

Student Handbook

2008–2009

SKIDMORE
C O L L E G E

Skidmore College Honor 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.

College Calendar 2008–2009

Fall Semester 2008

Sunday, August 31New students arrive
Monday, September 1Returning students arrive
Wednesday, September 3Classes begin
Friday-Sunday, Oct. 17-19Celebration weekend
Friday, October 24Study day
Wednesday-Sunday, Nov. 26-30Thanksgiving vacation
Wednesday, December 10Classes end
Thursday-Sunday, December 11-14Study Days
Monday-Friday, December 15-19Final exams
Saturday, December 20Fall Semester ends

Spring Semester 2009

Friday, January 16New students arrive
Saturday, January 17Returning students arrive
Monday, January 19Campus Martin Luther King
Day Observance
Tuesday, January 20Classes begin
Saturday-Sunday, March 7-15Spring Vacation
Wednesday, April 29Classes end
Friday-Sunday, May 1-3Study days
Monday-Friday, May 4-8Final exams
Saturday, May 9Spring Semester ends
Saturday, May 16Commencement

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2008-09 Student Handbook

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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/campuslife/handbook/.

Letter from the President

To the Students of Skidmore College,

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

My hope is that, over the coming year, you will take full advantage of what Skidmore has to offer. Our broad liberal arts curriculum represent virtually the full spectrum of human cultural and intellectual accomplishments. Explore it! Learn how the disciplines represented her 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 or club team or as an individual seeking to enhance your own health and wellness. And be sure to take advantage of our proximity to the unparalleled opportunities afforded by the Adirondacks.

Seize the opportunity to get to know your Skidmore professors. These teachers-scholars are here to share their expertise-indeed their passion-for their disciplines that has led them to the life of a college professor. They write scholarly books; they author acclaimed novels and books of poetry; they create lasting works of art. In doing so, they contribute to the 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, 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 community, one that is open to 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. The *Skidmore Honor Code* sets out our 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 Glotzbach and I want to get to know you as well. We look forward to meeting you on campus, at a play, at an athletic contest, at a lecture, or just hanging out on 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 the journey toward becoming the person you most want to become.

Philip A. Glotzbach
President

Student Life Philosophy

Greetings Thoroughbreds,

The College provides this handbook to help you learn about your responsibilities and rights as students, important College policies, and the offices and programs in Student Affairs that are here to help you take advantage of the many intellectual, creative, and social opportunities at Skidmore.

This handbook is a helpful reference. However, it is only an introduction. When you have a question, talk with faculty, staff, and peers, visit the Web sites various offices maintain, and review the available materials fully describing the policies and procedures used by programs throughout the College.

College differs from high school in many ways. Most significant perhaps is the expectation that students are responsible for their educational and personal choices. The faculty and staff here are dedicated to student learning, and committed to their professions, but you must reach out to learn about, assess, and choose what opportunities you will pursue while you are at Skidmore.

The Student Affairs staff is committed to helping you to develop a program of study, a co curricular experience that is challenging and rewarding, and a plan for life after Skidmore. I encourage you to call on them as you plan your experience here.

W. Rochelle Calhoun
Dean of Student Affairs

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 emerging 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 and personal integrity.

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 regulations. They will also hold you accountable for any misconduct.

The first section of this handbook discusses the Honor Code and the College judicial system. This section is important reading. It describes the College's expectations and your obligations as members of the community. Please review the Honor Code, 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 various College policies and information about personal safety. There is no quiz on the information in this section, but it is important. 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. This section of this handbook is considerably shorter than previous editions because of our sense that students are more likely to use Web resources than print resources. Please let us know if the information is insufficient.

Student Responsibilities and Rights

The Honor Code

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 is aware of a violation, he or she is honor-bound to speak to the student, and if necessary to report the student to the Dean of Student Affairs or other appropriate member of the staff or faculty. 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 Dean of Studies. 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.

The Honor Code Commission

The commission is established to help educate Skidmore students concerning 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.

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 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.

The Student Bill of Rights

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. The full text of the Student Bill of Rights is published in the College Policies section of this handbook.

The following pages of this section of the Handbook define the basic principles of academic and social integrity and the judicial processes through which the College acts upon alleged infractions. The descriptions also attend to the many, and usually obvious, reasons why principles of integrity contribute to the well-being of individuals and communities. As an academic community dedicated to the advancement of learning both inside and outside the classroom, laboratory, and studio, Skidmore College has an especially profound obligation to examine principles of human thought and action, to operate in a manner that sustains the integrity of such intellectual and social processes, and to act upon all infringements of those individual and community values.

Student Code of Conduct

Basic College regulations are vital to community welfare, student safety, and high standards of ethical integrity. Skidmore expects all members of the community to conduct themselves in a manner supportive of the educational mission of the College. The College considers abuses and violations of these regulations major breaches of the College Honor Code that may lead to various sanctions, including the withdrawal of membership from the Skidmore community. 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 to the Associate Dean of Student Affairs/judicial counsel.

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 Codes of Conduct.

Social Policies

Good social conduct is in the large majority of cases a matter of common sense and 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 Honor Code and Code of Conduct include, but are not limited to, the following:

1. Obstruction or disruption of teaching or other educational activities on the College campus or other property used for educational purposes.
2. Obstruction that unreasonably interferes with the freedom of movement, both pedestrian and vehicular, on the College campus or other property used for educational purposes.
3. Any action or situation that recklessly or intentionally endangers mental or physical health.
4. Possession or use of firearms, explosives, dangerous chemicals, or other dangerous weapons or instrumentalities on the College campus or other property used for educational purposes without the permission of the Dean of Student Affairs.

5. Damage to, misuse or theft of College property or the property of any person.
6. Physical harm or threat of physical harm to any person or persons, including but not limited to assault, sexual abuse, or other forms of physical abuse.
7. Harassment, whether physical or verbal, oral or written, which is beyond the bounds of protected free speech, directed at a specific individual or groups of individuals, easily construed as “fighting words” and likely to cause an immediate breach of the peace.
8. Abusive or disruptive behavior, verbal or physical, directed toward any member of the College community.
9. Failure to comply with the lawful directives of College officials who are performing the duties of their offices, especially as they are related to the maintenance of safety and security.
10. Forgery, alteration, fabrication, or misuse of identification cards, records, etc., or misrepresentation of any kind to a College office or official.
11. Unauthorized entry, use, or occupation of College facilities that are locked, closed, or otherwise restricted for use.
12. Disorderly conduct, including but not limited to public intoxication and lewd, indecent, or obscene behavior.
13. Illegal purchase, use, possession, or distribution of drugs, or drug paraphernalia, or alcohol, or paraphernalia associated with the dangerous consumption of alcohol (e.g., a funnel, “beer pong” table).
14. Unauthorized entry into another person’s computing directory, data theft, or unauthorized alteration of data, inappropriate use of the College’s computing system (e.g., harassment using the College’s electronic or news network systems), and other malicious or dishonest computer activities. For more specific information on news and network systems, please see the Skidmore College policy on news network conduct. The College treats violations of the computer codes of conduct as social or academic infractions or both.
15. Any action or situation that involves the forced consumption of alcohol or drugs by students, visitors, and other licensees and invitees for the purpose of initiation into or affiliation with any organization. The College will consider such behavior as hazing.

