student owners must be present during contracted work.

Evacuations & Fire Drills

In the event campus needs to be evacuated, all animals must be removed from campus as part of the emergency evacuation procedures. Student owners are reminded that during an evacuation, no one remains on campus and power may be disconnected; therefore abandoned animals may suffer from hunger and be subjected to discomfort. Student owners are required to develop a personal disaster plan that addresses the removal of any assistance animal in the event of evacuation. Students found responsible for abandoning an animal will be referred to the Office of Student Rights and Responsibilities and may lose the opportunity to have an assistance animal. During fire drills, assistance animals must be appropriately controlled by leash or cage, then removed to the designated meeting place. In the event that a drill

occurs during a student owner's absence, College staff may remove assistance animals from the student owner's room. Emergency personnel may determine whether to remove the animal and may not be held responsible for the care, damage to, or loss of the animal.

Campus Breaks

If the student owner will be absent from their residence hall for 10 hours or more—including official College breaks (e.g. Thanksgiving break, winter break, etc.) or a sunset to sunrise period of time—the animal must be removed from campus until the student owner returns. It is the responsibility of the student owner to contact and make any necessary off-campus arrangements. It is not permitted for student owners to make arrangements for their assistance animal to reside with another student in College-owned student housing or to request that a roommate/suite-mate care for the assistance animal.

Student Owners found in non-compliance will forfeit their accommodation of an assistance animal. If a student has been given permission by Residence Life staff to remain on campus during a College break period (Fall, Thanksgiving, Winter, Easter, or Spring Break) all College policies regarding assistance animals apply.

Removal of Assistance Animal

An assistance animal may remain in College housing only to the extent that the animal is needed, and supported by the student owner's healthcare provider, because of the student owner's disability. The student owner must notify the Disability Services Office in writing if the assistance animal is no longer needed or is no longer in residence. To replace an assistance animal, the student must submit a request for accommodation, and must establish that the animal is an assistance animal. The student owner must follow the procedures in this Policy and the Reasonable Accommodation Policy when requesting a different assistance animal. Students are cautioned not to presume that a replacement animal will be approved and may not bring the animal to campus prior to such approval.

Elizabethtown College may require an individual to remove an animal from College housing if:

1. The animal poses or has posed in the past a direct threat to the individual or others such as aggressive behavior directed at or resulting in injury to the individual or others or causes substantial property damage to the property of others.
2. The animal's presence results in a fundamental alteration of a college program.
3. The student owner fails to comply with the student owner's responsibilities set forth above.
4. The assistance animal or its presence creates an unmanageable disturbance or interference with the College community, including, but not limited to, disruptive noise, physical harm, or an objectively reasonable perception of harm to humans or other animals/pets, or destruction of property.
5. The animal's presence would displace another individual from individual housing (e.g. serious allergies).
6. The animal's presence otherwise violates an individual's right to peace and quiet enjoyment.
7. The animal is not housebroken or is unable to live with others in a reasonable manner.
8. The animal's vaccinations are not up-to-date.
9. The animal causes or has caused excessive damage to housing beyond reasonable wear and tear.

The College will base such determinations upon the consideration of the behavior of the particular assistance animal, and not on speculation or fear about the harm or damages an animal may theoretically cause. Aggressive animals will be immediately removed from campus and the student may be referred to the Office of Residence Life. The student owner will be responsible for securing a placement for his/her animal. In the event the College has determined the animal must be removed from the campus the Emergency Contact will be notified and asked to assist if necessary. If Elizabethtown College properly excludes an assistance animal, it will give the individual with the disability the opportunity to obtain goods, services, and accommodations without having the assistance animal on college property.

Complaints

Any member of the Elizabethtown College community may file a written complaint with Disability Services or Residence Life regarding the presence or conduct of an assistance animal permitted by the College. When a complaint relates to an alleged threat of health or safety to a member of the College community, or the threat of property damage, the College may require the immediate removal of an animal from campus until the complaint is resolved. In cases where the College requires immediate removal, the student owner shall make all arrangements, and take all necessary actions, to immediately remove the animal from campus.

If the College deems a complaint to be appropriate for informal resolution, the College will contact all interested parties in an attempt to mediate a resolution that is acceptable to the individual who submitted the written complaint (the "Complainant"), the student owner of the animal in question (the "Respondent"), and the College. The College will consider each complaint on a case-by-case basis in determining whether a complaint is appropriate for informal resolution. The College will consider factors such as the severity of the alleged situation, potential remedies, and relative positions of the Complainant and Respondent, plus any witnesses, in determining whether a complaint is appropriate for informal resolution. In the event that the College does not deem a complaint to be appropriate for an informal resolution, or if informal resolution does not yield consensus, the College will resolve the complaint via a formal investigation.

The Student Conduct Coordinator or their designee (the "Investigator"), will conduct the formal investigation as follows:

1. In conducting the investigation, the Investigator will collect evidence and perspective from the Complainant and Respondent. The Investigator may interview witnesses, meet with the Complainant and Respondent, receive oral or written information, and make other appropriate inquiry. Within thirty (30) business days of the submission of the Complaint, the Investigator will make a decision on the merits of the complaint and any appropriate remedy. If resolution is not possible within thirty (30) business days, the Investigator shall inform the interested parties of the reasons for delay.
2. The Investigator shall memorialize their decision in writing, together with all bases for it, and contemporaneously submit it to the Coordinator of Disability Services, the Complainant, and Respondent—all via their official College email addresses.

