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STUDENT AFFAIRS & CAMPUS RESOURCES DIRECTORY

2003 – 2004 STUDENT HANDBOOK

□ Skidmore College

The *Skidmore College Student Handbook*, edited 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

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 the College.

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 websites 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.

Pat Oles
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 co-curricular 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 meet high standards for academic and personal integrity.

The offices and programs in Student Affairs staff work with students as mentors, coaches, advisers, 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 Handbook lists 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 offices and programs around the college. This section includes information about how to contact these offices. This section of the Handbook is considerably shorter than previous editions because of our sense that students are more likely to use web resources than print resources. I trust you will let us know if the information is not sufficient.

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 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 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 the student to write and sign this statement indicates that the faculty member responsible should 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 the student 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 student 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. The Student Bill of Rights complements the responsibilities outlined in the Honor Code and guides administrative policy and practice. The full text of the Student Bill of Rights 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, studio, and laboratory, 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 possible withdrawal of membership from the Skidmore College community. In addition to following basic College regulations, community members are also obligated to observe the laws and ordinances of local, state, and the 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 or involves the forced consumption of liquor or drugs by students, faculty, other staff, visitors, and other licensees, and invitees on College property for the purpose of initiation into or affiliation with any organization.
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, or misuse or theft of, College property, or the property of any person where such property is located on College-owned or –controlled property.
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 office, 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, distribution of drugs, or drug paraphernalia, or the possession of paraphernalia associated with dangerous consumption of alcohol (e.g., a funnel).
14. Unauthorized entry of 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.

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 an adequate defense 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; and the unacknowledged use of several major ideas or extensive reliance on another person's data, evidence, or critical method submitted as one's own, 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 more than once, without 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 of another person's computing directory, data theft or unauthorized alteration, inappropriate use of the electronic mail, and other malicious or dishonest computer activities will be treated as serious infringements of integrity. 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 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 the different disciplines. 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, etc.) 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, etc.).

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

THE SKIDMORE JUDICIAL SYSTEM

The Disciplinary Process:

1. 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.

2. Before a hearing, 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.

3. The IB or the Administrative Hearing Board (AHB) resolves the complaint and assigns an appropriate sanction. If a student withdraws 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.

4. The board usually informs a student of its decision immediately after the hearing. However, if necessary the board may take up to 10 business days.

5. 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.

6. Any board decision for suspension or dismissal constitutes a recommendation to the DOSA, who will consider whether to accept or modify the recommendation.

7. The faculty member and the student settle the large majority of academic integrity offenses and then report to the 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.

8. If harmed parties are willing, the DOSA may ask students (and faculty and staff as appropriate) to participate in mediation 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 SGA establishes the 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

The Integrity Board (IB): An IB hearing is composed of one faculty (in cases of social integrity) or two faculty (in cases of academic integrity); four students, including the chair; and one other member of the College staff. CFG appoints faculty to overlapping two-year terms and the JC schedules eligible faculty for hearings as need. 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. 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 the complainant's advisor in the preparation of a case hearing. In this role, the JC helps the complainant present the case to the board. The JC, as the designee of the DOSA, may determine 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 the Associate Dean of Students/Director of Residential Life serves as JC for social integrity cases heard by the IB and AHB.

Chairperson: The chairperson provides administrative oversight of the IB and is responsible for ensuring a fair and reasonable hearing. The chairperson controls 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 verbally and in writing of the board's decision, and to follow up on implementing decisions. If the chair cannot attend an IB meeting, 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 larger 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 one support person to the hearing. A support person provides comfort and helps the complainant or respondent present their perspective. The support person does not present evidence and perspective instead of the respondent or complainant, for in all cases the board must hear representations from those directly involved. The support person may be any member of the Skidmore community (student, faculty, or staff), and a list of trained support volunteers is available from the JC.

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 tape 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, 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 next 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 and become a part of the student file maintained by the DOSA until graduation.

- **Apology:** The board may ask students to provide a verbal and/or written letter of 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 faculty member about grade penalties. However, the affected 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, may 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 (a) public safety or disruption of the academic and educational process is a concern; (b) the respondents demonstrate an unwillingness to take responsibility for their behavior by failing to complete sanctioning tasks or by committing new social or academic violations; (c) the respondent's infraction is too egregious to the College's academic or social value system; or (d) 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 cannot 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

ADMINISTRATIVE COMPLAINTS

We view 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 the student's behalf.

