
2024

MUHLENBERG COLLEGE

Annual Security and Fire Safety Report

2024-2025 Academic Year
Includes statistics for Calendar Years 2021,2022,2023

***This printed copy of the Annual Security is a copy of the online version of the document.**

2024 Annual Security and Fire Safety Report

2024-2025 Academic Year

Includes statistics for Calendar Years 2021,2022,2023

Annual Disclosure of Crime Statistics- page 3

The Department of Campus Safety - page 4

Reporting Procedures for Crime or Emergency -page 5

Confidential Resources -page 7

Classifying Crime Statistics -page 9

Timely Warning Policy - page

Emergency Notification Policy -page

Shelter In Place Procedures - page

Lockdown Procedures - page

Crime Prevention Programs - page

Missing Student Notification - page 29

Alcohol and Other Drug Policies - page 30

Alcohol and Other Drug Sanctions - page 34

Alcohol and Other Drug Awareness and Prevention - page 37

Clery Crime Statistics Tables - page 50

Domestic Violence, Dating Violence, Sexual Assault, and Stalking - page 59

Victims of Crimes of Violence Notification - page 63

Confidential Reporting -page 65

Resolution of EO NonDiscrimination Policy 2024 - page 79

Resolution of EO NonDiscrimination Policy 2020 - page 91

2024 Annual Fire Safety Report - page 112

Fire Safety Report Statistics - page 118

Muhlenberg College Compliance Information Regarding Security and Fire Safety

Founded in 1848, Muhlenberg College is a highly selective, private, four-year liberal arts college. The College took its present name in 1867 from Henry Melchior Muhlenberg, patriarch of the Lutheran Church in the American Colonies. The College enjoys a student, faculty, and staff population of nearly 2611 individuals, plus a significant number of visitors to many campus programs and special events. Muhlenberg affords its students an unusual degree of freedom and responsibility, both within the academic program and in campus life. Muhlenberg College is located on 91 acres of land in the city of Allentown, but no campus is free from crime, whether located in an urban, suburban, or rural area. All members of the campus community, therefore, should take reasonable precautions. The Muhlenberg College Department of Campus Safety and Police is committed to working with all members of the campus community to make our campus a safe and secure environment. The College has a series of policies and procedures to assist in these efforts. Muhlenberg is situated within the City of Allentown and as such is not immune to criminal activity. During the most recent statistical reporting years the College has experienced relatively few serious crimes. The College will continue to provide and promote a safe campus through crime prevention efforts, education, and a consistent officer presence on and around campus.

Off-Campus Facilities: The Conrad W. Raker Biological Field Station and Wildlife Sanctuary, a 40-acre wooded tract situated 15 miles North of the campus, is used by biology classes for field study. Jordan Creek within the preserve provides added opportunity for aquatic biology studies.

The Lee and Virginia Graver Arboretum, a 50-acre tract located 20 miles northeast of campus, offers a diverse array of field research and other educational opportunities for Muhlenberg students. It includes a 12-acre research facility, which is also used for activities and meetings.

The following information has been prepared to increase your awareness of the current programs that exist to assist you in protecting your safety and well-being. Portions are also provided in compliance with federal law, specifically the Clery Act and the Higher Education Opportunity Act (HEOA). This information is being provided to you as part of Muhlenberg College's commitment to safety and security on campus and is in compliance with the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

Annual Disclosure of Crime Statistics

The Muhlenberg College Department of Campus Safety and Police prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located at:

<http://www.muhlenberg.edu/annualecurityreport>. (<https://www.muhlenberg.edu/annualecurityreport>)

You will also be able to connect to our site via the Department of Campus Safety Home page at:

<https://www.muhlenberg.edu/offices/campus-safety/> (<https://www.muhlenberg.edu/offices/campus-safety/>)

This report is prepared in cooperation with the local law enforcement agencies surrounding our main campus and alternate sites, Equity & Title IX, Human Resources, Housing & Residence Life, the Director of Student Conduct, the Division of Business Affairs, and the Division of College Life. Each entity provides updated information on their educational efforts and programs to comply with the Act.

Campus crime, arrest and referral statistics include those reported to the Muhlenberg College Department of Campus Safety and Police, designated campus officials, (including but not limited to directors, deans, department heads, Housing & Residence Life staff, student conduct, advisors to student organizations, athletic coaches), and local law enforcement agencies.

Daily Crime Log information is available at the Campus Safety Dispatch area, and each year these statistics are compiled and an email notification is made to all enrolled students, faculty, and staff to provide the website to access this report. Copies of the report may also be obtained at the Department of Campus Safety and Police Headquarters located in the Main Entrance (lower level) of Prosser Hall or by calling (484) 664-3112. All prospective employees may obtain a copy from Human Resources located in the Haas College Center 3rd Floor or by calling (484) 664-3165. In addition, the following statement is provided on the home page of the College's Employment website ([Employment Opportunities](https://www.muhlenberg.edu/offices/hr/jobs.html) (<https://www.muhlenberg.edu/offices/hr/jobs.html>)): "Muhlenberg College Annual Crime Reporting - As provided by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, prospective employees of Muhlenberg College are entitled to request and receive a copy of the College Annual Security Report (ASR). The ASR can be accessed at <http://www.muhlenberg.edu/annualecurityreport> (<https://www.muhlenberg.edu/annualecurityreport>).

This report includes crime statistics on certain reportable crimes, as well as Muhlenberg College Safety Policies. The report also includes institutional policies concerning campus safety and police, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. A paper copy of this report can be obtained by contacting Campus Safety at 484-664-3110 or visiting the Campus Safety Office in Prosser Hall. An electronic ASR is also available 24 hours a day on the Department of Campus Safety and Police website located at <http://www.muhlenberg.edu/annualecurityreport> (<https://www.muhlenberg.edu/annualecurityreport>).

The Department of Campus Safety and Police

Located in Prosser Hall, the Department of Campus Safety and Police (Campus Safety) is responsible for providing a variety of services for the campus community. The Director of Campus Safety reports to the Vice President for College Life. One Associate Director and one Fire & Life Safety Officer report directly to the Director. The Assistant Director holds the primary responsibility for camera systems, Clery Compliance and Department Investigations, including Title IX Investigations. The Fire & Life Safety Officer maintains primary responsibility for Life Safety Systems, including fire safety and card access. There are four full-time uniformed Sergeant supervisors. In addition to the supervisors, there are eight full-time uniformed officers, one full-time switchboard operator/office manager, three full-time dispatchers, and three part-time dispatchers. The officers of Campus Safety justly enforce the rules and regulations of the Muhlenberg College community and the Commonwealth of Pennsylvania.

Campus Safety recognizes its responsibility to provide crime prevention and emergency police services to members of the Muhlenberg College community on campus properties and in the immediate campus neighborhood. All officers are commissioned as private police officers through the Lehigh County Court under the provisions of the Non-Profit Corporation Law of 1972; Act No. 271 (codified at 22Pa. C.S.A. 501). Officers commissioned under this act have enforcement authority in and upon all property owned, occupied or used by College and in the immediate and adjacent vicinity of the property. Campus Safety is on duty 24-hours a day, seven days a week, 365 days a year. Campus Safety Officers are authorized to arrest and detain individuals until such time as local law enforcement arrives to take custody or issue a summons to the individual. Campus Safety officers do not initiate criminal prosecution, in that all violations are either referred to the Director of Student Conduct, or if a criminal prosecution is necessary, the Allentown Police Department is contacted to respond and take action.

Campus Safety recognizes its responsibility to provide extra security when necessary. Muhlenberg College hires outside security vendors to provide additional security for special events, events where alcohol is served, or when warranted by specific circumstances. These security vendors provide additional coverage for athletic events, as well as, special events such as Commencement and Move-In day. These security vendors do not have arrest authority, but may detain individuals for Campus Safety Officers or the Allentown Police Department.

Campus Safety works closely with the Dean of Students Office, and the Allentown Police and Fire Departments to create a campus environment that is both safe and secure. Campus Safety works to prevent crime, to ensure that the College's Student Code of Conduct is respected, to provide safety patrols, and to respond to the needs of those who are a part of the College community.

OUR VISION

To facilitate a safe campus environment by employing and training a diverse staff with the skills, knowledge, and abilities to meet the ongoing, ever-changing needs of the Muhlenberg College Community.

OUR MISSION

To promote and maintain a safe, inclusive, and welcoming campus environment as we serve and protect the College Community. We adhere to our core values of integrity, accountability, professionalism, and service.

We accomplish the mission through the delivery of a comprehensive and integrated safety and security program that strives to provide a safe and secure environment, to prevent and detect crime, and to maintain public order while fostering community partnerships.

We support professional safety and security services that value and respect the rights and differences of all members of the Department, as well as those of the College and the communities that we proudly serve. The Campus Safety and Police Department will not knowingly allow students or other members of the community to harm themselves or others, nor to violate state and/or federal laws, city ordinances, the Muhlenberg College Student Code of Conduct, or the [Employee Code of Ethics & Conduct \(https://www.muhlenberg.edu/policiesandprocedures/humanresources/codeofethicsconduct/\)](https://www.muhlenberg.edu/policiesandprocedures/humanresources/codeofethicsconduct/).

We support efforts surrounding Diversity, Equity, and Inclusion within the Muhlenberg community, while educating members regarding personal responsibility. Our office provides services to the community to assist them in making appropriate choices as responsible individuals. We are committed to the professional and personal development of all members of the department, and in turn, we expect all of our employees to be models of excellence. Ultimately, we strive each and every day to earn the trust, confidence, and respect of our community.

Working Relationships with Other Law Enforcement Agencies

The Department of Campus Safety and Police enjoys and maintains a close working relationship with the Allentown Police Department (APD). Meetings are held between the leaders of these agencies on both a formal and informal basis. The officers of Campus Safety and APD communicate regularly on the scene of incidents that occur in and around the campus area as well as during normal patrols. Campus Safety occasionally works with other law enforcement agencies in Lehigh Valley, including the South Whitehall Police Department, Pennsylvania State Police, FBI, and the U.S. Secret Service. The members of Campus Safety work closely with the investigative staff at APD when incidents arise that require joint investigative efforts, resources, crime related reports and exchanges of information, as deemed necessary. There is no written memorandum of understanding between Campus Safety and APD or any other law enforcement agency.

Contracted security agencies are utilized as a supplement to Campus Safety at various times of the year for sporting activities and special events, providing an additional deterrent to crime and serving as additional “eyes and ears” for Campus Safety.

Campus Safety and Police Training

The officers of Campus Safety undergo certification through the Pennsylvania ACT 235 (the Lethal Weapons Training Act) as a requirement for the position. This certification “covers the training and licensing of watch guards, protective patrolmen, detectives and criminal investigators who carry and use lethal weapons in their employment. The act spells out the powers and duties of the State Police Commissioner in regard to the act and provides penalties for violations of the act.” All officers maintain their certification as required by ACT 235. In addition to ACT 235 many Campus Safety Officers have received training under Pennsylvania ACT 120, which is the training program required for all municipal law enforcement officers within the state of Pennsylvania. Training topics include criminal law, civil law, public relations, diversity, equity, and inclusion, interpersonal communication, crisis intervention, critical incident response, and all facets of protection of persons and property. All Campus Safety Officers are sworn by the County of Lehigh under Title 22, Section 501, known as the Private Police Act. Section 501 © states: Such policemen, so appointed, shall severally possess and exercise all the powers of a police officer in this Commonwealth, in and upon, and in the immediate and adjacent vicinity of, the property of the corporation. Members of Campus Safety are afforded the opportunity to attend training sessions and speakers on a variety of job related topics throughout the year that are held on and off campus. In addition to this training, members of Campus Safety receive in-house training on a variety of subject matters including but not limited to fire safety, blood-borne pathogens, incident response, and various OSHA topics. All officers are certified in standard first aid and CPR. Records are maintained concerning any and all special training, such as first aid, non-lethal weapons and firearms, as well as other special training that include desktop exercises, armed intruder, and live training scenarios. These records are maintained within the report management system in Campus Safety.

General Procedures for Reporting a Crime or Emergency

Campus Safety provides a comprehensive program of police, security, crime prevention, fire safety, emergency medical assistance, parking and related public safety services to help ensure that the campus community remains a safe and pleasant place in which to study, live and work. Students, faculty, staff and guests are encouraged to voluntarily, promptly, and accurately report any crime, violation of the Student Code of Conduct, or unusual or suspicious incidents to Campus Safety or the Allentown Police, when the victim elects to or is unable to make such a report. All reports including reports of dating violence, domestic violence, sexual assault, or stalking can also be made online for any member of the campus community at: Report an Incident.

To report a crime or an emergency on campus, call Campus Safety at extension 3110 or, from outside the College phone system, (484) 664-3110, to report a non-emergency security or public safety-related matter, call Campus Safety at extension 3112 or, from outside the campus phone system, (484) 664-3112. In addition, approximately 181 emergency phones are located throughout the campus in parking lots, outside residence halls, in teaching spaces, and several walkways throughout campus that can automatically ring into Campus Safety dispatch area. These phones are equipped with red buttons that, when pushed, dials directly to Campus Safety. Members of the community, as they go about their daily schedules, should familiarize themselves with these instruments and their locations.

If a crime or emergency occurs off campus, call the Allentown Police Department (APD) by dialing 911. Dispatchers are available at these telephone numbers 24-hours a day to answer calls. In response to a call, Campus Safety or APD will take the required action, either by dispatching an officer or by asking the victim to report to the relevant department office to file an incident report.

All Campus Safety incident reports are forwarded to the Dean of Students Office for review and referral to the Director of Student Conduct for potential action, as appropriate. Campus Safety will investigate a report, whether on campus or off-campus, when it is deemed appropriate. Officers may be assigned to handle cases needing additional follow-up investigation. Additional information obtained via the investigation will also be forwarded to the Director of Student Conduct. If assistance is required from an outside agency, Campus Safety will contact the appropriate unit or assist the reporting party in contacting the appropriate agency. Suspected violations may result in both criminal prosecution, and, in the case of students, College disciplinary proceedings.

Campus Safety incident reports involving faculty or staff are referred to the Director of Institutional Equity, Compliance and Title IX and the Vice President for Human Resources or the Provost, as appropriate, for review and appropriate action.

Reporting Resources

OFFICIAL

CAMPUS ADDRESS

PHONE NUMBER

Department of Campus Safety and Police

2400 Chew Street, Allentown PA, 18104

(484) 664-3110 (Emergency)

Prosser Hall Lobby

(484) 664-3112 (Non-Emergency)

Allentown Police Department

425 Hamilton St

911 (Emergency)

Allentown, PA 18101

(610) 437-7751 (Non-Emergency)

Office of Equity & Title IX

2400 Chew Street, Allentown PA

18104

(484) 664-3562

3rd Floor Haas College Center

Voluntary, Confidential Reporting Options

A victim of a crime who does not want to pursue action within the College disciplinary process or the criminal justice system are encouraged to make a voluntary, confidential report to one of the confidential resources below. Confidential resources can connect you to the support that you need without filing a formal report with Campus Safety. These resources are listed below. If you are unable to contact them on your own, you can contact Campus Safety and ask them to talk with a confidential resource. If you are contacting Campus Safety and Police to reach a confidential resource, you should not provide identifying information for yourself or the crime and should only notify the dispatcher or officer that you would like to talk to a confidential resource. They will provide you with access to these resources. If you file a report with a College employee who is not a confidential resource, they are required to file a report with Campus Safety and Police.

Muhlenberg College has online reporting forms (<https://www.muhlenberg.edu/webapps/incidentreporting/>), available for Students and Employees for reporting Student Concerns, Student Academic Issues, Discrimination, Harassment, Retaliation or Bias Incidents, Sexual Harassment or Misconduct, Intimate Partner Violence, Stalking Online and General Incidents. Reporting parties can opt to remain anonymous when completing these forms by leaving their name and contact information blank. Some reports allow for anonymous reporting, which permits the College to compile accurate records on the number and types of incidents occurring on property owned, leased and controlled by Muhlenberg College.

Confidential Resources and Support

All individuals are encouraged to make a prompt report to law enforcement and to the College. An individual may seek confidential support and resources designated below. Confidential resources will not share information with the College nor will speaking with a confidential resource initiate action by the College under most circumstances. We encourage all individuals to make a prompt report to the College using the available reporting options. With the exception of confidential resources which are listed below, all other employees, including designated student employees, are trained to mandatorily report sexual assault, intimate partner violence, and stalking with the Director of Institutional Equity, Compliance and Title IX and Campus Safety to ensure a prompt and equitable review, investigation and resolution. Confidential employees are trained by the Director of Institutional Equity, Compliance and Title IX and Campus Safety to offer resources from their respective departments for review, investigation, and resolution to anyone confidentiality disclosing information about a Clery crime. Confidential resources, including pastoral or professional counselors, are able to advise persons they are counseling of the reporting avenues including voluntary, confidential reporting as detailed above.

On Campus Resources		
RESOURCE	LOCATION & HOURS	CONTACT INFORMATION
Counseling Services	2nd Floor, Life Sports Center	(484) 664-3178
	Monday-Friday: 8:30am-4:30pm while classes are in session	
	24/7 on call phone counseling available	

RESOURCE	LOCATION & HOURS	CONTACT INFORMATION
	1st Floor, Life Sports Center	
Health Services	Monday–Friday: 8:30am–4:30pm while classes are in session. *After hours, call LVHN Nurse Triage Line 835–215–5475	(484) 664–3199
	Enger Memorial Chapel	
College Chaplain	8:00am–4:00pm Campus Safety and Police (484–664–3111) is able to reach the Chaplain in case of an emergency	(484) 664–3120
Catholic Chaplain	Neuman Center	(484) 664–3122
Jewish Chaplain	Hillel: Leffell Center for Jewish Student Life	(484) 664–3244

Off Campus Resources

RESOURCE	CONTACT INFORMATION
Employee Assistance Program (EAP)	(800) 395–1616
Crime Victims Council (24 hour hotline)	(610) 437–6611
Lehigh Valley Hospital	(610) 969–2388 17th & Chew Street Emergency Room

Reporting a Crime to the Allentown Police Department (APD)

A person reporting a crime to Campus Safety has the right to report the crime to the Allentown Police Department (APD). The officers of Campus Safety regularly discuss this option with the victim of a crime and will assist the victim with that process. The Allentown Police Department can be contacted by calling 911 or 610–437–7751.

Non Campus Crime

If APD is contacted about criminal activity occurring off–campus involving Muhlenberg College students, APD may notify Campus Safety. However, there is no official APD policy requiring such notification. Students in these cases may be subject to arrest by APD and the College conduct proceedings through the Dean of Students Office.

The APD Response to Student Organizations

Muhlenberg College does not have any officially recognized student organizations that have housing or other facilities “off–campus.” There are several recognized student organizations that occupy privately owned houses within the campus boundaries. If APD is called by a citizen to respond to one of those locations, APD will typically notify Campus Safety to respond with them or they will notify Campus Safety after they have responded to inform them of the situation. However, APD does this out of courtesy and is not “required” to notify or involve Campus Safety when they respond to a call involving private property.

Classifying Crime Statistics

The Clery Act requires all institutions to include four categories of crime statistics in the Annual Security Report. The categories include: Criminal Offenses, Hate Crimes, Violence Against Women Act (VAWA), and arrests and referrals for weapons law, drug abuse, and liquor law violations.

Criminal Offenses

Criminal Offenses include criminal homicide (murder and non-negligent manslaughter, manslaughter by negligence), Sexual Assault (Sex Offenses: rape, fondling, incest, statutory rape), robbery, burglary, motor vehicle theft, and arson.

Criminal Homicide–Murder and Non-negligent Manslaughter: The willful (non-negligent) killing of one human being by another

Criminal Homicide–Manslaughter by Negligence: The killing of another person through gross negligence

Sex Offenses:

- Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- Fondling: The touching of private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity
- Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law
- Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent.

Robbery: The taking or attempting to take anything of value from the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that the injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious bodily injury if the crime were successfully completed.

Burglary: The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with the intent to commit a larceny or felony; breaking and entering with the intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned

Motor Vehicle Theft: The theft of attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned—including joyriding.

Arson: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Hate Crime Offenses

Incidents of larceny–theft, simple assault, intimidation, and destruction/damage/vandalism of property that are motivated by the offender’s bias are included in the College’s crime statistics.

Hate Crimes: (Include All above Clery Offenses) and in addition:

Larceny–Theft: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

Simple Assault: An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

Intimidation: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Destruction/damage or vandalism of property: To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

If the facts of the case indicate that the offender was motivated due to a bias against the victim's race, gender, gender identity, religion, sexual orientation, ethnicity, gender identity, national origin, or disability, the incident is classified as a hate/bias crime.

Violence Against Women Act (VAWA) Offenses

Dating Violence: Violence committed by a person, who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, type of relationship and frequency of the interaction of the persons involved in the relationship.

- Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- Dating violence does not include acts covered under the definition of domestic violence. Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting

Domestic Violence: A felony or misdemeanor crime of violence committed –

- By a current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabitating with, or has cohabitated with the victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or
- By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the violent crime occurred.
- Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to –

- Fear for the person's safety or the safety of others; or
- Suffer substantial emotional distress.
- For the purposes of this definition –
 - Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
 - Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
 - Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
 - For the purposes of complying with the requirements, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Arrests and Referrals for Disciplinary Action:

Weapon Law Violations:

- The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

Drug Abuse Violations:

- Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (demerol, methadones); and dangerous non-narcotic drugs (barbiturates, benzedrine).

Liquor Law Violations:

- The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

Geography definitions from the Clery Act

On-Campus: Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution's educational purposes, including residence halls; and y building or property that is within or reasonably contiguous to the area identified in paragraph (1), that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes (such as a food or retail vendor)

Non-Campus Building or Property: (1) any building or property owned or controlled by a student organization that is officially recognized by the institution; or (2) Any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

Public Property: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus.

The crime statistics submitted to ED do not include crimes that occur in privately owned homes or businesses within or adjacent to the campus boundaries. The crime statistics reported to the PA State Police include all crimes reported to the Department of Campus Safety, even those occurring in privately owned or rented homes or businesses within or adjacent to the campus boundaries.

Muhlenberg College Policy and Procedures for Issuing a Campus Timely Warning Notice, Emergency Notification, or a MULE Alert

In the event of a substantiated serious safety concern, either on College property or in the near vicinity of the campus, significant efforts are made to advise members of the campus community. The College takes its duty seriously to inform students and campus community members of threatening situations – and how they can best protect themselves from harm. As a result, information about all Clery Act identified crimes and other potentially threatening situations is provided in an accurate and timely fashion. The College will release information which can be used by students and other College community members to reduce their chances of becoming victims. These notices will be issued as a means of a “Campus Timely Warning Notice” (CTWN), “Emergency Notification” (EN), or *MULE Alert (MA).

Campus Timely Warning Notice Policy

Campus Timely Warning Notice is specifically related to compliance with the federal Clery Act, which requires colleges and universities to alert the campus community of Clery Act identified crimes in a manner that is timely and will aid in the prevention of similar crimes. The intent of this notice is to provide a warning so that campus community members can protect themselves from harm. The Clery Act defines certain specific crimes that require a timely warning notice to be issued as soon as pertinent information is available involving crimes reported to Campus Security Authorities (CSA's) with significant responsibility for student and campus activities, Campus Safety and Police, or the local police AND the reported crime(s) are believed to have occurred on campus, in or on non-campus buildings or property, or on public property contiguous to the campus. Types of incidents or situations that constitute a campus timely warning being sent are:

All Clery Act Crimes which represent a serious or continuing threat to the person and/or property of students and employees. Examples include but are not limited to:

- Criminal Homicide
- Sex Offenses
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle
- Theft
- Arson
- Hate Crimes
- Violence Against Women's Act (VAWA)
 - Dating Violence
 - Domestic Violence
 - Stalking

Timing, Content, and Decision Criteria for a Campus Timely Warning Notice:

The warning should be issued as soon as the pertinent information is available and without delay because the intent of a campus timely warning is to alert the campus community of continuing threats, especially concerning safety, thereby enabling community members to protect themselves.

The issuing of a timely warning notice must be decided on a case-by-case basis in light of all of the facts surrounding a crime, including factors such as the nature of the crime, the continuing danger to the campus community and the possible risk of compromising law enforcement efforts.

When a situation is reported that involves a Clery Act identified crime, the Campus Safety and Police dispatcher will notify the Supervisor or senior officer on duty who will immediately respond to the scene to investigate. The officer will quickly assess the situation and ensure contact with the Director of Campus Safety and Police or their designee. If the incident is a Clery Act identified crime, occurred in Clery reportable location, and represents a serious and continuing threat to the campus community, a timely warning will be issued. The Director has the ability to immediately initiate the Omnilert notification system using prepared messages or tailor a specific message. The Director may elect to consult with another member of the decision team to develop a message appropriate to the situation. A text message will then be sent without delay, alerting the entire campus community of the type and location of the incident.

The Omnilert text message will be quickly followed by an email notification with additional details of the incident sent to the entire campus community by the Vice President of Communications and marketing or their designee. The content of that message will be developed from information provided by the Director of Campus Safety and Police.

Clery Act regulations do not specify what information should be included in a timely warning. However, because the intent of the warning is to enable members of the campus community to protect themselves, the warning will include all information that would promote safety. Generally, the warning will specify the type of reported crime, the time and location at which the reported crime occurred, and specific advice to the campus community regarding steps to take to avoid becoming a victim and to protect themselves.

*The timely warning notice WILL NOT include any information that would identify the victim.

Decision to Issue Campus Timely Warning Notice–Responsibility:

The decision to issue a Campus Timely Warning Notice is typically made in coordination and consultation by at least two of the following personnel from the Decision Team. All pertinent information regarding the circumstances of the Clery Act crime will be evaluated by the involved decision team members to determine if the criteria for sending a timely warning has been met. In an extreme circumstance warranting a timely warning, the notification process will be implemented at the sole direction of the Director of Campus Safety and Police or their designee.

Decision Team:

Vice-President for College Life

Dean of Students

Vice President of Communications and Marketing or designee

Director of Campus Safety and Police or Designee

Director of Institutional Compliance and Title IX

Note: The decision to issue a Campus Timely Warning Notice shall include a specific designation of the College office or person to be responsible for overseeing the dissemination of the warning.

The Director, Assistant Director of Campus Safety, Supervisors, or their designee and select members of the Office of Communications are able to initiate the timely warning message through the Omnilert computer application to launch a mass communication through the methods below.

How Campus Timely Warning Notices are issued:

1. Campus Timely Warning notices will be issued to students and employees upon the confirmation of a Clery Crime posing a serious or ongoing threat to the campus community and/or the surrounding area.
2. Upon receiving pertinent information that requires a Timely Warning, the decision team will communicate and/or convene to initiate the notification process without delay. Under circumstances where other members of the decision team are otherwise unavailable, the notification process will be implemented at the sole direction of the Director of Campus Safety and Police or their designee.
3. This information may be disseminated to the campus community members via a variety of mechanisms or mediums. Muhlenberg College will use one or more of the following means:

Electronic mail messages

Text messaging to cell phones of those enrolled in the College's Omnilert text message alert service

Telephone information line (484-664-6000)

Alertus Desktop alert message

Alertus Wall Mounted Beacons

Alertus Wall Mounted speakers

Alertus Text to Speech Interface via Fire Safety Public Address Systems

College carillon text to speech

College website

Classroom emergency phones (text to voice via Omnilert)

Public address system (in buildings equipped with this feature)

Other methods deemed necessary that may be used in the information dissemination process.

Emergency Notification Policy

What Constitutes Issuance of an Emergency Notification?

Muhlenberg College uses the Omnilert Emergency Notification to notify students and employees in a timely manner when it is determined (by Campus Safety) that there is a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus. The notification to the campus community may contain only the information that is reasonably necessary to promote the safety of the campus community as dictated by the situation. An Emergency Notification will be released as soon as reasonably necessary and will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim, or to contain, respond to, or otherwise mitigate the emergency. After the initial notification, follow-up information must be disseminated to the community via the mediums stated below. An Emergency Notification can be related to criminal activity that is not subject to the timely warning standard required by the Clery Act, but is not necessarily only related to criminal activity. Examples of situations that may constitute the College's decision to issue an Emergency Notification include situations involving an immediate threat to the health and safety of the campus community. Examples include, but are not limited to:

1. **Situations involving significant emergencies or dangerous situations.** Examples include, but are not limited to:

Fire

Outbreak of meningitis, norovirus or other series illness

Approaching tornado, hurricane or other extreme weather conditions

Earthquake

Gas leak

Terrorist incident

Armed intruder

Bomb threat

Civil unrest or rioting

Explosion

Nearby chemical or hazardous waste spill

2. Situations that would not necessitate an emergency notification under the Clery Act. Examples include, but are not limited to:

Power outages

Snow closure

String of larcenies

Decision to Issue Emergency Notifications – Responsibility:

The decision to issue an Emergency Notification is made in coordination and consultation by at least two of the following personnel from the Decision Team.

Decision Team:

Vice-President for College Life

Dean of Students

Vice President of Communications and Marketing or designee

Director of Campus Safety and Police or Designee

Director of Institutional Compliance and Title IX

Note: The decision to issue a Campus Timely Warning Notice shall include a specific designation of the College office or person to be responsible for overseeing the dissemination of the warning.

How Emergency Notifications are Issued:

- 1.** Emergency Notification messages will be issued to students and employees upon the confirmation of a significant emergency, dangerous situation impacting the campus community and/or the surrounding area that involves an immediate threat to the health or safety of students or employees.
- 2.** Once an emergency is reported to the Campus Safety Communications Center, an officer is immediately dispatched to the scene. Once on scene, the officer will evaluate the situation and gather any information necessary to verify the existence of an actual emergency. The officer will report this information back to the dispatcher, who will contact additional campus and off campus resources as needed. As soon as practicable, the officer on scene will ensure that the Director of Campus Safety is notified via phone and provided a summary of the circumstances.
- 3.** In the event of an active shooter on campus, or a gas leak, fire, or explosion on or near campus, a Campus Safety Supervisor has the authority to activate an Emergency Notification message via Omnilert, or by way of the Alertus Rapid Response Control in the Communications Room. These aforementioned specific emergencies do not require prior contact with any member of the Decision Team, however contact will be made as soon as is practical after the Emergency Notification message is sent. The Decision Team will send a more detailed email message as soon as practical after the initial emergency notification
- 4.** Upon confirmation of an emergency situation that requires an immediate response other than listed in #3 above, a member of the Decision Team will initiate the notification process via the Omnilert system without delay. Under circumstances where other decision team members are not immediately available, the notification process will be implemented at the sole direction of the Director of Campus Safety and Police or their designee. This information may be disseminated to the campus community members via a variety of mechanisms or mediums. Muhlenberg College will use one or more of the following means:

Electronic mail messages

Text messaging to cell phones of those enrolled in the College's Omnilert text message alert service

Telephone information line (484-664-6000)

Alertus Desktop alert message

Alertus wall mounted beacons

Alertus wall mounted speakers

Alertus Text to Speech Interface via Fire Safety Public Address Systems

College carillon text to speech

College website

Department of Campus Safety and Police website

Public announcements

Classroom Emergency phones (text to voice via Omnilert)

Public address system (in buildings equipped with this feature)

Other methods deemed necessary that may be used in the information dissemination process.

5. Unlike a Timely Warning Notice which must be sent campus wide, an Emergency Notification may be segmented to a specific group of individuals in a designated building/area.

If a member of the Decision Team determines that an emergency notification is being segmented, Muhlenberg College community members immediately impacted by the dangerous situation (i.e., the building, adjacent buildings or surrounding area) will receive the emergency notification first through Omnilert.

Wider notifications may be issued to the larger community if that is deemed necessary by members of the Decision Team

If the emergency affects a significant portion of the entire campus, including, but not limited to outdoor spaces, the emergency notification will be issued to the entire Muhlenberg Community.

Informing the Larger Community on Emergency Notifications:

If a member of the Decision Team determines that notification of audiences other than students and employees is necessary and appropriate, Muhlenberg College's procedures for disseminating emergency information to the larger community will include making pertinent information available on the College Website (www.muhlenberg.edu), as well as use of its Emergency Hotline (484-664-6000) and Campus Safety and Police Dispatch (484-664-3110). In addition, the College will provide emergency information to the media as appropriate

Procedures/Checklist – All of this information must be placed in the incident file

- 1.** Upon notification to the Director of Campus Safety and Police (Campus Safety) or their designee of an incident occurring (one that fits a category above), an immediate call will be made to Campus Safety to brief them of the latest details of the occurrence.
- 2.** Upon notification to the Director of Campus Safety or their designee and upon gathering the latest details of the occurrence known up to this point, contact will be made to at least one Crisis Leadership Team member (priority is the Vice President of College Life unless unavailable, then Dean of Students).
- 3.** If at any point during the process the decision is made to contact local police, the Director of Campus Safety or their designee will be responsible for contacting them. When local police are involved and a decision is made to send out a notice or alert, the Director of Campus Safety or a Campus Safety Supervisor will be responsible for sending the message to the City of Allentown Chief of Police by way of email.
- 4.** In writing the communication to campus, the decision team member sending the message is encouraged to select from the pre-scripted, incident specific templates available in the Omnilert Activator and select all appropriate means of notification.

- a. **1.** Under the appropriate circumstances, the Director of Campus Safety or their designee is authorized to send pre-scripted, incident specific template messages without conferring with other members of the decision team. These messages pertain to emergencies such as; Active Shooter on Campus, gas leak, or a severe weather occurrence on or near campus.
- 5.** Distribution of the Emergency Notification is initiated via the Omnilert Notification system by either a member of the Office of Communications or by the Director of Campus Safety or their designee.
- 6.** The Crisis Leadership Team will determine the need for any additional messages to be sent as a follow-up to the reported situation. In the event of a lockdown or shelter-in-place, the College shall endeavor to send follow-up messages to the community every 15 minutes
- 7.** A debriefing in reference to the incident will occur as soon as reasonably possible with persons directly involved and others deemed appropriate by the team involved in the decisions. Date of debriefing. Copies of all communication sent must be archived and others deemed appropriate by the team involved in the decisions. Date of debriefing. Copies of all communication sent must be archived.
- 8.** Notification through the Campus Radio Station – WMUH (91.7 FM): As a general policy, the College will remain open and fully operational during snow storms and emergencies. The information is provided to the disc jockey and they transmit the information through the radio frequency. Any need for closure of offices would be determined by the President according to College policy. Individual office closings require the approval of the President. Individual class cancellations are determined by the professor and are not posted in any manner through any of the notification options. If the College is closed due to a snow emergency, announcements will be broadcast as early as possible (by 7-7:30 a.m.), on the following radio stations: WAEB (104.1 FM, 790 AM), WLEV (100.7 FM), WKFB (770 AM), WMUH (91.7 FM), WZZO (95.0 FM), WEST (1400 AM), WCTO (96.1 FM), WODE (99.9 FM), WWYY (107.1 FM) and WBYN (1160 AM). Additionally, announcements will be carried on TV Channel 69 (WFMZ), 16 (WNEP), 28 (WBRE) and 22 (WYOU). When applicable the College may use these media outlets to provide information on other campus events. In addition to campus events these stations may provide information on local events and incidents as well.

MULE Alert Policy

What Constitutes Issuance of a MULE Alert?

- 1.** A MULE Alert may be initiated when information is gathered involving significant incidents, crime trends, or dangerous situations off campus in areas that may be frequented by Muhlenberg students.
- 2.** Muhlenberg College may choose to activate the Omnilert Notification System to notify students and others when it is determined (by Campus Safety) that there is a significant incident or dangerous situation that is not occurring on campus, but has the reasoned possibility of impacting members of the Muhlenberg community. The MULE Alert notification may contain information that is reasonably necessary to promote the safety as dictated by the situation. MULE Alerts will be released as soon as reasonably necessary and with information intended to inform, along with safety tips related to the subject of the message. MULE Alert examples include, but are not limited to:
 - 1.** Crime trends of thefts, burglaries, or robberies occurring off campus in the City of Allentown
 - 2.** Criminal Incidents involving the use of weapons that occur off campus in areas frequented by students, such as local parks, restaurants, or the Lehigh Valley Mall.

Emergency Evacuation Procedures

An evacuation drill is coordinated by Campus Safety each semester for all residential facilities on campus. Thus, the emergency response and evacuation procedures are tested at least twice each year. An email notification publicizing information regarding evacuation procedures is sent to students in the days preceding the evacuation drill. In the event of an alarm, students are instructed to immediately exit their location and meet in their evacuation staging location. Students learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation through posted evacuation plans on the back of all residential room doors. Campus Safety does not tell residents in advance about the designated locations for long-term evacuations because those decisions are affected by time of day, the location of the building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. In both cases, College staff or the appropriate responding agency on the scene will communicate information to students regarding the developing situation or any evacuation status changes.

The purpose of an evacuation drill is to prepare building occupants for an organized evacuation in case of a fire or other emergency. Evacuation drills are used as a way to educate and train occupants on fire safety issues specific to their building. During the drill, occupants 'practice' drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm. In addition to educating the occupants of each building about the evacuation procedures during the drills, the process also provides the College an opportunity to test the operation of fire alarm system components.

Evacuation drills are monitored by Campus Safety to evaluate egress and behavioral patterns. Reports are prepared by participating Campus Safety officers that identify deficient equipment so that repairs can be made immediately. These drills are documented in our Omnigo online reporting system. Recommendations for improvements are also submitted to the appropriate departments/offices for consideration. Evacuation drills are documented by the dispatchers on duty during the drill and are kept on file in the dispatch area. Items documented by officers are the time the drill begins and ends, the condition of pull stations, bells, Pa systems, strobe lights, and fire exit signs. Officers also ensure that elevators function as designed, returning to the ground floor prior to being rendered temporarily disabled.

Students receive information about evacuation during their first floor meetings and during other educational sessions that they can participate in throughout the year. The HRL Staff members are trained in these procedures as well and act as an ongoing resource for the students living in residential facilities.