The Complainant or Respondent may appeal the Investigator's decision or remedies only by filing a written grievance under the Grievance Procedure (outlined in Appendix G of this document) within seven (7) days after receipt of the Investigator's written decision. At the discretion of the Vice President for Student Life and Dean of Students or the Student Conduct Coordinator, the College will immediately implement any remedy deemed appropriate by the Investigator, despite any appeal.

Non-retaliation Provision

Elizabethtown College will not retaliate against any person because that individual has requested or received a reasonable accommodation in college housing, including a request for an assistance animal. Nor will the College permit retaliation against anyone who has in good faith filed a complaint against a student owner with respect to their use of an assistance animal.

Emergency Contact: Every assistance animal student owner is expected to identify an emergency condition of approval for such assistance animal. Please provide the name and contact information of a person you designate to take

care of your assistance animal should you need to leave campus and/or be unable to care for your assistance animal. This person may not be another student who resides in the college residence halls. This person must remove your assistance animal from your residence hall within a reasonable amount of time and in consultation with Housing & Residence Life staff. By listing an emergency caretaker, you are giving permission for college personnel to contact this person in the event that you leave campus or are unable to care for your assistance animal. In the event that the emergency contact is unable to take your assistance animal in a timely manner, the college may take steps to have your assistance animal boarded at a local animal facility and you will be responsible for any financial charges.

Consent from the emergency caretaker is required prior to the animal being approved.

Vaccination records must be affixed to the animal's cage or crate in the event the information is needed for emergency off campus boarding

Appendix G: Grievance Procedure for Students in Cases of Alleged Discrimination on the Basis of a Disability

Elizabethtown College will make reasonable accommodations for the known physical or mental disabilities of an otherwise qualified individual (as those terms defined in the American with Disabilities Act). If a student has a disability which requires an accommodation they should contact the Coordinator of Disability Services. Students and the Coordinator will engage an interactive process to determine reasonable accommodations. For more information about the process for requesting a reasonable accommodation, please consult the [Disability Services](#) web page.

Elizabethtown College policy and federal law prohibit discrimination on the basis of a disability. Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 require that a grievance procedure be available to a student who wishes to contest an administrative or faculty decision regarding documented disability-related accommodations or issues.

Informal Resolution

When a student wishes to contest an administrative or faculty decision regarding disability related accommodations or issues, the student should make every attempt to resolve the problem through informal discussions with the person claimed to be responsible for the contested decision or act. If the student is unable, or chooses not, to resolve the issue directly with that person, the student should involve the Coordinator of Disability Services for advice or help in negotiating a solution. The student may also contact that person's supervisor to assist in the informal resolution process.

Attempts to informally resolve the contested decision or act should occur within thirty (30) business days of the contested decision or act. If the issue cannot be resolved by communication, education, or negotiation to the student's satisfaction through the informal process, the student may follow the formal process set forth below.

Formal Resolution

The student may file in writing a formal grievance with the Dean of Faculty (DOF) and Associate Provost for Student Learning (for academic issues) or Vice President for Student Life (VPSL) and Dean of Students (for student life

issues). The grievance statement should be as specific as possible regarding the decision or action(s) that precipitated the grievance: date, place, and people involved; efforts made to settle the matter informally; and the remedy sought.

1. The DOF or VPSL shall forward a copy of the grievance statement to all parties involved within one week of the receipt of the statement. The DOF or VPSL will also provide a copy of the grievance statement to the Coordinator of Disability Services who will be involved in resolution of the grievance as appropriate.
2. The DOF or VPSL shall **investigate** the matter set forth in the grievance statement. In conducting the investigation, the DOF or VPSL may forward a copy of the grievance statement to the persons whose actions (or inactions) are the subject of the grievance and may request a written response to the grievance from appropriate individuals in the College. DOF or VPSL may also choose to interview witnesses, to meet with concerned parties, to receive oral or written information, and to make other appropriate inquiry. Within thirty (30) business days of the submission of the grievance statement, the DOF or VPSL will make a decision on the merits of the student's grievance and the appropriate resolution of the situation. If resolution is not possible within thirty (30) business days, the DOF or VPSL shall inform the student of the reasons for delay.
3. **Copies of the decision** by the DOF or VPSL will be sent to the student and the Coordinator of Disability Services. A copy may also be sent to the department or persons whose actions (or inactions) are the subject of the grievance, as appropriate. In the event that any party is not satisfied with the DOF or VPSL resolution of the grievance, a written appeal may be made to the Provost within (5) business days of the student's receipt of the DOF or VPSL resolution. The Provost's resolution is final.
4. **A record of all formal grievances** filed under this procedure will be maintained in the office of Disability Services, The Center for Student Success.

ADA/504 Compliance Officer for Employees is the Director of Human Resources, Myer Hall, 717.361.1406.

The ADA/504/ Title II Compliance Officer for Students is Michele Moohr, Coordinator of Disability Services, Baugher Student Center 232, 717.361.1227.

For further information on non-discrimination, visit <http://www2.ed.gov/about/offices/list/ocr/index.html>, or contact the Philadelphia Office of the Office for Civil Rights, U.S. Department of Education, Suite 515, The Wanamaker Building, 100 Penn Square East, Philadelphia, PA 19107-3323.