Academic Policies

The Skidmore pamphlet on “The Ethics of Scholarship” defines some of the positive reasons why an academic community needs to observe the highest principles of intellectual honesty. These expectations include the bond of trust among faculty and students, without which there can be no truly educational enterprise; the need for students to embrace the rewarding struggles inherent in challenging intellectual endeavors; the excitement of mastering research and discovery processes in various disciplines; and the rewards of becoming a genuine participant in the larger community of scholars past and present. (Please see the extended definitions of policies and sanctions in the *Student Academic Handbook*.) The academic Honor Code requires students to attend closely to such issues as the following:

1. Plagiarism is representing the work of another person as one’s own: 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 Board of Appeals will not regard claims of ignorance, unintentional error, or academic or personal pressures as adequate defenses for violations of the Honor Code.
 - a. Minor plagiarism offenses: for example, 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).
 - b. More serious plagiarism offenses: for example, 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.
 - c. Major plagiarism offenses: for example, 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 submitted as one’s own; and work borrowed, stolen, or purchased from someone else.
2. Cheating on examinations by 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 explicitly permitted by the instructor); looking upon someone else's exam during the examination period; intentionally allowing another student to look upon one's exam; discussing test items during the exam period; and the passing of any exam information to students who have not yet taken the examination. There can be no conversation while an examination is in progress. Any prohibited or unauthorized interaction (e.g., talking or other communication) between students while an examination is in progress may constitute "cheating," regardless of the content or intent of the interaction.

3. Multiple submission of substantial portions of the same work for credit, with out the prior explicit consent of the instructor(s) to whom the material is being (or has been) submitted.
4. Forging another person's signature or name on academic or other official documents (e.g., the signing of a faculty advisor approval, the misuse of attendance sign-up sheets, the mishandling or misappropriation of registration materials or other official documents).
5. The deliberate destruction, damaging, or theft of another's work or working materials (including lab experiments, computer programs, term papers, works of art, or other projects undertaken for academic purposes).
6. 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 unauthorized private use, and 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. The College may treat the failure to return materials to the library in a timely fashion, when other members of the Skidmore community need these materials, as an academic integrity infraction.
7. Computer abuse and fraud includes the abuses defined in these guidelines under "plagiarism," "multiple submission," and "alteration." The College expects members of the Skidmore community 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 into 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. Consult the "Code of Ethics for Academic Computing at Skidmore," available from Skidmore's Center for Information Technology Services (CITS).

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; the right to privacy; and the 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.

8. Software piracy: The College forbids the unauthorized duplication or use 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 use by others. Likewise, knowingly accepting or using copies of “pirated” software violates the Skidmore College Honor Code.
9. Unauthorized collaboration (closely related to plagiarism or cheating): Student collaboration on projects, papers, or other academic exercises regarded as inappropriate by the instructor(s). Although the most common faculty assumption is that work submitted for credit is entirely one’s own, standards on appropriate and inappropriate collaboration vary widely among individual faculty and each discipline. Students who want to confer or collaborate with one another on work receiving academic credit (for example, homework assignments, lab reports, exam preparations, take-home exams, research projects, essays) should be certain of the instructor’s expectations and standards.
10. The misrepresentation or purposeful mishandling of material or fabrication of information in an academic exercise, academic process, or assignment (for example, 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).
11. Altering material without the instructor’s knowledge and consent in negotiation for a higher grade.

The Skidmore Judicial System

The Disciplinary Process

1. The Skidmore College Board of Trustees assigns responsibility for maintaining a safe campus conducive to learning to the College president. Consequently, the president reserves the right to make the final decision on any matter pertaining to student discipline. In practice, the Dean of Student Affairs (DoSA) is responsible for resolving student violations of College regulations. (Note: All references to the DoSA include the dean or his/her designee.)
2. A student accused of violating the Honor Code or the College Code of Conduct meets with the DoSA to review the complaint and potential avenues for resolution. The complaint may be resolved, deferred, or proceed to a hearing (described below). Students and faculty should report an alleged violation to the student and to the DoSA 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.
3. The DoSA may take any summary action necessary to ensure the safety of the campus community or to protect the College learning environment. Such actions may include but are not restricted to removing the student from the residence hall system, moving the student from one residence hall to another residence hall, removing the student from a class or classes, or suspending the student.
4. The Integrity Board (IB) or the Administrative Hearing Board (AHB) resolves the complaint and assigns an appropriate sanction. If a student with draws from the College while disciplinary action is pending, the College may include a description of the charge in the student's permanent record. If the student seeks readmission to Skidmore in the future, he or she must resolve the disciplinary complaint before the College will consider readmission.
5. The "IB or AHB" usually informs a student of its decision immediately after the hearing. However, if necessary the board may take up to 10 business days.
6. A student may appeal an IB decision to the DoSA. However, appeals are not an opportunity to re-try the case. The DoSA will consider an appeal only when there is new information directly related to the case, evidence regarding the fairness of the board's procedures, or a sanction that appears disproportionate to the violation. The student must request a review in writing within five business days after the board delivers its written decision. The Dean may decide the appeal administratively, ask the original hearing board to reconsider the case, or hold a Board of Appeals hearing. The DoSA will generally complete the review within 10 business days after receiving formal notice of an appeal. The decision of the DoSA is final.

7. Any board decision for suspension or dismissal constitutes a recommendation to the DoSA, who will consider whether to accept or modify the recommendation.
8. The faculty member and the student settle the large majority of academic integrity offenses and then report to the Judicial Counsel (JC)/Dean of Studies. If the faculty member or the student believes a hearing is in order, he or she should generally make such a request to the JC within 10 business days after officially reporting the violation. When the JC is reviewing a report or mediating a dispute, the process may take a longer period to determine whether a hearing is required. In such cases, the JC or DoSA has authority to establish a deadline by which the complainant or respondent must request a hearing.
9. If harmed parties are willing, the DoSA may ask students (and faculty and staff as appropriate) to participate in mediation or conferencing to resolve conflicts. A mediated agreement may obviate the need for an IB hearing.

The Integrity Board Process

The Dean of Student Affairs in conjunction with the Student Government Association establishes the Integrity Board (IB). Any member of the College community or the College itself may bring a complaint to the IB. The IB resolves disciplinary complaints against students in a manner consistent with the College's educational mission and values. The IB investigates and resolves complaints in a fair and participatory process as it is concerned with the rights and needs of complainants, respondents, and the community.

The IB requires a student who has violated the Honor Code or the College Code of Conduct to take responsibility, make amends, and return to good standing. The procedures described below, which include fact-finding, discussion, complaint resolution, and assignment of sanctions, support these goals. They are, however, only guidelines, for the board depends on the participants' honesty, integrity, and commitment to resolving complaints and decides each case according to its own merits and the judicial precedents that may apply.

Integrity Board: An IB hearing is composed of one faculty (in cases of social integrity) or two faculty members (in cases of academic integrity); four students, including the chair; and one other member of the College staff. The Committee on Faculty Governance appoints faculty to overlapping two-year terms, and the Judicial Counsel schedules eligible faculty for hearings as needed. The DoSA appoints staff to the IB. The SGA selects student IB members to serve a one-year term through a willingness-to-serve process. The SGA typically makes appointments in the spring semester after the fall registration period, and in the beginning of the fall semester as needed.

Administrative Hearing Board (AHB): The DoSA may impanel the AHB to hear cases deemed unsuitable for the IB, such as cases of sexual assault, or when the IB is unable to meet, such as during vacation periods or study days. The membership of the AHB includes three administrators and/or faculty members appointed by the DoSA. In academic cases, the AHB will include at least one faculty member. A member of the Student Affairs staff will act as non-voting “judicial counsel” to the hearing process. The DoSA advises the IB chair(s) of all AHB cases.

Board of Appeals (BOA): At the discretion of the DoSA, the BOA may review cases heard by the IB and AHB. BOA membership includes two faculty members appointed for two-year terms in alternate years by the CFG and two students drawn from the IB pool who did not participate in the IB hearing. The DoSA or his or her designee chairs the BOA.