Emergency Planning Drills and Exercises

When campus wide shelter-in-place drills are conducted, the entire campus community is notified in advance that there will be a drill on campus. Shelter in place procedures are communicated with students during their first floor meetings and 3 Outs programs that students and staff can participate in throughout the year. The 3 Outs program provides training on evacuation and shelter-in-place options for students and staff. The HRL Staff members are trained in these procedures as well and act as an ongoing resource for the students living in residential facilities. These drills and trainings are documented in our Omnigo online reporting system. In addition to this training, Campus Safety conducts at least one lock down drill per semester and one tabletop exercise per academic year.

Shelter in Place Drills were conducted on 09/26/2023 and 02/15/2024

A Tabletop Exercise on the topic of Emergency Preparedness was conducted on 12/12/2023

Emergency/Crisis Response

The College has a Crisis Management Manual that includes information about the Crisis Management Team; operational guidelines and actions to take in the event of specific incidents; incident priorities and performance expectations; shelter-in-place and evacuation guidelines; and local contingency and continuity planning requirements. All departments are responsible for developing contingency plans and continuity of operations plans for their staff and areas of responsibility. The College reviews and conducts numerous emergency response exercises each year, such as table top exercises, field exercises, and tests of the emergency notification systems on campus. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution.

Campus Safety supervisors and various members have received training in Incident Command and Responding to Critical Incidents on Campus. When a serious incident occurs that causes an immediate threat to the campus, the first responders to the scene are usually officers from Campus Safety, APD and the Allentown City Fire and Emergency Medical Services, and they typically respond and work together to manage the incident. Depending on the nature of the incident, other campus departments and other local or federal agencies could also be involved in responding to the incident.

If you have an EMERGENCY requiring police, fire, or ambulance call Campus Safety at 484-664-3110 or 911 without delay. When you call for emergency services, stay on the line and give the following information – your name, telephone number, your location, the location of the emergency and the extent and nature of the emergency. Be informed and prepared in advance. Do not wait until an emergency strikes to know what to do. Be aware of your surroundings and report any suspicious activities. Know where the fire alarm pull stations are located within the buildings and know how to evacuate the building if the alarm is set off. Emergency call boxes have been installed in various locations around campus. The call boxes call Campus Safety when activated.

In addition to the above, general information about the emergency response and evacuation procedures for the campus are publicized each year as part of the institution's Clery Act compliance efforts, and that information is available on the Campus Safety website. Detailed information and updates to the Crisis Manual on the Campus Safety website at: <http://www.muhlenberg.edu/main/aboutus/campus-safety/crisisresponseguidelines/> (<https://www.muhlenberg.edu/offices/campus-safety/emergencypreparednessguidelines/>)

The information provided below are risk reduction strategies but they are not foolproof. There are no guarantees and nothing works all the time. It is our hope that these tips be used by you as a preparatory step towards your overall safety and in formulating your individual safety plan. While all scenarios cannot be covered these are some we feel could be helpful to you.

What to do in the event of:

EVENT

WHAT TO DO

ADDITIONAL INFORMATION

Fire or explosion

Sound any available fire alarms

Immediately call Campus Safety at 3110 or 3112. Give your name, location, and the extent of the problem

If the fire is small, attempt to extinguish it with a fire extinguisher.

If the fire is large, evacuate the building via the nearest fire exit. * Close all doors as you leave. DO NOT delay evacuation to retrieve personal items.

If leaving a room, feel the door with the back of your hand before opening it. DO NOT open any door that feels hot.

If smoke is present, stay low. The best quality of air is near the floor. Always use the stairs to exit upper floors. DO NOT Use the elevator.

If you are trapped and cannot evacuate, close any doors between you and the fire. If available, wedge wet towels or cloth material along the bottom of the door to keep smoke out. Notify Campus Safety dispatcher or 911 of your location and stay on the phone as long as possible. Break a window only as a last resort, such as needing oxygen to breathe. Use caution when breaking any window.

* Upon evacuation of academic buildings, building occupants should gather in the following areas:

If the academic building is on the North side of Chew St. (Haas College Center, Seegers Union, etc.), occupants should gather on the Front Lawn.

If the academic building is on the South Side of Chew St. (Trexler Library, Center for the Arts, Trexler Pavilion), occupants should gather on the lawn area to the east of the Library.

Do not panic.

Do not run or use excited motions.

Use stairways. Do not attempt to use elevators; they will shut down during a fire.

Know in advance the locations of at least two fire exit routes.

Be on the lookout for signs of smoke and fire.

Know the locations of fire extinguishers and how to use them.

Prevent fires through good housekeeping habits.

If you use a fire extinguisher remember P-A-S-S:

- Pull the pin
- Aim the nozzle towards the fire
- Squeeze the handle
- Sweep the base of the fire.
- Never turn your back on what you extinguished; walk away backwards
- Notify Campus Safety- Even if the fire is extinguished

EVENT

WHAT TO DO

ADDITIONAL INFORMATION

**Injury or
Illness**

Do not move an injured or ill person unless it appears to be a life-threatening situation.

Call or, if possible, have another person call Campus Safety at 484-664-3110. Provide the dispatcher with as much information as possible regarding the nature of the injury or illness, and state whether or not the victim is conscious, etc. Campus Safety will arrange for an ambulance if required and will also notify the Student Health Center and/or other emergency agencies.

Return to the victim. Administer first aid or CPR if you are knowledgeable and you have such training. Keep the victim as comfortable as possible. Do not jeopardize your health or the health of the patient. Wait for professional help if you are unable to provide proper first aid/safety.

Remain with the victim until the Campus Safety Officer arrives. Comfort the patient and reassure them that medical assistance is on the way.

If the medical emergency is related to an on-the-job, notify the Department of Human Resources for assistance in documentation.

EVENT

WHAT TO DO

ADDITIONAL INFORMATION

**Crime in
Progress /
Civil
Disturbance**

Do not attempt to apprehend or interfere with the criminal except for self-protection.

Telephone Campus Safety at 3110 or 3112. Give your name, location and department. Advise the dispatcher of the situation and, if you are safe, remain where you are until contacted by an officer.

If safe to do so, attempt to get a good description of the criminal. Note height, weight, sex, ethnic origin, approx. age, clothing, method and direction of travel, and name if known. All of this takes only a few seconds to notice and is of utmost help to the investigating officers. If the individual enters a vehicle, note the license number, make and model, color and any other noticeable characteristics.

In the event of civil disturbance continue with your routine as much as possible. If the disturbance is outside, stay away from doors and windows. Unless threatened with physical harm, do not leave your work location until advised by a College official and/or their designee.

Do not interfere with those creating the disturbance or with law enforcement authorities on the scene.

Earthquake

If you are in a building, move away from windows and position yourself in a doorway or under a desk or table.

When the tremors cease, or they are very slight, * evacuate the building in an orderly fashion.

Use stairways - not elevators - during evacuation.

If possible, Campus Safety personnel will assist in the evacuation of building occupants into open areas.

Avoid positioning yourself under or next to objects that may topple, such as utility poles, trees, etc

Reassemble in a location as directed by your supervisor or by a Campus Safety Officer. Attendance will be taken to assure that all personnel are accounted for outside of your facility.

Should you require evacuation assistance, please telephone the Campus Safety Office at 484-664-3110 or 484-664-3112.

EVENT

WHAT TO DO

ADDITIONAL INFORMATION

Pull the fire alarm and evacuate the building. Alert personnel in the vicinity and warn them from entering the area.

1. Once you reach a safe location, call the Campus Safety Office at 484-664-3110 or 484-664-3112 and give the following information:

Type of incident (chemical spill, radiation hazard, etc.)

Type of chemical, if known.

Whether or not students are injured. Extent of injuries.

Location of incident (building, room number, etc.).

Name, title of caller (student, technician, professor, etc.), and call back number

2. If anyone had contact with the hazardous material, they should be isolated and await treatment by emergency personnel. If appropriate, remove contaminated clothing, flush the affected area with copious amounts of water for at least 15 minutes, and provide first aid if necessary and you are trained to do so.

3. Should the spill occur outside your building:

Notify the Campus Safety Office of the incident and type of chemical, if known.

Remain in your building unless ordered by Campus Safety to evacuate.

Close all windows and turn off all outside air intake vents or fans.

Leave your building only when told to do so, and travel away from the spill and in an upwind direction, if possible.

* Upon evacuation of an academic building, building occupants should gather in the following areas:

If the academic building is on the North side of Chew St. (Haas College Center, Seegers Union, etc.), occupants should gather on the Front Lawn.

If the academic building is on the South Side of Chew St. (Trexler Library, Center for the Arts, Trexler Pavilion), occupants should gather on the lawn area to the east of the Library.

DO NOT re-enter the building until told to do so by emergency personnel.

**Chemical or
Radiation
Spill**

EVENT

WHAT TO DO

ADDITIONAL INFORMATION

1. Whenever a bomb threat is received over the phone, remain calm and write down the following information:

The exact words of the caller.

Location of the bomb

When the bomb is supposed to go off.

Type of bomb, how it will detonate and who placed it, if stated

2. Write down a description of the caller' voice

Male, female, child or adult

Any background noise?

Particular accent or inflection in the caller's voice

Your mental picture of the caller.

3. Notify Campus Safety, as quickly as possible, by phoning 484-664-3110.

Bomb Threat

4. Evacuation Procedure:

If you perceive the situation as life threatening you should evacuate immediately and not wait for Campus Safety to arrive at the building. DO NOT activate the fire alarm to evacuate the building.

Take note of "suspicious" items as you exit the building but to not touch or move them if they do not belong to you.

If an entire building is to be evacuated, Campus Safety normally will enter each classroom, lab, or work area and verbally inform occupants of the situation and ask them to evacuate in an orderly fashion. Remove only Items that belong to you and do not turn on or off any devices or lights.

Assemble in a location outside your building as detailed in the College Emergency Egress Plan or the Campus Safety Officers.

Responsibility of individuals in classroom or lab:

If directed by Campus Safety, ask room occupants to pick up all of their belongings and leave in an orderly fashion. Remove only items that belong to you and do not turn on or off any devices or lights.

Make a survey of the room before leaving it to detect any piece of equipment, article or object, which is not ordinarily there, making certain not to touch the unknown object.

Relay any noteworthy information to Campus Safety after leaving the building.

EVENT	WHAT TO DO	ADDITIONAL INFORMATION
Armed Intruder	If you witness any violent intruder on campus at any time, as soon as you can do so safely contact Muhlenberg College Department of Campus Safety and Police at 484-664-3110. If possible, try to get away from the person and lock yourself in a secure area. If the individual is acting in a hostile or belligerent manner, call the Campus Safety, then call 911. There are no easy answers for what to do if confronted by a shooter, however it is recommended that you follow the 3 Outs protocol:	Remember, there may be more than one active shooter and police will be actively looking for the intruder(s). Regardless of the location of a shooter incident, response personnel (i.e. Campus Safety and other law
	Get OUT	enforcement agencies) will be charged with resolving the situation. This means that the first response personnel will bypass anyone who is not the active aggressor. If you encounter response personnel do not approach them or engage in physical contact. Render aid to others as can be done safely. Requesting police assistance in providing aid to an individual will slow the response of law enforcement, who are tasked with stopping the aggressor.
	Lock OUT	
	Take OUT	
	Get OUT	
	Use exits or ground floor windows to leave the area immediately Evacuate to an area that can be secured or far enough away from the building to provide safety Look for areas that provide protection if shots are fired	When you see law enforcement responding to a shooter situation, stay clear of their movement. If in a hall, get close to the walls and put your hands where they can be seen. If you have information about the shooter (i.e. description, identity, location, and number of shooters) , advise the responding officers that you have information and provide it to the police as quickly and accurately as possible.
	Lock OUT	Once the aggressor is located and stopped, additional law enforcement will assist with those who may be injured, while others will be conducting a thorough search of the area. This may take considerable time, so be sure to wait for the “all clear” instruction.
	Quickly gather others from unsecured areas	
	Lock, barricade, or tie off the door	
	Turn off lights	
	Remain quiet and hide from view	
	Silence cell phones	
	Look for paths of escape	
	Prepare next steps	
	Take OUT	
	As a last resort:	
	Attempt to incapacitate the Intruder	
	Use improvised weapons	
	Work together: throw objects in unison	
	Act with aggression	

Commit to your actions

Lockdown Procedure Summary

LOCKDOWN

A lockdown is a procedure used when there is an immediate threat to the building occupants and there is a should immediately stop access to all or a portion, of the buildings on campus. In the event of a lockdown, "Lock Out," secure yourself in a room, and remain there until the situation has been resolved. This allows emergency responders to secure the students, faculty, and staff, address the immediate threat, render first aid if needed, and remove any innocent bystanders from immediate danger to an area of safe refuge. An "all clear" message will be sent once the area is deemed safe.

[Lockdown System User Protocol \(https://www.muhlenberg.edu/media/contentassets/pdf/about/campus-safety/Lockdown%20System%20User%20Protocol.pdf\)](https://www.muhlenberg.edu/media/contentassets/pdf/about/campus-safety/Lockdown%20System%20User%20Protocol.pdf)

When to Shelter-In-Place

If an incident occurs and the buildings or areas around you become unstable or if the air outdoors becomes dangerous due to toxic or irritating substances, or in the event of police activity in the immediate area, it is usually safer to seek shelter in the nearest building and remain there. "Shelter-in-place" means to make a shelter of the building that you are in and lock your doors until the situation has been resolved and you are notified that it is safe to go outside. An "all clear" message will be sent once the area is deemed safe.

Basic "Shelter-in-Place" Guidance

If an incident occurs and the building you are in is not damaged, stay inside in an interior room until you are told it is safe to come out. If your building is damaged, take your personal belongings (purse, wallet, keys, ID card, etc.) and follow the evacuation procedures for your building (close your door, proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated, seek shelter at the nearest building quickly. If police or fire department personnel are on the scene, follow their directions.

How You Will Know to "Shelter-in-Place"

A shelter-in-place notification may come from several sources, including Campus Safety, HRL Staff members, other College employees, APD, the federal or state government, or other authorities utilizing the College's Omnilert and Alertus emergency communications tools. Notification will come in the form of a combination of text messages, email, College computer screens, alert beacons, and text to voice messages over fire alarm systems.

How to "Shelter-in-Place"

No matter where you are, the basic steps of shelter-in-place will generally remain the same. Should the need ever arise; follow these steps, unless instructed otherwise by local emergency personnel:

If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.

Locate a room to shelter inside. It should be:

- An interior room
- Above ground level; and
- Without windows or with the least number of windows. If there is a large group of people inside a particular building, several rooms may be necessary.
- Shut and lock all windows (tighter seal) and close exterior doors.
- Turn off air conditioners, heaters, and fans.
- Make a list of the people with you and ask someone (HRL Staff, faculty, or other staff) to call the list into Campus Safety so they know where you are sheltering. If only students are present, one of the students should call in the list.
- Monitor the Omnilert notification system for further instructions.

Education of Members of the Campus Community

The Muhlenberg College Department of Campus Safety and Police believes it is more beneficial to prevent crimes than to react to them after the fact. A primary vehicle for accomplishing this goal is a comprehensive crime prevention program. This program is based upon the concepts of eliminating or minimizing criminal opportunities, whenever possible, and encouraging students, faculty, and staff to be responsible for their own security and the security of others.

Campus security, and fire safety, and evacuation procedures are discussed during new student orientation residence hall programs. The Campus Safety and HRL Departments participate in forums, meetings, and programs in residence halls to address students and to explain campus security, public safety, and fire safety measures and procedures at Muhlenberg College. Members of Campus Safety conduct crime prevention, general security, and safety awareness presentations upon request from various community groups, including students and employees of the College. During these presentations, the following information is typically provided: crime prevention tips; statistics on crime at Muhlenberg College and the surrounding area; fire safety information; information regarding campus security procedures and practices, including encouraging participants to be responsible for their own security/safety and for the security/safety for others on campus. In addition, Campus Safety participates in a variety of on-campus programs throughout the year which are staffed by an officer(s) at various event locations. These activities provide an opportunity for Campus Safety staff to hand out safety-related information, as well as to answer individual questions.

The following is a listing of the crime prevention programs and projects employed by Muhlenberg College:

1. Personal Safety Escort Program: Campus Safety provides an escort service either by campus vehicles or on foot from dusk to dawn seven days a week to students, staff, faculty, and visitors who request it by calling Campus Safety at (484) 664-3112.

Campus Safety provides personal safety escorts for:

1. Persons walking from one point on campus to another point on campus whenever personal safety is a concern.
2. Persons traveling from the campus to their off-campus residence after dark. Escorts are provided to and from campus within a three-block radius of the campus boundary. Campus Safety will not provide escorts to or from establishments that provide alcohol within the escort service boundary.
3. In addition to the Escort Service, Muhlenberg College provides shuttle service with various stops beyond the campus boundaries. Information regarding the operations and destinations of the shuttle service can be obtained through Campus Safety at 484-664-3110.

2. New Student Orientation: Crime prevention information accompanied by brochures and other printed material is presented as a formal part of new student orientation during the summer and again at the start of the academic year. The Director of Campus Safety speaks on a Safety Panel during orientation.

3. Residence Hall Security: The Department of Campus Safety works closely with the Housing & Residence Life staff to promote safety in the residence halls through training and education of staff.

4.. Emergency Telephones: Located throughout the campus.

5 .Security Awareness and Crime Prevention Presentations: Officers present crime awareness and prevention programs in residence halls and elsewhere on campus throughout the year. Programs are tailored to the particular interests of student, faculty, or staff groups.

6. Parking Facility Security: All major parking lots are equipped with emergency phones and Closed Circuit Television (CCTV), which increases security and lighting is well maintained. CCTV cameras are not monitored but utilized in obtaining information for investigations due to reported activity.

7. Security Alarm Systems: A sophisticated computer-enhanced alarm system monitors a campus-wide network of intrusion, fire and duress alarms.

8. Architectural Design: Campus Safety works closely with design engineers, project managers, Plant Operations, and the Office of Information Technology regarding physical security systems and fire safety equipment when new construction or major renovations are planned on campus.

9. Security Surveys: Comprehensive physical and operational security surveys are frequently conducted by Campus Safety to assist the College in improving the security of the campus community.

10. Facilities Surveys: A patrol responsibility designed to identify and correct deficiencies in exterior lighting, locking hardware and safety of the grounds is conducted by Campus Safety during routine patrols of the campus and campus facilities.

11. Operation Identification: Operation Identification, the national program of engraving serial numbers or owner-recognized numbers on computers, bicycles and other valuable items, is coordinated by Campus Safety. Engravers are made available to members of the campus community free of charge.

12. Crime Prevention Announcements: The Daily Crime Log is posted on the Campus Safety website. Articles and information are regularly provided to *The Muhlenberg Weekly* when requested.

13. Printed Crime Prevention Materials: Brochures, posters and bookmarks carrying crime prevention and awareness information related to a variety of topics including but not limited to theft, substance abuse, binge drinking, sexual harassment, domestic violence, sexual assault, security of personal belongings, identity theft, personal health and safety, and motor vehicle security are widely distributed at crime prevention presentations and at various locations throughout the campus. The Department of Campus Safety and Police utilized social media pages Facebook and Instagram to share crime prevention and awareness materials.

14. After Hour Service Contact: Campus Safety takes maintenance calls after hours for Plant Operations. Campus Safety also refers calls for Health and Counseling Services which can put students in contact with a health professional or counselor.

15. Employee Training: The College uses Everfi as our vendor for mandatory employee training programs, which are to be completed by all new employees within their first two months of employment. HR tracks the progress employees are making and training completion dates for the following:

1. Preventing Harassment & Discrimination:: Title IX, VAWA & Clery Act
2. Diversity and Inclusion

Additional training is typically offered on Clery, Title IX and VAWA by the Director of Campus Safety and the Director of Equity & Title IX at various times during the year, but those sessions are not mandatory and attendance is not systematically tracked.

As part of our on-boarding process, all new employees sign the **Drug-free Workplace Policy** and Consent form. That document can be found in the on-boarding packet on Workday (it is page 34 of 41).

Our offers of employment and new colleague onboarding process also require employees to acknowledge that they have received the Employee Handbook specific to their position and information on College policies and procedures that govern their employment with the College (available for review on the [Human Resources \(https://www.muhlenberg.edu/policiesandprocedures/humanresources/\)](https://www.muhlenberg.edu/policiesandprocedures/humanresources/) page).

Responsibilities of the Campus Community

Members of the campus community must assume responsibility for their own personal safety and the security of their personal property. The following precautions provide guidance.

1. Report all suspicious activity to Campus Safety immediately
2. Never take personal safety for granted.
3. Try to avoid walking alone at night. Use the Campus Safety escort service.
4. Limit your alcohol consumption, and leave social functions that get too loud, too crowded, or that have too many people drinking excessively. Remember to call Campus Safety or APD for help at the first sign of trouble.

5. Carry only small amounts of cash
6. Never leave valuables (wallets, purses, books, calculators, etc.) unattended.
7. Carry your keys at all times and do not lend them to anyone.
8. Lock up bicycles and motorcycles. Lock car doors and close windows when leaving your car.
9. Always lock the door to your residence hall room, whether or not you are there. Be certain that your door is locked when you go to sleep, and keep windows closed and locked when you are not at home.
10. Do not leave valuables in your car, especially if they can be easily notice
11. Engrave serial numbers or owner's recognized numbers, such as a driver's license number, on items of value.
12. Inventory your personal property and insure it appropriately with personal insurance coverage

Notification of Missing Students

All Muhlenberg College students are either residential, on College property, or commuter students from 30 miles or less from the College. The College does not permit off campus student housing. If a member of the campus community has reason to believe that a student is missing for 24 hours, he or she should immediately notify the Department of Campus Safety and Police at (484) 664-3110, or local law enforcement by calling 911. There is no waiting period for reporting a missing person, therefore anyone who reasonably believes that a student is missing shall contact Campus Safety as soon as possible to report the missing student. Once notified Campus Safety will generate a missing person report and initiate an investigation. All students must identify an emergency contact person during the registration process. Students may also choose to register a confidential emergency contact person after completing registration. The most current student emergency contact on record will be notified by Muhlenberg College within 24 hours if Campus Safety makes a determination of the student being missing or in the event the College is notified by another law enforcement agency of the missing student. A student who wishes to identify a confidential emergency contact can do so using the link below:

Confidential Contact Registration Form (https://cm.maxient.com/reportingform.php?MuhlenbergColl&layout_id=7)

A student's confidential emergency contact information will be accessible only by authorized campus officials and disclosed to law enforcement in furtherance of a missing person investigation.

For Students in On-Campus Housing

After investigating the missing person report, should Campus Safety determine that the student is missing and has been missing for more than 24-hours, Campus Safety will notify the Allentown Police Department, even if they have not registered an emergency contact person. The Dean of Students or their designee will notify the student's emergency contact no later than 24-hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, Muhlenberg College will notify the student's parent or legal guardian immediately after Campus Safety has determined that the student has been missing for more than 24-hours in addition to notifying, no later than 24 hours after the determination that the individual is missing, any additional emergency contact person designated by the student.

Notification to the emergency contact person and/or parents will be made by the Dean of Students or their designee. Students residing in on-campus housing have the option to identify a confidential emergency contact person to be contacted by Muhlenberg College in the event the student is determined to be missing for more than 24-hours. If a student has identified such an individual, Muhlenberg College will also notify that individual no later than 24-hours after the student is determined to be missing.

Commuter Students

Reports of students missing commuter students will be referred to the police department having jurisdiction over the student's local residence, if known, or the student's permanent residence if a local residence cannot be determined. Campus Safety will assist the agency of jurisdiction as requested by that agency.

Muhlenberg College Student Policies and Procedures

Student Code of Conduct (<https://www.muhlenberg.edu/media/contentassets/pdf/about/deanst/studentguide/socialcode.pdf>)

Muhlenberg College is committed to the health, safety and success of all students. In addition, the College believes that diversity, in many forms and expressions, is essential to its educational mission and to its success as a community. Achieving our educational mission requires that we foster a campus environment that is safe and inclusive and allows for students to maximize their academic and personal potential. As such, this Code of Conduct (“Code”) outlines the rights, responsibilities and expectations for all student members of the Muhlenberg College community. The College’s disciplinary processes emphasize education by focusing on the growth and development of the individual student, encouraging self-discipline, and fostering a sense of respect for the rights of others.

The College also has an obligation to maintain socially and educationally responsible behavior among its members. To this end, the disciplinary process is designed to redirect the behavior of a student into acceptable patterns and to protect the College community while helping each student clarify and solidify individual values.

Ultimately, in accordance with its mission, Muhlenberg College aims to develop independent critical thinkers who are intellectually agile, characterized by a zest for reasoned and civil debate, committed to understanding the diversity of the human experience, able to express ideas with clarity and grace, committed to life-long learning, equipped with ethical and civic values, and prepared for lives of leadership and service. The policies and procedures specified in this Code are designed to affirm, protect, and model these goals. Student policies can be found in the **Student Policy and Resource Guide. (<https://www.muhlenberg.edu/policiesandprocedures/studentpolicyandresourceguide/>)**

Alcohol and Other Drugs (AOD) Policies

As an academic community, Muhlenberg College is committed to providing an environment in which learning and scholarship can flourish. The possession or use of illegal drugs, or the abuse of those which may otherwise be legally possessed, seriously affects the College environment, as well as the individual potential of our students and employees. The Department of Campus Safety is committed to promoting the health and safety of its campus community through a program of alcohol education and the implementation of relevant policies. The College enforces state and federal laws and related College policies, including those prohibiting the following activities on campus:

1. Providing alcoholic beverages to individuals under 21, and the possession or consumption of alcoholic beverages by individuals under 21.
2. Distribution, possession, or use of illegal drugs or controlled substances.

The abuse of alcohol and other drugs by students, regardless of age and of location (on-campus or off-campus), is prohibited by the Muhlenberg College Student Code of Conduct (“Student Code of Conduct”): **Student Code of Conduct (<http://muhlenberg.edu/socialcode>)**. The College can, and will, impose disciplinary sanctions for violations. Students are also subject to city ordinances and state and federal laws.

The Muhlenberg College **Drug-Free Workplace Policy Statement** (“Policy”) addresses violations by College faculty and staff: **Drug-Free Workplace Policy (<https://www.muhlenberg.edu/media/contentassets/pdf/about/hr/Drug%20Free%20Workplace%20Policy.pdf>)**

The College strongly encourages students and employees to voluntarily obtain assistance for dependency or abuse problem before such behavior results in an arrest and/or disciplinary referral, which might result in their separation from the institution.

The use of, or addiction to, alcohol, marijuana, or controlled substances is not considered an excuse for violations of the Student Code of Conduct or staff expectations, and will not be a mitigating factor in the application of appropriate disciplinary sanctions for such violations.

Student Health Services and Human Resources Office staff will conduct awareness programs to inform employees of the dangers of drug abuse, the College's drug free workplace policy, available drug counseling, rehabilitation and other employee referral programs, and the penalties/sanctions that may be imposed on employees for drug abuse violations.

Help is available both on campus and within the community for students and College employees who are dependent on, or who abuse alcohol or other drugs. Although the College does not sponsor a formal assistance program for students, Student Counseling Services (484-664-3178 (about:blank)) and Student Health Services (484-664-3199 (about:blank)) are prepared to confidentially refer students to outside programs as they seek assistance with drug and alcohol counseling and rehabilitation.

The College offers an Employee Assistance Program through the Director of Student Counseling Services. Additionally, the Director of Counseling Services and the Vice President for Human Resources are prepared to confidentially handle referrals to appropriate programs for employees who seek assistance with drug and alcohol counseling and rehabilitation. Further, the health plan offered by the College to full-time employees provides a benefit for the treatment of drug abuse in a participating substance abuse treatment facility. These resources as well as other professional agencies will maintain confidentiality of persons seeking help for alcohol and other drug dependency and will not report them to College authorities. Referrals to outside agencies and services may be obtained upon request.

In order to inform students of the terms of Pennsylvania law, relevant sections of the Pennsylvania Crimes Code, Title 35 follow:

Schedules of Controlled Substance (Section 4)

The law recognizes five categories of controlled substances ranging from the most dangerous listed in Schedule I to the least dangerous listed in Schedule V.

Schedule I – selected opiates and opium derivatives such as heroin; hallucinogens such as LSD; and marijuana. Note: Although the law no longer classifies marijuana as a narcotic, it still lists it as a controlled substance under Schedule I.

Schedule II – opium; amphetamine; coca leaves; and methadone.

Schedule III – selected substances which have a depressant effect on the central nervous system such as barbituric acid.

Schedule IV – selected substances which have a depressant effect on the central nervous system but which have a lower potential for abuse relative to substances in Schedule III, e.g., Phenobarbital.

Schedule V – substances such as cough syrup which may contain limited quantities of a narcotic but which also include one or more non-narcotic medicinal ingredients which confer upon the substance valuable medicinal qualities other than those possessed by the narcotic alone.

Prohibited Acts; Penalties (Section 13)

- 1. Clause 1** – the manufacture, sale or delivery, holding, offering for sale, or possession of any controlled substance, other drug, device or cosmetic that is adulterated or misbranded. (Punishable by imprisonment not exceeding one year or by payment of a fine not exceeding \$5,000 or both.)
- 2. Clause 12** – The acquisition or obtaining or possession of a controlled substance by misrepresentation, fraud, forgery, deception or subterfuge. (Punishable by imprisonment not exceeding one year or by payment of a fine not exceeding \$5,000 or both.)
- 3. Clause 16** – Knowingly or intentionally possessing a controlled substance by a person not registered under the act except through valid prescription order. (Punishable by imprisonment not exceeding one year or by payment of a fine not exceeding \$5,000 or both.) Note: A second conviction for acts described in Clauses 1, 12 and 16 carries a maximum prison sentence of three years, or a maximum fine of \$25,000 or both.
- 4. Clause 30** – The manufacture, delivery, or possession with intent to manufacture or deliver, a controlled substance by a person not registered under the act. (The severity of the penalty varies according to the substance involved. The maximum penalty is for narcotics and consists of imprisonment not exceeding fifteen years or of a fine not exceeding \$250,000 or both.)

5. Clause 31 – The possession of a small amount of marijuana only for personal use; the possession of a small amount of marijuana with the intent to distribute it but not to sell it; the distribution of a small amount of marijuana but not for sale. The act defines a "small amount of marijuana" as 30 grams of marijuana and eight grams of hashish. (Punishable by imprisonment not exceeding 30 days or by fine not exceeding \$500 or both)

6.

Clause 32 – The use of, or possession with intent to use, drug paraphernalia for the purpose of planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packing, repacking, storing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body a controlled substance in violation of this act.

7.

Clause 33 – The delivery of, possession with intent to deliver, or manufacture with intent to deliver, drug paraphernalia, knowing, or under circumstances where one reasonably should know, that it would be used to plant, propagate, cultivate, grow, harvest, manufacture, compound, convert, produce, process, prepare, test, analyze, pack, repack, store, contain, conceal, inject, ingest, inhale or otherwise introduce into the human body a controlled substance in violation of this act.

8. Clause 34 – The placing in any newspaper, magazine, handbill or other publication any advertisement, knowing or under circumstances where one reasonably should know that the purpose of the advertisement, in whole or in part is to promote the sale of objects designed or intended for use as drug paraphernalia.

The entire text of the *Student Alcohol Policy* is contained online at: [Student Alcohol Policy](https://www.muhlenberg.edu/policiesandprocedures/studentpolicyandresourceguide/studentalcoholpolicy/)
(<https://www.muhlenberg.edu/policiesandprocedures/studentpolicyandresourceguide/studentalcoholpolicy/>)

The entire text of the *Drug Use and Controlled Substance Policy* is contained online at: [Drug Use and Controlled Substance Policy](https://www.muhlenberg.edu/policiesandprocedures/campusafety/druguseandcontrolledsubstancepolicy/)
(<https://www.muhlenberg.edu/policiesandprocedures/campusafety/druguseandcontrolledsubstancepolicy/>)

The entire text of the “*THE CONTROLLED SUBSTANCE, DRUG, DEVICE AND COSMETIC ACT*” Act of 1972, P.L. 233, No. 64 is contained online at: https://www.pa.gov/content/dam/copapwp-pagov/en/health/documents/topics/documents/laws-and-regulations/DDC_Act.pdf
(https://www.pa.gov/content/dam/copapwp-pagov/en/health/documents/topics/documents/laws-and-regulations/DDC_Act.pdf)

Members of the campus community should know that when College drug and alcohol policies are violated disciplinary action, which may include eviction from the residence halls, revocation of other privileges, or suspension or expulsion from Muhlenberg College, may be taken in order to protect the interests of the College and the rights and safety of others.

Abuse of alcohol and drugs can have a dramatic impact on professional, academic, and family life. Muhlenberg College, therefore, encourages members of the community who may be experiencing difficulty with drugs or alcohol to contact one of the following resources available on-campus:

Resources

Employee Assistance Program, (484) 664-3165

Student Health Service, (484) 664-3199

Counseling Center, (484) 664-3178

Drug Abuse Hold

The Anti-Drug Abuse Act of 1988 includes provisions that authorize federal and state judges to deny certain federal benefits, including student aid, to persons convicted of drug trafficking or possession. The United States Department of Education maintains a file of those who have received such a judgment, and it checks applicants against that file to determine if they should be denied aid. This is separate from the check for a drug conviction discussed above, but the result could be the same. Confirmation of a student being in the drug abuse hold file will produce a rejected application and the student will not be able to receive financial aid.

Drug-Free Schools and Communities Act, Education Department General Administrative Regulations [EDGAR] Part 86, Annual Notification, September 2017

As a requirement of these regulations, Muhlenberg College ("College") is required to disseminate and ensure receipt of the following policies/information to all students, staff, and faculty on an annual basis. This process is formally conducted by email. Questions concerning this notification and/or alcohol and other drug ("AOD") programs, interventions and policies may be directed to Claire Griffin, Associate Director of Prevention Education, Muhlenberg College: clairegriffin@muhlenberg.edu (<mailto:clairegriffin@muhlenberg.edu>) (<mailto:clairegriffin@muhlenberg.edu>)

Medical Amnesty Policy

Muhlenberg College seeks to reduce barriers that may jeopardize a student's health and safety or discourage students from helping individuals experiencing a mental health or medical emergency and/or intoxication or injury after consuming alcohol and/or other drugs (AOD). The health and safety of students are of primary importance to Muhlenberg College and those around them. Students are encouraged not only to look out for their own health and safety but also for the health and safety of their peers. This "Muhlenberg College Medical Amnesty Policy" demonstrates the College's commitment to increasing the likelihood that students will seek medical help when they themselves or are confronted with an individual experiencing a mental health or medical emergency and/or intoxication or injury after consuming AOD or when AOD is present.

Students are encouraged to seek help for individuals experiencing a mental health or medical emergency and/or intoxication or injury after consuming AOD, even though they may be reluctant to seek help because of anticipated consequences for themselves and the person in need of assistance. It is imperative that someone calls for medical assistance when an individual experiences a mental health or medical emergency and/or intoxication or injury after consuming AOD to prevent injury, illness, and/or danger.

DEFINITIONS

A "mental health or medical emergency" is when an individual has a reasonable belief that another individual is in need of immediate medical attention to prevent death or serious bodily

"Emergency medical personnel" refers to a 911 operator, Muhlenberg College Campus Safety personnel, or local police or emergency services.

POLICY

A student who seeks emergency medical assistance related to their consumption of alcohol and/or drugs will initially be charged with violation(s) of the College's Student Alcohol Policy and/or Drug Use and Controlled Substance Policy. However, instead of disciplinary sanctions, parent(s)/guardian(s) will be copied on the student's outcome letter, and the student will be required to complete the following:

An online personalized prevention intervention program which the student will then be required to review with a licensed professional. If necessary, a recommendation for additional examination and/or therapy may be made; and

The student will view an educational video created by the College's Director of Counseling Services. After viewing this video, the student will respond to prompts that aim to allow the student to further explore their thoughts on the subject of alcohol consumption.

Once the aforementioned requirements are successfully completed, the student will not have the incident recorded in their student record file. Failure to complete the prescribed course of action may result in the imposition of sanctions under the College's Student Code of Conduct, and an additional parental notification will occur due to the student's failure to comply with the requirements above.

Students under the influence of AOD or otherwise violating the College's Student Code of Conduct or Equal Opportunity and Nondiscrimination Policy ("EO Policy") at the time the student assists in obtaining emergency medical assistance on behalf of a fellow student experiencing a mental health or medical emergency and/or an AOD-related medical emergency or when AOD is present, shall not be charged with violations of those policies except in extenuating circumstances.

In circumstances where a student group is found to be hosting an event where medical assistance is sought for a student experiencing a mental health or medical emergency and/or an AOD-related medical emergency, the student group may be held responsible for violations of the Student Alcohol Policy and/or Drug Use and Controlled Substance Policy, the Student Code of Conduct and/or EO Policy. However, the student group's willingness to seek medical assistance for a member or guest will be viewed as a mitigating factor in determining sanctions.

This Policy does not prevent action by police or other law enforcement personnel. The College cannot guarantee that criminal charges and/or financial obligations for medical intervention will not be brought against the student if Allentown Police and/or EMS are required for assistance during the incident.

In cases where a student is transported to the hospital for a mental health or medical emergency and/or an AOD-related medical emergency and is unconscious or otherwise in serious physical jeopardy, emergency contact or parental notification by College officials may occur as a precautionary measure without the student's consent.

This Policy applies only to students who seek emergency medical assistance for themselves or a fellow student in connection with a student mental health or medical emergency and/or an AOD-related medical emergency. It does not apply to individuals experiencing an AOD-related medical emergency who are found by College employees (e.g., Campus Police, College Administrators, etc.) or Allentown Police.

This Policy does not excuse or protect those individuals who repeatedly violate or abuse the College's Student Alcohol Policy and/or Drug Use and Controlled Substance Policy, Student Code of Conduct and/or EO Policy. In cases where repetitive violations occur, appropriate action will be taken on a case-by-case basis.

Information about the time and location of a mental health or medical emergency and/or an AOD-related medical emergency will be recorded to enable any necessary follow-up in order to address issues of health and safety, vandalism, or chronic abuse of the Student Alcohol Policy and/or Drug Use and Controlled Substance Policy.