OCR.Philadelphia@ed.gov or 215-656-8541

Appendix H: Information Technology Acceptable Use Policy

Elizabethtown College Students are encouraged to consult the IT Acceptable Use Policy regularly to ensure knowledge of college policies and standards regarding electronic communications and use of electronic tools.

<http://www.etown.edu/offices/its/Policies.aspx>

Appendix I: Non-Solicitation Policy

Solicitation and Fundraising

Soliciting is not permitted on campus without the written authorization of the Vice President for Student Life and Dean of Students. In general, no solicitation requests involving personal gain, or by agencies or individuals from outside the College will be approved. In addition, door-to-door solicitation in residence halls by campus clubs, organizations, or individuals is prohibited.

If the fund-raising project involves any solicitation of off-campus persons including parents, businesses, alumni, or any other off campus constituency, it must be approved by the Office of Institutional Advancement in Alpha Hall and the group's advisor.

Appendix J: Maintenance of Public Order and Demonstrations Policy and Procedures

Policy:

Elizabethtown College recognizes an individual's right to peacefully organize for the purpose of publicly expressing thoughts or opinions. The College does not condone nor forbid public demonstration. Campus demonstrations are limited to the outdoors. Members of Elizabethtown College community are free to express opinions publicly and privately in an orderly and respectful manner that does not disrupt the operations of the institution. The College reserves the right to take immediate action against any individual whose conduct, solely in the College's opinion, becomes injurious or potentially injurious to an individual, a group or the Campus community.

Elizabethtown College is private property, for use by students, faculty and staff. A recognized student organization, student or employee must sponsor any/all demonstrations. Said student organization, student or employee assumes all responsibility for the scheduled event. Members of the College community hosting guests or visitors assume responsibility for the conduct of their guests or visitors, and guests and visitors are expected to abide by all College policies and procedures. Any guest or visitor violating College policy may be removed from campus property immediately without process.

The College neither permits nor forbids off-campus demonstrations by members of the College community. Students as participants in local community affairs as residents of or visitors to Elizabethtown, PA or other municipalities, colleges or universities, are expected to abide by institution policies and/or local, state and federal laws and ordinances. The College will act in situations wherein a specific act off-campus endangers the welfare of the College and/or wherein members of the College community are harmed as a result of student conduct off-campus.

Procedures for On-Campus Demonstrations:

Demonstrators must abide by the following procedures:

- Demonstrations may not be conducted within 50 yards of a campus building.
- Members of the University community who choose to peacefully demonstrate must register as a scheduled campus activity through SESP and be approved by the Vice President for Student Life and Dean of Students no less than 48 hours (two business days) prior to the event.
- All members of the Campus community are expected to comply with the reasonable directives of any authorized College official, including **but not limited to** members of the Senior Leadership Team, Associate Provosts, Deans and Directors, residential staff, Campus Safety.
- Sound-amplification equipment may not be used at any time, in any place, or in any manner so as to disrupt the College's functions of teaching, public service or administration, study and sleep in the residence halls, or other authorized scheduled event.
- Any demonstrations not abiding by the above policy or procedures may be disbanded immediately.
- Violations of this policy will be handled in compliance with the Student Code of Conduct, Employee handbook, and Faculty handbook. Campus community members will be held accountable through said processes for violations committed by their guests or visitors.

Appendix K: Restroom Use Policy

The College seeks to expand the availability of gender inclusive restrooms. It is not a requirement that a gender inclusive restroom be single-use, private or locked. Individuals utilizing gender inclusive restrooms do so with understanding and respect for the privacy of others.

Appendix L: Social Media/Networks Policy

Elizabethtown College embraces the use of social media and recognizes it as a powerful tool to build relationships, communicate effectively, and create a space for thoughtful, purposeful engagement. Whether participating on behalf of the College, a College-related group, or personally, all students are expected to serve as responsible members of the Elizabethtown College community and adhere to the same levels of civility in their online conversations as in their other modes of interaction (verbal, written, etc.).

Elizabethtown College students are expected to use all forms of social media lawfully and with respect for others and are ultimately responsible for the legality, reliability, and appropriateness of posts and comments. Prohibited conduct, which is outlined in the Student Code of Conduct, includes behavior that occurs within the framework of social media.

It must be understood that the Student Code of Conduct and other Elizabethtown College policies apply to network usage and electronic postings. While the College does not as a matter of practice monitor posts for content, the College will investigate and take appropriate action if College officials learn of questionable content (e.g., depictions of illegal alcohol consumption, hazing, property damage, acts of violence, defamation of character, etc.). That is, students will be held responsible for the content and character of electronic postings in the public domain (e.g., Facebook, Twitter, etc.). If questionable material is brought to the attention of a college official, then an investigation will follow to determine appropriate interventions, if any. If the investigation so warrants, a student may be charged under the Student Code of Conduct and proceed to a Formal Resolution. Appropriate sanctions will be imposed if a student(s) is found in violation of the Student Code of Conduct. The College may be required to report results of its investigation to third parties, such as the Borough or State Police.

In some cases an electronic posting may give rise to concerns about the safety and well-being of a student or the campus community (e.g. depictions of self-injury, suicidal ideation, acute depressive state, etc.). These situations may be referred to the Campus Wellness Network or the Vice President for Student Life and Dean of Students.

