

Skidmore College Student Handbook 2024-2025

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Preamble

The Skidmore College Student Handbook, produced each year by the Student Affairs division of Skidmore College, presents the policies and procedures concerning the Skidmore Code of Social Conduct and students' rights and responsibilities. Each student is responsible for becoming familiar with all the information contained in the Student Handbook. Skidmore College reserves the right to add, delete, revise, or change the information, including all policies and procedures, set forth in the Student Handbook. All students are encouraged to review the Student Handbook at the start of each academic year and as necessary throughout the academic year.

Skidmore College is an educational community committed to learning and personal development. The offices and programs in Student Affairs support, deepen, and extend the academic program by providing co-curricular and residential programs that promote academic accomplishment, citizenship, diversity, leadership, and personal responsibility.

The Student Handbook discusses our collective values and philosophy. It describes the College's expectations and your obligations as members of the community. Please review the Honor Code, expectations for academic integrity, and the Code of Social Conduct, and make a commitment to integrity and personal responsibility. The health and vitality of our learning community rests on the honor system.

Community Values and Philosophy

Philosophy

The co-curricular and residential programs at Skidmore consider students to be emerging adults ready to take responsibility for their learning, the quality of their social environment, and their daily life. We support students' rights to privacy, freedom of inquiry and expression, and participation in College governance. We also expect students to meet high standards for academic integrity and personal conduct.

Staff members in the offices and programs in Student Affairs work with students as mentors, coaches, advisors, tutors, and guides. They help students assess their academic and personal needs, share information about on-campus learning opportunities, and facilitate students' access to those opportunities. They will work with students to foster a social environment conducive to learning, and they will expect students to observe the Honor Code, expectations for academic integrity, the Code of Social Conduct, and other College policies and regulations. They will also hold students accountable.

We promote responsible community membership and positive relationships through the values of honesty, integrity, and consideration for others. We do this by educating students on the impact of their behavior, promoting thoughtful decision-making, and encouraging them to become engaged and responsible citizens of the Skidmore Community and beyond. The student conduct process is anchored in various restorative practices that aim to hold students accountable for their behavior while at the same time, helping them to acknowledge and understand the impact of their actions on individuals and the greater Skidmore College community.

Skidmore COVID-19 Information

Informed and prepared

Plans are consistent with guidance issued by the American College Health Association, Centers for Disease Control, and state and local health departments. They are subject to change at any time. As we navigate this together, our efforts continue to be guided by two key principles:

- Protecting the health and safety of our community of students, faculty and staff, and the greater Saratoga Springs community
- Providing access to a residential, excellent liberal arts education

Letter from President Conner

Dear Students of Skidmore College,

I send you my greetings and heartfelt welcome to Skidmore. Whether you are a new student just arriving at our College, or a returning student eager to resume your Skidmore experience, know that I am so glad you are part of our community.

Skidmore is a special place with a noble history and mission, and you are a crucial part of that mission. In these polarizing and contentious times, when outrage replaces reason and fiction threatens fact, now more than ever, the principles of a liberal arts education are necessary to help us heal and build the future out of the challenging present.

Skidmore began with the goal of providing a life-changing education to those who did not have such options readily available. We are proud of our founding, and today Skidmore continues to strive to make its unique liberal arts education available to all students from a diverse array of backgrounds and identities. Our community, like our curriculum, is multiple and wide-ranging, and each day we renew our commitment to a diverse, welcoming, and inclusive campus for all. I invite you to lend your efforts to that inspiring goal.

You know our motto well: “Creative Thought Matters.” Never has that been more true than today. The wicked problems and challenging issues around the world require creative and critical thought, team-building and collaborative skills, the insights gained from the arts combined with the evidence-based approaches of the sciences. The Skidmore commitment to “the hand and mind” embodies these multiple approaches and skills in a liberal arts education that truly prepares students for the 21 st century.

I like to say that everyone at Skidmore has a teaching role, from our administrators to our staff to of course our faculty and also to our students. Take your own role as a teacher and learner very seriously. Immerse yourself in the vibrant culture of the fine arts and performing arts here. Engage in how the multiple disciplines speak to each other, and help us understand the interconnectedness of the world. Seek out student clubs, organizations, and sports that call to your passions and that can provoke new interests as you discern the causes and activities that most speak to your heart, mind, and body. Explore the remarkable beauty of the Adirondack region, home of mountains, valleys, and streams; and the splendor and charm of Saratoga Springs, with its many shops, restaurants, and bookstores. You’ve come to a remarkable place in the world, and part of your four years at Skidmore will be the exploration of the beauty and opportunity of our larger community.

A major part of your Skidmore experience will be your interactions with the splendid Skidmore faculty. These gifted teacher-scholars come to Skidmore because they are committed to our teaching mission and to sharing their knowledge and expertise with bright students who are eager to learn. They perform cutting-edge research; they author scholarly books, novels, poetry, and commentaries; they create and interpret data sets that change the way we view

human society and behavior; they create lasting works of art; and they contribute to the national and global conversations about the advancement of human knowledge. The passion and knowledge they bring to their work will inspire you in your own explorations at Skidmore.

The Skidmore staff are similarly dedicated to supporting your learning path in every way. They are here to help you explore the many options and avenues that the college experience provides. They are here to accompany you in your engagement with the community, your commitment to causes, and your participation in college life. And they are here to support you when the going gets tough, as it does for us all, and to strengthen your character and resolve so you are able to face tough challenges and learn and grow from those experiences.

Finally, and of great importance, you will get to know one another—your fellow students at Skidmore, many of whom will become the most important and enduring friends and relationships of your life. A dazzling array of different individuals make up a student body, but they share so many things in common—as John F. Kennedy once remarked, in words that are so important to remember in our current polarized age, “what unites us is greater than what divides us.” Open yourself to the array of new experiences and relationships that college provides. Reach out with welcome to people whose experiences may have been different from your own, and learn from them as they will learn from you. Take care of one another. Seek first to understand, and then to be understood. Bring empathy and acceptance to your relationships with others, and give to all the respect that you would seek also for yourself. For it is not merely formal education or “book knowledge” we seek at Skidmore College—to quote Martin Luther King, Jr. (a lifelong advocate of education), “Intelligence plus character—that is the goal of true education.”

My wife, Barbara Reyes-Conner, and I are so eager to get to know you and to share your Skidmore experiences. We look forward to meeting you on campus, at sporting events, at artistic performances, at lectures and readings and symposia, and just hanging out here and there on campus. Most of all, we will welcome the chance to know you as remarkable individuals and valued members of our Skidmore family. College is an amazing time of life, filled with intense joys but also with profound challenges. I urge you to embrace them all in each and every day of your time at Skidmore. As Mother Theresa wisely instructs us, “Yesterday is gone. Tomorrow has not yet come. We have only today. Let us begin.”

A handwritten signature in black ink that reads "Marc C. Conner". The letters are cursive and fluid, with a large initial 'M' and 'C'.

Marc C. Conner
President, Skidmore College

Letter from SGA President, Josh Maxwell

Dear Skidmore Students,

Welcome to the 2024-2025 academic year! It is so wonderful to be back on campus with you all! To the Class of 2028 and transfer students, welcome to Skidmore! The Student Government Association and the entire student body are very excited to have you here. To my returning peers, welcome back, and it is great to see you again!

As we return to this campus during a time marked with uncertainty and polarization, it is important to remember who we are. We are students who deeply care about one another, our campus, our community, and our world. We are committed to fostering a respectful environment and appreciating our differences.

This does not mean, however, that we are afraid to use our voices to stand up for what we believe in. As Skidmore students, we are provided with the tools and education to be able to elevate our voices and beliefs. That is something that we should deeply appreciate.

This year, I encourage you to get involved in any organization that you believe in, whether that be anything from an athletic team or club to a political activism group. Or, if you're like me and your passion is to advocate for your peers, then I encourage you to run for an open SGA seat in the fall elections.

In addition to activism and leadership, I hope you don't forget to have some fun at Skidmore. We are tremendously lucky to have over ninety clubs, focusing on almost anything you could imagine. Whether you're a first-year student or a senior, I recommend you attend Club Fair and sign up for at least one new club this year. I hope this will help you appreciate how great of a community we have here.

As SGA President, my main purpose is to advocate for you. So, if there is anything on this campus that you would like to improve, please let me know. I am also lucky to work with a fantastic group of students, composing our Executive Committee, Senate, subcommittees, Judicial Board, and Student Events Council. Like me, they are here to serve you and would love to hear from you. To learn more about the SGA, please visit skidmore.edu/sga.

I can't wait to see you all in classes, on Case Green, at SGA meetings, and at our club events. Until then, I wish you a productive and joyful start to the school year.

Take care,
SGA President Josh Maxwell

Email

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joshmaxwell@skidmore.edu

SGA Office
Case Center, 1st Floor

Skidmore Alma Mater

WORDS AND MUSIC BY HENRY T. MOORE PRESIDENT, SKIDMORE COLLEGE 1925-1957

Skidmore, we rejoice to sing thy praise
Hail, thou mother of our college days,
Loud we'll sing and long adore thee.
Alma Mater, Ave!

Slowly time rolls on in endless flow
As these brightest seasons come and go,
Surely onward wilt thou guide us.
Alma Mater, Ave!

When our happy college years are past
And we leave thy gracious halls at last
Thou remainest aye to cherish
Alma Mater, Ave!

SKIDMORE COLLEGE [ACADEMIC CALENDAR 2024 - 2025](#)

SUMMER SESSIONS 2025: T B D

FALL SEMESTER 2024

August	19-21	Mon-Wed	FYE London Program Orientation
August	26-28	Mon-Wed	International Student Orientation (ISO)
August/September	29-1	Thurs-Sun	Pre-Orientation Programs
September	1	Sun	New & Transfer Students Arrive
September	2	Mon	Returning Students Arrive
September	4	Wed	Classes Begin
September	8	Sun	Add Deadline
September	11	Wed	Internship for Credit Deadline
September	18	Wed	Drop/Grade Option (S/U) Deadline
October	7	Mon	Study Day
October	18-20	Fri-Sun	Celebration Weekend (Classes held on Fri)
October	28	Mon	Advising Period Begins
November	5	Tues	Registration for Spring 2025 Begins
November	14	Thurs	Course Withdrawal Deadline
November	14	Thurs	Last day to request a personal leave of absence
November/December	27-1	Wed-Sun	Thanksgiving Vacation
December	11	Wed	Last Day of Classes
December	11	Wed	Last day to request a medical leave of absence
December	12-15	Thurs-Sun	Study Days
December	16-19	Mon-Thurs	Final Examinations
December	20	Fri	Fall Semester Ends
January	2	Thurs	Fall Grades Due from Faculty
January	6	Mon	SSP Incomplete Grades Due from Faculty
January	17	Fri	Incomplete Grades Due from Faculty

SPRING SEMESTER 2025

January	18	Sat	New & Transfer Students Arrive
January	18	Sat	London Returning Students Arrive
January	19	Sun	Returning Students Arrive
January	21	Tues	Classes Begin
January	23	Thurs	Add Deadline
January	28	Tues	Internship for Credit Deadline
February	4	Tues	Drop/Grade Option (S/U) Deadline
March	7	Fri	Major Declaration Deadline (Class of 2027)
March	8-16	Sat-Sun	Spring Vacation
March	24	Mon	Advising Period Begins
April	1	Tues	Registration for Fall 2025 Begins
April	10	Thurs	Course Withdrawal Deadline
April	10	Thurs	Last day to request a personal leave of absence
April	30	Wed	Last Day of Classes
April	30	Wed	Last day to request a medical leave of absence
May	1	Thurs	Academic Festival
May	1	Thurs	Honors Convocation
May	2-4	Fri-Sun	Study Days
May	5-8	Mon-Thurs	Final Examinations
May	8	Thurs	Senior Grades Due from Faculty (at noon)
May	9	Fri	Spring Semester Ends
May	12-16	Mon-Fri	Senior Week
May	17	Saturday	Commencement
May	20	Tues	Non-Senior Grades Due from Faculty
June	20	Fri	Incomplete Grades Due from Faculty

Academic Policies

Academic Integrity

The Skidmore Honor System was established at the request of the student body in 1921. Each student, in matriculating at Skidmore College (or engaging in any Skidmore-sponsored activity or program as a non-matriculated student), agrees to the following code:

I hereby accept membership in the Skidmore College community and, with full realization of the responsibilities inherent in membership, do agree to adhere to honesty and integrity in all relationships, to be considerate of the rights of others, and to abide by the college regulations.

