

Student Handbook

2014 – 2015

SKIDMORE
C O L L E G E

2014-15 Student Handbook of College Policies

©2014 Skidmore College

The Skidmore College Student Handbook, produced each year by the Student Affairs division of Skidmore College, presents the policies and procedures concerning the Skidmore Honor code 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.

The Student Handbook may be accessed electronically at: www.skidmore.edu/student_handbook/

Table of Contents

Letter from the President.....	1
Alma Mater	3
College Calendar	4
Introduction	5
Section I: Honor Code and Student Code of Conduct	6
Section II: Students' Bill of Rights	24
Section III: College Policies	
Academic Integrity	27
Administrative Complaints.....	36
Alcohol and Other Drugs Policy (AOD)	38
Actions and Sanctions for Violations of Skidmore College's Policy on Alcohol and Other Drugs (AOD)	39
Corresponding Point System to the Alcohol and Other Drug Policy Grid	41
AOD Medical Amnesty Policy.....	42
Laws and Policy Relating to Alcohol	43
Beverage Control Polices	44
Student Bartenders.....	45
Laws and Policy Related to Drugs.....	45
Medical Marijuana Policy.....	46
Drug Free Campus.....	46
Athletics	
Crowd Control Statement	48
Fan Participation.....	48
Dining Service Policy	49
Equal Opportunity and Diversity Policy.....	51
Event Planning	
Bake Sale/Student-Prepared Foods & Catering.....	61
Film Screening.....	62
Fundraising	64
Hosting an Event.....	66
Scheduling	71
Travel Policy for Student Clubs.....	72
Motor Vehicle and Parking Rules and Regulations.....	76
Political Activity and Demonstrations	
Political Activity.....	77
Campus Demonstrations and Protests.....	81
Publicity of Events.....	82
Residential Life Room and Board Agreement.....	86
Safety	
Fire Safety Policy	91
Life Safety	96

Losses	96
Safety and Security Report.....	96
Sexual and Gender-Based Misconduct Policy.....	97
Smoking.....	121
Weather.....	125
Wheeled Devices and Slacklining	127
Section IV: Campus Offices.....	128

Letter from the President

To the Students of Skidmore College,

Greetings and best wishes to you. Whether you are returning for the next stage in your Skidmore journey or are arriving for your initial experience here as a new student, please know that you are a valuable member of this very special community. Skidmore is YOUR College; it is where you belong.

My hope is that, over the coming year, you will take full advantage of what the College has to offer and experience the many ways in which “Creative Thought Matters.” Our broad liberal arts curriculum represents virtually the full spectrum of human cultural and intellectual accomplishment. Explore it! Learn how the disciplines represented here interrogate the world – how they ask and answer questions, and how they relate to one another. Learn from the pervasive presence of the visual and performing arts throughout our campus. Join – and contribute to – student organizations (especially those dedicated to making a positive difference in the Skidmore community), in the Saratoga region, or in the world at large. Discover your own cause, your own way of leaving the world a better place than you found it. Participate in a sport, either as a member of a varsity, club, or intramural team or as an individual seeking to enhance your own health and wellness. And be sure to take advantage of our setting in the vibrant small city of Saratoga Springs and our proximity to the unparalleled opportunities afforded by the Adirondacks.

Seize the opportunity to get to know your Skidmore professors. These teacher-scholars are here to share their expertise – indeed, their passion – for their disciplines that has led them to choose the life of a college professor. They write scholarly books and articles; they author acclaimed novels and books of poetry; they create lasting works of art. In doing so, they contribute to national and international conversations that advance human knowledge. They want to include you in those conversations as well: to engage you in your own search for knowledge and help you see connections across the disciplines, to prepare you to make your own contribution as a novelist, scientist, historian, business or political leader, or educator in your own right.

Get to know one another. Your fellow students will become friends you will cherish for a lifetime, but only if you take the time to know them for the individuals they are. As we work on becoming a more diverse and inclusive community, one that is open to the many ways of constructing a human life, do your own part to stretch yourself – to go beyond the boundaries of your personal history. Reach out to someone whose experiences may have been different from your own, and get to know her or him as a friend. Take responsibility for your own actions, and look out for one another. Above all, approach one another in a spirit of respect: expect respect from others; give your respect to them. The Skidmore Honor Code sets out your basic obligations as members of this academic community. It is a privilege to be at Skidmore, not a right. Show that you understand the responsibilities entailed by this privilege by taking our values to heart – not just during your brief sojourn here but as a foundation for your entire life as a Skidmore graduate.

Marie and I want to get to know you as well. We look forward to meeting you on campus, at a play, at a Fireside Chat, or open President's office hours, at an athletic contest, at a lecture, or just hanging out in the dining hall.

Eleanor Roosevelt once advised, "Do something every day that scares you." I would say it this way: Do something every day that challenges you, something that takes you out of your comfort zone. Let Skidmore help you take one more step on your journey toward becoming the person you most want to become.

Cordially,

A handwritten signature in black ink that reads "Philip A. Glotzbach". The signature is written in a cursive style with a large, stylized initial "P" and a long horizontal flourish at the end.

Philip A. Glotzbach
President

Alma Mater

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!

Words and music by Henry T. Moore

President, Skidmore College

1925-1957

College Calendar 2014-2015

Fall Semester 2014

Monday-Wednesday, August 18-20	London Program orientation
Thursday- Sunday, August 28-31	Pre-Orientation Programs
Sunday, August 31	New & Transfer Students Arrive
Monday, September 1	Returning Students Arrive
Wednesday, September 3	Classes Begin
Friday, September 5	Internship for Credit Deadline
Friday, September 5	Add deadline
Wednesday, September 17	Drop Deadline
Friday-Sunday, Oct. 17-19	Celebration Weekend
Friday, October 24	Study Day
Monday-Friday, October 27- 31	Advising Week
Tuesday, November 4	Registration for Spring 2014 Begins
Monday, November 17	Withdrawal Deadline
Wednesday-Sunday, November 23- 30	Thanksgiving Vacation
Wednesday, December 10	Last Day of Classes
Thursday-Sunday, December 11-14	Study Days
Monday-Thursday, December 15-18	Final Examinations
Friday, December 19	Fall Semester Ends

Spring Semester 2015

Friday, January 16	New & Transfer Students Arrive
Saturday, January 17	London Returning Students Arrive
Sunday, January 18	Returning Students Arrive
Monday, January 19	Martin Luther King Day observed
Tuesday, January 20	Classes begin
Thursday, January 22	Internship for Credit Deadline
Thursday, January 22	Add Deadline
Tuesday, February 3	Drop Deadline
Saturday-Sunday, March 14-22	Spring Vacation
Monday-Friday, March 30-April 3	Advising Week
Tuesday, April 7	Registration for Fall 2015 Begins
Thursday, April 8	Withdrawal Deadline
Tuesday, April 28	Last Day of Classes
Wednesday, April 29	Academic Festival
Wednesday, April 29	Honors Convocation
Thursday-Sunday, April 30-May 3	Study Days
Monday-Friday, May 4-8	Final Examinations
Saturday, May 9	Spring Semester Ends
Monday-Friday, May 11-15	Senior Week
Saturday, May 16	Commencement

Introduction

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

The cocurricular and residential programs at Skidmore consider students to be adults ready to take responsibility for their learning, the quality of their social environment, and their daily life. We support your rights to privacy, freedom of inquiry and expression, and your participation in College governance. We also expect you 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, guides, and confidants. They help you assess your academic and personal needs, point out opportunities, and facilitate your access to those opportunities. They will work with you to foster a social environment conducive to learning, and they will expect you to observe the Honor Code, the College Code of Conduct, and other College policies and regulations. They will also hold you accountable for any misconduct.

The first section of this Handbook discusses the Honor Code, the Student Code of Conduct, and the College conduct process. It describes the College's expectations and your obligations as members of the community. Please review the Honor Code and the Code of Conduct, and make a commitment to integrity and personal responsibility. The health and vitality of our learning community rests on the honor system.

The second section of the Student Handbook presents Student Bill of Rights. The third section describes various College policies and information about personal safety. Take the time to review this material.

The final section of the Handbook lists College offices and programs. This section includes information about how to contact these offices.

Section I: Honor Code and Code of Conduct

Established at the request of the student body in 1921, the Skidmore Honor Code defines the guiding principles of honesty, respect, and integrity that should inform all choices and behavior patterns in the Skidmore academic and social communities. 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.

It is the responsibility of every student and every member of the faculty and staff, both by example and by instruction, to encourage students to embrace the standards of the Honor Code. If a student believes that another student may have violated the Honor Code, the student is honor-bound to speak to the student who is suspected to have committed the violation, and if there is reason to believe that a violation may have occurred, to report that student to the Dean of Students and Vice President for Student Affairs (DoS/VPSA) or other appropriate member of the staff or faculty. (Note: All references to the DoS/VPSA include the Dean or his/her designee.) If a member of the faculty is aware that someone has committed an academic violation, faculty legislation requires that the faculty member report the violation to the Associate Dean of Faculty for Academic Policy and Advising (ADoF). It is only through a combination of ethical commitment, guidance, and sanctions that the Honor Code can become a living set of principles for our community.

As one regular manifestation of the Honor Code at Skidmore, at the end of each examination students must write and sign the following statement:

I have not witnessed any wrongdoing, nor have I personally violated any conditions of the Skidmore College Honor Code, while taking this examination.

This statement, provided by the instructor and transcribed by each student, should be included in every exam. Failure on the part of a student to write and sign this statement makes it incumbent upon the faculty member responsible to speak to the student about a possible Honor Code violation.

Honor Code Commission

The Commission is a committee of the Student Government Association established to help educate students about the values, responsibilities, and consequences of the Honor Code. The commission also works with other areas of the student governance system and the deans of the College to recommend changes in the Honor Code system.

Honor Code Violations

The goal of the Honor Code is to help all members of the Skidmore community develop as individuals as well as to assure the growth, safety, and ethical conduct of the community as a whole. While this Handbook focuses, as is appropriate, on student responsibilities and rights, the faculty and administration of the College also pledge to live by the principles of the Honor Code and to honor a host of professional standards as well. The faculty and staff are, however, generally answerable to codes and processes defined by the faculty and administration of the College, not to the hearing processes defined in this Handbook.

Student Code of Conduct

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 as breaches of the College Honor Code 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 non-custodial or field arrests) to the Associate Dean of Student Affairs/ Student Conduct Administrator 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 Honor Code or Code of 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 Student Code of Conduct.

(The Skidmore College Student Code of Conduct is partially adapted from The NCHERM Group Model Developmental Code of Student Conduct and is used here with permission.)

Jurisdiction

The Honor Code, the Code of Conduct and the student conduct process apply to the conduct of individuals who are considered students from initial enrollment through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment. The College retains conduct jurisdiction over students who choose to take a leave of absence, withdraw or have graduated for any misconduct that occurred prior to the leave, withdrawal or graduation. If sanctioned, a hold may be placed on the student's ability to re-enroll and/or obtain official transcripts and/or graduate and all sanctions must be satisfied prior to re-enrollment eligibility. In the event of serious misconduct committed while still enrolled but reported after the accused student has graduated, the College may invoke these procedures and should the former student be found responsible, the College may revoke that student's degree.

The Honor Code and Code of Conduct apply to behaviors that take place on the campus or at College-sponsored events, and may also apply to conduct occurring in other locations when the Vice President of Student Affairs/Dean of Students or designee determines that the off-campus conduct affects a substantial College interest. A substantial College interest includes, but is not limited to:

- Any situation where it appears that the student's conduct may present or be indicative of a danger or threat to the health or safety of others in the campus community; and/or
- Any situation that significantly impinges upon the rights, property or achievements of others in the campus community or significantly breaches the peace and/or causes social disorder; and/or
- Any situation that is detrimental to the educational mission, operations and/or interests of the College.

The Honor Code and Code of Conduct may be applied to behavior conducted online, via email or other electronic medium. Students should also be aware that online postings such as blogs, web postings, chats and social networking sites are in the public sphere and are not private. These postings can subject a student to allegations of conduct violations if the violations occur, or if evidence of policy violations is posted, online. The College does not regularly search for this information but may take action if and when College officials become aware of such information.

The Honor Code and Code of Student Conduct apply to guests of community members. Community members who host guests are expected to take reasonable precautions to ensure that their guests comply with the Honor Code and the Code of Conduct, and are subject to discipline if they fail to take such precautions. Visitors and guests may seek resolution of violations of the Code of Conduct committed against them by students of College.

There is no time limit on reporting violations of the Honor Code or the Code of Conduct; however, the longer someone waits to report an offense, the harder it becomes for College officials to obtain information and witness statements and to make determinations regarding alleged violations. Though anonymous complaints are permitted, the nature of anonymous reports makes investigation, determination, and remediation more difficult and, at times, impossible. The College therefore encourages persons reporting violations to provide their names and contact information whenever possible. College email is the primary means of communication with students. Students are responsible for all communication delivered to their College email address.

Violations of the Law

Alleged violations of federal, state and local laws may be investigated and addressed under the Code of Conduct. The College may, but shall not be obligated to, delay its processes when criminal charges on the basis of the same behaviors that implicate the Honor Code and/or the Code of Conduct are being investigated. College action will not be altered or precluded on the grounds that civil or criminal charges involving the same incident have been filed or that charges have been dismissed or reduced.

The College reserves the right to exercise its authority of interim suspension upon notification that a student is facing criminal investigation and/or complaint. Interim suspensions are imposed until a hearing can be held. The interim suspension may be continued if a danger to the community is posed and the College may be delayed or prevented from conducting its own investigation and resolving the allegation by the pendency of the criminal process. In such cases, the College will only delay its hearing until such

time as it can conduct an internal investigation or obtain sufficient information independently or from law enforcement upon which to proceed.

Students accused of crimes may request to take a leave from the College until the criminal charges are resolved. In such situations, the College procedure for voluntary leaves of absence is subject to the following conditions:

- The Responding Student must comply with all College investigative efforts; and
- The Responding Student must comply with all interim actions and/or restrictions imposed during the leave of absence; and
- The Responding Student must agree that, in order to be reinstated to active student status, they must first be subject to, and fully cooperate with, the campus conduct process and must comply with all sanctions that are imposed.

Any violation of the law should be immediately reported to Campus Safety and the Associate Dean of Student Affairs/Director of Student Conduct.

The Student Government Association provides students with the opportunity to receive one free legal consultation from the legal services of Richard F. Mullaney and Eleanor K. Mullaney, Attorneys At Law (518-584-8000).

Standards of Conduct

Good social conduct in the large majority of cases is a matter of common sense and the ordinary 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 the essential value of a respectful and cooperative community. The items listed do, however, suggest some of the more serious issues that sometimes confront our community. Violations of the Skidmore College Honor Code and Code of Conduct include, but are not limited to, the following:

Integrity: *College students exemplify honesty, honor and a respect for the truth in all of their dealings. Behavior that violates this value includes, but is not limited to:*

- 1) **Falsification.** Knowingly furnishing or possessing false, falsified or forged materials, documents, accounts, records, identification or financial instruments;
- 2) **Academic Dishonesty.** Violating the Academic Integrity Policy. For definition, policy, and conduct procedures, see <http://www.skidmore.edu/advising/integrity/index.php>;
- 3) **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;

- 4) **Collusion.** Action or inaction in concert with another or others to violate the Honor Code and Code of Student Conduct;
- 5) **Election Tampering.** Tampering with the election of any College-recognized student organization;
- 6) **Taking of Property.** Intentional and unauthorized taking of College property or the personal property of another, including goods, services and other valuables;
- 7) **Stolen Property.** Knowingly taking or maintaining possession of stolen property;

Community: College students build and enhance their community. Behavior that violates this value includes, but is not limited to:

- 8) **Disruptive Behavior.** Substantial disruption of College operations including obstruction of teaching, research, administration, other College activities, and/or other authorized non-College activities which occur on campus;
- 9) **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;
- 10) **Damage and Destruction.** Intentional, reckless and/or unauthorized damage to or destruction of College property or the personal property of another;
- 11) **Information Technology.** Violating the College IT Policy. For definition, policy, and conduct procedures, see <http://cms.skidmore.edu/it/policies/index.cfm>;
- 12) **Gambling.** Gambling as prohibited by the laws of the State of New York. (Gambling may include raffles, lotteries, sports pools and online betting activities);
- 13) **Weapons.** Possession, use, or distribution of explosives (including but not limited to fireworks and ammunition), guns (including but not limited to air, BB, paintball, facsimile weapons and pellet guns), 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;
- 14) **Smoking.** Violating the College Smoking Policy. For definition, policy, and conduct procedures, see <https://www.skidmore.edu/dean-students/smoking-policy.php>
- 15) **Fire Safety.** Violating the Fire Safety Policy. For definition, policy, and conduct procedures, see http://www.skidmore.edu/student_handbook/room_and_board.php#fire
- 16) **Animals.** Violating the Service and Therapy Animal Policies. For definition, policy, and conduct procedures, see <http://www.skidmore.edu/accessibility/policies/index.php>

Social Justice: *Students recognize that respecting the dignity of every person is essential for creating and sustaining a flourishing campus community. They understand and appreciate how their decisions and actions impact others and are just and equitable in their treatment of all members of the community. They act to discourage and challenge those whose actions may be harmful to and/or diminish the worth of others. Conduct that violates this value includes, but is not limited to:*

17) 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.

18) Harassment. Harassment on the basis of 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 constitutes violations of the Honor Code and Code of Conduct, but such violations are adjudicated under policies below rather than under the procedures described here.

- For sexual and gender-based harassment definition, policy, and conduct procedures, see Sexual and Gender-Based Misconduct Policy at http://www.skidmore.edu/student_handbook/sexual-misconduct.php
- For race and other identity-based harassment definition, policy, and conduct procedures, see Equal Employment Opportunity, Diversity and Anti-Harassment Policies and Procedures, found at http://www.skidmore.edu/student_handbook/equal-op-and-div.php.

19) Retaliation. Any intimidation, harassment, discrimination, retaliation 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).

20) 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;
- Failure to comply with the sanction(s) imposed by the campus conduct system;
- Influencing, or attempting to influence, another person to commit an abuse of the campus conduct system.

Respect: *College students show positive regard for each other and for the community. Behavior that violates this value includes, but is not limited to:*

21) Harm to Persons. Intentionally or recklessly causing physical or emotional harm or endangering the physical or emotional health or safety of any person.

22) Threatening or Intimidating Behaviors:

- 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.

23) Bullying and Cyberbullying. Bullying and cyberbullying are repeated and/or severe aggressive behaviors that intimidate or intentionally harm or control another person physically or emotionally.

24) Hazing. Any behavior that is physically, emotionally or psychologically abusive to an individual or selected group of individuals for the purpose of gaining entrance or acceptance into an established group.

25) Sexual and Gender-Based Misconduct, including dating violence, stalking, and sexual misconduct. In cases where a Responding Student is alleged to have violated the SGBM policy and other violations of the Student Code of Conduct during the same incident, the Conduct Administrator may charge the SGBM Administrative Hearing Board to adjudicate all of the alleged violations. For sexual and gender-based misconduct definitions, policy, and conduct procedures, see http://www.skidmore.edu/student_handbook/sexual-misconduct.php

Responsibility: *College students are given and accept a high level of responsibility to self, to others and to the community. Behavior that violates this value includes, but is not limited to:*

26) Alcohol and Other Drugs. Violating the College Alcohol and Other Drugs Policy. For definition, policy, and conduct procedures, see; http://www.skidmore.edu/student_handbook/alcohol-and-other-drugs.php

27) 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;

28) Financial Responsibilities. Failure to promptly meet financial responsibilities to the College, including, but not limited to; knowingly passing a worthless check or money order in payment to the College or to an official of the College acting in an official capacity.

29) Arrest. Failure of any student to accurately report an off-campus arrest by any law enforcement agency for any crime or offense (including but not limited to non-custodial or field arrests) to the Office of Student Conduct within 72 hours of release.

30) Other Policies. Violating other published College policies or rules, including but not limited to Residential Life policies;

31) Health and Safety. Creation of health and/or safety hazards (dangerous pranks, hanging out of or climbing from/on/in windows, balconies, roofs, etc.)

The Skidmore Student Conduct Process

Authority

The Dean of Students and Vice President for Student Affairs (DoS/VPSA) is responsible for resolving student violations of social policies while the Dean of Faculty/Vice President for Academic Affairs (DoF/VPAA) is responsible for resolving student violations of academic policies. All references to the DoS/VPSA and DoF/VPAA 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, the College reserves the right to pursue disciplinary action whenever it learns about a violation of the Honor Code or Code of Conduct.

The CA 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 CA 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). The CA may, at any time, make minor modifications to procedure that do not materially jeopardize the fairness owed to any party. Questions of interpretation of the applicable rules or procedures may be referred to the DoS/VPSA for social policies and the DoF/VPAA for academic policies, who will have discretionary authority to resolve any disputed or ambiguous terms and whose interpretation is final.

Investigation

The CA will appoint an investigator(s) for allegations under this Code, typically a Campus Safety Officer in the case of social policy violations, and the Associate Dean of the Faculty in cases of academic integrity. The investigator(s) will take the following steps:

1. Determine the identity and contact information of the party bringing the complaint, whether that person is a harmed party, a College representative or a third party;
2. Conduct a preliminary investigation to identify an initial list of all policies that may have been violated, to review the history of the parties, the context of the alleged incident(s), any potential patterns and the nature of the complaint;

- a) If the harmed party is reluctant to pursue the complaint, determine whether the complaint should still be pursued and whether sufficient independent evidence could support the complaint without the participation of the harmed party;
 - b) Notify the harmed party of whether the College intends to pursue the complaint regardless of their involvement, and inform the harmed party of their rights in the process and option to become involved if they so choose;
 - c) Implement appropriate action to maintain the safety of the campus community (or specific persons within the campus community) until the investigation and/or hearing process is complete, such as “no contact” directives, removal from campus residence facilities, removing a student from a class or classes, or interim suspension from the College. A student subject to such interim measures may appeal the decision to impose them to the DoS/VPSA within 3 business days after being notified of the decision;
3. If indicated by the preliminary investigation and authorized by the CA, conduct a comprehensive investigation to determine if there is reasonable cause to believe that the Responding Student violated College policy, and to determine what specific policy violations should serve as the basis for the complaint;
 - a) If there is insufficient evidence through the investigation to support reasonable cause, the allegations will be closed with no further action;
 - b) If there is sufficient evidence through the investigation to support reasonable cause, the allegations will be referred for resolution as described below;
 4. The College may deny a student participation in commencement activities if the student is the subject of an ongoing investigation or has disciplinary charges pending.

Resolution Options

A student accused of violating the Honor Code or the Code of Conduct meets 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 seriousness of the alleged violation, the existence of a pattern of repeat or multiple violations, or issues of fairness and equity. 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.

1. **Administrative Conference:** The CA may conduct an administrative conference to determine and administer appropriate sanctions without a board hearing, typically when the Responding Student admits to violating the Honor Code or the Code of Conduct. In an administrative conference, complaints will be heard and determinations as to responsibility and sanctioning will be made by the CA. Sanctions may include any sanctions available in connection with a formal board hearing (described below).
2. **Informal Resolution:** If harmed parties are willing, the CA may ask students (and faculty and staff as appropriate) to participate in mediation, conflict resolution circles, or restorative justice conferencing as an informal resolution, which may obviate the need for a formal board hearing.
 - **Mediation and Conflict Resolution Circles:** The CA may recommend facilitated dialogues to help parties in a dispute find an agreement that best meets their needs. Students in conflict may be

referred to mediation or a conflict resolution circle to find a mutually acceptable outcome. Participation in mediation or a conflict resolution circle does not require admission of a violation and agreements do not result in a conduct record.

- **Restorative Justice (RJ) Conference.** RJ is a collaborative decision-making process that includes harmed parties, Responding Students, and others seeking to hold Responding Students accountable by having them (a) accept and acknowledge responsibility for their misconduct, (b) to the best of their ability repair the harm they caused to harmed parties and communities, and (c) work to reduce the risk of further conduct violations by building positive social ties to the community. Trained facilitators guide the dialogue. After a discussion of the harm, the parties (rather than a conduct administrator or board) decide what steps the Responding Student can take to repair the harm. An RJ conference is a voluntary process used when a Responding Student has admitted to a violation. RJ agreements are included in the conduct record.

Students participating in an informal resolution process may elect to withdraw from the process at any time. If the Reporting Individual or Responding Student withdraws, the matter will be addressed through an administrative conference or board hearing.

3. **Academic Integrity Resolution.** Faculty are required to report suspected academic integrity violations of the Honor Code to the Associate Dean of the Faculty for Academic Policy & Advising. When a student acknowledges responsibility for a violation, the ADoF administers institutional sanctions as prescribed by faculty legislation and described in the Academic Integrity Handbook (found at http://www.skidmore.edu/advising/documents/AcademicIntegrityHandbook_Web.pdf); the instructor retains authority over the grade consequence. Most cases alleging academic integrity violations are resolved between the ADoF, the student, and the instructor but any party may bring the case to the Integrity Board. The Integrity Board is particularly important when a student contests the charge itself. If the student is found responsible, the Integrity Board cannot reduce or set aside sanctions imposed by the ADoF or modify a grade penalty determined by the instructor. The Academic Integrity Handbook describes further impacts of academic integrity violations and describes grievance procedures and the limited forgiveness policy. Questions about academic integrity may be directed to the ADoF or to the Director of Academic Advising.
4. **The Integrity Board (IB) or the Administrative Hearing Board (AHB)** The IB/AHB meets with the Responding Student and determines if the Responding Student is in violation of the Honor Code or Code of Conduct and, if so, assigns sanctions. The IB/AHB requires a student who has violated the Honor Code or the Code of Conduct to be accountable for their misconduct and take steps to return to good standing. The procedures described below, which include fact-finding, discussion, complaint resolution, and assignment of sanctions, support these goals. The board depends on the participants' honesty, integrity, and commitment to resolving complaints, and decides each case according to its own merits and the disciplinary precedents that may apply.

Integrity Board/Administrative Hearing Board Structure and Process

Types of Boards

The Dean of Students and Vice President for Student Affairs establishes the Integrity Board (IB) and Administrative Hearing Board (AHB).

- **Integrity Board:** An IB for a hearing includes three students, including the chair, one faculty member and one member of the College administration or staff. The IB operates during the academic year and may hear cases of social and academic violations with the exception of sexual misconduct. The IB is composed of students, faculty, and staff/administrators. The Student Government Association selects at least nine students to serve a one-year term through a willingness-to-serve process. The Faculty Executive Committee (FEC) appoints six faculty to overlapping two-year terms. The DoS/VPSA appoints six administrators and staff to the IB. The CA schedules student, faculty and administration/staff for hearings as needed to properly comprise an IB for each case. The Conduct Administrator will act as non-voting advisor to the hearing process.
- **Administrative Hearing Board:** The DoS/VPSA may impanel the AHB to hear cases deemed unsuitable for the IB or when the IB is unable to meet, such as during vacation periods or study days. An AHB for a hearing includes three Integrity Board members from the administration, staff, and/or faculty appointed by the DoS/VPSA. In academic cases, the AHB will include at least one faculty member. The Conduct Administrator will act as non-voting advisor to the hearing process. The DoS/VPSA advises the IB chair(s) of all AHB cases.