Appendix M: Campus Speaker Policy

External Speaker Policy Statement

Elizabethtown College provides educational opportunities for students, faculty, staff, alumni and the broader community by inviting nationally and internationally known experts and thought leaders to present within classes, events, the institution's Lecture Series, etc. The purpose is to offer educational experiences by hosting speakers at events, some of which may be open and accessible to the public. The College believes sharing of diverse views is essential to education and the vitality of a free society. Thus, we are committed to civil discourse and the peaceful expression of ideas within our living and learning environment.

The opinions expressed by external speakers in classes or events represent those of the speakers and should not be attributed as viewpoints of the College. The College reserves the right to restrict attendance at an event involving an

invited external speaker to members of the College community—students, faculty, and staff-- if the College decides that off-campus participation would severely disrupt the normal educational operation of the College.

The College also rents its facilities to external groups to hold lectures and other events at which speakers may be featured. These events are neither sponsored nor endorsed by the College. If a group event garners negative attention, the institution maintains the right to cancel the event at any time.

External Speaker Criteria

- Faculty may invite external speakers to classes where the speaker will contribute to the educational content of their course.
- Faculty, staff, and student clubs or organizations may invite external speakers to meetings or events where the speaker will contribute to the educational mission of the College, and the College values of peace, non-violence, human dignity, and social justice. The College reserves the right to deny a request for an external speaker that jeopardizes the College mission and values.
- The College reserves the right to deny any request for an external speaker that is currently campaigning for public office, other than for classroom purposes. Should an approved speaker be campaigning for public office, the approval should not be considered an endorsement by the College of such person, nor is the College obliged to approve or provide speakers with opposing viewpoints.
- The College reserves the right to deny or re-schedule a request to rent its facilities if the College decides the speaker or event would severely disrupt the normal educational operation of the College.

Approval Procedures

Faculty inviting external speakers to class should follow guidance in the faculty handbook. Any questions or concerns regarding a speaker for a class would be resolved by the Dean of the school of the course in which the speaker is visiting.

Faculty, staff, students, clubs/organizations, or anyone wishing to invite an external speaker to campus for a campus event or meeting must submit their request through 25 Live. The speaker request is not considered approved until the event is confirmed in 25 Live. Should the Office of Special Events and Summer Programs (SESP) flag a speaker as requiring further review, SESP will convene the External Speaker Review Committee. (see below)

External groups or organizations seeking to rent College-owned space for lectures or events shall work with SESP. SESP will consult the External Speaker Approval Committee for any concerns about external speakers. The College will provide appropriate support services for the groups in order to hold their event, as provided for in their contract with the College; the groups must abide by College policies in advertising and organizing their events.

Promotion of External Speakers

Promotion of events or activities (such as student organization- or department-run social media, email, or campus ads) involving external speakers is prohibited prior to receiving approval.

All promotion of external speakers through Elizabethtown College-branded social media accounts must be approved and requested by the Office of Marketing and Communications (OMC). Request for such approval may be submitted while the event is being considered by the committee. However, no promotional materials will be completed or distributed until the event is approved. Contact omc@etown.edu for any questions.

External Speaker Review

Speakers requiring review by the External Speaker Review Committee must submit information about the speaker and the contract to the committee for review. The Committee will determine whether the speaker is approved or not approved and provide rationale to the requestor if denied.

While each department is responsible for signing their own contracts within the guidelines set forth in the College procedures for contracts, the External Speaker Approval Committee may request changes to the contract as a condition of approval.

Contracts may be reviewed for reasons including but not limited to safety, liability and financial purposes. Any additional requirements determined by the Committee as conditions for approval will be at the expense of the requestor (ie, event security, food, etc.)

External Speaker Approval Committee

1 – OMC
1 – Student Life
1 – Academic Affairs
1 – Business Office
1 – SLT
1 – Student Assembly

*At least one of the above must be an Emergency Management Group representative.

Appendix N: Student Complaint Policy and Procedures

General Student Feedback and Concerns

The policy provides the foundation and structure for resolving specific student complaints and concerns. This policy is not intended to address anonymous concerns. Students should always consult with their academic advising team when attempting to understand, resolve, or share concerns about their academic experience.

Elizabethtown College values student privacy and operates in compliance with the [Family Educational Rights and Privacy Act \(FERPA\)](#) where information collected throughout any process will only be shared only with “school officials” and those with “legitimate educational interest” in the resolution or progression of the resolution.

Students must initiate and pursue complaints on their own behalf, and others are not permitted to initiate and pursue complaints on behalf of a student including parents or family members. Student concern(s) with:

- a course and/or course instructor should be directed to the School Dean governing the course discipline to discuss their academic concern. If the concern is not resolved, the student should contact If the complaint is not resolved at that level, students have the right to appeal to the Academic Standing Committee.
- an academic advisement should be directed to the School Dean governing the program. If the complaint is not resolved at that level, students have the right to consult with the Associate Provost for Student Learning & Dean of Faculty.
- academic probation, academic dismissal, academic due process, academic integrity or dishonesty, grade appeal, or petitions for exception to academic policy are outlined in the Academic Standing section of this catalog.
- a non-faculty employee or a non-academic policy or procedure should be raised directly with that employee. If the complaint cannot be resolved at this level, the issue should be raised with the employee’s direct supervisor. Should the concern fail to be addressed at that level, the issue should then be raised to the director of the department/area. Please consult the Elizabethtown Organizational Chart.
- pertaining to other issues related to campus climate may be raised through the Vice President for Student Life and Dean of Students and/or Student Assembly. Students may contact Student Assembly Chief Officers to determine who their Senators or Representatives are or may seek assistance through the Assembly Chief Officers.

