

# **Residential Life Handbook 2020-2021**

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COLLEGE

## **2020-2021 Residential Life Handbook**

The Residential Life Handbook, produced each year by the Office of Residential Life at Skidmore College, presents the policies and procedures concerning residential living. 2020-21 academic year information regarding Housing procedures has moved to the Housing Process Guide. Each student is responsible for becoming familiar with all of the information contained in this Handbook.

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.

Given the unique circumstances we are facing due to the ongoing COVID-19 pandemic, the College has developed a set of expectations to prioritize the health and safety of our community. Information about these expectations can be found [here](#). Please know that the information listed on the Pandemic Expectations page, as well as any updates posted to the [College's COVID-19 response website](#) supersedes any information found in this document.

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## Section I: What is Residential Life?

### **Mission**

In support of the mission of the College and the division of Student Affairs, the Office of Residential Life guides students as they navigate the challenges and opportunities presented by community living experiences.

### **Who Are We**

The Office of Residential Life plays multiple roles on campus. Residential Life is responsible for the residential education of all students, student conduct, and student housing. Residential Life is also an excellent source of information for referrals and assistance in navigating the campus.

## Section II: Policies

### **Expectations for Students during the COVID-19 Pandemic**

In the interest of protecting the Skidmore College community, [new guidelines have been developed for students](#). These guidelines are consistent with state and federal guidelines, and follow the advice of leading health organizations.

All students are expected to comply with all of the guidelines outlined. Reports of behavior that is inconsistent with these guidelines will be adjudicated through the student conduct process as alleged violations of the Failure to Comply policy in the Code of Social Conduct.

The guidelines are likely to be updated frequently, and to this end we have created a [website where the updates will be reflected](#). All guidelines found in the website supersede those in this handbook.

## **General Policies**

### **Access by the College to Student Rooms**

The College affirms the right of the student to privacy, but the College has a legal right and obligation to ensure the health, safety, and welfare of its residents and their property, and to prevent the use of College buildings for illegal purposes. Therefore, the College reserves the right to enter student rooms without notice and unaccompanied by the student.

This right is extended to law enforcement when warranted.

### **Bicycles**

Bicycles must be kept in spaces designated for that purpose. Bicycles found in areas not designated below will be removed. Students must remove bicycles from campus when they depart. Those left behind will be considered abandoned and donated to local charities. Designated spaces include:

- Bike Storage Room (Wait Sub-Basement)
- Bike Racks in the basements of South Quad residence halls
- Outdoor Bike Racks (Sept. – Nov., and April – May only)
- Within On-Campus apartments (cannot block egress)

### **Housing Contract**

Students who select housing through our housing selection process are selecting for the full academic year. By finalizing housing selection, students commit to remaining on campus for the academic year.

Limited exceptions to this contract include leaves of absence, study abroad, withdrawals, changes in circumstance, which allow for an Off Campus Appeal, and campus closure. Please view our Section III: Housing Procedures for more information.

All students select, or are assigned, a space in the residence halls or apartments. Students in double or triple rooms are assigned a space in the room, not the room as a whole. Consequently, the College reserves the right to use unoccupied spaces in a room and/or to relocate and move students should the need arise. The College reserves the right to

determine the number of occupants in a room. If a vacancy occurs in a room or apartment, the remaining student(s) in the room or apartment may receive a new occupant to fill the existing vacancy.

### **Loss of Personal Property**

Skidmore College will not be liable for losses to persons or property, unless due to the gross negligence of the College.

Personal property left in rooms or apartments over vacation periods is done so at the owner's risk. Storage spaces are not available on campus.

Personal belongings left in common areas are left at the risk of the resident and may be removed or discarded. Property left in student rooms after move out periods (such as the end of the year) may be removed or discarded during the cleaning of the room. Skidmore College will not be liable for the loss of items under these circumstances.

Students separating from the college (taking a leave, withdrawing, etc.) while classes are in session should remove their belongings within 24 hours. The Office of Residential Life will reach out to residents to ensure their items have been removed. After receiving word from the student that they have moved out, the Office of Residential Life will request that the room be cleaned for a new resident. If the student does not respond to communication outreach within 5 business days, items remaining in the room will be disposed of. Skidmore College will not be liable for the loss of items.

## **Behavioral Policies**

### **Guest Policy**

Any person visiting a residence hall room who is not the occupant of that room is considered a guest. This includes current students, and those not registered as a student.

Students are not permitted to have guests in their residence hall rooms or apartments. Please consult the [Pandemic Expectations page](#) for any updates to this policy throughout the 2020 – 2021 academic year.

