

SKIDMORE PRE-COLLEGE PROGRAM POLICIES

To ensure a beneficial, enjoyable, and safe experience while enrolled in our program, we require that students adhere to the following policies and standards of conduct.

Honor code

Students must abide by the academic rules of conduct established by Skidmore College. The student signing this contract affirms the intention to abide by the terms of the [Skidmore College Honor Code](#), as follows in part: "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." Cheating or plagiarism in any Summer Session class may be cause for dismissal from the program. 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. Please review [The Ethics of Scholarship: A Note to Students](#).

Class Attendance

Due to the compressed timeframe of the 5-week summer session, every class missed is equivalent to missing approximately 3 classes during an academic-year semester.

Therefore, **it is required that Pre-College students attend all class sessions throughout the program.** Unexcused class absences will be brought to the program director's attention for review and the student and parents will be contacted immediately. Multiple unexcused absences may result in course failure and/or removal from the program. Perfect attendance is one of the essential keys to success in the program.

Curfew & Check-In

All students must return to the residence hall by **10:30 pm** for nightly check-in and be in their assigned rooms by **12:00 am**. Students must comply with all residence hall check-in procedures.

Campus Boundaries & Supervision

Students must remain on campus at all times, except when attending program-sponsored events. In rare, pre-approved circumstances, a student may leave campus only with permission from the Resident Director and while accompanied by a program staff member.

Residence Hall Policies

The Pre-College Program maintains a dedicated residence hall with strict guidelines designed to ensure the safety and well-being of minor participants. No visitors are permitted in the residence hall.

- All students must comply with the [Skidmore Residential Life Agreement](#).
- Residential students must sleep in their assigned rooms and in their own beds.
- When visiting another student's room, the room door must remain fully open at all times. Occupancy is limited to a maximum of three students in a single room and five students in a double room.
- For safety and fire code compliance, students may not congregate, sit, or loiter in residence hall stairwells. Stairwells must remain clear and accessible at all times for safe, unobstructed passage. Students are expected to gather in designated residence hall common areas and lounges.
- Pre-College students may not enter or congregate in or around other campus housing facilities, including Northwoods, Sussman Village, and Hillside. They may not visit off-campus residences, host or visit college-age or older individuals, or attend gatherings with them.
- Quiet hours are from **10:00 pm to 9:00 am**.

Food Delivery Services

Students may use food delivery services (e.g., DoorDash, Uber Eats) at their own expense. Deliveries must arrive by 9:30 pm at the residence hall. Students may retrieve food deliveries only before completing evening residence hall check-in and must do so in the presence of a residential staff member. Students must meet the driver outside the residence hall entrance; delivery personnel are not permitted inside the building. Once a student has checked into the residence hall for the evening, they may not leave the building to retrieve a delivery. Residential staff will not collect, hold, pay for, or deliver food on a student's behalf under any circumstances. Deliveries arriving after 9:30 pm or after a student has checked in for the evening cannot be retrieved and will be forfeited without reimbursement.

Respect for Self and Others

Students must maintain a high level of respect for each individual in the program and in the Skidmore community at all times. Verbal, written, sexual, or physical harassment/harm of any kind to any person including self will not be tolerated and may be cause for dismissal from the program.

Communication

During the program, communication with Skidmore faculty, staff, and students must be sent via Skidmore email; one-on-one communications via private emails, texts, or social media are not permitted. Students may not “friend” or follow faculty or staff on social media during enrollment in the program, and vice-versa.

Vehicles

Residential Pre-College students do not have the right to have or operate a car, motorcycle, motorbike, any other motorized vehicle while enrolled in the program. Pre-College students

may not ride in/on motor vehicles with others (except for Pre-College Program-sponsored trips or Skidmore Campus Safety escort), including vehicles of other students, program staff, taxis, Ubers, etc., and are not permitted to rent campus bikes. Self-balancing scooters (also known as hover boards), battery-operated scooters, and hands-free Segways are banned from campus.

Academic Accommodations

Students seeking to request an academic accommodation during the program must formally request accommodation from Meg Hegener, Coordinator of Student Access Services (mhegener@skidmore.edu). Students will also need to provide documentation which verifies the existence of a disability and supports the request.

Grading

Pre-College students will earn a standard letter grade for all coursework; high school students are not eligible for Skidmore's pass/fail grading option (S/CR/U).

Refund Policy

Because faculty and staff salary commitments must be made in advance and the costs of operations are fixed, the College must follow a very limited refund policy. Details of this policy as it relates to tuition and program fees follow. Appeals for refunds due to extenuating circumstances may be made in writing to the Program Director. If Skidmore College cancels a program, all program fees will be refunded.