Alcohol and Other Drug Sanctions

Student Sanctions: Alcohol and Other Drugs (AOD)

Students found in violation of the Muhlenberg College [Student Alcohol Policy](https://www.muhlenberg.edu/policiesandprocedures/studentpolicyandresourceguide/studentalcoholpolicy/) (<https://www.muhlenberg.edu/policiesandprocedures/studentpolicyandresourceguide/studentalcoholpolicy/>), Pennsylvania Laws and/or city ordinances will be subject to disciplinary action at the discretion of the Dean of Students. Each case will be handled individually and considered on its own merits, with consideration given to the severity of misconduct as well as prior violations. Underage consumption of alcohol, providing alcohol to underage students and others, the unlawful possession, use, or distribution of illicit drugs, and other violations of this policy will result in disciplinary actions as outlined in the Student Code of Conduct. Possible sanctions include, but are not limited to: warning, disciplinary probation, potential family notification, assignment to an education program, suspension or expulsion. The Dean of Students reserves the authority to exercise discretion in all disciplinary matters, giving consideration to the particular circumstances of each case. In addition, the Dean of Students or their designee may immediately suspend, without prior notice, a student from the College for an interim period whenever the Dean of Students or their designee determines that the continued presence of the student at the College poses a substantial and immediate threat to themselves or to others, or to the stability and continuance of College functions.

Students who use alcohol and/or other drugs which result in harm or the threat of harm to themselves or others, or to property, regardless of the location of the incident, may face disciplinary action by the College up to and including expulsion.

Under Pennsylvania law, it is illegal for anyone under the age of 21 to purchase alcohol or to possess alcohol in a public space. It is also illegal for anyone to furnish alcohol to an individual under the age of 21. Other state laws governing the use of alcohol can be found [here](#).

As members of the Muhlenberg College community, students are also subject to city ordinances and to state and federal law. Arrest and prosecution for alleged violations of criminal law or city ordinances may result from the same incident for which the College imposes disciplinary sanctions.

Employee Sanctions: Alcohol and Other Drugs (AOD)

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited at Muhlenberg College. Any employee violating this rule will experience disciplinary action. The College reserves the right to contact both state and federal offices charged with enforcing state and federal laws. Off-the-job illegal drug use which could adversely affect an employee's job performance or could jeopardize the safety of others may result in disciplinary action, up to and including termination of employment. Employees undergoing prescribed medical treatment with a legal drug that may impair job performance should report this treatment to the Vice President for Human Resources. In appropriate cases, certain job accommodations may be necessary for the safety of the employee, students, the public and fellow employees. Failure to disclose such treatment where it may create a direct threat of harm may result in disciplinary action up to and including termination of employment. The use or possession of alcohol during the work day and reporting to work under the influence of alcohol are also violations of Muhlenberg College's Policy.

College employees found in violation of **Drug-Free Workplace Policy** Statement will experience disciplinary action which could include termination of employment. Possible sanctions include, but are not limited to:

1. Required counseling and participation in a drug abuse assistance or rehabilitation program, the cost to be paid by the employee.
2. Required counseling and suspension from work.
3. Any subsequent violation will result in suspension from employment for a period to be determined at the time of suspension.
4. Dismissal from employment.

As a condition of employment, employees must abide by the terms of the Policy requirements and must report to the Vice President for Human Resources, no later than five days after the conviction, that they have been convicted or have pleaded guilty or nolo contendere (no contest) under a criminal drug statute for conduct in the workplace.

Legal Sanctions under Federal, State, and Local Laws

See *Appendix A. Pennsylvania and Federal Statutes/Sanctions, City of Allentown Ordinances/Sanctions*

****Students Please Note****

Denial of Federal Aid (20 USC 1091)

Under the Higher Education Act of 1998, students convicted under federal or state law for the sale or possession of drugs will have their federal financial aid eligibility suspended. This includes all federal grants, loans, federal work-study programs, and more. Students convicted of drug possession will be ineligible for one year from the date of the conviction of the first offense, two years for the second offense, and indefinitely for the third offense. Students convicted of selling drugs will be ineligible for two years from the date of the first conviction, and indefinitely for the second offense. Those who lose eligibility can regain eligibility by successfully completing an approved drug rehabilitation program.

Health Risks Associated with the Abuse of Alcohol or Illicit Use of Drugs

In addition to College disciplinary actions, criminal penalties, and workplace hazards, specific serious health risks are associated with the use of illicit drugs and alcohol. All drugs, including alcohol, can cause marked changes in behavior and have side effects. Their influences can affect the safety and well-being of the users as well as those around them.

Alcohol is a central nervous system depressant that is absorbed into the bloodstream and transmitted to all parts of the body. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that a driver will be involved in an accident. Low to moderate doses reduce physical coordination and mental alertness, while increasing the incidence of aggressive behavior. Moderate to high doses of alcohol cause marked impairment of higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden stopping of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol can lead to permanent damage to vital organs such as the liver and brain.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other children of becoming alcoholics.

Illicit drugs, including but not limited to stimulants, depressants, hallucinogens, narcotics, or inhalants, can interfere with important brain activities, including coordination, memory, and learning. They increase the risk of lung cancer, destroy liver cells, initiate severe weight loss, and may weaken the immune system. Users may also experience abdominal pain, nausea, vomiting, rapid heartbeat, and irregular breathing. Convulsions, coma, and death are also possible. Combining drugs can be fatal.

The harmful effects of illicit drugs vary from substance to substance. The following is a summary of the effects of such substances by category:

- 1. Narcotics:** Repeated use of narcotics such as opium, morphine, and heroin results in an increasing tolerance; the user must administer progressively larger doses to attain the desired effect, leading to dependence. Possible effects of using narcotics include euphoria, drowsiness, respiratory depression, constricted pupils, and nausea. Effects of overdose include slow and shallow breathing, clammy skin, convulsions, coma, and possible death. Withdrawal may lead to watery eyes, runny nose, yawning, and loss of appetite, irritability, tremors, panic, cramps, nausea, chills, and sweating.
- 2. Depressants:** Depressants including barbiturates (e.g. Phenobarbital and Valium) and chloral hydrate have a potential for abuse associated with both physical and psychological dependence. The effect may vary from person to person and from time to time in the same individual/

Low doses produce mild sedation. Higher doses, in so far as they relieve anxiety or stress, may produce a temporary sense of well-being; they may also produce mood depression and apathy. Higher doses also result in impaired judgment, slurred speech, and loss of motor coordination, disorientation, and the potential for dependence. The effects of overdose include shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, and possible death. Withdrawal may lead to anxiety, insomnia, and possible death.

3. Stimulants: Use of stimulants such as cocaine, methamphetamine and amphetamines may lead to a temporary sense of exhilaration, and excess of energy, hyperactivity, excessive wakefulness, and a loss of appetite. They may also lead to irritability, anxiety, and apprehension. These effects are greatly intensified with administration by intravenous injection, which may produce a sudden sensation known as a “flash” or “rush.” The protracted use of stimulants is followed by a period of depression known as “crashing.” Long term use can lead to brain damage. The effects of overdose include agitation, increase in body temperature, hallucinations, convulsions, and possible death. The effects of withdrawal include apathy, long periods of sleep, irritability, depression, and disorientation.

4. Hallucinogens: Hallucinogens, including LSD, peyote, and mescaline distort the perception of object reality. They induce a state of excitation of the central nervous system, shown by alterations of mood, usually euphoric, but sometimes seriously depressive. Other effects include hallucinations and poor perception of time and distance. Effects of overdose include longer, more intense “trip” episodes, psychosis, and possible death.

5. Cannabis: There are three drugs that come from cannabis: Marijuana, hashish, and hashish oil. The effects may vary from individual to individual. Low doses of these drugs tend to induce restlessness and a sense of well-being, followed by a state of relaxation. Changes in perception may lead to disorientation. Overdose may lead to fatigue, paranoia, and possible psychosis. Stopping usage may lead to insomnia, hyperactivity, and decreased apathy.

Source: US Department of Justice

For additional information on controlled substances and a more complete list of illicit drugs and their effects, please see US Department of Justice, Drug Enforcement Administration Resource Guide, “Drugs of Abuse,” 2022 edition:

https://www.dea.gov/sites/default/files/2022-12/2022_DOA_eBook_File_Final.pdf (https://www.dea.gov/sites/default/files/2022-12/2022_DOA_eBook_File_Final.pdf)

AOD Awareness and Prevention for Students

Muhlenberg College is committed to providing students with factual information about alcohol and other drugs as well as confidential and non-confidential referrals for professional assistance in the event that they are needed. An awareness of the negative impacts of alcohol consumption may assist students in their efforts to make safe and responsible choices. Educational programs will be organized and conducted annually to promote continued awareness and encourage an attitude of genuine concern and care for others, including bystander intervention training. Information concerning responsible use, effective party planning, indications of abuse or addiction, and resources for assistance are available in Health and Counseling Services, The Department of Prevention Education, and with the Director of Student Support Services. Our efforts at Muhlenberg College fall into four categories:

1. Education. Programs begin with the orientation of first year students/transfers and continue throughout each academic year. The College requires all incoming students to complete an educational program addressing risks associated with alcohol and drug use, risk-reduction strategies, and College policies and resources. The program includes opportunities for self-reflection and goal-setting, as well as brief follow-up information and testing during the first semester of enrollment. Each student is also required to participate in the Foundations of Student Success course during their first year, and other educational programs occur throughout a student’s career at Muhlenberg. These programs take the form of peer education efforts through Student Health and Counseling Services, initiatives by the Athletics, Fraternity & Sorority Life, and the Housing & Residence Life staff among others. Focused educational programs, such as ECheckUpToGo for students who violate Student Alcohol Policy, are mandated as needed. Furthermore, other campaigns offered throughout the year to all members of the campus community include on campus visual and online social media messaging focused on risk reduction strategies, consent and substances, and bystander intervention when substances may be involved.

ECheckUpToGo at Muhlenberg College links:

- o Alcohol: <http://interwork.sdsu.edu/echeckup/usa/alc/coll/Muhlenberg>
(<http://interwork.sdsu.edu/echeckup/usa/alc/coll/Muhlenberg>)(<http://interwork.sdsu.edu/echeckup/usa/alc/coll/muhlenberg>)
- o Cannabis: <http://interwork.sdsu.edu/echeckup/usa/mj/coll/muhlenberg>
(<http://interwork.sdsu.edu/echeckup/usa/mj/coll/muhlenberg>)

2. Counseling. Counseling Services offers counseling programs for students that have alcohol or other substance abuse problems. These include both on-campus counseling services and referral to off-campus experts. Counseling Services also has AOD information in its resource library, and Health and Counseling Services also offers passive programming such as newsletters, posters, and brochures related to AOD issues and risk reduction.

3. Social Options. The College, through the Office Student Engagement for Student Activities & Events and the student-run Muhlenberg Activities Council (MAC) provide alcohol-free activities and programs, including late-night events to offer highly interactive options for students.

4. Process. The College has well-established procedures to be used at student organization events where alcohol is served.

5. Discipline. There are consequences for individuals who violate the College's Student Alcohol Policy, Allentown City Ordinances or the Laws of the Commonwealth of Pennsylvania and the United States. RAs, the Student Conduct Officer and other adjudicators and administrators are trained to understand effective approaches to respond to student alcohol and other drug use. While policies are consistently enforced, interactions with students are seen as opportunities for education and reflection.

Available AOD Related Services- Lehigh County, Pennsylvania

Lehigh County Drug & Alcohol Government Center
17 South 7th Street
Allentown, Pa 18101
(610) 782-3555

<http://www.lehighcounty.org/Departments/Human-Services/Drug-Alcohol> (<http://www.lehighcounty.org/Departments/Human-Services/Drug-Alcohol>)

Local Service Providers

Intervention- Intervention encompasses the initial steps for drug and alcohol services. The goal is to assist the individual to recognize, to identify and to engage the problems related to substance abuse. Intervention services identify the fact that support is needed not only for the individual but also for their family environments.

LOCATION	SERVICE	CONTACT
Allentown Health Bureau	Provides confidential counseling and testing for HIV - the virus that causes AIDS - screening and treatment for sexually transmitted diseases, tuberculosis testing, Hepatitis B and C screening, Hepatitis B immunization and a wide range of STD and HIV/AIDS prevention education services.	245 North Sixth Street Allentown, PA 18102 Phone: (610) 437-7760

LOCATION	SERVICE	CONTACT
Valley Youth House Family Intervention Program	provides home- based services targeted at families in which children are at risk of maltreatment due to parental and/or child substance abuse and/or mental health problems. Intensive clinical intervention and case management include education on parenting skills, respite foster care, emergency shelter and medical	531 Main Street Bethlehem, PA 18018 Phone: (610) 954-9561
Lehigh Valley Drug & Alcohol Intake Unit	provides information, assessment, and referrals for Lehigh County residents with a drug and/or alcohol problem.	29 South Law Street 3rd Fl Allentown PA, 18101 Phone: (610) 432-2228

Prevention- “Prevention promotes constructive lifestyles that discourage drug abuse and promotes development of social environments that facilitate drug-free lifestyles. As applied to alcohol, tobacco and other drugs (ATOD), prevention means keeping the many problems related to the use and abuse of these substances from occurring.” (CASP)

LOCATION	SERVICE	CONTACT
Student Assistance Program (SAP)	designed to assist school personnel in identifying issues including alcohol, tobacco, other drugs, and mental health issues which pose a barrier to a student’s success. The primary goal of the Student Assistance Program (SAP) is to help students overcome these barriers in order that they may achieve, remain in school, and advance.	Lehigh County SCA 17 South 7th Street Allentown, PA 18101 (610) 782- 3556

LOCATION	SERVICE	CONTACT
Center for Humanistic Change	provides educational programs to prevent substance abuse. Programs include: life skills for adults and youth, parenting education, violence prevention, alternative activities for teens and education targeted to avert drug and alcohol involvement. Programs and training are offered in the schools and community as classroom programs, small groups and one-time presentations. All center programs have one goal: to provide life skills training/education for healthy living	2200 Avenue A Suite 106 Bethlehem, PA 18017 Phone: (484) 821-0375
Valley Youth House	drug and alcohol prevention, education and information services are provided in the elementary, middle, high schools and in the community. Services are provided through both small group format and classroom presentation models with a focus on effective and factual education.	531 Main Street Bethlehem, PA 18018 Phone: (610) 954-9561

Treatment- Outpatient (OP) treatment is an organized, non-residential treatment service providing therapy in which the client resides outside the facility and commutes from their home.

LOCATION	SERVICE	CONTACT
Confront	provides intensive outpatient and outpatient treatment services to adolescents, adults and families experiencing drug and/or alcohol problems.	1130 Walnut Street Allentown, PA 18102 Phone: (610) 433- 0148

LOCATION	SERVICE	CONTACT
		2442 Brodhead Road
New Directions Treatment Services, Inc.	specializes in opiate addiction treatment. Services include methadone and detox, counseling in English and Spanish, outreach, HIV testing, pre- and post-test counseling, HIV/AIDS education.	Bethlehem, PA 18020 Phone: (610) 758-8011
		375 Linden Street (Basement)
Step-By-Step, Inc.	provides treatment to adults with substance abuse and mental illness. The program provides individual, group and family therapy and psychiatric services.	Allentown, PA 18101 Phone: (610) 776-1224
		1259 South Cedar Crest Blvd. Suite 308
White Deer Run, Inc.	provides intensive outpatient treatment and outpatient treatment to adults and adolescents for drug and/or alcohol abuse and gambling via individual, group and family counseling. DUI and aftercare group therapy is also available.	Allentown, PA 18103 Phone: (610) 432-5561
		44 East Broad Street, Suite 20
Riverside, Inc.	Provides a full continuum of community-based outpatient services to treat behavioral problems associated with alcohol and drug addiction. Offering a variety of specialized client services, Riverside Care provides a high quality substance abuse treatment and co-occurring services to meet the specific needs of the individual.	Bethlehem, PA 18018 610-868-0435

LOCATION	SERVICE	CONTACT
		2045 Westgate Road
		Suite 301
M.A.R.S., Inc.	Provides intensive outpatient treatment to adults and adolescents for drug and/or alcohol abuse and gambling addiction via individual, group and family counseling.	Bethlehem, PA 18017
		Phone: (610) 419-3101

APPENDIX A. Federal and Pennsylvania Statutes/Sanctions, City of Allentown Ordinances/Sanctions

Federal Drug Laws:

The possession, use, or distribution of illicit drugs is prohibited by federal law. Strict penalties are enforced for drug convictions, including mandatory prison terms for many offenses. The following information, although not complete, is an overview of federal penalties for first convictions. All penalties are doubled for any subsequent drug conviction.

Denial of Federal Aid (20 USC §1091)

Under the Higher Education Act of 1998, students convicted under federal or state law for the sale or possession of drugs will have their federal financial aid eligibility suspended. This includes all federal grants, loans, federal work-study programs, and more. Students convicted of drug possession will be ineligible for one year from the date of the conviction of the first offense, two years for the second offense, and indefinitely for the third offense. Students convicted of selling drugs will be ineligible for two years from the date of the first conviction, and indefinitely for the second offense. Those who lose eligibility can regain eligibility by successfully completing an approved drug rehabilitation program.

Forfeiture of Personal Property and Real Estate (21 USC §853)

Any person convicted of a federal drug offense punishable by more than one year in prison shall forfeit to the United States any personal or real property related to the violation, including houses, cars, and other personal

A warrant of seizure is issued and property is seized at the time an individual is arrested on charges that may result in forfeiture.

Federal Drug Trafficking Penalties (21 USC §841)

Penalties for federal drug trafficking convictions vary according to the quantity of the controlled substance involved in the transaction. The following list is a sample of the range and severity of federal penalties imposed for first convictions. Penalties for subsequent convictions are twice as severe. If death or serious bodily injury result from the use of a controlled substance which has been illegally distributed, the person convicted on federal charges of distributing the substance faces a mandatory life sentence and fines ranging up to \$8 million. Persons convicted on federal charges of drug trafficking within 1,000 feet of a University (21 USC 845a) face penalties of prison terms and fines which are twice as high as the regular penalties for the offense, with a mandatory prison sentence of at least 1 year.

Federal Trafficking Penalties for Schedules I, II, III, IV, and V (except Marijuana)

Schedule	Substance/Quantity	Penalty	Substance/Quantity	Penalty
II	Cocaine: 500–4999 grams mixture		Cocaine: 5 kilograms or more mixture	
II	Cocaine Base 28–279 grams mixture		Cocaine Base 280 grams or more mixture	
IV	Fentanyl 40–399 grams mixture	First Offense: Not less than 5 yrs. and not more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual.	Fentanyl 400 grams or more mixture	First Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual.
I	Fentanyl Analogue 10–99 grams mixture		Fentanyl Analogue 100 grams or more mixture	Second Offense: Not less than 20 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
I	Heroin 100–999 grams mixture	Second Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.	Heroin 1 kilogram or more mixture	
I	LSD 1–9 grams mixture		LSD 10 grams or more mixture	2 or More Prior Offenses: Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
II	Methamphetamine 5–49 grams pure or 50–499 grams mixture		Methamphetamine 50 grams or more pure or 500 grams or more mixture	
II	PCP 10–99 grams pure or 100–999 grams mixture		PCP 100 grams or more pure or 1 kilogram or more mixture	

Substance/Quantity

Penalty

Any Amount Of Other Schedule I & II
Substances

Any Drug Product Containing Gamma

First Offense: Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than Life. Fine \$1 million if an individual, \$5 million if not an individual.

Hydroxybutyric Acid

Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.

Flunitrazepam (Schedule IV)

1 Gram

First Offense: Not more than 10 yrs. If death or serious bodily injury, not more than 15

Any Amount Of Other Schedule III

1. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual.

Drugs

Second Offense: Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual.

Any Amount Of All Other Schedule IV

First Offense: Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual.

Drugs (other than one gram or more
of Flunitrazepam)

Second Offense: Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.

First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.

Any Amount Of All Schedule V Drugs

Second Offense: Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.

Pennsylvania Alcohol/Drug Offenses:

The following summary is provided to promote increased awareness of the Pennsylvania laws relating to unlawful possession, use, manufacture, or distribution of alcohol or drugs. This summary is not intended to be a restatement of the law nor a summary of all of the laws related to drugs and alcohol. All Muhlenberg College students are responsible for compliance with the state laws governing the use of alcohol and drugs. According to Pennsylvania Statute, the following actions involving alcohol and drugs are illegal and bring with them the penalty listed:

OFFENSE	ACTION	PENALTY
18 Pa.C.S. § 6307	Misrepresentation of age to secure liquor or malt or brewed beverages.	First Offense: \$500 fine and suspension of driving privileges for 90 days. Subsequent Offenses: \$500 fine and suspension of driving privileges for one year (2nd violation) or two years (three or more violations). Courts are not permitted to suspend sentences
18 Pa.C.S. § 6308	Purchase, consumption, possession or transportation of liquor or malt or brewed beverages by a person under twenty-one years old.	First Offense: \$500 fine and suspension of driving privileges for 90 days. Subsequent Offenses: \$1,000 fine and suspension of driving privileges for one year (2nd violation) or two years (three or more violations). Parents are notified of all arrests of minors.
18 Pa.C.S. § 6309	Representing that a minor is of age.	Fine of no less than \$300 and no greater than \$2,500.
18 Pa.C.S. § 6310	Inducement of minors (under 21) to buy liquor or malt beverage	Fine of no less than \$300 and no greater than \$2,500. Courts are not permitted to suspend or reduce sentences.
18 Pa.C.S. § 6310.1	Selling or furnishing liquor or malt or brewed beverages to minors. (Furnish means to intentionally and knowingly sells or intentionally and knowingly furnishes, or purchases with the intent to sell or furnish, any liquor or malt or brewed beverages to a person who is less than 21 years of age.)	First Offense: \$1,000 fine. Subsequent Offenses: \$2500 fine. Courts are not permitted to reduce sentencing.
18 Pa.C.S. § 6310.2	Manufacture or sale of false identification card.	First Offense: \$1,000 fine and suspension of driving privileges for 90 days. Subsequent Offenses: \$2,500. Courts are not permitted to suspend sentences.

OFFENSE	ACTION	PENALTY
18 Pa.C.S. § 6310.3	Carrying a false identification card.	First Offense: \$500 fine and suspension of driving privileges for 90 days. Subsequent Offenses: \$500 fine and suspension of driving privileges for one year (2nd violation) or two years (three or more violations.) Courts are not permitted to suspend sentences. Parents are notified of all arrests.
18 Pa.C.S. § 6310.4	Violation of 6307, 6308, 6310.3	Suspension of operating privileges.
18 Pa.C.S. § 6314	Action: Trafficking of drugs to minors (under 18).	Penalty: Fine from \$5000 to \$250,000; imprisonment from 1 to 15 years, depending on offense.
35 Pa.C.S. §§ 780-101-144	Illicit manufacture, sale delivery, possession of controlled substance.	Fines from \$5000 to \$250,000; imprisonment of 1-15 years depending on offense
42 Pa.C.S. §§ 6801-6802	Illicit manufacture, sale delivery, possession of controlled substance.	Loss of property rights to Commonwealth of all controlled substances, paraphernalia, raw materials, conveyances, money, negotiable instruments and real property acquired in violation of the Controlled Substance, Drug, Device & Cosmetic Act, 35 Pa. C.S. §780-101-144, above.
75 Pa.C.S. §§ 1546-1547	Consumption of alcohol while driving	Chemical testing of operator's alcohol level; suspension or revocation of operating privileges of drunk drivers. Fine.

OFFENSE	ACTION	PENALTY
75 Pa.C.S. § 3715	Consumption of alcohol while driving	\$300–5000 and imprisonment from 48 hours to 1 year; suspension or revocation of operating privileges.

NOTE: If a fatality occurs in an accident as a direct result of D.U.I. there is a mandatory 3 years imprisonment. In addition, Pennsylvania may impose “social host” liability on persons who serve or whose premises have been used to serve alcohol to minors.

City of Allentown Ordinances Regarding Alcohol

Article 741.08

Action: Consumption of Alcohol on Streets and Sidewalks

Penalty: Violation tickets may be issued in the amounts of \$25 or \$100.

Firearms and Other Weapons Policy

Campus Safety is committed to maintaining a safe and secure environment that supports the academic mission of Muhlenberg College. According to the *Firearms and Other Weapons* policy, members of the campus community, including faculty, staff, and students, as well as visitors to the campus, are prohibited from possessing firearms, explosives, weapons, or any item that may be construed as such, on the premises of Muhlenberg College or in any building under the College’s control, whether or not a federal or state license to possess the same has been issued to the possessor. These restrictions apply to all students, staff, faculty, vendors, contractors, and visitors with the exception of law enforcement and Campus Safety officers and extend to all College buildings, grounds, parking lots, College owned or leased properties and College owned vehicles. Exceptions to this policy must be approved in writing by the President or the Director of Campus Safety.

There are some limited exceptions to this policy; for example certified and licensed law enforcement personnel who are authorized to carry a firearm are permitted to do so, on campus property. The possession or use of any potentially dangerous item or material is strictly forbidden in College housing (i.e. residence halls, MILE properties, properties leased by the College, fraternity and sorority houses) and/or on campus. Such items are subject to confiscation and the bearer to disciplinary action.

Prohibited items include firearms, ammunition, air-guns, airsoft, (BB/pellet), any bombs, grenade, blackjack, metal knuckles, spring type weapons, slingshots, martial arts weaponry, knives with a blade over three inches in length (does not pertain to common eating utensils), swords, switchblades, daggers, darts, dart boards, paintball guns, simulated weapons altered to appear as an actual firearm, stun guns, stun batons, taser or any other electronic or electric weapon, whips, or other implement for the infliction of serious bodily injury which serves no common lawful purpose. Weapons used for theatrical productions must be disarmed and remain in the theater and safeguarded according to the security provisions of the Department of Theatre & Dance

All members of the campus community should refer to the *Firearms and Other Weapons* policy, which is available on the Dean of Students website at:

[Firearms and Other Weapons Policy](#)

<https://www.muhlenberg.edu/media/contentassets/pdf/about/hr/Firearms%20and%20Other%20Weapons%20Policy%20Sept%202021.pdf>

Statistical Disclosure of Reported Incidents

Muhlenberg College strictly prohibits the possession or use of any potentially dangerous weapons or materials in or on all College buildings, grounds, parking lots, College-owned or leased properties and College-owned vehicles. Campus Safety has and will continue to investigate any threat to the safety of the campus community in order to protect all members of the community and their guests.

Pennsylvania College & University Information Act Crime Rates

The Pennsylvania College and University Security Information Act requires the release of crime statistics and rates to students and employees. The Anyone found violating the *Firearms and Other Weapons* policy shall be subject to the disciplinary policies and procedures applicable to students, rate is based on the actual number of Full Time Equivalent (FTE) students and employees which is calculated according to the following state faculty, or staff and/or criminal prosecution by the appropriate jurisdiction mandated formula. The formula is the number of FTE students for the fall semester plus the number of FTE employees, (which is the sum of full time employees, plus one half the numbers of part time employees). The FTE for both students and employees is combined for a total FTE. The rate is obtained by dividing this figure into 100,000 and multiplying the quotient by the individual statistics to produce the crime rate per 100,000 persons

Pennsylvania Crimes Code Title 18 links: [Title 18 – CRIMES AND OFFENSES \(http://www.legis.state.pa.us/WU01/LI/LI/CT/HTM/18/18.HTM\)](http://www.legis.state.pa.us/WU01/LI/LI/CT/HTM/18/18.HTM) in each category.

Emergency Medical Response Procedures

Specific Information about Classifying Crime Statistics

Students, faculty, staff, and guests should report any emergency medical situations to Campus Safety immediately at extension 3110 or, from outside the campus phone system, (215) 564-3110. The dispatcher will send Campus Safety officers to the location and assess the incident. The campus relevant federal law (the Clergy Act)

Quick Response Emergency Medical Service with trained emergency responders and provides quality emergency medical services in a variety of settings, including campus coverage and special events. The individual, to whom Campus Safety responded to, may be placed in contact with a nurse from the Student Health Services. If the individual requires and/or requests care beyond that which can be rendered by the officer, nurse, and/or Assault. For example, if an aggravated assault occurs and there are three victims, this would be counted as three aggravated assaults in the MCEMS, the individual may be transported to the hospital or doctor's office by an Campus Safety officer, a college van driver, or ambulance.

The number reflected in the statistics for the following crime categories includes one offense per distinct operation: Robbery, Burglary, Larceny, Vandalism, and Arson. For example, if five students are walking across campus together and they are robbed, this would count as one instance of robbery in the crime statistics chart.

In cases of Motor Vehicle Theft, each vehicle stolen is counted as a statistic.

In cases involving Liquor Law, Drug Law, and Illegal Weapons violations, each person who was arrested is indicated in the arrest statistics.

The statistics captured under the "Referred for Disciplinary Action" section for Liquor Law, Drug Law, and Illegal Weapons violations indicates the number of people referred to the Dean of Students for violations of those specific laws.

The statistics in the Hate Crime chart are separated by category of bias. The numbers for most of the specific crime categories are part of the overall statistics reported for each year. The only exceptions to this are the addition of Larceny/Theft, Simple Assault or other bodily injury, and Intimidation, which are not already included in the required reporting categories. If a hate crime occurs where there is an incident involving Intimidation, Vandalism, Larceny, or Simple Assault or other bodily injury, the law requires that the statistics be reported as a hate crime even though there is no requirement to report the crime classification in any other area of the compliance document. Note: A hate or bias related crime is not a separate, distinct crime, but is the commission of a criminal offense which was motivated by the offender's bias. For example, a subject assaults a victim, which is a crime. If the facts of the case indicate that the offender was motivated to commit the offense because of his/her bias against the victim's race, sexual orientation, etc., the assault is then also classified as a hate/bias crime.

Statistics for "Residential Facilities" are also counted in the "On-Campus" crime category. The law requires institutions to break out the number of "On-Campus" crimes that occur in residential facilities. The crime statistics for residence halls that are located outside the campus boundaries but are reasonably contiguous to the campus (2442 Tilghman Street) are captured in the "On-Campus" category.

Statistical Reporting Included in This Report

The following pages include statistical information for the following categories:

1. 2023-2021 Uniform Crime Report (UCR) Crime Statistics
2. 2023-2021 Clery Reportable Criminal Offenses; On-Campus, Non-Campus, Public Property
3. 2023-2021 Arrest, Referral, VAWA, Hate Crimes

The Pennsylvania Uniform Crime Reporting Act

The Pennsylvania Uniform Crime Reporting (UCR) Act requires the release of crime statistics and crime rates to students and employees, and it requires that those statistics be available to applicants and new employees upon request. The rate is based on the actual number of Full Time Equivalent (FTE) students, faculty, and staff calculated according to a state-mandated formula.

The crime rates for 2023 were established using population figures from the 2022/2023 academic year. The index in the table below is based on incidents per 100,000 FTEs. (Standard rounding is applied). Muhlenberg College's FTE population for 2023 was 2758, 2022 was 2973, 2021 was 3008.

Calendar Years 2021-2023	2021		2022		2023	
Part 1 Offenses	*ACTUAL	INDEX PER 100,000	*ACTUAL	INDEX PER 100,000	*ACTUAL	INDEX PER 100,000
MURDER/NONNEGLIGENT MANSLAUGHTER	0	0	0	0	0	0
MANSLAUGHTER BY NEGLIGENCE	0	0	0	0	0	0
RAPE	5	166	0	0	3	109
ROBBERY	0	0	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	0	0	0
BURGLARY	0	0	1	33.63	1	36
THEFT-LARCENY	22	731	30	1009.08	26	943
MOTOR VEHICLE THEFT	0	0	1	33.63	0	0
ARSON	0	0	0	0	0	0
Total Part I Offenses	27	897	32	1076.34	30	1088
Part II Offenses						
OTHER ASSAULTS (SIMPLE)	4	133	3	100.9	1	36

Calendar Years 2021-2023	2021		2022		2023	
Part 1 Offenses	*ACTUAL	INDEX PER 100,000	*ACTUAL	INDEX PER 100,000	*ACTUAL	INDEX PER 100,000
FORGERY	0	0	0	0	0	0
COUNTERFEITING	0	0	0	0	0	0
FRAUD	2	66	2	67.27	2	73
EMBEZZLEMENT	0	0	0	0	0	0
STOLEN PROPERTY	1	33	0	0	0	0
VANDALISM	27	897	32	1076.35	23	834
WEAPONS	0	0	0	0	0	0
PROSTITUTION	0	0	0	0	0	0
OTHER SEX OFFENSES	0	0	0	0	0	0
DRUG ABUSE VIOLATIONS	3	100	6	201.81	7	254
GRAMBLING	0	0	0	0	0	0
FAMILY OFFENSES	0	0	0	0	0	0
DUI	0	0	0	0	1	36
LIQUOR LAW VIOLATIONS	21	698	32	1076.35	31	1124

Calendar Years 2021-2023	2021		2022		2023	
Part 1 Offenses	*ACTUAL	INDEX PER 100,000	*ACTUAL	INDEX PER 100,000	*ACTUAL	INDEX PER 100,000
DRUNKENNESS	0	0	0	0	3	109
DISORDERLY CONDUCT	9	299	11	369.99	20	725
VAGRANCY	0	0	0	0	0	0
ALL OTHER OFFENSES (EXCEPT TRAFFIC)	26	864	30	1009.08	23	834
Total Part II Offenses	93	3090	116	3901.75	111	4025

*Number of Offenses Reported or Known to Campus Safety, Residential Services(Includes Unfounded and Attempts)- On & Off Campus

**Rape/Sexual Assault/Sex Offenses Statistics include third-party and anonymous reports

**Most Burglary incidents involved unforced entry into unlocked and/or unattended rooms or offices

****All Other Offenses include: Harassment, Threats, Trespass, Unlawful Restraint, Loitering, and Prowling

*****Clerical Error: Rape 2021 updated to reflect 5 Actual 166 per 100,000 index

Campus Crime Statistics 2023–2021 Calendar Years

Clery Reportable Criminal Offenses (2023–2021)

CRIMINAL OFFENSES	CALENDAR YEAR	ON-CAMPUS RESIDENTIAL FACILITY (ONLY)	*ON CAMPUS (INCLUDING RESIDENTIAL)	NON-CAMPUS	PUBLIC PROPERTY	TOTAL
MURDER & NON-NEGLIGENT MANSLAUGHTER	2023	0	0	0	0	0
	2022	0	0	0	0	0
	2021	0	0	0	0	0
MANSLAUGHTER BY NEGLIGENCE	2023	0	0	0	0	0
	2022	0	0	0	0	0
	2021	0	0	0	0	0
SEX OFFENSE: RAPE	2023**	3	3	0	0	3
	2022	0	0	0	0	0
	2021***	4	4	1	0	5
SEX OFFENSE: INCEST	2023	0	0	0	0	0
	2022	0	0	0	0	0
	2021	0	0	0	0	0

	2023	1	1	0	0	1
SEX OFFENSE: FONDLING	2022****	2	2	0	0	2
	2021	1	1	0	0	1
	2023	0	0	0	0	0
SEX OFFENSE: STATUTORY RAPE	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2023	0	0	0	0	0
ROBBERY	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2023	0	0	0	0	0
AGGRAVATED ASSAULT	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2023	1	1	0	0	1
BURGLARY	2022	1	1	0	0	1
	2021	0	0	0	0	0

	2023	0	0	0	0	0
MOTOR VEHICLE THEFT	2022	0	1	0	0	1
	2021	0	0	0	0	0
	2023	0	0	0	0	0
ARSON	2022	0	0	0	0	0
	2021	0	0	0	0	0

*This category includes all on-campus incidents, including those occurring in On Campus Residential Facilities

** Rape: 2023 One incident occurred in 2022, reported in 2023

***Rape: 2021 One incident occurred in 2020, reported in 2021

****Fondling: 2022 One incident occurred in 2020, reported in 2022

Campus Crime Statistics 2023–2021 Calendar Years (Continued)

ARRESTS FOR LIQUOR LAW, DRUG ABUSE, AND WEAPON VIOLATIONS	CALENDAR YEAR	ON CAMPUS RESIDENTIAL FACILITY (ONLY)	*ON CAMPUS (INCLUDING RESIDENTIAL)	NON CAMPUS	PUBLIC PROPERTY	TOTAL
	2023	0	0	0	1	1
LIQUOR LAW ARRESTS	2022	1	3	0	6	9
	2021	0	0	0	0	0
	2023	0	0	0	1	1
DRUG ABUSE ARRESTS	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2023	0	0	0	0	0
WEAPONS ARRESTS	2022	0	0	0	0	0
	2021	0	0	0	0	0
REFERRALS FOR DISCIPLINARY ACTION FOR LIQUOR LAW, DRUG ABUSE, AND WEAPON VIOLATIONS	CALENDAR YEAR	ON-CAMPUS RESIDENTIAL FACILITY (ONLY)	*ON CAMPUS (INCLUDING RESIDENTIAL)	NON-CAMPUS	PUBLIC PROPERTY	TOTAL
	2023	54	56	0	0	56
LIQUOR LAW REFERRALS	2022	29	30	2	6	38
	2021	32	36	0	2	38

	2023	5	6	0	0	6
DRUG ABUSE REFERRALS	2022	6	8	0	0	8
	2021	5	6	0	0	6
	2023	0	0	0	0	0
WEAPONS REFERRALS	2022	0	0	0	0	0
	2021	0	0	0	0	0
VAWA OFFENSES	CALENDAR YEAR	ON-CAMPUS RESIDENTIAL FACILITY (ONLY)	*ON CAMPUS (INCLUDING RESIDENTIAL)	NON- CAMPUS	PUBLIC PROPERTY	TOTAL
	2023	2	2	0	0	2
DATING VIOLENCE	2022	4	6	0	0	6
	2021	0	0	0	0	0
	2023	0	0	0	0	0
DOMESTIC VIOLENCE	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2023	0	1	0	0	1
STALKING	2022	1	2	0	0	2
	2021	0	1	0	0	1

HATE CRIME STATISTICS

2023| One (1) incident of destruction/damage/vandalism of property motivated by ethnicity bias reported at Muhlenberg College in 2023

2022| Zero (0) hate crimes were reported at Muhlenberg College in 2022

2021| Zero (0) hate crimes were reported at Muhlenberg College in 2021

UNFOUNDED CRIMES

2023| Zero (0) unfounded crimes for the calendar year of 2023

2022| Zero (0) unfounded crimes for the calendar year of 2022

2021| Zero (0) unfounded crimes for the calendar year of 2021

Domestic Violence, Dating Violence, Sexual Assault, and Stalking

Members of the Muhlenberg College Community (students, faculty, and staff), guests, and visitors are prohibited from engaging in domestic violence, dating violence, sexual assault, and stalking as defined in the Muhlenberg College [Equal Opportunity and Nondiscrimination Policy](https://www.muhlenberg.edu/media/contentassets/pdf/about/titleix/Equal%20Opportunity%20&%20Nondiscrimination%20Policy%20(2024).pdf) ([https://www.muhlenberg.edu/media/contentassets/pdf/about/titleix/Equal%20Opportunity%20&%20Nondiscrimination%20Policy%20\(2024\).](https://www.muhlenberg.edu/media/contentassets/pdf/about/titleix/Equal%20Opportunity%20&%20Nondiscrimination%20Policy%20(2024).pdf) (EO Policy), which adopted definitions as defined by the Violence Against Women's Act (VAWA) and Title IX. Individuals who report experiencing domestic violence, dating violence, sexual assault, and stalking are provided with on and off campus confidential and nonconfidential resources, in writing, and options for next steps including whether they would like to notify local law enforcement with the assistance of Campus Safety and or local Police, or decline to do so. All members of the College community are provided with the EO Policy, the specific procedures used for students, faculty and staff and supportive resources on and off campus including our counseling center, health center, chaplain services and both our Domestic Violence and Rape Crisis Agencies in the community in writing, that include the following definitions.