Judicial Counsel (JC): The JC provides the board with information and answers questions about policy and procedure. The JC receives violation reports and acts as an advisor to the complainant and respondent in the preparation of a case. The JC helps the complainant present the case to the board and explains procedures to the respondent. The JC, in consultation with the Co-Chairs, as the designee of the DOSA, determines whether a hearing is necessary because of the seriousness of the alleged violation, because of a pattern of repeat or multiple violations, or because issues of fairness and equity would best be determined through a hearing process. The JC also works with the IB or AHB chair to ensure an orderly hearing process. In most cases, the Dean of Studies serves as JC for academic cases heard by the IB and AHB and an administrator in the Associate Dean of Student Affairs’ Office serves as JC for social integrity cases heard by the IB and AHB.

Chairperson: The Co-Chairs provides administrative oversight of the IB and is responsible for ensuring a fair and reasonable hearing. The Co-Chairs control the tone and pace of the hearing and leads the board through its decision-making process. The chair works with the JC to inform the complainant about procedures, inform the respondent orally and in writing of the board’s decision, and to follow up on implementing decisions. If the chair cannot attend an IB hearing, any student member of the IB can serve as chair.

Complainant: The complainant is the person alleging a violation of the Student Code of Conduct or the Honor Code. In certain cases, the JC acts as the complainant on behalf of the College. Thus, the College may pursue a violation of the Honor Code or codes of conduct in the absence of a specific complainant, when a complainant is reluctant to do so, or when the alleged violation is of an especially serious nature and/or indicates a pattern of inappropriate behavior.

Respondent: The person charged with violating the student Code of Conduct or the honor code.

Support Person: The complainant and the respondent may each bring a support person to the hearing. The support person is an ally who provides comfort and helps the complainant or respondent present his/her perspective. The support person is not a character witness or advocate, and should not present information and perspective on behalf of the respondent or complainant, for in all cases the board must hear representations from those directly involved. The support person may speak to the character of the complainant or respondent, but is not to defend his/her character in the context of the offense. The support person may be any member of the Skidmore community (student, faculty, or staff); a list of trained support volunteers is available from the JC. The selected support person must meet with the JC prior to the hearing.

Witness: The complainant, respondent, and JC may involve character witnesses or expert witnesses (from within the Skidmore community only) in a hearing process when such witnesses can shed light on the issues the board is considering.

Basic Principles For Integrity Board Hearings

The IB decides every case on an individual basis. The board listens to all the opinions presented and weighs extenuating circumstances. 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.

Students chair all IB hearings. A hearing involving academic integrity requires two faculty, four students, including the chair, and one staff member. A hearing involving social integrity requires one member of the faculty, four students, including the chair, and one staff member.

A student accused of violating the Honor Code or the Code of Conduct will receive a written copy of the alleged violation at least three days before the judicial hearing. Respondents may appear when the board is hearing their case or submit a written explanation of the alleged violation to the board. If a student fails to attend the hearing, the hearing proceeds without the student present.

At the hearing, respondents have an opportunity to offer information, present materials and witnesses on their behalf, and pose questions about statements made by the complainant and his or her supporting witnesses.

The board bases its decision on the information presented at the hearing. The standard of decision used by the board is clear and convincing: In other words, board members must conclude that it is highly probable that the violation report is true. While the board members seek full consensus in reaching their decision, in disputed decisions a simple majority vote may decide the case. The JC maintains a recording of all hearings while the respective student(s) matriculate at Skidmore College. Upon written request, the College will provide the complainant a copy of the recording.

Guidelines for Sanctions

Sanctions preserve individual and institutional integrity and, whenever possible and appropriate, help offenders to learn from their mistakes. The DoSA maintains a record of all disciplinary hearings and sanctions applied, and these are admissible in subsequent judicial 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 honor code 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 DoSA, 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 participate in the graduation ceremony until completion of all sanction requirements, unless specifically permitted by the IB.

- **Essays:** 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. The board approves the essays, which become a part of the student file maintained by the DoSA until graduation.
- **Apology:** The board may ask students to provide a spoken and/or written apology to any parties they have harmed. Apologies must include (a) an acknowledgment of responsibility and remorse for the violation; (b) a demonstrated understanding of the harmful consequences of the behavior; (c) a commitment to comply with the Honor Code, and (d) an apology. The written apology becomes part of the student’s file maintained by the DoSA until graduation.
- **Community Service:** The board may direct students to work a specified number of hours within a specified timeframe for a College department or a community service agency. The purpose of community service is to make amends for harm the student caused to the community. Wherever possible, the board links community service assignments to the nature of the offense.

- **Mediation:** In cases of ongoing conflict between parties, the board may recommend a formal mediation by a trained mediator to help resolve the conflict. Mediation is a voluntary process, and cannot be required.
- **Grade Penalties:** In cases of academic integrity, the IB may make a recommendation to the appropriate faculty member about grade penalties. However, the faculty member has final say about any grade assigned in his or her 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 some aspect of the College's operation and life. Note that some campus organizations, such as SGA, do not permit its members to serve in leadership positions if they are on Disciplinary Probation.
- **Suspension:** The board may recommend to the DoSA a suspension of one semester. 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 eight 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 respondents 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 respondent's infraction is too egregious to the College's academic or social value system; or
 4. the respondent has committed multiple offenses that warrant a serious sanction.
- **Dismissal:** The board may recommend dismissal to the DoSA. Dismissal is a permanent status. The respondent must leave the College immediately and can not register again as a student. Dismissal is warranted when the student's conduct is so disturbing to community values that making amends is not possible.

College Policies

SKIDMORE STUDENTS' BILL OF RIGHTS

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 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 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 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 All College Council (ACC). 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.

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 Student Aid and Family Finance. 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 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.

Equal Opportunity and Diversity Policies

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 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 race, color, religion, gender, age, national or ethnic origin, physical or mental disability, veteran status, marital status, sexual orientation, or any other characteristic 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.¹

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 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 Faculty Handbook.)

SUMMARY STATEMENTS OF POLICY

Policy on Equal Employment Opportunity

Skidmore College affirms that its community members have the right to be free from acts of unlawful discrimination. The following statement of policy on “Equal Employment Opportunity” affirms Skidmore College’s commitment to the principle of equal employment opportunity in education and employment:

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 race, color, religion, age, national or ethnic origin, physical or mental disability, veteran status, marital status, sex, sexual orientation, gender identity or expression,² 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 full-time 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>

Appreciation of diversity is fundamental to a liberal arts education that aims to foster the growth of the whole person in an environment of respect and understanding for different experiences and backgrounds. A diverse community provides each of us with the opportunity to learn from the experiences of others and to submit our own values and assumptions to critical examination. We learn to understand others and ourselves better in an environment that encourages deepened appreciation of other cultures, perspectives, and lived experiences.

The following statement of “Diversity Policy” affirms the College’s commitment to increasing the diversity within the various groups that constitute our academic community:

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 our 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.

Policies on Accessibility and Accommodations

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

Accessibility and Accommodations Policy

In accordance with applicable federal³ 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. Any faculty member with a disability who requires accommodations to perform his/her duties effectively should contact his/her department chair, the Dean of the Faculty (DOF), the Dean of Special Programs (DSP), or the Assistant Director for Equal Employment Opportunity and Workforce Diversity (ADEWD). Any staff member or administrator with a disability who requires accommodations to perform his/her duties effectively should contact his/her supervisor or the ADEWD.

Policy on Anti-Harassment

Skidmore College affirms that its community members (faculty, staff, administration, 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.

Policy on Retaliation

Skidmore College prohibits any and all retaliation against any person who submits a report of harassment or discrimination or who cooperates in any investigation arising from such a report. Any individual who retaliates against a person bringing a complaint or those involved in the investigation will be disciplined, up to and including separation from the College.

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,⁴ 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 race, color, religion, age, national or ethnic origin, physical or mental disability, veteran status, marital status, sex, sexual orientation, gender identity or expression⁵, 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 such conduct has the purpose or effect of unreasonably interfering with an employee's or student's work, professional or educa-

tional 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 may 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 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 working or learning 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 may 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.