All members of the Skidmore College community, including students, faculty, and staff, are parties to the honor contract and are expected to abide by its provisions. The Honor Code covers all aspects of integrity, whether academic or social. Every Skidmore student is required by the Honor Code to become thoroughly conversant with the standards of academic and social integrity that prevail at the college. The Integrity Board and the Board of Appeals will not regard claims of ignorance, of unintentional error, and of academic or personal pressures as an adequate defense for violations of the Honor Code.

Because the College functions as a tightly integrated community of curricular and co-curricular experiences, a strict allegiance to its standards of conduct is essential for every student's well-being and intellectual growth. Students should make certain they understand the high value we place on honesty, cooperation, and consideration and the penalties the College imposes for infractions in these areas. Skidmore not only promotes intellectual honesty vigorously but severely punishes such offenses as plagiarism and cheating on exams.

The Honor Code Commission requires students to write on their tests and exams the following statement:

While taking this examination, I have not witnessed any wrongdoing, nor have I personally violated any conditions of the Skidmore College honor code.

Academic Integrity Handbook:

https://www.skidmore.edu/osaa/integrity/new_integrity_docs/AcademicIntegrityHandbook.pdf

The Ethics of Scholarship:

https://www.skidmore.edu/osaa/integrity/new_integrity_docs/The_Ethics_of_Scholarship.pdf

Academic Integrity: Definitions and Guidelines for Penalties:

https://www.skidmore.edu/osaa/integrity/new_integrity_docs/Definitions_and_Guidelines.pdf

The Academic Honor Code: Sanctions & Further Impact:

https://www.skidmore.edu/osaa/integrity/new_integrity_docs/Sanctions_and_Further_Impact.pdf

Academic Integrity: Conduct Process:

https://www.skidmore.edu/osaa/integrity/new_integrity_docs/AcademicIntegrityConductProcess.pdf

Academic Integrity Checklist:

https://www.skidmore.edu/osaa/integrity/new_integrity_docs/Academic_Integrity_Checklist.pdf

Conscientious Religious Observance Policy:

<https://www.skidmore.edu/religious-life/calendar.php>

Access Services

Skidmore College cultivates an inclusive and supportive learning community and values the diverse learning styles of our students. In pursuit of this effort, we are committed to providing students with disabilities full and meaningful access to all college programs and activities and strive to provide individualized accommodations necessary for students to realize an equal opportunity to succeed.

How to Apply for Accommodations

Students who wish to [apply for accommodations](#) at Skidmore are encouraged to submit an application as soon as possible following acceptance to the college.

[Academic Accommodations](#)

[Housing Accommodations](#)

Accommodations Defined

Accommodations are modifications to policy, procedure or practice that may include the provision of auxiliary aids and services designed to afford students with disabilities equal access to all Skidmore programs and activities. Accommodations will be considered when they do not fundamentally alter the nature of a program, course or service or present an undue financial or administrative burden to the College. The coordinator of student access services will seek to implement accommodations preferred by the student making the request and at times may consult with individual faculty members, academic departments and other academic and administrative offices to evaluate whether a requested accommodation is appropriate.

Service Animals

Skidmore College cultivates an inclusive and supportive learning community and values the diverse identities of our students. We are committed to providing students with disabilities full and meaningful access to all college programs and activities and recognize that, for certain students, [service animals](#) fulfill a crucial role in removing barriers necessary to achieve equal access to the programs and activities offered by the College and College facilities. In compliance with the Americans with Disabilities Act (ADA), Skidmore College service animals are welcome to accompany their handler in all facilities on campus. As the health and safety of all those who access Skidmore College is also important, only service animals that meet the guidelines outlined below will be exempt from College policies that otherwise prohibit the presence of animals.

Emotional Support Animals

As a reasonable accommodation a student with a disability may request to have an [ESA](#) in a Skidmore residence hall or apartment. If there is no one who will room with the student and the assistance animal, the student may be liable for the cost of a single. Only animals that do not pose a direct threat to the health and safety of others, would not cause substantial physical damage to College property or the property of others, or do not fundamentally alter housing operations or academic programs will be considered for purposes of reasonable accommodation.

Social Conduct and Community Standards

Basic College regulations are vital to community welfare, student safety, and supporting high standards of ethical integrity. Skidmore College expects all members of the community to conduct themselves in a manner supportive of its educational mission. The College considers violations of these regulations that may lead to various sanctions, up to and including expulsion. In addition to following basic College regulations, community members are also obligated to observe the laws and ordinances of local, state, and federal governments. The College may press charges against community members engaged in criminal activities on or off the campus. All currently enrolled Skidmore students are required to report any circumstance that results in their arrest (including but not limited to noncustodial or field arrests) to the Office of Student Conduct within 72 hours after release.

Respect for the person, property, ideas, and perspectives of others and a commitment to intellectual and personal growth are values essential to membership in the College community. The policies listed below are illustrative only, not exhaustive; the College has the right and obligation to act upon conduct not in accord with the informing principles of the Code of Social Conduct, whether or not expressly proscribed below.

Students are provided a copy of the Student Handbook annually in the form of a link on the Skidmore College website. Students are responsible for having read and abiding by the provisions of the expectations for Academic Integrity and the Code of Social Conduct.

Code of Social Conduct

Skidmore College expects students to conduct themselves with the guiding principles of fairness, respect, and honesty. Considering how we ourselves would like to be treated will usually provide guidance on how to interact with other members of the community. The social policies listed below cannot capture all of the values of a respectful and cooperative community. The items listed do, however, state some of the more serious issues that sometimes confront our community.

Culpability is not diminished for acts in violation of this Code that are committed in ignorance of the Code or under the influence of alcohol, illegal drugs or improper use of controlled substances.

Students shall abide by the **Code of Social Conduct** as outlined below. Students found to have committed, or to have attempted to commit the following misconduct are subject to the College's student conduct process.

Abuse of Conduct Process

Abuse or interference with, or failure to comply in, College processes including student disciplinary processes, including, but not limited to:

- Falsification, distortion, or misrepresentation of information;
- Failure to provide, destroying or concealing information during an investigation of an alleged policy violation;
- Attempting to discourage an individual's proper participation in, or use of, the campus conduct system;
- Influencing, or attempting to influence, another person to commit an abuse of the campus conduct system.

Alcohol and Other Drugs (AOD)

Illegal use, possession, purchase, distribution, manufacture or sale of alcohol, drugs or controlled substances, or any other violation of the College Alcohol and Other Drugs Policy.

Skidmore College, in accordance with federal and New York state law, regulates the use and possession of alcohol and other drugs on campus. The College's main objective in this regulation of AOD is to provide a safe environment that promotes academic success as well as physical and psychological health on both the individual and community levels. The College understands that students make their own choices about AOD and, when appropriate, utilizes a harm reduction framework to encourage responsible choices and safety. However, the College also believes that students should be held accountable for their choices. AOD sanctions are designed to educate students about AOD use and encourage informed decision-making while deterring illegal and unsafe behavior. Specifically:

Education encourages students to discuss, reflect on, and receive support around issues that may contribute to AOD abuse and/or addiction.

Educational fees cover the cost of evidence-based educational programming for individuals as well as for the entire Skidmore community. In the event that a student is required to complete an off-campus AOD assessment, additional fees, payable directly to the provider, will apply.

Parent/guardian notification aims to establish a partnership with parents/guardians in reducing high-risk drinking and drug use. The College notifies parents/guardians because repeated violations of the AOD policy indicate risk both to the student personally and to the student's academic career at Skidmore. When the College contacts parents/guardians, tips are provided for beginning a non-judgmental, open, helpful dialogue between parents/guardians and students. This sanction may be levied when the responsible student is under 21 years of age, or a dependent for tax purposes.

Points are designed to discourage high risk AOD use. The number of points assigned correlates with the riskiness of the behavior in which the student was engaging.

Points were developed in order to make the disciplinary sanctioning process clearer and more consistent for students. A student found responsible for violating College policy is assigned points according to the table below. Points and/or other sanctions are assigned at the conclusion of the administrative conference process. Points will expire one year after the incident provided the student is not found responsible for any additional violations of College policy during that time, and all sanctions are complete.

Point Chart

Behavior	Point Range
A - Underage possession/consumption of alcohol, possession of an open container in a public place on campus, or unauthorized possession/consumption of alcohol at a College event	2
B - Possession of alcohol paraphernalia	1-2
C - Possession/consumption of alcohol in a residence hall	1
D - Possession or use of marijuana or drug paraphernalia (less than 3 ounces)	2
E - Alcohol possession/consumption posing a substantial risk to one's health or safety/health or safety of others	3-5
F - Disorderly Conduct due to Intoxication	3-5
G - Public Intoxication	3-5
H - Games of Mass Consumption	2-4
I - Social Hosting (Hosting behavior in violation of this policy in your living space, providing alcohol to underage individuals, hosting an unauthorized event with alcohol, failing to comply with all party registration requirements in the apartments)	2-4
J - Possession of a criminal amount of marijuana (3 ounces or more)	3-5
K - Possession or use of an illegal substance or the use of any substance in a way that was not intended for the purpose of altering mood, perception and/or performance without medical advice	4-7
L - DUI/DWI	7-10
M - Production, sale, or distribution of any illegal substances, e.g. marijuana, stimulants, and prescription drugs, etc.	6-10

Status

A student's total number of accumulated points corresponds with a status, as well as additional sanctions, restorative outcomes, and/or restrictions.

- A total of 1-4 points equates to a warning status.
- A total of 3 or more points will result in parent/guardian notification when the responding student is under the age of 21, or a dependent for tax purposes.
- A total of 5-9 points equates to a Disciplinary Probation status. This status also applies to a student's housing. Being on disciplinary probation may impact a student's eligibility to participate in the housing selection process, remain on campus during break periods (including early arrival and late departure), and may result in an administrative housing reassignment.
- Total of 7 points or more may result in removal from housing.

- A total of 10 points will result in a recommendation of suspension or expulsion (depending on the student's comprehensive student conduct history) to the Dean of Students/Vice-President of Student Affairs.

Please be advised that in addition to points, violations of the Alcohol and Other Drug Policy may result in the following: educational sanctions, educational fee, or parent/guardian notification. Please see the text above for additional information regarding these sanctions.

Meeting with College Administrator aims to foster a supportive relationship between students and administrators on campus. Administrators can help students articulate their goals, and identify opportunities for positive engagement with the community in pursuit of those goals. Further, administrators can make referrals to resources on and off campus.

New York State Law states that:

No person under the age of 21 years may possess or consume alcohol.

No person shall sell, deliver, or give away alcoholic beverages to a visibly intoxicated person.

Providing alcohol to a person under the age of 21 is against the law.

Possession of a forged driver's license is a felony.

Possession of forged college ID is a misdemeanor.

Students should also be aware of a Saratoga Springs ordinance prohibiting any person to "have in his possession any open bottle or container containing liquor, beer, wine or other alcoholic beverages while such a person is on any public highway, public street, public sidewalk, public parking area or in any vehicle or public place." The city enforces the policy downtown, and the College prohibits "open containers" in public spaces on campus.

Students should also be aware of New York State law governing the operation of motor vehicles while under the influence of alcohol or other drugs. The College is especially concerned about the potential consequences of students driving with their ability impaired. The College will pursue student conduct charges with students ticketed—on or off campus—for driving under the influence of drugs and or alcohol.

Responsible Student Intervention

The purpose of the Statement on Responsible Student Intervention (RSI) is to minimize barriers and to encourage students to seek help whenever there is an alcohol or other drug (AOD) related emergency. The College aims to provide caring, supportive interventions in response to such incidents. In addition to making healthy choices, students are encouraged not only to look out for their own health and safety but also for that of their peers.

All Skidmore students are expected to enlist support from Skidmore Campus Safety/SCEMS in the event of a medical emergency - specifically those involving extreme intoxication or other ill effects related to the use of alcohol or drugs.

If medical assistance is sought, the Office of the Dean of Students and Vice President of Student Affairs will not pursue conduct charges (points, fees, change in disciplinary status) against students who contact campus resources for assistance on behalf of another student or themselves, nor against any student who requires medical assistance and cooperates with resources offering support, for violations of the college's alcohol and other Drugs policies. This exemption is intended to allow the College an opportunity to meaningfully engage with the student about their responsibilities as a member of the Skidmore community, while prioritizing health and wellbeing.