Participants in the Hearing Process

- **Conduct Administrator (CA):** The CA provides the board with information and answers questions about policy and procedure and is responsible for board training. The CA receives reports of suspected violations and provides information about the applicable process to the harmed party, Reporting Individual and Responding Student. The CA also works with the IB/AHB chair to ensure an orderly hearing process and presents the investigation findings to the board. In most cases, the Dean of the Faculty for Academic Policy and Advising serves as CA for academic cases and an administrator from the Dean of Students and Vice President for Student Affairs Office serves as CA for social integrity cases.
- **Board Chair:** The chair assists with administrative oversight of the IB/AHB and is responsible for ensuring a fair and reasonable hearing. The chair manages the tone and pace of the hearing and leads the board through its decision-making process. The chair works with the CA to inform the Reporting Individual about procedures, inform the Responding Student and Reporting Individual in writing of the board's decision, and helps track compliance with sanctions. The chair decides, in consultation with the CA, what information and which witnesses will be presented and considered.
- **Board Member:** Board members are representatives of the Skidmore College community and are expected to be fair-minded and to promote the well-being of the community. Board members may ask questions of the various participants in the hearing and their decisions about determinations of responsibility and sanctions are by majority vote.

- **Reporting Individual:** The Reporting Individual is the person alleging a violation of the Code of Conduct or the Honor Code. In certain cases, the CA acts as the Reporting Individual on behalf of the College. For example, the College may pursue a violation of the Honor Code or Code of Conduct in response to an anonymous complaint.
- **Responding Student:** The student charged with violating the Honor Code or Code of Conduct.
- **Advisor:** The parties have the right to an advisor of their own choosing. The advisor may be any member of the Skidmore community (student, faculty or staff). The advisor has a limited speaking role and may not make a presentation or otherwise represent the Reporting Individual or Responding Student during the hearing; it is expected that Reporting Individuals and Responding Students will speak for themselves. If the advisor wishes to confer quietly with their advisee, exchange notes, clarify procedural questions with the chair or suggest questions to their advisee, they may request a recess, which may be granted or denied at the discretion of the board chair. A list of trained advisors is available from the CA.
- **Support Person:** The Reporting Individual and the Responding Student may each bring a support person to the hearing. The support person is a trusted ally who attends in order to provide a supportive presence. The support person has a limited speaking role and is not a character witness or advocate, and should not present information on behalf of, or otherwise represent, the Responding Student or Reporting Individual; it is expected that Reporting Individuals and Responding Students will speak for themselves. The support person may be any member of the Skidmore community (student, faculty, or staff).
- **Harmed Party:** The CA may invite, as feasible and subject to confidentiality restrictions under applicable law, anyone allegedly harmfully impacted by a violation. Harmed parties may be asked to specify how they have been harmed and ideas they may have for repairing harm and rebuilding trust.
- **Witness:** If and to the extent deemed appropriate by the Chair, Responding Students, Reporting Individuals and/or the CA may invite witnesses to the hearing to assist the board in their determination of responsibility.
- **Resource Expert:** The CA may invite, as needed, individuals with specific expertise, such as a counselor with knowledge about rehabilitation resources.

Referral to Boards

Once a determination is made that reasonable cause exists for the CA to refer a complaint for a hearing, notice will be given to the Responding Student at least three days before the hearing. Notice will be in writing and may be delivered by one or more of the following methods: in person by the CA; mailed to the local or permanent address of the student as indicated in official College records; or emailed to the student's College-issued email account. Once mailed, emailed and/or received in-person, such notice will be presumptively delivered. The letter of notice will:

- Include the alleged violation and notification of where to locate the Code of Conduct and/or Honor Code (as applicable) and College procedures for resolution of the complaint.

- Provide notice of the time, date and location of the hearing.

Preparation for Board Hearings

- A meeting with the CA may be arranged to explain the nature of the complaint and the conduct process. At this meeting, the Responding Student may indicate, either verbally or in writing, to the CA whether they admit to or deny the allegations of the complaint.
- The CA will ensure that the hearing information and any other available written documentation is shared with the parties prior to, or if prior exchange is not feasible at the commencement of, the hearing. In addition, the parties will be given a list of the names of all board members in advance. Should any party object to any board member, that party must raise all objections, in writing, to the CA immediately. Board members will only be unseated if the CA concludes that bias precludes an impartial hearing of the complaint. Additionally, any board member who feels they cannot make an objective determination must recuse themselves from the proceedings. In either case, the CA shall appoint a replacement board member. A party who does not object to a board member prior to the hearing in accordance with this paragraph is deemed to waive any objection to the composition of the board.
- Responding Students are expected to participate in the hearing, but may submit a written statement to the board instead. If a student fails to attend the hearing, the hearing proceeds without the student present, and the board renders a decision based on the information available to it.
- At the discretion of the chair, Responding Students and harmed parties may participate by remote means such as phone or video conference.
- In hearings involving more than one Responding Student, the complaints may be heard jointly if all Responding Students consent, or if a joint hearing is otherwise determined by the CA to be appropriate if permitted by applicable law. In joint hearings, separate determinations of responsibility will be made for each Responding Student.
- The College reserves the right to notify the parents/guardians of dependent students regarding any conduct situation. The College may also notify parents/guardians of non-dependent students who are under the age of 21 of alcohol and/or other drug violations, when the College has determined a threat to health and/or safety necessitates such notification, or when otherwise permitted by applicable law.

The Board Hearing

- The IB/AHB decides every case on an individual basis, after considering the information presented to it. The board conducts hearings 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.
- All procedural questions are subject to the final decision of the CA.
- Hearings will be closed to the public.

- All hearings are audio-recorded. The Reporting Individual and/or Responding Student may request to listen to the audio file as and to the extent permitted by applicable law. Deliberations are not recorded.
- Admission to the hearing of persons other than the parties involved will be at the discretion of the board chair, in consultation with the CA.
- Pertinent records, exhibits, and written statements may be accepted as information for consideration by the board chair. Formal rules of procedure and evidence are not observed.
- During the hearing, Reporting Individuals and Responding Students have an opportunity to offer information, and to present materials and witnesses on their behalf, in each case at the discretion of the board chair.
- The Reporting Individual, the Responding Student, the board, and the CA will have the privilege of questioning all present witnesses and questioning all present parties, at the discretion of the board chair.
- The board bases its decision on the information presented at the hearing. The standard of decision used by the board is preponderance of the evidence. In other words, board members must determine whether it is more likely than not that the alleged violation occurred. While the board members seek full consensus in reaching their decision, in disputed decisions a simple majority vote will decide the case.
- The board hearing has two parts: (1) finding of responsibility and (2) determination of sanctions. In the first part, the board reviews the allegations and determines if the Responding Student has violated the Honor Code or Code of Conduct. If a Responding Student is not found in violation, the hearing is adjourned. If a Responding Student is found in violation, the second part of the hearing is used to determine an appropriate sanction using the guidelines set forth below.
- The board may decide which parties may be present for some or all of the hearing with the exception of private deliberations by the board. Witnesses typically participate only in first part of the hearing (determination of responsibility), though the chair may permit witnesses during the sanctioning phase if he or she determines their testimony to be relevant for purposes of enabling the board to determine appropriate sanctions. Reporting Individuals, Responding Students, harmed parties, advisors, and support persons typically participate in both parts.
- The board usually informs a student of its decision immediately after reaching its determinations and to responsibility and (if applicable) sanctioning. However, if necessary the board may take up to ten business days to issue its finding.

Guidelines for Sanctions

Sanctions preserve individual and institutional integrity and, whenever possible and appropriate, help students to learn from their mistakes, make amends, and regain their standing in the community. The CAs maintain a record of all disciplinary hearings and sanctions applied, and these are admissible in subsequent student conduct proceedings involving the student(s) in question. 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 others. Violations of the Honor Code may have an impact on eligibility for prizes and honors, eligibility to hold a leadership position, participation and/or status in the room selection process, graduate school applications, security clearances, etc.

Disciplinary Probation: The CA or board may sanction students found in violation of the Code of Conduct and/or the Honor Code in a variety of ways that protect the safety of the community, repair harm and/or rebuild trust. During the period from hearing to completion of sanctions, the student is on "Disciplinary Probation." If determined appropriate by the board or the DoS/VPSA or DoF/VPAA, a student on Disciplinary Probation may not be eligible to register for the ensuing semester of study at Skidmore or participate in Skidmore room selection or in the off-campus housing draw. In the case of graduating seniors, students may not receive diplomas or participate in the graduation ceremony until completion of all sanction requirements, unless specifically permitted by the IB/AHB. Note that some campus organizations, such as SGA, do not permit their members to serve in leadership positions if they are on Disciplinary Probation. Probation may also affect eligibility for study abroad, attending conferences, or representing the College at an official function, event or intercollegiate competition as a player, manager or student coach, etc.

- **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.
- **Apology:** The board 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 acknowledgement 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 take into account the Responding Student's ability to pay. Sometimes services are substituted for payment.
- **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 board will help the Responding Student design a service project that best meets these goals.

- **Counseling:** 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 board does not diagnose psychological problems or specify treatment; however, they may require the student to seek consultation and follow any recommended treatment plan.
- **Supervision:** 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 board 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 research or reflection paper articulating the harm caused by their actions and/or strategies they may adopt to prevent further disruptive behavior.
- **Grade Penalties:** In academic integrity cases, the IB/AHB may make a recommendation to the appropriate faculty member about grade penalties. However, the faculty member has final say about any grade assigned in the course.
- **Specific Restriction(s):** The board 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” Directive:** The board may impose a prohibition against having any avoidable contact with one or more identified persons, in person or through telephonic, electronic, written or other means. A no contact directive may include additional restrictions and terms.
- **College Housing Reassignment or Suspension:** The board 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 board or CA may recommend suspension to the DoS/VPSA or DoF/VPAA. 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 board may also assign specific sanctions, such as community service, for completion during the suspension period. While suspended, students may transfer up 18 credits taken at another institution, subject to the usual review by the Registrar and with the approval of the IB or AHB and DoS/VPSA or DoF/VPAA. The College follows the refund practices for personal leaves. Further information may be found on the Bursar’s Office website at <http://www.skidmore.edu/bursar/withdrawal/index.php>. A decision for suspension constitutes a recommendation to the DoS/VPSA or DoF/VPAA, who will consider whether to accept or modify the recommendation.

- **College Suspension in Abeyance:** In cases of suspension, the board may decide that there are circumstances that mitigate against the immediate separation of the student from the College. For example, the board 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 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 board or CA may recommend expulsion to the DoS/VPASA or DoF/VPAA. 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/VPASA or DoF/VPAA, who will consider whether to accept or modify the recommendation.
- **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.

Disciplinary Record

The outcome of a campus hearing is part of the education record of the Responding Student and is protected from release under the Federal Education 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 nonforcible 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.

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, and violations of academic integrity, which are maintained indefinitely. Additional information about privacy, FERPA, and Skidmore student educational records can be found at this website:

<http://www.skidmore.edu/registrar/transcripts/index.php>

Appeals Process

A student involved in the conduct process as a Reporting Individual or a Responding Student may appeal any decision from an Administrative Conference, the Integrity Board, or the Administrative

Hearing Board. Appeals will be considered on the following grounds: (a) a procedural error occurred that significantly impacted the outcome of the process (e.g. substantiated bias, material deviation from established procedures, etc.); (b) the discovery of new evidence, unavailable to the appealing party during the original hearing or investigation, that could substantially impact the original finding or sanction; or (c) sanctions are disproportionate to the nature or severity of the violation or violations, taking into account 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 DoS/VPSA (for social policy violations) or DoF/VPAA (for academic integrity violations) or the Associate Dean of Students/Director of Conduct (for cases involving only alcohol and other drug violations that were not heard by a hearing board) within five business days after receiving notification of the outcome being appealed. 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, he or she 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 hearing (if any) as he or she deems appropriate. 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 board to reconsider some or all of the case, or direct that a Board of Appeals hearing be convened 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.

Board of Appeals (BOA): At the discretion of the DoS/VPSA, DoF/VPAA or Associate Dean of Students/Director of Conduct, the BOA may review cases heard by Administrative Conference, the IB or AHB. BOA members are appointed by the appellate officer from the pool of IB members who did not participate in the initial hearing (if any). BOA membership is as follows:

- For administrative conference and AHB social violations: three faculty and/or staff and chaired by the DoS/VPSA.
- For administrative conference and AHB academic violations: Two faculty and one staff and chaired by the DoF/VPAA.
- For IB social violations: one faculty, two students, and chaired by the DoS/VPSA.
- For IB academic violations: two faculty, two students, and chaired by the DoF/VPAA.

Section II: Skidmore Student Bill of Rights

History

The Student Government Association, working with faculty and administration, developed the Student Bill of Rights. Formally adopted in 2003, the Student Bill of Rights elaborates the rights to freedom of speech and inquiry, assembly, press, religion, and privacy essential in an academic community. It complements the responsibilities outlined in the Honor Code and guides administrative policy and practice.

Preamble

We, the students of Skidmore College, recognize that this academic institution exists for the pursuit of knowledge, truth, and individual development. Free inquiry and free speech are indispensable to the attainment of these goals. As members of the Skidmore community, we have the responsibility to contribute to an environment of trust that protects the freedom of all to exchange and develop ideas; only in such trust and freedom is it possible for students to live together and learn from the faculty and one another.

Any violation of the principles embodied in this document, the Skidmore College Catalog, or other documents pertaining to student rights that have been ratified by the student body, should be handled in a manner that protects the rights of all parties involved. The following rights are inalienable and belong to the students of Skidmore College.

I. Rights of Citizenship

As members of the Skidmore community, students enjoy freedom of speech, peaceful assembly, the press, and religion, and the right to petition, limited only by protection of property, safety, and mutual respect. Students' personal mail or electronic mail cannot be opened or read by others without their expressed permission. Students expect to be treated fairly and with respect by all members of the Skidmore community.

II. Rights in Academic Affairs

Skidmore College affirms the following principles outlined in the American Association of University Professors' Statement of Professional Ethics:

As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Professors demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Professors make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect each student's true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom. Their primary responsibility to their subject is to seek and to state the truth as they see it. They

accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty.

III. Rights in Student Affairs

A. Freedom of Association

1. Students have the right to participate in the formulation of College policy by serving as members of appropriate committees as described in the Faculty Handbook, SGA Constitution, and Student Handbook.
2. Students are free to organize and join associations to promote their common interests.
3. Membership in all SGA clubs and organizations, including those affiliated with outside organizations, must be open to students who meet the criteria set forth in the respective charters.
4. Students who are members of the SGA, and who meet the criteria set forth in the SGA Handbook, may hold any elected or willingness-to-serve position.

B. Freedom of Inquiry and Speech

1. Students, independently and collectively, are free to examine and discuss all questions of interest. Students are free to support all causes through peaceful means and to debate opinions both publicly and privately.
2. Skidmore students may invite and hear the views and ideas of any person as long as the safety of all parties is ensured.
3. The institutional control of campus facilities cannot be used as a device of censorship.

IV. Rights in Disciplinary Proceedings

A. Students have the right to be informed of the College's expectations for student behavior, both inside and outside of the classroom. Actions violating stated rules and regulations in the Handbook will not be excused with pleas of ignorance. If the Handbook seems unclear, students are encouraged to contact the Dean of Students and Vice President for Student Affairs for clarification.

B. Students' personal possessions or residences can only be searched as agreed upon in the Room and Board Agreement.

C. Any student charged with violating College policy has the right to receive a fair hearing. All disciplinary procedures must be clearly formulated, promulgated, and consistent. Students must be informed of the nature of the charges against them and given a fair opportunity to respond to them.

V. Community Accountability

If administrators, faculty, students, or other community members violate the Skidmore College Honor Code and/or other College regulations, including this Students' Bill of Rights, students may pursue appropriate recourse as outlined in College Policy, utilizing the appropriate judicial body or officer.

VI. Amendments and Changes

The procedure for the amendment of this Students' Bill of Rights shall be:

Any matters deemed to affect the faculty, administration, and students, or any grouping of the above, will be referred to the Institutional Policy and Planning Committee (IPPC). Any matters deemed to affect SGA solely will be handled by steps 1-5 below.

1. A recommendation from any member or division of the SGA to the Senate.
2. The study and approval of two-thirds of the Senate.
3. The presentation of the proposed amendment to the student body.
4. The approval by the students, as constituted by a majority of the votes cast voting yes for passage.
5. The presentation of proposed changes to ACC by a member of SGA.

This document, like all others at Skidmore College, is subject to changes in federal, state, and local law and shall be altered accordingly in the event of a modification to such law.

Section III: College Policies

Academic Integrity: Definitions and Guidelines for Penalties

The following guidelines define for the Skidmore community a context of values within which individual and institutional decisions on academic integrity can be made. The guidelines, developed by the Integrity Board and reviewed by the Honor Code Commission, Appeals Board, the faculty at large, and the President's Office, reflect Skidmore's serious commitment to academic honesty. No set of guidelines can, of course, define all possible types or degrees of academic dishonesty; thus, the following descriptions should be understood as examples of infractions rather than an exhaustive list, and the recommended penalties are presented as guiding examples, as well. The guidelines are intended as touchstones for complainants and for the Integrity Board, and as a deterrent to potential offenders. Individual faculty members and the judicial boards of the College will continue to judge each case according to its particular merits and demerits. It is every student's responsibility to become familiar with the standards of academic integrity at the College. Violations of the academic Honor Code will be reported on law school applications, transfer applications, etc., and are likely to render the student ineligible for membership in any Skidmore-sponsored academic honor societies or for academic prizes awarded by Skidmore.

Plagiarism

Presenting as one's own, the work of another person (for example, the words, ideas, information, data, evidence, organizing principles, or style of presentation of someone else). Plagiarism includes paraphrasing or summarizing without acknowledgment, submission of another student's work as one's own, the purchase of prepared research or completed papers or projects, and the unacknowledged use of research sources gathered by someone else. Failure to indicate accurately the extent and precise nature of one's reliance on other sources is also a form of plagiarism. The student is responsible for understanding the legitimate use of sources, the appropriate ways of acknowledging his or her academic, scholarly, or creative indebtedness, and the consequences for violating the Skidmore Honor Code. **THE INTEGRITY BOARD AND THE APPEALS BOARD 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.**

Minor offenses: e.g., failure to acknowledge the source(s) of a few phrases, sentences, or an idea (though not an idea of importance to the thesis or central purpose of the paper or project).

More serious offenses: e.g., failure to acknowledge the quotation or paraphrase of a few longer, paragraph length sections of a paper, failure to acknowledge the source(s) of a major idea or the source(s) of important pieces of evidence or information, or the source(s) for an ordering principle central to the paper's or project's structure.

Major offenses: e.g., failure to acknowledge the source (quoted, paraphrased, or summarized) of major sections or passages in the paper or project, the unacknowledged use of several major ideas or extensive

reliance on another person's data, evidence, or critical method; submitting as one's own, work borrowed, stolen, or purchased from someone else.

Penalties for Plagiarism

All offenses observed by faculty or students must be reported to the Associate Dean of the Faculty for Academic Policy & Advising, who will keep a confidential record of the offense, the evidence, and the penalty. The Associate Dean will also make certain that the student understands his or her rights, the nature and importance of academic integrity, and the probable consequences of a second violation.

In the case of minor offenses (as defined above), the instructor might make any one or a combination of the following responses:

- warning without further penalty
- required rewriting of the paper, but without grade credit
- lowering of the paper or project grade by one full grade

In the case of more serious offenses and major offenses (defined above), the instructor might impose one or more of the following:

- failure on the plagiarized essay, report, or project (no revision or supplemental work accepted)
- failure in the course (more appropriate to a major offense)
- request for an Integrity Board hearing, which will consider academic disciplinary probation, another type of academic sanction, or a recommendation for suspension

Be aware that some faculty maintain a zero-tolerance policy on plagiarism and will fail a student for the course regardless of the level of offense.

Cheating On Examinations

Giving or receiving unauthorized help before, during, or after an examination. Examples of unauthorized help include collaboration of any sort during an examination (unless specifically approved by the instructor), collaboration before an examination (when such collaboration is specifically forbidden by the instructor), the use of notes, books, or other aids during an exam (unless permitted by the instructor), looking upon someone else's exam during the examination period, intentionally allowing another student to look upon one's exam, and the passing of any exam information to students who have not yet taken the examination. While the exam is ongoing, students may not discuss test items with any student, including those not enrolled in the course. Any talking during an exam, or other mode of communication (including use of cell phones), constitutes a violation of the Honor Code. The content of the conversation does not matter; the act of communicating violates the Honor Code.

Penalties for Cheating on Examinations

The great variety of exam situations and procedures makes it difficult to outline different degrees of infractions. However, in determining an appropriate sanction, instructors and the Integrity Board might take the following into account:

the degree to which the cheating was premeditated or the student(s) collaborated in receiving or giving unauthorized help on the exam

- the percentage of the student's exam which was affected by the incident
- the degree to which the examination procedures in general were jeopardized or other students affected by the cheating incident

Penalties will generally include one or more of the following:

- failure on the examination
- lowering of the course grade by one full grade or more
- failure in the course
- an Integrity Board recommendation for academic disciplinary probation, another type of academic sanction, suspension, or dismissal

Other Forms of Academic Dishonesty

Multiple Submission

The submission of substantial portions of the same work for credit more than once (including high school work), without the prior explicit consent of the instructor(s) to whom the material is being (or has in the past been) submitted.

Penalties Recommended

- failure on the work submitted
- failure in the course(s)
- an Integrity Board sanction of academic disciplinary probation or other academic sanction

Forgery

Forging another person's signature on academic or other official documents (e.g., the signing of a faculty advisor approval, or the misuse of attendance sign in sheets).

Penalties Recommended

- cancellation of the privilege or service gained by the forged signature
- Integrity Board sanction of academic disciplinary probation or other academic sanction

Sabotage

The deliberate destruction, damaging, or theft of another's work or working materials (including art works, lab experiments, computer programs, term papers, or projects).

Penalties Recommended

- failure in the course
- Integrity Board sanction of academic disciplinary probation, another type of academic sanction, or a recommendation for suspension
- monetary fines

Theft, Damage, or Displacement of Library Materials

The effort to remove uncharged library materials from the library, defacing or damaging library materials, intentional displacement and hoarding of materials within the library for one's unauthorized private use, the abuse of reserve book privileges. These and related offenses constitute an abuse of the college community's central resource for the advancement of learning. In certain cases, the failure to return materials to the Library in a timely way when these materials are needed by other members of the Skidmore community may be treated as an academic integrity infraction.

Penalties Recommended

- monetary fines
- limitation or revocation of library privileges
- Integrity Board sanction of academic disciplinary probation, another type of academic sanction, or a recommendation for suspension

Computer Abuse and Fraud

Includes the abuses defined in these guidelines under "plagiarism," "multiple submission," "sabotage," "unauthorized collaboration," "falsification," and "alteration." Members of the Skidmore community are expected to observe the highest standards of academic and social integrity as they use computers for class, office, and individual projects. Such offenses as computer plagiarism, unauthorized collaboration, entry of another person's computing directory, data theft or unauthorized alteration, inappropriate use of the electronic mail, and other malicious or dishonest computer activities will be treated as serious infringements of integrity. The official "Code of Ethics for Academic Computing" is available from Skidmore's Computer Center.

The College recognizes the following EDUCOM policy statement:

“Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to works of all authors and publishers in all media. It encompasses respect for the right to acknowledgment, right to privacy, and right to determine the form, manner, and terms of publication and distribution. Because electronic information is volatile and easily reproduced, respect for the work is especially critical in computer environments. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secret and copyright violations, may be grounds for sanctions against members of the academic community.”

Software Piracy: The College forbids the unauthorized duplication of copyrighted software. Even if a program does not contain copy protection to prevent unauthorized duplication, it is illegal to copy commercial software for your own use or by others. Likewise, knowingly accepting or using copies of “pirated” software violates the Skidmore College Honor Code.

Penalties Recommended

- failure on the material in question when academic credit is at issue
- failure in the course
- limitation or revocation of computer privileges
- Integrity Board sanction of academic disciplinary probation, another type of academic sanction, or a recommendation of suspension

Unauthorized Collaboration

(Closely related to plagiarism or cheating): student collaboration on projects, papers, or other academic exercises which is regarded as inappropriate by the instructor(s). The most common faculty assumption is that work submitted for credit is entirely one’s own; however, standards on appropriate and inappropriate collaboration vary widely among individual faculty and the different disciplines. Students who want to confer or collaborate with one another on work receiving academic credit (e.g., homework assignments, lab reports, exam preparations, research projects, essays, etc.) should make certain of the instructor’s expectations and standards.

Penalties Recommended

- failure on the work submitted
- failure in the course
- Integrity Board sanction of academic disciplinary probation or other academic sanction

Falsification

The misrepresentation or purposeful mishandling of material or fabrication of information in an academic exercise, academic process, or academic assignment (e.g., the falsification of experimental or computer

data, the construction of false documents or the misleading alteration of documents, the false or misleading citation of sources, the purposeful mishandling or misappropriation of registration materials, etc.)

Penalties Recommended

- failure on the exercise or material submitted for credit
- failure in the course
- cancellation of the privilege obtained through falsification
- Integrity Board sanction of academic disciplinary probation or other academic sanction

Alteration

Altering material without the instructor's knowledge or consent in negotiation for a higher grade.

Penalties Recommended

- failure on the material altered
- failure in the course
- Integrity Board sanction of academic disciplinary probation or other academic sanction

Multiple or Subsequent Violations of Academic Integrity

When a student violates the Honor Code on more than one academic exercise (whether those infractions occurred during the same or different periods of time, or in the same or different courses), Skidmore regards the offenses as an especially serious subversion of our educational mission. The issue becomes even more egregious when the student has been confronted with the first infraction before the second is committed or discovered.

Whenever the Associate Dean of the Faculty for Academic Policy & Advising receives information on a multiple offense, the Associate Dean may request a hearing before the Integrity Board or initiate an Administrative Hearing. The Associate Dean may also request a hearing for a single but especially serious academic offense. The student's social integrity record may be considered at the hearing along with the academic integrity record. Generally in cases of multiple infractions, or an especially serious single offense, the Integrity Board or Administrative Hearing Board will consider recommending to the Dean of the Faculty & Vice President for Academic Affairs a one semester suspension or dismissal from the College, depending on the severity of the violation(s) and other aspects of the individual case.

Other Consequences

Violations of the academic Honor Code will be reported on law school, transfer, study abroad, and similar applications when requested by external organizations. Further, academic integrity violations make the

student ineligible for the Dean's List (for the period of the sanction), membership in Skidmore and national academic honor societies, Skidmore academic prizes, and honors and prizes at graduation. For details of this and other academic integrity policies, please consult with the Associate Dean of the Faculty for Academic Policy & Advising.

Judicial Board

For Judicial Board procedures, please refer to the Student Handbook.

The Academic Honor Code: Sanctions And Further Impact

This document, summarizing legislation passed by the Skidmore faculty in October 1995 and revised by the faculty in March 2000, describes the record-keeping and reporting implications for students who have violated the Academic Honor Code. The decision of the faculty applies to all current and future Skidmore students. The sanctions described here are in addition to those presented in the Student Handbook and the New Student Advising and Registration Guide; they are also in addition to any sanctions imposed by the Student Conduct process and officers of the College. Members of the Skidmore community may seek clarification of any Academic Honor Code issue from the Associate Dean of Faculty for Academic Policy & Advising.

This document differs from older print versions of the New Student Advising and Registration Guide in that it clarifies the following points: (1) students admitting to or found responsible for an academic integrity violation may be withdrawn from national and Skidmore honor societies at the discretion of the honor society, (2) the reporting and eligibility implications of an infraction cannot be set aside or modified by Student or Administrative Conduct Boards, except in the special case of first-year students where the level of offense determines the eligibility implications, (3) the Committee on Academic Standing considers academic integrity violations during its review of students who do not meet minimal standards for continuation, and (4) academic integrity is a factor influencing a student's eligibility to study away.