- or grievances about another student should consult policies and procedures outlined in the Elizabethtown Student Code of Conduct.

Please be advised, this policy does not supersede specific policies and procedures outlined in the Catalog or Student Handbook.

Formal Internal Complaint

Students, where their concerns are not resolved after following the steps outlined above should contact the School Dean, who will consult with school officials on next steps.

Students, where their concerns not resolved after following the steps outlined above may then be brought forward as formal complaints utilizing the Student Complaint Form which can be found [here](#).

The Complaint Form will be automatically directed to and reviewed by the Associate Provost for Institutional Effectiveness and Innovation. The Associate Provost will direct the Complaint form to the appropriate Executive Officer. Students submitting a complaint should expect a reply by the appropriate Executive Officer about the status of their complaint within 10 class days of submission. The resolution reached at the level of the Executive Officer is the final resolution.

Distance Education Complaint Process

Elizabethtown College participates in Federal student aid programs that are authorized under Title IV of the Higher Education Act of 1965. A participating institution, Elizabethtown College is legally authorized to operate within the state of Pennsylvania. [Title 34 CFR §600.9](#) requires States to have a “process to review and appropriately act on complaints concerning the institution including enforcing applicable State laws.” [Title 34 CFR §668.43\(b\)](#) requires that institutions:

- “Make available for review to any enrolled or prospective student upon request, a copy of the documents describing the institution’s accreditation and its State, Federal, or tribal approval or licensing.
- Provide its students or prospective students with contact information for filing complaints with its accreditor and with its state approval or licensing entity and any other relevant State official or agency that would appropriately handle a student’s complaint.”

To comply with this regulation, Elizabethtown provides the following information for our students.

Elizabethtown College makes every effort to resolve student complaints internally, using policies and procedures outlined in the current [Student Handbook](#), and the [Online Catalog](#). The institutional complaint process for distance learning students is the same for all students regardless of physical location. It is expected that students will fully utilize such administrative procedures to address concerns and/or complaints in as timely a manner as possible. For concerns or complaints not addressed or unresolved in the catalog, please contact Academic Affairs (academicaffairs@etown.edu).

If the complaint cannot be resolved at any level within the College, the student may contact one of the following agencies:

- **Students residing in Pennsylvania:** In the unlikely event that an issue cannot be resolved through the institutional complaint process, students residing in Pennsylvania should contact the Pennsylvania Department of Education (PDE), the applicable agency for oversight in resolving complaints.
- **Students residing outside of Pennsylvania:** Student Complaint Information by State and Agency

Elizabethtown College is approved to participate in the State Authorization Reciprocity Agreement (SARA) which regulates the way participating institutions may offer distance learning education to students who reside in other States. If a student has a complaint that involves distance learning education offered under the terms and conditions of SARA, the student must file a complaint with the institution first to seek resolution. Complaints regarding student grades or

student conduct violations are governed entirely by institutional policy and the laws of the SARA institution's home State. If a person bringing a complaint is not satisfied with the outcome of the internal process for resolving complaints, the complaint (except for complaints about grades or student conduct violations) may be appealed, within two years of the incident about which the complaint is made, to the home state's SARA portal entity. For purposes of this process, a complaint shall be defined as a formal assertion in writing that the terms of this agreement, or of laws, standards or regulations incorporated by the SARA Policies and Standards have been violated by the institution operating under the terms of SARA.

For a list of SARA member States, please visit the NC-SARA website. Students residing in non-SARA States should consult the list of non-SARA State agencies for further instruction for filing a complaint in their respective State of residence.

Further information on SARA and the SARA complaint process:

- SARA for Students (<https://www.nc-sara.org/sara-students>)
- Student Complaints (<https://www.nc-sara.org/sara-student-complaints>)

Unresolved complaints may be filed with the Middle States Commission on Higher Education, the College's regional accrediting agency once all other avenues provided by the College and the State agency or SARA have been exhausted.

Middle States Commission on Higher Education

3624 Market Street, 2nd Floor West, Philadelphia, PA 19104

Telephone: (267) 284-5000

E-mail: info@msche.org Spanish: españolinfo@msche.org

General Link: www.msche.org

Students may review documents of accreditation by contacting the Registration and Records Office at 717-361-1409. Students wishing to file a formal complaint against an institution of higher education in Pennsylvania can visit [Middle States Commission on Higher Education Complaint page](#) for more information.

Appendix O: Student Athlete Sexual Misconduct Annual Disclosure Policy and Procedures

SASMAD = Student Athlete Sexual Misconduct Annual Disclosure

Student Athlete Sexual Misconduct Annual Disclosure Policy

In compliance with the NCAA Policy to Combat Campus Sexual Violence, Elizabethtown College requires all incoming, continuing and transfer student-athletes to complete an annual disclosure of discipline for sexual violence and criminal conviction for sexual, interpersonal or other acts of violence. Transfer student-athletes also must disclose if they were a responding party in a disciplinary proceeding involving allegations of sexual violence that was incomplete at the time of transfer. Students must complete a full disclosure to participate in competition. Information gathered in this process may impact student athlete eligibility. Failure to make a full and accurate disclosure could result in penalties, including loss of eligibility. Knowingly providing false information on the disclosure would likely

warrant disciplinary action resulting in sanctions including but not limited to suspension or expulsion from the institution.