Muhlenberg College Sexual Assault, Domestic Violence, Dating Violence, Stalking, Consent, and Incapacitation Definitions:

Domestic Violence: Domestic violence is a felony or misdemeanor crime of violence committed (i) by a current or former spouse or intimate partner of the person affected; (ii) by a person with whom the person affected shares a child in common; (iii) by a person who is cohabitating with, or has cohabitated with, the person affected as a spouse or intimate partner; (iv) by a person similarly situated to a spouse of the person affected under the domestic or family violence laws of Pennsylvania, or (v) by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws Pennsylvania.

Dating Violence: Dating violence is any act of physical or sexual assault or threatened physical or sexual assault committed by a person who is or has been in a sexual, dating, or romantic relationship of an intimate nature with the Reporting Party. For the purposes of this definition: (i) dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse; and (ii) dating violence does not include acts covered under the definition of domestic violence.

The existence of a dating relationship shall be determined based on a consideration of the following factors:

1. The length of the relationship;
2. The type of relationship; and
3. The frequency of interaction between the persons involved in the relationship.

Sexual Assault-Non-Consensual Sexual Intercourse/Non-Consensual Sexual Contact: Sexual assault-Non-Consensual Sexual Intercourse/Non-Consensual Sexual Contact includes any of the following sex offenses, defined generally as any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent (incapacitation).

Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent.

Stalking: Stalking is a pattern of repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear of his or her safety or the safety of others, or suffer substantial emotional distress.

Course of conduct means two or more acts that can include, but are not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

Substantial emotional distress means temporary or permanent significant mental suffering or anguish that may, but does not necessarily, require medical treatment or professional counseling.

Reasonable person is a prudent, hypothetical person who exercises average care, skill, and judgment in a similar position and situation.

This EO Policy prohibits all stalking, not just stalking that occurs within the context of a relationship or stalking that is discriminatory.

Consent: Consent is defined as words and/or actions indicating clear, knowing, and voluntary permission to engage in sexual activity prior to and during sexual activity. Further definition of consent includes the following: Consent can be given by words or actions, but non-verbal consent is not as clear as verbal consent.

Consent to one form of sexual or intimate activity cannot be automatically taken as consent to another form of sexual or intimate activity.

Under this EO Policy, “No” always means “No,” and anything but a clear, knowing, and voluntary consent to any sexual activity is equivalent to a “no.”

Silence, without actions demonstrating permission, cannot be assumed to show consent.

If physical force is used to obtain consent or intimate access, there can be no consent.

If a threat or intimidation under reasonable belief that the threat will be carried out is used to obtain consent, then there can be no consent.

If consent is obtained by coercion, there is no consent. There is a difference between seduction or negotiation and coercion. Coercion occurs when someone who does not want to engage in sexual activity is unreasonably pressured in nonphysical ways that can include verbal persistence that is unwelcome, persistent, done in isolation or done with such intensity as to cause a reasonable person to feel emotionally manipulated into engaging in a sexual act.

Incapacitation: Someone who is incapacitated cannot consent. Incapacitation is defined as the inability, temporarily or permanently, to give consent because the person is mentally and/or physically helpless, asleep, unconscious, or unaware that sexual activity is occurring. Being under the influence of drugs or alcohol does not necessarily indicate incapacity though incapacitation may result from the use of alcohol or other drugs that produces a state beyond drunkenness or intoxication. An individual who is incapacitated lacks the ability to make informed, rational judgments and cannot consent to sexual activity. Evaluating incapacitation requires an assessment of whether a Responding Party knew or should have been aware of the Reporting Party’s incapacitation based upon objectively and reasonably apparent indications of impairment when viewed from the perspective of a sober, reasonable person in the Responding Party’s position. Objectively and reasonably apparent indications of impairment can include, but are not limited to:

Slurred speech

Bloodshot eyes

Clumsiness

Inability to focus

Confusion

Shaky balance

Stumbling or falling down

Vomiting

Poor judgment

Difficulty concentrating

Combateness or emotional volatility

Outrageous or unusual behavior

Unconsciousness

Being intoxicated or impaired by drugs or alcohol is never an excuse for sexual misconduct and does not diminish one's responsibility to obtain consent.

Muhlenberg College complies with Title IX of the Higher Education Amendment of 1972, which prohibits discrimination on the basis of sex in education programs or activities. Under Title IX, discrimination on the basis of sex can include sex-based harassment, gender-based harassment, sexual violence, sexual assault, and other forms of sexual and gender-based misconduct including stalking and intimate partner violence. In compliance with Title IX, the College will promptly and equitably respond to reported violations of this Policy in order to eliminate the discrimination, prevent its recurrence, and address its effects on any individual or the community. The College response is overseen by the Director of Institutional Equity, Compliance, and Title IX.

Safety and Resource Information Provided to Victims/Survivors of Domestic Violence, Dating Violence, Sexual Assault, and Stalking

The following safety and resource information is provided to a victim following a report of dating violence, domestic violence, sexual assault, or stalking: All members of the College community are provided with the EO Policy, the specific procedures used for students, faculty and staff and supportive resources on and off campus including our counseling center, health center, chaplain services and both our Domestic Violence and Rape Crisis Agencies in the community in writing, that include the following definitions.

Go to a safe location as soon as you are able. If you are off campus and in an emergency situation, call 911. You may also call Allentown Police Department's non-emergency line at 610-437-7751.

1. Seek immediate medical attention if you are injured, or believe you may have been exposed to an STI/STD or potential pregnancy. Campus Safety and Police (484-664-3110) will provide transportation to the local hospital of your choice. The Lehigh Valley Hospital Emergency Room at 17th and Chew Streets and Saint Luke's Hospital at 1736 Hamilton Street are prepared to treat sexual assault victims. After hours, on-call Student Health Services nursing staff is available for students by calling Campus Safety and Police (484-664-3110) for emergency situations.

2. Contact any of the following for immediate assistance:

Director of Institutional Equity, Compliance & Title IX, 484-664-3562, 8:30 am – 5:00 pm M-F (Students & Employees)

Campus Safety and Police, 484-664-3110, 24/7 (Students & Employees)

Student Health Services*, 484-664-3199, 8:00 am – 4:30 pm, M-F (Students)

Counseling Services*, 484-664-3178, 8:30 am – 4:30 pm, M-F, on-call 24/7 (Students)

Vice President for Human Resources, 484-664-3166, 8:30 am – 5:00 pm M-F (Employees)

Employee Assistance Program (EAP), 800-395-1616 (Employees)

Crime Victims Council of the Lehigh Valley* (CVCLV), 610-437-6611, 24-hour hotline (Students & Employees)

Turning Point/Domestic Violence Shelter*, 877-438-4957, 24-hour helpline (Students & Employees)

Note that campus officials may contact on-call staff from other departments when their offices are closed or they are otherwise unable to assist immediately. The caller does not have to provide the dispatcher with information about an incident. The caller should ask to speak with a nurse or counselor on call.

3. Preserve Physical Evidence: It is important to preserve physical evidence that may include tissue and fluid samples, evidence of violence, sheets, towels, clothing, etc. You may choose to avoid washing, bathing, urinating, etc. until after being examined at the hospital, if possible. Because evidence of a sexual assault can deteriorate quickly, you may choose to seek a medical exam as soon as possible. Evidence collection should be completed within 120 hours of an assault, but fluid, hair samples, and DNA can be collected for a long time thereafter. Even if you have washed, evidence can often still be obtained. After 120 hours, it may still be helpful to have medical attention, even if you are not trying to obtain evidence of an assault. Sexual Assault Nurse Examiners (SANE) are trained in the collection of forensic evidence, and can check for injuries and exposure to sexually transmitted diseases. If you are still wearing any clothes worn during the assault, wear them to the hospital, but bring a change of clothes as the hospital will keep the clothes you are wearing as evidence. If you have changed clothes, bring the ones you were wearing during the assault to the hospital in a clean paper (not plastic) bag or wrapped in a clean sheet. Leave sheets/towels at the scene of the assault. Police will collect them. Typically, police will be called to the hospital to take custody of the rape kit, but it is up to you whether you want to speak with them or file a criminal complaint. The Crime Victims Council of the Lehigh Valley* provides onsite support at any of the Lehigh Valley hospital emergency rooms. Call 610-437-6611 for assistance 24/7. Other physical evidence that should be preserved, particularly for allegations of dating violence, domestic violence, and stalking, include records of witness names and contact information, witness statements, photographs of physical injuries (with date stamp), and documentation of written and electronic communication. You may wish to try to memorize details or write notes to remind you of details if you are able to do so.

4.

Do nothing until you are ready;

Pursue resolution through Muhlenberg College; and/or

Initiate criminal proceedings; and/or

Initiate a civil process against the perpetrator.

If a student wishes for the report to remain confidential, they may speak with Counseling Services (484-664-3178), the Student Health Center (484-664-3199), the College Chaplain (484-664-3120) or off-campus rape crisis resource centers such as Crime Victims Council of the Lehigh Valley (610-437-6611. Students may switch from confidential or anonymous reporting to filing a formal complaint at any time. Choose how to proceed. You have options and are encouraged to contact the Counseling Center* to discuss them. The following options are available to you:

You may pursue whatever combination of options is best for you. If you wish to pursue an incident through the College process, any impacted person should contact the Director, Equity & Title IX or Campus Safety and Police, and the College policy and procedures and resources will be explained and provided in writing. Employees should contact the Title IX Coordinator, the Vice President for Human Resources, or the Provost in which the College policy and procedures and resources will be explained and provided in writing. Those who would like to file a criminal complaint may contact Campus Safety and Police for assistance or contact local police directly where the assault occurred. The College system and the criminal system work independently from one another therefore engagement in one does not initiate engagement in the other.

If you wish to obtain external orders of protection (e.g. restraining orders, injunctions, Protection From Abuse orders, or Protection from Sexual Violence or Intimidation orders), the Title IX Coordinator is available to provide information to students and employees in writing and assist them in obtaining such protective orders, including connecting a victim to Crime Victims Council of the Lehigh Valley (<https://cvclv.org/>) or Turning Point of Lehigh Valley (<https://www.turningpointlv.org/>) who provide advocacy by assisting victims in obtaining an order of protection, accompanying victims to Court, and generally advocating for the victim. If external orders of protection are obtained, we ask that the victim notify Campus Safety and Police or the Title IX Coordinator so that the orders can be observed on campus. When meeting with the Title IX Coordinator, victims are notified of their rights and options, in writing, to obtain such external orders that are found here (<https://pcar.org/search-synonyms/civil-protection-orders>) (Pennsylvania Coalition Against Rape (PCAR) website).

Victims are notified in writing that the College will take whatever actions it deems appropriate in order to protect a student's rights and personal safety, regardless of whether or not the student wishes to pursue a formal internal complaint. Such supportive and interim measures may include, but are not limited to, modification of living arrangements and class schedules, and reasonable academic support. If the student desires a no-contact letter against someone on campus the Dean of Students will evaluate the circumstances and if deemed appropriate a no contact letter will be put in place to ensure the safety of all our students. This letter will apply equally to both parties and any violation of this letter would be considered a Code of Conduct violation. Each party is provided this letter in-person and thoroughly gone over with them, they leave with the letter in writing in hand. Interim suspensions and/or no contact orders may be imposed by the College in any case where a student's behavior represents a risk of violence, threat, pattern, or predation. If a student will be choosing to take a leave of absence or a reduced course load, this may impact a student's immigration, visa, and/or financial aid status. Victims are notified in writing that the Title IX Coordinator can connect students to College resources to discuss these steps and obtain the relevant information and assistance to proceed.

Victim of Crimes of Violence Notification

In accordance with the Higher Education Opportunity Act (HEOA), the College will, upon written request, disclose to the alleged victim of a crime of violence or a non-forcible sex offense the report on the results of any disciplinary proceeding conducted by the College against a student or employee who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as the result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim

Interim and Supportive Measures Available

Upon notice of alleged domestic violence, dating violence, sexual assault, and stalking or upon request by a Reporting Party or Responding Party, students and employees are notified in writing that they have the right to request and the College will evaluate whether initial or interim supportive, remedial, responsive and/or protective actions are necessary. Information about such measures are provided in writing to students and employees. Such actions are non-disciplinary, non-punitive, individualized services offered as appropriate, as reasonably available, and without fee or charge to the parties to restore or preserve access to the College's education program or activity, including measures designed to protect the safety of all parties or the College's educational environment, and/or deter harassment, discrimination, and/or retaliation. These measures are available if a student or employee requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement.

These measures can include but are not limited to:

- No contact orders;
- Referrals to counseling and/or medical services;
- Academic support or accommodations;
- Living or working arrangement adjustments;
- Transportation accommodations;
- Visa and immigration assistance;
- Student financial aid counseling;
- Providing campus escort;
- Referrals to the Employee Assistance Program for employees;
- Referral to campus and community support resources; and/or
- Other academic or work schedule and assignment accommodations deemed appropriate by the Director of Institutional Equity, Compliance and Title IX Coordinator.

The College will maintain as private as possible measures implemented, provided confidentiality does not impair the College's ability to provide the measures, and that it does not infringe upon the rights of a Reporting Party or Responding Party.

The College may take additional prompt remedial and/or disciplinary action with respect to any Community Member or third party upon a finding that they have engaged in harassing or discriminatory behavior under this EO Policy. Procedures for handling reported incidents are fully described in the EO Procedures.

Reporting

Statement Regarding Privacy and Confidentiality

Reports of alleged violations of the EO Policy are to be made to the Director of Institutional Equity, Compliance and Title IX and/or an Official with Authority. Following a report of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, the College will provide the student or employee a written explanation of the student's or employee's rights and options, including internal procedures for disciplinary action.

While the College strongly encourages the filing of a complaint as close in time as possible to when alleged conduct occurs, there is no time limitation on the filing of complaints. If the person(s) alleged to have engaged in the discriminatory or harassing behavior is no longer subject to the College's jurisdiction, the Director of Institutional Equity, Compliance and Title IX, in consultation with appropriate College officials and/or legal counsel when needed, will assess what action can be taken. All reports will be reviewed and addressed promptly and every effort will be made by the College to preserve the privacy of reports and complaints.

The College will not publicly share the identity of any individual who has made a report or complaint under this Policy, or the identities of any individuals who have participated in any meeting, proceeding, or hearing under this Policy, except as permitted by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g; FERPA regulations, 34 CFR part 99; or as required by law; or to carry out the purposes of 34 CFR Part 106.

Information shared internally shall be done so as privately as possible, and only shared with College officials who have a legitimate educational interest in being informed about incidents that fall within this Policy, pursuant to the Family Educational Rights and Privacy Act (FERPA).

In order to make informed choices, it is important to be aware of confidentiality and mandatory reporting requirements when consulting campus resources. Some resources can offer confidentiality and advice without any obligation to inform others. Other campus resources are expressly there to help facilitate institutional action. If you are unsure of someone's duties and ability to maintain your confidentiality or privacy, ask them before you talk to them. They will be able to tell you, and help you make decisions about who can help you best.

The College has adopted a broad mandatory reporting policy for all employees who are required to promptly report domestic violence, dating violence, sexual assault, sexual harassment, sexual misconduct, intimate partner violence, stalking, retaliatory harassment and other crimes that they become aware of to the Equity and Title IX Office and Campus Safety and Police. Mandatory reporting still affords privacy to affected parties as it is only shared with a small group of College officials who have a need to know. There are certain resources on campus who are not mandatory reporters that offer confidential support when they are acting in a confidential capacity (see below).

If a Reporting Party does not wish to have their name shared, does not wish for an investigation to take place, or does not want a formal resolution to be pursued, the Reporting Party may make such a request to the Director of Institutional Equity, Compliance and Title IX and/or Campus Safety and Police who will evaluate that request while considering the duty to ensure the safety of the campus and compliance with federal law. The College will make its best effort to honor the Reporting Party's wishes. However, in cases indicating pattern, predation, threat, weapons and/or violence, the College will likely not be able to honor a request for confidentiality or honor a request for no action. In cases where a Reporting Party requests confidentiality and the circumstances allow the College to honor that request, the College will offer interim support and remedies to the Reporting Party, but will not otherwise pursue formal action.

If a Reporting Party has been affected by discrimination or harassment under this EO Policy, but especially when violence or sexual violence is threatened or has occurred, the Reporting Party's personal safety is most important. A Reporting Party is encouraged to go to a safe place or seek out a trusted person as soon as possible. When a Reporting Party is ready and comfortable, they are encouraged to share what has occurred with someone they trust at the College. Sharing as much specific information along with any physical evidence may help in the event that a Reporting Party decides to take institutional, criminal, or legal action.

Any community member who becomes aware of or who experiences conduct that presents an immediate threat to life, property, or who is in need of medical attention should immediately call Campus Safety and Police at 484-664-3110 or call "911."

Confidential Reporting

If a Reporting Party would like the details of an incident to be confidential, they should speak with campus Counseling Services, campus Health Services, College Chaplains, or off campus rape crisis or dating violence resources who can maintain confidentiality. Campus counselors are available to help you free of charge and can be contacted on an emergency basis. In addition, community members may speak on and off-campus with members of the clergy and chaplains, who will also keep disclosures made to them confidential. The following are confidential resources who can provide confidential support:

On campus:

Counseling Services: 484-664-3178, 24/7 (eligible students)

Student Health Services: 484-664-3199, 8 am - 5 pm M-F (eligible students)

College Chaplain: 484-664-3120, 8:30 am - 5 pm M-F (students, faculty, staff)

Jewish Chaplain/Hillel Director: 484-664-3270, 8:30 am - 5 pm M-F (students, faculty, staff)

Employee Assistance Program (EAP): 800-395-1616 (eligible faculty and staff)

Off campus:

Crime Victims Council of the Lehigh Valley (CVCLV) (<https://cvclv.org/>), 610-437-6611, 24-hour hotline

Turning Point/Domestic Violence Shelter (<http://www.turningpointlv.org/>), 877-438-4957, 24-hour helpline

Lehigh Valley Hospital (<https://www.lvhn.org/locations/lehigh-valley-hospital-17th-street>), 17th Street, 610-969-2388

RAINN National Sexual Assault Hotline (<https://www.rainn.org/>), free and confidential, 800-656-4673

Filing a Formal College Complaint (Private, not confidential)

A Reporting Party has the right and should expect to have incidents of discrimination or harassment under this policy taken seriously by the institution when reported, and to have those formal complaints investigated and properly resolved through internal procedures outlined in the EO Procedures. Once a report has been made, the Reporting Party has submitted a signed, formal complaint form, and only people who need to know will be informed, and information will be shared only as necessary with investigators, witnesses, the Responding Party, or any other individuals who have a right or need to know.

Reports, complaints, inquiries, or concerns about this Policy may be made in one of the following ways:

1. Online - <http://muhlenberg.edu/report>, 24/7
2. Phone Call (Campus Safety and Police) - 484-664-3110, 24/7
3. Phone Call (Equity and Title IX Office) - 484-664-3562, 8:30 am - 5:00 pm M-F
4. Phone Call (Human Resources Office) - 484-664-3166, 8:30 am - 5 pm M-F
5. In Person (Equity and Title IX Office) - 3rd floor of Haas Building, Dean of Students office, 8:30 am - 5:00 pm M-F
6. In Person (Human Resources Office) - 3rd floor of Haas Building, 8:30 am - 5:00 pm M-F
7. Email (Equity and Title IX Office) - jenniferstorm@muhlenberg.edu, 24/7
8. Email (Human Resources Office) - jillwalsh@muhlenberg.edu, 24/7

Once on notice of an alleged violation of the EO Policy, the Director of Institutional Equity, Compliance and Title IX will meet with the Reporting Party (and with the Reporting Party's advisor if the Reporting Party chooses to have one) to discuss the report, gather additional information if necessary, and make an initial determination regarding whether the College has jurisdiction over the Responding Party and the behavior alleged and if the latter is a potential violation of the EO Policy. If a formal complaint was filed and does not meet the minimum threshold under the EO Policy, the Reporting Party will be promptly notified and referred to appropriate resources on campus to help resolve the concern.

There is no time limitation on the filing of a formal complaint; however, if the Responding Party is no longer subject to the College's jurisdiction, the College's ability to investigate, respond, and provide remedies may be limited.

Filing a Criminal Complaint

The College system and criminal system work independently from one another. Reporting Parties can file reports with the College, with law enforcement, or both. However, investigations are conducted separately and independently.

A criminal investigation is conducted by the Allentown Police Department or the law enforcement agency that has jurisdiction over where the alleged crime to determine whether there has been a violation of criminal laws. A person charged with a crime is subject to criminal penalties determined through the criminal court process.

A College investigation is conducted by an impartial College investigator to determine whether a violation of this EO Policy occurred. A person charged with a violation of this EO Policy is subject to sanctions determined through the appropriate College procedures. A violation of the EO Policy is not a crime. Additionally, criminal investigations or reports can be, but are not always, determinative of whether conduct under this EO Policy has occurred.

If a Reporting Party desires to bring criminal charges against the Responding Party, Campus Safety and Police and Counseling Services can provide support and the means whereby this can be accomplished through the Allentown Police Department or the local law enforcement agency where the misconduct occurred:

Campus Safety and Police (484-664-3110)

Counseling Services (484-664-3178)

Allentown Police Department (610-437-7751)

Filing a Legal or External Complaint

An external or legal civil complaint is also an independent and separate process from the EO Policy College process.

External complaints may also be filed with the following government agencies:

1. Department of Education
2. Equal Employment Opportunity Commission: www.eeoc.gov/contact
(<http://www.eeoc.gov/contact>)

Office for Civil Rights

Lyndon Baines Johnson Department of Education Bldg

400 Maryland Avenue, SW

Washington, DC 20202-1100

Telephone: 800-421-3481

FAX: 202-453-6012; TDD: 800-877-8339

Email: OCR@ed.gov

PA Human Relations Commission

Executive Offices

333 Market St., 8th Floor

Harrisburg, PA 17101-2210

(717) 787-4410

(717) 787-7279 TTY users only

Making an Anonymous Report

The online reporting option (<http://muhlenberg.edu/report>) allows persons who wish to file a report anonymously to do so. Anonymous reporting can limit the College's ability to respond to a situation if there is further information needed and the College is unable to contact the reporter or persons involved.. The College's ability to respond to a reported incident depends on the amount of information provided or that the College is able to gather.

Education and Prevention for Domestic Violence, Dating Violence, Sexual Assault, and Stalking

Muhlenberg College is committed to the prevention of domestic violence, dating violence, sexual assault, and stalking through education and awareness programs. The College engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome; and consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

Muhlenberg College, through Equity & Title IX and Prevention Education offices, offers education on healthy sexuality, sexual and intimate partner violence prevention and response, and promotes a culture of nurturance across the campus for people of all genders and sexual orientations, whether partnered or single. The Department of Prevention Education partners with on- and off-campus organizations and resources to foster a sense of safety, integration, and wholeness with respect to sexuality.

The Department of Prevention Education supports healthy exploration of sexuality while working to end sexual, gendered, and intimate partner violence. We utilize a Socio-Ecological health promotion model that is both preventative and restorative in nature, supporting students' physical health, personal safety, and overall sense of emotional well-being, while facilitating an intentional and responsive community who cares for one another.

Education and Programs for Students

1. Primary Prevention and Awareness

To promote awareness and prevention of intimate partner violence, domestic/dating violence, sexual violence, and stalking, first-year and incoming transfer students are required to complete online training modules on sexual misconduct awareness, prevention, consent, incapacitation, bystander intervention, and the impacts of alcohol and drugs on the mind, body, and decision-making. This training also includes the College's policy and expectations, and information on reporting and confidential support as part of orientation for first-year and incoming transfer students. Additionally, this training includes links to Pennsylvania laws regarding dating violence, domestic violence, sexual assault, stalking, and consent.

"Bystander intervention" means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of domestic/dating violence, intimate partner violence, sexual violence, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene. Bystander Intervention training includes a description of safe and positive options, including when to use the Direct approach, when to Delegate efforts to another party, how to Delay efforts until a safer time, and how to Document any events requiring intervention from the Title IX office and/or Campus Safety and Police.

Annually, the Athletics Department in collaboration with Title IX and the Department of Prevention Education also provides training to its student athletes on issues related to dating violence, sexual violence, prevention, and safe and positive bystander intervention through its StepUp! Mules program.

2. Ongoing Prevention and Awareness

Programs and other campaigns offered throughout the year to all members of the campus community include on campus visual and online social media messaging on domestic/dating violence, intimate partner violence, sexual violence, and stalking awareness, prevention, risk reduction, self-defense, reporting and resolution options, on and off campus resources and confidential support. Risk reduction strategies include ongoing visual awareness campaigns on campus properties and through social media, workshops, classroom push-ins and other educational offerings on subjects such as: enthusiastic and ongoing consent in sexual interactions, healthy relationships, gender equity, and intersectional approaches to violence prevention. These programs are also offered through residence hall programming, mandatory and voluntary fraternity and sorority programming, and supplemental programs sponsored by various other groups on campus.

Additionally, Prevention Education, Equity & Title IX, Housing & Residence Life, Campus Safety and Police work in partnership to strategize and plan throughout the academic year. Programming is informed by evidence-based research and/or is assessed for its effectiveness in achieving learning outcomes.

Working under the Department of Prevention Education, the peer education group Voices of Strength (VOS) offers ongoing support on a one-on-one basis to students, giving resources and education on an “at-need” basis. VOS also engages in in-person tabling, social media campaigns, and holds regular workshops throughout the year on various aspects of healthy sexuality, healthy relationships, and other violence prevention strategies

Education and Programs for Faculty/Staff

1.

2. Every new faculty and staff member are required to complete an online sexual harassment awareness and prevention training as part of their hiring process. This online training includes safe and positive options for bystander intervention as pertinent to their role as faculty and staff. This training also includes links to Pennsylvania laws regarding dating violence, domestic violence, sexual assault, stalking, and consent. Finally, as part of this initial training and on an ongoing basis, risk reduction strategies are offered to faculty and staff, which include ongoing visual awareness campaigns on campus properties and through social media, workshops, classroom push-ins and other educational offerings on subjects such as: Enthusiastic and ongoing consent in sexual interactions, healthy relationships, gender equity, and intersectional approaches to violence prevention. In addition, the Director of Campus Safety and Police and Title IX Coordinator meet with all new hires bi-annually in person to provide information on their role as CSAs and on the College’s policy, process, procedures followed when a report is filed, an investigation is launched and all matters related to general reporting obligations pertaining to domestic violence, dating violence, sexual assault, and stalking.

3.

During the year, Human Resources offers training to all employees on sexual harassment awareness and prevention. Furthermore, the College’s [Employee Assistance Program \(https://www.muhlenberg.edu/media/contentassets/pdf/about/hr/EAP%20Flyer.pdf\)](https://www.muhlenberg.edu/media/contentassets/pdf/about/hr/EAP%20Flyer.pdf) provides support and advocacy for various personal or professional issues that may arise.

Sex Offender Registry and Access Related Information

Sex Offender Registry and Access to Related Information The Federal Campus Sex Crimes Prevention Act requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a state concerning registered sex offenders may be obtained. It also requires registered sex offenders to provide notice to the state as to whether the person is a student, or works at an institution of higher education, identify each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student, and must also alert the state of any change in enrollment or employment status. Here in Pennsylvania, the Pennsylvania State Police make this type of information available through their website at [Megan's Law Public Website \(https://www.meganslaw.psp.pa.gov/Home/TermsAndConditions\)](https://www.meganslaw.psp.pa.gov/Home/TermsAndConditions). Please note that not all sex offenders are required to be included in this listing

Local Definitions Concerning Domestic Violence, Dating Violence, Stalking, and Consent

Pennsylvania Statutes Title 18 Pa.C.S.A. Crimes and Offenses § 311. Consent

(a) **General rule.** --The consent of the victim to conduct charged to constitute an offense or to the result thereof is a defense if such consent negatives an element of the offense or precludes the infliction of the harm or evil sought to be prevented by the law defining the offense.

(b) **Consent to bodily injury.** --When conduct is charged to constitute an offense because it causes or threatens bodily injury, consent to such conduct or to the infliction of such injury is a defense if:

- (1) the conduct and the injury are reasonably foreseeable hazards of joint participation in a lawful athletic contest or competitive sport; or
- (2) the consent establishes a justification for the conduct under Chapter 5 of this title (relating to general principles of justification).

(c) **Ineffective consent.** --Unless otherwise provided by this title or by the law defining the offense, assent does not constitute consent if:

- (1) it is given by a person who is legally incapacitated to authorize the conduct charged to constitute the offense;

(2) it is given by a person who by reason of youth, mental disease or defect or intoxication is manifestly unable or known by the actor to be unable to make a reasonable judgment as to the nature or harmfulness of the conduct charged to constitute the offense;

(3) it is given by a person whose improvident consent is sought to be prevented by the law defining the offense; or

(4) it is induced by force, duress or deception of a kind sought to be prevented by the law defining the offense.

(Apr. 16, 1992, P.L.108, No.24, eff. 60 days)

1992 Amendment. Act 24 amended subsec. (c).

Cross References. Section 311 is referred to in sections 2607, 2718 of this title.

2711 Probable cause arrests in domestic violence cases.

(a) General rule. --A police officer shall have the same right of arrest without a warrant as in a felony whenever he has probable cause to believe the defendant has violated section 2504 (relating to involuntary manslaughter), 2701 (relating to simple assault), 2702(a)(3), (4) and (5) (relating to aggravated assault), 2705 (relating to recklessly endangering another person), 2706 (relating to terroristic threats) or 2709.1 (relating to stalking) against a family or household member although the offense did not take place in the presence of the police officer. A police officer may not arrest a person pursuant to this section without first observing recent physical injury to the victim or other corroborative evidence. For the purposes of this subsection, the term "family or household member" has the meaning given that term in 23 Pa.C.S. § 6102 (relating to definitions).

(b) Seizure of weapons. --The arresting police officer shall seize all weapons used by the defendant in the commission of the alleged offense.

(c) Bail. --

(1) A defendant arrested pursuant to this section shall be afforded a preliminary arraignment by the proper issuing authority without unnecessary delay. In no case shall the arresting officer release the defendant from custody rather than taking the defendant before the issuing authority.

(2) In determining whether to admit the defendant to bail, the issuing authority shall consider whether the defendant poses a threat of danger to the victim. If the issuing authority makes such a determination, it shall require as a condition of bail that the defendant shall refrain from entering the residence or household of the victim and the victim's place of employment and shall refrain from committing any further criminal conduct against the victim and shall so notify the defendant thereof at the time the defendant is admitted to bail. Such condition shall expire at the time of the preliminary hearing or upon the entry or the denial of the protection from abuse order by the court, whichever occurs first. A violation of this condition may be punishable by the revocation of any form of pretrial release or the forfeiture of bail and the issuance of a bench warrant for the defendant's arrest or remanding him to custody or a modification of the terms of the bail. The defendant shall be provided a hearing on this matter.

(d) Notice of rights. --Upon responding to a domestic violence case, the police officer shall, orally or in writing, notify the victim of the availability of a shelter, including its telephone number, or other services in the community. Said notice shall include the following statement: "If you are the victim of domestic violence, you have the right to go to court and file a petition requesting an order for protection from domestic abuse pursuant to 23 Pa.C.S. Ch. 61 (relating to protection from abuse) which could include the following:

(1) An order restraining the abuser from further acts of abuse.

(2) An order directing the abuser to leave your household.

(3) An order preventing the abuser from entering your residence, school, business or place of employment.

(4) An order awarding you or the other parent temporary custody of, or temporary visitation with your child or children.

(5) An order directing the abuser to pay support to you and the minor children if the abuser has a legal obligation to do so."

(Feb. 15, 1986, P.L.27, No.10, eff. 60 days; Dec. 19, 1990, P.L.1240, No.206, eff. 90 days; Dec. 20, 2000, P.L.728, No.101, eff. 60 days; Dec. 9, 2002, P.L.1759, No.218, eff. 60 days)

2002 Amendment. Act 218 amended subsec. (a).

1990 Amendment. Act 206 amended subsec. (d).

3121. Rape.

3121. Rape.

(a) Offense defined. -- A person commits a felony of the first degree when the person engages in sexual intercourse with a Reporting Party:

- (1) By forcible compulsion.
- (2) By threat of forcible compulsion that would prevent resistance by a person of reasonable resolution.
- (3) Who is unconscious or where the person knows that the Reporting Party is unaware that the sexual intercourse is occurring.
- (4) Where the person has substantially impaired the Reporting Party's power to appraise or control his or her conduct by administering or employing, without the knowledge of the Reporting Party, drugs, intoxicants or other means for the purpose of preventing resistance.
- (5) Who suffers from a mental disability which renders the Reporting Party incapable of consent.
- (6) (Deleted by amendment).

(b) Additional penalties. -- In addition to the penalty provided for by subsection (a), a person may be sentenced to an additional term not to exceed ten years' confinement and an additional amount not to exceed \$100,000 where the person engages in sexual intercourse with a Reporting Party and has substantially impaired the Reporting Party's power to appraise or control his or her conduct by administering or employing, without the knowledge of the Reporting Party, any substance for the purpose of preventing resistance through the inducement of euphoria, memory loss and any other effect of this substance.

(c) Rape of a child. -- A person commits the offense of rape of a child, a felony of the first degree, when the person engages in sexual intercourse with a Reporting Party who is less than 13 years of age.

(d) Rape of a child with serious bodily injury. -- A person commits the offense of rape of a child resulting in serious bodily injury, a felony of the first degree, when the person violates this section and the Reporting Party is under 13 years of age and suffers serious bodily injury in the course of the offense.

(e) Sentences. Notwithstanding the provisions of section 1103 (relating to sentence of imprisonment for felony), a person convicted of an offense under:

- (1) Subsection (c) shall be sentenced to a term of imprisonment which shall be fixed by the court at not more than 40 years.
- (2) Subsection (d) shall be sentenced up to a maximum term of life imprisonment.

(Dec. 21, 1984, P.L.1210, No.230, eff. 60 days; Mar. 31, 1995, 1st Sp.Sess., P.L.985, No.10, eff. 60 days; Dec. 19, 1997, P.L.621, No.65, eff. 60 days; Dec. 9, 2002, P.L.1350, No.162, eff. 60 days; Dec. 16, 2002, P.L.1953, No.226, eff. 60 days)

2002 Amendments. Act 226 overlooked the amendment by Act 162, but the amendments do not conflict in substance (except for the designation of the offenses in subsecs. (c) and (d) as felonies of the first degree, as to which Act 162 has been given effect) and both have been given effect in setting forth the text of section 3121.

Effective Date. After February 6, 2003, and before February 14, 2003, section 3121 will reflect only the amendment by Act 162, as follows:

(a) Offense defined.--A person commits a felony of the first degree when the person engages in sexual intercourse with a Reporting Party:

(1) By forcible compulsion.

(2) By threat of forcible compulsion that would prevent resistance by a person of reasonable resolution.

(3) Who is unconscious or where the person knows that the Reporting Party is unaware that the sexual intercourse is occurring.

(4) Where the person has substantially impaired the Reporting Party's power to appraise or control his or her conduct by administering or employing, without the knowledge of the Reporting Party, drugs, intoxicants or other means for the purpose of preventing resistance.

(5) Who suffers from a mental disability which renders the Reporting Party incapable of consent.

(b) Additional penalties.--In addition to the penalty provided for by subsection (a), a person may be sentenced to an additional term not to exceed ten years' confinement and an additional amount not to exceed \$100,000 where the person engages in sexual intercourse with a Reporting Party and has substantially impaired the Reporting Party's power to appraise or control his or her conduct by administering or employing, without the knowledge of the Reporting Party, any substance for the purpose of preventing resistance through the inducement of euphoria, memory loss and any other effect of this substance.

(c) Rape of a child.--A person commits a felony of the first degree when the person engages in sexual intercourse with a Reporting Party who is less than 13 years of age.

(d) Rape of a child with serious bodily injury.--A person commits a felony of the first degree when the person engages in sexual intercourse with a Reporting Party who is less than 13 years of age and the Reporting Party suffers serious bodily injury in the course of the offense.