### **Room Usage**

A student's residence hall or apartment room contract may not be transferred or assigned to another person. Spaces may not be sold, loaned, or sublet. The student does not have the right to use their room for any commercial purpose or profit whatsoever. Prohibited commercial purpose or profit includes, but is not limited to, babysitting, rental of space, manufacturing or creation of items for sale other than those connected to academics.

### **Solicitation**

Sales and solicitations in the On-Campus Residential System is strictly prohibited unless authorization has been granted by the Associate Dean for Residential Life and Student Conduct.

### **Residential Policies**

As stated previously, please know that the community expectations found on our Pandemic Expectations site related to the COVID-19 pandemic supersede any policy information found in this document.

### **Furnishings**

All residence hall rooms and apartments are equipped with essential furniture and in apartment kitchens, essential appliances. The installation or addition of any non-Skidmore furnishings must be approved by the Office of Residential Life and Facilities Services. Ceiling fans and air conditioner units are prohibited.

All furniture provided by the College must remain within the room unless otherwise removed by the College under limited circumstances, such as detripling or accommodations.

### **Noise Policy**

Residents are under a continuous obligation, known as Courtesy Hours, to be considerate of other students.

Quiet Hours in all residential spaces are from 9:00 pm – 9:00 am Sunday night through Friday morning, and 1:00 am – 10:00 am Friday night through Sunday morning.

Inconsiderate behavior, excessive noise, hosting bands or DJs, possession and/or use of subwoofers, surround sound systems, and the playing of any musical instruments within residential spaces is prohibited.

Students found to have repeated violations of any parts of this policy are subject to disciplinary action through Student Conduct.

### **Pets**

Students are permitted to have fish in a 10 gallon or smaller tank. No other animals kept as pets are permitted in residential spaces for any length of time. This includes family pets visiting for the day, etc. Emotional Support Animals may be approved through the Accommodations Process. Service Animals are always permitted.

When pet violations are found, the Office of Residential Life follows up with involved student(s) regarding the violation. If still present, the student will be asked to remove the animal within 24 hours.

Any follow up regarding pets will include unannounced inspections of the violating student's living space to ensure the animal has been removed.

Students found in violation of this policy will be responsible for any cleaning charges related to the presence of the pet. Cleaning charges will be decided by Facilities Services and are non-negotiable. Repeated or persistent violations of this policy may result in removal from housing.

### **Emotional Support Animals**

Skidmore College permits approved Emotional Support Animals (ESAs) within its residential spaces. An ESA is an animal that serves the purpose of being a disability accommodation that is recommended by a healthcare or mental health professional to provide support to persons with disabilities with a related need for such support. For full definition of an ESA please contact the Coordinator for Access Services in Student Academic Services.

ESAs must be approved through the Accommodations Process. Approval must occur before the animal may be brought to campus. Students who bring animals to campus prior to receiving approval will be held accountable under the standard pet policy.

Students with approved ESAs will sign a contract regarding their responsibilities. Failure to abide by the terms of the agreement may lead to Failure to Comply charges through the Conduct process, which may result in various sanctions, including the loss of permission to keep the animal, or the removal from On-Campus housing.

Students with an approved ESA will not be charged any fee for keeping the animal, though the student will be responsible for the cost of repair of any damages that result from the presence of the animal.

### **Fire Safety Policies**

As stated previously, please know that the community expectations found on our Pandemic Expectations site related to the COVID-19 pandemic supersede any policy information found in this document.

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.

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

1. 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.
2. 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.
3. Any item, or items, which blocks a clear path of egress from the living space and/or prevents doors from fully opening is prohibited.
4. Students residing in the apartments are expected to keep their kitchen and appliances clean and free of grease and debris.
5. 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**

1. 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*)
2. Damage, misuse, or theft of fire alarm systems and firefighting equipment is a violation of the law and is prohibited. (*high level*)
3. Students are prohibited from covering, or attaching anything to fire safety equipment in their residence, including sprinklers, smoke detectors, heat detectors, etc. (*mid-level*)
4. Students must maintain a minimum of 18 inches of clearance around any sprinkler heads. (*low-level*)