Incoming, continuing and transfer student athletes must disclose if they have been disciplined through a Sexual Misconduct disciplinary proceeding (as defined by Elizabethtown College, or by the student's prior institution of matriculation) or informal resolution process, or criminally convicted, regardless of the degree, and whether the result of a plea or court determination, of any of the following:

- **Interpersonal Violence:** Violence that is predominantly caused due to the relationship between the victim and the perpetrator, including dating and domestic violence.
- **Sexual Violence:** A term used to include both forcible and nonforcible sex offenses, ranging from sexual battery to rape. Discipline for sexual violence, under any policy, must be disclosed.
- **Other Acts of Violence:** Crimes including murder, manslaughter, aggravated assault or any assault that employs the use of a deadly weapon or causes serious bodily injury.

For implementation year 2022-2023, all returning students must report incidents occurring during years enrolled at Elizabethtown College up through August 2022. All transfer and first year students will be required to report incidents from transferring institutions and high schools.

In compliance with the NCAA Policy to Combat Campus Sexual Violence, Elizabethtown College Civil Rights and Title IX Coordinator will prepare and send summary information, as defined in this policy, about a transferring student athlete disciplined for an act of sexual violence through any Elizabethtown College policy, excluding personally identifiable information about anyone other than the transferring student athlete. The College will disclose discipline, whether it was imposed through a formal or informal resolution process. Unless the receiving institution contacts Elizabethtown College and requests the information be sent to a specific person according to their institutional policy, the summary information will be sent to the receiving institution's Civil Rights and Title IX Coordinator. The disclosure of summary information does not require the permission of the transferring student athlete.

In compliance with the NCAA Policy to Combat Campus Sexual Violence, Elizabethtown College Civil Rights and Title IX Coordinator will request information from former educational institutions of all incoming and transfer students and conduct criminal background checks for students with affirmative disclosures. Any information received will be considered when determining sanctions if the student is found responsible in future Title IX Sexual Misconduct proceedings or other related disciplinary proceedings at Elizabethtown College.

Additional Definitions Related to Policy and Procedures

- **Discipline(d)** – a student was found to be in violation of a policy through an institutional Title IX Sexual Misconduct proceeding or faced consequences through an informal resolution process.
- **Summary Information** – Elizabethtown College will collect the following information from prior educational institutions:
 1. Whether the student left the institution with an incomplete or pending allegations of sexual violence;
 2. Whether the student was disciplined for an act of sexual violence and if so, what sanctions or consequences were imposed;
 3. Whether the student was convicted of, pleaded guilty, or pleaded no contest to any crime of sexual, interpersonal, or other acts of violence.

Student Athlete Sexual Misconduct Annual Disclosure Procedures

SASMAD Form

All student athletes will be provided an electronic SASMAD form to complete. A link to this form will be sent via email by the Civil Rights and Title IX Coordinator to each student athlete with an annual policy and procedure

statement and will include a due date in the directions. This schedule may change on an annual basis to better meet the needs of College officials and student athletes. Failure to complete the form by the due date indicated by the Civil Rights and Title IX Coordinator, or failure to make a full and accurate disclosure, could result in sanctions, including loss of eligibility to participate in athletics. Students must complete a full disclosure to participate in competition.

Collection of Information

The Civil Rights and Title IX Coordinator will take the following course of action with all incoming and transfer students:

- send questionnaire to incoming or transferring student's former educational institution(s) to receive summary information as defined in this policy
- request a criminal background check of anyone disclosing a criminal conviction

Elizabethtown College will make a good faith effort to obtain information from other institutions in compliance with NCAA policies. The College recognizes that certain educational institutions may have institutional policies or are subject to state laws that preclude that institution from sharing information with the College. In such cases, the College will consider any information available to the College at the time of review.

Review of Disclosures

SASMAD Committee

Disclosures and information collected through this process will be reviewed by the SASMAD Committee for accuracy and completeness and to determine if further action is required. The committee will include the Civil Rights and Title IX Coordinator and/or Deputy Coordinator, the Athletic Director and the Vice President for Student Life and Dean of Students. The SASMAD committee will determine any further action to be taken and may request to meet with the athlete to discuss potential impact and provide resources.

The Civil Rights and Title IX Coordinator will review and maintain all submitted information for 7 years from the dates of submission in compliance with Elizabethtown College's record keeping policy.

Appendix P: Drones, Unmanned Aircraft Systems, or Unmanned Aircraft Vehicles Policy

Purpose

The purpose of this policy is to apprise users of Unmanned Aircraft Systems (UAS) of their duty to comply with all applicable laws, reduce safety risks, and preserve the security and privacy of members of the Elizabethtown College community.