The practice is informed by New York State's Good Samaritan Law, which allows people to call 911 without fear of arrest if they are having a drug or alcohol overdose that requires emergency medical care or if they witness someone overdosing.

The RSI applies when:

- A student requests medical assistance for oneself.
- Student(s) requests medical assistance for another student. This includes students in leadership positions i.e. RA, SCEMS, etc.
- A student in need of help is discovered by a student in a leadership position (i.e. RA, SCEMS, etc.) and remains cooperative in the help that is provided.
- A student remains cooperative with each step of the conduct process.

The following are not covered by the RSI:

- Students waiting until Campus Safety, law enforcement, or non-student College officials arrive before seeking assistance.
- Action by police or other law enforcement personnel
- Violations of the Code of Social Conduct other than the alcohol/drugs policy
- Possession with the intent to distribute drugs.

Application to Student Organizations

In circumstances where an organization is found to be hosting an event where medical assistance is sought for an intoxicated guest, the organization (depending upon the circumstances) may be held responsible for violations of the Alcohol and Other Drug Policy. However, the organization's willingness to seek medical assistance for a member or guest will be viewed as a mitigating factor in determining a sanction for any violations of the Alcohol and Other Drug Policy.

At sanctioned club/organization events, the hosts are expected to manage their event responsibly in part by modeling responsible behavior and paying attention to potential intoxication levels of guests.

What happens when I call?

Campus Safety will immediately dispatch Skidmore College Emergency Medical Services (SCEMS) and/or local emergency medical responders. An evaluation of the student will be conducted and, if further medical assistance is deemed necessary, the College will require the student to be transported to Saratoga Hospital.

When to call:

Students should call Campus Safety (518-580-5566) for help if they notice or experience any of the following:

- Someone cannot be roused with shouting or vigorous shaking or cannot be roused for more than 2-3 minutes at a time. Passing out is an alcohol emergency.
- Someone vomits while being passed out, does not wake up after vomiting, or is incoherent while vomiting.
- Breathing is irregular or slow, or there is a lapse in breathing.
- Pulse is weak, very rapid, or very slow.
- Skin is cold, clammy, or bluish.
- You have ANY concerns regarding a person's safety.

What to do while you wait for help?

- Keep the person awake – Do not let them "sleep it off."
- Stay with the person until help arrives.

- Turn the person on his/her side to prevent choking if the person vomits.
- Be prepared to give the emergency medical personnel as much information as possible, including any drugs or medications taken.

What NOT to do while you wait:

- Do not leave the person alone. The alcohol may take some time to be absorbed before peak levels are reached in the brain.
- Do not leave the person lying on their back.
- Do not try to give the person anything to eat or drink.
- Do not put the person in a cold shower. They could fall or pass out from the shock.

WHAT HAPPENS Afterward

- Follow up after Incident
- The student who required medical assistance will meet with the Director of Student Conduct or designee to discuss the situation.
- The student will be exempt from receiving points and the educational fee will be waived.
- An appropriate intervention will be assigned that aims to promote safety and foster responsible decision-making through education, awareness and support.
- A parent/guardian may be notified with the goal of increasing support for the student. The student may be required to meet with staff in the Office of Health Promotions.
- Although there is typically no follow-up for a student who requests help for someone else, a meeting with the Office of Student Conduct may occur if additional information about the situation is needed or if there is concern about another Code of Social Conduct violation. A student will never be penalized for calling for help for another student.

Repeated Incidents

Consistent with putting the student's health and wellness first, the College will approach repeated incidents as a serious health risk. If there are subsequent incidents, exemptions from disciplinary action are at the discretion of the Director of Student Conduct and/or the Dean of Students/Vice President for Student Affairs. Repeated incidents will result in a higher level of intervention and possible sanctions. Students who call for help on behalf of someone else are NOT limited to one exemption from disciplinary action.

Disclosure of Exempt/Waived Incidents

Incidents that are covered by the Statement on Responsible Student Intervention are not documented as violations of the Code of Social Conduct. Such matters will not be reported to external institutions and agencies (e.g. graduate programs) requesting information about a student's disciplinary record.

Beverage Control Policy

Laws and Policy Relating to Alcohol

Permits

New York State Liquor Authority temporary permits are required for all events that plan on selling beer or wine.

Beverage Control Policies

The College permits alcohol in the Spa, Falstaff's, and at official all-College events only when a College-approved vendor provides the alcohol. Students may not bring alcohol to any event. The College will consider canceling for one year any event, even an alcohol-free event, disrupted by illegal or inappropriate drinking.

Alcohol is available only to those 21 years or older. A valid state or federal identification card (driver's license, non-driver identification card, etc., as per the ABC Law of New York State) and Campus Event card shall be the only forms of accepted proof of age for Skidmore students. Guests must show two forms of ID, at least one of them being a valid state or federal identification card (driver's license, non-driver identification card, etc., as per the ABC Law of New York State).

When alcoholic beverages are available at an event, the sponsors may sell the alcohol on a cash-per-drink basis only and at a cost consistent with current alcohol beverage pricing. Sponsors who intend to sell alcohol at an all-College event must submit the all-College event notification form and obtain the approval of Leadership Activities at least four weeks in advance of the proposed event.

Alcoholic beverages must be served and consumed within a designated area ("beer garden"). Only students who have shown proper proof of age may enter the beer garden.

At all events serving alcohol, non-alcoholic beverages and food must be available in an adequate amount, throughout the event.

If the size of an event exceeds capacity, or safety warrants, the College may close down the

event. The College does not tolerate drinking games ("beer pong," etc.) at events. The College will discipline students who permit drinking games at events.

Student Bartenders

Skidmore College utilizes TIPS-certified student bartenders and individuals who check identification for legal age verification at all Student Government Association-sponsored events. The College expects these individuals to abide by and enforce the Skidmore College Alcohol and Other Drug policy.

Guidelines for Marketing Alcoholic Beverages

Advertising of alcoholic beverages at College events is for informational purposes only. Alcohol may not be the primary focus of a banner, poster, flyer, or other event promotion. Alcohol advertising contained on posters, banners, flyers, etc., shall be limited solely to stating what alcoholic beverages will be sold, that a driver's license or passport and the Skidmore College campus event ID is required for purchase and consumption, and that alternative beverages will be available.

Alcoholic beverage marketing programs specifically targeting students or held on campus shall conform to Code of Social Conduct of Skidmore College and avoid sexually demeaning or discriminatory portrayal of individuals.

Advertising must encourage informed and responsible decisions about the use of alcohol.

Alcohol marketing programs directed at students, held on or off campus, may include sampling or other promotional activities only when time and quantity are limited. As with all events, sponsors must observe all other relevant regulations including the availability of alternative beverages, food, and planned programs.

Campus events or programs cannot include corporate promotional materials without approval of from the Office Leadership Activities.

Students promoting local off-campus activities that involve the sale of alcohol must obtain approval from the Office of Leadership Activities before posting the marketing materials.

Laws and Policy Related to Drugs

Skidmore College prohibits the use, possession, and sale of illegal drugs or unauthorized prescription medications. All members of the Skidmore community are required to abide by federal, state, and local laws regarding these substances.

Skidmore College does not provide students protection from the law. Students found possessing or selling illegal drugs are subject to disciplinary action and criminal liability. The College may submit the names of students it believes to have supplied or sold drugs to local law enforcement authorities.

State and Federal Law

- Unlawful possession of any controlled substance is a crime
- Giving another person an illegal drug or prescription controlled substance is the same as selling it
- The sale (or giving) of any controlled substance is a felony (this statute also includes legally possessed prescription drugs that are controlled substances).
- Although possession of marijuana is permissible under New York State law, it is considered a controlled substance under federal law and therefore prohibited on campus.
- The sale of marijuana is a more serious crime than simple possession.
- Possession of gelatin caps, glassine envelopes, other packaging materials, or scales under circumstances evincing intent to use is a crime.

Medical Marijuana Policy

The use, possession, or cultivation of marijuana for medical purposes is not allowed in any Skidmore housing or at any other Skidmore property; nor is it allowed at any College sponsored event or activity off campus.

Students' use of marijuana (or any other drug) on College premises is strictly forbidden and subject to action under the Code of Social Conduct.

Students who have valid physician authorized medical marijuana documentation may petition the College for a waiver of their requirements to live on campus. Federal laws (including the Controlled Substances Act and the Drug Free Schools and Communities Act) prohibit marijuana

use, possession and/or cultivation at educational institutions and on the premises of other recipients of federal funds. Therefore, even students with medical marijuana prescriptions will not be able to possess or use marijuana on the Skidmore campus. Students who are seeking information about accommodations related to medical marijuana can contact Student Academic Services.

Animals/Pets

Unauthorized dogs, cats, mice, birds, or other animals are not permitted in residence halls, College buildings, or anywhere on College property; Any violation of the [Service Animal Policy](#) or the [Emotional Support Animal Policy](#).

Collusion

Action or inaction in concert with another or others to violate the Code of Social Conduct.

Damage and Destruction

Intentional, reckless and/or unauthorized damage to or destruction of College property or the property of another.

Disruptive Behavior

Disruption of College operations including obstruction of teaching, research, administration, other College activities, and/or other authorized non-College activities which occur on campus; general disorderly conduct.

Discrimination

Any act or failure to act that is based upon an individual or group's actual or perceived status (sex, gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, sexual orientation, gender identity/expression or other protected status) that is sufficiently severe that it interferes with, limits or denies the ability to participate in or benefit from College programs or activities. The College reserves the right to sanction discrimination even if the behavior in question does not rise to the level of legally recognized or actionable discrimination; For more on campus climate and bias incidents reporting and protocols, see <https://www.skidmore.edu/bias/>.

Failure to Comply

Failure to comply with the authorized directives of College officials or law enforcement officers during the performance of their duties and/or failure to identify oneself to these persons when requested to do so; failure to comply with the sanction(s) imposed by the campus conduct system.

Falsification/Tampering

Knowingly creating, furnishing or possessing false, falsified or forged materials, documents, accounts, records, identification, or financial instruments; tampering with the election of any College-recognized student organization; knowingly sharing false information with a College official.

Fire/Life Safety

Interference with or misuse of fire alarms, blue lights, elevators or other safety and security equipment or programs; Engaging in behavior that places an unnecessary strain on emergency personnel when their services are not required (i.e. false reporting to 911); Intentionally lighting an open fire in or on any Skidmore College property.

Fire Safety Policies

All residents are responsible for adhering to the Skidmore College Fire Safety Policy and New York state law. Students are responsible for completing an online fire safety course during the academic year, as well as participating in all fire drills for which they are present.

All residential spaces are subject to periodic fire and safety inspections, and students are expected to cooperate in removing any found violations. The College may require personal furniture or furnishings to be removed from any residence when it determines the situation to be a fire, safety, or health hazard.

Residential spaces are also subject to annual inspections by the New York State Fire Marshal. Annual inspections include three scheduled inspections of living spaces. When possible, inspections will be announced in the form of a time window

During the course of the New York State Fire Marshal's inspections, if a student is found responsible after all three visits, the Fire Marshal may levy a fine. Fines levied by the Fire Marshal are non-negotiable and may not be appealed.

Staff members in the Office of Residential Life will conduct intermittent re-inspections of spaces found to have violations during New York State Fire Marshal Inspections. Students may not deny entry to residential life professional or student staff conducting inspections.

Cleanliness and Upkeep of Living Space (*Low-Level Violations*)

Students are expected to maintain their living spaces in clean and orderly condition. Garbage and recyclables are expected to be removed from living spaces regularly.

Students are responsible for maintaining the apartment's cleanliness and condition of College furniture and ensuring that the refrigerator, stove, and similar equipment are kept in a clean and safe condition. If an apartment is found to be unsafe and/or unsanitary, the College will charge students for the cost of cleaning, repair and/or replacement.

Any item, or items, which blocks a clear path of egress from the living space and/or prevents doors from fully opening is prohibited.

Students residing in the apartments are expected to keep their kitchen and appliances clean and free of grease and debris.

Students in the apartments are expected to keep the area around breaker boxes and mechanical rooms clear and accessible. Both must be accessible without moving any personal items.