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 Student Affairs
The appropriate Department or Program Chair
Dean of Faculty (DOF) or Dean of Special Programs (DSP)
Vice President for Academic Affairs
Associate Vice President for Finance and Administration and Director of Human Resources or his/her designee
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:

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

All the above officials will convey information received to the Associate Dean of Student Affairs, who will initiate an informal inquiry.

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 606 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 requires that a complaint be filed within one year following the date of the alleged incident.

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.

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 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, the Integrity Board hears the complaint. The Student Handbook describes the IB procedures in the section titled, The Skidmore Judicial System. However, the board will also consider expert testimony by the ADEWD regarding harassment. In addition, the ADEWD will appoint an additional member to the IB. The ADEWD, not the Dean of Student Affairs, considers any appeal of the IB decision. In all other respects, a hearing concerned with harassment proceeds like any other IB hearing.

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://cms.skidmore.edu/hr/eo-and-diversity.cfm>

Definition of Terms

In the process that follows, the following terms are used:

Complainant – the individual filing an informal or formal complaint of discrimination or harassment.

Respondent – the individual alleged to be responsible for a discriminatory or harassing action.

Inquiry – the process used in the informal stage of a complaint.

Appropriate Official—the Associate Dean of Student Affairs, the Dean of Student Affairs, the Department Chair (or, in the case of faculty with interdisciplinary appointments, Program Director), the Academic Dean, the VPAA, any other division head, or the Associate Vice President for Finance and Administration and Director of Human Resources. If the appropriate official has a conflict of interest, the Associate Vice President for Finance and Administration and Director of Human Resources will designate a replacement.

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 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.
4. When the person accused of harassment is a student, the individual may file a formal complaint with the Associate Dean of Student Affairs/Integrity Board (IB) Judicial Counsel. The IB hears the complaint. *The Handbook* describes IB procedures in the section titled, "College Judicial System."
5. The time necessary to complete an investigation will vary depending upon the facts of the particular case. The time table for complaint communication and resolution is specified in the Skidmore Judicial System section of this hand book. The college will notify the parties to the complaint of the outcome of the investigation. The college will take steps to prevent recurrence of the harassment and to correct its effects on the complainant and others, if appropriate.

Informal Resolution for Student Complaints of Harassment

In some cases, and at the complainant's discretion, the College may attempt an informal resolution of situations where the behavior is regarded as inappropriate, but does not meet the formal definition of harassment. The purposes of dealing with a complaint informally are to stop the offending behavior and to resolve the matter as expeditiously as possible. If mediation fails, or the unwanted behavior continues, the Associate Dean of Student Affairs/IB Judicial Counsel will follow the formal process described in the discussion of the college judicial system. Many complaints can be resolved through the informal processes available. Informal processes are optional and students can choose to bypass them, discontinue them or initiate a formal complaint while using them. The College does not offer informal resolutions for quid pro quo complaints. Disciplinary action requires a formal charge.

Fact-Finding for Student Complaints of Harassment

The fact-finding process will consider the nature of the behavior, past incidents or continuing patterns of behavior, and the relationships between the parties involved.

Formal Hearing for Student Complaints of Harassment

Either the complainant or the College may initiate an IB hearing based on the results of the fact-finding process. A hearing concerned with harassment proceeds like any other IB hearing. However, the board will also consider expert testimony of the Assistant Director for EEO and Workforce Diversity (ADEWD) regarding the unlawful harassment in question. An appointee of the ADEWD will augment board membership. The ADEWD, not the Dean of Student Affairs, will consider any appeal of the IB decision.

ADDITIONAL EXPECTATIONS

Cooperation with Investigations and Hearings

All members of the Skidmore community (students, faculty, administrators, and staff) are expected to cooperate fully with inquiries and investigations pertaining to alleged incidents of harassment or discrimination. Expected cooperation includes providing full and honest disclosure of known facts, providing oral or written testimony, and providing letters, e-mails, voice messages, notebooks, gifts or other evidence in any such proceeding. Finally, cooperation includes the expectation that all parties to a complaint, inquiry, or investigation will maintain the confidentiality of the process and not attempt to influence any other party to the process.

Retaliatory Actions

Applicable law and College policy prohibit retaliation against any person reporting or thought to have reported harassment or discrimination. Retaliation is also prohibited against any person who is a witness or otherwise involved in a harassment or discrimination proceeding. Retaliation against any person shall be considered a serious violation of the policy on retaliation and shall be considered independently of the underlying complaint. Encouraging others to retaliate also violates this policy.

Examples of retaliation include (but are not limited to) the following:

Unfair grading or evaluation of performance or assignments;

Withholding or delaying the transmissions of necessary information (such as information about classes, recommendations, grades, work assignments, meetings);

Withholding notification about important events;

Withholding notification about changes in policies;
Exposing the person to public or private ridicule;
Making oral or written threats or offering bribes;
Refusing to meet with a person who has the right to be granted a meeting;
Name calling;
Further harassment of any nature.

All instances of alleged retaliation should be reported to the ADEWD or an appropriate official. The allegations will be dealt with in accordance with the procedures outlined in Article VII.

False Allegations

The College will not tolerate false allegations of harassment. Such allegations constitute misconduct, and any individual who knowingly, maliciously, or frivolously makes a false allegation of harassment will be subject to disciplinary action up to and including separation from the College or, in the case of students, to disciplinary action up to and including suspension or expulsion.

For Additional Information or Assistance

Inquiries concerning the preceding policies and procedures or requests for assistance should be directed to

Assistant Director for EEO and Workforce Diversity (ADEWD)
Skidmore College
815 North Broadway
Saratoga Springs, NY 12866-1632
Tel: 518-580-5800

<http://cms.skidmore.edu/hr/index.cfm>

Sexual Assault Policy

Introduction

Skidmore College believes that acts of sexual assault are reprehensible and that our community members have the right to be free from abuse, force, violence, and threats of violence. The College defines “sexual assault” as any non-consensual physical contact of a sexual nature that is committed either by force or intimidation or through the use of the victim’s mental or physical helplessness. Examples of sexual assault include but are not limited to the following:

intentional touching, either of the victim or when the victim is forced to touch, directly or through clothing, another person’s genitals, breast, thighs, or buttocks; rape (sexual intercourse without consent whether by an acquaintance or a stranger); attempted rape; oral sex or anal intercourse, without consent; and instances in which the person subjected to sexual behavior is incapable of giving consent because of permanent or temporary mental or physical incapacity

The use of alcohol and other drugs reduces inhibitions and impedes an individual’s ability to make sound decisions. Sexual assault often involves alcohol or other drugs taken willingly or unwillingly.

The College’s definition of sexual assault is the basis for College judicial action. The College is required by federal law to report statistics on certain crimes that occur on campus, and student anonymity is maintained in these reports. We strongly encourage victims to report incidents of sexual assault to the Skidmore Department of Campus Safety:

If you are a Skidmore student and believe you have been sexually assaulted, we strongly encourage you to contact Campus Safety or the Saratoga Springs police as soon after the assault as possible and to report the incident. Immediate reporting is essential for your protection and for the apprehension and prosecution of your assailant. If you don’t report, someone else may be attacked; your report may also make police protection for you possible. You are not obligated to bring formal charges if you report, but reporting may help you to gain some control over the situation. Following contact with Campus Safety, security officers will offer information to the student as described in the section “Reporting to the College,” or students may opt to talk to the individuals listed in the following section.

Statement of Confidentiality

Skidmore College is committed to creating an environment that encourages victims of sexual assault to come forward and report their assault. To that end, the College makes every effort to safeguard the identity of students who seek help and/or want to report a sexual assault. However, even with this ideal at the heart of our reporting procedures, Skidmore cannot guarantee complete confidentiality in every instance.