Scope and Jurisdiction

Drones, Unmanned Aerial Vehicles (UAVs), and Unmanned Aerial Systems (UASs), are defined as any contrivance invented, used or designed to navigate or fly in the air that is operated without the possibility of direct human intervention from within or on the aircraft. The operation of an unmanned aircraft vehicle or system (UAV or UAS), a drone, is regulated by the Federal Aviation Administration (FAA). Elizabethtown College establishes the following policy to govern the operation by any person of a UAS from or above the College's campuses or properties. This policy extends to any and all property owned, rented, leased, or under the control of Elizabethtown College. Within this policy, the term "UAS" shall mean drones, unmanned aircraft vehicles, and/or systems. A UAS is defined under this

policy as non- recreational and recreational aircraft that are less than 55 pounds. A UAS weighing 55 pounds must be registered as an aircraft and is not permitted under this policy.

This policy applies to the following:

- College employees or students operating a UAS in any location on College property.
- The operation by any person of a UAS with funding through the College.
- The hiring for or contracting for any UAS service by the College, and
- The operation by any person of any UAS on College property.

Keywords and Phrases

Federal Aviation Administration (FAA): the body that regulates UASs.

Drone: Unmanned Aircraft System Vehicle or System (UAV or UAS)

College property: buildings, grounds, and land owned by or controlled or managed by Elizabethtown College including, but not limited to, property covered by leases or other contractual arrangements to house ongoing College operations.

Policy & Procedures

Permissible Uses

- Educational purposes
- Research
- Civil Operations or Commercial Use for official College purposes

Prohibited Use

The use of any drone or drone systems for hobby or recreational use on Elizabethtown College property is strictly prohibited. Unauthorized use of College-owned UAS for any purpose other than the permitted purposes is also strictly prohibited.

Requirements for Use of UAS's

The following requirements apply to the use of UAS at Elizabethtown College:

- The UAS must be registered with the FAA. Failure to register an aircraft may result in regulatory and criminal sanctions. The FAA may assess civil penalties up to \$27,500. Criminal penalties include fines of up to \$250,000 and/or imprisonment for up to three years.
- If used in support of teaching or research, the faculty, staff, or research associate must obtain approval from the Vice President for Academic Affairs prior to subsequent approval of the Elizabethtown College Campus Safety Department.
- The Operator must obtain prior approval to operate the UAS on campus:
 - Present a UAS Remote Pilot license to and obtain prior approval from the Elizabethtown College Campus Safety Department at least 48 hours prior to the use of the UAS.
 - provide date/time, purpose, and length of UAS operations, as well as the area of the campus where the UAS will be used.
 - comply with all applicable federal, state, and local laws.
 - have experience in operating the UAS and operate in a responsible manner.
 - not operate over areas of public assembly, stadium, or areas of construction.
 - not photograph, video, or monitor areas where other members of the College community or members of the general public would have a reasonable expectation of privacy.
- For Commercial Use, operators must comply with all above requirements in addition to:

- A Commercial UAS operator must provide a certificate of insurance with a minimum of \$5 million in general liability insurance written on an occurrence basis.
- A contract operator must be accompanied by a representative of the College who is sponsoring the project at all times.

Any violations of law (including, but not limited to, trespassing, illegal surveillance, reckless endangerment) or violations of College policies may subject the individual(s) to both criminal and/or disciplinary action. Students or employees of the Elizabethtown College community who violate this policy will be subject to discipline. The operator of a UAS may be held responsible for damages/injuries occurring to College property or individuals.

Operating Safety Rules

Operators must comply with federal, state, and local laws and regulations specific to the location of operation at all times. As the aviation industry, UAS technology and applications of UAS evolve, the FAA may change special rules for model aircraft, the rules in 14 CFR Part 107. Any changes in conflict with this policy would supersede the policy.

- All operators shall be at least 18 years old and shall meet all operator and aircraft requirements applicable to the aircraft and its specific use as required by the Federal Aviation Administration, state and local laws and regulations.
- UASs must yield the right-of-way to other aircraft, manned or unmanned.
- A minimum weather visibility of three (3) miles must be maintained from the control location.
- No person may act as an operator for more than one unmanned aircraft operation at one time.
- No operations are permitted over people.
- UASs shall not exceed a maximum airspeed of 100 mph.
- UASs can only be flown during daylight or civil twilight hours (30 minutes before official sunrise to 30 minutes after official sunset, local time) with the appropriate lighting.
- UASs must remain within the visual line of site of the operator. If the pilot is using a first-person view (looking at a screen), there needs to be a visual observer who must always keep the aircraft in sight.
- UASs shall not exceed a maximum altitude of 400 feet above ground level.
- UASs must operate in Class G (uncontrolled) airspace, unless an exception is approved by the FAA.
- Operators must report to the Elizabethtown College Campus Safety Department immediately of any operation that results in serious injury or property damage.
- UASs shall not be flown over private or government property unless written consent is given by the owner.
- Failure to Register:
 - Civil and criminal penalties may apply for failure to register a UAS with the FAA. Those penalties are on a sliding scale based on the circumstances of the situation and may include a formal warning to monetary fines and/or prosecution.

There are no exclusions or special situations that would enable an individual or entity to claim that this policy does not apply. Any use of a UAS that is not permitted under this policy is prohibited, and all permitted uses are subject to the policy.

Enforcement

The Elizabethtown College Campus Safety Department is responsible for enforcing the policy. The Vice President for Student Life is the responsible officer. The Vice President Student Life has the authority to grant exceptions to this policy, as appropriate.