Emergency Response and Fire Safety Equipment (*Mid-High-Level Violations*)

Building evacuation is required when a fire alarm sounds, unless previous notice was provided that the alarm is being tested and evacuation is unnecessary. (*mid-level*)

Damage, misuse, or theft of fire alarm systems and firefighting equipment is a violation of the law and is prohibited. (*high level*)

Students are prohibited from covering, or attaching anything to fire safety equipment in their residence, including sprinklers, smoke detectors, heat detectors, etc. (*mid-level*)

Students must maintain a minimum of 18 inches of clearance around any sprinkler heads. (*low-level*)

Prohibited Behaviors, Items within Residential Spaces (*Mid-High-Level*)

Smoking inside of all buildings and residences on-campus is prohibited. (*mid-level*)

Ashtrays within all residential spaces are prohibited

The intentional burning of any item or substance regardless of design is prohibited. (*high-level*)

Possession of highly combustible items such as firecrackers, gasoline, propane tanks, etc. is prohibited (*mid-level*)

Possession of candles, incense, burning sage, etc. is prohibited (*low-level*)

Presence of unattended lit candles and incense (*mid-level*)

Cooking and use of appliances (*Mid-High-Level Violations*)

Food preparation is permitted in apartment kitchens only. The cooking of food and the use of electrical appliances for the purpose of cooking is prohibited in student rooms. (*low-level*)

Single serve (Keurig or similar) style coffee makers are permitted for use in student rooms

Electrical appliances with exposed heating elements/surfaces, such as toaster ovens, microwaves, rice cookers, electric skillets, etc. are prohibited in student rooms

Students are expected to be present and attentive while cooking. When cooking, students are prohibited from leaving items on the stovetop or in the oven unattended, and must be in, or within view of, the kitchen at all times. (*mid-level*)

Ranges are for cooking use only. Items are prohibited from being stored in ovens or on stovetops. Ovens are prohibited from being used as an apartment heating source. (*low-level*)

Non-College provided space heaters are prohibited in all residential spaces (*low-level*)

Wall décor (*Low-level*)

Wall décor in all residence hall or apartment spaces must not cover an excessive amount of each individual wall (>10%).

Tapestries and other cloth wall hangings, including curtains, are prohibited.

No more than two strings of lighting can be connected together as one.

Décor cannot attach to ceilings or connect one non-adjacent wall to another.

Covering light or other heat emitting devices with items not intended to be used as a cover (i.e. cloth over light) is prohibited. (*low-level*)

Possession of halogen lamps is prohibited.

The partition or division of residence hall or apartment space, including tapestries or curtains separating the window seat area from the rest of the room is prohibited. (*low-level*)

Altering College Owned Furniture (*low-level*)

Bed risers, cinderblocks, or anything used to loft furniture is prohibited

Bed tents and other suspended covers of sleeping locations are prohibited

Altering college owned furniture in any way that causes damage or changes its purpose is prohibited

Electric usage (*low-level*):

Electrical cords must be fully intact. The possession and/or use of electrical cords with exposed wiring or otherwise damaged sheath covering is prohibited.

Students wishing to expand available outlets and/or use solutions to make them more accessible in their living space must use surge protectors that are UL 489 and/or 1449 certified and also contain an on/off circuit breaker.

Multi-outlet plug adaptors, extension cords, and any solutions not meeting these standards are prohibited.

High draw electrical devices including, but not limited to: coffee makers, cooking devices (used and kept only in apartment kitchens), refrigerators, humidifiers, and College provided space heaters must be plugged directly into the wall outlet.

Plugging power strips and/or surge protectors into one another in a chain is prohibited.

Electrical wires may not be run underneath rugs, or run on the ground across doorways.

Space heater usage (*low-level*)

The use and possession of space heaters is prohibited unless space heater is provided by the College as a temporary fix for a heating issue/outage. If a space heater is provided by the College, students are expected to abide by the following regulations:

Space heaters are to be unplugged and stored when not in use and/or no one is present in the room that the space heater is being used in.

Space heaters must be kept a minimum of 3 feet from any combustibles including, but not limited to papers, clothing, and rugs.

Space heaters must be kept on the floor and out of high traffic areas and doorways where they may pose a tripping hazard and/or may be knocked over.

Humidifiers (*low-level*):

Humidifiers are only to be operated during sleep and used when the resident(s) of the room is/are present.

Humidifiers are to be unplugged when they are not in use.

Humidifiers must not be placed adjacent to where the smoke detector is mounted or otherwise near the smoke detector and must be placed a minimum of 4 to 5 inches from any electrical outlet.

Humidifiers must be cool mist type; evaporative wick (cool mist) or ultrasonic. Warm mist and vaporizer type humidifiers, which provide a warm mist through a boiling process are prohibited.

Warm mist and vaporizer type humidifiers are only permitted for medical reasons with prior approval through the housing accommodations process.

Humidifiers must be of appropriate size for the space in which they are to be used. Humidifiers may be for the following sizes dependent on the type of room:

- Single rooms and apartment bedrooms – Maximum of 150 square feet of coverage area.
- Double/Triple occupancy rooms – Maximum of 250 square feet of coverage area.

Alternatively, humidifiers with built in humidistat shut off may be used with humidity levels set to a maximum of 50 percent.

Violations of the Fire Safety Policy

All violations of the Fire Safety policy carry a response from the College with pre-defined sanctions. All violations have been ranked from low- level to high-level violations for the most severe and dangerous violations of the policy.

Low-Level Violations

First Offense

- Formal Letter of warning from College Official.
- Educational project or workshop.
- Removal of violation by student or College Official (if applicable).*
- Restitution to the College for any damage resultant from the violation.

Second Offense

- Meeting with College Administrator.
- Removal of violation by student or College Official (if applicable).*
- Restitution to the College for any damage resultant from the violation.

Third Offense

- Recommendation to the Assistant Vice President for the Residential Experience for removal from residence for remainder of current academic year.
- Further sanctions through the Student Conduct process that may include suspension, or dismissal from college.
- Restitution to the College for any damage resultant from the violation.

Mid-Level Violations

First Offense

- Meeting with College Administrator.
- Removal of violation by student or College Official (if applicable).*
- Educational project or workshop.
- Restitution to the College for any damage resultant from the violation.

Second Offense

- Recommendation to the Assistant Vice President for the Residential Experience for removal from residence for remainder of current academic year.

- Further sanctions through the Student Conduct process that may include suspension, or dismissal from college.
- Restitution to the College for any damage resultant from the violation.

High-Level Violations

- Recommendation to the Assistant Vice President for the Residential Experience for removal from residence for remainder of current academic year
- Further sanctions through the Student Conduct process that may include suspension, or dismissal from college.
- Restitution to the College for any damage resultant from the violation.

Fines

Skidmore College does not impose fines as part of the Fire Safety policy; however, the City of Saratoga Springs and/or the New York State's Office of Fire Prevention and Control may assign fines to the College due to violations. If this occurs, students may be responsible for the cost of the fine if it results from a student's prohibited behavior. Please note that restitution for damages are not fines and may be imposed by the College when necessary.

Return After a Housing Removal

If a student returns to On-Campus Housing after being removed due to violations of the Fire Safety policy, any further violations of this policy will result in permanent removal from On-Campus housing for the remainder of the student's studies at Skidmore College.

Multiple Violations of Differing Levels

Sanctions for students found to be in violation of multiple violations of differing levels in a single event will be decided at the discretion of the Office of Student Conduct and conduct administrator reviewing the case with the goal of ensuring student safety and education.

*College officials may include, but are not limited to, student and professional Residential Life staff members, Campus Safety, and/or Facilities personnel.

Harassment

Any unwelcome conduct based on actual or perceived status, including race, color, religion, gender, age, national or ethnic origin, disability, veteran status, marital status, sexual orientation, gender identity or expression, or any other protected category. For sexual and gender-based misconduct definitions, policy, and conduct procedures, see <https://www.skidmore.edu/sgbm/overview.php>.

Harm to Persons

Intentionally or recklessly causing physical or emotional harm; threatening or endangering the physical or emotional health or safety of any person, including but not limited to, hazing, bullying or cyber bullying, or any other threatening or intimidating behavior;

- Threat: written or verbal conduct that causes a reasonable fear of injury to the physical or emotional health or safety of any person or damage to any property.
- Intimidation: express or implied acts that cause a reasonable fear of injury to the physical or emotional health or safety of any person or damage to any property.
- Bullying and Cyber bullying: bullying and cyber bullying are repeated and/or severe aggressive behaviors that intimidate or intentionally harm or control another person physically or emotionally.
- Hazing.

Hazing Policy

Preface: Skidmore College has had few reported incidents of hazing over the last few years; however, the Institutional Policy and Planning Committee (IPPC) Subcommittee on Student Affairs felt it was necessary to re-evaluate our current policy and create one that is more complete and holistic. The following policy is a greater articulation of how Skidmore College defines hazing in its entirety. The policy specifically highlights aspects of hazing such as 'Passive Participation,' 'Subtle Hazing,' 'Consent,' which we deem to be facets of hazing that are not touched upon as frequently as the facets of hazing we have defined as 'Harassment Hazing' or 'Violent Hazing.'

*In this policy, a member of the Skidmore community is defined as any Skidmore student, staff, faculty, administrator, or a visitor accompanying any of the previously mentioned entities. * Skidmore College defines hazing as any act committed by a person, whether individually or as a part of a group, against a member of the Skidmore community and which is intended to have the effect of, or reasonably be expected to have the effect of, humiliating, intimidating, demeaning a community member, or endangering the mental or physical health of a community member. Acts of hazing may involve: being initiated into, affiliated with, participating in, and/or maintaining membership in any organization, club, group, department, and/or team affiliated with Skidmore College.

Skidmore's definition of hazing encompasses all acts of soliciting, directing, aiding, or otherwise participating actively or passively in any of the above acts regardless of intention or willingness

to participate. Skidmore prohibits all hazing activities whether conducted on or off College property.

Every organization, club, group, department, and/or team can provide transformative opportunities for friendship, leadership, personal growth, and discovery. Hazing of any kind is *antithetical* to these goals; therefore, the College prohibits hazing activities, whether by an individual or an organization. Skidmore College is committed to providing a learning, working, and living environment that reflects and promotes personal integrity, civility, and mutual respect.

Members of the Skidmore community have the right to be free from all forms of abuse, harassment, and coercive conduct, including hazing.

The organization, club, group, department, and/or team may be held accountable for actions of individual members.

Consent

Because of the socially coercive nature of hazing, implied or expressed consent to hazing is not a defense under this policy. Offering anyone an opportunity not to take part in an act that is or becomes hazing is not a valid defense of conduct.

Passive participation is defined as, but not limited to: witnessing hazing taking place as a group member, affiliate, or guest, or participating in or being present in person or via technology in discussions where hazing is being planned.

Hazing Categories

Subtle Hazing, Harassment Hazing, and Violent Hazing are outlined in this document to guide the respective Skidmore College conduct boards throughout their processes. The definitions of the three forms of hazing are intended to be fluid, and it is the responsibility of the conduct boards to evaluate alleged acts of hazing, but not necessarily to delineate the specific form of hazing.

Subtle Hazing is defined as behavior that emphasizes a systematic power imbalance between new members and other members of the organization, club, group, department, and/or team. These types of hazing are often taken for granted or accepted as “harmless” or meaningless. Subtle hazing typically involves activities or attitudes that breach reasonable standards of mutual respect and place new members on the receiving end of ridicule, embarrassment, and/or humiliation tactics. New members often feel the need to endure subtle hazing to feel like part of the group (some types of subtle hazing may also be considered harassment hazing). Examples include, but are not limited to: deception, assigning demerits, silence periods with implied threats for violation, deprivation of privileges granted to other members, requiring new members/rookies to perform duties not assigned to other members, socially isolating new

members/rookies, line-ups and drills/tests on meaningless information, name calling, requiring new members/rookies to refer to members with titles (e.g. "Mr." "Miss") while they are identified with demeaning terms, or expecting certain items to always be in one's possession.

Harassment Hazing is defined as behavior that causes emotional anguish or physical discomfort in order to feel like part of the group. Harassment hazing may confuse, frustrate, and cause undue stress for new members/rookies (some types of harassment hazing can also be considered violent hazing). Examples include, but are not limited to: verbal abuse, implied threats of violence, requiring new members/rookies to wear embarrassing or humiliating attire, expecting new members/rookies to provide personal services to members (e.g. cooking, cleaning, carrying books, errands, etc.), sleep deprivations, sexual simulations, expecting new members/rookies to be deprived of maintaining a schedule of bodily cleanliness, being expected to harass others.