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 should go to the staff of Student Aid and Family Finance. Members of the Office of the Dean of Student Affairs are available to advise students about appropriate offices and best strategies in most circumstances, as are members of the Student Affairs staff.

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 unsatisfied, 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 executive assistant to the president. Students and parents should call or write the executive assistant to 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 executive 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 her staff is prepared to change policy, but contact with the president's office may help facilitate resolution in difficult cases.

EQUAL OPPORTUNITY, AFFIRMATIVE ACTION AND DIVERSITY POLICY FOR THE SKIDMORE COLLEGE COMMUNITY

Introduction

Equal opportunity, affirmative action, and diversity are different but related concepts. This document represents Skidmore College's philosophy and perspective on these concepts. In addition, it presents the College's policies, objectives, and plans for maintaining its status as an equal opportunity employer and educator, for enhancing its affirmative action initiatives, and for supporting its goal of extending the diversity of its community.

Equal opportunity may best be described as the foundation for affirmative action and diversity. Its approach is basic: the laws and regulations focus on prohibiting discrimination. In other words, the promise of equal opportunity is that no person will be denied access to opportunities for education, employment, and housing, due to factors such as race, color, religion, gender, disability, age, national or ethnic origin, or sexual orientation.

Affirmative action presents the proactive side of equal opportunity. It requires institutions to take positive action to develop policies, programs, and procedures that implement the spirit of the equal opportunity law. Affirmative action is essential if students are to be educated to take their place in a "world that is already truly multinational and international in character."

Unlike equal opportunity and affirmative action, there are no legislative underpinnings for diversity. Rather, this commitment to becoming a community where differences are valued is internally motivated. The rationale may be summarized by the following statement:

Appreciation of diversity is fundamental to a liberal arts education, which attempts to foster the growth of the whole person in the context of respect and tolerance for others who have different experiences and backgrounds. A diverse community provides 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 ourselves in a richer environment that encourages deepened appreciation of other individuals, other cultures, and other perspectives.

The programs presented in this document were developed in expectation of regular review, evaluation, and modification. The policy and philosophy, however, stand as a firm commitment and a reminder that we learn best when we learn together.

STATEMENTS OF POLICY

A. College Policy on Equal Opportunity and Affirmative Action

The following statement of policy affirms Skidmore College's commitment to equal employment opportunity and affirmative action principles:

Skidmore College pledges to prohibit discrimination against any individual or group of its students, prospective students, employees, or prospective employees on the basis of race, color, religion, gender, disability, age, national or ethnic origin, or sexual orientation.

Skidmore College values its long traditions of academic and personal freedom. The College is enhanced and strengthened as a learning and working community by the diversity of its members. Therefore, the College affirms the right of all individuals to equal opportunity in education and employment without regard to race, color, religion, gender, disability, age, national or ethnic origin, or sexual orientation.

B. College Policy on Sexual Harassment

Skidmore College believes that acts of sexual harassment are unacceptable and that its community members have the right to be free from offensive and hostile behavior. Sexual harassment is a form of sex discrimination prohibited by state and federal law.

The complete policy may be found in the Sexual Harassment Policy and Information Guide.

C. Diversity Policy

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. (Mission Statement, November 1993)

Fulfillment of this mission relies on mutual respect, recruitment, and retention of qualified students, faculty, and staff of diverse backgrounds and cultural heritages. Equally important is a community where individuals respect all differences and recognize that they can learn from each other.

D. Policy Implementation

To put these policies into action, Skidmore College has developed an affirmative action program that may be modified by the President based upon recommendations of the Director of Diversity and Affirmative Action. The College shall regularly review its practices and procedures regarding admissions, recruitment, hiring, promotion, and other areas of concern to students, employees, and employer and shall seek to redress any inequities.

Inquiries concerning the application of these policies should be directed to:

The Director of Diversity and Affirmative Action

Skidmore College

815 North Broadway, Saratoga Springs, NY 12866-1632

(518) 580-5943

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

Equal Opportunity and Affirmative Action Program

The Equal Opportunity and Affirmative Action Program covers the educational and employment environment of the College and establishes specific procedures and standards as appropriate.