- Application fees will not be refunded. Tuition payments (less non-refundable \$500 deposit) will be refunded if requested, in writing, two weeks before the program begins.
- Room: 100% of the room fee will be refunded if the student notifies the Program Director in writing thirty (30) days prior to the program start date. 50% of the room fee will be refunded if withdrawal from the program occurs after this time and before the program begins. The room fee will not be refunded if the student withdraws on or after the first day of the program.
- Board: 100% of the board fee will be refunded prior to the program start date. Withdrawal from the College after the start of any program shall entitle the student to a pro-rated refund of the unused portion of the board fee from the date of withdrawal, on a weekly basis.

If a student is withdrawn from the course/program for inactivity or dismissed from the program for disciplinary reasons, the student is not eligible for a refund.

Withdrawals

Should a residential Pre-College student have to withdraw or be withdrawn from the program for any reason, a parent(s)/guardian(s) is required to pick up their participant from campus within 24 hours.

Pre-College students may not change course enrollment after the program start date, and residential students are required to remain enrolled in two courses throughout the program. Withdrawal for any reason from a course during the program will result in the student's withdrawal from the Pre-College Program, as well as departure from campus for residential participants, with parents/guardians required to pick up their participant within 24 hours.

Consequences of Dismissal

The Pre-College Program reserves the right to provide the fact and reason for dismissal to the Skidmore College Office of Admissions.

Medical Escorts

When medical care is needed, students must be accompanied to medical facilities (which are all located off-campus) by a program staff member via Skidmore Campus Safety escort, who will remain with the student throughout the process; students should not go to an Urgent Care or the ER without a program staff member and Campus Safety transport.

Campus Leave Policy

Residential Pre-College students may not be away from campus overnight except in case of emergency/special circumstance. In such instances, a permission request must be formally submitted in writing by the custodial parent/legal guardian to the program director at least 48 hours in advance, providing the reason, destination, and time of departure/return. Permission for a student to leave campus overnight will not be granted without direct communication and consent by a custodial parent/legal guardian.

Personal Day Trips

If planning a personal weekend day trip with family, Pre-College Program students who intend to travel out of the Saratoga Springs area must obtain written permission from both a parent/legal guardian and the program director at least 48 hours in advance of the planned day trip. The student must return to the residence hall by the evening curfew.

Smoking

Skidmore College is a smoke-free campus. Tobacco is defined as any type of tobacco product including, but not limited to, cigarettes (commercial, handmade or "e"/electronic), cigars, cigarillos, pipes, hookahs, oral tobacco (spit/spitless, smokeless, chew, snuff) or any other smoking material or device. Smoking and tobacco use within all buildings and throughout all Skidmore College grounds are prohibited. The policy applies to all members of the Skidmore community and to all guests and visitors to campus. Smoking and the use of any tobacco product are strictly prohibited in all College campus buildings, on the grounds of the campus including North Woods, as well as off-campus properties. Smoking and tobacco use in College vehicles and private vehicles parked on campus property is prohibited.

Alcohol and Drugs

In accordance with New York State Law, neither alcohol nor illegal or dangerous drugs may be used or possessed by any program student at any time, on campus or off, while enrolled in the program. The program will not excuse any violations – including first time violations – of these provisions. Any violation of these provisions may lead to immediate and summary dismissal from the program.

Title IX Statement

Skidmore College considers sexual and gender-based misconduct to be one of the most serious violations of the values and standards of the College. Unwelcome sexual contact of any form is a violation of students' personal integrity and their right to a safe environment and therefore violates Skidmore's values. Sexual and gender-based misconduct is also prohibited by federal and state regulations. Skidmore College faculty are committed to supporting our students and upholding gender equity laws as outlined by Title IX. If a student chooses to confide in a member of Skidmore's faculty or staff regarding an issue of sexual or gender-based misconduct, that faculty or staff member is obligated to tell Skidmore's Title IX Coordinator or Title IX Deputy Coordinator. The Title IX Coordinator or Deputy Coordinator will assist the student in connecting with all possible resources for support and options for reporting both on and off campus. Identities and details will be shared only with those who need to know to support the student and to address the situation through the college's processes. If the student wishes to confide in a confidential resource, the Counseling Center Staff, Health Services, and Victim Advocates (anonymous) are all options available. More information can be found at the Sexual and Gender-Based Misconduct [website](#) or by contacting the Title IX Coordinator.

These regulations are for students' safety and wellbeing and cannot realistically cover all policies and situations. The Program Director will determine whether rules have been violated and what disciplinary action, if any, should be taken. Please review the [Residential Life Agreement](#) as well as the [Consent and Waiver Release](#) all students and parents signed and submitted with the program application for additional policy information.