(e) Sentences.--Notwithstanding the provisions of section 1103 (relating to sentence of imprisonment for felony), a person convicted of an offense under:

(1) Subsection (c) shall be sentenced to a term of imprisonment which shall be fixed by the court at not more than 40 years.

(2) Subsection (d) shall be sentenced up to a maximum term of life imprisonment.

Cross References. Section 3121 is referred to in sections 2709.1, 2714, 3122.1, 3124.1, 3124.2, 3124.3, 3125, 3141, 5702, 5708, 6105, 9122, 9123 of this title; section 3304 of Title 5 (Athletics and Sports); sections 4321, 5329, 6303, 6304, 6344, 6702, 6711 of Title 23 (Domestic Relations); sections 5552, 6302, 6358, 6402, 6403, 9717, 9718, 9720.2, 9799.12, 9799.14, 9799.17, 9799.24 of Title 42 (Judiciary and Judicial Procedure); section 7122 of Title 61 (Prisons and Parole).

3122.1. Statutory sexual assault.

(a) Felony of the second degree.--Except as provided in section 3121 (relating to rape), a person commits a felony of the second degree when that person engages in sexual intercourse with a Reporting Party to whom the person is not married who is under the age of 16 years and that person is either:

- (1) four years older but less than eight years older than the Reporting Party; or
- (2) eight years older but less than 11 years older than the Reporting Party.

(b) Felony of the first degree. -- A person commits a felony of the first degree when that person engages in sexual intercourse with a Reporting Party under the age of 16 years and that person is 11 or more years older than the Reporting Party and the Reporting Party and the person are not married to each other.

(Mar. 31, 1995, 1st Sp.Sess., P.L.985, No.10, eff. 60 days; Dec. 20, 2011, P.L.446, No.111, eff. 60 days)

Cross References. Section 3122.1 is referred to in sections 3124.2, 3124.3, 3125, 3141, 9122 of this title; sections 4321, 5329, 6303, 6344 of Title 23 (Domestic Relations); sections 5552, 6302, 9799.13, 9799.14, 9802 of Title 42 (Judiciary and Judicial Procedure).

3123. Involuntary deviate sexual intercourse.

3123. Involuntary deviate sexual intercourse.

(a) Offense defined. -- A person commits a felony of the first degree when the person engages in deviate sexual intercourse with a Reporting Party:

- (1) by forcible compulsion;
- (2) by threat of forcible compulsion that would prevent resistance by a person of reasonable resolution;
- (3) who is unconscious or where the person knows that the Reporting Party is unaware that the sexual intercourse is occurring;
- (4) where the person has substantially impaired the Reporting Party's power to appraise or control his or her conduct by administering or employing, without the knowledge of the Reporting Party, drugs, intoxicants or other means for the purpose of preventing resistance;
- (5) who suffers from a mental disability which renders him or her incapable of consent; or
- (6) (Deleted by amendment).
- (7) who is less than 16 years of age and the person is four or more years older than the Reporting Party and the Reporting Party and person are not married to each other.

(b) Involuntary deviate sexual intercourse with a child. -- A person commits involuntary deviate sexual intercourse with a child, a felony of the first degree, when the person engages in deviate sexual intercourse with a Reporting Party who is less than 13 years of age.

(c) Involuntary deviate sexual intercourse with a child with serious bodily injury. -- A person commits an offense under this section with a child resulting in serious bodily injury, a felony of the first degree, when the person violates this section and the Reporting Party is less than 13 years of age and the Reporting Party suffers serious bodily injury in the course of the offense.

(d) Sentences. -- Notwithstanding the provisions of section 1103 (relating to sentence of imprisonment for felony), a person convicted of an offense under:

- (1) Subsection (b) shall be sentenced to a term of imprisonment which shall be fixed by the court at not more than 40 years.
- (2) Subsection (c) shall be sentenced up to a maximum term of life imprisonment.

(e) Definition. -- As used in this section, the term "forcible compulsion" includes, but is not limited to, compulsion resulting in another person's death, whether the death occurred before, during or after the sexual intercourse.

(Mar. 31, 1995, 1st Sp.Sess., P.L.985, No.10, eff. 60 days; Dec. 9, 2002, P.L.1350, No.162, eff. 60 days; Dec. 16, 2002, P.L.1953, No.226, eff. 60 days)

2002 Amendments. Act 226 overlooked the amendment by Act 162, but the amendments do not conflict in substance (except for the designation of the offenses in subsecs. (b) and (c) as felonies of the first degree, as to which Act 162 has been given effect) and both have been given effect in setting forth the text of section 3123.

Effective Date. After February 6, 2003, and before February 14, 2003, section 3123 will reflect only the amendment by Act 162, as follows:

(a) Offense defined.--A person commits a felony of the first degree when the person engages in deviate sexual intercourse with a Reporting Party:

(1) by forcible compulsion;

(2) by threat of forcible compulsion that would prevent resistance by a person of reasonable resolution;

(3) who is unconscious or where the person knows that the Reporting Party is unaware that the sexual intercourse is occurring;

(4) where the person has substantially impaired the Reporting Party's power to appraise or control his or her conduct by administering or employing, without the knowledge of the Reporting Party, drugs, intoxicants or other means for the purpose of preventing resistance;

(5) who suffers from a mental disability which renders him or her incapable of consent; or

(6) who is less than 16 years of age and the person is four or more years older than the Reporting Party and the Reporting Party and person are not married to each other.

(b) Definition.--As used in this section, the term "forcible compulsion" includes, but is not limited to, compulsion resulting in another person's death, whether the death occurred before, during or after the sexual intercourse.

(c) Involuntary deviate sexual intercourse with a child.--A person commits a felony of the first degree when the person engages in deviate sexual intercourse with a Reporting Party who is less than 13 years of age.

(d) Involuntary deviate sexual intercourse with a child with serious bodily injury.--A person commits a felony of the first degree when the person engages in deviate sexual intercourse with a Reporting Party who is less than 13 years of age and the Reporting Party suffers serious bodily injury in the course of the offense.

1. Sentences.-- Notwithstanding the provisions of section 1103 (relating to sentence of imprisonment for felony), a person convicted of an offense under:

2. 3124.1. Sexual assault.

(1) Subsection (c) shall be sentenced to a term of imprisonment which shall be fixed by the court at not more than 40 years.

(2) Subsection (d) shall be sentenced up to a maximum term of life imprisonment.

Cross References. Section 3123 is referred to in sections 2709.1, 2714, 3124.1, 3124.2, 3124.3, 3125, 3141, 5702, 5708, 6105, 9122, 9123 of this title; sections 5329, 6303, 6304, 6344, 6711 of Title 23 (Domestic Relations); sections 5552, 6302, 6358, 6402, 6403, 9717, 9718, 9720.2, 9799.12, 9799.14, 9799.17, 9799.24 of Title 42 (Judiciary and Judicial Procedure); section 7122 of Title 61 (Prisons and Parole).

Except as provided in section 3121 (relating to rape) or 3123 (relating to involuntary deviate sexual intercourse), a person commits a felony of the second degree when that person engages in sexual intercourse or deviate sexual intercourse with a Reporting Party without the Reporting Party's consent.

(Mar. 31, 1995, 1st Sp.Sess., P.L.985, No.10, eff. 60 days)

1995 Amendment. Act 10, 1st Sp.Sess., added section 3124.1. Section 18 of Act 10, 1st Sp.Sess., provided that section 3124.1 shall apply to offenses committed on or after the effective date of Act 10.

Cross References. Section 3124.1 is referred to in sections 3124.2, 3124.3, 3125, 3141, 5702, 5708, 9122 of this title; sections 4321, 5329, 6303, 6304, 6344 of Title 23 (Domestic Relations); sections 5552, 6302, 6358, 6402, 6403, 9799.14, 9799.24 of Title 42 (Judiciary and Judicial Procedure).

3126. Indecent assault.

2709.1. Stalking.

(a) Offense defined. -- A person is guilty of indecent assault if the person has indecent contact with the Reporting Party, causes the Reporting Party to have indecent contact with the person or intentionally causes the Reporting Party to come into contact with seminal fluid, urine or feces for the purpose of arousing sexual desire in the person or the Reporting Party and:

- (1) the person does so without the Reporting Party's consent;
- (2) the person does so by forcible compulsion;
- (3) the person does so by threat of forcible compulsion that would prevent resistance by a person of reasonable resolution;
- (4) the Reporting Party is unconscious or the person knows that the Reporting Party is unaware that the indecent contact is occurring;
- (5) the person has substantially impaired the Reporting Party's power to appraise or control his or her conduct by administering or employing, without the knowledge of the Reporting Party, drugs, intoxicants or other means for the purpose of preventing resistance;
- (6) the Reporting Party suffers from a mental disability which renders the Reporting Party incapable of consent;
- (7) the Reporting Party is less than 13 years of age; or
- (8) the Reporting Party is less than 16 years of age and the person is four or more years older than the Reporting Party and the Reporting Party and the person are not married to each other.

(b) Grading. -- Indecent assault shall be graded as follows:

- (1) An offense under subsection (a)(1) or (8) is a misdemeanor of the second degree.
- (2) An offense under subsection (a)(2), (3), (4), (5) or (6) is a misdemeanor of the first degree.

(3) An offense under subsection (a)(7) is a misdemeanor of the first degree unless any of the following apply, in which case it is a felony of the third degree:

- (i) It is a second or subsequent offense.
- (ii) There has been a course of conduct of indecent assault by the person.
- (iii) The indecent assault was committed by touching the Reporting Party's sexual or intimate parts with sexual or intimate parts of the person.
- (iiii) The indecent assault is committed by touching the person's sexual or intimate parts with the Reporting Party's sexual or intimate parts.

(May 18, 1976, P.L.120, No.53, eff. 30 days; Feb. 2, 1990, P.L.6, No.4, eff. 60 days; Mar. 31, 1995, 1st Sp.Sess., P.L.985, No.10, eff. 60 days; Nov. 23, 2005, P.L.412, No.76, eff. 60 days)

Cross References. Section 3126 is referred to in sections 2714, 3141, 9122 of this title; section 3304 of Title 5 (Athletics and Sports); sections 5329, 6303, 6304, 6344 of Title 23 (Domestic Relations); sections 5552, 6302, 6358, 6402, 6403, 9799.13, 9799.14, 9799.24 of Title 42 (Judiciary and Judicial Procedure); section 2303 of Title 44 (Law and Justice); section 7122 of Title 61 (Prisons and Parole).

(a) Offense defined. --A person commits the crime of stalking when the person either:

- (1) engages in a course of conduct or repeatedly commits acts toward another person, including following the person without proper authority, under circumstances which demonstrate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person; or
- (2) engages in a course of conduct or repeatedly communicates to another person under circumstances which demonstrate or communicate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person.

(b) Venue. --

- (1) An offense committed under this section may be deemed to have been committed at either the place at which the communication or communications were made or at the place where the communication or communications were received.
- (2) Acts indicating a course of conduct which occur in more than one jurisdiction may be used by any other jurisdiction in which an act occurred as evidence of a continuing pattern of conduct or a course of conduct.

(c) Grading. --

- (1) Except as otherwise provided for in paragraph (2), a first offense under this section shall constitute a misdemeanor of the first degree.
- (2) A second or subsequent offense under this section or a first offense under subsection (a) if the person has been previously convicted of a crime of violence involving the same victim, family or household member, including, but not limited to, a violation of section 2701 (relating to simple assault), 2702 (relating to aggravated assault), 2705 (relating to recklessly endangering another person), 2901 (relating to kidnapping), 3121 (relating to rape) or 3123 (relating to involuntary deviate sexual intercourse), an order issued under section 4954 (relating to protective orders) or an order issued under 23 Pa.C.S. § 6108 (relating to relief) shall constitute a felony of the third degree.

(d) False reports. --A person who knowingly gives false information to any law enforcement officer with the intent to implicate another under this section commits an offense under section 4906 (relating to false reports to law enforcement authorities).

(e) Application of section. --This section shall not apply to constitutionally protected activity.

(f) Definitions. --As used in this section, the following words and phrases shall have the meanings given to them in this subsection:

"Communicates." To convey a message without intent of legitimate communication or address by oral, nonverbal, written or electronic means, including telephone, electronic mail, Internet, facsimile, telex, wireless communication or similar transmission.

"Course of conduct." A pattern of actions composed of more than one act over a period of time, however short, evidencing a continuity of conduct. The term includes lewd, lascivious, threatening or obscene words, language, drawings, caricatures or actions, either in person or anonymously. Acts indicating a course of conduct which occur in more than one jurisdiction may be used by any other jurisdiction in which an act occurred as evidence of a continuing pattern of conduct or a course of conduct.

On August 1, 2024, the “2024 Title IX regulations” were implemented. To resolve allegations of sex discrimination and harassment alleged to have occurred before August 1, 2024, the “2020 Title IX regulations will be used. To resolve allegations of sex discrimination and harassment, alleged to have occurred after August 1, 2024, the “2024 Title IX regulations” will be used.

Procedures for Investigation and Adjudication of Allegations of Violations of the Equal Opportunity and NonDiscrimination Policy; Allegations Occurring After August 1, 2024– utilizing 2024 Title IX Regulations

Intake Process and Supportive Measures

Once on notice of an alleged violation of the EO Policy, the Director of Institutional Equity, Compliance, and Title IX will meet with the Reporting Party (and with the Reporting Party’s Advisor if the Reporting Party chooses to have one) to discuss the allegation(s). In addition, the Director of Institutional Equity, Compliance, and Title IX will gather additional information if necessary, and make an initial determination regarding whether the Responding Party and the behavior alleged are potential violations of the EO Policy.

For students, at any point during the intake process (or any other process defined below), the Reporting Party may request and/or the Director of Institutional Equity, Compliance and Title IX and VPCL shall consider whether any supportive or interim remedial measures are appropriate. Interim measures for students include but are not limited to: no contact orders, referrals to counseling and/or medical services, academic support or adjustments, living or working arrangement adjustments, transportation support, visa and immigration assistance, student financial aid counseling, providing campus escort, referrals to campus and community support resources, and/or any other measures as determined by the Director of Institutional Equity, Compliance, and Title IX.

If the conduct alleged is not a potential violation of the EO Policy, the Reporting Party may be referred to another office who may have jurisdiction; the Director of Institutional Equity, Compliance and Title IX may discuss the matter with the VPCL to determine if respectful communication, remedial actions, education, and/or effective conflict resolution mechanisms that do not lead to disciplinary action would be appropriate; or the report will be documented and the matter closed for information only.

In instances where a student is alleged to have violated both the EO Policy and the Student Code of Conduct, at the discretion of the VPCL, all allegations may be resolved utilizing the procedures applicable to the EO Policy rather than the procedures applicable to the Student Code of Conduct.

If no Reporting Party is identified but the conduct alleged is a potential violation of the EO Policy and a known Responding Party has been identified, the Director of Institutional Equity, Compliance and Title IX will discuss the matter with the VPCL to determine whether the College will move forward as the Reporting Party.

If no Reporting Party is identified, the conduct alleged is not a potential violation of the EO Policy, and/or a known Responding Party has not been identified, the Director of Institutional Equity, Compliance and Title IX will discuss the matter with the VPCL to determine whether community-based education, training, or other prevention or remedial actions would be appropriate; or the report will be documented and the matter closed for information only.

Reports of sex discrimination or harassment against more than one Responding Party, or by more than one Reporting Party against one or more Responding Parties, or by one party against another party, may be consolidated when the allegations of sex discrimination arise out of the same facts or circumstances.

If a Reporting Party chooses to move forward with a Report, the Reporting Party will be presented with formal or informal resolution options. Typically, the Reporting Party may choose to move forward with either of these options. However, informal resolution options may not always be appropriate and the Director of Institutional Equity, Compliance and Title IX, in discussion with the Reporting Party, shall determine whether it is appropriate on a case-by-case basis. If the Reporting Party chooses to pursue a formal resolution, then formal proceedings shall commence.

If a Reporting Party is identified and chooses not to move forward with any of the resolution options outlined in these Procedures, the conduct alleged is a potential violation of the EO Policy, and a known Responding Party has been identified, the Director of Institutional Equity, Compliance and Title IX will discuss the matter with the VPCL to determine whether the College will move forward as the Reporting Party.

For faculty, at any point during the intake process (or any other process defined below), the Reporting Party may request and/or the Director of Institutional Equity, Compliance and Title IX and Provost shall consider whether any supportive or interim remedial measures are appropriate. Interim measures for students include but are not limited to: no contact orders, referrals to counseling and/or medical services, work-related adjustments, transportation support, visa and immigration assistance, providing campus escort, work schedule location and assignment measures, administrative leave, and/or any other measures as determined by the Director of Institutional Equity, Compliance, and Title IX or the Provost.

If the conduct alleged is not a potential violation of the EO Policy, the Reporting Party may be referred to another office who may have jurisdiction; the Director of Institutional Equity, Compliance and Title IX may discuss the matter with the Provost to determine if respectful communication, remedial actions, education, and/or effective conflict resolution mechanisms that do not lead to disciplinary action would be appropriate; or the report will be documented and the matter closed for information only.

If no Reporting Party is identified but the conduct alleged is a potential violation of the EO Policy and a known Responding Party has been identified, the Director of Institutional Equity, Compliance and Title IX will discuss the matter with the Provost to determine whether the College will move forward as the Reporting Party.

If no Reporting Party is identified, the conduct alleged is not a potential violation of the EO Policy, and/or a known Responding Party has not been identified, the Director of Institutional Equity, Compliance and Title IX will discuss the matter with the Provost to determine whether community-based education, training, or other prevention or remedial actions would be appropriate; or the report will be documented and the matter closed for information only.

Reports of discrimination or harassment against more than one Respondent, or by more than one Reporting Party against one or more Respondents, or by one party against another party, may be consolidated when the allegations of discrimination or harassment arise out of the same facts or circumstances.

If a Reporting Party chooses to move forward with a Report, the Reporting Party will be presented with formal or informal resolution options. Typically, the Reporting Party may choose to move forward with either of these options. However, informal resolution options may not always be appropriate and the Director of Institutional Equity, Compliance and Title IX and the Provost in discussion with the Reporting Party, shall determine whether it is appropriate on a case-by-case basis. If the Reporting Party chooses to pursue a formal resolution, then formal proceedings shall commence.

If a Reporting Party is identified and chooses not to move forward with any of the resolution options outlined in these procedures, the conduct alleged is a potential violation of the EO Policy, and a known Responding Party has been identified, the Director of Institutional Equity, Compliance and Title IX will discuss the matter with the Provost to determine whether the College will move forward as the Reporting Party.

For staff, at any point during the intake process (or any other process defined below), the Reporting Party may request and/or the Director of Institutional Equity, Compliance and Title IX and Vice President of Human Resources (VPHR) shall consider whether any supportive or interim remedial measures are appropriate. Interim measures for students include but are not limited to: no contact orders, referrals to counseling and/or medical services, work-related adjustments, transportation support, visa and immigration assistance, providing campus escort, work schedule location and assignment measures, administrative leave, and/or any other measures as determined by the Director of Institutional Equity, Compliance, and Title IX or the VPHR

If the conduct alleged is not a potential violation of the EO Policy, the Reporting Party may be referred to another office who may have jurisdiction; the Director of Institutional Equity, Compliance and Title IX may discuss the matter with the Vice President of Human Resources to determine if respectful communication, remedial actions, education, and/or effective conflict resolution mechanisms that do not lead to disciplinary action would be appropriate; or the report will be documented and the matter closed for information only.

If no Reporting Party is identified but the conduct alleged is a potential violation of the EO Policy and a known Responding Party has been identified, the Director of Institutional Equity, Compliance and Title IX will discuss the matter with the Vice President of Human Resources to determine whether the College will move forward as the Reporting Party.

If no Reporting Party is identified, the conduct alleged is not a potential violation of the EO Policy, and/or a known Responding Party has not been identified, the Director of Institutional Equity, Compliance and Title IX will discuss the matter with the Vice President of Human Resources to determine whether community-based education, training, or other prevention or remedial actions would be appropriate; or the report will be documented and the matter closed for information only.

Reports of discrimination or harassment against more than one Respondent, or by more than one Reporting Party against one or more Respondents, or by one party against another party, may be consolidated when the allegations of discrimination or harassment arise out of the same facts or circumstances.

If a Reporting Party chooses to move forward with a Report, the Reporting Party will be presented with formal or informal resolution options. Typically, the Reporting Party may choose to move forward with either of these options. However, informal resolution options may not always be appropriate and the Director of Institutional Equity, Compliance and Title IX, in discussion with the Reporting Party, shall determine whether it is appropriate on a case-by-case basis. If the Reporting Party chooses to pursue a formal resolution, then formal proceedings shall commence. (See Section V.F. below).

If a Reporting Party is identified and chooses not to move forward with any of the resolution options outlined in these procedures, the conduct alleged is a potential violation of the EO Policy, and a known Responding Party has been identified, the Director of Institutional Equity, Compliance and Title IX will discuss the matter with the Vice President of Human Resources to determine whether the College will move forward as the Reporting Party.

To the extent possible, the College will limit disclosure of any supportive or interim remedial measures, provided that it does not impair the College's ability to provide the supportive or interim remedial measures and that it does not infringe upon the rights of a Reporting Party or Responding Party. Consideration for these measures include, but are not limited to, the impact on all parties and the ability to stop the alleged behavior, prevent any recurrence, and maintain a safe campus environment that is as free from disruption as possible.

Informal Resolution

Recognizing that every situation is different, and every individual's needs are different, the College seeks to provide as many types of fair resolutions as possible to adapt to the needs of our community members. Therefore, in lieu of the formal investigation and resolution processes defined below, at any time prior to the adjudication of an alleged violation of the EO Policy, the parties may voluntarily agree to resolve the report by one of the following informal resolution methods: engaging in a restorative process, resolve the matter through a negotiated resolution, or the parties agree that the Responding Party accepts responsibility and the parties agree to engage in an interactive process.

Informal resolution options are not available in situations where there is alleged sex-based harassment against an employee.

To initiate one of the informal resolution processes, the Reporting Party must indicate this in writing to the Director of Institutional Equity, Compliance and Title IX. The Responding Party shall then receive notice of the Reporting Party's request to engage in an informal resolution. The Responding Party may accept or reject the option to engage in an informal resolution.

Alternatively, either party may request to engage in an informal resolution process any time after the formal resolution proceedings have been initiated. The request must be made in writing to the Director of Institutional Equity, Compliance and Title IX. Once received, the Director of Institutional Equity, Compliance and Title IX will notify the other party who can agree to or reject the offer to engage in an informal resolution.

Once the parties agree to engage in an informal resolution, the formal resolution proceedings shall be placed on hold. If the informal resolution process results in an outcome agreed upon by both parties, the formal resolution proceedings shall be closed. If the informal resolution process breaks down and does not reach a result agreeable to both parties, the formal resolution proceeding will initiate or resume.

Investigation and Resolution

If an informal resolution option is not chosen by the parties, the Report shall proceed under the formal resolution process. The formal resolution begins with a written notification to all parties that the College has received a Report and that an investigation has been initiated. The Director of Institutional Equity, Compliance and Title IX shall appoint a trained impartial Investigator or Investigators to conduct an investigation.

Investigations will be thorough, reliable and impartial, and will entail interviews with relevant parties and witnesses, obtaining available evidence and identifying sources of expert information, if necessary. Interviews will be conducted separately and individually with parties and witnesses.

Investigations are completed as expeditiously as possible. Investigations may take longer, however, in exigent or extenuating circumstances.

The College's investigation and resolution process will not typically be altered or precluded on the grounds that civil or criminal charges involving the same incident have been filed or that criminal charges have been dismissed or reduced.

The Investigator shall provide both parties with the opportunity to provide a statement, evidence, and names of potential witnesses.

Parties are permitted to ask questions of the other party and witnesses through the impartial Investigator during the investigation process.

While the parties may disagree with the Investigator as to the form of the question or the relevance, the Investigator is the sole determiner of the relevance and form of questions asked.

The Investigator shall review all evidence gathered through the investigation and determine what evidence is relevant and what evidence is impermissible regardless of relevance.

Parties and witnesses are expected to cooperate with and participate in the College's investigation. Interviews may, in certain circumstances, be conducted virtually by video or telephonically, and written statements may be provided if a live interview is not possible.

If a Responding Party elects to not participate in the investigation, the Responding Party will not have the opportunity to offer new evidence during the appeal stage of the process.

1.

Dismissal

At any point during the intake, investigation or formal resolution process, the Director of Institutional Equity, Compliance and Title IX, in consultation with the Vice President of Human Resources/Provost/VPCL, may dismiss a Report for any of the following reasons: (i) the Respondent cannot be identified after taking reasonable steps to do so; (ii) the Respondent is not participating in the College's education program or activity and is not employed by the College; (iii) the Reporting Party voluntarily withdraws any or all of the allegations in the Report, the Director of Institutional Equity, Compliance and Title IX declines to initiate a Report, and the Director of Institutional Equity, Compliance and Title IX determines that, without the Reporting Party's withdrawn allegations, the conduct that remains alleged in the Report, if any, would not constitute a violation of the EO Policy even if proven; or (iv) the Director of Institutional Equity, Compliance and Title IX determines the conduct alleged in the Report, even if proven, would not constitute a violation of the EO Policy. Prior to dismissing the Report under this paragraph, the Director of Institutional Equity, Compliance and Title IX must make reasonable efforts to clarify the allegations with the Reporting Party.

- a. 1. Dismissal will not preclude continuation of appropriate supportive or interim remedial measures, or referral to another department to review if appropriate. If a dismissal occurs at this stage, the parties shall have the ability to appeal.

2.

Investigation Time Frame

1. Typically, an investigation will be completed within sixty (60) calendar days from the date upon which the Office of Institutional Equity, Compliance and Title IX decides to pursue an investigation. In some circumstances, it may be necessary to extend that timeframe for good cause. If good cause exists to extend the investigation timeframe beyond sixty (60) calendar days, as determined by the Investigator in consultation with the Director of Institutional Equity, Compliance and Title IX, both parties will be promptly notified.

3.

Advisor

Each Reporting Party and Responding Party have the right to have one Advisor of their choice present with them at any meeting related to a report or investigation made under the EO Policy. An Advisor of choice may be a friend, mentor, family member, attorney, or any other person a party chooses to have as long as the Advisor is available and willing to participate with the party in all meetings and proceedings as requested by the party.

1.

Student Groups

Student groups are responsible for fully cooperating with College officials investigating alleged violations of the EO Policy and for ensuring that their members provide complete, accurate, and truthful information and any potentially relevant documentation in any format. Members of a Responding Party student group are required to provide statements and/or answer questions in connection with any investigation of alleged violations of the EO Policy by the Responding Party student group. Responding Party student groups have the right to choose one current student member to represent it in any investigation or informal or formal resolution process.

2.**Conclusion****a. 1. Draft Investigation Report:**

At the conclusion of the investigation, the Investigator will draft a preliminary investigation report (“draft report”) and provide both parties with the opportunity to review the draft report and submit feedback or corrections. The draft report is the collection of all relevant and not otherwise impermissible evidence that will be presented to any Decision-maker

- The parties will have seven (7) business days to provide feedback, corrections, or questions to the Investigator. At times, feedback may necessitate further investigation or inquiry. If further relevant information is gathered by the Investigator, the Investigator will issue a supplement to the draft report to the parties for review and response and will determine a reasonable amount of time for feedback to the supplemental information, which will generally will not exceed five (7) business days.
- While the parties may disagree with the Investigator as to the form or contents of the draft report, or the relevance or impermissibility of evidence included or omitted or which amendments or comments will be added or not, the Investigator, in consultation with the Director for Equity and Title IX, has the discretion of the content of the report though the Investigator should note a party’s disagreement in the final report. Parties may appeal on this basis if they wish.

b. 2. Final Report

- The Investigator then prepares the final investigation report that incorporates the draft report, feedback to the draft report, and an analysis and recommendation as to whether the evidence meets a preponderance of the evidence standard that the alleged Prohibited Conduct occurred. The final report is reviewed by the Director of Institutional Equity, Compliance and Title IX, when necessary, prior to issuance to the parties and the VPHR(staff)/Provost(faculty)/VPCL(students). The Investigator shall issue the final report within two (2) weeks after receipt of the last feedback to the draft report unless good cause exists for an extension. If the Investigator is unable to issue the final report within the two-week time frame, the Investigator will provide written notification and explanation to the parties.

Within five (5) business days of receipt of the final report, the parties must elect in writing to the Director of Institutional Equity, Compliance and Title IX whether they intend to move forward with VPHR(staff)/Provost(faculty)/VPCL(students) adjudication or formal Panel adjudication. If one party elects or both parties elect to go to a formal Panel, the formal Panel will be convened by the Director of Institutional Equity, Compliance, and Title IX to adjudicate the matter.

Confidentiality of Reports

The parties and their Advisors shall hold the draft report, the final report and all accompanying documentation in confidence and shall not reproduce or distribute any such documents, in whole or in part. Reproduction or distribution of these confidential documents may lead to student conduct charges.

Adjudication and Resolution**a. 1. Faculty**

- 1.** The Provost shall review the final report and if the Provost determines that further information is needed from the Investigator, the Provost may remand the report to the Investigator for further questioning or investigation. Within seven (7) calendar days after receipt of the final report (or the updated report if it is remanded to the Investigator), the Provost shall determine, based on the final report and after an objective evaluation of all evidence that is relevant and not otherwise impermissible, including both inculpatory and exculpatory evidence, and provided that credibility determinations must not be based on a person’s status as a Reporting Party, Respondent, or witness, whether by a preponderance of the evidence the Responding Party’s conduct occurred as alleged and whether such conduct is a violation of the EO Policy. If the Provost has determined that the Responding Party has not violated the EO Policy, the Provost shall meet separately with the parties and inform them of the outcome. The Provost shall follow such meeting with a written determination and appeal rights.
- 2.** If the Provost determines by a preponderance of the evidence that the Responding Party’s conduct occurred as alleged and such conduct is a violation of the EO Policy, the Provost shall also determine the appropriate sanction (s). Prior to the determination of an appropriate sanction(s)): (i) the Provost shall review the Responding Party’s disciplinary record at the College; (ii) the Reporting Party will be given an opportunity to submit a written impact statement, i.e. how the Reporting Party has been impacted and what the Reporting Party believes

would be appropriate sanctions and resolution; and (iii) the Responding Party will be given an opportunity to submit a written mitigating factors statement and what the Responding Party believes would be appropriate sanctions and resolution. The Provost shall schedule a meeting with the parties, individually, after determining that the Responding Party violated the EO Policy for parties to make such statements. However, at the Provost's discretion, these statements may also be submitted in writing within a reasonable timeframe set by the Provost.

3. Upon receipt of the parties' statements, if submitted, the Provost shall make their decision in writing within five (5) business days of receipt of the statements or deadline for submission and issue their written decision and sanction determination to the parties. The Provost may extend this deadline as reasonably necessary, if so, and shall provide written notification to the parties.

In Cases of Suspension or Termination of a Tenured Faculty Member

- When the Provost determines that the appropriate sanction for a Responding Party tenured faculty member is suspension or termination, the Provost shall consult with the President before issuing the final sanction determination.
- Notification to the parties will be made in writing and may be delivered by one or more of the following methods: in person; mailed to the local or permanent address of the parties as indicated in official College records; or emailed to the parties' College-issued email account. Once mailed, emailed and/or received in person, notice will be presumptively delivered

Staff

- The Vice President of Human Resources shall review the final report and if the Vice President of Human Resources determines that further information is needed from the Investigator, the Vice President of Human Resources may remand the report to the Investigator for further questioning or investigation. Within seven (7) business days after receipt of the final report (or the updated report if it is remanded to the Investigator), the Vice President of Human Resources shall determine, based on the final report and after an objective evaluation of all evidence that is relevant and not otherwise impermissible, including both inculpatory and exculpatory evidence, and provided that credibility determinations must not be based on a person's status as a Reporting Party, Respondent, or witness, whether by a preponderance of the evidence the Responding Party's conduct occurred as alleged and whether such conduct is a violation of the EO Policy.
- If the Vice President of Human Resources has determined that the Responding Party has not violated the EO Policy, the Vice President shall meet separately with the parties and inform them of the outcome. The Vice President of Human Resources shall follow such meeting with a written determination and appeal rights.
- If the Vice President of Human Resources determines that the Responding Party has violated the EO Policy, the Vice President of Human Resources shall also determine the appropriate sanction. Prior to determining the appropriate sanction, the Reporting Party will be given an opportunity to make an impact statement, i.e. how they have been impacted and what they believe would be an appropriate sanction and resolution, and the Responding Party will be given an opportunity to make a mitigating factors statement and what they believe would be an appropriate sanction and resolution. Typically, the Vice President of Human Resources shall schedule a meeting with the parties, individually, as soon as possible after determining that the Responding Party violated the EO Policy for parties to make such statements. However, at the Vice President of Human Resources' discretion, these statements may also be submitted in writing within a reasonable timeframe set by the Vice President of Human Resources.
- Upon receipt of the parties' statements, if submitted, the Vice President of Human Resources shall make their decision in writing within five (5) business days of receipt of the statements or deadline for submission and issue their written decision and sanction determination to the parties. The Vice President of Human Resources may extend this deadline as reasonably necessary, if so, and shall provide written notification to the parties.

In Cases of Suspension or Termination of a Staff Member

- When the Vice President of Human Resources determines that the appropriate sanction for a staff member is suspension or termination, the Vice President of Human Resources shall consult with the President before issuing the final sanction determination.

Students

- The VPCL shall review the final report and if the VPCL determines that further information is needed from the Investigator, the VPCL may remand the report to the Investigator for further questioning or investigation. Within seven (7) business days after receipt of the final report (or the updated report if it is remanded to the Investigator), the VPCL shall determine, based on the final report and after an objective

evaluation of all evidence that is relevant and not otherwise impermissible, including both inculpatory and exculpatory evidence, and provided that credibility determinations must not be based on a person's status as a Reporting Party, Responding Party, or witness, whether by a preponderance of the evidence the Responding Party's conduct occurred as alleged and whether such conduct is a violation of the EO Policy. If the VPCL determines by a preponderance of the evidence that the Responding Party's conduct as alleged did not occur or did not constitute a violation of the EO Policy, the VPCL shall advise the parties in writing.

- If the VPCL determines by a preponderance of the evidence that the Responding Party's conduct occurred as alleged and such conduct is a violation of the EO Policy, the VPCL shall also determine the appropriate sanction(s). Prior to the determination of an appropriate sanction(s): (i) the VPCL shall review the Responding Party's disciplinary record at the College; (ii) the Reporting Party will be given an opportunity to submit a written impact statement, i.e. how the Reporting Party has been impacted and what the Reporting Party believes would be appropriate sanctions and resolution; and (iii) the Responding Party will be given an opportunity to submit a written mitigating factors statement and what the Responding Party believes would be appropriate sanctions and resolution. These statements shall be submitted to the VPCL within five (5) calendar days after the VPCL's request for such statements unless extended by the VPCL. In addition, the VPCL may, solely in the VPCL's discretion, schedule a meeting with the parties, individually, after determining that the Responding Party violated the EO Policy.
- Within five (5) business days after receipt of the statements or deadline for submission⁶, the VPCL shall issue a written decision and sanction(s) determination to the parties. If the VPCL determines that the appropriate sanction for a Responding Party student is expulsion or for a Responding Party student group is disciplinary termination, the VPCL shall consult with the President of the College before issuing the final sanction determination.
- Notification to the parties will be made in writing and may be delivered by one or more of the following methods: in person; mailed to the local or permanent address of the parties as indicated in official College records; or emailed to the parties' College-issued email account. Once mailed, emailed and/or received in-person, notice will be presumptively delivered.

Formal Panel ("Panel") Adjudication and Resolution

Faculty

Formal panel adjudication shall be conducted by a pool of faculty and staff. There shall be at least one faculty member and at least one staff member on the Panel.

Faculty members of the pool shall be appointed by the Provost after the 1st of the year, and as identified by the Faculty Nominating Committee in consultation with the Faculty Personnel and Policies Committee. The staff members shall be appointed by the Vice President of Human Resources. Panel members shall serve for a period of three years, subject to renewal and early withdrawal.

The Panel shall consist of three (3) Panel members and a Panel Chair will be chosen by the Panel in consultation with the Director of Institutional Equity, Compliance and Title IX.

When convening a Panel, the Director of Institutional Equity, Compliance and Title IX shall choose Panel members considering, but not limited to, potential conflicts of interest, potential bias or perception of bias, availability, and understanding of particular issue(s) presented in a particular case⁵.

A majority decision (two out of three) is necessary in order to make a determination.

The Panel shall review the final report and if the Panel determines that further information is needed from the Investigator, the Panel may remand the report to the Investigator for further questioning or investigation. Within seven (7) calendar days after receipt of the final report (or the updated report if it is remanded to the Investigator), the Panel shall determine, based on the final report and after an objective evaluation of all evidence that is relevant and not otherwise impermissible, including both inculpatory and exculpatory evidence, and provided that credibility determinations must not be based on a person's status as a Reporting Party, respondent, or witness, whether by a preponderance of the evidence the Responding Party's conduct occurred as alleged and whether such conduct is a violation of the EO Policy. If the Panel determines by a preponderance of the evidence that the Responding Party's conduct as alleged did not occur or did not constitute a violation of the EO Policy, the Panel shall advise the parties in writing.

If the Panel determines by a preponderance of the evidence that the Responding Party's conduct as alleged did occur and did constitute a violation of the EO Policy, the Panel shall also determine recommended sanctions⁶. Prior to the determination of recommended sanctions, the

Reporting Party will be given an opportunity to submit a written impact statement, i.e. how the Reporting Party has been impacted and what the Reporting Party believes would be appropriate sanctions and resolution, and the Responding Party will be given an opportunity to submit a written mitigating factors statement and what the Responding Party believes would be appropriate sanctions and resolution. These statements shall be submitted to the Panel within five (5) business days unless otherwise set by the Panel.

Upon receipt of the parties' statements, if submitted, the Panel shall make their decision in writing within five (5) business days of receipt of all statements or deadline for submission and issue their written decision and recommended sanction determination to the Provost. The Panel may extend this deadline as reasonably necessary and shall provide written notification to the parties and the Provost.