## **Prohibited Behaviors and Items within Residential Spaces**

1. Smoking inside of all buildings and residences on-campus is prohibited. (*mid-level*)
  - a. Ashtrays within all residential spaces are prohibited
2. The intentional burning of any item or substance regardless of design is prohibited. (*high-level*)
  - a. Possession of highly combustible items such as firecrackers, gasoline, propane tanks, etc. is prohibited (*mid-level*)
  - b. Possession of candles, incense, burning sage, etc. is prohibited (*low-level*)
  - c. Presence of unattended lit candles and incense (*mid-level*)
3. Cooking and use of appliances:
  - a. 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*)
    - i. Single serve (Keurig or similar) style coffee makers are permitted for use in student rooms
    - ii. Electrical appliances with exposed heating elements/surfaces, such as toaster ovens, microwaves, rice cookers, electric skillets, etc. are prohibited in student rooms
  - b. 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*)
  - c. 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*)
  - d. Non-College provided space heaters are prohibited in all residential spaces (*low-level*)
4. Wall décor (*low-level*):
  - a. Wall décor in all residence hall or apartment spaces must not cover an excessive amount of each individual wall (>10%).
  - b. Tapestries and other cloth wall hangings are prohibited.
  - c. No more than two strings of lighting can be connected together as one.

- d. Décor cannot attach to ceilings or connect one non-adjacent wall to another.
5. 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)*
  - a. Possession of halogen lamps is prohibited
6. 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)*
7. Altering College Owned Furniture *(low-level)*
  - a. Bed risers, cinderblocks, or anything used to loft furniture is prohibited
  - b. Bed tents and other suspended covers of sleeping locations are prohibited
  - c. Altering college owned furniture in any way that causes damage or changes its purpose is prohibited
8. Electric usage *(low-level)*:
  - a. Electrical cords must be fully intact. The possession and/or use of electrical cords with exposed wiring or otherwise damaged sheath covering is prohibited.
  - b. 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.
  - c. Multi-outlet plug adaptors, extension cords, and any solutions not meeting these standards are prohibited.
  - d. 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.
  - e. Plugging power strips and/or surge protectors into one another in a chain is prohibited.
  - f. Electrical wires may not be run underneath rugs, or run on the ground across doorways.
9. Space heater usage *(low-level)*:

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

10. Humidifiers (*low-level*):

- a. 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.
- b. Humidifiers must not be placed adjacent to 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.
- c. 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.
  - i. Warm mist and vaporizer type humidifiers are only permitted for medical reasons with prior approval through the housing accommodations process.
- d. 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:
  - i. Single rooms and apartment bedrooms – Maximum of 150 square feet of coverage area
  - ii. 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**

1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
<ul style="list-style-type: none"> <li>▪ Formal Letter of warning from College Official.</li> <li>▪ Educational project or workshop</li> <li>▪ Removal of violation by student or College Official (if applicable)*</li> <li>▪ <b>Restitution to the College for any damages resultant from the violation.</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ Meeting with College Administrator</li> <li>▪ Removal of violation by student or College Official (if applicable)*</li> <li>▪ <b>Restitution to the College for any damages resultant from the violation.</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ Recommendation to the Associate Dean of Student Affairs for Residential Life &amp; Student Conduct for removal from residence for remainder of current academic year</li> <li>▪ Further sanctions through the Student Conduct process that may include suspension, or dismissal from college.</li> <li>▪ <b>Restitution to the College for any damages resultant from the violation.</b></li> </ul>

### **Mid-Level Violations**

1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense
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<ul style="list-style-type: none"> <li>▪ Meeting with College Administrator</li> <li>▪ Removal of violation by student or College Official (if applicable)*</li> <li>▪ Educational project or workshop</li> <li>▪ <b>Restitution to the College for any damages resultant from the violation.</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ Recommendation to the Associate Dean of Student Affairs for Residential Life &amp; Student Conduct for removal from residence for remainder of current academic year</li> <li>▪ Further sanctions through the Student Conduct process that may include suspension, or dismissal from college.</li> <li>▪ <b>Restitution to the College for any damages resultant from the violation.</b></li> </ul>
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### **High-Level Violations**

<b>1<sup>st</sup> Offense</b>
<ul style="list-style-type: none"> <li>▪ Recommendation to the Associate Dean of Student Affairs for Residential Life &amp; Student Conduct for removal from residence for remainder of current academic year</li> <li>▪ Further sanctions through the Student Conduct process that may include suspension, or dismissal from college.</li> <li>▪ <b>Restitution to the College for any damages resultant from the violation.</b></li> </ul>

### Notes

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 negligent 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 Residential Life 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.

## Section III: Housing Procedures

As stated previously, please know that the community expectations found on our Pandemic Expectations site related to the COVID-19 pandemic supersede any policy information found in this document.