1. Educational Environment

In accordance with its policy on equal opportunity and affirmative action, Skidmore College prohibits discrimination against any employee or student on the basis of race, color, religion, gender, disability, age, national or ethnic origin, or sexual orientation.

2. Employment Environment

Guidelines have been established to ensure uniformity in process and treatment of employment policies and practices. The guidelines apply across the institution. The College prohibits discrimination on the basis of race, color, religion, gender, disability, age, national or ethnic origin, or sexual orientation.

Procedures for Complaints of Racial and Other Forms of Discrimination

Any student who believes that racial and/or other discrimination is diminishing the quality of his/her educational or social experience should take one of the following steps:

- 1) Tell the person, verbally or in writing, that his or her behavior is discriminatory.
- 2) Discuss the problem with any member of the Student Affairs staff, or if you prefer, a member of the faculty, administration, or staff who you know. Faculty, administrators, and supervisors do not keep a formal record of an initial conversation about discrimination. They do make a report however to the director of diversity and affirmative action if the situation meets the formal definition of discrimination. The DDAA maintains a yearly 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 discrimination. However, disclosure is required by law at the formal fact-finding and hearing level.
- 3) When the person accused of discrimination is an employee of the College, the Office of the Director of Diversity and Affirmative Action is responsible for resolving the complaint.
- 4.) When the person accused of discrimination is a student, file a formal complaint with the Associate Dean of Student Affairs/Integrity Board (IB) Judicial Counsel, Donald Hastings. The IB hears the complaint. The Student Handbook describes IB procedures in the section titled, "College Judicial System."

Informal Resolution

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 discrimination. If mediation fails, or the unwanted behavior continues, the associate dean of student Affairs shall conduct a formal fact- finding process.

Fact-Finding

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

Either the complainant or the College may initiate an IB hearing based on the results of the fact-finding process. A hearing concerned with racial or other forms of discrimination proceeds like any other IB hearing. However, the board will also consider expert testimony of the DDAA regarding the discrimination in question. An appointee of the DDAA will augment board membership. The DDAA, not the dean of student affairs, will consider any appeal of the IB decision.

SEXUAL HARASSMENT POLICY

Introduction

Skidmore College believes that acts of sexual harassment are unacceptable and that its community members have the right to be free from offensive and hostile behavior. Sexual harassment is a form of sex discrimination prohibited by state and federal law. Unwelcome sexual advances, gender hostility, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is explicitly or implicitly as a term or condition of an individual's employment or educational activities (*quid pro quo*);
2. Submission to, or rejection of, such conduct by an individual is used as the basis for employment or educational decisions affecting the individual (*quid pro quo*); or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance, or of creating an intimidating, hostile, or offensive working or learning environment.

Sexual harassment is an issue of power-power to control or manipulate people or to determine the tone of the work/learning setting. Power may take many forms. Since traditionally more men than women are in positions of power in administrative, managerial, supervisory, leadership, and teaching roles, more men than women are charged with sexual harassment throughout all business and educational settings. The law and Skidmore policy, however, cover all forms of sexual harassment: men harassing women, women harassing men, men harassing men, and women harassing women.

Sexual harassment can happen 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). Skidmore's policy applies to all employees and students of the College whenever they are interacting with one another.

In addition, an employee or student may experience sexual 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, and students. Sexual harassment can take place in person, over the phone, by fax, and through the computer.

Examples of sexual harassment may include, but are not limited to, the following:

- sexually degrading words or gestures used to describe an individual;
- subtle or not-so-subtle pressure for sexual activities;
- unnecessary touching, patting, pinching, or brushing against a person's body or clothing;
- comments about an individual's body, clothing, or lifestyle that have sexual implications;
- leering or ogling or other non-verbal "comments" about an individual's appearance;
- displays of material (objects, pictures, cartoons, articles, books, or magazines) that are sexually explicit or demeaning;
- repeated derogatory statements and/or jokes that are related to gender and/or sexual orientation;
- demanding sexual favors accompanied by implied or overt threats concerning professional or academic performance evaluation, recommendations, promotion, grades, etc.; and sexual assault.