As is the case with all colleges and universities, Skidmore must balance the needs of the individual victim with its obligation to protect the safety and well-being of the community at large. Therefore, depending on the seriousness of the alleged incident, a college security alert may be posted throughout the campus. These alerts never contain any information identifying victims and/or assailants. In addition, the College must adhere to legal mandates such as Title IX, medical reporting laws, negligence laws, and the Campus Security Act. For example, Skidmore is required to make an annual report documenting the occurrences of nine major violent crimes on campus, including sexual assault. However, this report does not include any information identifying the individuals linked to these crimes. Campus reporting requirements mandate that all of the on-campus resources listed in this brochure report sexual assault incidents to the Director of Campus Safety immediately upon becoming aware of such an incident. Again, this report does not need to include the name of the victim of his/her alleged assailant. At any time after the report of an incident is submitted, the victim may add to the report his/her name or the name of the alleged assailant. It is important to realize that it is nearly impossible for the College to act upon a sexual assault case unless a victim opts to disclose the name of the alleged assailant. Regardless of whether or not they choose to file formal charges, students are encouraged to seek medical attention as soon as possible after a sexual assault occurs. This assures that students receive the medical care that they need and also helps to assure the student's ability to make a report or file a formal charge at a future date.

Degrees of Confidentiality

Skidmore College is committed to creating an environment that encourages victims of sexual assault to come forward and report their victimization and makes every effort to safeguard the identities of students who seek help and/or report sexual assault. However, it is important for students to understand the bounds of confidentiality of individuals that they may contact for help after a sexual assault. Different people, depending upon their position, have different constraints with regard to confidentiality.

Confidentiality Level	Who?	What does this mean?
Highest level of confidentiality	<ul style="list-style-type: none"> • College chaplains • College counselors • Domestic Violence/ Saratoga Rape Crisis Center • Hospital • Licensed medical staff at Health Services 	<p>These individuals are required by law to maintain complete confidentiality. However, if there is a clear and present danger to the victim or another identified person, these professionals are legally mandated to intervene in appropriate ways. This intervention may, in rare cases, involve breaching confidentiality.</p>
Moderate level of confidentiality	<p>All other College employees, including:</p> <ul style="list-style-type: none"> • Administration • Campus Safety • College deans • Faculty • Peer advocates • Residential Life staff 	<p>These individuals are not legally bound by confidentiality. Although they may embrace the spirit of the College's reporting procedure by not divulging the name of the victim, other information about sexual assault must be shared with the Director of Campus Safety.</p>
Lowest level of confidentiality	<ul style="list-style-type: none"> • Close friends 	<p>Victims of sexual assault often turn to a close friend for support. Skidmore does not want to discourage this practice because it is always better to seek help from a friend than to not tell anyone. However, it is important to realize that Skidmore cannot protect the confidentiality of information shared among friends. Students are encouraged to think carefully about to whom they divulge information regarding a case of sexual assault.</p>

If you believe you have been sexually assaulted, remember:

It is an act of violence that should be reported immediately. The Counseling Center and Health Services are available to all students free of charge. All consultations are fully confidential, and counseling is available whether or not you decide to report an incident of sexual assault.

- Seek help immediately by notifying Campus Safety or the Saratoga Springs police of the incident.
- Preserve all physical evidence in a paper bag.
- Do not shower, bathe, or clean up in any way that might destroy valuable evidence.
- In nearly all cases, the complainant shall decide whether or not to follow up a report with formal charges.
- A formal charge may be filed with the Skidmore judicial system or the Saratoga Springs Police Department, or both.

CALL:

Skidmore College or community resources for immediate assistance (24 hours a day, 7 days a week):

Skidmore Campus Safety ext. 5566 / 580-5566

Saratoga Rape Crisis Hotline 587-2336

Saratoga Police Emergency 911 / 584-1800 OR

Skidmore Health Services ext. 5550 OR

(9 a.m.-noon, 1-5:30 p.m. Monday-Friday, noon-5 p.m. Sunday, while school is in session)

Skidmore Counseling Center ext. 5555 OR

(8:45 a.m.-noon, 1-4:45 p.m. Monday-Friday while school is in session)

Residence Staff member or administrator “on call”

Call Skidmore Campus Safety to contact on-call person **ext. 5566**

OR

Center for Sex and Gender Relations

(noon-5 p.m. Monday-Friday) **ext. 8255**

Hotline (7 p.m. Thursday-7 p.m. Sunday) 256-1439

The following **Skidmore College staff members** are trained to provide information about support and judicial options for anyone who has been sexually assaulted. They are also available to accompany the individual to the emergency room for an examination (8:30 a.m.-4:30 p.m., Monday-Friday, call their office; after 4:30 p.m. contact Campus Safety at ext. 5566, while school is in session).

Ann Marie Przywara, Residential Life, ext. 5765

Kate Child, Health Promotions, ext. 8256

Jennifer Burden, Health Promotions, ext. 5684

Center for Sex and Gender Relations

The Center for Sex and Gender Relations, located on the third floor of Case Center, works with students, faculty, and staff to educate and support healthy and equitable relationships, both personal and professional, between and among women and men. The Center forms partnerships with on and off-campus service providers for information and counseling referral. The Center offers a safe, confidential space where students may have open discussions about sexual and relationship issues. Students are especially urged to visit the Center or call x8255 (TALK) if they need help or information regarding sexual assault questions. Students may also call the Center's Peer Advocacy Hotline number: 256-1439, which is available 7 p.m. Thursday to 7 p.m. Sunday.

For More Information

Safety orientations are conducted each year for first-year students during New Student Orientation and for all students at meetings held in the fall semester in each residence hall. In addition, numerous educational and awareness-raising programs are sponsored throughout the year by Student Affairs staff members, student clubs, and organizations including the Center for Sex and Gender Relations. Skidmore Campus Safety issues safety alerts when necessary and appropriate, with information provided in a timely fashion to all members of the College community. These alerts may be transmitted via the College computer network, phone-message system, and posted fliers. (Skidmore summer residents should contact their specific program director and/or the Dean of Special Programs and the Director of Summer Conferences, ext. 5590, in addition to College or community resources listed above.)

PROCEDURES FOR REPORTING AND FILING FORMAL CHARGES OF SEXUAL ASSAULT

Skidmore College takes crimes of sexual assault extremely seriously and encourages students to report all such incidents of sexual assault. Therefore it is important for students to understand their reporting options. Students are free to report instances of sexual assault to the College regardless of whether or not they choose to press formal charges with the Saratoga Springs Police Department. Similarly, students are free to file formal charges with the police regardless of whether or not they choose to report the incident to the College.

Reporting to the College

Students who wish to report an instance of sexual assault to the College should notify the Department of Campus Safety as soon as possible after the incident occurs. Campus Safety is experienced at dealing with instances of sexual assault and is able to provide protection—including police protection—whenever needed. When the accused is a Skidmore College student, the victim has the opportunity to file a report with Skidmore Campus Safety or with any of the on-campus resources listed above. These individuals can provide students an opportunity to

explore, in a private, one-on-one discussion, the full range of legal, medical, and counseling options available to them, both on and off campus.

Filing Formal Charges through the Skidmore College Judicial System

Enrolled students who have been victims of sexual assault may file formal charges with the Associate Dean of Student Affairs/Director of Residential Life (ext.5765) if the alleged assailant is also an enrolled student. Although there is no time limit on the filing of formal charges with the College, a prompt formal charge is likely to result in a more satisfactory investigation because memories are fresh and witnesses are more readily available.

Skidmore's judicial system governs violations of the College's Code of Student Conduct and this sexual assault policy, but does not determine whether a criminal act has been committed. Therefore, students wishing to *press formal criminal charges against an alleged assailant* should file formal charges with the Saratoga Springs Police Department. In making the decision whether to file a formal charge, students are welcome to confer with any of the on-campus staff members listed above.