### **On Campus Housing**

#### **On-Campus Housing Requirements**

Skidmore requires all full-time students to live on campus for each year they are enrolled. Students can apply for exemptions to this requirement during the Housing Selection process in the spring semester once they reach sophomore class standing. Further requirements for living on campus are listed below:

- Board Plan Requirement
  - An Unlimited Meal Plan is required for all students living in residence halls. Those in the apartments have no board requirement, but may choose to purchase one.
- Full-Time Status
  - Students living on campus must maintain a minimum of 12 credit hours. Exceptions may be granted for the following reasons:
    - Academic Accommodations

- Temporary or recent permanent disability, including temporary illness
  - Graduating Seniors in their final semester
- Housing Guarantee
  - Skidmore College guarantees on-campus housing to all full-time students who have completed the housing selection process, or are incoming first year students. Rising Juniors and Seniors who fail to complete the housing selection process will forfeit this guarantee. The housing guarantee does not guarantee any particular housing type.
  - Skidmore College reserves the right to revoke the housing guarantee at any time, including as part of a conduct sanction.
- Housing Contract
  - After selecting on-campus housing for the academic year, students are required to remain in their housing and will not be released from their housing contract, nor will they be released from any room and board charges. Exceptions to this contract can be found below.

### **Exceptions to the On-Campus Housing Requirements**

Any students looking to apply for exemptions to the on-campus housing requirement must do so through the Housing Appeals Process. Students looking to go off campus for their Junior or Senior year are not required to appeal, but must complete the regular housing selection process in the Spring and select the Off-Campus option. Outlined below are reasons for exemption to the on-campus housing requirement:

- 22 years of age or older, by September 1<sup>st</sup> of the academic year during which off-campus housing is requested
- Marital Status – married students
- Family Residence – Family lives within 30 miles of campus
- Children – Students with children
- Significant Changes to Financial Circumstances – In consultation with the Financial Aid Office

- Accommodations – In consultation with the Coordinator for Student Access Services
- Change in Status – Students taking a Leave, Withdrawing, Studying Abroad, or moving to Part-Time status

In order to request an exception to the on-campus housing requirement, students must file an appeal in writing with the Office of Residential Life. Appeals will be reviewed by the Office of Residential Life and responses will be provided within 5 business days of receipt.

Appeal letters must address the following:

- Reason for appeal
  - Must be a reason listed above
- Explanation of why exception is necessary
  - Why standard protocol is not appropriate in this case
  - How the student would benefit from exception
  - Impact if the exception is not granted
- *If the appeal is occurring after housing selection and/or start of the academic year* – How the situation has changed since selecting housing. *OR, for first year and transfer students placed by Residential Life* - How the situation has changed since moving in

### **Living Off-Campus**

Students approved to reside off-campus must provide the Office of Residential Life with the information outlined below. Students who fail to provide this information prior to the start of classes may be charged with Failure to Comply through the Student Conduct process.

- Off-Campus Address
- Landlord Contact Information
  - Must minimally include the name of the landlord and a contact phone number

Students interested in moving back to campus may apply to do so by requesting to be placed on the Housing Waitlist. Students on this waitlist will be housed on a space-available basis only after students

residing on-campus on the room change list have been accommodated.

### **Accommodations Process**

One of the exceptions outlined above is accommodations. For students that may require special consideration in their housing process, an accommodations process exists. Accommodations go through the Office of Student Academic Services and the Coordinator for Student Access Services. All students wishing to apply for accommodations must do so by contacting the Coordinator for Student Access Services.

## **Closing and Opening**

### **Start of Semester Arrival**

Students are expected to arrive on their scheduled day and time. Arrival dates for each academic semester are listed on the academic calendar published by the Office of the Registrar (<https://www.skidmore.edu/registrar/datesdeadlines.php>).

Students are not permitted to arrive prior to their scheduled days without prior approval from the Office of Residential Life. Approval is only granted to students with business on the campus (student employment, leadership positions, orientation, and academic work).

Students who arrive prior to their scheduled date and time will not be given access. Students found in their housing assignment without prior approval will be asked to leave, may be charged at a rate of \$250.00 per day, and may face student conduct charges.

### **Break Closing**

Students are expected to leave no later than 10:00 am on the date of each break closing, unless approved for a late stay.

### **Break Housing**

Students residing in on-campus housing will have the ability to apply to stay for any portion of any of the breaks listed above. A Break Housing Application will be sent to students at least one week prior to closing. Students must complete this application in order to be eligible to stay.

Students' conduct records may also be checked - those with outstanding sanctions may not be eligible to stay on campus for the break.

Students who do not have active housing contracts (students on leave, students graduating, students going abroad) are not eligible for Break Housing. This is more common during Winter Break when students' status may be changing for the Spring semester.