Third-party Harassment

It is important to recognize that sexual harassment may occur 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 setting or classroom (or any other setting) that requires a Skidmore employee or student to be present for work or learning purposes.

Consensual Relationships

Dating relationships between faculty and students or between supervisors and subordinates or student workers are generally unwise. Such consensual relationships may unfairly exploit power differences, violate the respect and trust given someone in authority, and may subtly, albeit perhaps inadvertently, pressure those in the more vulnerable positions. Consensual relationships are discouraged and mutual consent will not automatically provide immunity if a complaint of sexual harassment arises.

Procedures for Resolving Complaints

Employees and students should report sexual 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. Employees and students are strongly encouraged to seek information about campus resources available to them in cases of sexual harassment and to disclose cases of harassment to college authorities.

The Director of Diversity and Affirmative Action (DDAA), every member of the Diversity and Affirmative Action Committee (the list of members is available in Human Resources), and every member of the Student Affairs staff are trained to assist students and employees concerned about sexual harassment. These members of the College staff are available to provide information concerning the College's sexual harassment policy, the process that the College has designed, and appropriate action the complainant may take.

The College has established procedures to respond to sexual harassment concerns swiftly, equitably, and sensitively. The College will maintain confidentiality to the extent possible. However, once the College receives information about sexual harassment, the College has a legal obligation to investigate and respond. The following section detail College procedures.

Once college personnel learn about an incident of sexual harassment, the college is legally obligated to address and respond to the complaint. College personnel follow a process that includes:

- Discussing confidentiality standards and concerns,
- Advising complainants and respondents of College policy and the law,
- Putting the complaint in writing and verifying its accuracy with the complainant,
- Filing a written complaint with the DDAA (all write-ups will be kept in a confidential file),
- Gathering all relevant information central to recommending action, and
- Directing appropriate and necessary action

The appropriate procedure for resolving a formal complaint depends on the person accused. When the person accused of sexual harassment is a student, the Integrity Board hears the complaint. The Student Handbook describes the Integrity Board procedures in the section titled, "The Skidmore Judicial System." However, the board will also consider expert testimony by the DDAA regarding sexual harassment. In addition, the DDAA will appoint an additional member to the IB. The DDAA, not the Dean of Student Affairs, considers any appeal of the IB decision. In all other respects, a hearing concerned with sexual harassment proceeds like any other IB hearing.

When the person accused of sexual harassment is an employee of the College, the Office of the Director of Diversity and Affirmative Action is responsible for resolving the complaint. Students may obtain a full description of the procedures employed by the Director of Diversity and Affirmative Action by visiting the office website at or contacting the office directly.

The College does not offer informal resolution for quid pro quo complaints (see Introduction #1 and #2). However, in some cases, and at the complainant's discretion, the College may attempt an informal resolution of situations where a single incidence of a behavior, if repeated, would constitute an "established pattern" of sexual harassment (see Introduction #3). 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.

Retaliatory Actions

The College will not tolerate any attempts to take retaliatory action or efforts to unduly influence the normal conduct of the process or of persons involved in resolving a sexual harassment complaint. Such actions constitute misconduct, and any student who engages in such behavior is subject to disciplinary action.

False Allegations

The College will not tolerate false accusations of sexual harassment. Such allegations constitute misconduct, and any student who knowingly, maliciously or frivolously makes a false allegation of sexual harassment will be subject to disciplinary action.

Questions

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

- Why is it important for me to come forward with a report of sexual harassment?

It's important because if you do not come forward you are enabling the behavior to continue, and you may not be the only person being sexually harassed. Speaking up allows the College to protect you from further sexual harassment; it also allows the College to protect you from retaliation. Ignoring the behavior doesn't help, and your silence gives the harasser the message that his/her behavior is okay, which could lead to the behavior worsening. Though the College is required by law to have a sexual

harassment policy in place, the College believes that no employee or student should tolerate or be expected to tolerate sexual harassment while in the employ of Skidmore or while enrolled as a student.

- Who will know about my report?

As few people as possible: the DDAA, the person who received the complaint, the respondent, and other individuals as necessary who may be central to responding to the complaint.

- Should I keep a record?