STUDENT RECORDS IN GENERAL: every effort is made to keep records of Academic Honor Code violations confidential so that the student found responsible for an infraction can move on successfully with his or her academic, co-curricular, and personal life at Skidmore. An Honor Code conviction can become a temporary or permanent part of the student's official file (that is maintained in the Office of the Registrar) only through action taken by the Integrity Board or by the Dean of Students & Vice President for Student Affairs, the Dean of the Faculty & Vice President for Academic Affairs, the President of Skidmore, or their designees. The Student Conduct process of the College and its procedures are described in The Student Handbook. Important exceptions to the general principle of confidentiality are described below.

THE IMPACT OF INFRACTIONS ON ELIGIBILITY AND REPORTING:

1) Effects on academic honors and prizes: violations of the Academic Honor Code will, with few exceptions, make a student ineligible for the following academic recognitions:

a) The Dean's List for the period of the sanction (which will generally mean the semester in which the infraction occurred, unless a longer period of "probation" or "warning" has been imposed)

b) Honors at graduation (cum laude distinctions, departmental honors, etc.); academic prizes awarded at the Honors Convocation or at Commencement; Periclean Scholar Awards; membership in the Periclean Honors Forum and in national academic honor societies; membership in Phi Beta Kappa (in the case of Phi Beta Kappa, the Skidmore chapter of Phi Beta Kappa will determine eligibility after a report has been made by the Associate Dean of Faculty for Academic Policy & Advising). Students already inducted in Skidmore or national honor societies at the time of the infraction may have their membership revoked at the discretion of the society or chapter.

Exceptions to the eligibility impacts described above are as follows:

The Associate Dean of the Faculty for Academic Policy & Advising (ADOF), at his or her discretion, will not report, for internal purposes, minor and moderate-level academic infractions committed by first-year students: in other words, in these cases, the eligibility and reporting consequences described in the paragraphs above will not affect the first-year student who has committed one minor or moderate offense. This policy is in keeping with Skidmore's educational mission and recognizes that some students may take longer than others to develop an academic and ethical understanding commensurate with the standards of higher education. Although this limited forgiveness policy will be in effect for first-year students, the ADOF will report on all "multiple or subsequent violations" (see the Student Handbook) and on all more serious offenses committed by first-year students. All academic Honor Code violations committed by sophomores, juniors, and seniors will be reported and will incur the Skidmore eligibility consequences described in the paragraphs above. (Note that Phi Beta Kappa requires the reporting of all infractions without exception, including minor offenses committed by first-year students.)

2) Effect on letters of reference and recommendation: when requested by appropriate external organizations, violations of the Skidmore Honor Code will be reported to law schools and to bar examiners, to other graduate schools as requested, on recommendations for transfer to another college, and to other organizations or agencies authorized to check a student's record of integrity. In the reporting process, the ADOF (or his or her designee) will provide an appropriate context so as not to unduly jeopardize the student's academic opportunities before and after graduation.

3) Effect on academic standing: the Committee on Academic Standing (CAS) considers academic integrity violations when reviewing the profiles of students who do not meet minimal standards for continuation at Skidmore. Academic integrity infractions may influence whether the CAS disqualifies a student from further study or grants a one-semester waiver so that the student can improve his or her academic record.

4) Effect on study away: the CAS, along with the Office of Off-Campus Study & Exchanges, considers a student's academic integrity record when determining eligibility to study away.

PROCEDURES AND APPEALS:

1) In conformity with the faculty legislation of October 1995 and March 2000, and within the framework and spirit of the Honor Code, the ADOF will decide whether the further impacts described in this document will be enforced. The ADOF's decision will be communicated to the student. The ADOF's determination of further impact may be appealed within five working days of notification to the Dean of the Faculty & Vice President for Academic Affairs as noted in the Student Handbook. The student must make clear in writing the grounds for the appeal. The Dean of the Faculty & Vice President for Academic Affairs may not consider the guilt or innocence of the student or similarly broad integrity issues (this is the role of the Integrity Board), but only whether the ADOF's decision regarding the further impact of the Honor Code violation is in line with the policies adopted by the faculty. This process will offer the student and the academic community in general, protection against any arbitrary or misinformed judgment made by the ADOF.

2) If a student wants to challenge the Honor Code charge itself, the student must request a formal integrity hearing. Skidmore's Student Conduct process is described in The Student Handbook. Note that a hearing board may impose or recommend additional sanctions beyond those described in this document, "The Academic Honor Code: Sanctions and Further Impact." A hearing board may not, however, set aside any of the eligibility and reporting consequences described above unless the hearing board finds the student not responsible for an Honor Code infraction. (In the case of freshman-year infractions, a hearing board might modify the internal eligibility and reporting implications for a first-year student by determining that the infraction was of a "minor or moderate" nature, in keeping with the faculty legislation.)

3) Further appeal process for first-year students: students who have committed violations of the academic Honor Code during their first year of college (i.e., during the freshman year), at a time when they have not become fully integrated into the academic community, will have an additional opportunity to appeal the violation's impact on their eligibility for Skidmore academic prizes, honors, and memberships (except for membership in Phi Beta Kappa, which is determined solely by the Skidmore chapter of Phi Beta Kappa). Such students may appeal the early infraction directly to the Dean of the Faculty/Vice President for Academic Affairs and the ADOF, who will decide together whether to forgive the early violation of the Honor Code. This consideration will take into account the severity of the original offense and the student's subsequent academic and integrity record at Skidmore. The ADOF and the Dean of the Faculty/Vice President for Academic Affairs may decide to sustain the original decision and its impact, or to reduce or eliminate the impact on the student's eligibility for prizes and honors. The appeal cannot be initiated before the first semester of the student's junior year or later than the first semester of the student's senior year. The student himself or herself is responsible for initiating this further appeal, in writing, within the designated time frame. The appeal process does not pertain to the "letters of reference and recommendation," the effect on academic standing, or the effect on eligibility to study away described in #2-4 above.

Revised 06/2014

For the full Academic Integrity Handbook:

http://www.skidmore.edu/advising/documents/AcademicIntegrityHandbook_Web.pdf

Administrative Complaints

Student Affairs views Skidmore students as emerging adults responsible for managing, with our support and guidance, their academic and personal affairs. While we are often inclined toward solving problems for our students, we try instead to help them acquire the information and strategies that they need to explore possible remedies for their concerns. We ask parents to trust this educational effort whenever possible, rather than intervene with an office or program on behalf of students.

When students have questions about college policy or practice, we expect them to review the appropriate policies and handbooks and to pursue their concerns directly with the appropriate office or program. As examples, students should direct questions about housing to the Office of Residential Life and questions related to financial aid to the staff of Financial Aid Office. Student Affairs staff are available to advise students about appropriate offices and best strategies in most circumstances.

If a student remains dissatisfied with the decision of an office or program, the student can ask the dean or vice president responsible for the area of concern to review the decision or policy. However, the dean or vice president will not change a decision that seems consistent with general principles of fairness, equity, and College policy. In the majority of academic situations, moreover, the faculty exercise final authority for decisions regarding the classroom, course requirements, and academic standards and expectations.

In most complaint-resolution cases, the dean or vice president's decision is final. If students or parents remain dissatisfied with the decision, they may ask the president to review the practice or policy. Students and parents should write to the president, explaining the circumstances and describing the conversations that have taken place with other College staff. If the appropriate dean or vice president has not yet reviewed the decision, the president's office will generally direct students and parents to the campus office most directly responsible for the area of concern. The president only reviews situations or problems of substantial consequence to students or parents and of broad concern to the College.

Procedures for Filing Administrative Complaints

The College provides a variety of avenues for students and parents to follow should they experience difficulty getting their needs met. Typically, these needs involve issues of student residence and student life, finance, academic requirements, parking, etc. Whenever students and parents have questions about College policy or practice regarding these and other issues, the best course of action is to pursue conversations with the appropriate offices. For example, student housing and student life questions are best directed to the Office of Student Affairs, working with staff first and, if students and parents are not satisfied, progressing to a conversation with the Dean of Students and Vice President for Student Affairs. The same pertains to questions involving finance: The Office of Financial Services and the Office of Student Aid and Family Finance are the first points of contact.

However, should students and parents find that their concerns have not been adequately addressed, they have recourse with the President's Office via the Special Assistant to the President. Students and parents should call or write the president, explaining the circumstances and describing the

conversations that have taken place with other College staff. (If the President's Office is the first point of contact, students and parents will be directed to the appropriate campus office for resolution.) The Special Assistant to the President, and the president if necessary, will assess cases and then respond to the student or parent in written correspondence, with a phone call, or both. Neither the President nor his staff is prepared to change policy, but contact with the President's Office may help facilitate resolution in difficult cases.

Policy on Alcohol and Other Drugs (AOD)

Skidmore College, in accordance with 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. Research has shown that as student alcohol use increases, academic success lessens. Furthermore, AOD use and abuse are associated with increased risk to physical well-being as instances of interpersonal violence, sexual violence, and unintentional injury increase with use of these substances. The College is particularly concerned with occurrences of DWI/DUI and alcohol overdose that are associated with alcohol abuse. At a psychological level, AOD use and abuse has been linked to suicide, depression, anxiety, interruptions in cognitive development in young adults, and addiction issues. Additionally, high rates of alcohol abuse often lead to heightened levels of vandalism and lessened participation in campus and community life. For these reasons, the College considers the abuse of AOD a public health problem and works to reduce AOD abuse among students.

The College understands that students make their own choices about AOD. However, the College also believes that students should also be held accountable for their choices. The College will not ignore violations of the law or the Skidmore regulations elaborated in this policy. The College will discipline students whose conduct undermines the vitality of the academic community.

AOD policy sanctions hold students accountable for breaking college policy and contain an educational component. If a student's conduct includes honor code violations in addition to AOD violation(s), they will be held responsible for those choices as well. From an educational standpoint, AOD sanctions provide students with information on AOD and encourage informed decision-making, offering students the opportunity for individual growth and empowerment. The College encourages students who are found in violation of the AOD Policy to discuss, reflect on, and receive support around issues that may contribute to AOD abuse and/or addiction and provides those students with the resources to do so. Ultimately, AOD sanctioning prepares students to be responsible citizens both at Skidmore and in their future communities.

The following table "Actions and Sanctions for violations of Skidmore College's Policy on Alcohol and Other Drugs (AOD)" summarizes the range of possible sanctions for violations of the College AOD policy. The College generally interprets more than three violations of the AOD policy as indication that the student is unwilling to abide by College regulations. Violations of the AOD policy result in sanctions ranging from warning, censure, and fines, to participation in educational programs, and may include suspension from the residence halls. Repeated violations may result in suspension or expulsion from the College. Given the consequences that repeated violations of the AOD policy have on a student's standing with the College, the College notifies parents when students violate the AOD policy.

Actions and Sanctions for Violations of Skidmore College's Policy on Alcohol and Other Drugs (AOD)

Corresponding Point System to the Alcohol and Other Drug Policy Grid (Policy Subject to Change)

Level I Violations

- Open container (under 21 and/or in public area)
- Possession or consumption of alcohol (under 21 or in a residence hall)

1 st Offense	2nd Offense	3rd Offense
<ul style="list-style-type: none"> ▪ Parental notification ▪ \$25 Fine ▪ Educational sanction e.g. BASICS (<i>at student's expense</i>) 	<ul style="list-style-type: none"> ▪ Parental notification ▪ \$75 Fine ▪ One point ▪ Educational sanction e.g. BASICS (<i>at student's expense</i>) 	<ul style="list-style-type: none"> ▪ Parental notification ▪ \$150 Fine ▪ Educational sanction e.g. BASICS (<i>at student's expense</i>) ▪ A 4th Level 1 violation will be referred to the Student Conduct process e.g. Integrity Board, Administrative Hearing Board, etc. ▪ Two points

Level II Violations

- Public intoxication/disorderly conduct (including public urination)
- Possession or consumption of alcohol (possession of 6 or more standard drinks)
- Possession of alcohol paraphernalia (e.g. funnel, keg, beer pong table, etc.)
- Permitting underage drinking in residence
- Possession of a false ID
- Possession of drug paraphernalia (e.g. pipe, bong, hookah, etc.)
- Hosting an unauthorized event with alcohol present (e.g. Apartments, etc.)

1 st Offense	2nd Offense	3rd Offense
<ul style="list-style-type: none"> ▪ Parental notification ▪ \$100 Fine ▪ Educational sanction e.g. BASICS (<i>at student's expense</i>) ▪ <i>Apartment event requests may be rescinded for all apartment residents for a specified period of time</i> ▪ Two points 	<ul style="list-style-type: none"> ▪ Parental notification ▪ \$200 Fine ▪ Alcohol and/or drug assessment by certified provider and recommended treatment (<i>at student's expense</i>) ▪ <i>Apartments with a second violation: All residents of apartment may be held accountable and sanctioned as a 2nd offense</i> ▪ Three points 	<ul style="list-style-type: none"> ▪ Parental notification ▪ Referral to the Student Conduct process e.g. Integrity Board, Administrative Hearing Board, etc. sanctions may include removal from campus residence, suspension, or dismissal from college ▪ Four points

Level III Violations

- Participation in and/or permitting mass consumption of alcohol (including games)
- Possession or use of marijuana (less than 25 grams)
- Use or manufacturing a false ID
- Public intoxication at any academic or social event sponsored by Skidmore
- 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.

1 st Offense	2nd Offense	3rd Offense
<ul style="list-style-type: none"> ▪ Parental notification ▪ \$200 Fine ▪ Educational sanction e.g. BASICS (<i>at student's expense</i>) ▪ Alcohol and/or drug assessment by certified provider and recommended treatment (<i>at student's expense</i>) ▪ <i>Apartment event requests may be rescinded for all apartment residents for a specified period of time</i> ▪ Three points 	<ul style="list-style-type: none"> ▪ Parental notification ▪ \$400 Fine ▪ Alcohol and/or drug assessment by certified provider and recommended treatment (<i>at student's expense</i>) ▪ <i>Apartments with a second violation: All residents of apartment may be held accountable and sanctioned as a 2nd offense</i> ▪ Four points 	<ul style="list-style-type: none"> ▪ Parental notification ▪ Referral to the Student Conduct process e.g. Integrity Board, Administrative Hearing Board, etc. sanctions may include removal from campus residence, suspension, or dismissal from college ▪ Five points

Level IV Violations

- Criminal possession or use of any illegal substance, e.g. marijuana (25 grams or more)

Any Offense
<ul style="list-style-type: none"> ▪ Parental notification ▪ \$500 Fine ▪ Police notification (<i>at the Dean of Students and Vice President for Student Affairs ' or a designee's discretion</i>) ▪ Educational sanction e.g. BASICS (<i>at student's expense</i>) ▪ Alcohol and/or drug assessment by certified provider and recommended treatment (<i>at student's expense</i>) ▪ Referral to Student Conduct process e.g. Integrity Board, Administrative Hearing Board, etc.; sanctions may include removal from campus residence, suspension, or dismissal from college ▪ Four points

Level V Violations

- Production or sale of any illegal substances, e.g. marijuana, stimulants, and prescription drugs, etc.
- Arrested for DUI, DWI, DWAI

Any Offense
<ul style="list-style-type: none"> ▪ Parental notification ▪ \$500 Fine

- Police notification (*at the Dean of Students and Vice President for Student Affairs ' or a designee's discretion*)
- Educational sanction e.g. BASICS (*at student's expense*)
- Alcohol and/or drug assessment by certified provider and recommended treatment (*at student's expense*)
- **Referral to Student Conduct process e.g. Integrity Board, Administrative Hearing Board, etc.;** sanctions may include removal from campus residence, suspension, or dismissal from college
- **Five points**

Corresponding Point System to the Alcohol and Other Drug Policy Grid

When appropriate, the College encourages students to work with a professional counselor to consider the impact of AOD use on their academic accomplishment and standing in the community and to resolve any developing drug or alcohol problems. If AOD abuse disrupts the academic or residential setting, the College may require the student to withdraw from school until he or she can document a successful resolution of the problem to the satisfaction of the College.

The College requires students to request emergency medical assistance for someone who may be suffering from alcohol poisoning. Skidmore College Emergency Medical Services (SCEMS), a Basic Life Support First Response (BLSFR) organization will respond and evaluate the student. However, if the student requires transport to a hospital or if SCEMS is not in service, a local emergency medical response will respond and evaluate the student. If the student does not cooperate with the College's request to receive medical attention, parental notification will occur at the time of the student's evaluation. Symptoms of alcohol poisoning can include unconsciousness or unresponsiveness, slow breathing, vomiting, and cold or pale skin.

Under the Alcohol and Other Drug policy all students found in violation of an alcohol or drug offense will be assigned "points" respectively.

A college administrator will meet with the student who violated the College policy; the administrator will assign points at that time. Points are cumulative. For example, a student who is assigned 1 point in September for a Level I violation, 2nd offense (open container) and, 5 points in October, for a Level III violation, 3rd offense (possession of marijuana less than 25 grams) now has a point total of 6 points. In addition to the possible "Range of Actions and Sanctions" listed in the Alcohol and Other Drug Grid, if a student accumulates 10 or more points during their time at Skidmore College, the student will be suspended from the College.

"Points" are assigned to a student based on the severity of the violation. Accordingly repeat violations and higher level violations will result in a greater number of "points" being assigned.

Additional points may be assigned to a student based on the actions and behaviors linked to the initial alcohol violation. These additional "points" are assigned at the discretion of the college administrator and/or respective conduct board. Students may be assigned additional "points" on each of the listed violations that apply to the violation.

- Verbal, written or oral, abusive, and/or harassing behavior directed toward any College officials, including but not limited to Campus Safety and Office of Residential Life staff (**1-2 points**)
- Physically abusive, harassing, harmful, or threatening behavior directed toward any College officials, including but not limited to Campus Safety and Office of Residential Life staff. This may include but is not limited to kicking, punching, slamming doors, throwing items, and unwarranted touching (**1-5 points**)
- Failure to attend scheduled meetings with College officials without prior notice and/or permission of the College official (**1 point**)
- Failure to complete any portion of assigned sanctions within assigned time frame without permission of a College official (**1 point**)
- Damage to, misuse, or theft of College property (**1-2 points plus restitution**)
- When appropriate, the College encourages students to work with a professional counselor to consider the impact of AOD use on their academic accomplishment and standing in the community and to resolve any developing drug or alcohol problems. If AOD abuse disrupts the academic or residential setting, the College may require the student to withdraw from school until he or she can document a successful resolution of the problem to the satisfaction of the College.

AOD Point Reduction

Students can reduce their accumulated points by completing community service work. Students may complete community service for a total reduction of up to two points. The total will be reduced by one point for every 15 hours of community service completed.

Community service for point reduction must be independent of other scheduled service work (e.g. students who are required to participate in community service work with an athletic team or student organization are not permitted to count these hours toward an AOD point reduction). Community service hours cannot be completed prior to an AOD violation and “banked” for later use. Community service work must begin after points have been assigned and for the exclusive purpose of achieving a point reduction. Students must submit documentation signed by their community service supervisor confirming the number of hours completed. The conduct administrator may contact the supervisor for verification. The student is responsible for identifying community service opportunities, making initial contact with the service site, and obtaining and submitting appropriate documentation upon completion of hours.

AOD Medical Amnesty Policy

Skidmore College is concerned about the use and abuse of alcohol and other drugs in our community. Alcohol abuse and illegal drug use affect the entire College community. While the College expects students to abide by New York State Law and College policies, our primary concern with AOD use is the safety and well-being of our students.

Skidmore acknowledges there may be times when students may face medical emergencies involving AOD use. In these situations, the college requires students to request emergency medical assistance for oneself or someone who may be suffering from a serious medical condition, including alcohol poisoning. Symptoms of alcohol poisoning can include unconsciousness or unresponsiveness, slow breathing, vomiting, and cold or pale skin. Campus Safety must be contacted and Skidmore College Emergency Medical Services and/or local emergency medical response with respond and evaluate the student. If medical assistance is deemed necessary, the College requires for the student to be transported to the

hospital for medical attention. If the student does not cooperate with the College's request to receive medical attention, parental notification will occur at the time of the student's evaluation.

Because the safety and welfare of students is the College's priority, the College has instituted a Medical Amnesty Policy. This policy is applicable under the following circumstances and to the following parties:

1. A student requests medical assistance for oneself. Amnesty is provided to the student requesting assistance.
2. A student requests medical assistance for another person. Amnesty is provided to the student(s) requesting the assistance and the student for whom medical assistance was provided.

Amnesty will not be provided in cases where student does not cooperate with College officials or the Emergency responders.

When responding to such AOD violations, the College will consider the student's decision to request medical assistance, and, in most cases, view the act of seeking medical assistance as good judgment, therefore not deserving of the typical range of AOD sanctions. Thus, if it is determined that the Medical Amnesty Policy applies to a situation, the students involved will not be subject to a monetary fine or points as cited on the AOD Policy. Parental notification and referral for AOD education and/or evaluation still applies.

This policy does not protect students who repeatedly violate College policies. Once a student receives medical amnesty, future amnesty is at the discretion of the Dean of Student Affairs or his/her designee. The Dean also has discretion to determine this policy does not apply in more serious situations, including criminal possession of drugs, property damage, etc.

Laws and Policy Relating to Alcohol

The discussion below identifies several provisions of New York State law especially relevant to student life. Although many of the behaviors prohibited in these laws are relatively common on college campuses, the College expects students to abide by these laws. The College will intervene with students who violate these laws.

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 also 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 intervene with students ticketed--on or off campus--for driving under the influence of drugs and or alcohol.

Beverage Control Policies

1. 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.
2. 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).
3. 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 the Assistant Director of Leadership Activities at least three weeks in advance of the proposed event.
4. With the exception of Falstaff's, 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.
5. At all events serving alcohol, non-alcoholic beverages and food must be available in an adequate amount, throughout the event.
6. The College does not tolerate drinking games (i.e. beer pong) in residential buildings, college events, or student parties. The College will discipline students who permit drinking games in their rooms, apartments, events, or at parties. Additionally, the College is concerned about the presence of "empties" (empty and/or discarded beer bottles/cans and liquor bottles) in residence halls and in underage students' apartments. In the spirit of the AOD policy, the College reserves the right to respond when there is a concern for health and wellness and/or violation of College policy (students may be cited with a Level I AOD violation).
7. The College does not permit mass-consumption containers at informal (as opposed to formal College-sponsored) events in the dining halls, Case Center, academic buildings, or residential buildings.

8. At private, invitation-only functions alcoholic beverages may be available on an open-bar basis. Individual sponsors of and guests at private functions must comply with New York State ABC laws.
9. With the approval of the Office of Residential Life, students over 21 residing in Scribner and Northwoods Village may serve alcohol at parties. The [Event Authorization Form](#) details expectations and requirements. This form is available in the Office of Residential Life.

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 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.

Alcohol beverage marketing programs specifically targeting students or held on campus shall conform to the code of student conduct of Skidmore College and avoid sexually demeaning or discriminatory portrayal of individuals.

1. Advertising must encourage informed and responsible decisions about the use of alcohol.
2. 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.
3. Campus events or programs cannot include corporate promotional materials without approval of the Leadership Activities Office.
4. Students promoting local off-campus activities that involve the sale of alcohol must obtain approval from Leadership Activities before posting the marketing materials.

Law 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.

Under the New York State Penal 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.
- Possession of marijuana is against the law; the charges and sanctions vary according to the amount possessed.
- 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 Student Code of Conduct. Students' use of marijuana (and or any other drug) on campus premises is strictly forbidden and subject to action under the Student Code of Conduct. Students may also face criminal sanctions for the unlawful possession, use or sale of marijuana under the NYS Penal Law.

Effective in 2016, New York State law will permit the use of medical marijuana. At that time, students who have valid medical marijuana prescriptions 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.

Drug Free Campus

The manufacture, distribution, dispensation, possession or illegal use of controlled substances, except by prescription, is prohibited by Skidmore College. College policy also prohibits the possession or consumption of alcoholic beverages by any person under the age of 21. For any employee over the age of 21, College policy prohibits the possession or consumption of alcoholic beverages unless they are

attending a College sponsored event where alcohol is provided.

Violation of this policy on Skidmore College owned or controlled property, including the use of college owned or controlled motor vehicles will result in College sanctions appropriate to the situation and will not protect employees or students from arrest or prosecution by civil authorities for illegal involvement with drugs or alcohol.

Athletics

Crowd Control Statement

To be read before every home event where an announcer is present:

Ladies and gentlemen, Skidmore College promotes good sportsmanship by student-athletes, coaches, and spectators. We request your cooperation by supporting the participants and officials in a positive manner. Disruptive or disrespectful language or actions directed at officials, student-athletes, coaches, or team representatives may be grounds for removal from the site of competition. Consumption or possession of alcoholic beverages is prohibited. We appreciate your support of Skidmore athletics. Thank you

Fan Participation at Athletic Events

Realizing the importance of fans and their role in creating excitement and enthusiasm, the following guidelines have been adopted to ensure that healthy, energetic support continues at Skidmore athletic events.

1. Spectators are an important part of all athletic events and are encouraged to adhere to accepted standards of good sportsmanship and behavior.
2. Enthusiastic cheering for one's own team is encouraged.
3. Spectators should, at all times, respect officials, visiting coaches, players, and cheerleaders as guests of the community.
4. There will be no ringing of bells, sounding of horns, or other artificial noisemakers at contests during play.
5. During contests, all fans are to remain in the designated spectator areas.
6. Spectators will observe all New York State laws and campus policies regarding alcohol consumption.

(Adopted by Skidmore Code of Conduct Committee, April 1993)

DINING SERVICES POLICIES

1. Dining halls open in the fall on the approved students' arrival date. Dining halls are closed during Thanksgiving, Winter and Spring vacations.
2. Residence hall students are required to hold the Unlimited Meal Plan.
3. Apartment and/or off campus students may select any meal plan offered (see the Dining Services website for details).
4. Students unable to present his/her College identification card at meal time may pay the guest meal rate and receive a refund in the Skidmore Card Office upon presenting a validated College identification card.
5. All students are responsible to abide by all Dining Services policies and procedures (see the Dining Services website and the Skidmore College Student Handbook for further information).
6. Please note: Dining Hall hours are subject to change.
7. Students who dine in Skidmore Dining Services facilities are held to the same student conduct standards that exist through all aspects of College life. The following constitute violations of Skidmore Dining Services Policies which may occur in any Dining Services facility:
 - a. Our "all you care to eat" policy provides you with plenty to eat while you are dining in the Murray-Aikins Dining Hall. The food students select must be consumed in the dining hall; they may not take anything out except for a piece of hand fruit, an ice cream cone, or a cookie per meal.
 - b. Theft of any utensils, dishware, glasses, or any other supplies or equipment from any Dining Services facility or catered event.
 - c. The consumption of food or drink in Murray-Aikins Dining Hall without a valid meal plan and/or paying cash at the door.
 - d. Skidmore College ID cards are non-transferable. Meal plans are non-transferable and meant for the sole use of the student to whom it was issued. ID card misuse is strictly prohibited, including but not limited to lending, borrowing, or misrepresentation of any kind.
 - e. Entering, or attempting to enter, the dining hall through an unauthorized entrance.

Sanctions

The list below summarizes the range of possible sanctions for violations of the Dining Services Policies. The College generally interprets more than three violations of these policies as indication that the student is unwilling to abide by College regulations:

1st offense: Meeting with a Dining Services Administrator, cost of meal and/or restitution if applicable, and warning.

2nd offense: Meeting with a Dining Services Administrator, cost of meal and/or restitution if applicable, written warning, and a \$25 fine.

3rd offense: Meeting with a College Administrator, cost of meal and/or restitution if applicable, written warning, and a \$50 fine.

4th offense: Referral to the Integrity Board or for Administrative Discipline.

Other sanctions may be levied as a response to more serious violations.