The Provost shall review the Panel's finding and recommended sanction (s) determination. The Provost makes the final sanction determination. The Provost shall make the final sanction determination in writing within five (5) business days of receipt of Panel's recommendation or deadline for submission and issue the written decision and sanction determination to the parties. The Provost shall provide to the parties, in writing, of the Panel's finding and recommended sanction determination, the Provost's final sanction determination, and include an explanation if the Provost determines that a different sanction is more appropriate. The Provost may extend this deadline as reasonably necessary and, if so, shall provide written notification to the parties

In Cases of Suspension or Termination of a Tenured Faculty Member

When the Provost determines that the appropriate sanction for a Responding Party tenured faculty member is suspension or termination, the Provost shall consult with the President before issuing the final sanction determination.

Notification to the parties will be made in writing and may be delivered by one or more of the following methods: in person; mailed to the local or permanent address of the parties as indicated in official College records; or emailed to the parties' College-issued email account. Once mailed, emailed and/or received in-person, notice will be presumptively delivered.

Resignation of a Faculty Member

Should a Responding Party faculty member resign after a Report has been filed and/or while a formal investigation is proceeding under the EO Policy, the College will continue to move forward with the appropriate process as defined in these Procedures. If the outcome of the investigation is that a policy violation occurred, the personnel records of the Responding Party will include the outcome of the investigation. If the outcome of the investigation is that no policy violation

Staff

The Panel shall consist of three (3) elected and/or appointed faculty and staff members. The Director of Institutional Equity, Compliance and Title IX shall convene the Panel.

When convening a Panel, the Director of Equity and Title IX, in consultation with the Vice President of Human Resources when appropriate, shall choose Panel members considering, but not limited to, a potential conflict of interest, potential bias or perception of bias, availability, and understanding of the particular issue(s) presented in a particular case.

The parties shall be advised of the names of the Panel members and each party shall have the right to challenge the participation of a Panel member for reasons such as a personal bias towards a participant or a preformed judgment in the particular matter. If such a challenge is made, the decision to remove a Panel member will be made by the Director of Institutional Equity, Compliance and Title IX or the Vice President of Human Resources, as appropriate, after consultation with the remaining Panel members. In all instances, the parties shall not, directly or indirectly, contact any Panel member regarding the proceedings.

A majority decision (two out of three) is necessary in order to make a determination.

The Panel shall review the final report and if the Panel determines that further information is needed from the Investigator, the Panel may remand the report to the Investigator for further questioning or investigation. Within seven (7) calendar days after receipt of the final report (or the updated report if it is remanded to the Investigator), the Panel shall determine, based on the final report and after an objective

evaluation of all evidence that is relevant and not otherwise impermissible, including both inculpatory and exculpatory evidence, and provided that credibility determinations must not be based on a person's status as a Reporting Party, respondent, or witness, whether by a preponderance of the evidence the Responding Party's conduct occurred as alleged and whether such conduct is a violation of the EO Policy. If the Panel determines by a preponderance of the evidence that the Responding Party's conduct as alleged did not occur or did not constitute a violation of the EO Policy, the Panel shall advise the parties in writing.

If the Panel determines by a preponderance of the evidence that the Responding Party's conduct as alleged did occur and did constitute a violation of the EO Policy, the Panel shall also determine recommended sanctions. Prior to the determination of recommended sanctions, the Reporting Party will be given an opportunity to submit a written impact statement, i.e. how the Reporting Party has been impacted and what the Reporting Party believes would be appropriate sanctions and resolution, and the Responding Party will be given an opportunity to submit a written mitigating factors statement and what the Responding Party believes would be appropriate sanctions and resolution. These statements shall be submitted to the Panel within five (5) business days unless otherwise set by the Panel.

Within five (5) business days after receipt of the statements or deadline for submission, the Panel shall issue a written decision and recommended sanction(s) determination to the Vice President of Human Resources. The Vice President of Human Resources shall review the Panel's finding and recommended sanction (s) determination. The Vice President of Human Resources makes the final sanction determination in writing within five (5) calendar days of receipt of the Panel's recommendation or deadline for submission and shall issue the written decision and final sanction (s) determination to the parties. The Vice President of Human Resources shall provide to the parties, in writing, the Panel's finding and recommended sanction(s) determination, the Vice President of Human Resources's final sanction(s) determination, and include an explanation if the Vice President of Human Resources determines that a different sanction(s) is more appropriate. The Vice President of Human Resources may extend this deadline as reasonably necessary and, if so, shall provide written notification to the parties.

Notification to the parties will be made in writing and may be delivered by one or more of the following methods: in person; mailed to the local or permanent address of the parties as indicated in official College records; or emailed to the parties' College-issued email account. Once mailed, emailed and/or received in person, notice will be presumptively delivered.

Resignation of a Staff Member

Should a Responding Party staff member resign after a Report has been filed and/or while a formal investigation is proceeding under the EO Policy, the College will continue to move forward with the appropriate process as defined in these Procedures. If the outcome of the investigation is that a policy violation occurred, the personnel records of the Responding Party will include the outcome of the investigation. If the outcome of the investigation is that no policy violation

Students

The Panel shall consist of three (3) elected and/or appointed faculty and staff members. The Director of Institutional Equity, Compliance and Title IX shall convene the Panel. When convening a Panel, the Director of Institutional Equity, Compliance and Title IX, in consultation with the VPCL when appropriate, shall choose Panel members considering, but not limited to, potential conflict of interest, potential bias or perception of bias, availability, and understanding of particular issue(s) presented in a particular case.

The parties shall be advised of the names of the Panel members and each party shall have the right to challenge the participation of a Panel member for reasons such as a personal bias towards a participant or a preformed judgment in the particular matter. If such a challenge is made, the decision to remove a Panel member will be made by the Director of Institutional Equity, Compliance and Title IX or the VPCL, as appropriate, after consultation with the remaining Panel members. In all instances, the parties shall not, directly or indirectly, contact any Panel member regarding the proceedings.

A majority decision (two out of three) is necessary in order to make a determination.

The Panel shall review the final report and if the Panel determines that further information is needed from the Investigator, the Panel may remand the report to the Investigator for further questioning or investigation. Within seven (7) business days after receipt of the final report (or the updated report if it is remanded to the Investigator), the Panel shall determine, based on the final report and after an objective evaluation of all evidence that is relevant and not otherwise impermissible, including both inculpatory and exculpatory evidence, and provided that credibility determinations must not be based on a person's status as a Reporting Party, Responding Party, or witness, whether by a preponderance of the evidence the Responding Party's conduct occurred as alleged and whether such conduct is a violation of the EO Policy. If

the Panel determines by a preponderance of the evidence that the Responding Party's conduct as alleged did not occur or did not constitute a violation of the EO Policy, the Panel shall advise the parties in writing.

If the Panel determines by a preponderance of the evidence that the Responding Party's conduct as alleged did occur and did constitute a violation of the EO Policy, the Panel shall also determine recommended sanctions. Prior to the determination of recommended sanctions, the Reporting Party will be given an opportunity to submit a written impact statement, i.e. how the Reporting Party has been impacted and what the Reporting Party believes would be appropriate sanctions and resolution, and the Responding Party will be given an opportunity to submit a written mitigating factors statement and what the Responding Party believes would be appropriate sanctions and resolution. These statements shall be submitted to the Panel within five (5) calendar days after the Panel's request for such statements unless extended by the Panel.

Within five (5) business days after receipt of the statements or deadline for submission, the Panel shall issue a written decision and recommended sanction(s) determination to the VPCL.

The VPCL shall review the Panel's findings and recommended sanction(s) determination. The VPCL shall make the final sanction determination in writing within five (5) business days of receipt of the Panel's recommendation and shall issue the written decision and final sanction(s) determination to the parties.

The VPCL shall provide to the parties, in writing, the Panel's finding 7 The Panel may extend this deadline as reasonably necessary and, if extended, shall provide written notification to the parties. 17 and recommended sanction(s) determination, the VPCL's final sanction(s) determination, and include an explanation if the VPCL determines that a different sanction(s) is more appropriate. The VPCL may extend this deadline as reasonably necessary and, if so, shall provide written notification to the parties.

If the VPCL determines that the appropriate sanction for a Responding Party student is expulsion or a Responding Party student group is disciplinary termination, the VPCL shall consult with the President of the College before issuing the final sanction determination.

Notification to the parties will be made in writing and may be delivered by one or more of the following methods: in person; mailed to the local or permanent address of the parties as indicated in official College records; or emailed to the parties' College-issued email account. Once mailed, emailed and/or received in-person, notice will be presumptively delivered.

Withdrawal or Resignation While Charges are Pending

The College shall place a temporary disciplinary hold on student transcripts in pending disciplinary proceedings which shall have the effect of preventing any student who is a Responding Party from obtaining or authorizing the release of the student's transcript, withdrawing from the College, being granted a leave of absence or graduating and receiving a diploma until such time as the disciplinary proceeding is finally concluded. Should a Responding Party decide to leave and not participate in the investigation and/or adjudication process, the process will nonetheless proceed in the Responding Party's absence and, should the determination be that the EO Policy was violated, the Responding Party will not be permitted to return to the College unless all sanctions have been satisfied.

Should a Responding Party that is a student employee resign after a Report has been filed and/or while a formal investigation is proceeding under the EO Policy, the College will continue to move forward with the appropriate process as defined in these Procedures. If the outcome of the investigation is that an EO Policy violation occurred, the personnel records of the Responding Party will include the outcome of the investigation, as will the Vice President of Human Resources' responses to any future inquiries regarding employment references for that individual. If the outcome of the investigation is that no EO Policy violation occurred, the Responding Party's personnel record shall reflect the Responding Party's resignation and no information about the EO investigation or final determination will be made in response to future inquiries.

Sanctions

Faculty

The list of typical sanctions for an employee who has engaged in harassment, discrimination and/or retaliation includes (this list is not exhaustive): Warning(Verbal or Written), Performance Improvement/Management Plan, Required Counseling, Required Training or Education, Loss of Annual Pay Increase, Loss of Oversight or Supervisory Responsibility, Demotion, Suspension with pay, Suspension without pay; and/or, Termination for just cause. Other Actions: In addition to or in place of the above sanctions, the College may assign any other sanctions as deemed appropriate.

Staff

The list of typical sanctions for an employee who has engaged in harassment, discrimination and/or retaliation includes (this list is not exhaustive): Warning – Verbal or Written, Performance Improvement/Management Plan, Required Counseling, Required Training or Education, Probation, Loss of Annual Pay Increase, Loss of Oversight or Supervisory Responsibility, Demotion, Suspension with pay, Suspension without pay; and/or, Termination for just cause.

Student

This is a list of typical sanctions that may be imposed upon students or student organizations, singly or in combination, who have engaged in Prohibited Conduct in violation of the EO Policy (this list is not exhaustive – see “Student Code of Conduct” for the full list of sanctions): Educational Session, Disciplinary Warning/Reprimand, Disciplinary Probation, Suspension, Expulsion, Delay of Degree, Revocation of Admission, Organizational Sanctions, Restorative Practices. Other Actions: In addition to or in place of the above sanctions, the College may assign any other sanctions as deemed appropriate.

Student Employee Sanctions

This is a list of typical sanctions for a student employee who has engaged in harassment, discrimination and/or retaliation include (this list is not exhaustive): Warning – Verbal or Written, Performance Improvement/Management Plan, Required Counseling, Required Training or Education, Probation, Loss of Annual Pay Increase, Loss of Oversight or Supervisory Responsibility, Demotion, Suspension with pay, Suspension without pay, Termination for just cause. Other Actions: In addition to or in place of the above sanctions, the College may assign any other sanctions as deemed appropriate.

Factors considered when determining a sanction/responsive action may include:

The nature, severity of, and circumstances surrounding the violation including:

Whether conduct was directed at a particular individual or group;

Whether conduct involved a physical act;

Whether conduct involved intentional conduct; and/or,

Whether the Responding Party was in a supervisory or leadership position.

An individual’s disciplinary history;

Previous reports or allegations involving similar conduct that show a pattern or persistence of behavior;

The need for sanctions/responsive actions to bring an end to the discrimination, harassment and/or retaliation;

The need for sanctions/responsive actions to prevent the future recurrence of discrimination, harassment and/or retaliation;

The need to remedy the effects of the discrimination, harassment and/or retaliation on the reporting party and the community;

Aggravating or mitigating factors including those articulated by the parties; and/or,

Any other information deemed relevant

Appeals

Both parties have a right to appeal the dismissal of a report, adjudications, and panel determinations whether or not the Responding Party’s conduct as alleged occurred and whether or not it constituted a violation of the EO Policy and the imposition of sanctions.

All requests for appeal under the EO Policy must be submitted in writing pursuant to the following procedure:

- 1.** Appeals must be submitted in writing to the Director of Institutional Equity, Compliance and Title IX within seven (7) business days after the delivery of a dismissal of a Report or the written determination from the Adjudication and Resolution. A party may request additional time to file an appeal for good cause but must request the time extension within the allotted time to file an appeal. If granted by the Director of Institutional

Equity, Compliance and Title IX, both parties shall be granted the time extension. The original finding and sanction/responsive actions will stand as the final determination if the appeal is not timely.

2. Either party may file an appeal, but all appeals are limited to the following grounds: error of Judgment, Bias affecting Judgment, Procedural Error, New Evidence, Sanction Inappropriate

3. The Director of Institutional Equity, Compliance and Title IX, shall appoint a trained, neutral appeal officer to review and decide the appeal. In cases involving termination, a third-party appeal officer shall be appointed.

4. When a party files an appeal, the other party and, if appropriate, the Investigator(s), the VPHR(staff)/Provost(faculty)/VPCL(students) or the Panel Chair if there was a Panel decision, will be notified and given an opportunity to respond to any and all ground(s) on which the appeal is based. Any response to an appeal must be submitted to the appeal officer within seven (7) business days of notice. Any responsive person may request additional time to file a response for good cause but must request a time extension within the allotted time to file a response. If granted by the appeal officer, all responsive persons shall be granted the time extension.

5. The party filing the appeal has the burden of proof. Such party must show that the grounds for an appeal have been met, and the other party may respond that the grounds have not been met or that additional grounds are met.

6. The appeal officer may consult with the Director of Institutional Equity, Compliance and Title IX and/or other College administrators as needed.

7. The appeal officer shall consider the following principles, but is not limited to such principles, when deciding an appeal

The decision by the appeal officer is to be deferential to the original decision. The original dismissal, finding and sanction are presumed to have been decided reasonably and appropriately.

Appeals are not intended to be a full re-investigation of the original allegation. In most cases, appeals are confined to a review of the final report, written adjudication and resolution document, and other pertinent documentation regarding the grounds for appeal

An appeal granted based on new evidence should normally be remanded to the VPHR(staff)/Provost(faculty)/VPCL(students) or the Panel, to reopen the investigation, clarify findings, or remedy errors.

If the appeal officer grants the appeal based on inappropriate sanctions, the appeal officer may remand to the VPHR(staff)/Provost(faculty)/VPCL(students) or the Panel, as appropriate, Designee, or Panel, respectively, for reconsideration.

An appeal granted based on other grounds may be remanded to the Investigator, to issue an appropriate sanction. Such sanction determination shall be final.

8. At any time before the appeal officer issues its decision, the party that filed the appeal may withdraw the appeal. In addition, at any time before the appeal officer issues its decision, either party may request that the appeal process be stayed for good cause for a specific period of time. If such a request is made, with the concurrence of the Director of Institutional Equity, Compliance and Title IX and the other party, the appeal process will be stayed for the requested period of time

9. The appeal officer will issue a decision within seven (7) calendar days of receipt of all information and responses. In instances where the appeal officer needs additional time, the appeal officer shall notify the parties, the Director of Institutional Equity, Compliance and Title IX, and the VPHR(staff)/Provost(faculty)/VPCL(students) within the allotted time for issuing a decision.

10. In Cases of Suspension or Termination of a Staff Member – the appeal officer shall consult with the President before issuing the final determination.

11. the appeal officer shall issue its decision in writing to the parties, the Director of Institutional Equity, Compliance and Title IX and the VPHR(staff)/Provost(faculty)/VPCL(students). Notification to the parties will be made in writing and may be delivered by one or more of the following methods: in person; mailed to the local or permanent address of the parties as indicated in official College records; or emailed to the parties' College-issued email account. Once mailed, emailed and/or received in person, notice will be presumptively delivered.

The appeal officer's decision is final and not subject to further appeal

Procedures for Investigation and Adjudication of Allegations of Violations of the Equal Opportunity and NonDiscrimination Policy; Allegations Occurring Before August 1, 2024 Utilizing 2020 TIX Regulations

The procedures described below will apply to any allegations that have been made under the EO Policy for incidents that occurred before August 1, 2024. Anyone who reaches out to the Title IX office will receive in writing copies of the EO policy and the procedures applicable to their respective complaint, i.e. student, faculty or staff procedures as they differ slightly. The College seeks to complete informal and formal resolutions of student and employee cases of reported dating violence, domestic violence, sexual assault, or stalking, in as prompt a timeframe as possible. All parties involved in a report filed with the Title IX office will receive the same information, resources, support and access to a process that is fair, prompt, impartial and provides a right to an advisor and any other resources they should request.

Intake Process and Supportive Measures

Once on notice of an alleged violation of the EO Policy, the Director of Equity and Title IX Coordinator will acknowledge the reporting person or entity and will meet with the Reporting Party (and with the Reporting Party's advisor if the Reporting Party chooses to have one) to discuss the allegation, gather additional information if necessary, and make an initial determination regarding whether the Responding Party and the behavior alleged are potential violations of the EO Policy

For Students, at any point during the intake process (or any other process defined below) the Reporting Party may request and/or the Director of Equity and Title IX Coordinator and the Vice President for College Life (VPCL) shall consider whether any supportive or interim measures are appropriate.

If the conduct alleged is not a potential violation of the EO Policy, the Reporting Party may be referred to another office who would have jurisdiction; the Director of Equity and Title IX Coordinator may discuss the matter with the VPCL to determine if respectful communication, remedial actions, education, and/or effective conflict resolution mechanisms that do not lead to disciplinary action would be appropriate; or, the report will be documented and the matter closed for information only.

In instances where a student is alleged to have violated both the EO Policy and the Student Code of Conduct, at the discretion of the Dean of Students, all allegations may be resolved utilizing the procedures applicable to the EO Policy rather than the procedures applicable to the Student Code of Conduct.

If no Reporting Party is identified but the conduct alleged is a potential violation of the EO Policy and a known Responding Party has been identified, the Director of Equity and Title IX Coordinator will discuss the matter with the VPCL to determine whether the College will move forward as the Reporting Party. (If the College proceeds without the Reporting Party filing a formal complaint, the Reporting Party/victim shall have the right to request, and the College will disclose, the results of any disciplinary proceeding conducted by the College against a student who is the alleged perpetrator of any crime of violence or a non-forcible sex offense to the alleged victim, or next of kin, if the victim is deceased.)

If no Reporting Party is identified, the conduct alleged is not a potential violation of the EO Policy, and/or a known Responding Party has not been identified, the Director of Equity and Title IX Coordinator will discuss the matter with the VPCL to determine whether community-based education, training, or other prevention or remedial actions would be appropriate; or, the report will be documented and the matter closed for information only.

If a Reporting Party chooses to move forward with a Complaint, the Reporting Party will be presented with formal and informal resolution options. Typically, the Reporting Party may choose to move forward with either of these options. However, informal resolution options may not always be appropriate, particularly in cases involving potential criminal conduct, a pattern of conduct, or predation. If the Reporting Party chooses to pursue informal resolution, the Director of Equity and Title IX Coordinator, in discussion with the Reporting Party, shall determine whether it is appropriate on a case-by-case basis. If the Reporting Party chooses to pursue a formal resolution, then formal proceedings shall commence.

For faculty, at any point during the intake process (or any other process defined below) the Reporting Party may request and/or the Director of Equity & Title IX shall also determine whether any supportive or interim measures are appropriate.

If the conduct alleged is not covered under the EO Policy, the Reporting Party may be referred to another office who would have jurisdiction; the Director of Equity & Title IX may discuss the matter with the Provost to determine if respectful communication, remedial actions, education, and/or effective conflict resolution mechanisms that do not lead to disciplinary action would be appropriate; or, the report will be documented for information only, and the matter closed.

If no Reporting Party is identified, the conduct alleged is covered under the EO Policy, and a known Responding Party has been identified, the Director of Equity & Title IX Coordinator will discuss the matter with the Provost and Vice President for Human Resources to determine whether the College will move forward as the Reporting Party.

If no Reporting Party is identified, the conduct alleged is not covered under the EO Policy, and/or a known Responding Party has not been identified, the Director of Equity & Title IX will discuss the matter with the Provost to determine whether community-based education, training, or other prevention or remedial actions would be appropriate; or, the report will be documented for information only, and the matter closed.

If a Reporting Party is identified and chooses to move forward with a Complaint, the Reporting Party will be presented with formal and informal resolution options. Typically, the Reporting Party may choose to move forward with either of these options. However, in certain cases, an informal resolution option may not always be appropriate, e.g. cases involving potential criminal conduct in addition to a possible policy violation, a pattern of conduct, or predation. If the Reporting Party chooses to pursue informal resolution, the Director of Equity & Title IX and the Provost in discussion with the Reporting Party shall determine whether it is appropriate on a case-by-case basis. If the Reporting Party chooses to pursue a formal resolution, then formal proceedings shall commence.

For staff, at any point during the intake process (or any other process defined below) the Reporting Party may request and/or the Director of Equity & Title IX and Vice President for Human Resources shall also determine whether any supportive or interim measures are appropriate.

If the conduct alleged is not covered under the EO Policy, the Reporting Party may be referred to another office who would have jurisdiction; the Director of Equity & Title IX may discuss the matter with the Vice President for Human Resources to determine if respectful communication, remedial actions, education, and/or effective conflict resolution mechanisms that do not lead to disciplinary action would be appropriate; or, the report will be documented for information only, and the matter closed.

If no Reporting Party is identified, the conduct alleged is covered under the EO Policy, and a known Responding Party has been identified, the Director of Equity & Title IX will discuss the matter with the Vice President for Human Resources to determine whether the College will move forward as the Reporting Party.

If no Reporting Party is identified, the conduct alleged is not covered under the EO Policy, and/or a known Responding Party has not been identified, the Director of Equity & Title IX will discuss the matter with the Vice President for Human Resources to determine whether community-based education, training, or other prevention or remedial actions would be appropriate; or, the report will be documented for information only, and the matter closed.

If a Reporting Party is identified and chooses to move forward with a Complaint, the Reporting Party will be presented with formal and informal resolution options. Typically, the Reporting Party may choose to move forward with either of these options. However, in certain cases, an informal resolution option may not always be appropriate, e.g. cases involving potential criminal conduct in addition to a possible policy violation, a pattern of conduct, or predation. If the Reporting Party chooses to pursue informal resolution, the Director of Equity & Title IX and the Vice President for Human Resources in discussion with the Reporting Party shall determine whether it is appropriate on a case-by-case basis. If the Reporting Party chooses to pursue a formal resolution, then formal proceedings shall commence.

The College will maintain as private as possible measures implemented, provided confidentiality does not impair the College's ability to provide the measures, and that it does not infringe upon the rights of a Reporting Party or Responding Party.

The College may take additional prompt remedial and/or disciplinary action with respect to any Community Member or third party upon a finding that they have engaged in harassing or discriminatory behavior under this EO Policy. Procedures for handling reported incidents are fully described in the EO Procedures.

Adaptable (Informal) Resolution Options

Recognizing that every situation is different and every individual's needs are different, the College seeks to provide as many types of fair resolutions as possible to adapt to the needs of our community members. Therefore, in lieu of the formal investigation and resolution processes defined below, the parties may agree to resolve the Complaint by one of the following methods of resolution:

1. The parties agree to engage in a restorative justice process to resolve the matter,
2. The parties agree to resolve the matter through a negotiated resolution facilitated by the Director of Equity & Title IX Coordinator and/or designee, or
3. The parties agree that the Responding Party accepts responsibility for violating the EO Policy and the parties agree to engage in an interactive process with the Director of Equity & Title IX Coordinator and the VPCL to determine an appropriate sanction and resolution.

To initiate one of the adaptable resolution processes, the Reporting Party must first file a formal Complaint with the Office of Equity & Title IX. At the time of filing the formal Complaint, the Reporting Party may simultaneously request to participate in one of the adaptable resolutions, and the Responding Party shall be notified of both the Complaint and the Reporting Party's request to engage in an adaptable resolution. The Responding Party may accept or reject the option to engage in an adaptable resolution. Alternatively, either party may request to engage in an adaptable resolution process any time after the formal resolution proceedings have been initiated. The request must be made in writing to the Director of Equity & Title IX Coordinator. Once received, the Director of Equity & Title IX Coordinator will notify the other party who can agree to or reject the offer to engage in an adaptable resolution.

Once the parties agree to engage in an adaptable resolution, the formal resolution proceedings shall be placed on hold. If the adaptable resolution process results in an outcome agreed upon by both parties, the formal resolution proceedings shall be closed. If the adaptable resolution process breaks down and does not reach a result agreeable to both parties, the formal resolution proceeding will initiate or resume. There are no set timelines established for informal resolution as to allow the process to be open and engaging and to allow for all parties to feel heard and understood.

Adaptable resolution is not available in situations where a student has alleged sexual harassment against an employee.

Adaptable resolution outcomes are not appealable.

Restorative Justice (RJ) Process

1. Counseling Sessions
2. No Contact Order
3. Bi-weekly or monthly check in meetings with the Director of Equity & Title IX, Provost, Associate Provost, or other appropriate College official
4. Restriction from participation in particular events
5. Individualized training
6. Change in assignments or position

7. Performance improvement plan

Restorative Justice is a philosophy of accountability focused on the reparation of harm, recognition or solving of any underlying problems that may have led to harm, and reconciliation of interpersonal conflict. RJ is an intentional practice that identifies who has been harmed, what actions are necessary to repair the harm, restore relationships, and prevent recurrence of harm. An RJ process may involve a restorative circle, a restorative conference, restorative statements, or another restorative process designed by the facilitator to best address harm and reconciliation.

If parties agree to engage in an RJ process, the first step will be for the parties to separately meet with the RJ facilitator to determine the most appropriate RJ process for the situation. The RJ facilitator will guide and communicate with the parties throughout the entire RJ process. The RJ process will be documented, as well as any resolution reached during the RJ process, and kept in a confidential file in the Dean of Students Office and the Office of Equity & Title IX.

Failure by the parties to abide by the RJ resolution may result in appropriate responsive or disciplinary action. If no resolution is reached through the RJ process, the RJ facilitator will refer the matter back to the Director of Equity & Title IX Coordinator to determine appropriate next steps.

To promote candor, honesty, and genuine participation, and recognizing that the RJ process requires a certain level of vulnerability from participants, information disclosed during the RJ process will remain confidential. The RJ facilitator will not share information disclosed during the RJ process, for example, to the Investigator and Decision-makers, should the RJ process break down and revert to the formal process.

Negotiated Resolution

Students

The Parties may agree to engage in a negotiated resolution facilitated by the Director of Equity & Title IX Coordinator, or other appropriate College official, where parties can negotiate an agreement to resolve the Complaint. The first step in this process will be for the facilitator to meet with each party separately and assess the needs of the party and their desired outcome. Some possible outcomes of a negotiated resolution include:

- Consent Workshop
- Healthy Relationships Workshop
- Counseling Sessions
- Alcohol Education Classes
- No Contact Order
- Bi-weekly or monthly check in meetings with the Director of Equity & Title IX or other appropriate College official
- Restriction from participation in specific clubs and/or organization
- Restriction from participation in particular events
- Community Service

Negotiated resolutions will generally not be an appropriate resolution mechanism used to address allegations of conduct that could justify suspension or expulsion from the College, which includes egregious intentional and targeted discriminatory or harassing conduct, or any conduct that may also be criminal (e.g. hate crime, sexual assault, intimate partner violence, or stalking).

The negotiated resolution shall be documented and kept in a confidential file in the Dean of Students Office and the Office of Equity & Title IX. Failure by the parties to abide by the negotiated resolution may result in appropriate responsive or disciplinary action.

Similar to the RJ process, to promote candor, honesty, and genuine participation, information disclosed during the negotiated resolution will remain confidential. The facilitator will not share information disclosed during the negotiated resolution process, for example, to the Investigator and Decision-makers, should the resolution process break down and revert to the formal process.

Faculty-

The Parties may agree to engage in a negotiated resolution facilitated by the Director of Equity & Title IX, or designee, where parties can negotiate an agreement to resolve the Complaint. The first step in this process will be for the facilitator to meet with each party separately and assess the needs of the party and their desired outcome. Some possible outcomes of a negotiated resolution can include one or some of the following:

Negotiated resolution will generally not be an appropriate resolution mechanism used to address allegations of conduct that could justify suspension or termination from the College, which includes egregious intentional and targeted discriminatory or harassing conduct, or any conduct that may also be criminal (e.g. hate crime, sexual assault, intimate partner violence, or stalking).

The negotiated resolution shall be documented and kept in a confidential file in the Provost's Office and the Office of Equity & Title IX. Failure by the parties to abide by the negotiated resolution may result in appropriate responsive or disciplinary action.

Similar to the RJ process, to promote candor, honesty, and genuine participation, information disclosed during the negotiated resolution will remain confidential. The facilitator will not share information disclosed during negotiated resolution process, for example, to the Investigator and Decision-makers, should the resolution process break down and revert to the formal process

Staff-

The Parties may agree to engage in a negotiated resolution facilitated by the Director of Equity & Title IX, or designee, where parties can negotiate an agreement to resolve the Complaint. The first step in this process will be for the facilitator to meet with each party separately and assess the needs of the party and their desired outcome. Some possible outcomes of a negotiated resolution can include one or some of the following:

Counseling Sessions

No Contact Order

Bi-weekly or monthly check in meetings with the Director of Equity & Title IX, Vice President for Human Resources, or other appropriate College official

Restriction from participation in particular events

Individualized training

Change in assignments or position

Performance improvement plan

Negotiated resolution will generally not be an appropriate resolution mechanism used to address allegations of conduct that could justify suspension or termination from the College, which includes egregious intentional and targeted discriminatory or harassing conduct, or any conduct that may also be criminal (e.g. hate crime, sexual assault, intimate partner violence, or stalking).

The negotiated resolution shall be documented and kept in a confidential file in the Vice President for Human Resources' Office and the Office of Equity & Title IX. Failure by the parties to abide by the negotiated resolution may result in appropriate responsive or disciplinary action.

Similar to the RJ process, to promote candor, honesty, and genuine participation, information disclosed during the negotiated resolution will remain confidential. The facilitator will not share information disclosed during the negotiated resolution process, for example, to the Investigator and Decision-makers, should the resolution process break down and revert to the formal process.

Responding Party Accepts Responsibility

At any time prior to the completion of a Formal Resolution option (see below), the Responding Party may choose to accept responsibility for one, some, or all of the allegations. The Responding Party shall notify the Director of Institutional Equity, Compliance and Title IX of their choice to accept responsibility, pause the formal resolution, and resolve the matter through an interactive process with the Reporting Party, the Director of Institutional Equity, Compliance and Title IX and VPHR(staff)/Provost(faculty)/VPCL(students) to determine an appropriate sanction and resolution. The Director of Institutional Equity, Compliance and Title IX will notify the Reporting Party. The Reporting Party may choose to pause the formal resolution and resolve the matter through an interactive process with the Responding Party, the Director of Institutional Equity, Compliance and Title IX and VPHR(staff)/Provost(faculty)/VPCL(students) or choose to continue with the formal resolution process.

If the Responding Party accepts responsibility for one or some of the allegations, the parties may choose whether to resolve all allegations through the interactive process, resolve only the allegation(s) for which the Responding Party accepted responsibility through the interactive process and proceed with the formal resolution process on the remaining allegations, or move forward with the formal resolution process noting in the investigation report for Decision-makers that the Responding Party had accepted responsibility for one or some of the allegations.

The resolution reached through the interactive process shall be documented and kept in a confidential file in the Dean of Students Office(students)/VPHR(staff)/Provost(faculty) and the Office of Equity & Title IX. Failure by the parties to abide by the resolution may result in appropriate responsive or disciplinary action. Should the interactive process break down and revert back to the formal process, the Responding Party's acceptance of responsibility for some or all of the allegations shall be shared with the Investigator and Decision-makers, as the Responding Party's acceptance of responsibility is relevant and pertinent to the Decision-makers.

Formal Investigation and Resolution

If an adaptable resolution is not chosen by the parties, the Complaint shall proceed under the formal resolution process detailed in Sections V.C. or D. The formal resolution begins with an investigation. The Director of Equity and Title IX shall appoint a trained impartial Investigator or Investigators ("Investigator") to conduct the investigation. The Investigator(s), at minimum, receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking, as well as how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

Formal Investigation

Investigators shall adhere to the following guidelines for investigations:

Investigations will be prompt, fair, and impartial, and will entail interviews with all relevant parties and witnesses, obtaining available evidence and identifying sources of expert information, if necessary. Interviews will be conducted separately and individually with parties and witnesses.

Investigations are completed as expeditiously as possible. Investigations may take longer however, in exigent or extenuating circumstances.

The College's investigation and resolution process will not typically be altered or precluded on the grounds that civil or criminal charges involving the same incident have been filed or that criminal charges have been dismissed or reduced.

The Investigator shall provide both parties with the opportunity to provide a statement, evidence, and names of potential witnesses.

Parties are permitted to ask questions of the other party and witnesses ("cross-examination") through the impartial Investigator during the investigation process.

While the parties may disagree with the Investigator as to the form of the question or the relevance, the Investigator is the sole determiner of the relevance and form of questions asked.

Parties and witnesses are expected to cooperate with and participate in the College's investigation. Interviews may, in certain circumstances, be conducted virtually by video or phone, and written statements may be provided if a live interview is not possible.

If a Responding Party elects to not participate in the investigation, the Responding Party will not have the opportunity to offer new evidence during the appeal stage of the process.

Dismissal of Complaint

At any point during the formal resolution process, if it is determined by the Investigator, the Director of Equity & Title IX, or the Decision-makers, that there is no reasonable cause to believe that the EO Policy has been violated, the Director of Equity and Title IX Coordinator in consultation with the VPHR(staff)/Provost(faculty)/VPCL(students), shall have authority to terminate the investigation and end formal resolution proceedings. Notification of such dismissal will be provided in writing simultaneously to the Reporting Party and Responding Party. This decision may be appealed by either party pursuant to Section VII below.

If at any point during the formal resolution proceedings, the Reporting Party notifies the Director of Equity & Title IX that they wish to withdraw their Complaint and stop the formal resolution process, the Director of Equity and Title IX and VPHR(staff)/Provost(faculty)/VPCL(students) may choose to terminate the investigation and end formal resolution proceedings on a case-by-case basis. This decision may not be appealed.

Dismissal will not preclude continuation of appropriate supportive or interim measures, or referral to another department to review if appropriate.

Investigation Timeframe

Typically, an investigation will be completed within sixty (60) calendar days from the filing of a formal complaint with the Office of Equity and Title IX, or the date upon which the Office of Equity and Title IX decides to pursue an investigation, whichever is first. In some circumstances, it may be necessary to extend that timeframe for good cause. If good cause exists to extend the investigation timeframe beyond 60 days, as determined by the Investigator in consultation with the Director of Equity and Title IX Coordinator, both parties will be promptly notified.

Advisor Participation in a Formal Investigation

Each party is given written notice that they are required to have a Trained Advisor, the College has designated College Trained Advisors who are trained annually and who can be appointed by the Director of Equity & Title IX or the parties may choose their own advisor, however, the Director of Equity & Title IX may refuse an advisor if it becomes clear they are not trained and/or cannot provide competent advisement during a live hearing, i.e., cross examination.. For longer or more involved discussions, the parties and their advisor should ask for breaks or step out of meetings to allow for private conversation. A party with their advisor may request to meet or speak with the Investigator in advance of any interview for a pre-meeting. This pre-meeting will allow an advisor to clarify any questions they may have, and allows the College an opportunity to clarify the role the advisor is expected to take.

There may be instances in which a party will wish to disclose documentation related to the allegations with their advisor. In such cases, an advisor is expected to maintain the confidentiality of the records disclosed to them. These records may not be disclosed to third parties, disclosed publicly, or used for purposes not explicitly authorized by the College. The College may seek to restrict the role of any advisor who does not respect the sensitive nature of the process or who fails to abide by the College's confidentiality expectations.

Student Groups

Student groups are responsible for fully cooperating with College officials investigating alleged violations of the EO Policy and for ensuring that their members provide complete, accurate, and truthful information and any potentially relevant documentation in any format. Members of a Responding Party student group are required to provide statements and/or answer questions in connection with any investigation of alleged violations of the EO Policy by the Responding Party student group. Responding Party student groups have the right to choose one current student member to represent it in any investigation or informal or formal resolution process.