The College's judicial procedure specifically designed to adjudicate charges of sexual assault is called an administrative hearing. The Dean of Student Affairs selects from two to four administrative participants to act as the administrative panel, and one person is designated as the chairperson. The administrative panel hears and determines cases of sexual assault. The complainant and the respondent (person charged with sexual assault) are typically both present at the administrative hearing along with any relevant witnesses.

If the respondent admits to a charge of sexual assault at the point a formal charge is made, an administrative hearing will be held to determine the appropriate sanction. If the respondent denies the charge, an *administrative hearing* will be held within fifteen (15) College days (when school is in session; weekend days or break periods are not included) after the formal charge is filed to determine if there has been a violation and, if it is determined that a violation has occurred, a sanction will be levied. If a complainant does not file a formal charge, the Dean of Student Affairs may still proceed with an administrative hearing based on the complainant's report of sexual assault. **When it is determined that a violation of this policy has occurred, College judicial sanctions against the respondent may range from a verbal warning to dismissal from the College.**

After the administrative panel has heard the case, panelists deliberate to determine a finding and, if appropriate, a sanction. The chair will send the respondent a written copy of the decision within five (5) college days. Respondents may appeal the decision by filing an appeal with the Dean of Student Affairs within five (5) business days of the date of the receipt of the letter.

The College reserves the right to take whatever measures it deems necessary in response to either a report or a formal charge of sexual assault in order to protect community members' rights and personal safety. Such measures include, but are not limited to, modification of living arrangements for the victim or alleged assailant, or both; summary removal from campus of an alleged assailant pending a hearing; and notification of the local police. The College reserves the right to determine and impose all in conjunction with this policy.

The Dean of Student Affairs, or a designee, may summarily suspend a respondent for a period of ten (10) College days pending an administrative hearing whenever the continued presence of the respondent on the College campus poses a threat to others or to the stability and continuance of normal College functions. In the event of a summary suspension:

- an administrative hearing will be convened within five (5) College days of the suspension, and
- appropriate campus officials will be notified of the suspension within 24 hours.

A respondent suspended summarily shall be given an opportunity to appear personally before the Dean of Student Affairs to discuss the reasons for the summary suspension.

RIGHTS OF COMPLAINANTS AND RESPONDENTS AT SKIDMORE COLLEGE

Rights of the Complainant

- The right to an explanation of the options available.
- The right to know in advance the names of all witnesses to be called in the administrative hearing.
- The right to have an advisor (a member of the Skidmore College community only) present throughout the hearing. All participants will be bound by the rules of confidentiality governing the hearing. (For a list of available advisors, contact, Associate Dean of Student Affairs (ext. 5779).
- The right not to have irrelevant past sexual history discussed during the hearing.
- The right to a closed hearing.
- The right to remain present for the entire proceeding and to inspect the information and materials presented.
- The right to a hearing without unnecessary delays.
- The right to speak on one's own behalf.
- The right to know the status of the case at any point during the judicial process.
- The right to be informed of the outcome of the hearing in a timely manner.

Rights of the Respondent

- The right to an explanation of the charges and the campus hearing process.
- The right to know in advance the names of all affected parties to be called in the hearing.
- The right to have a support person (a member of the Skidmore College community only) present throughout the hearing. All participants will be bound by the rules of confidentiality governing the hearing. (For a list of available advisors, contact Donald Hastings, Associate Dean of Student Affairs/Director of Residential Life, ext. 5765.)
- The right to be presumed not in violation of this policy until a violation is established by a preponderance of information.
- The right to a closed hearing.
- The right to remain present for the entire proceeding and to inspect the information and materials presented.
- The right to a hearing without unnecessary delays.
- The right to testify on one's own behalf.
- The right to remain silent, with the understanding that the hearing board could make a negative inference.
- The right to know the status of the case at any point during the judicial process.
- The right to be informed of the outcome of the hearing in a timely manner.
- The right to be free from a second campus judicial hearing on the same charge after the respondent's actions have been found not to be in violation of this policy.

Filing Formal Charges with the Saratoga Springs Police Department

Students may file formal charges with the police. If desired, Skidmore Campus Safety will provide students with information to help them with that decision. Campus Safety officers or representatives of the College are available to accompany the victim to the police station to file formal charges. The College has no control over any criminal investigations and criminal processes.

Students may pursue a College judicial hearing by filing formal charges with the College whether or not they pursue the case via formal charges through the New York State criminal system.

Frequently Asked Questions

The following are some of the most commonly asked questions regarding the Skidmore College sexual assault policy and procedures.

- *Does the case remain confidential?*

Student conduct cases, including those involving sexual assault, are considered confidential by the College. Certain officers of the College are informed on a confidential basis (e.g., the President, Dean of Student Affairs, Director of Campus Safety). The College must statistically report the occurrence on campus of major violent crimes (including sexual assault and, hence, rape), in an annual report of campus crime. This statistical report, however, does not include personally identifiable information. Depending upon the seriousness of the alleged incident, a College security alert may be posted across the campus, though again, no personally identifiable information is included. In the rarest of cases, and where an alleged assailant is considered a danger to the campus community, the alleged assailant will be immediately separated from the College and appropriate College administrators (e.g., the President, the Dean of Student Affairs, the Director of Residential Life and the Director of Campus Safety) will be notified of the separation.

- *Will my parents be told?*

If a student has been seriously injured or is about to be suspended or expelled from the College, the answer is yes. Whether you are the complainant or the respondent, Skidmore College's primary responsibility is to the student. Parents who are classified as legal guardians, however, have the right to be informed of life-threatening or otherwise serious incidents. In the event of major medical, disciplinary, or academic jeopardy, students are strongly encouraged to inform their parents before the College is forced to do so.

- *As a complainant, will I have to confront my assailant?*

If formal charges are filed, yes, the respondent will be permitted to attend the entire hearing so that he/she may hear and answer to all of the formal charges lodged against him/her. The chairperson of the administrative panel is instructed to ensure that all questions and answers are presented directly to the panel. Therefore, the complainant and respondent will not directly confront each other, although they may be in the same room.

- *As a complainant, do I have to name the alleged assailant?*

The choice is yours. Yes, if you want to make a formal charge and pursue judicial action against the respondent. No, if you choose to report the alleged incident and do not want formal judicial action to be taken.

- *Will I have to pay for counseling or medical care?*

Not if the care is provided through Skidmore College Health Services or Counseling Center. Hospital and off-campus fees are covered according to your own insurance policy. Emergency grants may be available through the Dean of Student Affairs office. If criminal charges are filed, the complainant may be able to have his/her expenses paid by the Victim's Compensation Fund through the local district attorney's office.

- *What do I do about legal advice?*

In a criminal action, the complainant is represented by the district attorney's office; the respondent needs to retain legal counsel. In a civil action, both complainant and the respondent need to retain legal counsel. In a campus judicial proceeding (administrative hearing), both the complainant and respondent are advised by designated College officials. The College's legal counsel does not represent individual students. Complainants and respondents are eligible to receive one consultation with an attorney retained by the Student Government Association at no charge. (Information regarding this is available at the Leadership Activities Office, 3rd floor, Case Center, ext. 5775.)

- *What if the alleged assailant is not a member of the Skidmore community?*

Skidmore's resources (e.g. medical, legal, counseling options) are available to the victim whether or not the alleged assailant is a Skidmore community member. Criminal action or legal action, if pursued, would be through the criminal or civil court system.

- *What about changing residence hall rooms?*

Either the complainant or respondent may be moved to another room or residence hall by the Office of Residential Life, depending on the circumstances involved. Each case is treated on an individual basis.

- *In the definition of sexual assault, reference is made to a person being incapable of giving consent because of "temporary mental or physical incapacity." What does this mean?*

Temporary mental or physical incapacity includes a variety of situations. For example, a person under the influence of alcohol and/or other drugs, to the extent that he/she is unable to make a rational decision, is considered temporarily mentally and physically incapable to give consent.