### **End of Year Closing**

First Year, Sophomore, and Junior students are expected to depart campus 24 hours after their last final, or by 10:00 am on the first Saturday after Finals Week. Students who do not depart by their assigned date without prior approval, may be charged \$250.00 per day for their late departure.

### **Senior Week**

Skidmore College maintains academic year housing operations for one week past the initial End of Year closing for Senior Week.

Senior Week Housing is only available to students who reside On-Campus at the close of the semester and are:

- A Graduating Senior
- Sponsored by an On-Campus residing Graduating Senior
- Sponsored by a Campus Office or Department

### **Senior Week Sponsorship**

All non-Senior students who wish to stay on-campus during Senior Week must be sponsored. Sponsorship submissions are due by 4:30 pm on the last Friday before finals week. Late submissions will not be accepted. Sponsorship can come from the following sources:

- Department and Faculty – Requests must come directly from the sponsoring party, not the student
- Graduating Seniors – The Senior must complete an online form. Each Senior may sponsor up to 2 students

Students sponsored by a graduating senior are responsible for their own meals for the duration of Senior Week. Students seeking sponsorship may not be eligible for the following reasons:

- Residence Hall – Students living in Wait Hall and Jonsson Tower are not eligible for sponsorship. Other building residents may become ineligible at the discretion of the Office of Residential Life.
- Student Conduct Record – Students with a record of repeated conduct violations, incomplete conduct sanctions, or on Disciplinary Probation may be denied permission to be sponsored.

### **Senior Week Departure**

All students staying for Senior Week are expected to depart campus by 10:00 am on the Sunday after Commencement.

### **End of Year Charges**

Damage billing occurs at the end of the year. During this process, students are charged for any damages that occurred to their living space or common areas. Failure to meet cleaning expectations may also result in damage billing. Spaces are inspected by Office of Residential Life and Facilities Services staff to determine cleanliness and damages. Students will be held responsible for the costs associated with the repair or excessive cleaning of their space. These charges will appear on the student's bill and are non-negotiable.

### **Room Inspection Forms and Expectations**

The Office of Residential Life inspects all spaces prior to the start of classes in order to determine the starting condition. This condition is recorded on a Room Inspection Form. Students are expected to communicate any issues with their spaces with the Office within 10 days of moving in. If students do so, those items will be considered pre-existing and the student will not be billed.

Students are expected to leave their housing space clean and in the condition they found it. Spaces are expected to be cleaned of all trash and personal items. In addition, spaces should be swept/vacuumed and

surfaces should be wiped down. In the apartments, kitchen sinks and refrigerators should be cleaned and emptied of personal belongings, as well as showers, sinks, and toilets. All college owned furniture must remain present in the room, unless it was removed by Facilities Services.

Upon a student moving out, the Office of Residential Life will re-inspect the student's space with the Room Inspection Form. Any changes in the condition of the space will be noted and may result in charges. Common damages include holes in the walls, broken or missing furniture, stains on the carpet, etc.

### **Damage Billing – Shared Areas**

Charges related to shared areas will be split evenly among all students living within that shared area, unless a responsible party comes forward. The responsible student must take responsibility for the damage in order to remove the shared charges.

### **Damage Billing – Appealing Charges**

Students have the right to appeal any damage charges. Students must submit their appeal through their Skidmore College email to the Office of Residential Life ([reslife@skidmore.edu](mailto:reslife@skidmore.edu)). Students must state what charge(s) they are appealing, and why. The reason for appeal must be one of the reasons outlined below. All appeals will be reviewed by a committee of professional staff and will be responded to within 10 business days.

All appeals must be submitted within 30 days of the charges posting to the student's account. Appeals received after this time will not be accepted or reviewed.

The Office of Residential Life will not accept appeals via phone calls, or submitted by parents or family.

The reasons for appealing a damage charge that the Office of Residential Life will accept are:

- Damages were pre-existing

- The damages were noted on the Room Inspection Form. If the damages were pre-existing and not noted on the Room Inspection Form, it is the student's responsibility to notify a Residential Life staff member within 10 days of move-in. If there is evidence of pre-existing damage, either through the Room Inspection Form or communication from the student after move-in, the appeal will be considered.
- Another party is responsible
  - If another party is responsible for the damages, the students must notify the Office of Residential Life who the other party is, and the other party must come forward and take responsibility for the damages and charges. The charges will not be reversed until all parties have come forward

If you are looking for additional information, please consult our [Housing Process Guide](#). This document contains information on our general processes.