Equal Employment Opportunity, Diversity, and Anti-Harassment: Policies and Procedures

Introduction

This document communicates the philosophy and perspective of Skidmore College regarding issues of equal employment opportunity, diversity, and anti-harassment. It also presents the College's policies, objectives, and plans for maintaining its status as an equal opportunity employer and educator and for supporting its goal of extending the diversity of our community. While some of the policies outlined in this document are required for legal compliance, others are internally motivated and reflect our commitment to an inclusive and hospitable working and learning environment.

Equal Employment Opportunity laws and regulations prohibit discrimination against employees or applicants for employment based on gender, race or ethnicity, color, national origin, religion, age, disability, military or marital status, sexual orientation, gender identity or expression, domestic violence victim status, predisposing genetic characteristics or prior arrest or conviction record or any other category protected by applicable federal, state, or local laws. The College fully supports these prohibitions and has adopted policies reflecting its commitment to non-discrimination and equal opportunity in its employment and educational practices.

For more information on Equal Employment Opportunity laws, please visit these sites: (<http://www.eeoc.gov/policy/laws.html>) or (<http://www.eeoc.gov/>)

Skidmore College's equal employment opportunity and diversity policies further apply to the recruitment and admission of its students, to the administration of its educational policies and programs, and to the recruitment and retention of its faculty and staff. They apply, in addition, to all individuals and organizations associated with, or doing business with or for, Skidmore College.

This Handbook is subject to periodic review, evaluation, and modification. The policies and philosophy, however, constitute a firm commitment to the principles of equal opportunity for all members of the College.

Academic Freedom

In the context of the policies outlined in Part Six (Faculty Handbook), the College reaffirms its commitment to its long tradition of supporting the academic and personal freedom of all members of the community. In particular, the policy against harassment shall not be applied in a manner that contradicts the principle of academic freedom: Faculty and other members of the community are entitled to freedom in research, and faculty members are entitled to freedom in the classroom to pursue controversial matters related to their disciplines. However, this right to teach controversial material entails the responsibility that it be carried out in a way that would be judged by peers as not violating the College's anti-harassment policy. (For the College's complete statement on "Academic Freedom," see Part One, Article III of The

SUMMARY STATEMENT OF POLICY

Equal Employment Opportunity Policy

Skidmore College is committed to being an inclusive campus community and an Equal Opportunity Employer. The College therefore prohibits discrimination against any individual or group of its students, prospective students, employees, or candidates for employment on the basis of gender, race or ethnicity, color, national origin, religion, age, disability, military or marital status, sexual orientation, gender identity or expression, domestic violence victim status, predisposing genetic characteristics or prior arrest or conviction record or any other category protected by applicable federal, state, or local laws.

Policy on Diversity

The principal mission of Skidmore College is the education of predominantly fulltime undergraduates – a diverse population of talented students who are eager to engage actively in the learning process (*Skidmore College Mission Statement*). Fulfillment of this mission entails building an academic community based upon mutual respect and openness to ideas, one in which individuals value differences in perspective. Fostering such a community requires the active recruitment and retention of students, faculty, and staff members of diverse backgrounds and cultural heritages.

To read the *Skidmore College Mission Statement* in its entirety, please visit the Skidmore website at: <http://www.skidmore.edu/planning/index.htm>

Diversity Policy

Skidmore College's learning and working communities are strengthened by the diversity of their members. Accordingly, the College is committed to acting affirmatively to enhance the diversity of every population within the campus community: students, faculty, and staff.

To place the commitment to diversity within the context of the College's strategic goals and objectives, and as a further guide to hiring practices, please see the statement on *Diversity in Hiring: Strategic Considerations*:

<http://cms.skidmore.edu/IPPC/loader.cfm?url=/commonspot/security/getfile.cfm&pageID=114173>

As a matter of policy, Skidmore College will work actively to increase the diversity of its community. We will address imbalances in both student and employee populations and meet our diversity-related objectives by recruiting the best candidates from as broad a pool as possible. As always, we will continue to be guided by our fundamental educational values – leading our students to develop robust cognitive abilities, enhanced critical and intercultural skills, and an appreciation of their individual and social responsibilities as citizens of the world. Meeting these objectives is crucial to our achieving new levels of excellence.

Accessibility and Accommodations Policy

Skidmore College is committed to supporting accessibility, with respect to both physical access and other forms of access, for all programs on campus.

In accordance with applicable federal (see <http://www.eeoc.gov/policy/laws.html>) and state laws protecting qualified individuals with documented disabilities, Skidmore College will reasonably accommodate such individuals (except in the rare case when doing so would create an undue hardship for Skidmore College).

Any student with a disability who requires accommodations to function effectively in his/her residential or academic life on campus should contact the Coordinator for Students with Disabilities to disclose his/her condition and to request accommodations.

Policy on Anti-Harassment

Skidmore College affirms that its community members (faculty, staff, and students) have the right to be free from acts of harassment (based on the protected characteristics of an employee or student) that constitute unlawful, offensive, and hostile behavior. Such acts include (but are not limited to) sexual or racial harassment. In general, such harassment may consist of (but is not limited to) words, signs, jokes, pranks, acts of intimidation, or acts of physical violence that unreasonably interfere with an individual's work or educational pursuits, or that create a hostile, offensive, or intimidating work or learning environment. By College policy, all members of the Skidmore community are prohibited from engaging in any such acts of harassment. Applicable federal and state laws also prohibit harassment in the workplace. To learn more about Skidmore's anti-harassment policies and procedures, please visit the Human Resources Web site at:

http://cms.skidmore.edu/hr/eo_diverstiy/upload/EEODiversityAntiHarassmentStaff.pdf

Policy on Consensual Sexual Relationships Involving Students

As an academic community, Skidmore College stands by principles of fairness, equal opportunity, and non-discrimination. These principles take on special meaning in the relationship between students and members of the faculty or others in an advising or evaluative relationship. Specifically, all students have the right to be treated fairly, held to the same requirements and standards, and afforded equal opportunities based on their individual accomplishments. All employees are expected to maintain professional relationships with all College students, to act in accordance with standards of professional conduct, and to avoid conflict of interest, favoritism, bias, or creation of a hostile environment for any student of the College.

Sexual relationships between College employees and students are fraught with the potential for exploitation. The respect and trust accorded a College employee by a student, as well as the actual or apparent authority of the employee, make voluntary consent by the student suspect. Even when both parties have in fact consented, the development of a sexual relationship renders both the employee and the College vulnerable to subsequent allegations of harassment.

1. Policy on Consensual Sexual Relationships with Current Students

Sexual relationships, whether consensual or not, between College employees and their students (those whom they currently teach, advise, supervise, coach, evaluate, or hold authority over in any way) violate the integrity of the College's academic community and constitute grounds for disciplinary action up to and including separation from the College.

2. Policy on Consensual Sexual Relationships with Students When There Is No Formal Authority over the Student

Even if a College employee does not currently hold a position of authority over a student, any sexual relationship between an employee and a student of the College potentially jeopardizes the integrity of the academic or living environment of the Skidmore community. The College, therefore, discourages in the strongest possible terms any sexual relationship between an employee and any student of the College. In the event that any such relationship is found to undermine the trust, respect, and fairness that are essential to the success of Skidmore's educational mission, the College will take appropriate disciplinary action, up to and including separation from the College.

Procedures Regarding Equal Employment Opportunity and Diversity

This policy establishes procedures for implementing the policies regarding Equal Employment Opportunity and Diversity at Skidmore College.

Educational Environment

In accordance with its policy on equal opportunity, Skidmore College prohibits discrimination against any students on the basis of race, color, religion, gender, age, national or ethnic origin, physical or mental disability, veteran status, marital status, sexual orientation, gender identity or expression*, or any other characteristic protected by applicable federal, state, or local laws.

For more information on Equal Employment Opportunity law please visit this site:

<http://www.ed.gov/about/offices/list/ocr/know.html>

Anti-Harassment Policy

Harassment is unlawful and therefore prohibited by Skidmore College.

The College is committed to maintaining a positive learning and working environment for all of its students and employees. In accordance with applicable laws, including Title VII of the Civil Rights Act of 1964 as amended, Title IX of the Education Amendments of 1972, the Pregnancy Discrimination Act of 1978, the Americans with Disabilities Act, the Civil Rights Act of 1991, and applicable federal, state, or local laws prohibiting sexual assault and abuse, the College prohibits harassment (including sexual harassment) of any individual or group of its students, prospective students, employees, or candidates for employment on the

basis of gender, race or ethnicity, color, national origin, religion, age, disability, military or marital status, sexual orientation, gender identity or expression, predisposing genetic characteristics or arrest or criminal conviction record or any other category protected by applicable federal, state, or local laws. These policies apply to all persons affiliated with the College including administrators, faculty members, staff members, and students.

Harassment Defined

Harassment on the basis of race, color, religion, gender, age, national or ethnic origin, physical or mental disability, veteran status, marital status, sexual orientation, gender identity or expression*, or any other category protected by federal, state, or local laws occurs when an individual or group of individuals is targeted with oral, written, visual, or physical insults based on that person's or group's protected status; and an individual or group of individuals is targeted with oral, written, visual, or physical insults based on that person's or group's protected status; and such conduct has the purpose or effect of unreasonably interfering with an employee's or student's work, professional or educational performance, productivity, physical security, living arrangements, extracurricular activities, academic or career opportunities, services or benefits - or of creating an intimidating, hostile, or offensive working or learning environment.

When both circumstances identified above are present, examples of conduct constituting harassment could include (but are not limited to) the following:

- Intimidation, hostility, or rudeness
- Oral or written threats, derogatory comments, name-calling, or slurs
- Display of derogatory posters, photographs, cartoons, drawings
- Offensive gestures
- Assault, unwanted touching, or blocking normal movement

The fact that someone did not intend to harass another individual may not constitute an adequate defense in response to a complaint of harassment. Regardless of intent, the characteristics, context, and effect of the behavior that determine whether the behavior constitutes harassment. In addition, a faculty member, employee, or student may experience harassment from a salesperson or vendor, the parent of a student, alumna/us, visitor, or any other member of the extended College community who has contact with Skidmore faculty, staff, or student populations. Harassment may take place in person, by phone, or by means of print or electronic media. Skidmore's policy applies to all employees and students of the College whenever they are interacting with one another. Off-campus violations may occur at campus-sponsored events or programs, such as athletic events, internship arrangements, professional meetings, or at private events (such as parties).

Sexual Harassment Defined

Applicable state and federal law defines sexual harassment as any unwelcome sexual advances, requests for sexual favors, or other gender-based visual, verbal, or physical conduct of a sexual nature. In particular, sexual harassment occurs when

- submission to the conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement (*quid pro quo* harassment),
- submission to, or rejection of, the conduct is used as the basis for employment or academic decisions affecting the individual (*quid pro quo* harassment), or
- the conduct has the purpose or effect of unreasonably interfering with an employee's or student's work, professional or educational performance, productivity, physical security, participation in living arrangements, extracurricular activities, academic or career opportunities, services or benefits—or of creating an intimidating, hostile, or offensive work/educational environment.

This definition includes verbal, non-verbal, and physical harassment. The following examples of sexual harassment are intended to be instructive, but not inclusive:

Verbal Harassment may take oral or written form and may include profanity, sexual jokes, whistling, teasing, threats, or repeated unwelcome requests for a date.

Non-verbal Harassment may include staring, blowing kisses, winking, or displaying sexually suggestive material in the work area, in the classroom, in lockers, or as screen savers on one's computer.

Physical Harassment may include touching, bumping, grabbing, cornering, or blocking passage.

Whether the alleged conduct constitutes harassment will be determined on a case-by-case basis, taking into account relevant factors, such as the nature of the conduct and the context in which the alleged incidents occurred.

Sexual harassment may occur on or off campus, including, but not limited to, the classroom (student to student, faculty to student, student to faculty) and the work setting (supervisor to employee, employee to supervisor, employee to employee, student to faculty or employee). Skidmore's policy applies to all employees and students of the College whenever they are interacting with one another. Off-campus violations may occur at campus-sponsored events or programs, such as athletic events, internship arrangements, and professional meetings, or at private events such as a party. In addition, a faculty member, staff member, administrator, or student may experience sexual harassment from a salesperson or vendor, the parent of a student, an alumna/us, visitor, or any other member of the extended College community who has contact with Skidmore faculty, staff, or student populations. Sexual harassment could take place in person, by phone, or by means of print or electronic media.

The fact that someone did not intend to sexually harass another individual may not constitute an adequate defense in response to a complaint of sexual harassment. Regardless of intent, the characteristics and effect of the behavior that determine whether the behavior constitutes sexual harassment.

Third-Party Sexual Harassment

It is important to recognize that sexual harassment may be injurious to a third party when that person is negatively affected by unwelcome or welcome sexual conduct between other individuals in that third party's work space or classroom – or any other setting that requires a Skidmore College employee or student to be present for purposes of work or learning.

Reporting Suspected Harassment and Discrimination

Who should report: Any faculty member, staff member, student, or former student who believes that he/she has been discriminated against or harassed should report such instances to the appropriate official.

When to report: (For employee complaints against other employees and student complaints against employees. For student complainants against other students or for employee complaints against students, please see “Students Reporting Suspected Harassment.”) A report must be made to the College within 60 days of the alleged incident. A formal complaint must be filed in writing within 10 work days after an informal inquiry has been completed or within 10 work days of the conclusion of the mediation process. Federal regulations require that a complaint be filed with the appropriate agencies within 180 days of the initial incident; New York State

Confidentiality

To the extent possible, those handling complaints will endeavor to maintain the confidentiality of all parties involved in the informal and formal process. This confidentiality extends to those seeking assistance, to those filing a complaint, to respondents, and to those serving as witnesses; confidentiality also extends to those creating or reviewing any documents related to the complaint. Information about the complaint is therefore provided only to those individuals within the College who have a need to know that information in order to investigate and/or resolve the complaint. This requirement of confidentiality does not mean that the details of the complaint will be withheld from the respondent.

Nevertheless, the College cannot guarantee absolute confidentiality. In order to ensure compliance with College policies and federal and state laws, the College may be required to disclose information about a complaint to agencies or to individuals not involved in the complaint. Moreover, when the complaint involves alleged acts of a criminal nature, the College may be required by law to notify law enforcement authorities. The College may also publicly divulge details of the outcome if one of the parties discloses selective portions of the proceedings or if the complainant or respondent contests the findings or results of the College's investigation in the course of a lawsuit.

Procedures for Resolving Complaints of Harassment or Discrimination Against Faculty/Staff Members

Students should report any instances they believe to constitute harassment or discrimination. Disclosing such incidents provides the parties an opportunity for consultation with appropriate College personnel and the opportunity to resolve complaints promptly and effectively.

Students should report instances of alleged harassment or discrimination by faculty members to one of the following:

- The Associate Dean of Student Affairs (Office of Residential Life)
- The Dean of Students and Vice President for Student Affairs
- The appropriate Department or Program Chair
- Dean of Faculty and Vice President for Academic Affairs
- Dean of Special Programs (DSP)
- Supervisor
- Associate Vice President for Finance and Administration and Director of Human Resources or his/her designee
- Assistant Director for Equal Employment Opportunity and Workforce Diversity (ADEWD)

All the above officials will convey information received to the ADEWD, who will initiate an informal inquiry.

Procedures for Resolving Student Complaints Against Students or Employee Complaints Against Students

Students or employees should report any instances they believe to constitute harassment or discrimination. Disclosing such incidents provides the parties an opportunity for consultation with appropriate College personnel and the opportunity to resolve complaints promptly and effectively.

Students or employees should report instances of alleged harassment or discrimination by students to one of the following:

- Title IX Deputy Coordinator
- The Associate Dean of Student Affairs (Office of Residential Life)
- The Dean of Students and Vice President for Student Affairs
- The appropriate Department or Program Chair
- Dean of Faculty and Vice President for Academic Affairs
- Dean of Special Programs (DSP)
- Supervisor

All the above officials will convey information received to the Title IX Deputy Coordinator, who will initiate an inquiry.

Students Reporting Suspected Harassment

Students should report all suspected harassment in order for everyone to enjoy a work and learning environment free from offensive and hostile behavior. Disclosing the harassment provides the complainant (the person seeking help) an opportunity for consultation regarding the respondent (the person exhibiting harassing behavior) with educated personnel. Students are strongly encouraged to seek information about campus resources available to them in cases of harassment and to disclose cases of unlawful harassment to college authorities.

Using the procedures outlined in the next two sections, any student who believes he or she is the victim of harassment by a member of faculty or staff should report it to the Associate Dean of Student Affairs (Office of Residential Life) or the Assistant Director for EEO and Workforce Diversity (ADEWD) or any member of the Student Affairs staff, all of whom are trained to assist students and employees concerned about unlawful harassment. These members of the College staff are available to provide information concerning the College's anti-harassment policy, the process that the College has designed, and appropriate action the complainant may take.

The appropriate procedure for resolving a formal complaint depends on the person accused. When the person accused of harassment is a student, an Administrative Board hears the complaint. The Student Handbook describes these procedures in the section titled, Sexual Misconduct. However, the board may also consider expert testimony by the ADEWD regarding harassment. The Dean of Students and Vice President for Student Affairs considers any appeal of the Administrative Board decision. In cases including disruption in the classroom, the Dean of the Faculty/Vice President for Academic Affairs also considers the appeal.

When the person accused of harassment is a member of the faculty, administration, union of the College or a third party, the ADEWD is responsible for resolving the complaint. Students may obtain a full description of the procedures employed by the ADEWD by contacting the ADEWD directly or visiting the HR web site:

http://www.skidmore.edu/hr/eo_diversity/index.php

STUDENTS SHOULD REPORT ALL SUSPECTED HARASSMENT

1. Tell the person, orally or in writing, that you consider his or her behavior to be harassment.
2. Discuss the problem with any member of the Student Affairs staff, all of who are trained to respond to this type of concern. They will help students work through these concerns and make choices about how to handle the issues involved.

3. Staff in the Dean of Students and Vice President for Student Affairs office will make a report to the Assistant Director for EEO and Workforce Diversity (ADEWD) if the situation meets the formal definition of harassment. The ADEWD maintains an annual record of the number of different types of reported incidents. The College makes every attempt to protect the privacy of the individuals involved in a conversation about harassment. However, disclosure is required by law at the formal fact-finding and hearing stages.

Event Planning

Bake Sale/Student-Prepared Foods & Catering

New York State allows the sale of home baked goods to consumers, but places certain restrictions on what types of bakery items a home processor can produce and where those products can be sold in order to protect the general public. If you want to sell home baked goods in New York, you are limited to breads, rolls, cookies, cakes, brownies, fudge and double-crust pies. Additionally, while you can sell your goodies at farmer's markets, farm stands, flea markets, craft fairs and similar venues, the home food processor's exemption from standard food processing regulations does not allow Internet sales. For specifics, please reference the [NY Department of Health regulations for Non-Profit Food Establishments](#).

Students interested in selling food products for a profit should also refer to the [fundraising policy](#).

Licensing exemption is limited to non-potentially hazardous foods such as:

- Bakery products for wholesale sales; i.e. bread, rolls, cookies, brownies, fudge, double-crust fruit pies and cakes which require no refrigeration
- Jams, jellies, marmalades or similar products
- Candy (not chocolate)
- Spices or herbs
- Snack items such as popcorn, caramel corn and peanut brittle

This means only foods that are not potentially hazardous may be sold or provided. Hazardous foods include foods that contain meat, poultry, fish or uncooked or partially cooked eggs (such as mayonnaise or custard, quiche, etc.) or any foods that are required to be heated or cooled. No student-prepared foods that require heat or refrigeration may be offered. Exceptions to this rule may be made when approved means of heating or refrigeration are available, at the discretion of Leadership Activities and Skidmore Dining Services. Exception possibilities apply to non-hazardous foods only.

- Foods may be prepared in a residence hall/apartment kitchenette or other kitchen facility. Students are encouraged to use appropriate care in food preparation.
- All ingredients must be listed (or available) for each food product.
- If food has nuts in it, or if it is prepared in conjunction with other foods that have nuts in them, nut warnings must be provided on all the foods, whether they have nuts in them or not. Allergen warnings must be provided on all foods with potential allergens.
- Foods in "factory packaging" are permitted (e.g. Oreo six-pacs), unless they require heat or refrigeration. Exceptions to this rule may be made when approved means of heating or refrigeration are available, at the discretion of the Leadership Activities (e.g. wrapped frozen ice cream bars served out of an approved freezer).

Catered Events

Foods provided and served by a local commercial food provider are subject to catering and contracting rules and must be approved by Leadership Activities.

The Murray-Akins Dining Halls and Case Campus Center provide their own [catering](#) for events; as such outside caterers are discouraged at these venues. Please contact these offices to make arrangements for food at your events in the Campus Center or Dining Hall, or to consider their catering offerings for other campus events.

All other arrangements for campus facilities should be made through your [Event Registration Form](#), and in consultation with Leadership Activities. Keep in mind when planning your event that some venues are not appropriate for food service.

Events Serving Food Prepared by a Local Restaurant

Some events, or some club activities, may choose to purchase food from a restaurant to re-serve to their group. If you are purchasing hot food from a restaurant and re-serving it, the food must be served within two hours of preparation. This includes travel time; therefore any restaurant used must be within 30 minutes travel distance (max) of the campus. Restaurant pickup must be carefully arranged to collect hot food immediately when it is ready at a time just prior to serving that allows compliance with the 2 hour safe handling rule. If the group cannot comply with the safety rules, only non-hazardous foods should be served.

If the group or any member of the group becomes aware of any person falling ill from food that has been prepared, served or sold by the group must immediately contact The Office of Leadership Activities so that it may be reported to the Department of Health within 24 hours.

Films Screening On Campus: Laws and Resources

The laws governing the “screening” (showing) of copyrighted videos, DVDs, and even streaming web sites are very specific and enforceable with penalties ranging from fines to imprisonment. As a student event host, it is your responsibility to know the rules and abide by them.

Excellent FAQ's can be found at: [Criterion Films](#) and [Swank Motion Pictures](#). More information regarding Skidmore’s policies on film showings can be found on the [IT website](#).

Before showing a film on the Skidmore campus, it is important to define whether your showing is **public** or **private**. Some movie rental companies are free/cleared to administer the leasing of copyrighted films for public performance. This means when you rent a movie from one of these companies, they will pay the royalties for the copyrights.

The "home use" versions of these same films, obtained from video stores, retailers, etc., are not cleared for public performance use at Skidmore because proper licensing fees to the copyright owners have not been paid.

Remember, any public showing requires permissions or a license, and those licenses may have restrictions about how you can advertise.

In brief, a "Public" screening is defined as either:

- Presentation at a place open to the public.
- Presentation at a place where a substantial number of people who are not family members or friends are gathered. "Friend" is somewhat loosely defined as "having a social relationship" with another person.
- Presentation advertised to the public, including and especially on the Internet, chat groups, etc.

It is important to note, when a performance is physically open to the public, it may be considered a public performance, even if only a few people wander in. Conversely, performance in a private setting becomes "public" if a "substantial" number of persons who are unrelated as family or friends are present.

Here are some scenarios to help define public and private showings, and help determine if you will need to pay a license fee to show a film:

- **Public vs. Private Showings**
- Student rents a movie and shows it in their dorm room – *private*
- Student rents a movie and shows it to friends in the dorm lounge, and does not advertise – *private*
- Student rents a movie, shows it in the dorm lounge, and does not advertise and collects money to pay for cost of rental and snacks, but not for profit – *private*
- Student rents a movie, and shows it in the dorm lounge - advertises in the campus newspaper and puts up posters on campus -- *public (because it is advertised; a substantial number of people who are not family members or friends can attend. Therefore you will need a license for this event)*
- Student rents movie to show at their next club meeting, and advertises this screening in the campus (not community wide) newspaper. However, the advertisement specifies that this showing is 'members only' - *private*
- Student rents a movie and advertises it as a screening – *public (because this group of people might just have a common interest and not be 'friends'. Therefore you will need a license for this event)*

In abidance of copyright laws, it is extremely vital that you do not advertise your showing to the general public. Do not advertise on the Internet, posters, flyers, Facebook groups, etc. unless you are presenting a publicly licensed screening and even then your license may restrict you to On-Campus publicity.

Tip: If your club/group is looking to show a film for members only, or you are looking to show a film to a group of friends, simply invite members or friends by means of person-to-person communication and not announcements to the college community. If you feel that posters or an ad would help draw your members to the event, specify that the screening is for members only.

If your club/group wants to have a public film screening

If the film is of an academic, educational or documentary nature consider asking for assistance through our library system, and/or related faculty members.

If you want to show a “feature film”, box office favorite or the like, consider talking with the Film Appreciation Troupe to either collaborate, or to learn more about public leasing. Currently, the Film Appreciation Troupe orders predominately through Swank and Criterion Film companies.

If you have additional questions contact professional staff in the Office of Leadership Activities.

FUNDRAISING ACTIVITIES

All fundraising activities sponsored by Skidmore organizations that are promoted on or off the Skidmore campus must be within the bounds of reasonable good taste and should reflect the high standards and values of the College.

Each College club or organization may sponsor eight (8) fundraising events per academic year. Residence halls must sponsor fundraising events that are activity oriented, (e.g. car washes, game booths, bake sales). Fundraising events of a special nature must be discussed with and approved by the Associate Director of Leadership Activities prior to scheduling. College clubs and or organizations may raise funds by selling chances, raffles, or offering door prizes within the College community only.

All fundraising activities must be scheduled in the College's Leadership Activities Office and are granted approval on a first-come, first-served basis. Student Government Association clubs and organizations and the four classes may also schedule fundraising activities through the SGA vice president for clubs and organizations. Only recognized Skidmore College clubs and organizations may sponsor fundraising activities on the Skidmore campus. All sales must take place in Case Center, second floor (except for those sponsored by sports clubs and teams who may conduct fundraising sales at the Sport and Recreation Center). Depending upon space availability, the administrative assistant in the Leadership Activities Office reserves the right to limit the number of activities to a maximum of ten (10) on any given day.

If the sponsoring organization is inviting a non-college vendor to campus, it must provide the SGA vice president for clubs and organizations with the name, address, and business ID number/Social Security number of the vendor. All vendor sales must be scheduled by the campus organization representative and must be scheduled with the College Leadership Activities Office and the SGA vice president for clubs and organizations. At the time the activity is confirmed, the scheduling organization must forward a vendor contract, supplied by the SGA vice president of clubs and organizations, to the non-college vendor. The non-college vendor must then return the signed contract, along with a non-refundable deposit

of thirty-five dollars (\$35), to the sponsoring organization by mail. This deposit is subtracted from the total 15% commission earned by the sponsoring organization. Vendors are personally responsible for paying New York sales tax on all items sold. A representative from the sponsoring organization must inform the non-college vendor that he/she may only bring merchandise into Case Center through the loading dock on the right side of the building. That representative must meet the non-college vendor at the beginning and end of each sales day.

Each non-college vendor is limited to three (3) visits per academic year. Non-college vendor sales are limited to two per day, Monday-Thursday only, 9 a.m.-5 p.m., for a maximum of three (3) days. A maximum of (2) two tables may be reserved for the vendor's use in Case Center. Failure on the part of the vendor to comply with the above stated College policies will result in the permanent loss of his/her privilege to sell on the Skidmore campus. As the vendor contract is a legally binding document, defaults will be referred to the Student Government Association legal counsel.

From Thanksgiving to the commencement of winter vacation, fundraisers are limited to two (2) days. A maximum of one (1) table may be reserved for the organization's use in Case Center. At all other times during the year, clubs and organizations are allowed to raise funds for a maximum of three (3) days during any two-week period of time.

Organizations with charitable or educational purposes may use the Case College Center for sales provided a Skidmore club, organization, or department handle the sales through the Leadership Activities Office.