- *Will the use of alcohol and/or other drugs affect the outcome of a sexual assault judicial case?*

It will have some effect. However, the fact that either the complainant or respon-

dent was under the influence of alcohol and/or other drugs during the alleged incident is peripheral to the issue of whether or not the accused is found responsible for a sexual assault.

- *Will a student be punished when reporting a sexual assault policy violation if he/she illegally used alcohol and/or other drugs?*

This will depend upon the circumstances. The seriousness of sexual assault is a major concern and our overriding objective is to encourage the reporting of sexual assault. The College does not want any of the circumstances (e.g., drug or alcohol use) to inhibit the reporting of sexual assault. Each situation will be decided on a case-by-case basis.

- *To whom does Skidmore's sexual assault policy apply?*

It applies to all enrolled students. All enrolled students should expect that they may seek the resources of the College if they are victims of sexual assault. Similarly, enrolled students should expect that they will be subject to College judicial proceedings and, possibly, sanctions if they are found to have violated the College's sexual assault policy. The policy also applies to students living abroad for a semester or a year, students who are studying at another institution of higher education in the United States, and students on personal and medical leaves.

Skidmore students who find themselves in the circumstances just defined and who believe that they have been sexually assaulted are encouraged to report the sexual assault. They are welcome to avail themselves of any and all campus resources described in this pamphlet, and they are also encouraged to formally charge assailants through the College judicial system if the latter are Skidmore students. If the assailant is not a Skidmore student, victims may pursue criminal action with the police, and they are encouraged to seek support through utilizing College resources.

- *Who is protected by Skidmore's sexual assault policy?*

Skidmore's sexual assault policy protects ALL ENROLLED STUDENTS, regardless of their gender or sexual orientation, or their living arrangements, or the location of the assault. The policy protects:

- o Heterosexual female and heterosexual male students
- o Bisexual, gay, lesbian, and transgender students
- o Students living off campus during the school year
- o Students taking summer classes at Skidmore and living either on or off campus
- o Students assaulted on campus and students assaulted off campus during the school year

Enrolled students may take advantage of any and all of the College's resources if they believe they have been sexually assaulted, and they are encouraged to report the assault. If the alleged assailant is a Skidmore student, the victim is encouraged to file formal charges with the College and, possibly, the police.

- *How does the College deal with false allegations of sexual assault?*

A student who knowingly or maliciously makes a false allegation of sexual assault may be subject to disciplinary action by the College, and/or arrest.

- *Is "date rape" considered sexual assault?*

Yes. Sexual assault includes ALL incidents of rape (forced sexual intercourse), regardless of the words used to describe the rape. Date rape (or "acquaintance rape"), gang rape, etc., are all examples of rape, so they are included under the definition of sexual assault.

- *I've heard the phrase "regretted sex." Is that the same as date rape?*

No! This phrase refers to sexual activity that is consensual but regretted by one or both partners afterward. Regretted sex occurs when students are not clear with themselves or with potential partners about their values regarding sexual activity. Regretting sex after you've given consent to a partner and engaged in sexual activity does NOT entitle you to levy a charge of sexual assault. Students may want, however, to seek counseling from the counseling center in order to clarify their values regarding sexuality. They may also need to learn how to clearly and assertively communicate both their intentions and their limits to individuals they are attracted to—and with whom they might like to become physically and sexually active.

Policy on Alcohol and Other Drugs (AOD)

The use of illegal drugs and alcohol abuse (AOD) correlates with a host of problems on campus such as lowered academic accomplishment, sexual violence, and vandalism. The abuse of AOD undermines the academic mission of the College; and it is often illegal. The College considers the abuse of AOD a public health problem and works to reduce AOD abuse among students.

Skidmore provides a range of educational and counseling programs to ensure that all members of the College community know the risks associated with drug and alcohol abuse. The counseling center and health services provide confidential counseling and referral services to students who are concerned about their or a friend's use of AOD.

The College understands that students make their own choices about AOD. However, the College also believes that students should experience the consequences of 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.

When a student violates AOD policy or New York State law, a College official meets with the student to discuss the student's behavior, College policy and expectations, and to determine the appropriate sanction. The meeting makes the College's concern about the violation of the AOD policy clear to the student, and it provides the student with an opportunity to change his or her behavior without appearing before the Integrity Board. While a sanction for the conduct is imposed at this meeting, the purpose of this first meeting is educational.

The table below 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.

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

Range of Possible Sanctions

Level I	1st Offense	2nd Offense	3rd Offense
Open container Possession of alcohol by an underage student	a) Meeting with a College administrator – Warning b) Parental notification	a) All first offense sanctions b) \$100 fine	a) All first offense sanctions b) \$100 fine c) Educational sanction (at student's expense) d) Alcohol assessment by certified provider (at student's expense)
Level II	1st Offense	2nd Offense	3rd Offense
Public intoxication/disorderly conduct Permitting underage drinking in your residence Possessing a large amount of alcohol Possessing alcohol or drug paraphernalia such as a beer pong table or bong Possessing false ID	a) Meeting with a College administrator – Censure b) Parental notification c) Educational sanction (at student's expense) d) \$50 fine	a) All first offense sanctions b) \$100 fine c) Alcohol and/or drug assessment by certified provider (at student's expense)	a) All first offense sanctions b) \$150 fine c) Referral to the Integrity Board or for administrative discipline. Possible sanctions include suspension from campus residence or the College and dismissal.
Level III	1st Offense	2nd Offense	3rd Offense
Permitting and/or participating in games of mass consumption Supplying, providing, or purchasing alcohol for underage or intoxicated students Presenting or manufacturing false ID Possessing or using a small amount of marijuana (less than 25 grams)	a) Meeting with a College administrator – Censure b) Parental notification c) Educational sanction (at student's expense) d) \$100 fine e) Alcohol and/or drug assessment by certified provider (at student's expense)	a) All first offense sanctions b) \$150 fine c) Referral to the Integrity Board or for administrative discipline. Possible sanctions include suspension from campus residence or the College and dismissal.	
Level IV	1st Offense	2nd Offense	3rd Offense
Arrested for DUI/DWI/DWAI Possessing, using, or selling illegal drugs (including 25 grams or more of marijuana)	a) Meeting with a College administrator – Censure b) Parental notification c) Police notification d) Educational sanction (at student's expense) e) Alcohol and/or drug assessment by certified provider (at student's expense) f) \$150 fine g) Referral to the Integrity Board or for administrative discipline. Possible sanctions include suspension from campus residence or the College and dismissal.	a) All first offense sanctions b) \$200 fine c) Referral to the Integrity Board or for administrative discipline. Possible sanctions include suspension from campus residence or the College and dismissal.	

Possible Sanctions for Violations of College AOD Policy

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.

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.

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 drivers 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. With the approval of the Office of Residential Life, students over 21 residing in Scribner Village and Northwoods may serve alcohol at parties. The Event Authorization Form detailing the expectations and requirements is available in the Office of Residential Life. The host of a party in Scribner Village or Northwoods assumes the following responsibilities:
 - the host shall remain present for the duration of the event;
 - the host will be the purchaser of alcohol and will not permit guests under 21 to consume alcohol;
 - the host will not permit drinking games at the party; and
 - the host is responsible for their guests and College property throughout the duration of the event.

If the size of a party exceeds capacity, or safety warrants, the College will close down the party.

7. 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 undergraduate 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).
8. 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.
9. 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.

Student Bartenders

Skidmore College utilizes TIPS-certified student bartenders and individuals who check identification for legal age verification at 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.

Advertising must encourage informed and responsible decisions about the use of beer, wine, or distilled spirits.

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

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

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 an intent to use is a crime.