Yes. In all instances keep a written, dated record of sexual harassment incidents. Include the time, place, and a record of what was said, as well as what was expressed non-verbally. Make note if there were witnesses. Save any letters, cards, etc., at home.

- I'm worried that something I'll say will offend someone without my intending to do so. How can I tell if someone feels sexually harassed by me?

Observe carefully how people respond to what you say. Non-verbal language says a lot: What is it saying to you? You often cannot rely on verbal behavior; the majority of us were taught to be polite (women, especially), so automatic or "polite" laughter at inappropriate behavior is often a response. It's a good idea to take stock of one's behavior from time to time-What is okay in a social group may not be okay in a work setting. Don't assume that co-workers, fellow employees, and/or students enjoy sexually oriented comments, statements about their appearance, or sexist jokes. If you're in doubt about something you said, ask people if they were offended in a way that makes it comfortable for them to be honest with you. If they were offended, apologize and refrain from saying/doing similar things in the future.

- There is so much talk about sexual harassment these days. I'm concerned that as a supervisor I'll be liable for incidents of sexual harassment among my staff. Should I be?

You and the institution are liable if no action is taken and you know about offensive behavior, regardless of the source of the information. Liability is drastically reduced, if not eliminated, however, when an institution and individuals in managerial positions can show that they took "immediate and appropriate corrective action" to address sexual harassment. The "grapevine," third-party comments, information from alumni, etc., are all reasons to investigate. If in doubt about whether you should take action, consult with the director of diversity and affirmative action.

- As a faculty member, I am concerned that the sexual harassment policy could potentially violate my academic freedom and free speech rights. What guidance and protection is there for a faculty member like me whose course content is often controversial?

Academic freedom and free speech are cornerstones of education, and everyone at the College (including the committee members responsible for writing this document) wants to protect these central aspects of academic life. The intent of the sexual harassment policy is in no way to violate or limit one's academic freedom and/or rights. Faculty who feel their course work may be potentially vulnerable (e.g., art faculty showing slides of nudes; government faculty teaching current issues in public policy such as abortion and sodomy laws; English faculty teaching literature with explicit sexual language and themes; sociology faculty working with feminine and masculine identities; etc.) might want to employ strategies that will help strengthen their rights to explore material germane to their

research and teaching. One faculty member whose course deals almost exclusively with sensitive material has had great success by alerting students on the first day of class to the controversial nature of much of the material in the syllabus. The faculty member reports that as a result of this clear description of the course's content she has never had a complaint.

- Who are the victims of sexual harassment?

Victims do not fit one profile, though there are people who may be especially vulnerable to harassment: the young, inexperienced, unassertive, or socially isolated; women in non-traditional fields; minority women, gays, and lesbians who may be sexually harassed as an expression of racism or homophobia; and individuals in a subordinate position either in the workplace or in the classroom.

- What happens if sexual harassment occurs in the classroom?

The college resolves a complaint about behavior that is disrupting the classroom in the same way all sexual harassment complaints are resolved. However, the faculty has the right to temporarily withdraw a student from a class pending a resolution of the complaint. In most instances, the department will make every effort to protect students academic standing during the time required to resolve the complaint.

- What are the effects of sexual harassment?

At a minimum, sexual harassment makes for an uncomfortable work or learning environment. It can also be humiliating and degrading, undermining self-esteem and sometimes ruining careers. Targets of harassment may experience stress-related physical and emotional symptoms, which may leave them feeling that they must change jobs, drop courses, or leave the College entirely. If a number of people within a department are affected, for example, morale can plummet, and so can quality of work.

- To whom does Skidmore's sexual harassment policy apply?

Skidmore's sexual harassment policy applies to all College employees and enrolled students.

It applies to all employees of the College (faculty, staff, and students who are drawing a paycheck from Skidmore) though harassment may come from individuals outside the Skidmore community (salespeople, alumni, visitors, etc.). The College encourages employees to report all instances of sexual harassment, whether they've occurred at the College or while an individual is off-site working on College business.