Violent Hazing is defined as behavior that has the potential to cause physical, emotional, and/or psychological harm. Examples include, but are not limited to: forced or coerced drug or alcohol consumption, beating, paddling, and other forms of assault, branding, forced or coerced consumption of vile concoctions or substances, burning, water intoxication, expecting abuse or mistreatment of animals, sexual acts, nudity, expecting illegal activity, bondage, abductions/kidnappings, exposure to cold weather or heat without appropriate protection.

Reporting Hazing

Activities believed to be hazing should be reported to the Dean of Students/Vice President for Student Affairs, Director of Athletics (when relevant), the appropriate department or program chair or, in the case of student organizations and clubs, the Student Government Association Executive Committee. Hazing may also be reported anonymously on the Skidmore TIPS Hotline 580-TIPS (8477).

The current student conduct process is outlined in this handbook and those found in violation of this, or any Skidmore College policy, may be subject to that conduct process and the local, state, and federal criminal codes.

SGA clubs and officers may also be subject to the SGA Executive Board conduct process.

Appendix

New York State Penal Codes state*

S 120.16 Hazing in the first degree.

A person is guilty of hazing in the first degree when, in the course of another person's initiation into or affiliation with any organization, he intentionally or recklessly engages in conduct which creates a substantial risk of physical injury to such other person or a third person and thereby causes such injury.

Hazing in the first degree is a Class A misdemeanor.

S 120.17 Hazing in the second degree.

A person is guilty of hazing in the second degree when, in the course of another person's initiation or affiliation with any organization, he intentionally or recklessly engages in conduct which creates a substantial risk of physical injury to such other person or a third person.

Hazing in the second degree is a violation.

*Although these Penal Codes use traditional male pronouns, any member of the Skidmore Community, regardless of gender expression, is subject to these codes.

Health and Safety

Creation of health and/or safety hazards, including but not limited to, dangerous pranks, hanging out of or climbing from/on/in windows, balconies, roofs of buildings and covered walkways, trees etc. Students are not permitted to be on the balconies in Jonsson Tower.

Hosts and Guests

The host of guests are expected to take reasonable precautions to ensure that their guests comply with the Code of Social Conduct, and are subject to discipline if they fail to take such precautions; hosts are required to accompany their guests on campus at all times.

Infringement of Certain Intellectual Property Rights

Unauthorized use, including misuse, of the name, images, logos, trademarks or service marks, or other infringement of intellectual property rights, of the College or an organization recognized by the College.

Residential Life Policies

The [Residential Life Handbook](#), produced each year by the Office of Residential Life at Skidmore College, presents the policies and procedures concerning residential living. Each student is responsible for becoming familiar with all of the information contained in this Handbook. The Residential Life Handbook is subject to errors and omissions and may be modified as necessary throughout the Academic Year. Skidmore College reserves the right to add, delete, revise, or change the information, including all policies and procedures, set forth in the Residential Life Handbook. All students are encouraged to review the Residential Life Handbook at the start of each academic year, and as necessary throughout the academic year. Students are expected to abide by the policies outlined in the Residential Life Handbook.

Retaliation

Any intimidation, harassment, discrimination, or other adverse action against an individual as a result of that individual participating in, or cooperating with, College processes, including without limitation student disciplinary processes.

Sexual and Gender-Based Misconduct

For sexual and gender-based misconduct definitions, policy, and conduct procedures, see <https://www.skidmore.edu/sgbm/overview.php>

Smoking

Skidmore College is a [smoke-free, vape-free, and tobacco-free](#) campus. Smoking, vaping, and tobacco use within all buildings and throughout all Skidmore College grounds is prohibited.

Taking of Property

Intentional and unauthorized taking of College property or the personal property of another, including goods, services and other valuables; or knowingly maintaining possession of stolen property.

Unauthorized Access

Unauthorized access to any College building, including but not limited to access through unauthorized use of keys, cards, etc., unauthorized possession, duplication or use of means of access to any College building, or failing to report a lost College identification card or means of access (e.g., a key or card), propping of doors (of any kind) or unauthorized use of alarmed doors for entry into or exit from a College building, presence in a space without express permission from the room resident (residential spaces), or the appropriate College official (academic and administrative buildings).

Weapons

Possession, use, or distribution of explosives, including but not limited to fireworks and ammunition, guns (air, BB, paintball, facsimile weapons and pellet guns, etc.), or other weapons or dangerous objects such as arrows, axes, machetes, nun chucks, throwing stars, or knives having blades in excess of six inches in length (except for culinary knives reasonably necessary for cooking in on-campus residences), including the storage of any item that falls within the category of a weapon in a vehicle parked on College property.

Other Policies

Violating other published College policies or rules, including but not limited to Information Technology Policy, Student Government Association Policies, Skidmore Shop policies, Dining Services policies, Campus Safety policies etc., as well as the following:

[Speech, Protest, and Demonstration: Policies, Resources, & Support](#)

[Civil Disturbance or Demonstrations \(Involving Students\)](#)

[Acceptable Use Policy on Safety & Security Cameras](#)

[Skidmore Poster Policy](#)

[Event Publicity Guidelines](#)

Authority

The Dean of Students and Vice President for Student Affairs (DoS/VP SA), Student Conduct, and the Office of Residential Life are responsible for resolving violations of all social policies. All references to the DoS/VP SA include the applicable dean(s) or their designees, hereafter referred to as the Conduct Administrator (CA). Students and faculty should report an alleged violation to the student and to the CA within a reasonable period after the violation was committed. However, in all instances, the College reserves the right to pursue disciplinary action whenever it learns about a violation of the Honor Code or Code of Social Conduct. The Office of Student Conduct will develop procedural rules for the administration of the conduct process that are consistent with this process. Material deviation from these rules will, generally, only be made with reasonable notice to the parties involved.

The Office of Student Conduct may vary procedures with notice where the CA determines that the circumstances make such action necessary or advisable (for example, upon determining that changes to law or regulation require policy or procedural alterations not reflected in this process). Student Conduct may, at any time, make minor modifications to procedure that do not materially jeopardize the fundamental fairness owed to any party. Questions of interpretation of the applicable rules or procedures may be referred to the DoS/VP SA for social conduct policies and the DoF/VP AA for academic policies, who will have discretionary authority to resolve any disputed or ambiguous terms and whose interpretation is final.

Description of Process

The Office of Student Conduct is often informed of reports of student misconduct through Campus Safety, the Residential Life professional and student staff, or other college administrators. Any person may file a report about student misconduct which violates the Code of Social Conduct with the request for the Office of Student Conduct to investigate and adjudicate.

Once the Office of Student Conduct receives a report of misconduct, a Conduct Administrator (CA) will take the follow steps to assess if/how the College will move forward:

- Follow-up with the person bringing the complaint to determine their wishes from the conduct process and to determine if the person bringing the complaint is a Harmed Party, a College representative, or a third party and discuss their options for remaining involved through the adjudication process.
- The CA will evaluate each report to determine if there is enough information to suggest a possible violation of the Code of Social Conduct and charge the student(s) with violating such. The CA reserves the right to determine there is not enough information to move forward or that the behavior described is not a violation of Code of Social Conduct.

A student accused of violating the Code of Social Conduct will be given an opportunity to meet with the CA to review the complaint and potential avenues for resolution (described below). The CA determines which of the available processes will be used in any given case based upon factors including, but not limited to, the willingness of the student to accept responsibility for the violation, the seriousness of the alleged violation, the existence of a pattern of repeat or multiple violations, or issues of fairness and equity. If disciplinary action is pending, the College will note a citation on the student transcript.

Interim Measures prior to a resolution

The Dean of Students/Vice President of Student Affairs (DoS/VP SA), or designee, in consultation with the Office of Student Conduct, the Office of Campus Safety, the Office of Residential Life, and/or the Student Assessment and Intervention Group (SAIG) may implement appropriate action to maintain the safety of the campus community (or specific persons within the campus community) until the investigation and/or conduct process is complete, such as no contact directives, removal from campus residence facilities, removing a student from a class or classes, and/or interim suspension from the College. A student subject to such interim measures may appeal the decision to impose them to the DoS/VP SA or the Assistant Vice President for Student Affairs (AVP) within three business days after being notified of the decision.

Resolution

If a student withdraws from the College while disciplinary action is pending, the College may proceed with resolution based on available information in the student's absence, and include the finding in the student's permanent record. The student must resolve the disciplinary complaint before the College will consider readmission.

Administrative Conference

In an Administrative Conference, Responding Students are invited to meet with the CA or Hearing Officer to discuss the incident. The CA or Hearing Officer may also meet with Harmed Parties or other witnesses to gather more information about the incident prior to making a final determination. The CA or Hearing Officer will make determinations of responsibility and sanctioning.

A Hearing Officer may be the Director of Student Conduct, or any professional staff member in the Office of Residential Life. Hearing Officers are assigned by the Director of Student Conduct or their designee and will depend on the seriousness of the incident and any past conduct violation.

Administrative Conference Process

In line with Skidmore College's dedication to fundamental fairness, the Administrative

Conference provides the Responding Student with an opportunity to review available information and provide their own perspective regarding their involvement in an incident.

Once a determination is made that the case will be referred for an Administrative Conference, the Director of Student Conduct or designee will assign a Hearing Officer to hear the case. The Responding Student will receive notice in writing from the Hearing Officer via Skidmore College-issued email. The letter of notice will include:

- Notice of the time, date, and location of the administrative conference;
- The alleged Code of Social Conduct violation(s)¹, including the date of incident;
- Name of Hearing Officer and information on how to submit conflict of interest concerns.
- The alleged Code of Social Conduct violation(s) listed in the written notice are tentative and based on the information available to the Conduct Administrator in the report of the incident. Information gathered during the course of investigation and adjudication may lead to additional charges. The Conduct Administrator or Hearing Officer will notify the Responding Student of additional charges either in writing prior to the start of the Administrative Conference, or verbally in person if the information becomes available during the Administrative Conference.

Preparation for Administrative Conference

Responding Students are expected to participate in the Administrative Conference. If a Responding Student fails to attend the Administrative Conference as scheduled, the process will proceed without the Responding Student present, and the Hearing Officer renders a decision based on the information available. The Hearing Officer may, but is not obligated, to attempt to contact the Responding Student to reschedule if the Responding Student does not appear for the scheduled Administrative Conference.

If upon receiving notice of an Administrative Conference, the Responding Student discovers that they have a scheduling conflict of an academic nature, they must notify the Hearing Officer in writing via Skidmore College-issued email indicating the nature of the academic conflict, as well as providing alternative availability for an Administrative Conference.

Responding students are permitted but not required to prepare a written statement to bring with them to their Administrative Conference.

At the discretion of the Conduct Administrator, Responding Students may participate by remote means such as phone or videoconference, such as Zoom.

In incidents involving more than one Responding Student, at the discretion of the Conduct Administrator, the complaints may be heard jointly if all Responding Students consent and agree to waive their respective FERPA rights, or if a joint Administrative Conference is otherwise determined by the CA to be appropriate if permitted by applicable law. In joint Administrative Conferences, separate determinations of responsibility will be made for each Responding Student.

The Hearing Officer decides every case on an individual basis, after considering the information available. The Hearing Officer conducts Administrative Conferences in a fair and reasonable manner, respecting the rights and needs of all participants, while also considering the importance of honoring the community value system.

The standard of decision used by the Hearing Officer is preponderance of the evidence. In other words, the Hearing Officer must determine whether it is more likely than not that the alleged violation occurred.

During the Administrative Conference, the Responding Student has an opportunity to offer information and to present materials. The Responding Student may also provide the Hearing Officer with the names of individuals who may be able to offer information as witnesses. The Hearing Officer will contact witnesses at their discretion. The Hearing Officer bases their decision on the information available regarding the incident (typically from Residential Life and Campus Safety), as well as information presented by the Responding Student during the Administrative Conference.