Formal Investigation Conclusion

- 1.** Draft investigation report: At the conclusion of the investigation, the Investigator(s) will draft a preliminary investigation report ("draft report") and provide both parties with the opportunity to review the draft report and submit feedback or corrections. The draft report is the collection of all relevant evidence that will be presented to any adjudicating person or body.
- 2.** The parties will have seven (7) calendar days to provide feedback, corrections or questions to the Investigator. At times, feedback may necessitate further investigation or inquiry. If further relevant information is gathered by the Investigator, the Investigator will issue a supplement to the draft report to the parties for review and response and will determine a reasonable amount of time for feedback to the supplemental information, which will generally not exceed five (5) calendar days.
- 3.** While the parties may disagree with the Investigator as to the form or contents of the draft report, or the relevance of evidence included or omitted or which amendments or comments will be added or not, the Investigator in consultation with the Director for Equity and Title IX has discretion of what will go into the report though the Investigator should note a party's disagreement in the final report. Parties may appeal on this basis if they wish.
- 4.** Final Report: The Investigator then prepares the final investigation report that incorporates the draft report, feedback to the draft report, and an analysis and recommendation as to whether the evidence meets a preponderance of the evidence standard that the alleged Prohibited Conduct occurred. The final report is reviewed by the Director of Institutional Equity, Compliance and Title IX and legal counsel, when necessary, prior to issuance to the parties and the VPHR(staff)/Provost(faculty)/VPCL(students). The Investigator shall issue the final report within two (2) weeks after receipt of the last feedback to the draft report unless good cause exists for extension. If the Investigator is unable to issue the final report within the two-week time frame, the Investigator will provide written notification and explanation to the parties.
- 5.** The parties and their advisors shall hold the draft report, the final report and all accompanying documentation in confidence and shall not reproduce or distribute any such documents, in whole or in part. Reproduction or distribution of these confidential documents may lead to student conduct charges
- 6.** Within five (5) calendar days of receipt of the final report, the parties must elect in writing to the Director of Institutional Equity, Compliance and Title IX whether they intend to move forward with VPHR(staff)/Provost(faculty)/VPCL(students) adjudication or formal panel adjudication. If either party elects to go to a formal panel, the formal panel will be convened by the Director of Institutional Equity, Compliance and Title IX to adjudicate the matter. If neither party elects to go to a formal panel, the VPCL will adjudicate the matter.

Adjudication and Resolution After Conclusion of Investigation

Students–

- The VPCL shall review the final report and if the VPCL determines that further information is needed from the Investigator, the VPCL may remand the report to the Investigator for further questioning or investigation. Within seven (7) calendar days after receipt of the final report (or the updated report if it is remanded to the Investigator), the VPCL shall determine, based on the final report, whether the Responding Party's conduct occurred as alleged by a preponderance of the evidence, and whether such conduct is a violation of the EO Policy. If the VPCL determines by a preponderance of the evidence that the Responding Party's conduct as alleged did not occur or did not constitute a violation of the EO Policy, the VPCL shall advise the parties in writing.
- If the VPCL determines that the Responding Party violated the EO Policy, the VPCL shall also determine the appropriate sanction(s). Prior to the determination of an appropriate sanction(s): (i) the VPCL shall review the Responding Party's disciplinary record at the College; (ii) the Reporting Party will be given an opportunity to submit a written impact statement, i.e. how the Reporting Party has been impacted and what the Reporting Party believes would be appropriate sanctions and resolution; (iii) and, the Responding Party will be given an opportunity to submit a written mitigating factors statement and what the Responding Party believes would be appropriate sanctions and resolution. These statements shall be submitted to the VPCL within a reasonable timeline set forth by the VPCL. In addition, the VPCL may, solely in the VPCL's discretion, schedule a meeting with the parties, individually, after determining that the Responding Party violated the EO Policy.
- Within five (5) calendar days after receipt of the statements or deadline for submission, the VPCL shall issue a written decision and sanction(s) determination to the parties. If the VPCL determines that the appropriate sanction for a Responding Party student is expulsion or for a Responding Party student group is disciplinary termination, the VPCL shall consult with the President of the College before issuing the final sanction determination.

Notification to the parties will be made simultaneously and in writing, and may be delivered by one or more of the following methods: in person; mailed to the local or permanent address of the parties as indicated in official College records; or emailed to the parties' College-issued email account. Once mailed, emailed and/or received in-person, notice will be presumptively delivered.

Faculty-

- The Provost shall review the final report and if the Provost determines that further information is needed from the Investigator, the Provost may remand the report to the Investigator for further questioning or investigation. Within seven (7) calendar days after receipt of the final report (or the updated report if it is remanded to the Investigator), the Provost shall determine, based on the final report, whether the Responding Party's conduct occurred as alleged by a preponderance of the evidence, and if the conduct occurred as alleged, whether the conduct is a violation of the EO Policy. If the Provost determines that further information is needed, the Provost may remand the report to the Investigator for further questioning or investigation.
- The Provost shall also determine the appropriate sanction (see Section VI below) if the Provost determines that the Responding Party violated the EO Policy. Prior to determining the appropriate sanction, the Reporting Party will be given an opportunity to make an impact statement, i.e. how they have been impacted and what they believe would be an appropriate sanction and resolution, and the Responding Party will be given an opportunity to make a mitigating factors statement and what they believe would be an appropriate sanction and resolution. Typically, the Provost shall schedule a meeting with the parties, individually, as soon as possible after determining that the Responding Party violated the EO Policy for parties to make such statements. However, at the Provost's discretion, these statements may also be submitted in writing within a reasonable timeframe set by the Provost.

Upon receipt of the parties' statements, if submitted, the Provost shall make their decision in writing within five (5) days of receipt of the statements or deadline for submission and issue, simultaneously, their written decision and sanction determination to the parties. The Provost may extend this deadline as reasonably necessary, if so, and shall provide written notification to the parties.

In Cases of Suspension or Termination of a Tenured Faculty Member

When the Provost determines that the appropriate sanction for a Responding Party tenured faculty member is suspension or termination, the Provost shall consult with the President before issuing the final sanction determination.

Staff

- The Vice President for Human Resources shall review the final report and if the Vice President for Human Resources determines that further information is needed from the Investigator, the Vice President for Human Resources may remand the report to the Investigator for further questioning or investigation. Within seven (7) calendar days after receipt of the final report (or the updated report if it is remanded to the Investigator), the Vice President for Human Resources shall determine, based on the final report, whether the Responding Party's conduct occurred as alleged by a preponderance of the evidence, and if the conduct occurred as alleged, whether the conduct is a violation of the EO Policy. If the Vice President for Human Resources determines that further information is needed, the Vice President for Human Resources may remand the report to the Investigator for further questioning or investigation.
- The Vice President for Human Resources shall also determine the appropriate sanction if the Vice President for Human Resources determines that the Responding Party violated the EO Policy. Prior to determining the appropriate sanction, the Reporting Party will be given an opportunity to make an impact statement, i.e. how they have been impacted and what they believe would be an appropriate sanction and resolution, and the Responding Party will be given an opportunity to make a mitigating factors statement and what they believe would be an appropriate sanction and resolution. Typically, the Vice President for Human Resources shall schedule a meeting with the parties, individually, as soon as possible after determining that the Responding Party violated the EO Policy for parties to make such statements. However, at the Vice President for Human Resources' discretion, these statements may also be submitted in writing within a reasonable timeframe set by the Vice President for Human Resources.
- Upon receipt of the parties' statements, if submitted, the Vice President for Human Resources shall make their decision in writing within five (5) days of receipt of the statements or deadline for submission and issue their written decision and sanction determination simultaneously to the parties. The Vice President for Human Resources may extend this deadline as reasonably necessary, if so, and shall provide written notification to the parties.

In Cases of Suspension or Termination of a Staff Member

When the Vice President for Human Resources determines that the appropriate sanction for a staff member is suspension or termination, the Vice President for Human Resources shall consult with the President before issuing the final sanction determination.

Formal Panel ("Panel") Adjudication and Resolution after Conclusion of Investigation**Faculty**

- The Panel shall consist of three (3) panel members and a Panel Chair will be chosen by the Panel in consultation with the Director of Equity & Title IX. When convening a Panel, the Director of Institutional Equity, Compliance and Title IX shall choose panel members considering, but not limited to, potential conflict of interest, potential bias or perception of bias, availability, and understanding of particular issue(s) presented in a particular case.
- A majority decision (two out of three) is necessary in order to make a determination.
- The Panel shall review the final report and if the Panel determines that further information is needed from the Investigator, the Panel may remand the report to the Investigator for further questioning or investigation. Within seven (7) calendar days after receipt of the final report (or the updated report if it is remanded to the Investigator), the Panel shall determine, based on the final report, whether the Responding Party's conduct occurred as alleged by a preponderance of the evidence, and if the conduct occurred as alleged, whether the conduct is a violation of the EO Policy. If the Panel determines that further information is needed, they may remand the investigation to the Investigator for further questioning or investigation.
- The Panel shall also determine a recommended appropriate sanction if the Panel finds that the Responding Party violated the EO Policy. Prior to determining the appropriate sanction, the Reporting Party will be given an opportunity to make an impact statement, i.e. how they have been impacted and what they believe would be an appropriate sanction and resolution, and the Responding Party will be given an opportunity to make a mitigating factors statement and what they believe would be an appropriate sanction and resolution. Typically, the Panel shall schedule a meeting with the parties, individually, as soon as possible after determining that the Responding Party violated

the EO Policy for parties to make such statements. However, at the Panel's discretion, these statements may also be submitted in writing within a reasonable timeframe set by the Panel.

- Upon receipt of the parties' statements, if submitted, the Panel shall make their decision in writing within five (5) calendar days of receipt of all statements or deadline for submission and issue their written decision and recommended sanction determination to the parties and the Provost. The Panel may extend this deadline as reasonably necessary and shall provide written notification to the parties and the Provost.
- The Provost shall review the Panel's finding and recommended sanction determination, if recommended. The Provost makes the final sanction determination. The Provost shall make the final sanction determination in writing within five (5) calendar days of receipt of Panel's recommendation or deadline for submission and issue the written decision and sanction determination to the parties. The Provost shall provide to the parties, simultaneously and in writing, of the Panel's finding and recommended sanction determination, the Provost's final sanction determination, and include an explanation if the Provost determines that a different sanction is more appropriate. The Provost may extend this deadline as reasonably necessary and, if so, shall provide written notification to the parties.

Staff

- The Panel shall consist of three (3) elected and/or appointed faculty and staff members. The Director of Institutional Equity, Compliance and Title IX shall convene the Panel.
- When convening a Panel, the Director of Equity and Title IX, in consultation with the Vice President of Human Resources when appropriate, shall choose Panel members considering, but not limited to, a potential conflict of interest, potential bias or perception of bias, availability, and understanding of the particular issue(s) presented in a particular case.
- The parties shall be advised of the names of the Panel members and each party shall have the right to challenge the participation of a Panel member for reasons such as a personal bias towards a participant or a preformed judgment in the particular matter. If such a challenge is made, the decision to remove a Panel member will be made by the Director of Institutional Equity, Compliance and Title IX or the Vice President of Human Resources, as appropriate, after consultation with the remaining Panel members. In all instances, the parties shall not, directly or indirectly, contact any Panel member regarding the proceedings.
- A majority decision (two out of three) is necessary in order to make a determination.
- The Panel shall review the final report and if the Panel determines that further information is needed from the Investigator, the Panel may remand the report to the Investigator for further questioning or investigation. Within seven (7) calendar days after receipt of the final report (or the updated report if it is remanded to the Investigator), the Panel shall determine, based on the final report and after an objective evaluation of all evidence that is relevant and not otherwise impermissible, including both inculpatory and exculpatory evidence, and provided that credibility determinations must not be based on a person's status as a Reporting Party, respondent, or witness, whether by a preponderance of the evidence the Responding Party's conduct occurred as alleged and whether such conduct is a violation of the EO Policy. If the Panel determines by a preponderance of the evidence that the Responding Party's conduct as alleged did not occur or did not constitute a violation of the EO Policy, the Panel shall advise the parties in writing
- If the Panel determines by a preponderance of the evidence that the Responding Party's conduct as alleged did occur and did constitute a violation of the EO Policy, the Panel shall also determine recommended sanctions. Prior to the determination of recommended sanctions, the Reporting Party will be given an opportunity to submit a written impact statement, i.e. how the Reporting Party has been impacted and what the Reporting Party believes would be appropriate sanctions and resolution, and the Responding Party will be given an opportunity to submit a written mitigating factors statement and what the Responding Party believes would be appropriate sanctions and resolution. These statements shall be submitted to the Panel within five (5) business days unless otherwise set by the Panel.
- Within five (5) business days after receipt of the statements or deadline for submission, the Panel shall issue a written decision and recommended sanction(s) determination to the Vice President of Human Resources. The Vice President of Human Resources shall review the Panel's finding and recommended sanction (s) determination. The Vice President of Human Resources makes the final sanction determination in writing within five (5) calendar days of receipt of the Panel's recommendation or deadline for submission and shall issue the written decision and final sanction (s) determination to the parties. The Vice President of Human Resources shall provide to the parties, in writing, the Panel's finding and recommended sanction(s) determination, the Vice President of Human Resources's final sanction(s) determination, and include an explanation if the Vice President of Human Resources determines that a different sanction(s) is

more appropriate. The Vice President of Human Resources may extend this deadline as reasonably necessary and, if so, shall provide written notification to the parties.

- Notification to the parties will be made in writing and may be delivered by one or more of the following methods: in person; mailed to the local or permanent address of the parties as indicated in official College records; or emailed to the parties' College-issued email account. Once mailed, emailed and/or received in person, notice will be presumptively delivered.

In Cases of Resignation of a Staff Member

Should a staff member resign after a Report has been filed and/or while a formal investigation is proceeding under the EO Policy, the College will continue to move forward with the appropriate process as defined in these Procedures. If the outcome of the investigation is that a policy violation occurred, the personnel records of the Responding Party will include the outcome of the investigation. If the outcome of the investigation is that no policy violation occurred, the Responding Party's personnel record shall reflect the Responding Party's resignation. If contacted for a reference check, Human Resources will respond in a manner consistent with the law and College policies.

Students

- The Panel shall consist of three (3) elected and/or appointed and trained faculty and staff members. The Director of Institutional Equity, Compliance and Title IX shall convene the Panel. When convening a Panel, the Director of Institutional Equity, Compliance and Title IX, in consultation with the VPCL when appropriate, shall choose Panel members considering, but not limited to, potential conflict of interest, potential bias or perception of bias, availability, and understanding of particular issue(s) presented in a particular case.
- The parties shall be advised of the names of the Panel members and each party shall have the right to challenge the participation of a Panel member for reasons such as a personal bias towards a participant or a preformed judgment in the particular matter. If such a challenge is made, the decision to remove a Panel member will be made by the Director of Institutional Equity, Compliance and Title IX or the VPCL, as appropriate, after consultation with the remaining Panel members. In all instances, the parties shall not, directly or indirectly, contact any Panel member regarding the proceedings.
- A majority decision of the Panel (two out of three) is necessary in order to make a determination.
- The Panel shall review the final report and if the Panel determines that further information is needed from the Investigator, the Panel may remand the report to the Investigator for further questioning or investigation. Within seven (7) calendar days after receipt of the final report (or the updated report if it is remanded to the Investigator), the Panel shall determine, based on the final report, whether the Responding Party's conduct occurred as alleged by a preponderance of the evidence, and whether such conduct is a violation of the EO Policy. If the Panel determines by a preponderance of the evidence that the Responding Party's conduct as alleged did not occur or did not constitute a violation of the EO Policy, the Panel shall advise the parties in writing.
- If the Panel determines that the Responding Party violated the EO Policy, the Panel shall also determine recommended sanctions. Prior to the determination of recommended sanctions, the Reporting Party will be given an opportunity to submit a written impact statement, i.e. how the Reporting Party has been impacted and what the Reporting Party believes would be appropriate sanctions and resolution, and the Responding Party will be given an opportunity to submit a written mitigating factors statement and what the Responding Party believes would be appropriate sanctions and resolution. These statements shall be submitted to the Panel within the reasonable timeline set by the Panel.
- Within five (5) calendar days after receipt of the statements or deadline for submission, the Panel shall issue a written decision and recommended sanction(s) determination to the VPCL.
- The VPCL shall review the Panel's finding and recommended sanction(s) determination, if recommended. The VPCL shall make the final sanction determination in writing within five (5) calendar days of receipt of Panel's recommendation or deadline for submission and shall issue the written decision and final sanction determination to the parties. The VPCL shall provide to the parties, in writing, the Panel's finding and recommended sanction determination, the VPCL's final sanction determination, and include an explanation if the VPCL determines that a different sanction(s) is more appropriate. The VPCL may extend this deadline as reasonably necessary and, if so, shall provide written notification to the parties.
- If the VPCL determines that the appropriate sanction for a Responding Party student is expulsion or a Responding Party student group is disciplinary termination, the VPCL shall consult with the President of the College before issuing the final sanction determination.

- Notification to the parties will be made simultaneously and in writing, and may be delivered by one or more of the following methods: in person; mailed to the local or permanent address of the parties as indicated in official College records; or emailed to the parties' College-issued email account. Once mailed, emailed and/or received in-person, notice will be presumptively delivered.

Title IX Formal Investigation and Resolution with Live Hearing; only when utilizing 2020 Title IX Regulations

The U.S. Department of Education has prescribed a specific formal resolution process that schools subject to Title IX must follow for certain sexual harassment allegations that fall within the U.S. Department of Education's definition of Title IX Sexual Harassment (see EO Policy). The Title IX Coordinator determines whether allegations fall within the U.S. Department of Education's definition of Title IX Sexual Harassment such that the formal resolution process detailed in this section must be followed. Allegations that do not fall within the U.S. Department of Education's definition of Title IX Sexual Harassment shall not follow the formal process detailed in this section and will follow the formal process detailed in Section V.C. above. If there are allegations of Title IX Sexual Harassment and non-Title IX discrimination (such as race discrimination) within the same Complaint, the procedure in this section shall be followed.

The process detailed here does not foreclose the parties' option to choose an adaptable resolution in lieu of this formal process.

Investigation

The investigation procedures in this section shall follow the same approach and format as detailed in Section V.C. above with the following key differences:

- Draft investigation report: Instead of a report that contains only relevant evidence as determined by the Investigator, the draft report shall include all evidence obtained as part of the investigation and directly relates to the allegations whether relevant or not.
- The parties will be given ten (10) calendar days, subject to extension for good cause, to review and draft a written response to the draft report.
- The final report will be submitted to the parties and the hearing Decision-makers at least ten (10) prior to the live hearing.

Live Hearing and Cross-Examination

The U.S. Department of Education mandates that the school must conduct a live hearing for Title IX Sexual Harassment allegations, and parties and witnesses must be subject to cross-examination by a party's advisor.

The live hearing shall be held by a hearing panel of three trained Decision-makers of which one shall serve as the "Hearing Chair". While the hearing panel may ask questions of parties and witnesses, cross examination questions may only be conducted by a party's advisor. If a party does not have an advisor, the Title IX Coordinator shall appoint an advisor trained to conduct cross examination for the party who does not have an advisor.

a. 1. Pre-hearing

Parties shall receive the final report, all relevant evidence to be submitted to the hearing panel, the names of persons who will participate at the live hearing, including the hearing panel, and hearing procedures, at least ten (10) calendar days prior to the hearing.

Any objection to any hearing panelist must be made in writing to the Title IX Coordinator, detailing the rationale for the objection, and submitted as soon as possible and no later than five (5) days prior to the hearing. Decision-makers will only be removed and replaced if the Title IX Coordinator concludes that a Decision-maker's perceived or actual bias or conflict of interest precludes an impartial hearing.

The live hearing is not a re-investigation of the matter. The purpose of the live hearing is for the Decision-makers and parties to directly question, through their advisor, the other party or witnesses on any unanswered relevant aspect of the allegation(s) or investigation.

Any witness scheduled to participate in the hearing must have been first interviewed by the Investigator(s), unless the witness was, for good cause, unable to participate during the investigation phase, likely has relevant information, and all parties and the hearing chair agree to the

witness's participation in the hearing. The same holds for any evidence that is first offered at the hearing. The hearing chair makes the final decision should there be an objection by either or both parties.

During the ten (10) calendar day period prior to the hearing, the parties have the opportunity for continued review and comment on the final investigation report and available evidence. Comments a party would like to submit to the hearing panel prior to the hearing may be sent in writing to the Title IX Coordinator no later than five (5) days prior to the live hearing and the Title IX Coordinator will forward to the hearing panel and other party. Comments on the evidence a party would like to share with the hearing panel less than five (5) days prior to the live hearing may be shared with the hearing panel during the live hearing.

b. 2. Pre-Hearing Meeting

Two to five days prior to the live hearing, the Hearing Chair may convene separate pre-hearing meeting(s) with the parties and their advisors to discuss the following:

- 1.** Appropriate decorum and questioning during the live hearing
- 2.** Advisors may submit in advance to the Hearing Chair questions they (the parties and/or their Advisors) wish to ask of the other party or witnesses during the hearing. If so, at the pre-hearing meeting, the Hearing Chair may discuss with the party and their advisor what questions may be allowed or not allowed. This advance review opportunity does not preclude advisors from asking questions at the live hearing that may not have been previously allowed based on any new information or testimony offered at the hearing.
- 3.** The Hearing Chair may decide, based on the pre-hearing meeting with the party and their advisor, that the advisor does not have sufficient knowledge, skill, or preparation to adequately conduct cross-examination. In such a case, the Hearing Chair will notify the Title IX Coordinator and the party may either choose a different advisor or their choice or an appropriately trained advisor shall be appointed
- 4.** The Hearing Chair may consult with legal counsel and/or the Title IX Coordinator, or ask either or both to attend pre-hearing meetings. The pre-hearing meeting(s) will not be recorded.

c. 3. Live Hearing

Participants at the live hearing will include the three hearing panelists, the hearing facilitator (the Title IX Coordinator or designee), the Investigator(s) who conducted the investigation, the parties, advisors to the parties, witnesses, and anyone providing authorized accommodations or assistive services.

The Hearing Chair shall begin the live hearing with an explanation of the hearing procedure and introduce the participants. While the Hearing Chair may decide the most appropriate order of participants to call, the Hearing Chair will typically call participants to testify in the following order:

Investigator(s) (one investigator shall represent if more than one investigator was used)

Reporting Party

Responding Party

Witnesses

The typical order of questioning shall be made first by the hearing panel, the Reporting Party's advisor, then the Responding Party's advisor, though the Hearing Chair may decide on a different order of questioning. If needed or requested, the Hearing Chair may allow a second round of questioning to be conducted.

The Hearing Chair shall make a relevance determination on each question asked by the advisors after the question has been asked and prior to the participant answering. If a question is disallowed, the Hearing Chair will provide a brief explanation on the basis that the question is irrelevant, redundant, or abusive.

The Hearing Chair will allow witnesses who have relevant information to appear at a portion of the hearing in order to respond to specific questions from the hearing panel and the parties' advisors and the witness will then be excused.

If a party or witness chooses not to submit to cross-examination at the hearing, the hearing panel may not rely on any prior statement made by that party or witness at the hearing (including those contained in the investigation report) in the ultimate determination of responsibility. The hearing panelists may not draw any inference solely from a party's or witness's absence from the hearing or refusal to answer cross-examination or other questions. Evidence provided that is something other than a statement by the party or witness during the investigation or at the hearing may be considered.

If conduct of a policy violation other than Title IX sexual harassment are considered at the same hearing, the hearing panelists may consider all evidence it deems relevant whether or not the party or witnesses were subject to cross-examination.

If a party's advisor refuses to comply with hearing decorum, the Hearing Chair may pause proceedings and require the party to use a different advisor of choice or one provided by the College.

The hearing will be audio or video recorded by the College, whichever is most feasible. No other person is authorized to record the hearing.

d. 4. Hearing Conclusion and Notice of Outcome

Each party shall be allowed, but is not required, to make a closing statement to the hearing panel at the conclusion of all testimony and questioning. All participants will then be dismissed from the live hearing.

Following the close of the live hearing, the hearing panel shall deliberate all relevant evidence including the investigation report, related documentary and/or tangible evidence, and testimony from the live hearing. Within five (5) calendar days following close of the live hearing, barring an extension for good cause, the hearing panel shall make a determination, whether the Responding Party's conduct occurred as alleged by a preponderance of the evidence, and whether such conduct is a violation of the EO Policy and other College policy(ies), as applicable. If the hearing panel determines by a preponderance of the evidence that the Responding Party's conduct as alleged did not occur by a preponderance of the evidence or did not constitute a violation of the EO Policy, the hearing panel shall issue their decision in writing to the parties within five (5) calendar days following close of the live hearing.

If the hearing panel determines that the Responding Party violated the EO Policy, the Panel shall also determine recommended sanctions. Prior to the determination of recommended sanctions, the Reporting Party will be given an opportunity to submit a written impact statement, i.e. how the Reporting Party has been impacted and what the Reporting Party believes would be appropriate sanctions and resolution, and the Responding Party will be given an opportunity to submit a written mitigating factors statement and what the Responding Party believes would be appropriate sanctions and resolution. These statements shall be submitted to the hearing panel within the reasonable timeline set by the hearing chair.

Within five (5) calendar days after receipt of the statements or deadline for submission, the hearing panel shall issue a written decision with rationale and recommended sanction(s) determination to the VPHR(staff)/Provost(faculty)/VPCL(students).

The VPHR(staff)/Provost(faculty)/VPCL(students) shall review the hearing panel's finding and recommended sanction(s) determination, if recommended. The VPHR(staff)/Provost(faculty)/VPCL(students) shall make the final sanction determination in writing within five (5) calendar days of receipt of the hearing panel's recommendation or deadline for submission and shall issue the written decision and final sanction determination to the parties. The VPHR(staff)/Provost(faculty)/VPCL(students) shall provide to the parties, in writing, the hearing panel's finding and recommended sanction determination, the VPHR(staff)/Provost(faculty)/VPCL(students)'s final sanction determination, and include an explanation if the VPCL determines that a different sanction(s) is more appropriate. The VPHR(staff)/Provost(faculty)/VPCL(students) may extend this deadline as reasonably necessary and, if so, shall provide written notification to the parties.

If the VPCL determines that the appropriate sanction for a Responding Party student is expulsion or a Responding Party student group is disciplinary termination, the VPCL shall consult with the President of the College before issuing the final sanction determination.

Notification to the parties will be made simultaneously and in writing, and may be delivered by one or more of the following methods: in person; mailed to the local or permanent address of the parties as indicated in official College records; or emailed to the parties' College-issued email account. Once mailed, emailed and/or received in-person, notice will be presumptively delivered.

Student Withdrawal or Resignation While Charges Pending

The College shall place a temporary disciplinary hold on student transcripts in pending disciplinary cases which shall have the effect of preventing any student who is the subject of a disciplinary proceeding from obtaining or authorizing the release of the student's transcript, withdrawing from the College, being granted a leave of absence or graduating and receiving a diploma until such time as the disciplinary proceeding is finally concluded. Should a Responding Party decide to leave and not participate in the investigation and/or adjudication process, the process will nonetheless proceed in the Responding Party's absence and, should the determination be that the EO Policy was violated, the Responding Party will not be permitted to return to the College unless all sanctions have been satisfied.

Should a student employee resign while allegations are pending and/or an investigation is proceeding under the EO Policy, the records of the student employee will reflect that status and/or the outcome of the investigation, as will all Muhlenberg College responses to any future inquiries regarding employment references for that individual. The Director of Equity and Title IX Coordinator, in consultation with the VPCL and/or the Vice President for Human Resources, will act to promptly and effectively remedy the effects of the conduct upon the Reporting Party and the community.

Faculty/Staff Resignation While Investigation Pending

Should a staff member resign after a Complaint has been filed and/or while a formal investigation is proceeding under the EO Policy, the College will continue to move forward with appropriate process as defined in these Procedures. The personnel records of the Responding Party will reflect the status and/or the outcome of the investigation, as will the Vice President for Human Resources' responses to any future inquiries regarding employment references for that individual. If the outcome of the investigation is that no policy violation occurred, the Responding Party's personnel record shall reflect the Responding Party's resignation and no information about the EO investigation or final determination will be made in response to future inquiries.

Sanctions

- a. **1. Faculty & Staff:** Typical sanctions for an employee who has engaged in harassment, discrimination, and/or retaliation may include a warning (Verbal or Written), Performance Improvement/Management Plan, Required Counseling, Required Training or Education, Loss of Annual Pay Increase, Loss of Oversight or Supervisory Responsibility, Demotion, Suspension with pay, Suspension without pay; and/or, Termination for just cause. Other Actions: In addition to or in place of the above sanctions, the College may assign any other sanctions as deemed appropriate.

b. **2. Students:** This is a list of typical sanctions that may be imposed upon students or organizations singly or in combination who have engaged in harassment, discrimination and/or retaliation in violation of the EO Policy: Educational Session, Disciplinary Probation, Suspension, Expulsion, Delay of Degree, Revocation of Admission

Organizational Sanctions

- o Disciplinary Warning, Disciplinary Probation, Disciplinary Dissolution, Disciplinary Termination, Social Probation, Alcohol-Free Housing, Loss of College Housing, Removal of Specific Members or Officers
- o Other Sanctions Include but are not limited to:
 - o Restitution or replacement of lost, damaged, or stolen College property. Restitution is not available for damages incurred by an individual or a student group. ii.
 - o Suspension of privileges to participate in any activity sponsored by the College and/or to use or occupy certain College facilities. Sanctions that suspend group privileges shall have a set time of duration indicating when and under what conditions students may regain the privilege. iii.
 - o Suspension of any right to use the College's name or represent it in any capacity. iv.
 - o Requirement to hold educational programs for members.
 - o Such other sanctions as appropriate to achieve the goals of sanctioning mentioned above and to respect the individuality of each case and each student group. These may include, but are not limited to, service projects, work service hours, fire safety fines, program attendance, meetings, and program creation.

Restorative Practices

- o Restorative Dialogues, Restorative Circles, Restorative Conferences

c. **3. Student Employee Sanctions**

1. Typical sanctions for a student employee who has engaged in harassment, discrimination and/or retaliation may include: Warning – Verbal or Written, Performance Improvement/Management Process, Required Counseling, Required Training or Education, Probation, Loss of Annual Pay Increase, Loss of Oversight or Supervisory Responsibility, Demotion, Suspension with pay. Suspension without pay, Termination, Other Actions: In addition to or in place of the above sanctions, the College may assign any other sanctions as deemed appropriate.

Factors considered when determining a sanction/responsive action may include:

The nature, severity of, and circumstances surrounding the violation including: – Whether conduct was directed at a particular individual or group – Whether conduct involved a physical act – Whether conduct involved intentional conduct – Whether the Responding Party was in a supervisory or leadership position

An individual's disciplinary history;

Previous reports or allegations involving similar conduct that show a pattern or persistence of behavior;

The need for sanctions/responsive actions to bring an end to the discrimination, harassment and/or retaliation;

The need for sanctions/responsive actions to prevent the future recurrence of discrimination, harassment and/or retaliation;

The need to remedy the effects of the discrimination, harassment and/or retaliation on the reporting party and the community;

Aggravating or mitigating factors including those articulated by the parties; or

Any other information deemed relevant in the resolution

Appeals

Student Appeals: The parties have a right to appeal the conduct and sanction determinations. Information on appeal rights and procedures are provided simultaneously to the parties in writing in the notice of outcome. Sanctions issued are implemented immediately unless the Director of Equity and Title IX and the VPCL stay their implementation in extraordinary circumstances, pending the outcome of the appeal.

All requests for appeal under the EO Policy must be submitted in writing pursuant to the following procedure

1. Appeals must be submitted in writing to the Director of Equity and Title IX within seven (7) calendar days after the delivery of the written determination from the Adjudication and Resolution. A party may request additional time to file an appeal for good cause, but must request the time extension within the allotted time to file an appeal. If granted by the Director of Equity and Title IX, both parties shall be granted the time extension. The original finding and sanction/responsive actions will stand as the final determination if the appeal is not timely.
2. Either party may file an appeal, but all appeals are limited to the following grounds:
 - a. 1. Error of Judgment – There was a clear error of judgment where the decision was made with no reasonable basis or adequate consideration of all of the relevant circumstances
 - b. 2. Bias affecting Judgment – The Director of Institutional Equity, Compliance and Title IX, the investigator(s), Decision-maker(s), or VPCL harbored bias for or against one or both parties, or had a conflict of interest, such that it affected the outcome of the matter.
 - c. 3. Procedural Error – A procedural error or omission occurred that could have significantly impacted the finding or sanctions (e.g. substantiated bias, material deviation from established procedures, etc.)
 - d. 4. New Evidence – New evidence is information that was unknown or unavailable during the original investigation that could have significantly impacted the finding or sanctions. A summary of this new evidence, how it was previously unknown or unavailable, and its potential impact must be included in the appeal.
 - e. 5. Sanction Inappropriate – The sanction is clearly inappropriate or is not commensurate with the conduct violation.
3. The Director of Equity and Title IX, shall appoint a trained, neutral appeal officer to review and decide the appeal.
4. When a party files an appeal, the other party and, if appropriate, the Investigator(s), the VPCL, or the Panel Chair if there was a panel decision, will be notified and given an opportunity to respond to any and all ground(s) on which the appeal is based. Any response to an appeal must be submitted to the appeal officer within seven (7) calendar days of notice. Any responsive person may request additional time to file a response for good cause, but must request the time extension within the allotted time to file a response. If granted by the appeal officer, all responsive persons shall be granted the time extension.
5. The party filing the appeal has the burden of proof. Such party must show that the grounds for an appeal have been met, and the other party may respond that the grounds have not been met or that additional grounds are met.
6. The appeal officer may consult with the Director of Equity and Title IX and/or other College administrators or legal counsel as needed.
7. The appeal officer shall consider the following principles, but is not limited to such principles, when deciding an appeal:

The decision by the appeal officer is to be deferential to the original decision. The original finding and sanction are presumed to have been decided reasonably and appropriately.

Appeals are not intended to be a full re-investigation of the original allegation. In most cases, appeals are confined to a review of the final report, written adjudication and resolution document, and other pertinent documentation regarding the grounds for appeal.

An appeal granted based on new evidence should normally be remanded to the VPCL or designee, or Panel, respectively, for reconsideration.

An appeal granted based on other grounds may either be remanded to the Investigator, VPCL, or the Panel, to reopen the investigation, clarify findings, or remedy errors.

If the appeal officer grants the appeal based on inappropriate sanctions, the appeal officer may alter the sanction or remand to the VPCL or the Panel, as appropriate, to issue an appropriate sanction. If the appeal officer determines that the appropriate sanction for a Responding Party student is expulsion or a Responding Party student group is disciplinary termination, the appeal officer shall consult with the President of the College before issuing the final sanction determination. Such sanction determination shall be final.

Once an appeal is decided, the outcome is final: further appeals are not permitted.

8. The appeal officer will issue its decision within seven (7) calendar days of receipt of all information and responses. In instances where the appeal officer needs additional time, the appeal officer shall notify the parties, the Director of Equity and Title IX, and the VPCL within the allotted time for issuing a decision.
9. In Cases of Expulsion of a Student – the appeal officer shall consult with the President before issuing the final determination.
10. The appeal officer shall issue its decision in writing to the parties, the Director of Equity and Title IX and the VPCL. Notification to the parties of the decision and that the outcome is final will be made simultaneously in writing and may be delivered by one or more of the following methods: in person; mailed to the local or permanent address of the parties as indicated in official College records; or emailed to the parties' College-issued email account. Once mailed, emailed and/or received in-person, notice will be presumptively delivered.
11. The appeal officer's decision is final.

Faculty Appeals: The parties have a right to appeal conduct and sanction determinations. Appeal rights are provided to the parties in writing in the notice of outcome. Sanctions issued are implemented immediately unless the Director of Institutional Equity, Compliance and Title IX and the Provost stays their implementation in extraordinary circumstances, pending the outcome of the appeal.

An appeal must be submitted in writing pursuant to the following procedure:

1. Appeals must be submitted in writing to the Director of Institutional Equity, Compliance and Title IX within seven (7) calendar days of the delivery of the written determination from the Adjudication and Resolution.
2. Either party may file an appeal, but all appeals are limited to the following grounds:
 - a. 1. Error of Judgment: There was a clear error of judgment where the decision was made with no reasonable basis or adequate consideration of all of the relevant circumstances.
 - b. 2. Bias affecting Judgment: The Director of Equity & Title IX, the investigator(s), decision-maker(s), or Provost exhibited bias for or against the one or both parties, or had a conflict of interest, such that it affected the outcome of the matter.
 - c. 3. Procedural Error: A procedural error or omission occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.)
 - d. 4. New Evidence: New evidence is information that was unknown or unavailable during the original hearing or investigation that could substantially impact the original finding or sanction. A summary of this new evidence, how it was previously unknown or unavailable, and its potential impact must be included.
 - e. 5. Sanction Inappropriate: The sanction is clearly inappropriate or is not commensurate with the conduct violation.
3. The Director of Equity & Title IX, shall appoint a trained, impartial appeal officer to review and decide the appeal. The appeal officer will be a third party hired by the College.
4. The original finding and sanction determination will stand if the appeal is not timely. A party may request additional time to file an appeal for good cause, but must request the time extension within the allotted time to file an appeal. If granted by the appeal officer, both parties shall be granted the time extension.
5. When a party files an appeal, the other party and, if appropriate, the Investigator, the Provost, and/or the Panel Chair if there was a Panel decision, will be notified and given an opportunity to respond to any and all ground(s) on which the appeal was based. Any response to an appeal must be submitted to the appeal officer within five (5) calendar days of notice. Any responsive person may request additional time to file a response for good cause, but must request the time extension within the allotted time to file a response. If granted by the appeal officer, all responsive persons shall be granted the same time extension.
6. The party filing the appeal has the burden of proof. Such party must show that the grounds for an appeal have been met, and the other party may respond that the grounds have not been met or that additional grounds are met.
7. The appeal officer may choose to meet with a party if the appeal officer deems it necessary for review of their appeal. If the opportunity to meet is provided to one party, the same opportunity will be provided to the other party.

8. The appeal officer may consult with the Director of Institutional Equity, Compliance and Title IX and/or other College administrators or legal counsel as needed.

9. The appeal officer shall consider the following principles, but is not limited to such principles, when deciding an appeal:

The decision by the appeal officer is to be deferential to the original decision. The original finding and sanction are presumed to have been decided reasonably and appropriately.

Appeals are not intended to be a full re-investigation of the original allegation. In most cases, appeals are confined to a review of the final report, written adjudication and resolution document, and other pertinent documentation regarding the grounds for appeal.

An appeal granted based on new evidence should normally be remanded to the Provost, or Panel, respectively, for reconsideration.

An appeal granted based on other grounds may either be remanded to the Provost, the Panel, or the Investigator to re-open the investigation, clarify findings, or remedy errors.

If the appeal officer grants the appeal based on inappropriate sanction, the appeal officer may either alter the sanction or remand to the Provost with an explanation to issue an appropriate sanction. Such sanction determination shall be final.