Salespersons, other than student representatives for non-college organizations (companies, businesses, publications, etc.) may register their names and associated organization with the Leadership Activities Office, Case Center, for information dissemination purposes.

On-campus activities that serve to promote the represented agency must be scheduled by the student campus representative. Such programs may be held in the residence halls with the permission of the head resident and hall president. There shall be no fee charged to the external agency for use of a residence hall common meeting area. However, the Hall Council, in its sponsorship of this type of activity, is free to negotiate a means of earning funds for the dorm if circumstances permit.

If use of other College facilities is desired, the campus representative must calendar the event with the Leadership Activities Office and pay the normal room rental rate, if any, charged to non-college organizations. Since College facilities are used primarily for college-related educational and co-curricular events, external groups may rent them only on an "as-available" basis.

Campus representatives may not use intercampus mail for distribution of their represented agency's information, advertisements, subscriptions, etc. Posting of flyers, advertisements, posters, etc. must comply with the publicity policies that pertain specifically to non-college organizations. That is, the Leadership Activities Office will approve the posting of notices in Case College Center.

Parents of students may not be solicited by students for any purpose without the approval of the Associate Dean of Students and Vice President for Student Affairs. Solicitation of parents by other members of the college community may not be made without the approval of the Vice President for Advancement.

The College mailing list and Directory are not released for commercial purpose.

The Spa shall not be used for sales purposes.

Student groups may solicit advertising in Saratoga Springs with the approval of the Associate Director of Leadership Activities.

Hosting An Event

The Skidmore Events Policy is based on proven best practices among peer institutions and was formulated under the consultation of Skidmore Campus Safety, the Student Government Association and Camus Life Department to respond to a growing need in our community to more uniformly, safely and consistently manage our increasingly popular and successful events on campus. This policy outlines the responsibilities & tools necessary for sponsors to comply with room capacity limits, fire-code regulations and laws. The policy will help event-sponsors regulate paid attendance to their event and will guide them in appropriately staffing to maintain orderly and safe events. It is also designed to foster greater accountability among event guests.

Events Subject to This Policy

This policy applies to all on-campus, open to the public events including parties, dances, and large social events held in the SPA, Falstaff's, Filene, and any other approved campus venue.

Events that meet any one or more of the following criteria are subject to the enforcement of these policies:

- any party, dance, or social event advertised off campus (including word of mouth, flyers, Facebook or any means via the internet, etc.)
- and/or alcohol will be served at the event
- and/or any event with an anticipated attendance of 100 or more, including lectures, private events, etc. is subject to relevant portions of this policy.

Private, member-only/invite-only parties, regular meetings/rehearsals/practices are except from his policy. These events are typically not be advertised.

Admission Policies and Advertising

Managing a safe and orderly entrance and determining and controlling maximum attendance at events have proven to be some of the most difficult responsibilities for event sponsors to meet. Therefore, a college-compliant plan must be in place before your event is advertised, and admission information should be included in all advance publicity and posted at the entrance to your event. Since consistency of

campus venue and event management is essential to the ongoing safety and success of all of our programs, all event sponsors will need to follow the same practices for consistency and fairness.

Admission caps are determined by the capacity of the venue and any other attributes that may impact crowd behavior (e.g. alcohol, music).

All sponsoring clubs/groups are required to submit an event registration form and confirm event safety/compliance with a representative from Leadership Activities for each event at least a full week prior to the event. At that time, the professional staff will discuss best practices and explain mandatory procedures with you. Our goal is to help you host an event that you can be proud of, one that meets your goals and reflects well on your club and its members.

Admission Prices

Skidmore Student Government restricts the ticket/entrance pricing, and encourages all events to be free for the Skidmore community. Event sponsors are at liberty of the SGA Business & Finance Committee to set the admission price for their events, but sensitivity to differences in student access to luxury funds is encouraged. When asking for higher ticket prices, you may wish to consider tiered pricing, and or "sliding scale" options. One option for parties is to offer a lower price before a certain time, such as "only \$3 before 11 pm, \$5 after..." In addition to allowing those of limited means an option for reduced price entry, this also encourages folks to arrive early & gets the party started.

Requests for charging admission to an event must be directed to the SGA VP of Financial Affairs at least 2 weeks prior to your event.

Attendance Criteria/Options

In addition to the required procedures as outlined in this policy, event sponsors may choose to establish specific reasonable entry criteria for their event. If any entry restrictions are desired, it is critical that they be included in all advertising. For example, a costumed themed event could limit attendance to only those wearing costumes. This must be clearly listed in all promotional materials and posted clearly at the door.

Similarly, many event sponsors seek to create social events intended primarily for fellow college students and specific guests of Skidmore students. In these cases, event sponsors may elect to set an age limit minimum for their events, such as "over 18 only".

Below is a sample entry policy you may elect to use for your event, if such a criteria is desired.

- Unescorted attendees must have a valid college ID in order to enter the event.
- Attendees without a college ID must be guests of a current Skidmore student.
- Skidmore students may bring up to 4 guests each. These guests must arrive and enter with the student host. The Skidmore host is responsible for their guests throughout the event.

It is not acceptable to set any admittance criteria which are discriminatory with regard to race, color, national origin, citizenship status, creed, religion, belief, sex, marital status, sexual orientation, gender identity, ability, veteran status, or any other protected status under applicable law.

Smoking Area

The purpose of the Skidmore College [Smoking policy](#) is to limit the potential exposure of students, faculty, staff and visitors to the effects of second hand smoke, reduce the risk of fires on campus and to provide the community with a healthy, respectful working and learning environment. Smoking is prohibited in all Skidmore College facilities, College owned vehicles and within 25' of all facilities on-campus. All events are "non-smoking" and no smoking areas will be provided. Anyone found smoking inside the venue may be removed from the event and not permitted to re-enter.

Advertising

College Policies prohibit social events and/or advertising that use alcohol as the central theme or promote or encourage excessive alcohol consumption. An event may be cancelled if the sponsors do not adhere to this policy. It is, however, recommended that alcohol service be noted on any advertising for events for which it has been contracted so that potential attendees may make informed choices.

Similarly, sexually explicit/suggestive marketing is not appropriate for open-to-the-public social events held on the Skidmore campus. Sponsors should remain aware that any advertising for events creates a public image, not only for the sponsoring group and its individual members, but also for the institution as a whole and all Skidmore students on campus. Please be good stewards of your own and Skidmore's collective image and reputation.

When designing your event promotions think thoughtfully about the impact your advertising will have on the nature of your event, the safety and well being of your peers, and the overall impression of our community. Who are you appealing to and what expectations are you creating? Remember that the Internet can be used to disperse information rapidly, incompletely and far beyond your preferred audience. Even paper flyers can circulate well beyond your intentions. A good rule of thumb for advertising is to avoid using content, images, or mixed-message slogans that you, your friends, or family would be embarrassed or concerned to see posted on the front door of your home.

All event advertising must bear the name of the sponsoring organization and the accurate admission policy information, including the admission cost, an "ID required" notice, and any other criteria set for the event. For popular events, it is advisable to note: "event may sell out: come early" or similar.

Your event publicity should state clearly if it is an ADA compliant accessible event, and whether or not anyone may be contacted for special needs arrangements (e.g. welcoming accommodations for guests who are blind, hearing impaired, mobility impaired, etc.)

Be sure to review the College's [Event Publicity Guidelines](#).

Party & Large Event Staffing

The cornerstone of responsible party or large event hosting begins with adequate staffing. If your Org wants to host one of these events you must provide sufficient responsible staffing for the comfort and safety of your guests, the welfare of the general campus community and to ensure compliance with all campus policies, and federal, state and local laws. Typically, Org members constitute the working staff of a party or large event. It is also possible to enlist the assistance of another MHC Org, in exchange for goodwill, payment to the Org, and/or in trade for services. (i.e. a written agreement is strongly encouraged, for example: “we’ll staff 4 of the 8 people required for your party today, you’ll contribute 4 staff for our party next month”).

Serving as event staff is an important, responsible and official college role. Event staff must remain sober and on-duty throughout their shift. The club sponsoring the event remains responsible for all event staff, even if they have been recruited from another club. The host club must supply the Event Captains (more info on Event Captains below). All names of event staff must be listed on the Event Staffing Schedule (obtained from the Office of Leadership Activities). Below are minimum standards required of all event hosts. If you cannot guarantee the required staffing throughout your event, you should not plan to host the event.

Event Captains (or Event Co-Captains if your club prefers) are required, as designated ‘host-managers’ of the event, responsible for communicating with Campus Police, Dining Services, Leadership Activities & other college staff and ensuring that all doors and entry station are fully staffed at all times. Event Captains must be members of the sponsoring club. They are required to monitor the event for safety and compliance & bring any safety concerns to the attention of Campus Police. In the event of a sponsor staffing shortage, the Event Captain must immediately recruit sufficient staff to meet stated minimums or the event cannot proceed and/or must be ended. The Event Captain on-duty cannot be one of the designated door or ticket station staff for more than a few minutes, as they need to be mobile to oversee all aspects of the event (Event Captains may substitute briefly for door and/or ticket station staff to allow them reasonable bathroom breaks). If your club has designated Co-Captains, at least one of the two Captains **must** be present and on duty at all times.

Event Captains are encouraged to meet with a professional staff member in Leadership Activities approximately 2 weeks prior to the event.

Event Staffing Minimums

- Staffing of other approved venues must be discussed in advance with the Leadership Activities professional staff.
- All doors & ticket station must be staffed a min of 20 minutes prior to the advertised start time.

Failure to staff your event according to the prescribed standards, or to adhere to any of the other outlined campus event policies will result in early termination of the event and/or campus sanctions for the sponsoring org. (see below for more information).

All working staff must commit to remaining on site at their post, in compliance of Skidmore's code of conduct, and must be sober prior to and throughout the duration of their shift. It is inexcusable to have intoxicated persons representing your org and the college.

All on-duty "Event Staff" are encouraged to be clearly marked with badges, t-shirts, or other club-provided labels.

Accessibility

Be sure your event staff is aware of the best entrances and exits for guests with mobility issues who might be using wheelchairs or crutches, or require special parking considerations. See [Creating Inclusive Events](#), for more information.

Entry Procedure: Exit Doors

Event Staff working any designated exit doors are responsible for maintaining the doors as 'exit only' for the event. No one, including club members may enter through these doors with the exception of the on-duty Event Captains and Skidmore professional staff (Campus Police, Dining Services, etc) working the event. Politely direct guests back to the entry.

Consider a training workshop for event security for students who will be working these events. The Campus Safety Officer in-charge of the event will brief all student workers about appropriate safety and emergency procedures at the pre-event meeting.

Stage

Unless other arrangements are made before the performance, no one other than performers and College officials shall be allowed on the stage during the performance. Any event that does not adhere to this policy may be terminated.

Barriers may have to be used at some events to keep the crowd a safe distance from the stage.

Dereliction of Duty Sanctions

Failure to staff your event according to the prescribed standards, or to adhere to any of the other outlined campus event policies will result in early termination of the event and a possible loss of club social event programming privileges in the future.

An Skidmore Student Club is only as strong and reliable as their weakest member or worker. Ultimately, it is the sponsor/host that is held responsible for any shortcomings in its event staffing. If an individual or individuals abandon any staffing post, the club must immediately provide replacements. There are no acceptable excuses for failure to maintain minimum staffing. Therefore it is wise to plan for several dedicated back-up staff in case of delay, illness, or dereliction of duty by others. In advance, optimally during initial planning and reinforced throughout the process, make sure everyone in your club agrees to contribute to the event you are sponsoring. As hosts, you accept these tasks and responsibilities.

The host club retains responsibility for all event-related staffing and protocol. Individual Skidmore students remain responsible for their own law abiding and college policy compliant behavior, and are subject to the sanctions administered by the Dean of Students Offices, as outlined in the College Policies section of the Student Handbook (found online under Dean of Students).

Additionally, performers should be advised that encouraging student behavior that violates College policy is not be permitted. For example, performers who encourage students to engage in illegal or unsafe behavior (i.e. drug use or rushing the stage) may have their show terminated by College officials. *For example, performers who encourage students to smoke marijuana or rush the stage may have their show terminated by College officials.*

Risk

Professional staff, in conjunction with College Facilities and appropriate College risk managers, encourage all students to use good judgment and take all necessary precautions when event planning. At times, students may be asked to volunteer to, but not limited to, move furniture, break down a stage, and clean up after an event. Should a student have physical limitations and/or does not feel comfortable completing the task at hand, once the professional staff member has been advised - accommodations will be made that are within the student's abilities. Students are encouraged to make a professional staff member aware of any/all concerns related to maintaining a healthy and safe college environment for all.

Scheduling Events Policy Guidelines

General Information

- All events must be in keeping with the educational mission of the College and must uphold the high standard and values of the institution.
 - Segregation and discrimination of all forms is prohibited.
 - Where alcohol is served, both College alcohol policies and New York State laws must be observed. For further information, contact the Office Leadership Activities Office or refer to the Skidmore Student Handbook.
 - Program sponsors are held responsible for damages to or loss of College property resulting from a scheduled event. General closing time for most facilities is 1:30 a.m.
 - All fund-raising activities must be scheduled through the Leadership Activities Office and must be sponsored by a Skidmore College student club, organization, residence hall or an academic/administrative department.
 - No events may be scheduled after the final days of classes/during 'finals week'
 - Academic classes get priority scheduling
- I. Your event must not take place on the same evening as other major events.
 - II. Special weekends/theme programs.
 - III. Theme "weeks" and "months".
 - IV. Academic Departments.
 - V. Publicity of Events.

VI. Facility Rental Policy.

I. College policy dictates that there will be no more than one major event each evening Monday through Thursday. It is expected that every effort will be made to avoid scheduling events against All-College Convocations, Annual Named Lecture Series, or major events. For practical purposes, a major event may be defined as an event that is aimed at an all-College audience or that involves payment of an honorarium of \$1,000 or more. For information on events already scheduled, please check [Skidmore's E-Calender](#).

II. Weekends that are theme-related shall be designated "Special Weekends" and shall be coordinated by the appropriate sponsoring club, organization or department. Examples of such weekends include First-Year Orientation Weekend, Oktoberfest, Family Weekend, Ring Weekend, Winter Carnival, and Spring Fling. The coordinating sponsoring group shall determine the Special Weekend logo and major events for that weekend. Event proposals from other groups may be submitted to the coordinating group for consideration. Other "special weekends" may be organized, other than the traditional annual Special Weekends, on a year-to-year basis, providing that appropriate weekend dates are available, and do not encroach upon regular co-curricular programming expectations of the many clubs and organizations at the College.

III. (Hispanic Heritage Celebration, Native American Celebration, Multicultural Celebration, Black History Celebration, Women's Festival, Asian American Celebration, Environmental Awareness) may be noted on the co-curricular calendar and may be recognized as such in an effort to raise community awareness. The appropriate sponsoring group(s) may reserve one "special weekend" attached to the theme week, or within the theme month; (2) weekday evenings (Monday-Thursday) for theme-related programs during a theme week; and (5) weekday evenings (Monday-Thursday) for theme-related programs during a theme month. Major campus activities sponsored by other groups may not be scheduled on these "reserved" evenings without the expressed verbal/written permission of the theme-related sponsoring group. It is expected that the theme-related sponsoring group will make every effort to plan their events well in advance of the theme week/month. If concrete plans for a reserved date are not confirmed prior to that date, then the reservation is considered canceled. Other groups may then calendar that date for non-theme-related activities. The theme-related group may schedule alternative dates on a first-come, first-served basis. Additional weekend night programs may be planned on a first-come, first-served basis, and must be considered part of a variety of weekend program offerings.

IV. Theater, dance, sports, music, art may schedule programs during special weekends, theme weeks, theme months, and reserved theme dates at their discretion. Sponsoring groups may not exercise purview over academic-related events that may need to be scheduled on theme-related dates.

Travel Policies

TRAVEL POLICY FOR STUDENT CLUBS

Skidmore College believes that sponsored off-campus activities can be an important part of a students' overall learning experience. However, off-campus activities can involve significant risks, both to students participating in them and also to the College based upon the manner in which students conduct themselves during the event.

The purpose of this policy is to:

1. Ensure that the College is informed of the whereabouts of students participating in travel organized by student organizations and the conditions under which such excursions shall be conducted; and
2. Provide guidelines and expectations to registered clubs and organizations regarding the planning and preparation of their sponsored event.

REQUIREMENTS:

The standard of conduct set forth in the Skidmore College Student Honor Code (contained in the Student Handbook) and all College policies and procedures are applicable to the student while participating in any off-campus activity understanding that such compliance is important to the success of the event and to the College's willingness to permit future similar activities.

In addition to the Student Honor Code, participants will be expected to adhere to the following:

1. To conform his/her conduct to the standards surrounding the event and assume responsibility for his or her own actions, understanding that the circumstances of an off-campus activity may require a standard of decorum which may differ from that applicable on campus.
2. To maintain health and automobile insurance as necessary, and to be responsible for the costs of such insurance and for any expenses not covered by insurance.
3. Clubs are encouraged to charter buses or to rent vehicles for all club purposes to defer all possible damage/liability costs to Skidmore. When students use their own vehicles on authorized SGA/College business, it is their personal insurance policy that is primary coverage for liability and physical damage coverage. It is important that the individual have adequate coverage, as Skidmore's insurance provides non-ownership liability for exposure to the College only (this means the insurance covers only the College in the event of a lawsuit)
4. Complete a [Participant Assumption of Risk and Release of Liability Form](#) and [register all trips](#) before traveling.

PROCEDURES:

The sponsoring club must submit a Travel Registration Form to the Office of Leadership Activities 24 hours prior to traveling. A Travel Registration Form is required:

- All trips which are to be reimbursed for mileage
- When the trip distance (one way) is 200 miles or more
- For all overnight trips
- For all off-campus sports club competitions
- For all chartered bus trips (day or overnight)
- For all plane flights (day or overnight)
- For all off-campus club activities deemed high risk (i.e. rock climbing, rafting, sailing, skiing, snowsports, polo etc.)

Requirements will be at the discretion of the Leadership Activities staff.

This online form should be completed for the entire group (Online submission is [here](#)). This should include detailed information about the event including a travel itinerary, and a list of participants. For all events, the club should designate an official Trip Coordinator for communication and emergency purposes.

Note: For regularly scheduled and on-going events, such as volunteer activities, clubs can register the entire set of activities as one event for the semester. Any new members that get involved after the form has been submitted can be added to the existing registration form by notifying the Office of Leadership Activities.

For rented or college owned vehicles

Before operating any college owned, rented or leased motor vehicle on behalf of a College club or organization, club members are required to attend [Driver Safety Training](#), and submit appropriate documentation to the Leadership Activities Office at least ten (10) days prior to the activity. The documentation will then be forwarded to the Business Services Department, where a 3-year Motor Vehicle Record (MVR) will be requested from the NYS Department of Motor Vehicles through the College's insurance agent. Campus Safety will then review the MVR to grant authorization to drive. Authorization is required annually.

Driver Requirements:

In order to receive authorization to operate a College owned, leased or rented vehicle, students must:

- Complete The Driver Safety Training
- Possess a current valid US driver's license and be at least 18 years of age. Note: if a rental or leased vehicle will be used, compliance with that Agency's age requirement is required.
- Apply for College motor vehicle driving privileges using the "Driver Authorization Application", and be accepted in accordance with the College's MVR Standards.
- Agree to operate said motor vehicles in accordance with applicable local, state and federal laws and College's regulations, at all times. This agreement is found on the bottom portion of the Application for College Driving Privileges, and must be signed by the driver prior to the time eligibility is conferred.
- Seat belts must be used by drivers and passengers, when provided in a motor vehicle.
- The payment of all driver related traffic violations and citations will be the sole responsibility of the driver.
- Report any change in license status (e.g., convictions, if your license has been suspended or revoked) to the Leadership Activities Office immediately.

The College reserves the right to deny or suspend a student's privilege to operate a College vehicle at any time due to insurability concerns.

Please complete the Driver Authorization Application and return it to the Leadership Activities Office. You will be notified of your driving status via e-mail within five business days. Authorized status is active for current academic year only! Renewal is required each year.

Driving Requirements: Possess a Valid US Drivers License Must be 18 years or older Agree to drive in accordance with all laws (State and Federal) Wear seat belt - ensure others to do the same Understand the payment of all driver related traffic violations and citations will be the sole responsibility of the driver Report any changes in license status (suspended, revoked)

Motor Vehicle and Parking Rules and Regulations

All students, faculty and staff are required to register their vehicles that are parked on campus with Campus Safety. Students residing on the main campus pay an annual parking registration fee. Students residing off campus do not pay a parking registration fee. Skidmore community members who bring motor vehicles to campus are fully responsible for all policies pertaining to parking, snow removal, moving violations, and payment of tickets issued for non-compliance. Copies of the MV and Parking Rules and Regulations on the web at www.skidmore.edu/administration/business/security/security.html.

Political Activity and Demonstrations

Policy on Political Activity¹

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:

¹ 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 Cabinet on May 14, 2012. Minor revision to the Preface made on October 14, 2013. Responsible Office: Office of the Vice President of Advancement.

“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

1. 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:
 - a. 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.
 - b. Updates or issue talks by current holders of political office.
 - c. Debates between or among candidates for political office.
 - d. Impartial voter registration drives.
 - e. Events and educational efforts encouraging students to vote either locally or in their hometowns.
2. College space and facilities may be used for such nonpartisan activities on an impartial basis consistent with any otherwise applicable College policies and procedures.
3. 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:

1. 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 himself or herself, 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.

2. 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.
3. College resources, including but not limited to the following, may *not* be used for political campaign purposes:
 - a. The College's campus mail or bulk-mailing privileges.
 - b. College mailing lists, including use of College e-mail accounts and College-maintained e-mail lists. This limitation does not apply to student communications on student-only lists.
 - c. College-provided office supplies, letterhead, telephones, fax machines, copiers, etc.
 - d. College's support services (for instance, secretarial).
 - e. The College name or official Skidmore College Graphic Identifiers (e.g., seal, watermark, athletics mascot, "Creative Thought Matters" or other positioning statement, etc.).
 - f. 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:

1. 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:
 - a. 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.
 - b. 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.)
 - c. 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.
 - d. No Skidmore College banners or insignias may be displayed at the event in a manner that

- implies institutional support for a particular candidate.
- e. College space and facilities may not be used to solicit funds for political candidates.
 - f. 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 is available to consult with members of the Skidmore community about such activities.
2. 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.
 3. 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 Cabinet.

<http://www.skidmore.edu/vote/>

Campus Demonstrations and Protests

Campus demonstrations—such as marches, meetings, picketing, and rallies—will be peaceful and non-obstructive. Student demonstrations are permitted, provided that participants are not violating the Honor Code or Student Code of Conduct. It is against College policy to cause, incite or participate in any disturbance that presents, causes, or creates a significant risk of, physical or emotional harm to others, and/or damage and/or destruction of property. Such violations might include but are not limited to the following:

- Intentional or reckless interference with normal College activities and functions. Examples of such activities/functions include but are not limited to interference with studying, teaching, public speaking, research, administration of the College, or emergency (Campus Safety, fire, or police) operations.
- Intentional interference with the freedom of expression of others.
- Actions, explicit or implied threats, or gestures, which place a person in reasonable fear of unwelcome physical contact or harm.
- Intentional or reckless behavior which may, or in fact does, deface or cause damage to College property or the property of others.
- Obstructing access to offices, buildings or other College facilities.
- Unauthorized entry into or occupation of any College room, building, or area of the campus, including such entry or occupation at any unauthorized time;

PUBLICITY OF EVENTS

Club/Event Publicity Guidelines

Policy Statement

A. Definition:

For purposes of this policy, publicity is defined as any form of promotion or posting used to further the mission, vision, sponsored events/meetings, or interests of a student(s) and/or student group/club at Skidmore College. Posting is considered to be any information tacked, tied, taped or stapled to any surface on campus. The College welcomes and encourages members of the College community, either as individuals or as members of campus organizations, to communicate information about events, concerns or other matters of general interest.

B. General Statement:

Students are highly encouraged to use good judgment when posting information, images and language about campus. Profanity, vulgarity, or other offensive language and images not conducive to the educational environment may not be included on postings. Any postings that have inappropriate and/or derogatory information directed to one specific member, or group of members, of the Skidmore community will not be tolerated. Students are expected to respect a community of diverse opinions and tolerances. While Skidmore College is a higher education environment, students must understand that the College community is made up of Faculty, Staff, Alumni, fellow students, Saratoga Springs residents, etc. and postings should be sensitive to our expansive community. Posting locations are solely for sharing information that is intended to benefit the campus community as a whole, and may not be used solely as personal message boards. Any such posting may be removed if found posted, at the discretion of the professional/student staff without notification. Additionally, all posting locations are viewable to the public and all material should be suitable for viewing by guests of all ages. Conflict mediation is the preferred reaction to posting complaints related to good judgment, however other sanctions may apply.

The College does not require approval of campus postings before they go up. This policy is meant to guide students, groups, clubs and organizations, as well as academic and administrative departments, in appropriate use of designated posting locations. Students and student clubs may be subject to student conduct action for violation of any aspect of this policy. Possible Sanctions include, but are not limited to, verbal or written warning, campus posting restriction for a specified period of time, educational project or assignment, and loss of campus posting privileges. A charge may be assessed if improper posting results in damage to property or requires extensive clean up. Academic or administrative offices with material posted in violation of this policy will be notified for appropriate action.

C. Sustainability Statement:

Skidmore College is committed to sustainability and the College's intention is reflected in its Strategic

Plan. Skidmore strives to "enhance our ability to function as a socially and environmentally responsible corporate citizen," and "make the Skidmore campus an environmental laboratory, increase our emphasis on responsible planning for sustainable operation and continue efforts to reduce the College's 'environmental footprint'." Skidmore's policies will help guide operations to ensure that we are fulfilling our commitment to sustainability. With this in mind, the mass posting of printed flyers to announce an event is strongly discouraged, since there are several electronic means through which activities can be publicized. In the spirit of cooperation and responsibility, student clubs and committees, college departments, and other college groups are encouraged to cooperate with the event publicity guidelines listed below.

College events may be announced using Skidmore's all college event E-calendar, the Skidmore News, WSPN Radio, Student Activities Monitor (SAM), Student Announcements, college email lists, and Scope Online. Events that are "open to the public" may be announced on WSPN and through a news release from the Office of Communications.

D. Postering/Printing Guidelines:

In an effort to support our commitment to environmental sustainability, and as per NY State fire-code, the College allows postering on campus in accordance with the following guidelines:

1. Flyers and posters may not be posted on any glass windows or doors for fire safety reasons, with the exception of the doors to the mailrooms, which are not fire exits, vehicles in college parking lots, and on the ground both indoors and outdoors.
2. All flyers and posters must include the full name of the persons/groups responsible and the date of the event. If a flyer/poster does not include the date of an event (i.e. a campus campaign), it must include a date by which the poster will be removed.
3. Flyers and posters may not be posted using duct tape, paste or glue.
4. The persons/groups responsible for a given event are expected to remove outdated flyers and posters.
5. To encourage all student clubs and committees to avoid mass posting of printed flyers/posters, the Student Government Association has limited the funds available for advertisement. College departments and other college groups are encouraged to limit printing to 25 flyers/posters for each event.
6. Leadership Activities staff or the persons/groups responsible will remove flyers and posters that violate any of the postering guidelines. If Facilities Services is required to assist in the removal, fees may apply.
7. Print on both sides of the paper as standard procedure.
8. Avoid all campus mailing of flyers whenever possible. Instead, mail announcements to department chairs and office directors for the posting in appropriate locations and for sharing with colleagues

and staff. Also, use the doors to the mailrooms, which are not fire exits, to post flyers instead of individual mail announcements.