The goals of the Administrative Conference are to determine responsibility and identify appropriate sanctions if applicable. To determine responsibility, the Hearing Officer reviews the allegations and determines if the Responding Student has violated the Code of Social Conduct. If a Responding Student is found not responsible for a violation, the Administrative Conference is concluded. If a Responding Student is found responsible for a violation, the next part of the Administrative Conference is focused on identifying the impact of the Responding Student's behavior.

In an effort to determine appropriate sanctions, the Hearing Officer may pose the following questions to the Responding Student during the Administrative Conference:

- What were you thinking about at the time?
- What have you thought about since?
- What impact has this incident had on you?
- Who else has been impacted and how?
- Anything else you would like to say or ask at this time?

If applicable, the Hearing Officer may contact the Reporting Individual or Harmed Parties to learn more about the impact of the violation on them. This information may be used to determine appropriate sanctioning. In addition, the Hearing Officer may consider a Responding Student's prior disciplinary history (if any).

The Hearing Officer will notify the Responding Student of their decision after reaching their determinations as to responsibility and (if applicable) sanctioning. This notification will take place in writing via e-mail. Hearing Officers will aim to provide this information within five business days following the Administrative Conference. However, this notification may be delayed in instances where the Hearing Officer is engaged in ongoing investigation into the

incident (i.e. following up with witnesses, reviewing Campus Safety evidence, etc.).

Appeals Process

The Responding Student may appeal any decision resulting from an Administrative Conference. Appeals will only be considered on the following grounds:

- A procedural error occurred that significantly impacted the outcome of the process (e.g. substantiated bias, material deviation from established procedures, etc.);
- The discovery of new evidence, unavailable to the appealing party during the original administrative conference or investigation, that could substantially impact the original finding or sanction; or
- Sanctions are disproportionate to the nature or severity of the violation or violations, considering the totality of the circumstances (including the cumulative conduct record of the Responding Student, if any).

Individuals who wish to appeal a decision must submit their request for review in writing to the Dean of Students/Vice President of Student Affairs (DoS/VP SA) within **five business days** after receiving written notification of the decision. In cases where the DoS/VP SA was the hearing officer appeals should be emailed to studentaffairs@skidmore.edu.

Upon receiving an appeal, the appellate officer may decline to consider the appeal if it is not based on one or more of the criteria listed above. If the appellate officer considers the appeal, they may review the record of the case and the Responding Student's prior disciplinary history (if any), and may consult participants present at the initial administrative conference as deemed appropriate.

The appellate officer will review the appeal and render a decision **within ten business days after receiving the written appeal**.

If the appeal is granted, the appellate officer may alter the result of the case as to responsibility or sanctioning, remand the case to the original hearing officer to reconsider some or all of the case, or direct that a new hearing officer be assigned to reconsider some or all of the case. The decision of the appellate officer is final, subject to any further proceedings ordered by the appellate officer as described above.

The DoS/VP SA always reserves the right to review and/or amend student conduct decisions.

Fundamental Fairness vs. Due Process

Due process indicates a legal right to a specific process that must be used in order to determine the outcome of a complaint of student misconduct. Given Skidmore College's status as a private institution, the College is not bound by due process but does ensure fundamental fairness to each student involved in the conduct process. In essence, fundamental fairness still offers

students the right to have a written notice of all conduct charges and the opportunity for a “hearing” on those charges, within the resolution options available. *Note: violations of the Title IX Policy and Enough is Enough Policy are investigated and adjudicated strictly under the published SGBM policy/procedures.* Additionally, with fundamental fairness, the College is bound to following the disciplinary process published in the Student Handbook. By choosing to enroll at Skidmore College, students have agreed that they will follow the standards for behavior as published in the Student Handbook.

Sanction and Restorative Outcome Guidelines

Sanctions and restorative outcomes preserve individual and institutional integrity and, whenever possible and appropriate, help students to learn from their mistakes, repair harms, and regain their standing in the community. The Office of Student Conduct maintains all records of disciplinary hearings, sanctions, and restorative outcomes applied, and these are admissible in subsequent student conduct proceedings involving the student(s) in question.

Sanctions

Sanctions represent institutional action taken regarding a student’s status and access to certain spaces and functions on campus. Sanctions may include, but are not limited to, those described below. Each listed sanction may be imposed alone or in combination with one or more other restorative outcomes.

Parent/guardian notification: An official written notification to the student’s parent/guardian(s) that aims to establish a partnership in reducing serious student misbehavior such as, high risk drinking and drug use. When the College contacts parent/guardian(s), tips are provided for beginning a non-judgmental, open, helpful dialogue between parent/guardian(s) and students. Students that indicated at the time of enrollment or through the registrar’s office that educational information should not be released to their parent/guardian may be exempt from this outcome, as well as students who are over the age of 21.

Warning: An official written notice that the student has violated College policies and that greater conduct action will result should the student be involved in other violations while the student is enrolled at the College.

Points: Points were developed in order to make the disciplinary sanctioning process clearer and more consistent for students. Points are cumulative over the course of a student’s time at Skidmore College. Previous violations are always considered before points are assigned for violations.

- Accumulation of points – Students who accumulate 10 or more points will be recommended for immediate suspension. The Dean of Students/Vice President for Student Affairs (DoS/VPSA) or designee makes final decisions with regards to suspension;
- Point Expiration – Points will expire one year after they are assigned provided all other sanctions pertaining to the incident result in the points have been completed.

Disciplinary Probation: If determined appropriate by the CA or Hearing Officer, a student may be placed on disciplinary probation meaning the next violation is likely to result in suspension or expulsion. The CA or Hearing Officer will take into consideration the student's total conduct record, severity of violation, and any other mitigating circumstances prior to placing a student on probation. Note that some campus organizations do not permit their members to serve in leadership positions or hold campus jobs if they are on disciplinary probation. Probation may also affect eligibility for study abroad, attending conferences, participating in educational or co-curricular activities, or representing the College at an official function, event or intercollegiate competition as a player, manager, or student coach, etc.

Specific Restriction(s): The CA or Hearing Officer may impose specific restrictions on an individual to prevent either access to an area of campus or participation in one or more College or College-recognized or sponsored programs or activities (e.g. Commencement).

No Contact Orders

College administrators may unilaterally or by request issue a No Contact Order (NCO) when there exists a reasonable concern that physical, psychological, and/or emotional harm may result from such contact. The College will consider all facts and circumstances that may be relevant to whether a standard NCO should be issued, including but not limited to, the following factors:

- When there are allegations, threats, or evidence of physical violence by one student against another;
- When there are allegations, threats, or evidence of emotional abuse or harassment by one student against another;
- When there is a substantial risk of emotional harm from continued contact between students;
- When continued contact between students may have a material impact on campus disciplinary proceedings;
- When requested or agreed to in good faith by both students involved;
- When there are of allegations of serious college policy violations; and
- Emergency situations, involving an immediate escalation or imminent threat to personal safety, in which the Director of Campus Safety or designee unilaterally (ie. without a request from a student) issues a temporary No Contact Order. In these cases, the Title IX Coordinator or Student Conduct official will review all relevant information to confirm, modify, or rescind, or rescind the temporary NCO within 72 hours.

When at least one of these factors or a closely related factor is present, the College may issue a No Contact Order.

Separate of the criteria above, students may go to Campus Safety at any time to request a temporary No Contact Order. If implemented, a temporary NCO will last up to two weeks from the date issued. If a party wishes to make a temporary NCO a permanent or long-term one, the

student should either send the request in writing to the appropriate office (Title IX or Student Conduct) or schedule a meeting to discuss their request with an official from the appropriate office (Title IX or Student Conduct).

Standard No Contact Order

A standard No Contact Order (NCO) is a written document mutually prohibiting two students from contacting each other. **Students subject to a NCO must:**

- Avoid any form of contact with the other party subject to the same NCO. This includes, but is not limited to, (1) calling the other party; (2) sending electronic communication (text message/email/social media) to the other party, (3) sending campus or regular mail to the other party; and/or (3) contacting or communicating with the other party through a third party.

A standard NCO does not generally restrict a person's movement on campus, and it is mutual, meaning that all parties are expected to abide by the terms. A standard NCO constitutes neither a waiver by any party of the right to file a formal complaint, nor does it constitute an admission of responsibility or wrongdoing by any party. Failure to comply with the order would result in further conduct charges and sanctions. The terms of the NCO remain in place until the directive expires, or the terms are modified.

In certain instances, as determined on a case-by-case basis after an individualized assessment, proximity restrictions could be added to a standard NCO. Such restrictions may include but are not limited to:

- Restricting a student from being in close proximity to the other student in other spaces;
- Restricting a student's access to certain campus locations, including another student's residence hall;
- Restricting the times a student may be present in on-campus dining facilities;
- Requiring that the students not be enrolled in the same academic course(s); and
- Requiring that the students not participate in the same co-curricular or extra-curricular activities.

Reviewing a No Contact Order for Modification or Rescission

While any NCO is in place, both students have the right to request that the document be reviewed for modification or rescission. Reviews will be conducted promptly, and modifications to NCOs will be made as needed. Requests must be submitted, in writing, to the Title IX Coordinator or Director of Student Conduct who will then provide the request to a panel of college administrators chaired by the Assistant Vice President for the Residential Experience. The request should include the basis and any evidence supporting the request.

Please note that if one party submits a request for the NCO to be modified or rescinded, the other party subject to the NCO will be notified of the request and be provided an opportunity to submit a response.

Enforcement of No Contact Orders

Intentional violation of a No Contact Order is cause for conduct charges. All reported potential violations will be investigated and adjudicated under the "Failure to Comply" section of the code of social conduct in the *Student Handbook*.

No Contact Orders are only enforceable by the College and only apply when at least one of the parties subject to the No Contact Order is a student at Skidmore College. Any student subject to a No Contact Order issued by the College is required to comply with the order both on and off Skidmore College property.

Violations of a No Contact Order should be reported to Campus Safety. Although the College encourages individuals to report violations of a NCO promptly, safety is always the top priority. Whenever a student is off campus and believes that their safety is at risk, that student should call 911 immediately. Whenever a student is on campus and believes that their safety is at risk, that student should call Campus Safety at 518-580-5566.

On-Campus Violations:

- If safety is at risk: Immediately call Campus Safety at 518-580-5566.
- To report a violation of a NCO, Contact Campus Safety at 518-580-5567 or in person on the lower level of Jonsson Tower.

Off-Campus Violations:

- If safety is at risk: Immediately call 911. Skidmore College is not able to provide immediate assistance in off-campus incidents.
- To report a violation of a NCO, Contact Campus Safety at 518-580-5567 or in person on the lower level of Jonsson Tower.
- The existence or alleged violation of a NCO is not a police matter. If you call 911 to report a safety risk, you should tell the police about your NCO, but they will only enforce violations of law, not College policy related to a NCO or violations of a NCO.

Determination

In determining whether a NCO violation has occurred, the Office of Student Conduct will consider multiple factors, including but not limited to:

- size and layout of the space where the alleged NCO violation took place;
- any attempted contact or communication by the subject of the NCO;
- duration of time before the student vacated the space;
- frequency and nature of alleged contact; and
- obligation of the subject of the NCO to be present in the space (i.e., place of work, athletic competition, internship location, etc.)

Any reported alleged violation of a NCO will be investigated promptly. Students who fail to comply with the terms of an NCO may be found in violation of the code of social conduct under "Failure to Comply." Alleged violations of proximity NCOs are subject to review by the Title IX Coordinator or Deputy Coordinator. Additionally, depending on the nature, severity and frequency of the alleged NCO violation as well as other potentially relevant factors, the College reserves the right to apply additional violations under the Code of Social Conduct or the *Enough is Enough* policy. These may include but are not limited to retaliation, stalking, attempted act, and other prohibited conduct. Any such alleged violation will be addressed consistent with the appropriate college policy.

College Housing Reassignment or Suspension: The CA or Hearing Officer may reassign the student to another College housing facility, or may remove the student from College housing for a specified period of time, including permanent removal.

College Suspension: The CA or Hearing Officer may recommend suspension to the DoS/VPSA. During the suspension period, the student is prohibited from being present on or at College property, functions, events, and activities without prior written approval from the CA. The CA or Hearing Officer may also assign specific sanctions, such as community service, for completion during the suspension period. While suspended, students may transfer up to 18 credits taken at another institution, subject to the usual review by the Registrar. The College follows the refund practices for personal leaves. Further information may be found on the Bursar's Office website at <https://www.skidmore.edu/bursar/withdrawal/index.php>. A decision for suspension constitutes a recommendation to the DoS/VPSA, who will consider whether to accept or modify the recommendation either during the appeal process or during a review if no appeal is submitted. Students wishing to return from a suspension must contact the CA by the date specified in their outcome letter in order to commence the readmission process.