In addition, this policy protects all enrolled students from sexual harassment within the College, while away on a study-abroad program and/or during an internship or volunteer assignment if the harasser is another enrolled student. Faculty and staff who hear from a student about sexual harassment that she/he is experiencing from another student should immediately direct the student complainant to the Office of the Dean of Student Affairs for help. Students are also protected from sexual harassment by faculty and staff, and should bring their complaints to the Office of the Dean of Student Affairs. The dean will ensure that a student's complaint is heard by the DDAA and other appropriate individuals responsible for employee (faculty and staff) conduct.

- Are respondents and complainants entitled to an advisor?
If so, when?

Respondents and complainants are entitled to bring a community member to any conversation or hearing panel relevant to their case. Advisors may speak on their behalf or simply be present as a source of support. A number of individuals in the community have been trained and educated in matters of sexual harassment and are available to help respondents and complainants; the DDAA will ensure that names of these individuals are shared with respondents and complainants.

- What is the impact of this policy on the Skidmore community?

A policy such as this one will have a positive impact upon the College community. Free speech and academic freedom are of paramount importance at an institution of higher education. This policy will not curtail that freedom but rather liberate the community by defining what is, and is not, sexual harassment. The policy also will serve as the beginning of dialogues that will work to dispel misconceptions about what constitutes sexual harassment, as well as strengthen mechanisms that prevent its occurrence.

- The policy states that the director of diversity and affirmative action has ultimate responsibility for following up on all complaints and will be involved in each case of sexual harassment. What if there is a conflict of interest on a particular case?

In instances where there is a conflict of interest for the DDAA, the president will appoint someone from the Diversity and Affirmative Action Committee in place of the DDAA.

- What if someone reports and charges ME with sexual harassment, and it is not true?

Anyone who knowingly, maliciously, and/or frivolously makes a false allegation of sexual harassment will be subject to disciplinary action by the College, including possible termination of employment.

Inquiries concerning the application of this policy should be directed to:

Director of Diversity and Affirmative Action

Skidmore College

815 North Broadway

Saratoga Springs, NY 12866-1632

518-580-5943

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

SKIDMORE 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 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 Skidmore Department of Campus Safety:

If you are a Skidmore College student and believe you have been sexually assaulted, we strongly encourage you to contact the Skidmore College Campus Safety Office 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 resource individuals listed in the following section.

If you believe you have been Sexually Assaulted, Remember ...

Sexual assault is any non-consensual physical contact of a sexual nature, which is committed either by force or intimidation or through the use of the victim's mental or physical helplessness. It is an act of violence that should be reported immediately.

- Seek help immediately by notifying Skidmore Department of Campus Safety and reporting the incident. Do not shower, bathe, or clean up in any way that might destroy valuable evidence.
- The College's reporting process is confidential.
- 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 (24 Hours a day, 7 Days a week)

Skidmore College or community resources for immediate assistance:

Skidmore Department of Campus Safety - 580-5566

Saratoga Hospital - 583-8313

Saratoga Rape Crisis Hotline - 587-2336

Saratoga Police - Emergency - 911 or 584-1800

-OR-

Center for Safer Sexual Relations – ext. 8255 (TALK)

-OR-

Residence Staff member or Dean “ON DUTY” (while school is in session)

(Call Skidmore Department of Campus Safety, ext. 5566, to contact

“on-duty” person)

-OR-

Skidmore Health Services, ext. 5550 (while school is in session)

The following Skidmore College staff members are trained to provide support and information for anyone who feels he or she 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 contact their office; after 4:30 p.m. contact Campus Safety at ext. 5566 while school is in session).

Shelly Van Slyke, Health Educator, ext. 5684

Ann Marie Przywara, Residential Life, ext. 5765

Anita Steigerwald, Student Affairs, ext. 5779

Center for Safer Sexual Relations

The Center for Safer Sexual Relations, located on the third floor of Case Center, is a student-initiated center for advocacy, training and education pertaining to all aspects of sexual health and sexual conduct. 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 and frank discussions of sexual and relationship issues. Students are especially urged to visit the Center or call x8255 (TALK) in seeking help or information regarding sexual assault questions.

Procedures for Reporting and Filing Formal Charges of Sexual Assault

- **Reporting to the College**

Students should NOTIFY SKIDMORE Department of Campus Safety of all incidents of sexual assault so that protection-including police protection-can be provided if needed. When the accused is a Skidmore College student, the victim should file a report with Campus Safety or with any of the individuals identified in this policy. 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 campus and in the Saratoga Springs community.