Campus Safety maintains the authority to “ground” or suspend operations of any UAS that is not compliant with FAA regulations, this policy, or presents a danger to College property or to the College community. This policy will be updated as necessary to ensure consistency with any amendments to applicable law, including regulatory changes; and, the College may ground or suspend authorization of any operations or activities permitted under this policy while policy revisions are under consideration.

Appendix Q: No Contact Orders and Agreements

Definitions

No Contact Order (NCO)

- Official verbal* and/or written directions issued by an Elizabethtown College administrator restricting or prohibiting contact between students and may also include other restrictions.
- Typically given when an individual is found responsible for violating one or more of the policies found in the Student Code of Conduct that involve but are not limited to: physical harm, threat of physical harm, harassment, bias-related violations.
- Have a defined end date or in place for the length of time for which an individual is a student. The length must be clearly outlined in the NCO.
- Appeals of NCOs must follow the Appeals process outlined in the Code of Conduct.
- Alleged violations of the NCOs may be handled through the Student Conduct Process.

Interim No Contact Order (INCO)

- Official verbal* and/or written directions issued by an Elizabethtown College administrator restricting or prohibiting contact **temporarily** between students and may also include other restrictions.
- Given to both (all) involved parties.
- Typically given when there is an allegation that involves but is not limited to: physical harm, threat of physical harm, harassment, bias-related incidents or violations.
- Not a disciplinary action. INCOs are intended to provide a temporary pause in communication while the College explores options for resolution of allegations, complaints or issues between students.
- Have a defined end-date or in place pending the outcome of a student disciplinary process. At the determined date, the Administrator handling the situation may update the INCO and extend to a new future date or a verbal and/or written release from the INCO will be issued.
- Alleged violations of INCOs may be handled through the Student Conduct Process.

No Contact Agreement (NCA)

- A voluntary and mutual agreement negotiated between two or more students where at least one has requested no contact with another.
- The terms and conditions of the NCA are determined by the involved parties, including termination date of no-contact agreement and accountability measures.
- NCAs cannot last longer than one year. Upon end-date the agreement will terminate unless one or more of the parties requests to negotiate a new agreement.
- Students must work with a designated Elizabethtown College Administrator in order to request and negotiate an NCA (see options in “Procedures” section below).
- NCA is not part of a student’s conduct record.
- NCAs cannot contain terms that are unduly burdensome on a single party.
- Failing to comply with an NCA is not automatically considered violation of policy. Mediation and restorative conversations may be utilized to resolve alleged violations. Alleged behavior that does not meet the standards of definitions of policies outlined in the Student Code of Conduct will not be handled through the Conduct Process.

Supportive Measures- When a report is received, the information is reviewed and assessed to determine possible next steps. In some cases, resources and supportive measures may be warranted, such as but not limited to No Contact Agreements or Interim No Contact Orders. For more details about sexual misconduct specific supportive measures, please see Elizabethtown College Sexual Misconduct Policies.

**No Contact Orders and Interim No Contact Orders may be given verbally. Verbal No Contact Orders and Interim No Contact Orders must be followed up with written notification of those orders by close of business the following business day.*

Operating Procedures

No Contact Agreement (NCA)

1. Student(s) contact designated administrator that may assist in facilitating the agreement. Those administrators include:
 - a. Residence Life Staff (Area Coordinator, Director of Residence Life)
 - b. Title IX Coordinator
 - c. Vice President for Student Life (may designate administrator to assist)
2. NCA may also arise from Restorative Conversations or mediations.
3. NCA will be completed by the facilitator and be sent to all parties for review.
4. Parties will sign once all terms are agreed upon.
5. A copy of the NCA will be maintained in an electronic incident file, and a copy will be emailed to all parties.
6. NCA will expire on agreed-upon date unless renegotiated in advance. No notice will be given upon expiration. NCAs cannot last longer than one year from date of issuance.

Interim No Contact Order (INCO)

1. Issued by an approved administrator: Area Coordinator, Director of Residence Life, Vice President of Student Life or their designee.
2. Typically issued to both (all) involved parties.
3. May be issued verbally but followed up in writing by close of business the following business day.
4. Maintained in an electronic incident file and distributed to individuals via email.
5. Has a set expiration date or remain in place until conclusion of an investigation or conduct process, or Title IX investigation or Title IX hearing process. Written notification of termination or extension will be sent at the time of expiration.
6. Individuals may contest a term or condition of an INCO by emailing the Vice President for Student Life with the specific term or condition and reasons. The Vice President for Student Life may meet with students to discuss the concerns but is not required to do so.
7. A violation of an INCO may be considered a violation of the Student Code of Conduct and addressed through the conduct process.
8. Notification of the issuance of an INCO may be sent to other offices at the College as needed, including but not limited to Campus Safety, the Office of Residence Life and the Athletic Department.

No Contact Order

1. Issued to a party as a sanction after a student conduct or Title IX process, sent via email.
2. If NCO has set expiration date, no notification will be given upon expiration.
3. Is subject to appeal within the Appeals process of the student conduct process or Title IX hearing process.
4. A written No Contact Order will be sent via email.
5. A violation of an NCO may be considered a violation of the Student Code of Conduct and addressed through the conduct process.
6. Notification of the issuance of an NCO may be sent to other offices at the College as needed, including but not limited to Campus Safety, the Office of Residence Life and the Athletic Department.