Smoking

In compliance with New York State law, smoking is prohibited in all indoor areas of the College, including dining halls and the Spa. In addition, all residence halls and apartments are smoke-free buildings. Cigarettes are not sold on the College campus.

Publicity of Events

College events may be announced on Skidmore's Web-based E-calendar, the Skidmore News, and Intercom. Events that are "open to the public" may be announced on WSPN and through a news release from the Office of College Relations. Events not open to the public should not be announced on WSPN or released to area newspapers for obvious security reasons. Student-sponsored films and parties should not be announced as open-to-the-public events. Such events are for Skidmore community members and their invited guests only.

College departments and SGA organizations may publish special brochures, schedules of events, or programs in an effort to promote activities of a very special nature or to apprise the community of a series of events (i.e. concert schedule, art exhibits, performing art series, College named lecture series, etc.). The mass distribution of printed flyers to announce an event is discouraged, since there are several means through which activities can be publicized. Student clubs, academic departments, and other college groups are expected to cooperate with publicity guidelines printed below.

Posters advertising events of a party nature may be placed only in Case Center, in residence halls and on the dining hall bulletin boards. Posters promoting educational programs and films may be placed on the bulletin board in the Scribner Library entrance, and on bulletin boards in academic buildings.

Flyers and posters may not be posted on any glass windows or doors for fire safety reasons and may not be posted on the ground, outdoors or on vehicles in college parking lots.

All posters, flyers and banners advertising events must be removed by the sponsors within 24 hours after the event.

Non-college groups and organizations that wish to publicize events and advertise on campus must bring posters/flyers to the Leadership Activities Office to be approved and stamped. A maximum of 20 flyers of any one event may be posted on appropriate bulletin board in Case College Center.

The Skidmore News (advertisements) and WSPN (public interest announcements) may also be utilized by off-campus groups. Skidmore community members are requested to remove non-college posters and flyers that are not stamped with an approval by the Leadership Activities Office, and to report to that office observed abuse of the publicity policy by non-college groups.

Publicity Guidelines

Print on both sides of the paper as standard procedure. Use half sheets for all publicity for co-curricular events. Whenever possible also print other types of announcements on half sheets. Limit to 150 per event the number of full-page flyers that are posted in campus facilities. Avoid all-campus mailing whenever possible hence limiting the number of copies printed. Instead, mail announcements to department chairs and office directors for posting in appropriate locations and for sharing with colleagues and staff.

Use the Web calendar and the Skidmore News advertisements to publicize campus activities, as well as WSPN to publicize events to the general public.

Utilize residence hall study breaks to announce events, activities, etc.

Utilize electronic bulletin board and e-mail when possible.

Sales and 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 basis. Student Government Association clubs and organizations and the four classes must 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 (\$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. No 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.) must register their names and associated organization with the Associate Director of Leadership Activities, 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 student affairs. Solicitation of parents by other members of the college community may not be made without the approval of the vice president for development and alumni affairs.

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.

Guidelines for 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 noise makers 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)

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.

Bicycles/Skateboards

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. Riding bicycles and rollerblading are prohibited in college buildings. Skateboards can only be used on campus for the purpose of transportation.

Pets

For health and safety reasons, dogs, cats, mice, birds, or other animals are not permitted in residence halls, College buildings, or anywhere on College property.

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 Web site.

To report an emergency or request assistance, call ext. 5566. If you are off campus, you can reach Campus Safety at 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.

FIRE SAFETY POLICY

1. All residents are responsible for attending and participating in Fire Safety Workshops during the academic year. Students are responsible for following all fire safety codes and must cooperate in removing any violations in a timely manner.
2. Fire alarm systems and fire fighting equipment are in the residence halls and apartments for the occupants' protection. Any tampering with or misuse of this equipment is prohibited and is in violation of the law.
3. Firecrackers, gasoline, candles, incense, or other highly combustible items are not permitted in residence halls or apartments.
4. Food preparation is permitted in residence hall kitchenettes. The cooking of food and the use of electrical appliances (i.e., toaster ovens, microwave ovens, heating coils, George Forman grills, etc.) are prohibited in student rooms.
5. In instances where electrical outlets are required in addition to those fixed structural outlets within the space, the following definition of an extension cord is acceptable to the College: The extension cord must be a device recognized by a nationally recognized independent testing laboratory such as Underwriters Laboratories, Inc. and be generically referred to as a "temporary power tap." This tap should have no more than six outlets, no less than a 14 gauge supply cord and contain an independent circuit breaker of no greater capacity than 15 amps.
6. The use of halogen lamps is strictly prohibited in residence halls and apartments.
7. Partitions, room dividers, lofts, and the painting of rooms are prohibited. Under no circumstances should furniture restrict free and easy movement within the room and/or apartment.
8. 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, health, or housekeeping hazard (Including, but not limited to: ceiling fans, window air conditioner units, and full sized refrigerators).
9. All Residence Halls and apartments are subject to periodic Fire Inspections. Student violations of Fire Safety codes may be responsible for any and all fines as a result of the violation (i.e. The State of New York's Department of State, Office of Fire Prevention and Control).

The list below summarizes the range of possible sanctions for violations of the Fire Safety Policy. The College generally interprets more than three violations of the Fire Safety Policy as indication that the student is unwilling to abide by College regulations:

1st offense: Written Warning and removal of violation by student

2nd offense: Meeting with College Administrator, \$50 Fine and removal of violation by the college

3rd offense: Meeting with College Administrator, Educational Sanction at student's expense, \$100 fine and removal of violation by the college

4th offense: Referral to Integrity Board

Sanctions may also be levied as a response to more serious violations.

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 courts, 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.

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) or on the Web at <http://www.ope.ed.gov/security/>,
<http://ope.ed.gov/Security/search.asp>,
or the Skidmore site
(http://www.skidmore.edu/administration/business/security/safety_report.pdf).

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.

Student Affairs and Campus Resources

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 are 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.

STUDENT AFFAIRS OFFICES

Dean of Student Affairs

<http://cms.skidmore.edu/dean-students/index.cfm>

Dean of Studies

www.skidmore.edu/administration/dean-studies/

Director of First Year Experience

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

Campus Life Office

<http://cms.skidmore.edu/campuslife/index.cfm>

Career Services

<http://www.skidmore.edu/administration/career/>

Religious Life

http://cms.skidmore.edu/campuslife/religious_life/index.cfm

Counseling Center

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

Health Services

<http://cms.skidmore.edu/health/index.cfm>

Higher Education Opportunity Program (HEOP) and
Academic Opportunity Program (AOP)

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

Office of Off-Campus Study Exchanges

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

Leadership Activities

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

Multicultural Student Affairs

<http://www.skidmore.edu/administration/admissions/multicultural/>

Residential Life

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

Community Service Programs

<http://cms.skidmore.edu/campuslife/pop/volunteer.cfm>

Department of Athletics, Fitness, and Recreation

<http://www2.skidmore.edu/athletics>

Intramural Sports

www2.skidmore.edu/athletics/intramurals

OTHER CAMPUS RESOURCES

Bursar's Office

<http://www.skidmore.edu/administration/finserv/bursar/>

Campus Safety Office

<http://cms.skidmore.edu/campuslife/index.cfm>

Center for Information Technology

<http://www2.skidmore.edu/cits/index.cfm>

Facilities Services

www.skidmore.edu/administration/plant/plant.htm

Food Services

<http://cms.skidmore.edu/foodservice/index.cfm>

Lucy Scribner Library

www.skidmore.edu/irc/library/

Office Services

www.skidmore.edu/officeservices/

Post Office

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

Registrar's Office

www.skidmore.edu/registrar/

The Skidmore Shop

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

Student Aid and Family Finance

www.skidmore.edu/administration/financial_aid/finaid.html

Tang Teaching Museum and Art Gallery

<http://tang.skidmore.edu/>

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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