9. No more than 50% of a wall may be covered.

E. Chalking Guidelines:

In an effort to protect building facades from damage and decay and at the same time permit a form of creative expression that has proven popular with student organizations, the College allows chalking on campus in accordance with the following guidelines:

1. Chalking only on uncovered, horizontal, concrete and asphalt surfaces where the rain will wash away the residue.
2. Only erasable, water-soluble chalk may be used. Aerosol chinks and the spraying of chalk with any other substance in order to preserve it (i.e. hairspray) are prohibited. Approved chalk is available, if needed, at the Case Center Information desk located on the second floor of Case Center.
3. All chalking must be signed with the full name of the persons/groups responsible.
4. Chalking that violates any of the chalking guidelines will be removed by Facilities Services or the persons/groups responsible. Facilities Services, in coordination with the Dean of Student Affairs, may assess a removal fee.

F. Case Center Tables/Large Posters

Information tables and large posters are a great way to reach out to the community about your event or cause. The tables and large poster spaces are located on the main floor (2nd) of the Case Campus Center. At times, tables and posters can be set-up/hung outside of the campus center with approval from the Office of Leadership Activities. These spaces are by reservation only and may be reserved using your Skidmore network login using the **Online Space Request Form** or **visiting the Case Information Desk**. To ensure equitable access to limited resources, there is a 10 consecutive day limit to poster spaces per reservation.

A Skidmore student club or department must sponsor all Case Campus Center tables and posters reservations. Off-campus vendors should contact the Skidmore Shop.

G. Non-College Organization and Off-Campus Vendor Guidelines:

In an effort to reduce the number of off-campus postings and centralize the communications, the College allows postering on campus in accordance with the following guidelines:

1. Non-college organizations and off-campus vendors that wish to publicize events and advertise on campus may only post on the designated bulletin board on the first floor of Case Center.

2. Non-college organizations and off-campus vendors may advertise with the Skidmore News and WSPN Radio.

H. Additional Restrictions and Requirements:

1. Office of Leadership Activities acknowledges that a policy of this nature may not anticipate every possible issue that may arise with respect to club publicity. Additionally, other College policies may need negotiation if in conflict. As a result, the College reserves the right to impose reasonable restrictions and/or requirements with respect to the time, place, and manner of club publicity. These restrictions may be in addition to, or in lieu of, those set forth in the policy.
2. Office of Leadership Activities reserves the right to amend these guidelines at any time or as required by College, State or applicable Federal regulation change.

Residential Life Room and Board Agreement

(Subject to Change)

I, the undersigned, hereby apply and contract for residence hall space for myself at Skidmore College while I am a registered student. Students who wish to move off campus must receive written permission from the Office of Residential Life. Please note: The College rarely permits students to live off campus before his/her junior or senior year.

GENERAL

1. The Room and Board Agreement is for all continuing full-time students and students returning from leave of absences. All students are required to reside in College housing unless permission is granted by the Office of Residential Life.
2. Room and Board charges are payable in advance according to the payment schedule published by the College Bursar. If the student's financial commitments to the College are unpaid, it may jeopardize the student's housing assignment.
3. All students residing in the residence halls must participate in a board plan (see section, Dining Services Policy).
4. All students agree to act responsibly in the use and care of the room, common facilities, and College property, and to respect the rights of others within the residence hall and apartments.
5. All students are responsible for their guest's behaviors and actions. A guest is defined as a person not actively registered as a student at Skidmore, a student who is not a resident of the residence hall or apartment system, or a student not assigned as an occupant of the specific building, room or apartment. Guests are limited to a stay of three nights per month.
6. The residence hall contract may not be transferred or assigned to another person. Space may not be sold, loaned, or sublet. The student does not have the right to use his/her room for any commercial purpose or profit whatsoever. Sales and solicitations in the residence halls or on campus are strictly prohibited unless authorization has been granted by the Associate Dean of Student Affairs/Director of Residential Life.
7. Responsibility for damage to an individual room/apartment is assumed by the resident(s) of that room/apartment. Each student agrees to pay a proportionate share of the total cost to repair the damage. Repair of damage to common areas throughout the residence hall system is shared equally by the residents of the respective residential area (i.e. Suite, Floor, Building/Area), unless the person(s) responsible can be identified and charged accordingly.
8. All students contract only for space in the residence halls, not a specific room. 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, the remaining student(s) in that room agree(s) to accept a new occupant to fill the existing vacancy.

9. In the case of a leave of absence or withdrawal during the academic year, students are required to vacate their rooms within twenty-four (24) hours after their leave has been approved. Students are required to remove all of their belongings prior to leaving campus.
10. Since staff commitments must be made in advance and the costs of plant operation are relatively fixed, the College must observe the following limited refund policy regarding room and board charges in the event of withdrawal, leave of absence, or other changes in residence status.
 - a. Withdrawal from the College prior to the second day of classes in any semester shall entitle the student to a full refund of both room and board for that semester and any prepayments made for the current semester or successive semesters.
 - b. Withdrawal from the College after the second day of classes in any semester could entitle the student to a refund of room and board fees. The amount of the refund is determined according to the College Refund Liability Schedule and is based upon the student's official withdrawal date. The schedule is detailed in the College Catalog.

MAINTENANCE

1. Skidmore College will not be liable for losses to persons or property (including but not limited to) caused by other persons, theft, burglary, assault, vandalism, or other crimes, fire, flood, water, or any other acts of nature, or by the interruptions of utilities, unless due to the gross negligence of the College. Personal property left in rooms/apartments over vacation periods is done so at the owner's own risk. Storage of personal property over the summer or prolonged absence is prohibited.
2. Students are advised to maintain their own insurance to cover any such losses. The student agrees to indemnify and hold the College harmless from any claims or damages payable as a result of negligence or acts or omissions to act by the student or any other persons in violation of this Agreement or College policy.
3. The College agrees to provide janitorial and housekeeping services for all lounges, corridors, stairways, and bathrooms in the residence halls. The student is responsible for the cleanliness of his/her own residence hall room. Students residing in the apartment villages agree to clean and maintain his/her room and apartment.

RESIDENCE HALL AND APARTMENT POLICIES

1. Residents are under a continuous obligation (courtesy hours) to be considerate of other students. Quiet hours throughout the residence hall system are from 9 p.m. to 9 a.m. Sunday night through Friday morning, and 1 a.m. to 10 a.m. Friday night through Sunday morning. Inconsiderate behavior, excessive noise (electric instruments and drums are prohibited), or other residence hall violations, are subject to disciplinary action.
2. Conduct which endangers the safety of property or health and safety of others, including the propping of residence hall outside entrances, is not permitted and will not be tolerated.
3. All student agree to cooperate with residence hall staff, Campus Safety staff, and other members of the administration.
4. The possession or use of firecrackers or weapons (including, but not limited to: firearms, slingshots, throwing stars, illegal knives, straight bladed knives over 2 1/2" excluding kitchen knives, swords, B.B. guns, etc.) is illegal and not permitted on campus.
5. 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 in consultation with Facilities Services. All furniture provided by the college must remain within the room unless otherwise moved by the College.
6. Ceiling fans and window air conditioner units are prohibited.
7. Illegal or dangerous drugs as defined in the penal laws of the State of New York may not be used or possessed on Skidmore College properties. The consumption of alcoholic beverages is prohibited in all areas of the residence halls with the exception of the apartments, provided that the use is in accord with the laws of New York State and ordinances of the City of Saratoga Springs (i.e. open containers), Student Code of Conduct, policies, and rules and regulations of Skidmore College. Possession or use of paraphernalia associated with the misuse of alcohol and drugs (including, but not limited to: kegs, funnels, bongs, hookahs, glass pipes, etc.) are also prohibited and will be confiscated.
8. Motorized vehicles, other than wheelchairs, are not permitted in the residence halls. Bicycles must be kept in spaces designated for that purpose or in the student's room. Bicycles and skateboards may not be kept in hallways, entryways, stairwells, or other common areas of the residence halls.
9. Pets, except for fish (maximum tank size, 10 gallons), are not allowed in the residence hall system. Students found in violation of this policy will be charged a cleaning fee and the pet must be removed from the residence hall or apartment immediately.
10. Students may not attach any items to the ceiling (stickers, nails, hooks, bottle caps, tapestries, etc.)

11. Painting walls or ceilings is prohibited. The mounting of televisions and other electronics is prohibited. In addition any other decor or devices that require wall mounting or may cause significant damage to walls (i.e. Dart Boards) are also not permitted.
12. Waterbeds are prohibited.
13. 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.
14. Rooms will be available for occupancy as cited by the college calendar (or with specific authorization through the office of residential life) or cited orientation programs for new students. Students are required to vacate their rooms within twenty-four (24) hours after the student's last examination and twenty-four (24) hours after commencement for graduating seniors. Students who arrive to campus prior to their expected date of arrival or stay past their expected date of departure without prior permission from the Office of Residential Life will be fined at a rate of \$250 per day.
15. The residence halls will be closed during vacation periods (Thanksgiving, Winter and Spring). Students living in the apartments, Kimball Hall, McClellan Hall or Jonsson Tower may remain on campus during vacations. Residents who remain on campus during a vacation must be here on college business and make prior arrangements to stay in the apartments, Kimball Hall, McClellan Hall or Jonsson Tower. All specific arrangements for housing must be made by the students involved.
16. The student's room will be inspected for damage before the student moves in, after the student moves out, and periodically throughout the year. The student will be billed for any damage incurred while the student was in residence.
17. The student will have their ID card encoded for their room/apartment. If a student moves out of a residence during the year, they must have their ID card re-encoded or they will be charged for reprogramming the lock.
18. The student, when/where control is possible, has the responsibility to assist the College in the recycling of trash and the conservation of energy; to turn off lights when they are not in use, to keep windows closed while heat or air conditioning units are operating, to lower thermostat setting prior to leaving their apartment, etc.

19. The use of personal wireless access points is prohibited. Additionally, the unplugging of or tampering with College installed wireless access points found in all student rooms and various common areas is prohibited and doing so may result in responsible parties being referred to the student conduct system.

ADDITIONAL APARTMENT POLICIES

Students residing in apartments are responsible for all the items already stated, including those found below:

1. A student contracts only for a space within an apartment. Students will be assigned to an apartment and a specific room within. Apartment residents may change rooms within the apartment through contacting the Office of Residential Life. Students are not permitted to change rooms without prior approval.
2. Should vacancies arise in an apartment, a "grace" period is granted (during the academic year only) for apartment members to fill said vacancies, after which the College reserves the right to fill the vacant bedroom space in an apartment
3. Food preparation should be confined to the apartment kitchen. Apartment residents may purchase a meal plan through Dining Services (see Dining Services website for meal plan options).
4. Students opting for housing in the residence halls, but who are assigned to apartments because of housing limitations, will be charged the residence hall room and board rate only if they participate in the Unlimited Meal Plan.
5. 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 repair and/or replacement.

Safety

FIRE SAFETY POLICY

All residents are responsible for adhering to the Skidmore College Fire Safety Policy and New York State law. Students are expected to follow the policy, not be in possession of prohibited items, and be aware of the possible sanctions for violations. In addition to sanctions imposed by the College, violators may also be responsible for fines assigned by the State of New York's Department of State, Office of Fire Prevention and Control, or the City of Saratoga Springs. Residents are responsible for attending and participating in fire safety workshops during the academic year. All residence halls and apartments are subject to periodic fire and safety inspections, and students are expected to cooperate in removing any found violations when requested by the administration. The College may require personal furniture or furnishings to be removed from any residence when the College determines the situation to be a fire, safety, or health hazard. Under no circumstance should furniture restrict free and easy movement within the room, suite, hallway, or apartment areas, or block egress in any way.

Policy Items

1. Building evacuation is required when a fire alarm sounds, unless previous notice was provided by a College administrator indicating that the alarm is going to be tested and evacuation is not necessary.
2. Damage, misuse, or theft of fire alarm systems and firefighting equipment is prohibited and in violation of the law.
3. Students are prohibited from covering or attaching anything to fire safety equipment in their residence, including sprinklers, smoke detectors, heat detectors, etc.
4. The City of Saratoga Springs may assign fines for false (negligent) fire alarms, per City ordinance. Students may be responsible for the cost of the fine if it resulted from negligent fire safety.
5. In compliance with New York State law, smoking inside of all buildings and residences on campus is prohibited.
6. Food preparation is permitted in residence hall kitchenettes and apartment kitchens only. The cooking of food and the use of electrical appliances (toaster ovens, microwave ovens, heating coils, George Foreman grills, etc.) are prohibited in student rooms.
7. Wall décor in all residence hall or apartment spaces must not cover an excessive amount of each individual wall. Tapestries are only permitted if flame retardant and meet the preceding size

requirements. Décor cannot attach to ceilings or connect one wall to another. Only two strings of lighting can be connected together as one.

Additional Prohibited Items

1. Firecrackers, gasoline, propane tanks, or other highly combustible items
2. Halogen lamps and tri-color octopus lamps
3. Candles, incense, and ashtrays
4. Bed risers, cinderblocks, and lofted furniture of any kind
5. Room partitions or dividers of any kind
6. Extension cords (surge protectors are acceptable with a maximum of six outlets and an independent on/off circuit breaker)

Actions and Sanctions for Violations of Skidmore College's Fire Safety Policy

Range of Actions and Sanctions
(subject to change)

Level I Violations

- Presence of extension cords
- Use of room partitions or dividers of any kind
- Use of bed risers, cinderblocks, or lofted furniture of any kind
- Presence of unused candles, incense, or ashtrays
- Prevention of egress through any residence room door, window, or window seat area (e.g. tapestries, beads, furniture, rugs, etc. blocking access)
- Excessive wall décor in a residence hall or apartment space
- Wall décor that attaches to ceilings or connects one wall to another (e.g. tapestries, posters, etc.)
- Presence of a tapestry that is not flame retardant
- Connecting more than two strings of light together in a residence hall or apartment space

1st Offense	2nd Offense	3rd Offense
<ul style="list-style-type: none"> ▪ Removal of violation by the student or College Official (if applicable)* 	<ul style="list-style-type: none"> ▪ Meeting with College Administrator ▪ \$50 fine 	<ul style="list-style-type: none"> ▪ Referral to Student Conduct process e.g. Integrity Board,

	<ul style="list-style-type: none"> ▪ Removal of violation by student or College Official (if applicable)* 	Administrative Hearing Board, etc. Sanctions may include removal from campus residence, suspension, or dismissal from college.
--	--	---

Level II Violations

- Presence of used candles, incense, ashtrays
- Presence of halogen lamp
- Use of electrical appliances (e.g. toaster ovens, microwave ovens, heating coils, George Foreman grills, etc.) outside of a kitchen (in an apartment) or kitchenette (in a residence hall)

1st Offense	2nd Offense	3rd Offense
<ul style="list-style-type: none"> ▪ Warning from a College Administrator ▪ \$50 fine ▪ Removal of violation by student or College Official (if applicable)* 	<ul style="list-style-type: none"> ▪ Meeting with College Administrator ▪ \$100 fine ▪ Removal of violation by student or College Official (if applicable)* 	<ul style="list-style-type: none"> ▪ Referral to Student Conduct process e.g. Integrity Board, Administrative Hearing Board, etc. Sanctions may include removal from campus residence, suspension, or dismissal from college.

Level III Violations

- Covering or attaching items to fire safety equipment in an on-campus residence, including sprinklers, smoke detectors, heat detectors, etc.
- Failure to evacuate when a fire alarm sounds
- Presence of lit candles or incense

1st Offense	2nd Offense	3rd Offense
<ul style="list-style-type: none"> ▪ Meeting with College Administrator ▪ \$100 fine ▪ Removal of violation by student or College Official (if applicable)* 	<ul style="list-style-type: none"> ▪ Meeting with College Administrator ▪ \$150 fine ▪ Removal of violation by student or College Official (if applicable)* 	<ul style="list-style-type: none"> ▪ Referral to Student Conduct process e.g. Integrity Board, Administrative Hearing Board, etc. Sanctions may include removal from campus residence, suspension, or dismissal

		from college.
--	--	---------------

Level IV Violations

- Smoking of any substance inside any building or residence hall on campus (includes the presence of evidence of smoking. i.e. ash and/or butts in the window)
- Presence of firecrackers, gasoline, propane tanks, or other highly combustible items
- Presence of unattended lit candles and incense

1st Offense	2nd Offense
<ul style="list-style-type: none"> ▪ Meeting with College Administrator ▪ \$150 fine ▪ Removal of violation by student or College Official (if applicable)* 	<ul style="list-style-type: none"> ▪ Referral to Student Conduct process e.g. Integrity Board, Administrative Hearing Board, etc. Sanctions may include removal from campus residence, suspension, or dismissal from college.

Level V Violations

- Falsely reporting a fire by pulling the fire alarm or contacting emergency personnel
- Damage, misuse, or theft of fire alarm systems and firefighting equipment (i.e. unwarranted discharging of fire extinguisher)

1st Offense
<ul style="list-style-type: none"> ▪ Referral to Student Conduct process e.g. Integrity Board, Administrative Hearing Board, etc. Sanctions may include removal from campus residence, suspension, or dismissal from college. ▪ The City of Saratoga Springs may assign fines for false (negligent) fire alarms, per City ordinance. Students may be responsible for the cost of the fine if it resulted from negligent fire safety.

Other sanctions may also be levied as a response to more serious violations. Violations that rise to the level of criminal behavior (i.e. pulling a false alarm is a felony) are subject to be reported to the police.

*College Officials include student and professional Residence Life staff members, Campus Safety, Facilities, etc.

Criminal Acts

Skidmore is committed to providing a safe environment for students and staff. All acts of a criminal nature such as theft, vandalism, and criminal mischief will be investigated and all persons apprehended

will be subject to prosecution. All such acts can and will be adjudicated through criminal court, civilly, and through the College adjudication system.

Acts of a criminal nature, whether involving personal possessions or College property, should be immediately reported to Campus Safety and the Associate Dean of Student Affairs/Director of Residential Life. Accused persons will be accorded all rights outlined under the basic procedures for student judicial hearings.

Legal Rights if Arrested

No person has any legal right to commit any act in violation of any constitutionally valid state or federal law, regardless of the wisdom or morality of that law. Thus, any violation is subject to punishment regardless of motive or ethical or religious beliefs.

A person has the right to:

1. The assistance of an attorney at all stages of the criminal proceedings against him/her
2. Reasonable bail
3. Refuse self-incrimination
4. Be advised of the charges against oneself and to have a trial by jury
5. Oppose and attempt to change a law, as long as the opposition is not in the form of violation of the law

Upon arrest, a police officer must inform students of their rights prior to questioning as follows:

1. You have the right to remain silent.
2. Anything you say can and will be held against you.
3. You have the right to talk to a lawyer and have him/her present when you are being questioned.
4. If you cannot afford to hire a lawyer, one will be appointed to represent you before questioning.

The law defines the specific acts, which when committed, may permit the state to impose punishment on the person performing them. It defines the procedures that the state must follow to determine if the violation was committed and, if so what the punishment will be.

SKIDMORE COLLEGE TAKES NO RESPONSIBILITY FOR STUDENTS WHO ARE ARRESTED. WHEN A STUDENT HAS BEEN ARRESTED AND/OR CONVICTED, THE COLLEGE RESERVES THE RIGHT TO REVIEW THE STUDENT'S STATUS WITHIN THE COLLEGE COMMUNITY. THE STUDENT GOVERNMENT ASSOCIATION RETAINS A LAWYER FROM WHOM STUDENTS MAY SEEK LEGAL COUNSEL ON A ONE-CONSULTATION, NO-FEE BASIS. CALL THE LEADERSHIP ACTIVITIES OFFICE TO OBTAIN THIS INFORMATION.

Life Safety

The Director of Campus Safety is responsible for maintaining a safe campus environment. Campus Safety works with Residential Life and other offices and programs to present a comprehensive program of personal and fire safety seminars, notify the community of emergencies and investigating complaints, including complaints about criminal behavior.

Campus Safety enforces College regulations including those regulating parking, the operations of motor vehicles and alcohol. A full description of parking, motor vehicle, and snow removal policies is available on the Campus Safety website at www.skidmore.edu/campus_safety.

To report an emergency or request assistance, call 518-580-5566. 911 calls will be answered by the Saratoga Springs police. Cell phone 911 calls will be answered by the New York State Police.

Skidmore College Emergency Medical Services (SCEMS), a student-run Basic Life Support First Response (BLSFR) organization, will be dispatched by Campus Safety to medical emergencies on campus while SCEMS is in service. SCEMS is in service during the fall and spring semesters from 4:30 pm to 8:30 am on weekdays and offers 24-hour service on Saturdays and Sundays. 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. A full description of SCEMS' operations can be found at www.skidmore.edu/sga/scems.

Losses

The College does not accept responsibility for any thefts or losses in student rooms, trunk rooms, storage areas, or anywhere in College buildings or on campus at any time, either during an academic term or during recess. This applies to damage from water, steam, soot, smoke, fire, or any other destructive force. It is strongly advised that all students be certain that they are protected by family homeowner's insurance.

Lost and Found is located at the Campus Safety office in the basement of Jonsson Tower. Any student losing property on campus should immediately report the loss to Campus Safety. Additionally, all found property should be turned in to Campus Safety. All such property will be retained until claimed or until the expiration of the legally required retention period.

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). View the Skidmore College report at http://cms.skidmore.edu/campus_safety/clery/upload/safety_report.pdf.

Sexual and Gender-Based Misconduct Policy

- I. Skidmore College Statement of Sexual Values
- II. Effective Consent
- III. Prohibited Violations
- IV. Statement of Confidentiality
- V. Reporting
 - i. Definition of Participants
 - ii. Confidential
 - iii. Peer-to-Peer Anonymous
 - iv. College Reporting Sources
 - v. Other Resources
- VI. Important Information
 - i. Standard of Evidence
 - ii. Timing of Reports
 - iii. Jurisdiction
 - iv. Reporting to Law Enforcement
 - v. Timely Warning
- VII. Filing a Formal Complaint and Investigation
 - i. Interim Measures
 - ii. Investigation
- VIII. Conduct Process
 - i. Definitions for Conduct Process
 - ii. Special Procedures
 - iii. Rights of Reporting Individual
 - iv. Rights of Responding Student
 - v. Rights of Both the Reporting Individual and Responding Student (Pre-, During, and Post-Hearing)
 - vi. Hearing Procedures
 - vii. Appeal Process
 - viii. Guidelines for Sanctions
- IX.** Support Services & Resources

I. Skidmore College Statement of Sexual Values

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, assault, harassment, and coercive conduct, including sexual and gender-based misconduct, as defined in this policy. 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. Skidmore College will not tolerate sexual or gender-based misconduct in any form. All members of the Skidmore College community have an obligation to act responsibly in the realm of sexuality, gender, and relationships and to recognize and challenge any sexual and gender-based misconduct.

This policy informs the Skidmore community of our values and outlines violations involving sexual and gender-based misconduct. This policy identifies a individual's rights, options, and resources, and describes actions individuals may take if they experience an incident of sexual and gender-based misconduct, or are accused of sexual and gender-based misconduct.

Skidmore recognizes that part of students' development at the College may include learning and understanding themselves as sexual individuals. Skidmore also respects and upholds the principle that not all students choose to explore their sexual nature or sexuality.

Skidmore therefore aims to provide an environment that is comfortable and respectful for all students and their choices regarding sex and their sexuality. Understanding and applying this policy to the behavior and behavioral expectations of all members of the community helps to ensure Skidmore's goal of being a safe, open community regarding sexuality. Failure to comply with this policy may result in a complaint of sexual and gender-based misconduct.

Skidmore College strives to promote an environment where mutual respect, communication, cultural competency, understanding, and awareness are the basis for any sexual behavior or activity. Mutual respect and communication are keys to maintaining each student's personal integrity when engaging in sexual behavior.

Community Expectations:

- *Mutual Respect:* Treat others as they would like to be treated. In sexual relations this includes respecting your partner (their desires, boundaries, and body) and having open communication with the person(s) with whom you are engaging in sexual contact so that all those involved are comfortable with the activity that may occur and understand the boundaries and needs of those involved.
- *Communication:* Open communication and listening includes understanding one's own needs and desires, discussing these needs and desires with your partner(s), and, in general, creating open

communication within the relationship whether it is for a brief encounter or a longer commitment. Verbal communication in sexual situations is almost always the clearest means to communicate. The College encourages students who choose to engage in sexual behavior to talk with each other clearly about what they want, or do not want, from sex prior to engaging in sexual activity. An environment based on open communications and listening promotes *effective consent*, which Skidmore College considers integral to any responsible sexual relationship.

- *Cultural Awareness and Respect:* The Skidmore College community is a multi-cultural educational environment where the customs and values of each individual are respected. Although the College's standards regarding behavioral expectations and guidelines apply to all individuals, each person should recognize and respect the variations in the cultural expectations of others and demonstrate civility while engaging in open communication regarding sexual desires and boundaries.

II. Effective Consent

Effective Consent: *is the basis of this policy because effective consent maintains the value that all persons have the right to feel respected, acknowledged, and safe during sexual activity.*

- Effective Consent is informed, freely and actively given, and is based on rational and reasonable judgment. It requires clear communication between all persons involved in the sexual encounter.
- Consent can be communicated verbally or by action(s). In whatever way consent is communicated, it must be **mutually understandable**.
- Consent is *mutually understandable* when a reasonable person would consider the words and/or actions that you and your partner(s) have expressed demonstrate a desire to do the same thing, at the same time, in the same way, with one another.
- **In the absence of mutually understandable words or actions, the initiators of sexual contact are responsible for making sure they have obtained effective consent from their partner(s). The initiators must fully understand what their partner(s) wants and does not want sexually.**
- Consent to one form of sexual activity does not imply consent to another form of sexual activity. Each new sexual act requires new consent. Effective consent has time boundaries.
- Consent at one time does not imply consent at any other time.
- The existence of a dating/romantic relationship between the persons involved or the fact of a previous sexual relationship does not automatically establish effective consent for future sexual activity.
- Consent is not the absence of resistance.
- Silence is an inactive behavior, and effective consent is an active behavior. Therefore, silence alone (absent a non-verbal action clearly demonstrating consent) is considered ineffective consent. Silent and inactive behavior may indicate that something is wrong and the potential for sexual misconduct exists. If a partner is inactive (for example, silent or physically still) sexual activity must stop until both partners have communicated clearly with each other about what, if any, sexual activity is mutually desired.
- Effective Consent can never be given by minors (under the age of 17 in New York state), mentally disabled individuals, or by incapacitated persons. A person may be incapacitated as a result of

alcohol or other drug use, sleep, or illness. A person who is unconscious, unaware, or otherwise physically helpless cannot give effective consent to sexual activity.

- Effective consent cannot result from force, or threat of force, coercion, fraud, intimidation, or incapacitation. The use of force to obtain sexual access or to induce consent violates this policy whether the force is physical in nature, violent, or involving threats, intimidation or coercion.
 - Physical force includes but is not limited to: hitting, kicking, and restraining. Physical force means someone is acting on you physically and exerting control over you through violence.
 - Intimidation is an implied threat. It is not as clear or explicit as an overt threat.
 - Coercion is the application of an unreasonable amount of pressure on someone to the point that they say yes even though they would not have said yes if they had not endured a long period of convincing. Coercion is evaluated based on the intensity, frequency, and duration of the comments or actions. It exists where a sexual initiator engages in emotional manipulation in order to persuade someone to do something sexual they do not want to do.
- Threatening someone to obtain consent for a sexual act is a violation of this policy. Threats exist where a reasonable person would have been compelled by the words or actions of another to give permission to sexual activity to which they otherwise would not have consented.