College Suspension in Abeyance: In cases of suspension, the CA or Hearing Officer may decide that there are circumstances that mitigate against the immediate separation of the student from the College. For example, they may allow the student to complete the current semester's coursework and begin their suspension period at the semester's end. However, should the student be found in violation of the Honor Code or the Code of Social Conduct during the period of abeyance, the abeyance may be lifted and the suspension shall take effect immediately and continue through the originally scheduled expiration date for the suspension (subject to any additional sanctions that may be imposed as a result of the new violation).

Expulsion: The CA or Hearing Officer may recommend expulsion to the DoS/VPSA. The student is prohibited from being present on or at College property, functions, events, or activities. Expulsion is a permanent status. The Responding Student must leave the College immediately and cannot register again as a student without going through a full readmission process. A decision for expulsion constitutes a recommendation to the DoS/VPSA, who will consider whether to accept or modify the recommendation either during the appeal process or during a review if no appeal is submitted.

Degree Revocation: In the event of serious misconduct committed while still enrolled, but found responsible after the Responding Student has graduated, the College may revoke that student's degree. The student will be asked to return the diploma.

Restorative Outcomes

Restorative outcomes represent a variety of educational and trust-building assignments that a student must complete to show growth, remorse, and a desire to restore trust in them from the community. Restorative outcomes may be imposed alone or in combination with one or more other restorative outcomes or sanctions.

Apology: The CA or Hearing Officer may require the Responding Student to provide a written apology to any parties they have harmed. Apologies are to include:

- What Happened: A description detailing the harm caused by the incident
- My Role: An acknowledgment that the student was responsible for the incident
- How I Feel: An expression of remorse or regret in causing harm
- What I Won't Do: A statement of commitment to responsible behavior and causing no further trouble
- What I Will Do: A statement of commitment to make amends for the harm caused

Restitution: Restitution is monetary payment or services that pay(s) for financial losses. Restitution is intended to compensate the Harmed Party for the estimated losses incurred by the Harmed Party. Restitution agreements seek to meet the needs of the Harmed Party, but may also consider the Responding Student's ability to pay. Staff in the Bursar's Office are able to work with students to establish a payment plan in many instances.

Community Service: Volunteering in the community is a way to be helpful to others, show that one is socially responsible, and rebuild the trust that is lost through misbehavior. Community service should be meaningful and rewarding, potentially serving as a platform for personal development. Community service serves two important goals: making amends to the community and demonstrating good citizenship. Rather than focus on specific hours, the CA or Hearing Officer will help the Responding Student design a service project that best meets these goals.

Counseling Evaluation: A Responding Student may be required to engage in activities including, but not limited to, seeking academic counseling or substance abuse screening, anger management counseling, or similar evaluation and/or assistance. The CA or Hearing Officer does not diagnose psychological problems or specify treatment; however, they may require the student to seek consultation and follow any recommended treatment plan.

Follow up Meetings: A Responding Student may be required to meet regularly with one or more members of the community for mentoring, support, and reassurance to the community that the student is complying with sanctions and College policies.

Educational Program: The CA or Hearing Officer may require the Responding Student to attend, present and/or participate in a program related to the violation. It may also be a requirement to sponsor or assist with a program for others on campus to aid them in learning about a specific topic or issue related to the violation for which the student or organization was found responsible. Students may be required to complete a workshop, online education courses, research or reflection paper articulating the harm caused by their actions and/or strategies they may adopt to prevent further disruptive behavior. Examples of educational programs include, but are not limited to:

- Attending BASICS (Brief Alcohol Screening and Intervention) for College Students. BASICS involves two one-on-one sessions with the BASICS provider. The Responding Student will also have a few assignments to complete between the two sessions.
- Attending a workshop with a focus on responsible decision-making, alcohol use, bystander intervention, etc.
- Completing online alcohol and/or drug education. These courses are an individualized lesson that utilizes interactive exercises designed to influence behavior change around alcohol and drug use.
- Receiving an alcohol and/or drug assessment from a local substance abuse counselor.
- Designing a poster or brochure related to the violation that the Office of Residential Life could use on-campus to educate other students about Code of Social Conduct violations.
- Writing a research or reflection paper based on a prompt provided by the Hearing Officer.

Privacy and Keeping of Disciplinary Record

The outcome of a conduct resolution (administrative conference) is part of the education record of the Responding Student and is protected from release under the Family Educational Rights and Privacy Act (FERPA), except under certain conditions. As allowed by FERPA, when a student is accused of a policy violation that would constitute a “crime of violence” or forcible or nonforcible sex offense, the College will inform the alleged victim in writing of the final results of a hearing regardless of whether the College concludes that a violation was committed. Such release of information may only include the Responding Student’s name, the violation committed (including both the College policy(ies) violated and the findings of fact supporting the conclusion that the violation occurred), and the sanctions assigned (if applicable).

In cases where the College determines through the student conduct process that a student violated a policy that would constitute a “crime of violence” or forcible or non-forcible sex offense, the College may also release the above information publicly and/or to any third party. In addition, the College reserves the right to release information regarding disciplinary proceedings in other circumstances when required or permitted under applicable law, including but not limited to FERPA.

For crimes of violence, including, but not limited to sexual violence, defined as crimes that meet the reporting requirements pursuant to the federal Clery Act established in 20 U.S.C. § 1092(f)(1)(f)(i)-(viii), Skidmore shall make a notation on the transcript of a Responding

Student found responsible after a conduct process that they were “suspended after a finding of responsibility for a code of conduct violation” or “expelled after a finding of responsibility for a code of conduct violation.” For the Responding Student who withdraws from Skidmore while such conduct charges are pending, and declines to complete the disciplinary process Skidmore shall make a notation on the transcript of such students that they “withdrew with conduct charges pending.” Students who are suspended after a finding of responsibility for a code of conduct violation may submit a written appeal to the Dean of Students/Vice President of Student Affairs requesting that the transcript notation be removed from their transcript. Such a notation may not be removed from a student’s transcript prior to one year after conclusion of the suspension. Notations for expulsion will not be removed. If a finding of responsibility is vacated for any reason, any such transcript notation shall be removed.

All conduct records are maintained by the College for seven years from the time of their creation except those that result in separation (suspension or expulsion), those that fall under Title IX, those cases in which a student withdrew from the institution with conduct charges pending, and violations of academic integrity, which are maintained indefinitely. Additional information about privacy, FERPA, and [Skidmore student educational records can be found on the Registrar's website.](#)

[Student Government Association](#)

The Skidmore College Student Government Association (SGA) is the official governing body of students at Skidmore College. We aim to implement programs, events, and policies that establish and maintain high standards of community life, academic scholarship, responsible citizenship, and personal growth.

[Constitution](#)

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Preface

Skidmore College is deeply committed to the values of academic freedom and encourages robust discourse reflecting a broad range of ideas, perspectives and opinions. The college also is deeply committed to educating our students about informed, responsible citizenship and to reflecting that commitment broadly throughout the campus community.

Skidmore prepares students “to make the choices required of informed, responsible citizens” by, among other things, encouraging and supporting their active participation in electoral politics. Therefore, the college invites, encourages and welcomes all political parties, campaigns and advocacy organizations working with student groups to campus subject to the rules related to the use of facilities and public safety.

At the same time, as a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code, Skidmore College is prohibited from directly or indirectly participating or intervening in any political campaign on behalf of or in opposition to any candidate for elective public office. This prohibition applies to all campaigns, including campaigns at the federal, state and local level. Violations of this prohibition may result in the denial or revocation of the College's tax-exempt status.

The prohibition on political campaign activity applies only to the college (the tax-exempt charitable organization), not to the activities of individuals in their private capacity. The prohibition on political activity is not intended to restrict free expression on political matters by leaders or officials of the college as individuals. Similarly, the prohibition on political campaign activity does not prohibit the college from having contact of any kind with individuals who are candidates for public office. This prohibition and other laws (for example, laws that regulate lobbying activity intended to influence proposed legislation), however, do impose certain limitations on expressions of political opinion by the college or those acting in official capacities on the college's behalf.

The purpose of this policy is to articulate how the college balances those sometimes competing values. This policy addresses political activity of the college, not the political activity of individuals. Nothing in this policy is intended to restrict individual freedom of speech or the robust exchange of ideas and viewpoints that are fundamental to the college's educational mission.

Definitions

For purposes of this policy:

“Nonpartisan” refers to political activities or events that present an exchange between or among candidates for political office or that offer balanced, neutral or impartial viewpoints and perspectives on issues of public concern.

“Partisan” refers to political activities or events that support or oppose a candidate for political office or that support or oppose a position on an issue for the purpose of assisting or opposing a political candidate.

Part one: nonpartisan political activity

The appropriate role of the college with respect to political activity, consistent with the law and the college’s educational mission and its commitment to academic freedom and responsible citizenship, is to serve as a neutral and fair forum for all candidates.

The following nonpartisan activities are permitted, provided they are carried out in a nonpartisan, unbiased manner:

- Speakers who are addressing matters of public concern in the context of an educational lecture or presentation, even if the speaker holds or is a candidate for a political office.
- Updates or issue talks by current holders of political office.
- Debates between or among candidates for political office.
- Impartial voter registration drives.
- Events and educational efforts encouraging students to vote either locally or in their hometowns.

College space and facilities may be used for such nonpartisan activities on an impartial basis consistent with any otherwise applicable college policies and procedures.

Nonpartisan lectures, debates and other events may be supported by funding from sources external to the college, provided that preference for seating at such events will be given to Skidmore students and other members of the Skidmore community.

Part two: partisan political activity

Skidmore College is prohibited from participating or intervening in any political campaign on behalf of or in opposition to any candidate for public office. Therefore, individuals associated with the college must observe the following requirements with respect to participation in national, state or local partisan political activities:

- When participating in partisan political activity as an individual, individuals connected with the college must make it clear that their views are their own and do not represent the college.
- A statement indicating that views on political candidates or issues are those of the individual, and not the college, is especially important when a speaker identifies themselves biographically, as an employee of the college.

Special note for faculty: The following language in Part One of the *Faculty Handbook* is particularly relevant for members of the faculty:

- Skidmore College vigorously endorses the principle of academic freedom...
- Faculty are members of the community, members of learned professions and professional representatives of an educational institution. When they speak as members of the community, they should be free from institutional censorship or discipline, but their special position in the community imposes obligations. As persons of learning and as educational officers, they should remember that the public may judge their profession and the college by their utterances. Hence they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others and should make every effort to indicate that they are not institutional spokespersons. The college recognizes the right and the responsibility of faculty members to speak as members of the community on issues of public concern.

Skidmore employees are free to exercise their right to work or speak on behalf of political candidates or issues, but must avoid doing so in a way that interferes with their responsibilities to the college.

College resources, including but not limited to the following, may *not* be used for political campaign purposes:

- The college's campus mail or bulk-mailing privileges.
- College mailing lists, including use of college email accounts and college-maintained email lists. This limitation does not apply to student communications on student-only lists.
- College-provided office supplies, letterhead, telephones, fax machines, copiers, etc.
- College's support services (for instance, secretarial).
- The college name or official Skidmore College graphic identifiers (e.g., seal, watermark, athletics mascot, "Creative Thought Matters" or other positioning statement, etc.).
- The college's website.

Part three: use of college facilities for partisan political activities

As described above, the college is obligated by law to refrain from supporting particular candidates or taking positions on political issues (except in the context of college-approved lobbying activity related to our educational purposes and programs—see part four below.).