Once an appeal is decided, the outcome is final: further appeals are not permitted (except in cases of tenured faculty termination).

10. The appeal officer will issue their decision within seven (7) days of receipt of all information and responses. Notification to the parties of the decision and that the outcome is final will be made simultaneously and in writing, and may be delivered by one or more of the following methods: in person; mailed to the local or permanent address of the parties as indicated in official College records; or emailed to the parties' College-issued email account. Once mailed, emailed and/or received in-person, notice will be presumptively delivered.

11. In instances where the appeal officer needs additional time for good cause, the appeal officer shall notify the parties and the Director of Institutional Equity, Compliance and Title IX within the allotted time for issuing a decision.

12. In Cases of Suspension or Termination of a Tenured Faculty Member – the appeal officer shall consult with the President before issuing the final determination.

13. The appeal officer shall issue their decision in writing to the parties, the Director of Institutional Equity, Compliance and Title IX, and the Provost.

14. The appeal officer's decision is final.

Staff Appeals

The parties have a right to appeal conduct and sanction determinations. Appeal rights are provided to the parties in writing in the notice of outcome. Sanctions issued are implemented immediately unless the Director of Institutional Equity, Compliance and Title IX and the Vice President for Human Resources stays their implementation in extraordinary circumstances, pending the outcome of the appeal.

An appeal must be submitted in writing pursuant to the following procedure:

1. Appeals must be submitted in writing to the Director of Institutional Equity, Compliance and Title IX within seven (7) calendar days of the delivery of the written determination from the Adjudication and Resolution.

2. Either party may file an appeal, but all appeals are limited to the following grounds: Error of Judgment: There was a clear error of judgment where the decision was made with no reasonable basis or adequate consideration of all of the relevant circumstances.

a. **1.** Bias affecting Judgment: The Director of Equity & Title IX, the investigator(s), decision-maker(s), or the Vice President for Human Resources exhibited bias for or against the one or both parties, or had a conflict of interest, such that it affected the outcome of the matter. Procedural Error: A procedural error or omission occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.)

b. **2.** New Evidence: New evidence is information that was unknown or unavailable during the original hearing or investigation that could substantially impact the original finding or sanction. A summary of this new evidence, how it was previously unknown or unavailable, and its

potential impact must be included.

c. **3.** Sanction Inappropriate: The sanction is clearly inappropriate or is not commensurate with the conduct violation.

3. The Director of Equity & Title IX, shall appoint a trained, impartial appeal officer to review and decide the appeal. The appeal officer will be a third party hired by the College.

4. The original finding and sanction determination will stand if the appeal is not timely. A party may request additional time to file an appeal for good cause, but must request the time extension within the allotted time to file an appeal. If granted by the appeal officer, both parties shall be granted the time extension.

5. When a party files an appeal, the other party and, if appropriate, the Investigator, the Vice President for Human Resources, and/or the Panel Chair if there was a Panel decision, will be notified and given an opportunity to respond to any and all ground(s) on which the appeal was based. Any response to an appeal must be submitted to the appeal officer within five (5) calendar days of notice. Any responsive person may request additional time to file a response for good cause, but must request the time extension within the allotted time to file a response. If granted by the appeal officer, all responsive persons shall be granted the same time extension.

6. The party filing the appeal has the burden of proof. Such party must show that the grounds for an appeal have been met, and the other party may respond that the grounds have not been met or that additional grounds are met.

The appeal officer may choose to meet with a party if the appeal officer deems it necessary for review of their appeal. If the opportunity to meet is provided to one party, the same opportunity will be provided to the other party.

The appeal officer may consult with the Director of Institutional Equity, Compliance and Title IX and/or other College administrators or legal counsel as needed.

7. The appeal officer shall consider the following principles, but is not limited to such principles, when deciding an appeal:

The decision by the appeal officer is to be deferential to the original decision. The original finding and sanction are presumed to have been decided reasonably and appropriately.

Appeals are not intended to be a full re-investigation of the original allegation. In most cases, appeals are confined to a review of the final report, written adjudication and resolution document, and other pertinent documentation regarding the grounds for appeal.

An appeal granted based on new evidence should normally be remanded to the Vice President for Human Resources, or Panel, respectively, for reconsideration.

An appeal granted based on other grounds may either be remanded to the Vice President for Human Resources, the Panel, or the Investigator to re-open the investigation, clarify findings, or remedy errors.

If the appeal officer grants the appeal based on inappropriate sanction, the appeal officer may either alter the sanction or remand to the Provost with an explanation to issue an appropriate sanction. Such sanction determination shall be final.

Once an appeal is decided, the outcome is final: further appeals are not permitted (except in cases of tenured faculty termination).

The appeal officer will issue their decision within seven (7) days of receipt of all information and responses. Notification to the parties of the decision and that the outcome is final will be made simultaneously and in writing, and may be delivered by one or more of the following methods: in person; mailed to the local or permanent address of the parties as indicated in official College records; or emailed to the parties' College-issued email account. Once mailed, emailed and/or received in-person, notice will be presumptively delivered.

In instances where the appeal officer needs additional time for good cause, the appeal officer shall notify the parties and the Director of Institutional Equity, Compliance and Title IX within the allotted time for issuing a decision.

In Cases of Suspension or Termination of a Staff Member – the appeal officer shall consult with the President before issuing the final determination.

The appeal officer shall issue their decision in writing to the parties, the Director of Institutional Equity, Compliance and Title IX, and the Vice President for Human Resources.

The appeal officer's decision is final.

2024 Annual Fire Safety Report

Muhlenberg College Department of Campus Safety and Police (Campus Safety), along with Plant Operations, oversees and/or regularly inspects, tests, and maintains College premises to ensure compliance with applicable fire and life safety codes and standards.

Each academic semester, Campus Safety conducts one egress drill in each student residential facility and provides educational and training programs in fire safety and prevention techniques for students, faculty and staff. All residence halls meet or exceed local and national fire safety codes and are equipped w/lith modern fire alarm systems including smoke detectors and sprinkler systems.

If a fire occurs in a Muhlenberg College property, community members should immediately notify Campus Safety at (484) 664-3110. Campus Safety will initiate a response and can summon the fire department quickly through established communication systems. If a member of the community finds evidence of a fire that has been extinguished, and the person is not sure whether Campus Safety has already responded, the community member should immediately notify Campus Safety to investigate and document the incident.

The fire alarms alert building occupants of potential hazards, and occupants are required to heed their warning and evacuate buildings immediately upon hearing a fire alarm in a facility. Use the nearest stairwell and/or exit to leave the building immediately. Community members should familiarize themselves with the exits in each building. The Fire Marshall and/or Campus Safety can levy fines and penalties to individuals who fail to evacuate a building promptly – but a more important reason for evacuating is for safety reasons.

When a fire alarm is activated, the elevators in most buildings will stop automatically. Occupants should use the stairs to evacuate the building. If you are caught in the elevator, push the emergency phone button. The emergency phones in elevators on campus ring to the Campus Safety dispatcher.

Fire Safety is of primary importance to Campus Safety and to all members of the campus community. Campus Safety and Police and Plant Operations staff are trained in the use of on campus fire equipment. Fire drills are conducted regularly in all residential facilities. Officers go through the building during a fire drill ensuring that all equipment is working properly and to make sure that the building has been evacuated. The fire extinguishers in each facility are checked on a quarterly basis by an outside company. All residential and academic buildings are equipped with smoke detectors and/or other emergency fire equipment. Fire safety and security procedures are reviewed at the beginning of each academic year. Safety and security awareness programs, including fire safety, are made available to students. In addition, the Allentown Fire Department regularly inspects all campus facilities and non-College owned fraternity houses to assure fire code compliance. The department does quarterly inspections of all Greek facilities as part of the Greek accreditation process. In addition, the department patrols campus facilities during break to identify fire safety issues. All residence hall fire systems are checked every six months by Johnson Controls. Academic buildings are checked yearly by Johnson Controls. Sprinkler systems are checked yearly and are coordinated with Plant Operations. Muhlenberg College has installed, through Plant Operations, carbon monoxide (CO) detectors in all of our M.I.L.E. properties. The CO detectors are maintained and checked for battery life by the Plant Operations staff. This is to be done on a regular basis.

Campus Safety and Police publishes this fire safety report as part of its annual Clery Act Compliance document, via this publication, which contains information with respect to the fire safety practices and standards for Muhlenberg College. This report includes statistics concerning the number of fires, the cause of each fire, the number of injuries and deaths related to a fire, and the value of the property damage caused by a fire. A fire is defined as “any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.” The statistics compiled are for on-campus student housing facilities and are classified as unintentional fires, intentional fires, and undetermined fires. Unintentional fires are fires further classified by causes that include cooking, smoking material, open flames, electrical, heating equipment, hazardous products, machinery/industrial, natural, and other. Each fire statistic includes the number of deaths or injuries resulting in treatment at a medical facility as related to the fire, along with the value of property damage related to the fire.

The compliance document is available for review 24-hours a day on the Campus Safety website at:

<http://www.muhlenberg.edu/annalsecurityreport> (<https://www.muhlenberg.edu/annalsecurityreport>).

Fire Alarm and Suppression Systems

All on-campus residence halls are equipped with fire alarm and sprinkler systems which meet and in many cases exceed state and local building and fire safety codes. The fire alarm systems in all on-campus residence facilities consist of horns, bells, and/or strobe lights alerting residents to an alarm and are also remotely monitored at the Campus Safety Communication Center via computer-enhanced campus-wide alarm monitoring system. A majority of campus buildings are equipped with automatic fire detection and alarm systems that are constantly monitored by the Campus Safety dispatcher. On-campus residence halls are also equipped with a suppression and sprinkler system, a reportable addressable fire system, heat sensors and CO detection. All hallways have fire-rated smoke/fire doors designed to impede the spread of smoke and fire. All Muhlenberg Independent Living Experience (MILE) homes all have addressable reportable fire systems, smoke and heat detectors and CO detection.

Regular and frequent inspections are conducted by Campus Safety, Housing & Residence Life and Plant Operations staff who report fire hazards in residence halls to facilitate prompt resolution. Upon receipt of a fire alarm, an officer is immediately dispatched to the alarm location to determine the cause of the alarm and necessary response to the alarm. Muhlenberg College has a variety of on-campus housing configurations, including traditional dormitory style buildings, former apartment buildings acquired and renovated by the College, residential housing units, and newly-constructed apartment style and suite style facilities. Each facility is equipped with the fire and life safety systems required by the building codes. More extensive fire sprinkler systems than required by building codes have been installed in older facilities. Fire safety equipment is reviewed regularly to identify locations where enhancements such as additional upgrading fire panels, sprinkler, smoke, and carbon monoxide detection systems beyond those required by building codes are appropriate and plans for such enhancements are integrated into the college's annual facilities maintenance project plan. Refer to the Fire Safety Amenities chart in this publication for information about fire detection, notification, and suppression systems in each residential facility.

Health and Safety Inspections

HRL performs Residence Hall Health and Safety Inspections seven times a year, four times in the fall and three times in the spring. Inspections are conducted prior to the start of the fall semester and upon closing before each scheduled academic break. With the exception of the first inspection prior to the fall semester, all inspections are announced to the residents prior to the break. The inspections are primarily designed to find and eliminate safety violations. Students are required to read and comply with the Housing Contract and the Student Information and Resource Guide:

[Student Policy and Resource Guide](https://www.muhlenberg.edu/policiesandprocedures/studentpolicyandresourceguide/) (<https://www.muhlenberg.edu/policiesandprocedures/studentpolicyandresourceguide/>)

Which include all rules and regulations for residential buildings. The inspections include, but are not limited to, a visual examination of electrical cords, sprinkler heads, smoke detectors, fire extinguishers and other life safety systems. Campus Safety participates in quarterly inspections of all fraternity/sorority facilities as part of the fraternity/sorority accreditation process in conjunction with HRL and Plant Operations.

In addition, each room will be examined for the presence of prohibited items (e.g., sources of open flames, such as candles; non-surge protected extension cords; halogen lamps; portable cooking appliances in non-kitchen areas; etc.) or prohibited activity (e.g., smoking in the room; tampering with life safety equipment; possession of pets; etc.). This inspection will also include a general assessment of food and waste storage and cleanliness of the room. Prohibited items will be brought to the attention of Campus Safety to be disabled, confiscated, or discarded. In some instances, confiscated or discarded items are not returned and are removed without reimbursement. Confiscated items may be returned to the owner for removal from campus residence at the discretion of Campus Safety or other campus officials.

Fire Safety Tips

Buildings are equipped with a variety of features that are designed to detect, stop and/or suppress the spread of a fire.

A door can be the first line of defense against the spread of smoke or fire from one area to another. Some doors, such as fire doors in corridors or stairwells of residence halls, are designed to stand up to fire longer than those of an individual room. It is important that these doors are CLOSED for them to work. Additionally, if a door has a device that automatically closes the door, it should NOT be propped open.

Sprinklers are 98% effective in preventing the spread of fire when operating properly. DO NOT obstruct the sprinkler heads with materials like clothing hanging from the piping.

Smoke detectors cannot do their job if they are disabled or covered by the occupant, which is a violation of the College Fire Safety Rules and Regulations.

Almost ¾ of all fires that are caused by smoking material are the result of a cigarette being abandoned or disposed of carelessly. Smoking is NOT PERMITTED in any Muhlenberg College property.

A daily fire log is available for review 24-hours a day at Campus Safety in Prosser Hall, from 9 a.m.–5 p.m. Monday through Friday, excluding holidays. The information in the fire log typically includes information about fires that occur in residential buildings..

Policies on Rules for Restricted Items, Smoking, Open Flames and Item Placement

Students are expected to be alert at all times to the hazards and dangers of fire in their area and to exercise all proper precautions to prevent fire, notify proper authorities of any potential fire and safety hazards, and promptly report a fire. Students are expected to help prevent false alarms and should report any tampering with the alarm system to Campus Safety and Police.

Flammable substances and solids, such as gasoline, paint, benzene, naphtha, cleaning fluids, explosives, charcoal lighter fluid, chemicals and fireworks may not be used or stored in the residence halls. Lighted candles, incense, kerosene lamps and/or heaters, halogen lamps, multi-bulb lamps, homemade TV and radio antennas and student installed electric heaters may not be used in the residence halls.

Only appliances approved by Underwriters Laboratories (UL) are permitted within the residential facilities. **ALL COOKING MUST BE CONFINED TO DESIGNATED COOKING AREAS.** Use of electrical appliances such as hot plates, heating coils, coffee pots, popcorn poppers, electric frying pans, toaster ovens, irons, and electric heaters are prohibited in student rooms and common lounges without kitchens. All appliances must be UL approved with UL approved cords. Low wattage electrical equipment and attached cords must also be UL approved. The College reserves the right to determine the danger of electrical appliances and remove them. If the College determines a cooking item is being used in areas other than designated cooking areas the item may be confiscated. Residents are reminded to use extension cords only if they bear the UL label, never to run cords under rugs or across doorways, and to use cords appropriately designed for the electrical load. Any additional lighting (i.e. Christmas lights) must be UL approved with proper installation and approved by Plant Operations, Campus Safety and Police and/or Housing & Residence Life. No lights may be strung from any pipes or fire/safety equipment.

Storage or placement of any items (including trash, bicycles, boxes, furniture, etc.) in public areas such as corridors, stairwells, or balconies is prohibited. Items placed or stored in public areas will be removed by the College with a charge for their release. Items may not be left outside residence buildings at any time (i.e. trash cans).

All decorations used in corridors or public areas shall be flameproof or fire resistant materials. The College reserves the right to remove any and all decorations that do not comply. Spray painting or use of flammable paint products in residence halls is prohibited.

Hanging of cloth material along walls is discouraged for safety reasons. No material or paper may be draped or affixed overhead or from ceiling pipes.

Section and fire doors are to remain closed at all times. Residents of the section will be held responsible when the doors are blocked or propped open. A door will be considered propped if there is any physical obstruction (such as tape, stones, cardboard, trash cans, etc.) which prevents it from closing or locking.

No storage of any type of gas powered vehicles inside residence halls or enclosed areas.

Use of charcoal or propane grills is permitted, however the grill must be at least 15 feet from any structure. Use of open flame (i.e., non propane fire pits) is prohibited within the city of Allentown without obtaining proper permits. The use of fireworks requires permission from the Director of Campus Safety and a permit from the City of Allentown.

Muhlenberg College is a smoke, tobacco, and nicotine free campus. The smoking or use of tobacco and nicotine product (including but not limited to the use of e-cigarettes, juuls or other vaping devices) is prohibited (a) on and in all College property including College owned or leased residence halls, MILE Houses, academic buildings, administrative and other buildings, sidewalks, parking lots, landscaped areas and recreational areas; (b) at all lectures, conferences, meetings and social, athletic and cultural events held at the College; (c) in personal vehicles on College property; and (d) in all College owned or leased vehicles. All tobacco and nicotine products must be extinguished and properly disposed of prior to entering any College property

Any violation of the above fire prevention regulations may be subject to disciplinary action and/or fines.

All members of the campus community should refer to the *Fire Safety Rules and Regulations*, which is available on the Dean of Students website at:

[Fire Safety Rules and Regulations](#)

<https://www.muhlenberg.edu/media/contentassets/pdf/about/deanst/studentguide/fire%20safety%20policy.pdf>

Fire Safety Training and Evacuation Plans for Residence Hall Staff and Residents

Campus Safety provides training for all new Employees upon employment and Residence Assistants during the annual RA training prior to the beginning of the academic year. This training specifically addresses the College Emergency Egress and Evacuation Plan and includes instructions that all residents and staff are to evacuate immediately upon activation of any fire alarm. In turn, Resident Assistants then address the Emergency Egress and Evacuation Plan with the student residents and instruct them to evacuate immediately upon activation of any fire alarm. Students are instructed to immediately exit the building in an orderly manner upon activation of the fire alarm system by using the nearest available stairwell that can be accessed safely.

Campus Safety regularly reviews evacuation plans for all on-campus residence halls and post updated evacuation plans for each on-campus residence hall on the inside of the residence hall room doors annually.

Fire egress drills are scheduled at least once each semester and include guidance from Campus Safety staff and Housing & Residence Life staff so evacuating residents know where to safely assemble once outside the building.

Evacuation Staging

In some instances, the occupants of a campus building may be instructed to a gathering location for each building. The gathering locations are as follows:

1. Prosser Hall – Prosser Parking Lot -Temporarily moved to Burkholder Quad area
2. Brown Hall – Brown/Taylor Mall Area
3. Walz Hall – Soccer Field (south end)
4. Taylor Hall – Brown/Taylor Mall Area
5. Martin Luther Hall – East Quad by East Hall/Basketball Courts
6. East Hall – Chapel Lawn area
7. Benfer Hall – Parking lot area behind Center for the Arts/Pavillion
8. Village – front Yard of building, or Village parking areas
9. MILE Houses and Special Interest houses – Front Yards
10. Robertson and South Halls – Handicap parking Area for Trexler Pavilion, Robertson/South parking lot
11. All Academic buildings on the North side of Chew Street – Front Lawn ,with the exception of New Science – Brown Mall
12. Haas College Center- Front Lawn, Back Parking Lot
13. Seegers Union, Chapel – Front Lawn
14. Trexler Library – Lawn west of the building
15. Center For The Arts – Rear patio Area
16. Trexler Pavilion – Front handicap parking area
17. Rehearsal House- Parking lot
18. Hillel/Sociology Anthropology – Leh Street parking area
19. 2252 Chew Street- Parking area west of property
20. Memorial Hall/Life Sports Center – Football Stadium
21. Plant Operations/Mailroom – Back drive parking area
22. Fahy - Trexler Library Parking lot
23. Studio 22 – Tennis court area

24. 2201 Chew Street/ Sorority's - Rear Parking lot of buildings

25. On-campus evacuation and relocation sites are as follows:

Any facility west of the College Center – Seegers Union

Any facility from the College Center and east of the College – Life Sports Center Field House

Any facility South of Chew Street – Center For The Arts Empie Theatre

Life Sports Center – Moyer Hall Forum

Center For the Arts – Trexler Library

Mile House evacuation and relocation sites will be determined at the time of the emergency.

Fires in On-Campus Residential Facilities

The receipt of fire alarms by the college's automatic alarm system or by persons who report the presence of smoke; results in an immediate response by Campus Safety staff to investigate the cause of the alarm. An incident report is generated for all activations of the fire alarm not associated with the fire egress drills and a detailed record of the fire is maintained. A record of all reports is also included in the public log of crimes and other incidents maintained by Campus Safety, which is available for public viewing during normal business hours.

Fires on Campus

If any member of the Muhlenberg College community finds evidence of a fire that has been extinguished, and the person is not sure whether Campus Safety has already responded, the community member should immediately notify Campus Safety to investigate and document the incident. Such reports also result in an investigation and an entry being made in the public log.

Fire Safety Future Improvement Plans

The College is currently in a 3-year plan to upgrade fire panels with network cards to allow for enhanced communication; beginning in 2024

Statistical Reporting Included in This Report

The following pages include statistical information for the following categories:

1. 2023 Fire Safety Systems Information

2. 2023–2021 Information Regarding Fires in Residential Facilities

Student Residential Facility Fire Safety Systems

FIRE SAFETY SYSTEMS IN PLACE WITHIN ON-CAMPUS RESIDENTIAL FACILITIES AS OF 2023

RESIDENTIAL FACILITY	FIRE ALARM MONITORING DONE ON- SITE MUHLENBERG OCS	FULL SPRINKLER SYSTEM	SMOKE DETECTION	EVACUATION PLANS & PLACARDS	FIRE EXTINGUISHER DEVICES	# OF FIRE DRILLS EACH CALENDAR YEAR
MILE 2442 Tilghman St	X		X	X	X	2
MILE 2201 Chew St	X		X	X	X	2
Village 1- 2259 Turner St	X	X	X	X	X	2
Village 2- 2263 Turner St	X	X	X	X	X	2
Village 3- 2255 Turner St	X	X	X	X	X	2
Village 4- 2267 Turner St	X	X	X	X	X	2
Village 5- 2251 Turner St	X	X	X	X	X	2
Benfer Hall- 2400 Chew St	X	X	X	X	X	2
Robertson Hall	X	X	X	X	X	2
South Hall	X	X	X	X	X	2
Taylor Hall	X	X	X	X	X	2
East Hall	X	X	X	X	X	2

Martin Luther Hall (No longer a Student Residential Facility as of 7/2023)	X	X	X	X	X	2
Prosser Hall	X	X	X	X	X	2
Walz Hall	X	X	X	X	X	2
Brown Hall	X	X	X	X	X	2
Phi Mu- 330 N 22nd St	X	X	X	X	X	2
Delta Zeta- 320 N 22nd St	X	X	X	X	X	2
Phi Sigma Sigma- 2223 Chew St	X	X	X	X	X	2
MILE 318 Albright St	X		X	X	X	2
MILE 414 Albright St	X		X	X	X	2
MILE 428 Albright St	X		X	X	X	2
MILE 432 Albright St	X		X	X	X	2
MILE 2135 Chew St	X		X	X	X	2
MILE 2137 Chew St	X		X	X	X	2
MILE 2141 Chew St	X		X	X	X	2
MILE 2143 Chew St	X		X	X	X	2

MILE 2145 Chew St	X	X	X	X	2
MILE 2147 Chew St	X	X	X	X	2
MILE 2206 Chew St	X	X	X	X	2
MILE 2208 Chew St	X	X	X	X	2
MILE 2214 Chew St	X	X	X	X	2
MILE 2216 Chew St	X	X	X	X	2
MILE 2235 Gordon St	X	X	X	X	2
MILE 2245 Gordon St	X	X	X	X	2
MILE 415 Leh St	X	X	X	X	2
MILE 417 Leh St	X	X	X	X	2
MILE 419 Leh St	X	X	X	X	2
MILE 2216 Liberty St	X	X	X	X	2
MILE 2218 Liberty St	X	X	X	X	2
MILE 2241 Liberty St	X	X	X	X	2
MILE 2243 Liberty St	X	X	X	X	2
MILE 2245 Liberty St	X	X	X	X	2

MILE 2317 Liberty St	X	X	X	X	2
MILE 2333 Liberty St	X	X	X	X	2
MILE 2411 Liberty St	X	X	X	X	2
MILE 2251 Liberty St	X	X	X	X	2
MILE 319 N 22nd St	X	X	X	X	2
MILE 321 N 22nd St	X	X	X	X	2
MILE 323 N 22nd St	X	X	X	X	2
MILE 423 N 23rd St	X	X	X	X	2
MILE 427 N 23rd St	X	X	X	X	2
MILE 435 N 23rd St	X	X	X	X	2
MILE 437 N 23rd St	X	X	X	X	2
MILE 439 N 23rd St	X	X	X	X	2
MILE 407 N 23rd St	X	X	X	X	2
MILE 409 N 23rd St	X	X	X	X	2

Annual Fire Safety Report/Fire Statistics On Campus Residential Facilities– 2023,2022,2021

STATISTICS AND RELATED INFORMATION REGARDING FIRES IN ON- CAMPUS RESIDENTIAL FACILITIES–2023

RESIDENTIAL FACILITY	TOTAL # OF FIRES IN EACH BUILDING	FIRE NUMBER	CAUSE OF FIRE	# OF INJURIES THAT REQUIRED TREATMENT	# OF DEATHS RELATED TO FIRE	VALUE OF PROPERTY DAMAGE CAUSED BY FIRE
MILE 2442 Tilghman St	0	0	N/A	0	0	N/A
MILE 2201 Chew St	0	0	N/A	0	0	N/A
Village 1- 2259 Turner St	0	0	N/A	0	0	N/A
Village 2- 2263 Turner St	0	0	N/A	0	0	N/A
Village 3- 2255 Turner St	0	0	N/A	0	0	N/A
Village 4- 2267 Turner St	0	0	N/A	0	0	N/A
Village 5- 2251 Turner St	0	0	N/A	0	0	N/A
Benfer Hall- 2400 Chew St	0	0	N/A	0	0	N/A
Robertson Hall	0	0	N/A	0	0	N/A
South Hall	0	0	N/A	0	0	N/A
Taylor Hall	0	0	N/A	0	0	N/A
East Hall	0	0	N/A	0	0	N/A
Prosser Hall	0	0	N/A	0	0	N/A

Walz Hall	0	0	N/A	0	0	N/A
Brown Hall	0	0	N/A	0	0	N/A
Martin Luther Hall (No longer a Student Residential Facility as of 7/2023)	0	0	N/A	0	0	N/A
Phi Mu- 330 N 22nd St	0	0	N/A	0	0	N/A
Delta Zeta- 320 N 22nd St	0	0	N/A	0	0	N/A
Phi Sigma Sigma- 2223 Chew St	0	0	N/A	0	0	N/A
MILE 318 Albright St	0	0	N/A	0	0	N/A
MILE 414 Albright St	0	0	N/A	0	0	N/A
MILE 428 Albright St	0	0	N/A	0	0	N/A
MILE 432 Albright St	0	0	N/A	0	0	N/A
MILE 2135 Chew St	0	0	N/A	0	0	N/A
MILE 2137 Chew St	0	0	N/A	0	0	N/A
MILE 2141 Chew St	0	0	N/A	0	0	N/A
MILE 2143 Chew St	0	0	N/A	0	0	N/A
MILE 2145 Chew St	0	0	N/A	0	0	N/A

MILE 2147 Chew St	0	0	N/A	0	0	N/A
MILE 2206 Chew St	0	0	N/A	0	0	N/A
MILE 2208 Chew St	0	0	N/A	0	0	N/A
MILE 2214 Chew St	0	0	N/A	0	0	N/A
MILE 2216 Chew St	0	0	N/A	0	0	N/A
MILE 2235 Gordon St	0	0	N/A	0	0	N/A
MILE 2245 Gordon St	0	0	N/A	0	0	N/A
MILE 415 Leh St	0	0	N/A	0	0	N/A
MILE 417 Leh St	0	0	N/A	0	0	N/A
MILE 419 Leh St	0	0	N/A	0	0	N/A
MILE 2216 Liberty St	0	0	N/A	0	0	N/A
MILE 2218 Liberty St	0	0	N/A	0	0	N/A
MILE 2241 Liberty St	0	0	N/A	0	0	N/A
MILE 2243 Liberty St	0	0	N/A	0	0	N/A
MILE 2245 Liberty St	0	0	N/A	0	0	N/A
MILE 2317 Liberty St	0	0	N/A	0	0	N/A

MILE 2333 Liberty St	0	0	N/A	0	0	N/A
MILE 2411 Liberty St	0	0	N/A	0	0	N/A
MILE 2251 Liberty St	0	0	N/A	0	0	N/A
MILE 319 N 22nd St	0	0	N/A	0	0	N/A
MILE 321 N 22nd St	0	0	N/A	0	0	N/A
MILE 323 N 22nd St	0	0	N/A	0	0	N/A
MILE 423 N 23rd St	0	0	N/A	0	0	N/A
MILE 427 N 23rd St	0	0	N/A	0	0	N/A
MILE 435 N 23rd St	0	0	N/A	0	0	N/A
MILE 437 N 23rd St	0	0	N/A	0	0	N/A
MILE 439 N 23rd St	0	0	N/A	0	0	N/A
MILE 407 N 23rd St	0	0	N/A	0	0	N/A
MILE 409 N 23rd St	0	0	N/A	0	0	N/A

STATISTICS AND RELATED INFORMATION REGARDING FIRES IN ON- CAMPUS RESIDENTIAL FACILITIES-2022

RESIDENTIAL FACILITY	TOTAL # OF FIRES IN EACH BUILDING	FIRE NUMBER	CAUSE OF FIRE	# OF INJURIES THAT REQUIRED TREATMENT	# OF DEATHS RELATED TO FIRE	VALUE OF PROPERTY DAMAGE CAUSED BY FIRE
MILE 2442 Tilghman St	0	0	N/A	0	0	N/A
MILE 2201 Chew St	0	0	N/A	0	0	N/A
Village 1- 2259 Turner St	0	0	N/A	0	0	N/A
Village 2- 2263 Turner St	0	0	N/A	0	0	N/A
Village 3- 2255 Turner St	0	0	N/A	0	0	N/A
Village 4- 2267 Turner St	0	0	N/A	0	0	N/A
Village 5- 2251 Turner St	0	0	N/A	0	0	N/A
Benfer Hall- 2400 Chew St	0	0	N/A	0	0	N/A
Robertson Hall	0	0	N/A	0	0	N/A
South Hall	0	0	N/A	0	0	N/A
Taylor Hall	0	0	N/A	0	0	N/A
East Hall	0	0	N/A	0	0	N/A
Prosser Hall	0	0	N/A	0	0	N/A
Walz Hall	0	0	N/A	0	0	N/A

Brown Hall	0	0	N/A	0	0	N/A
Martin Luther Hall (No longer a Student Residential Facility as of 7/2023)	0	0	N/A	0	0	N/A
Phi Mu- 330 N 22nd St	0	0	N/A	0	0	N/A
Delta Zeta- 320 N 22nd St	0	0	N/A	0	0	N/A
Phi Sigma Sigma- 2223 Chew St	0	0	N/A	0	0	N/A
MILE 318 Albright St	0	0	N/A	0	0	N/A
MILE 414 Albright St	0	0	N/A	0	0	N/A
MILE 428 Albright St	0	0	N/A	0	0	N/A
MILE 432 Albright St	0	0	N/A	0	0	N/A
MILE 2135 Chew St	0	0	N/A	0	0	N/A
MILE 2137 Chew St	0	0	N/A	0	0	N/A
MILE 2141 Chew St	0	0	N/A	0	0	N/A
MILE 2143 Chew St	0	0	N/A	0	0	N/A
MILE 2145 Chew St	0	0	N/A	0	0	N/A
MILE 2147 Chew St	0	0	N/A	0	0	N/A

MILE 2206 Chew St	0	0	N/A	0	0	N/A
MILE 2208 Chew St	0	0	N/A	0	0	N/A
MILE 2214 Chew St	0	0	N/A	0	0	N/A
MILE 2216 Chew St	0	0	N/A	0	0	N/A
MILE 2235 Gordon St	0	0	N/A	0	0	N/A
MILE 2245 Gordon St	0	0	N/A	0	0	N/A
MILE 415 Leh St	0	0	N/A	0	0	N/A
MILE 417 Leh St	0	0	N/A	0	0	N/A
MILE 419 Leh St	0	0	N/A	0	0	N/A
MILE 2216 Liberty St	0	0	N/A	0	0	N/A
MILE 2218 Liberty St	0	0	N/A	0	0	N/A
MILE 2241 Liberty St	0	0	N/A	0	0	N/A
MILE 2243 Liberty St	0	0	N/A	0	0	N/A
MILE 2245 Liberty St	0	0	N/A	0	0	N/A
MILE 2317 Liberty St	0	0	N/A	0	0	N/A
MILE 2333 Liberty St	0	0	N/A	0	0	N/A

MILE 2411 Liberty St	0	0	N/A	0	0	N/A
MILE 2251 Liberty St	0	0	N/A	0	0	N/A
MILE 319 N 22nd St	0	0	N/A	0	0	N/A
MILE 321 N 22nd St	0	0	N/A	0	0	N/A
MILE 323 N 22nd St	0	0	N/A	0	0	N/A
MILE 423 N 23rd St	0	0	N/A	0	0	N/A
MILE 427 N 23rd St	0	0	N/A	0	0	N/A
MILE 435 N 23rd St	0	0	N/A	0	0	N/A
MILE 437 N 23rd St	0	0	N/A	0	0	N/A
MILE 439 N 23rd St	0	0	N/A	0	0	N/A
MILE 407 N 23rd St	0	0	N/A	0	0	N/A
MILE 409 N 23rd St	0	0	N/A	0	0	N/A

STATISTICS AND RELATED INFORMATION REGARDING FIRES IN ON- CAMPUS RESIDENTIAL FACILITIES-2021

RESIDENTIAL FACILITY	TOTAL # OF FIRES IN EACH BUILDING	FIRE NUMBER	CAUSE OF FIRE	# OF INJURIES THAT REQUIRED TREATMENT	# OF DEATHS RELATED TO FIRE	VALUE OF PROPERTY DAMAGE CAUSED BY FIRE
MILE 2442 Tilghman St	0	0	N/A	0	0	N/A
MILE 2201 Chew St	0	0	N/A	0	0	N/A
Village 1- 2259 Turner St	0	0	N/A	0	0	N/A
Village 2- 2263 Turner St	0	0	N/A	0	0	N/A
Village 3- 2255 Turner St	0	0	N/A	0	0	N/A
Village 4- 2267 Turner St	0	0	N/A	0	0	N/A
Village 5- 2251 Turner St	0	0	N/A	0	0	N/A
Benfer Hall- 2400 Chew St	0	0	N/A	0	0	N/A
Robertson Hall	0	0	N/A	0	0	N/A
South Hall	0	0	N/A	0	0	N/A
Taylor Hall	0	0	N/A	0	0	N/A
East Hall	0	0	N/A	0	0	N/A
Prosser Hall	0	0	N/A	0	0	N/A
Walz Hall	0	0	N/A	0	0	N/A

Brown Hall	0	0	N/A	0	0	N/A
Martin Luther Hall (No longer a Student Residential Facility as of 7/2023)	0	0	N/A	0	0	N/A
Phi Mu- 330 N 22nd St	0	0	N/A	0	0	N/A
Delta Zeta- 320 N 22nd St	0	0	N/A	0	0	N/A
Phi Sigma Sigma- 2223 Chew St	0	0	N/A	0	0	N/A
MILE 318 Albright St	0	0	N/A	0	0	N/A
MILE 414 Albright St	0	0	N/A	0	0	N/A
MILE 428 Albright St	0	0	N/A	0	0	N/A
MILE 432 Albright St	0	0	N/A	0	0	N/A
MILE 2135 Chew St	0	0	N/A	0	0	N/A
MILE 2137 Chew St	0	0	N/A	0	0	N/A
MILE 2141 Chew St	0	0	N/A	0	0	N/A
MILE 2143 Chew St	0	0	N/A	0	0	N/A
MILE 2145 Chew St	0	0	N/A	0	0	N/A
MILE 2147 Chew St	0	0	N/A	0	0	N/A

MILE 2206 Chew St	0	0	N/A	0	0	N/A
MILE 2208 Chew St	0	0	N/A	0	0	N/A
MILE 2214 Chew St	0	0	N/A	0	0	N/A
MILE 2216 Chew St	0	0	N/A	0	0	N/A
MILE 2235 Gordon St	0	0	N/A	0	0	N/A
MILE 2245 Gordon St	0	0	N/A	0	0	N/A
MILE 415 Leh St	0	0	N/A	0	0	N/A
MILE 417 Leh St	0	0	N/A	0	0	N/A
MILE 419 Leh St	0	0	N/A	0	0	N/A
MILE 2216 Liberty St	0	0	N/A	0	0	N/A
MILE 2218 Liberty St	0	0	N/A	0	0	N/A
MILE 2241 Liberty St	0	0	N/A	0	0	N/A
MILE 2243 Liberty St	0	0	N/A	0	0	N/A
MILE 2245 Liberty St	0	0	N/A	0	0	N/A
MILE 2317 Liberty St	0	0	N/A	0	0	N/A
MILE 2333 Liberty St	0	0	N/A	0	0	N/A

MILE 2411 Liberty St	0	0	N/A	0	0	N/A
MILE 2251 Liberty St	0	0	N/A	0	0	N/A
MILE 319 N 22nd St	0	0	N/A	0	0	N/A
MILE 321 N 22nd St	0	0	N/A	0	0	N/A
MILE 323 N 22nd St	0	0	N/A	0	0	N/A
MILE 423 N 23rd St	0	0	N/A	0	0	N/A
MILE 427 N 23rd St	0	0	N/A	0	0	N/A
MILE 435 N 23rd St	0	0	N/A	0	0	N/A
MILE 437 N 23rd St	0	0	N/A	0	0	N/A
MILE 439 N 23rd St	0	0	N/A	0	0	N/A
MILE 407 N 23rd St	0	0	N/A	0	0	N/A
MILE 409 N 23rd St	0	0	N/A	0	0	N/A