III. Prohibited Conduct

Sexual and gender-based misconduct is a broad term encompassing any sexual behavior or gender-based misconduct that was committed without effective consent. Sexual and gender-based misconduct may vary in its severity and consists of a range of behaviors. The following descriptions represent sexual behaviors and gender-based misconduct that violate Skidmore's community standards and values of respect, civility, and personal integrity. These behaviors are serious violations and represent a threat to the safety of the Skidmore Community.

1. Sexual Penetration:

- Any sexual penetration (anal, oral or vaginal), however slight, with any object or sexual intercourse, *without effective consent*. Sexual penetration includes vaginal or anal penetration by a penis, object, tongue or finger and oral copulation by mouth to genital contact or genital or mouth contact.

2. Sexual Touching, Disrobing and/or Exposure:

- Any intentional sexual touching, however slight, with any object *without effective consent*. Sexual touching includes any bodily contact with the breasts, groin, genitals, mouth or other bodily orifice of another or any other bodily contact in a sexual manner. Any disrobing of another or exposure to another by another without effective consent.

3. Sexual Misconduct by Incapacity:

- It is a violation of this policy if the initiator knows or reasonably should know, the other party/parties to be incapacitated by alcohol, drugs, sleep, or illness. An incapacitated person is not able to make rational, reasonable judgments and therefore is incapable of giving *effective consent*. Someone is incapacitated when they cannot understand who, what, when, where, why, or how, with respect to the sexual interaction.

4. Sexual Harassment:

- Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature when:
 - Submission to or rejection of such conduct or communication is a term or condition of education benefits, academic evaluations or opportunities
 - Submission to such conduct or communication has the effect of substantially interfering with a student's education
 - Such conduct is sufficiently severe, pervasive, AND objectively offensive as to have the effect of creating an intimidating, hostile or offensive educational environment or negatively affects a student's educational opportunities

Sexual Harassment also includes acts of verbal, non-verbal or physical aggression, intimidation or hostility based on gender or sex-stereotyping, even if those acts do not involve conduct of a sexual nature. Allegations against students (including full-time students who are employees) will be resolved according to the procedures in this policy.

5. Sexual Exploitation:

- Sexual exploitation occurs when a student takes non-consensual, unfair, or abusive advantage of another for their own advantage or benefit, even though that behavior does not constitute one of the other sexual misconduct offenses. Examples include, but are not limited to:
 - Non-consensual video or audio taping of sexual activity.
 - Stalking with a sexual component. Stalking may take many forms, including persistent calling, texting, or posting on a social networking site as well as physical stalking. When the content of the messages or the nature of the physical stalking is of a sexual nature sexual misconduct has occurred.
 - Voyeurism is a form of sexual exploitation in which one individual engages in secretive observation of another for personal sexual pleasure or engages in non-consensual video or audio taping of sexual acts. Although the source for the secretive viewing or taping may be unaware of the observation, this behavior is a form of sexual misconduct and violates the integrity of the unaware student.

6. Domestic Violence:

- Domestic Violence includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under family violation law.

7. Dating Violence:

- Dating violence means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.

8. Stalking:

- Stalking means a course of conduct directed at a specific person that would cause a reasonable person to fear for their or others' safety, or to suffer substantial emotional

distress.

9. Attempted Act:

- Attempts to commit sexual misconduct are also prohibited under this policy, as is aiding the commission of sexual misconduct as an accomplice.

10. Retaliation:

- Retaliation against the individual, who initiates a sexual and gender-based misconduct complaint, participates in an investigation, or pursues legal action, is prohibited. Independent action may be taken against anyone engaging in retaliation.

IV. Statement of Confidentiality

With respect to any report of sexual or gender misconduct or any complaint of sexual or gender-based misconduct, Skidmore College will endeavor to maintain the confidentiality of the matter and all individuals involved to the extent permitted by law. Skidmore College will balance the needs of individuals involved with its obligation to protect the safety and well-being of the community at large. In all cases, Skidmore College will respect the privacy and dignity of all individuals involved.

V. Reporting

Skidmore College is committed to creating an environment in which individuals who have experienced an incident of sexual and/or gender-based misconduct are encouraged to come forward and make a report. Members of the Skidmore community are strongly encouraged to seek support and information from available reporting sources. Immediate reporting is essential for the protection of students. All sources will provide the reporting student with information about obtaining support, resources, and the process associated with making a report or a formal complaint with the college and/or with a law enforcement agency.

The College will endeavor to respect the wishes of the reporting individual regarding how and if to move forward, however, in some circumstances, the College will have to move forward. Under these circumstances, the College will weigh the request for confidentiality or that no further action be taken against the following factors: the seriousness of the alleged misconduct, any potential threats to community safety, the respective ages and positions of the Reporting Individual and the Responding Student, whether there have been other complaints against the Responding Student, and the Responding Student's right to receive information under applicable law.

Reporting may help you to gain some control over the situation and make informed decisions using information provided by the reporting source. Your prompt reporting will not only benefit and support you, but will also help the College in maintaining a safe community.

Definitions of Participants:

- **Reporting Individual:** A Reporting Individual is usually an individual filing a complaint of a violation of Skidmore College Sexual and Gender-Based Misconduct policy. In some cases (such as, e.g., cases in which a person involved in an incident of alleged sexual misconduct does not wish to participate in the process but the College decides that the alleged misconduct needs to be investigated), Skidmore College may serve as the Reporting Individual. In these cases, the College may extend the full rights of the Reporting Individual as defined in this policy to affected parties as deemed appropriate by Title IX Deputy Coordinator.
- **Responding Student:** A Responding Student is a student alleged to have violated the Skidmore College Sexual and Gender-Based Misconduct Policy.
- **Victim Advocate:** As part of their positions at Skidmore College, these individuals work to support and assist victims of sexual and gender-based misconduct. Students who have experienced sexual and/or gender-based misconduct can seek help from Victim Advocates knowing that those staff members will not report identifying details about the incident. This status is not legally protected in the same way that disclosures to mental health, health care providers, or college chaplains are.
- **Trained Sexual and Gender-Based Misconduct Advisor for the Reporting Individual (SGBM Advisor):** The SGBM Advisor is a Skidmore Community staff or faculty member appointed by the Dean of Students and Vice President for Student Affairs who is trained to support the Reporting Individual.
 - SGBM Advisors provide information and advice regarding the College's Sexual Misconduct Policy and the campus conduct process.
 - SGBM Advisors are available at the request of the Reporting Individual.
 - Reporting Individuals may choose from a diverse list of potential SGBM Advisors and may switch SGBM Advisors at any point should they choose.
 - While students can elect not to use an SGBM Advisor, students are *strongly* encouraged to choose and to work with an SGBM Advisor.
 - The SGBM Advisor is trained to help the student understand the formal complaint process and to discuss the Sexual and Gender-Based Misconduct Policy and all processes involved.
 - The SGBM Advisor may assist the Reporting Individual throughout the campus conduct process, including being present at the conduct hearing. SGBM Advisors may not speak at the conduct hearing.
 - In consultation with other College officials or faculty members where appropriate, an SGBM Advisor may assist in arranging accommodations which may include:
 - Change of on-campus student housing to different on-campus location
 - Exam (paper, assignment) rescheduling
 - Taking an incomplete in a class

- Transferring of sections
 - Alternative course completion options
- **Trained Sexual and Gender-Based Misconduct Advisor for the Responding Student (SGBM Advisor):** The SGBM Advisor is a Skidmore Community staff or faculty member appointed by the Dean of Students and Vice President for Student Affairs who is trained to support the Responding Student.
 - SGBM Advisors provide information and advice regarding the College’s Sexual and Gender-Based Misconduct Policy and the campus conduct process.
 - SGBM Advisors are available at the request of the Responding Student.
 - Responding Students may choose from a diverse list of potential SGBM Advisors and may switch SGBM Advisors at any point should they choose.
 - While students can elect not to use an SGBM Advisor, students are *strongly* encouraged to choose and to work with an SGBM Advisor.
 - The SGBM Advisor is trained to help the student understand the nature of the formal complaint and to discuss the Sexual and Gender-Based Misconduct Policy and all processes involved.
 - The SGBM Advisor assists the Responding Student to understand the alleged violation of the Sexual and Gender-Based Misconduct Policy, the severity of the accusations against them, the process, and all possible sanctions.
 - The SGBM Advisor may assist the Responding Student throughout the campus conduct process, including being present at the conduct hearing. SGBM Advisors may not speak at the conduct hearing.
 - In consultation with other College officials or faculty members where appropriate, an SGBM Advisor may assist in arranging accommodations which may include:
 - Change of on-campus student housing to different on-campus location
 - Exam (paper, assignment) rescheduling
 - Taking an incomplete in a class
 - Transferring of sections
 - Alternative course completion options

1. To Speak with someone Confidentially:

Confidential reporting sources are those individuals who, by law and/or college policy, are obligated to maintain confidentiality of the disclosure of sexual misconduct. These individuals are not required to re-disclose information shared with them other than in very extreme and unusual circumstances involving evidence of a serious and imminent threat to the individual making the report or to an identifiable third party. Confidential Reporting Sources include:

- College Chaplains

- Counseling Center
- Health Services
- Victim Advocates (*confidential status is not legally protected*)

2. Peer-to-Peer Anonymous Reporting Sources:

- **Peer Health Educators**
 - Student Peer Health Educators are mandated to report for statistical purposes all incidents of sexual misconduct that are disclosed to them. This report is made to Campus Safety and will not include any information that could identify the reporting student. However, when a Student Peer Health Educator reasonably believes that an individual's safety is at risk, they will discuss the report with members of the Student Counseling Center and/or Health Promotion staff to determine what information from the report must be shared with administrators at the College responsible for ensuring campus safety. In these situations, Student Peer Health Educators will make every effort to let the student know in advance and offer to go with the student to help facilitate an appropriate campus response.
- **Peer Advocates**
 - The Center for Sex and Gender Relations is a student run, administratively affiliated safe space for reporting incidents of sexual misconduct and obtaining support after incidents of sexual misconduct. The Center is a safe space for students to discuss a variety of topics including sexual misconduct, sexual violence, unhealthy relationships, and sexual health with a trained Student Peer Advocates. The Center can help students get help from on and off campus resources.
 - Student Peer Advocates at the Center are mandated to report for statistical purposes all incidents of sexual misconduct that are disclosed to them. This report is made to Campus Safety and will not include any information that could identify the reporting student. However, when a Student Peer Advocate reasonably believes that an individual's safety is at risk, they will discuss the report with members of the Student Counseling Center and/or Health Promotions staff to determine what information from the report must be shared with administrators at the College responsible for ensuring campus safety. In these situations, Student Peer Advocates will make every effort to let the student know in advance and offer to go with the student to help facilitate an appropriate campus response.

3. Trained College Reporting Sources:

You may speak with a College Reporting Source if you wish to file a formal complaint. College Reporting Sources are individuals who are trained to provide students with information and assist with obtaining information and support from available resources at the College and in the Saratoga Springs community. College Reporting Sources will also provide students with information about the process associated with

making a report or a formal complaint with the College or with a law enforcement agency. Although these reporting sources will endeavor to maintain the privacy of the matter and the individuals involved, they are required to disclose necessary information that is disclosed to them to the Title IX Deputy Coordinator. In some circumstances, College Reporting Sources may also be responsible for initiating an investigation of the alleged sexual misconduct. College Reporting Sources include:

- Title IX Deputy Coordinator – When a sexual or gender-based misconduct complaint is filed against a student, the Title IX Deputy Coordinator will insure a prompt, impartial, and procedurally fair investigation is conducted.
- Sexual and Gender-Based Misconduct Advisory Council (except Counseling Center, Health Services, and Victim Advocates, who are confidential sources)
- Dean of Students/Vice President for Student Affairs/Title IX Coordinator
- Trained Sexual and Gender-Based Misconduct Advisors
- Campus Safety
- Director and Assistant Director of Student Conduct

4. Other Resources:

Other college resources are individuals who can assist with obtaining campus resources, information and support about available resources at the College. Although these college resources will endeavor to maintain the privacy of the matter and the individuals involved, they are required to share what is disclosed to them to the Title IX Deputy Coordinator. The following are Campus Resources include:

- Student Affairs Administrative Staff (except Counseling Center, Health Services, College Chaplains, and Victim Advocates, who are confidential sources)
- Residence Hall Staff Members, Administrators, and Directors
- Resident Assistants
- Deans
- Peer Mentors
- Faculty
- Coaches and Athletic Trainers
- Student Organization Advisors

In addition, a Title IX complaint can be filed with the United States Department of Education, Office of Civil Rights (contact information available in the Support Services and Resources section).

VI. Important Information

Standard of Evidence

The Department of Education's Office of Civil Rights has interpreted Title IX to require school to evaluate reports of alleged sexual and gender-based misconduct under a "preponderance of the evidence" standard and that is the standard adopted by this Policy. A preponderance of the evidence exists when a reasonable person, after a careful balancing of available information, would conclude a violation has occurred and the student charged is responsible for the violation.

Timing of Reports

As long as the College has jurisdiction over the responding student, there is no time limit to invoking this policy in cases of alleged sexual and gender-based misconduct. Nevertheless, persons are encouraged to report alleged sexual or gender-based misconduct as soon as possible in order to maximize the College's ability to respond promptly and effectively.

Jurisdiction

This policy applies to sexual misconduct that is committed by a Skidmore College student whenever that sexual and gender-based misconduct occurs:

- On campus; or
- Off campus, if:
 - In connection with a College or College-recognized program (such as study abroad, sponsored research, internships) or activity; or
 - In a manner that may pose an obvious and serious threat of harm to, or that may have the effect of creating a hostile educational environment for, any member(s) of the College community.

Sexual and gender-based misconduct reportedly committed by student-employees in the context of their employment will additionally be addressed in accordance with Skidmore College's Anti-Harassment Policy. Information available here: http://www.skidmore.edu/hr/eoo_diversity/index.php

Reports to law enforcement

It is your decision whether or not to file a criminal report. We encourage you to seek out the support system that feels most appropriate and helpful. It is the policy of Skidmore College, and the Saratoga Springs Police Department to not issue citations or take disciplinary action against victims who are under the legal drinking age or under the influence of illegal substances who report an assault.

When the police arrive, they will take a statement and ensure that you are physically safe. The police will also interview you about what happened. This may be difficult, but it is very important in order to complete a police report. The interview is conducted in private, but you can request to have a friend or another supportive person accompany you if you wish. The police will get as much information as possible about the incident and investigate the case further.

Once an investigation is completed, the police refer the case to the District Attorney's office. The District Attorney's office decides whether or not your case will be prosecuted by considering factors such as the amount of evidence available to prove the charge(s) in court. If the District Attorney decides not to prosecute, this does not mean that the District Attorney doesn't believe that you were assaulted. It means that based on past experience, the District Attorney does not believe that there is sufficient evidence to successfully prosecute the case.

Violation of law and College Discipline

Because sexual and gender-based misconduct may constitute both a violation of College policy and criminal activity, the College encourages persons to report alleged sexual misconduct promptly to Skidmore Campus Safety or local law enforcement agencies. Criminal investigations may be useful in the gathering of relevant evidence, particularly forensic evidence. Because the standards for finding a violation of criminal law are different from the standards for finding a violation of the Skidmore College Sexual and Gender-Based Misconduct Policy, criminal investigations or reports are not determinative of whether sexual or gender-based misconduct has occurred under the College's policy. In other words, conduct may constitute sexual or gender-based misconduct under the College policy even if it is not a crime or law enforcement agencies lack sufficient evidence of a crime and therefore decline to prosecute. The filing of a report of sexual and gender-based misconduct with the College is independent of any criminal investigation or proceedings, and (except that the College's investigation may be delayed temporarily while the criminal investigators gather evidence) the College will not wait for the conclusion of any criminal investigation or proceedings to commence its own investigation and take interim measures to protect the reporting party and the College community as necessary.

Timely Warning

If a report of misconduct discloses a serious or continuing threat to the Skidmore community, the College may issue a campus wide timely warning (which can take the form of campus flyers and an email to campus community) to protect the health or safety of the community. The college will make every effort to ensure that a reporting individual's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger.

At no time will the College release the name of the Reporting Individual to the general public without the express consent of the Reporting Individual. The release of the Responding Student's name to the general public is guided by Family Educational Rights and Privacy Act (FERPA) and the Clery Act.

All College proceedings are conducted in compliance with the requirements of FERPA, the Clery Act, Title IX, and state and federal law. No information shall be released from such proceedings except as required or permitted by law and College policy.

VII. Filing a Formal Complaint and Investigation

Interim Measures

In all complaints of alleged sexual or gender-based misconduct, regardless of whether the Reporting Individual wishes to pursue a Formal Complaint, the College will undertake an appropriate inquiry and take such prompt and effective action as is reasonably possible under the circumstances to support and protect the parties involved and protect the College community, including taking appropriate interim

measures before the final outcome of the investigation and/or hearing. Interim measures include, but are not limited to, no-contact directive, campus escorts, academic, employment or housing modification, or interim suspension.

Filing of a Formal Complaint:

If the Responding Student is a currently enrolled student, any person who has experienced an incident of sexual misconduct or gender-based discrimination may file a formal complaint with the Title IX Deputy Coordinator (518-580-8212). The Reporting Individual work with the Title IX Deputy Coordinator or designee to complete a formal complaint form which contains information about the reporting party, accused student (Responding Student), and the alleged policy violation(s) that form the basis for the complaint. The complaint form will be presented to the Responding Student during the initial intake meeting with the Title IX Deputy Coordinator.

Responding to a Formal Complaint:

The Responding Student must contact the Title IX Deputy Coordinator or designee to schedule the initial investigation interview within 48 hours of receiving the formal complaint. The Responding Student may be accompanied by a Trained Sexual and Gender-Based Misconduct Advisor and/or an advisor of their choosing (including legal counsel) to the meeting with the Title IX Deputy Coordinator or designee. If the Responding Student fails to arrange and meet with the Title IX Deputy Coordinator within the specified time frame, the complaint process will proceed in their absence.

Investigation

The Title IX Deputy Coordinator will determine the most effective method of reviewing the concerns raised by the reported sexual or gender-based misconduct. In all cases, the College will respond to the report in a prompt, impartial, procedurally fair, and effective manner. Upon receipt of a report, the College will strive to complete its review within sixty (60) calendar days.

In most cases, this review will involve conducting a fact-finding investigation, which includes meeting separately with the Reporting Individual (if participating), Responding Student, and pertinent witnesses, and reviewing other relevant information.

At any time during the course of an investigation, the Reporting Individual, Responding Student, or any witnesses may provide a written statement, other supporting materials, or identify other potential witnesses, regarding the matter under review.

Investigation Process:

The Investigator(s) will coordinate the gathering of information from the Reporting Individual, Responding Student, and other individuals with relevant information regarding the complaint using any of the following processes. Once the investigation is complete, the Investigator(s) will share with the Reporting Individual and Responding Student for comment or rebuttal information and documentation considered material to the findings related to the complaint.

VIII. Student Conduct Process for Sexual and Gender-Based Misconduct

Definitions for Conduct Process

- **Witness:** Witnesses must have observed the conduct in question or have information directly relevant to the incident (ie. First told, etc.) and cannot be called solely to speak about an individual's character.
- **Investigator:** The individual(s) charged with investigating a complaint of sexual or gender-based misconduct. The investigator(s) will typically be members of Campus Safety, the Title IX Deputy Coordinator and/or members of the Office of Student Conduct. Investigators attend, at a minimum, annual Title IX investigator training.
- **Sexual and Gender-Based Misconduct Hearing Board:** The Sexual and Gender-Based Misconduct Board consists of three trained Skidmore College faculty and/or staff members. All Sexual and Gender-Based Misconduct Board Members receive annual training regarding the dynamics of sexual and gender-based misconduct, the factors relevant to a determination of credibility, the appropriate manner in which to receive and evaluate sensitive information, the manner of deliberation, and the application of the preponderance of the evidence standard, as well as the College's policies and procedures.
- **Advisor:** Both the Reporting Individual and Responding Student may elect to be accompanied by an advisor of their choosing to any meetings, conferences, interviews, or hearings. The advisor's role is limited to observing and consulting with, and providing support to, the Reporting Individual or Responding Student; an advisor may not speak on behalf of the Reporting Individual or Responding Student.
- **Impact Statement:** If the Responding Student is found in violation or accepts responsibility for the alleged violations of the Sexual and Gender-Based Misconduct Policy, the Reporting Individual and Responding Student have the right to prepare and submit, either verbally or in writing, an Impact Statement to be considered by the Sexual and Gender-Based Misconduct Board while determining sanctions. Impact statements outline the Reporting Individual and Responding Student's thoughts regarding an appropriate sanction. The Board is not bound by these statements in determining sanctions. Impact Statements are optional and are only admissible if a violation is found.

Special Procedures:

A. False Reports

The College will not tolerate intentional false reporting of incidents. It is a violation of the *Student Code of Conduct* to make an intentionally false report of any policy violation, and it may also violate state criminal statutes and civil defamation laws.

B. Amnesty for other violations

For the Reporting Individual:

The College encourages reporting of incidents of sexual and gender-based misconduct. Sometimes, Reporting Individuals are hesitant to make reports because they fear that they may be charged with violations of the Student Code of Conduct, such as underage drinking at the time of the incident. To

encourage reporting of sexual misconduct incidents, the College will exercise leniency towards a Reporting Individual with respect to taking action for other violations of the Student Code of Conduct.

For the Good Samaritan:

The welfare of students in our community is of paramount importance. At times, students on and off campus may need assistance. The College encourages students to offer help and assistance to others in need. Sometimes, students are hesitant to offer assistance to others, for fear that they may get themselves in trouble (for example, a student who has been drinking underage might hesitate to assist another student who experienced an incident of sexual misconduct.) The College will exercise leniency towards the Good Samaritan with respect to taking action for other violations of the Student Code of Conduct.

C. Notification of Determination

The determination made after an investigation (if there is not sufficient information to proceed with a hearing) or at the conclusion of a hearing is part of the education record of the Responding Student, and is protected from disclosure under Federal law. However, there are two exceptions as follows:

- Reporting Individuals shall be informed of the formal complaint against the Responding Student, the determination made after a hearing, and any sanctions imposed.
- Students who bring any sort of sexual misconduct complaint against faculty or staff may be informed of the determinations made and sanction imposed.

D. Alternative Testimony Options

For Reporting Individuals, alternative testimony options will be provided. Options include, placing a privacy screen in the hearing room, or other options that provide a safe space for participation while not depriving the Responding Student of their rights in the process. While these options are intended to help make the Reporting Individual more comfortable, they are not intended to work to the disadvantage of the Responding Student.

E. Past Sexual History/Character

1. The Investigator and Sexual and Gender-Based Misconduct hearing board will not consider information concerning the past sexual/romantic history or sexual character of either the Reporting Individual or the Responding Student, except from either the Reporting Individual or the Responding Student regarding their shared sexual history. If either offers such information, the other will have the right to respond
2. If, in the past, a Responding Student was found to have violated the Sexual and Gender-Based Misconduct Policy (“Past Violation”), the information related to the Past Violation may be considered by the Hearing Board if:
 1. The previous violation was substantially similar to the present complaint; and
 2. The previous violation indicates a pattern of behavior and substantial conformity with that pattern by the Responding Student.

Prehearing Process:

- The College reserves the right to extend any time periods identified in this policy.
- All relevant reports and documents are to be made available to the Responding Student and Reporting Individual once they are prepared and no later than 5 business days prior to the hearing.
- Once the Responding Student has been notified of the formal written complaint, the Reporting Individual and Responding Student will be kept informed of all developments and will be advised of the procedures that will guide the resolution of the complaint.
- The Responding Student and Reporting Individual will be informed in writing of the date and time of the hearing.
- The Responding Student and Reporting Individual shall have the opportunity to make a request for witnesses to testify on their behalf. The College shall determine which witnesses shall testify based on the relevance of their testimony.
- The Responding Student and Reporting Individual must notify the Conduct Administrator or the Title IX Deputy Coordinator of any witnesses attending the hearing 5 business days prior to the hearing.
- The Responding Student and Reporting Individual must notify the Conduct Administrator or the Title IX Deputy Coordinator of any advisors or support people attending the hearing 24 hours prior to the hearing
- Any additional scheduling requests must be directed to the Conduct Administrator or the Title IX Deputy Coordinator to be determined.
- If a sexual misconduct case is also being heard by a civil or criminal court, the College retains the right to hear the case before, after, or during the same time as the civil or criminal case, and to implement appropriate action (such as No Contact Directives, removal from campus residence facilities, removing a student from a class or classes or Interim Suspension) to maintain the safety of the campus.
- The campus conduct process shall be confidential to the extent possible and as allowed by law.
- If the findings of the investigation deem it necessary, the College will attempt to schedule a hearing within 10 business days after the Responding Student has received the formal complaint.

Rights of the Reporting Individual:

- The right to be assisted by a Sexual and Gender-Based Misconduct Advisor throughout the campus conduct process.
- The right to have an advisor accompany and assist throughout the campus conduct process. The support person may not speak at the Conduct Hearing.
- The right to make an Impact Statement at the conclusion of the hearing provided the Responding Student was found to have violated the Sexual and Gender-Based Misconduct Policy, and to have that statement considered by the Board in determining its sanction.

- The right to request a Campus No-Contact Directive against a student who has engaged in or threatens to engage in an act of sexual misconduct which presents a danger to the welfare of the Reporting Individual or others.

Rights of the Responding Student:

- The right to be assisted by a Sexual and Gender-Based Misconduct Advisor throughout the campus conduct process.
- The rights to have an advisor accompany and assist throughout the campus conduct process. The support person may not speak at the Conduct Hearing.
- The right to make an Impact Statement at the conclusion of the hearing provided the Responding Student was found to have violated the Sexual and Gender-Based Misconduct Policy, and to have that statement considered by the Board in determining its sanction.

Rights of Both the Reporting Individual and Responding Student (Pre-, During, and Post-Hearing):

Pre-Hearing Rights

- The right to a reasonable investigation and appropriate resolution of all credible formal complaints.
- The right to petition that any member of the Sexual and Gender-Based Misconduct Hearing Board be removed on the basis of knowledge of the participants in the case that may impair – or may be perceived to impair – their ability to hear and determine a case impartially.
- The right to request a hearing.
- The right to bring an Advisor and Sexual and Gender-Based Misconduct Advisor to all phases of the investigation and hearing.
- The right to present relevant witnesses to the Sexual and Gender-Based Misconduct Hearing Board.
- The rights to have the College compel the presence of student, faculty and staff witnesses, and the right to ask questions, directly or indirectly, of witnesses.
- The right to be informed in advance of any public release of information regarding the formal complaint to the extent possible and as allowed by law.
- The Reporting Individual and Responding Student have the right to consult with an attorney at their own expense. Attorneys can participate in the campus conduct process, in an advisory capacity. Attorneys may be present at Conduct Hearings; however, attorneys may not take part directly in the hearing itself, though the Reporting Individual or Responding Student may request a recess to confer with their respective attorney.

Hearing Rights

- The right to be provided all evidence presented before the Sexual and Gender-Based Misconduct Hearing Board.
- The right to have a Sexual and Gender-Based Misconduct Advisor and an advisor of their choice present during a hearing. The Sexual and Gender-Based Misconduct Advisor and Advisor may not take part directly in the hearing itself, though the student may request a recess to confer with their respective Sexual and Gender-Based Misconduct Advisor and advisor.

- In the event that responsibility is found, both Responding Student and Reporting Individual will be given the option to be excused from the hearing room during the reading of impact statements.

Post Hearing Rights

- The right to receive written notice of the outcome and sanction(s) of the sexual and gender-based misconduct hearing.
- The right to appeal the finding and sanction of the Sexual and Gender-Based Misconduct Hearing Board in accordance with the provisions of this policy.
- The right to be free from retaliation.