As an educational institution, and in order to ensure that Skidmore maintains a neutral and fair forum for all candidates, the college uses the following criteria when considering requests to use campus facilities for partisan political activities:

College-related organizations (including student groups) comprised solely of members of the college community may utilize available college space for partisan political campaign activities provided that the following conditions are met:

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- The college-related organization is responsible for compliance with all policies related to the rental of college facilities, including payment of rental fees that would otherwise be charged.
- The college-related organization is responsible for ensuring that all costs associated with the event are paid (including telephone and fax usage, photocopying, electricity, facilities personnel, Campus Safety or police coverage, receptions, travel costs, etc.)
- All publicity for the event must include identification of the sponsoring organization and a disclaimer indicating that the college does not support or oppose candidates for political office and that the opinions expressed are not those of the college. A member of the sponsoring organization must make the same disclaimer at the beginning of the event.
- No Skidmore College banners or insignias may be displayed at the event in a manner that implies institutional support for a particular candidate.
- College space and facilities may not be used to solicit funds for political candidates.
- All requests for events must be in writing and submitted in advance for approval by the dean of student affairs or the dean of the faculty or their designee, as appropriate, along with all plans, publicity and other information related to such activities. The Office of Communications and Marketing is available to consult with members of the Skidmore community about such activities.
- College space and facilities will be made available on an impartial basis. Consistent with the college's educational mission and given the high demand for college space in general, requests made in association with an academic class or by a recognized student organization will be given the highest priority.
- Candidates for political office and individuals representing their campaigns are prohibited from entering college residential facilities for purposes of leafleting or engaging in other campaign-related activity.

Part four: lobbying activity

Speaking with elected officials or otherwise attempting to influence the passage or defeat of legislation, rules, regulations, ordinances or similar legal documents constitutes lobbying activity. Such activity is strictly regulated. Skidmore College employees may not express an opinion about proposed legislation or otherwise attempt to influence state or local officials, on behalf of the college, without first receiving approval from the president's cabinet.

Vetted by the Faculty April 6, 2012 (faculty meeting Committee of the Whole discussion). Vetted by the Student Government Association Senate on April 17, 2012. Endorsed by the Institutional Policy and Planning Committee on May 4, 2012. Approved by president's cabinet on May 14, 2012. Minor revision to the preface made on October 14, 2013. Responsible office: Office of Advancement.

Dean of Students and Vice President for Student Affairs

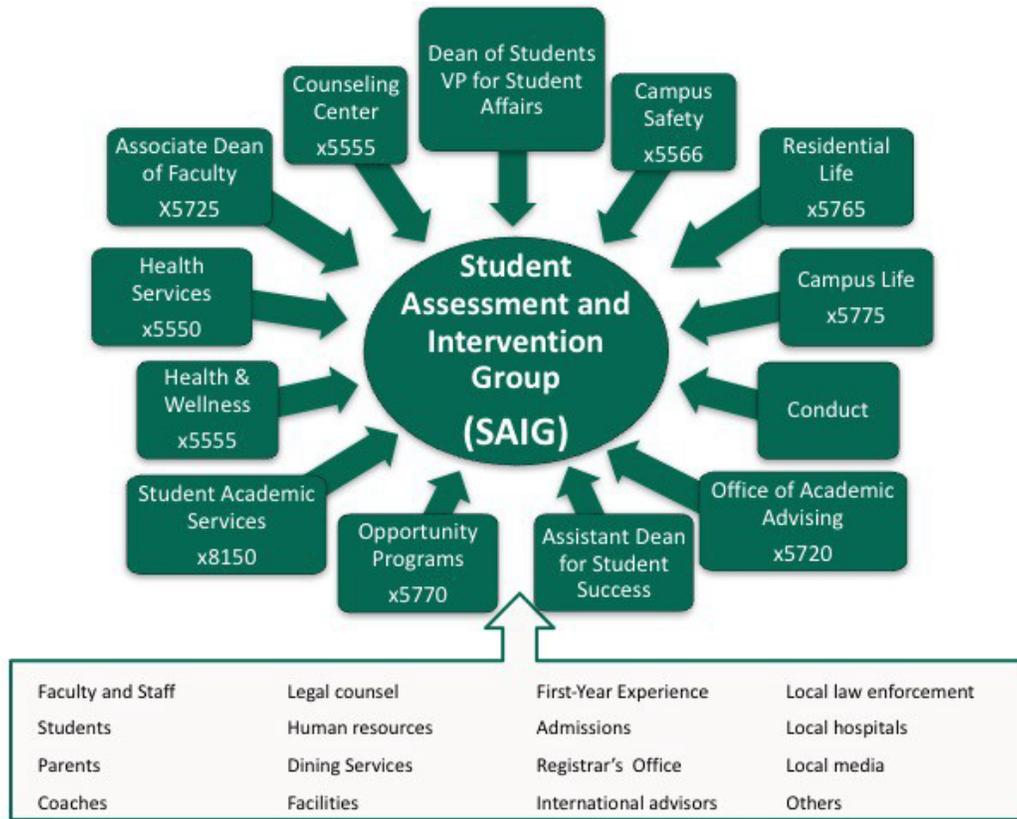
The [Dean of Students and Vice President for Student Affairs](#) oversees a broad range of programs and services designed to promote academic success, cocurricular life, and personal development.

Student Assessment and Intervention Group (SAIG)

The mission of the Student Assessment and Intervention Group (SAIG) is to support the well-being and success of students at Skidmore, as well as the health and welfare of the community, by identifying individual students of concern in proactive and consistent ways so that the college can develop and deliver appropriate, effective and individualized responses. Additionally, SAIG assesses statistical data and institutional patterns related to student behavior and well-being in order to ensure that policies and practices are effective and in compliance with all relevant legal requirements.

SAIG reports come to the group through a variety of channels, including, among others: Campus Safety Reports, Residential Life Incident Documents, and academic reports to the Office of Academic Advising, Student Academic Services or the Director of the First Year Experience. Any member of the Skidmore community who is concerned about a student's well-being can generate a report about their specific concerns to SAIG ([link to report here](#)). Each report about a student is reviewed and cross-referenced with information from other offices. All information is held as privately as possible within SAIG and information is shared in full compliance with all relevant state and federal statutes involving the confidentiality of educational, medical and mental health records.

Following a review and systematic assessment of each report, the group makes a decision about how the college will respond. Typically, SAIG will delegate responsibility for follow up intervention to a specific group member or relevant office and will continue to monitor the situation as needed. SAIG responses initially focus on helping support the individual student. The group also works to reinforce community safety and standards of conduct and to insure consistency across institutional responses over time. SAIG will continue to monitor situations involving students of concern over time to gauge whether additional follow up is needed.



All SAIG consultations and interventions meet current ethical and legal requirements regarding medical and mental health confidentiality.

Bias Response Group

"Skidmore defines a **bias incident** as an act of bigotry, harassment, or intimidation involving a member of the Skidmore community that a reasonable person would conclude is directed at a member or group within the Skidmore community based on race, color, ethnicity, nationality, economic background, age, physical and mental health or ability, sexual orientation, sex, gender identity or expression, marital status, veteran status, or religious practice. A bias incident can occur whether the act is intentional or unintentional. Speech or expression that is consistent with the principles of academic freedom does not constitute a bias incident."

- Creating community responsibility and involvement
- Building an environment of mutual respect through education and dialogue
- Fostering an understanding of bias and its effects
- Responding to bias incidents and hate crimes on campus

Created in 2007, the [Bias Response Group](#) (BRG) grew out of Skidmore's determination to foster an inclusive climate on campus after a series of incidents on campus and several campus-wide conversations calling for a formalized policy and protocol related to bias incidents. [The IPPC sub-committee](#) is charged with responding to reported bias incidents by outlining the procedures and resources available to members of the campus community and by working with individuals, offices and organizations to develop programs aimed at eliminating harassment and discrimination directed against any member of the Skidmore community. The Bias Response Group is not responsible for investigation or disciplinary action.

We remind all members of our community that it is our collective responsibility to make Skidmore a place where all people and points of view are truly respected.

Diversity and Inclusion at Skidmore College

Skidmore College is committed to fostering a diverse and inclusive community in which members develop their abilities to *live in a complex and interconnected world*. Consistent with our educational mission, we recognize ourselves as a community that respects individual identities based on varying sociocultural characteristics, such as race, ethnicity, gender identity and expression, sexual orientation, national origin, first language, religious and spiritual tradition, age, ability, socioeconomic status, and learning style. We strive to create a socially just world that honors the dignity and worth of each individual, and we seek to build a community centered on mutual respect and openness to ideas—one in which individuals value cultural and intellectual diversity and share the responsibility for creating a welcoming, safe, and inclusive environment. We recognize that our community is most inclusive when all members participate to their full capacity in the spirited, and sometimes challenging, conversations that are at the center of the College’s educational mission.

[Diversity and Inclusion Resources](#)

[Racial Justice Initiative](#)

Campus Safety

[Campus Safety's](#) mission is to provide prompt, professional and equitable service to meet the needs of our diverse campus in pursuit of the College's commitment to creating a safe and supportive environment for all members of our community.

Skidmore College Safety and Security Report

Skidmore College's [Annual Safety and Security Report](#) includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings owned or controlled by Skidmore; and on public property within, or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, bias related crime, and other matters. The Advisory Committee on Campus Security will provide, upon request, all campus crime statistics as reported to the Campus Safety (518-580-5566).

Urgent Notification System

The [Skidmore Urgent Notification System \(SUNS\)](#) is a web-based, mass-notification system that enables the Department of Campus Safety to send instant alerts to all students, faculty, and staff cell phones, email accounts, pagers, & web pages automatically all at once from one easy-to-use interface.

Students are automatically enrolled into the system with the cell phone number provided to the College. If a student's cell phone number changes, be sure to [update your account](#) to stay current on all alerts.

TIPS Hotline

To increase safety on campus and provide options to the Community, the Department of Campus Safety has dedicated a telephone line that you can call (anonymously if you wish) to report crimes, emergencies, or information regarding dangerous situations. Simply dial **TIPS (8477)** from a campus extension phone or **518-580-TIPS (8477)** from off campus or cell phone.

[Skidmore College Emergency Medical Services \(SCEMS\)](#), is a New York State basic life support-first response agency that provides high-quality and confidential emergency medical care to the Skidmore community. SCEMS is staffed and operated entirely by Skidmore students, who are trained and state-certified at the EMT level or higher. Campus Safety will dispatch SCEMS to medical emergencies on campus while SCEMS is in service.

Saratoga Springs Fire Department, or another emergency medical service, will also be dispatched if transport to a hospital is necessary or if SCEMS is not in service.

Weather Information

[Weather conditions](#) in Northern New York can change quickly. When you need the latest in weather information at the College, call our snow/weather hotline at **(518) 580-SNOW** or **(518) 580-7669**.

- [Skidmore Urgent Notification System](#) (SUNS)
- Skidmore Weather Hotline 518-580-7669
- [Skidmore Winter Parking Policy](#)
- [The Weather Channel](#)
- [Wunderground Weather](#)
- [National Weather Service](#) (for Albany and surrounding areas)

[Campus Weather Alert](#) (map)

Campus Safety Programs, Services, and Policies

Motor Vehicles and Parking Information

[The Motor Vehicle Policy](#) is provided to ensure the safe operation of College owned, leased or rented motor vehicles, as well as the operation of personal vehicles while on Skidmore College business. Furthermore, the additional policies outline the requirements and regulations governing use of personal vehicles on the Skidmore Campus (parking, registration, violations, snow removal, etc.)

Hoverboards

Starting January 25, 2015, Skidmore College will prohibit self-balancing scooters, more popularly known as hoverboards, along with battery operated scooters, and hands-free Segways from our campus because of recent concerns by the US Consumer Product Safety Commission and the potential danger these devices may pose to members of the campus community. This response is part of the College's efforts to maintain a safe living, learning, and working environment and to provide a workplace that is free from recognized hazards. Several safety and consumer agencies currently are investigating fires and injuries related to these devices. Once these investigations have been completed, the College will re-evaluate our stance on these devices. If you own a self-balancing scooter, battery operated scooter, or hands-free Segway, please make sure that the device is not brought to campus. If you have already brought one of these devices with you, please contact Campus Safety who will work with our facilities team to find safe storage until they can be returned home. Should you be found on campus using one of these devices, please note that it will be confiscated for safe storage and returned to you at the end of the semester

Slacklining

Students are permitted to practice safe and responsible slacklining on campus provided appropriate equipment is used and the anchor points on each tree are not more than four feet above the ground. Moreover, the trees used as anchors for the slackline must be at minimum 12 inches in diameter. The College encourages students to use all methods available to protect the health of the tree. The College assumes no responsibility for any injury resulting from slacklining.

Reporting Forms

[Sexual and Gender-Based Misconduct](#)

[Bias Report](#)

[Student Assessment and Intervention Group](#)

[Incident Reporting Form](#)