Hearing Procedures (hearing procedure is subject to change):

If the Responding Student Accepts Responsibility:

After reviewing the Complaint Form and meeting with the Title IX Deputy Coordinator or designee, the Responding Student may accept responsibility for the conduct alleged in the Complaint Form. If the Responding Student accepts responsibility for the conduct alleged in the Complaint form, the process may, but will not necessarily, proceed to the Investigation Phase. The Conduct Administrator or designee will initiate the Sexual and Gender-Based Misconduct Board process to determine an appropriate sanction for the Responding Student.

If the Responding Student does not accept responsibility or accepts partial responsibility, the Hearing Process will proceed as indicated below.

- The Conduct Administrator shall assemble a Sexual and Gender-Based Misconduct Hearing Board of three trained members of Skidmore’s administration or faculty to hear sexual and gender-based misconduct cases. Gender diversity will be ensured in Board composition.
- All hearings shall be closed to the public.
- Each Board member must indicate to the Conduct Administrator within 3 days prior to the hearing whether they have knowledge of the participants in the case that may impair – or may be perceived to impair – their ability to hear and determine a case impartially, and to recuse themselves if their participation might compromise the integrity of the hearing process.
- All hearings will be audio-recorded. A digital file will be made available to the Reporting Individual and/or Responding Student in the event a request for an appeal is filed.
- Board members shall be provided with access to written information and evidence at least 24 hours prior to the hearing.
- The Responding Student and Reporting Individual may be accompanied by their support person and Sexual and Gender-Based Misconduct Advisor. The Advisor and Sexual and Gender-Based Misconduct Advisor are present to act as counselors and to support the Responding Student and Reporting Individual, and to provide advice on procedural

matters. The Advisor and Sexual and Gender-Based Misconduct Advisor do not have speaking privileges during the hearing. A hearing will not be cancelled or postponed in the event a scheduled Advisor and Sexual and Gender-Based Misconduct Advisor does not attend. If the scheduled Advisor and Sexual and Gender-Based Misconduct Advisor is not able to attend, the Reporting Individual/Responding Student should arrange for a substitute.

- If the Responding Student or Reporting Individual fails to appear at the hearing, the hearing will move forward in their absence.
- Witnesses may be present at the hearing only at the time they are called to testify. A hearing will not be canceled or postponed if a scheduled witness does not attend.
- Written and notarized statements of witnesses not in attendance due to extraordinary circumstances shall be considered by the Board if approved by the Chair.
- At the start of the hearing, the Chair shall ask the Responding Student if they have received the formal complaint, and if they understand the nature of the formal complaint.
- The Title IX Deputy Coordinator will present the formal complaint along with the information obtained through the investigative process to the Sexual and Gender-Based Misconduct Board. The Sexual and Gender-Based Misconduct Board shall consider only the information and evidence related to the alleged violations set forth in the formal complaint.
- The remainder of the hearing shall customarily proceed in the following order:
 1. The Title IX Deputy Coordinator will present the formal complaint along with the information obtained through the investigative process to the Sexual and Gender-Based Misconduct Board. The Sexual and Gender-Based Misconduct Board shall consider only the information and evidence related to the alleged violations set forth in the formal complaint.
 2. The Title IX Deputy Coordinator will present the accepted facts.
 3. The Title IX Deputy Coordinator will present the disputed facts.
 4. Board will ask the Reporting Individual if they have any information to add.
 5. Board will ask the Responding Student if they have any information to add.
 6. Either party may request that the Board chair to pose questions to the other party or any witnesses. The Board chair will determine the appropriateness and wording of the question.
 7. Board will ask either the Reporting Individual and/or Responding Student any clarifying questions.
 8. Board will, if applicable, ask the Title IX Deputy Coordinator to present sexual and gender-based misconduct violations.
 9. Board will deliberate in private to decide in violation or no violation.
 10. If the Responding Student is found in violation, both Reporting Individual and Responding Student are given the opportunity to make an Impact Statement, prior to

rendering sanctions. Both the Reporting Individual and the Responding Student have the right to leave the room during the other's impact statement as the statements are heard solely to inform the board's decision on sanctions.

11. The board, if Responding Student is found in violation, will render a sanction.

- The Sexual and Gender-Based Misconduct Board by unanimous decision will determine whether or not the Responding Student violated the Sexual and Gender-Based Misconduct Policy as alleged in the formal complaint by finding either: "in violation" or "no violation" of the Sexual and Gender-Based Misconduct Policy. The Board's determination shall be based on a "Preponderance of the Evidence" standard which means "It is More Likely Than Not" that a violation of the Sexual and Gender-Based Misconduct Policy occurred.
- If the Board renders a determination of "in violation", the Board will recommend a sanction consistent with those specified in the Skidmore College Sexual and Gender-Based Misconduct Policy.
- The Board shall have up to ten days to render a decision regarding a finding or sanction.
- The Chair of the Sexual and Gender-Based Misconduct Board will notify both the Reporting Individual and Responding Student in writing of the Board's decision.

Appeal Process

- Timelines can be dependent on individual circumstances of the case and participants will be kept informed.
- Both the Reporting Individual and the Responding Student may file a written appeal of the Hearing Board's decision. The appeal must be based on one or more of the following:
 - New information directly related to the case that was unavailable during the investigation period and during the hearing itself.
 - Procedural error that might have affected the decision.
 - Sanction imposed is disproportionate to the violation.
- In the event sanction is suspension or expulsion, the decision is automatically reviewed by the Dean of Students and Vice President for Student Affairs (DoS/VPSA).
- The purpose of the appeal is to determine if there is sufficient information presented to allow a reconsideration of the Hearing Board's decision.
- Appeals must be made, in writing, to the DoS/VPSA within five (5) business days of the notification of the decision.
- If the request for an appeal is granted, the DoS/VPSA may decide the appeal, ask the original hearing board to reconsider the case based on new information, or hold a Board of Appeals (BOA) hearing. For sexual and/or gender-based misconduct, BOA membership includes: 3 faculty and /or administrators drawn from a pool of faculty and administrators specifically trained to hear case of sexual and gender-based misconduct and who have not heard the case in question. The DoS/VPSA will serve as chair.
- The DoS/VPSA will review the appeal and render its decision within ten (10) business days after receiving the notice of appeal.
- The decision of the DoS/VPSA is final.

Guidelines for Sanctions

Sanctions preserve individual and institutional safety and integrity and, whenever possible and appropriate, help offenders repair the damage to the individual and community for which they have been found responsible. Individuals found to be in violation of sexual and gender-based misconduct offenses involving penetration will likely face a recommended sanction of suspension or expulsion. Individuals found to be in repeat violation for sexual and/or gender-based misconduct offenses will likely face a recommended sanction of suspension or expulsion.

The Dean of Students and Vice President for Student Affairs (DoS/VPSA) maintains a record of all disciplinary hearings and sanctions applied, and these are admissible in subsequent student conduct proceedings involving the student(s) in question. Violations of the Honor Code may have an impact on eligibility for academic prizes and honors, eligibility to hold a student leadership position, participation and/or status in the room selection process, law school applications, security clearances, etc.

The board may sanction students found in violation of the Sexual and Gender-Based Misconduct Policy in a variety of ways. Most sanctions either restrict student activities or require the student to complete specific reparative tasks within a specific timeframe. During the period from hearing to completion of sanctions the student is on "Disciplinary Probation."

As determined by the board or the DoS/VPSA, a student on Disciplinary Probation may not be eligible to register for the ensuing semester of study at Skidmore or pursue work at another academic institution, or participate in Skidmore room selection or in the off-campus draw. A student who violates the Honor Code while on Disciplinary Probation or fails to comply with assigned sanctions will generally receive additional, more substantial sanctions. In the case of graduating seniors, students may not receive diplomas or transcripts or participate in the graduation ceremony until completion of all sanction requirements, unless specifically permitted by the Administrative Hearing Board.

- **Professional Assessment:** Completion of a professional assessment and ongoing compliance with all recommendations that could help the student or the College ascertain the student's ongoing supervision or support needs to successfully participate in the College community.
- **Specific Restriction(s):** The board may impose specific restrictions on an individual to prevent either access to an area of campus, participation in some aspect of the College's operation and life, and/or restriction from all forms of contact with certain persons. Note that some campus organizations, such as SGA, do not permit its members to serve in leadership positions if they are on Disciplinary Probation.
- **Education:** Students may be required to participate in educational activities. Such educational activities include but are not limited to completion of a report or attendance at a seminar or other educational program or presentation.
- **Suspension:** The board may recommend suspension, specifically in sexual misconduct cases involving penetration, to the DoS/VPSA. The board may also assign specific sanctions, such as community

service, for completion during the suspension period. While suspended, students may transfer up to two courses (maximum of eleven credit hours) taken at another institution, subject to the usual review by the Registrar. The board may recommend suspension in cases where:

1. public safety or disruption of the academic and educational process is a concern;
 2. the Responding Students demonstrate an unwillingness to take responsibility for their behavior by failing to complete sanction-related tasks or by committing new social or academic violations;
 3. the Responding Student's infraction is too egregious relative to the College's academic or social value system; or
 4. the Responding Student has committed multiple offenses that warrant a serious sanction.
- **Suspension in abeyance:** In cases of suspension, the board or administration may decide that there are circumstances which mitigate against the immediate separation of the student from the College. Such circumstances may include, but are not limited to the timing of the violation or the student's intent at the time of incident. However, should the student be found in violation of a College rule or regulation during the period of abeyance, the abeyance will be automatically lifted and the suspension shall take effect immediately for the remainder of the original sanction.
 - **Expulsion:** The board may recommend expulsion to the DoS/VP SA. Expulsion is a permanent status. Once the expulsion has been reviewed and upheld, the Responding Student must leave the College immediately and cannot register again as a student. Expulsion is warranted when the student's conduct is so disturbing to community values that making amends is not possible.

IX. Support Services and Resources:

On-Campus Resources

- ***Counseling Center (Confidential):** 518-580-5555
(9 a.m. - 12 noon, 1 p.m. - 5 p.m. Monday - Friday while school is in session)
- ***Health Services (Confidential):** 518-580-5550
(9 a.m. - 12 noon, 1 p.m. - 5 p.m. Monday - Friday, and 12 noon - 5 p.m. Sunday while school is in session)

Afterhours, access both Counseling Center and Health Services on-call confidential service by calling Campus Safety at 518-580-5566 and asking for the on-call clinician. There is no need to leave your name. Just leave your phone number and the clinician will call you back.

• V
i
c
t
i
m

Advocates (Confidential)

Jen McDonald, Director of Health Promotion: 518-580-5684

Michelle Murray, Assistant Director of Health Promotion: 518-580-8256

- **College Chaplains (Confidential)**

Rick Chrisman: 518-580-8340

Rabbi Linda Motzkin: 518.580-5683

- ***Campus Safety:** 518-580-5566

- **Title IX Deputy Coordinator**

Mariel Martin: 518-580-8212

- **Dean of Students/Vice President of Student Affairs/Title IX Coordinator**

W. Rochelle Calhoun: 518-580-5760

- ***Residence Hall Staff Member or Administrator "ON-CALL":** 518-580-5566

(Call Skidmore Campus Safety to contact "on-call" person)

- **Center for Sex and Gender Relations:** 518-580-8255

Open weekly. If you need to reach a Peer Advocate from Thursday at 7 p.m. to Sunday at 7 p.m., please call our weekend hotline at 518-256-1439.

**indicates availability 24 hours a day/7 days a week*

Off-Campus Confidential Reporting Sources

- ***Domestic Violence and Rape Crisis Services of Saratoga County***

Saratoga Springs – Domestic Violence Hotline: 518-584-8188

Rape Crisis Hotline: 518-587-2336

- ***Saratoga Hospital Emergency Room:** 518-583-8313

- **Saratoga Planned Parenthood/Schenectady Planned Parenthood:** 518-584-0041 or 518- 374-5353

- **NYS Sexual Violence Hotline:**

- English: 1-800-942-6906

- Spanish: 1-800-942-6908

- English TTY: 1-800-818-0656

- Spanish TTY: 1-800-780-7660

Off Campus Reporting Sources

- ***Saratoga Springs Police Department:** 518-584-1800

- **Office of Civil Rights**

New York Office

Office for Civil Rights

U.S. Department of Education
32 Old Slip, 26th Floor
New York, NY 10005-2500
Telephone: 646-428-3900
FAX: 646-428-3843;
TDD: 800-877-8339
Email: OCR.NewYork@ed.gov

**indicates availability 24 hours a day/7 days a week*

Policy revision on August 2014.

This policy may be amended, in writing, by Dean of Students and Vice President for Student Affairs or the Dean's designee at any time.

Skidmore College Smoking Policy

This policy is effective beginning Fall, 2014. Skidmore College will re-evaluate this policy in the spring of 2017 with the intention of going smoke-free in the fall of 2017.

Purpose

The purpose of the Skidmore College Smoking policy is to limit the potential exposure of students, faculty, staff and visitors to the effects of second hand smoke, reduce the risk of fires on campus and to provide the community with a healthy, respectful working and learning environment.

Policy

Smoking is prohibited in all Skidmore College facilities, College owned vehicles and within 25' of all facilities on-campus. Designated smoke-free areas are well marked and make up the interior of the College's campus. Smoking is permitted, in most cases, in areas facing the loop road. In addition, individuals may smoke in their personal vehicles while parked on campus. We ask that anyone choosing to use electronic cigarettes be considerate of their surroundings.

Applicability

This policy applies to all members of the Skidmore College community and guests to our campus.

Responsibility

Effective implementation of this policy is the responsibility of all Skidmore College community members and depends on the courtesy, respect and cooperation of the entire community. Therefore, it is the expectation that:

- All members of the college community comply with this policy.
- All supervisors communicate this policy to their employees.
- All event organizers communicate this policy to event attendees.

Compliance

While there are procedures in place to address violations of campus policies, it is the expectation that community members will act as the primary enforcers of the standards articulated in the policy. However, if members of the community fail to comply with the policy the following actions may be taken:

Employees (Faculty & Staff)

Violations of this policy will be addressed through educational and corrective measures as outlined in Human Resources policies and procedures

Students

Students will be referred to the Integrity Board.

Visitors

Visitors are expected to observe all College policies. Individuals who violate the smoking policy may be removed from the building or event and denied re-admittance.

Smoking Cessation Programs

An important part of any successful smoking policy is campus and community support for those wishing to quit smoking.

Resources for Smokers

NYS Smoker's Quitline-1-866-697-8487

<http://www.nysmokefree.com/>

- available to students/staff/faculty
- one of the most accessible services
- services are free
- must be >18 years old
- limited supply nicotine replacement available for moderate-heavy smokers
- quit coach available
- links to other local resources, i.e support groups
- need to supply New York State address for nicotine replacement (for students-use Skidmore address)
- calling the quitline vs. visiting the online site is encouraged. Speak with a representative to establish an individualized plan

Glens Falls Hospital-926-6629

- Butt Kickers Smoking Cessation Support Group-for anyone who has quit or thinking about quitting. Meets 3rd Wednesday of each month at the Cancer Center Library
- Quit For Life Session-one session every quarter, meets on Tuesday's.

Employee Assistance Program-793-9768

- will provide short term counseling for stress or depression related to smoking cessation

Community Health Centers for those without insurance or without a primary care physician

- Saratoga Community Health Center- 886-5600 <https://www.saratogahospital.org/locations-directions/saratoga-community-health-center>
 - accepts all patients regardless of ability to pay
- Hudson Headwaters- 761-0300 (multiple locations) <http://www.hhwn.org/HealthCenters/>
- accepts all patients regardless of insurance status and offers pharmacy assistance.

Skidmore College Health Services

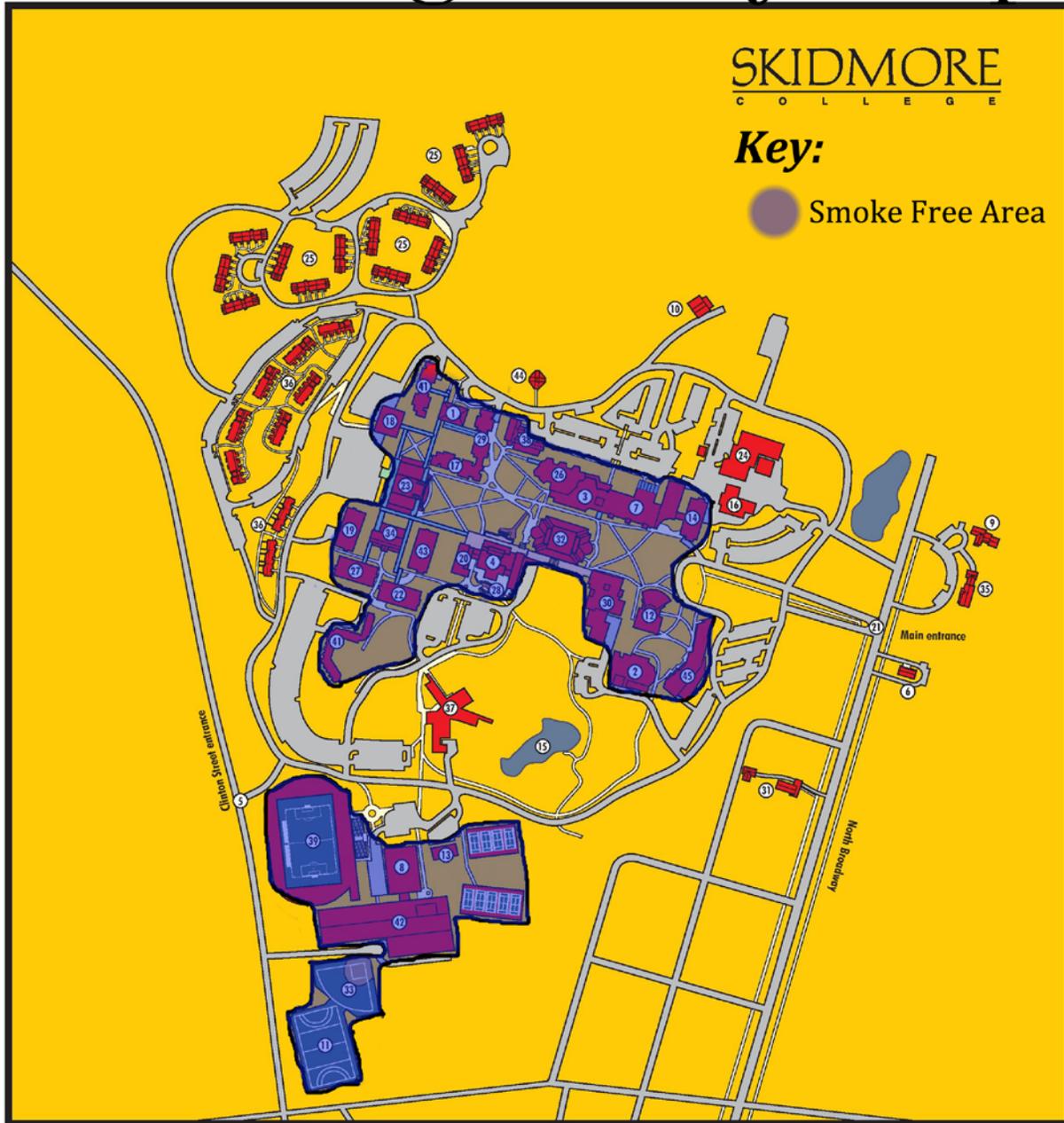
- can provide medication prescriptions and counseling for students who desire to quit

Skidmore College Counseling Center

- can provide short term counseling to students who need support in smoking cessation

This policy was revised as of April 2014.

Smoking Policy Map



- | | | | | |
|---------------------------------|---------------------------------|--------------------------------------|--|---|
| 1. Barrett Center | 11. Field Hockey Field | 21. Main Entrance | 31. Scribner House | 41. Wiecking Hall |
| 2. Bernhard Theater | 12. Filene Hall | 22. McClellan Hall | 32. Scribner Library | 42. Williamson Sports and Recreation Center |
| 3. Bolton Hall | 13. Greenberg Child Care Center | 23. Murray-Aikins Dining Hall | 33. Softball Diamond | 43. Wilmarth Hall |
| 4. Case Center | 14. Harder Hall | 24. North Hall | 34. Starbuck Center | 44. Wilson Memorial Chapel |
| 5. Clinton Street Entrance | 15. Haupt Pond/South Park | 25. Northwoods Village/Moore Commons | 35. Surrey Williamson Inn | 45. Zankel Music Center |
| 6. Colton Alumni Welcome Center | 16. Hoge Hall | 26. Palamountain Hall | 36. Sussman Apartments | |
| 7. Dana Science Center | 17. Howe Hall | 27. Penfield Hall | 37. Tang Teaching Museum and Art Gallery | |
| 8. Danco Center | 18. Jansson Tower | 28. Porter Plaza | 38. Tisch Learning Center | |
| 9. Eissner Admissions Center | 19. Kimball Hall | 29. Rounds Hall | 39. Wachenheim Field | |
| 10. Falstaff's | 20. Ladd Hall | 30. Saisselin Art Building | 40. Wait Hall | |

Inclement Weather & Emergency Closing/Delay Policy

As a residential institution, Skidmore operates on a continuous 24-hour, 12-month basis. There may be rare occasions, however, when the College may suspend or limit some operations and/or special events due to severe inclement weather or other emergencies.

Decisions for delayed campus openings, early releases, or campus closures due to inclement weather or other emergency will be made by the President or designee in conjunction with other College administrators based on National Weather Service advisories, law enforcement bulletins, and/or other reliable emergency notifications.

In instances of delayed openings, early releases, or campus closures, only designated emergency personnel (those responsible for keeping the basic services of the campus operating) will be required to work or remain at work; such employees are expected to follow their regular work schedules unless otherwise directed. As a general guideline, this will include the staff in Campus Safety and Facilities Services. When residence halls are occupied, the Dining Services, Health Services, Library and the Sports Center staffs are also designated as essential. During the summer months, Special Programs employees are considered essential. Other essential employees include Information Technology and those responsible for animal care. This list is not all-inclusive, and in the event that other departments are deemed necessary, department directors will notify personnel in those areas.

Campus Closure or Delayed Openings

In the event of campus closure or delayed opening, announcements will be sent to the following media and internal communication networks:

- The School Closings Network, an organization that compiles and sends notices from schools around the region and submits them to the following media outlets: Capital News 9, The Daily Gazette, The Post-Star, The Times Union, WFLY, WGY, WNYT-TV, WRGB-TV, WTEN-TV, WRVE, WYJB, WXXA and its own web site, www.schoolclosingsnetwork.com.
- E-mail message to campus community
- Voice mail message on Skidmore main number
- Announcement on Skidmore home page
- Voice mail to all employee Skidmore phone extensions
- Automated telephone message on 580-SNOW through Campus Safety
- Instant alerts to all student, faculty, and staff cell phones, e-mail accounts, pagers, and web pages for those registered with Skidmore's Urgent Notification System (SUNS). Campus community members may register via the following link: <https://www2.skidmore.edu/e2campus/index.cfm>.
- A siren will be used in case of an imminent emergency.

Early Release

In the event of an early release, the voice and e-mail system will be utilized to relay information to employees. Employees are required to confirm that they are released from work with their supervisor prior to leaving campus.

Re-opening

Whenever possible, information about the expected date and time of re-opening will be communicated at the same time as an announcement of a closure, delayed opening, or early release.

Leave Time

In the event the College designates campus closures, late openings, or early releases, regular and temporary Faculty, Administrative/Professional Staff, Support Staff, and Union employees who were scheduled to work will be paid their regular salary or wage.

Other Options

- If Skidmore has not officially delayed or closed, but an employee is unable to come (or remain) at work because of adverse weather conditions or other emergency conditions, the following options are available:
- The supervisor may allow late arrival or early release not to exceed a total of two hours of paid time for non-union staff.
- The employee may request time off charged to existing paid leave: absence leave for union staff; personal hours, vacation, or floating holiday for non-union staff.
- It is the expectation that classes will be held when the College is open. However, if a faculty member is unable to come (or remain) at work because of adverse weather conditions or other emergency conditions, it is the responsibility of the faculty member to contact the Department Chair or departmental contact person and inform them that the faculty member is canceling class.

Notes:

- If an employee had previously scheduled a vacation (or any other paid leave) day on a day of suspended operation, the entire day will be charged as previously arranged and approved in advance.

https://www.skidmore.edu/emergency/responses/weather_emergency_closing_delay.php

Wheeled Devices and Slacklining

Students are permitted to have bicycles. However, the College assumes no responsibility for their safekeeping. The College cannot be responsible for shipping any bicycles left on campus, and reserves the right to possess and dispose of bicycles left on campus at the conclusion of an academic year or term. Skateboards, roller blades, roller skates, bicycles and similar wheeled devices are not permitted inside College buildings, residence halls or on tennis courts. Additionally, skateboards and other wheeled items may not be ridden on railings, curbs, benches, or other fixtures that may be damaged by these activities, and the College reserves the right to charge individuals for the cost of repairing damage to College property caused by these activities. 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 twelve 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.

Section IV: Campus Offices

The following resources can contribute to students' personal growth, academic success, and quality of life. Students are encouraged to acquaint themselves with these resources and to seek out the professional staff for their expertise and guidance. While College staff is always eager to assist students, they cannot know in each instance when concerns or problems arise. It is the responsibility of each student to assert him/herself in finding the appropriate individuals and to take full advantage of the services Skidmore offers.

Academic Advising: <http://cms.skidmore.edu/advising/index.cfm>

Bursar's Office: <http://cms.skidmore.edu/bursar/>

Campus Life Office: <http://cms.skidmore.edu/campuslife/>

Athletics, Fitness, and Recreation: <http://www.skidmoreathletics.com/>

Campus Safety Office: http://cms.skidmore.edu/campus_safety/index.cfm

Career Services: <http://cms.skidmore.edu/career/index.cfm>

Community Service Programs: http://cms.skidmore.edu/campuslife/community_service/index.cfm

Counseling Center: <http://cms.skidmore.edu/counseling/index.cfm>

Dean of Students and Vice President for Student Affairs: <http://cms.skidmore.edu/dean-students/index.cfm>

Dining Services: <http://cms.skidmore.edu/diningservice/index.cfm>

Disability and Accessibility Services: http://cms.skidmore.edu/academic_services/accessibility/index.cfm

Facilities Services: <http://www.skidmore.edu/administration/plant/>

Financial Aid Office: <http://cms.skidmore.edu/financialaid/>

First-Year Experience: <http://cms.skidmore.edu/fye/>

Health Services: <http://cms.skidmore.edu/health/>

Information Technology: <http://cms.skidmore.edu/it/>

Intramural Sports: <http://www.skidmore.edu/athletics/intramurals/>

Leadership Activities: http://cms.skidmore.edu/campuslife/leadership_activities/index.cfm

Lucy Scribner Library: <http://lib.skidmore.edu/library/>

Off Campus Study and Exchanges: <http://cms.skidmore.edu/ocse/index.cfm>

Office Services: <http://cms.skidmore.edu/officeservices/>

Opportunity Program: <http://cms.skidmore.edu/HEOP/index.cfm>

Post Office: <http://cms.skidmore.edu/postoffice/index.cfm>

Registrar's Office: <http://cms.skidmore.edu/registrar/>

Residential Life: <http://cms.skidmore.edu/reslife/index.cfm>

Student Academic Services: http://cms.skidmore.edu/academic_services/

Skidmore Shop: <http://bookstore.skidmore.edu/home.aspx>

Student Diversity Programs: <http://cms.skidmore.edu/campuslife/osdp/index.cfm>

Tang Teaching Museum and Art Gallery: <http://tang.skidmore.edu/>