- **Filing Formal Charges with Local Law Enforcement**

Students may file formal charges with the police. If desired, Skidmore's Department of Campus Safety will provide students with information to help them with that decision. Officers from Campus Safety or representatives of the College are available to accompany the victim to the appropriate law enforcement agency 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.

- Filing Formal Charges through the Skidmore College Judicial System

Enrolled students who believe they have been victims of sexual assault may file formal charges with the associate dean of student affairs/director of residential life if the alleged assailant is 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.

The College's judicial system is a partner to its academic program and is intended to be primarily educational. The College's judicial system governs violations of the College's code of student conduct and this sexual assault policy but does not determine if criminal acts have been committed. When the complainant believes that a crime has been committed, it is recommended that she/he file formal charges with the local law enforcement agency (see above). In making the decision whether to file a formal charge, students are welcome to confer with the director of campus safety and/or all staff members listed in this policy as resource individuals.

The College's judicial procedure specifically designed to adjudicate formal 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 (victim) 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 after the formal charge is filed to determine if there has been a violation and, if it is determined that a violation has occurred, the appropriate sanction. 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 an oral warning to expulsion from the College.

After the administrative panel has heard the case, panelists deliberate to determine a finding and, if appropriate, a sanction. The respondent and the complainant also will be told that the recommended finding and the sanction will go to the dean of student affairs and that the dean may accept all or any part of the recommendation. The chair will then send to the respondent a written copy of the Dean's decision within five (5) College days. Respondents may appeal the dean's decision by filing an appeal with the president within five (5) College days of the date of the decision. The president's decision is final and binding.

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 either 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 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 Donald Hastings, associate dean of student affairs/director of residential life.)
- The right to have a judicial advisor accompany the complainant through the hearing. All participants will be bound by the rules of confidentiality governing the hearing.
- The right not to have irrelevant past sexual behavior discussed during the hearing.
- The right to a closed hearing.
- The right to remain present for the entire proceeding and to inspect information and materials presented.
- The right to a hearing without unnecessary delays.
- The right to speak on one's 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 judiciary administrative hearing process.
- The right to know in advance the names of all witnesses to be called in the 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 Donald Hastings, associate dean of student affairs/director of residential life.)
- 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 a negative inference may be made by the administrative panel.
- 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.
- The right to appeal the decision of the Dean of Student Affairs to the President.

Questions

The following are some of the most commonly asked questions regarding 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 of the College, Dean of Student Affairs, Director of Security). The College must statistically report the occurrence on campus of six 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 throughout 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) 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 administrative 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 decided, 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. A person under the influence of alcohol or drugs to the extent that he/she is unable to make a rational decision is considered temporarily mentally and physically incapable of giving 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 respondent 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 guilty of 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. While its primary response to alcohol and drug policy violations is education, the College must also respond to violations of the College's drug and alcohol policies.

- 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 should pursue judicial action with the police, though they are encouraged to seek the support of 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:

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

- What if someone reports and charges ME with sexual assault-and it is not true?

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

- 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 and sexual assault?

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 full range of educational and counseling programs to insure that all members of 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 college AOD policy or the law, a college official meets with the student to discuss the student's behavior, college policy and the College's expectations. In extreme circumstances, the college may take immediate disciplinary action. In most cases, however, the purpose of the meeting is to make the College's concern about AOD use clear to the student and to provide the student with an opportunity to change their behavior without appearing before the Integrity Board.

When appropriate, the College encourages students to work with a professional counselor to resolve their drug or alcohol problems. If AOD abuse disrupts the academic or residential setting, the college may require the student to withdraw from school until they can document a successful resolution of the problem to the satisfaction of the College.

If the student continues to violate college policy or the law, the college may meet with the student a second time. In this meeting, the student must agree to abide by College policy or withdraw from the college. The College may also contact the student's parents to involve them in resolving the concern. The College considers additional violations of college policy or the law as an indication of the student's unwillingness to abide by college regulations. The College may refer a student to the Integrity Board or take immediate administrative action.

Laws and Policy Relating to Alcohol

The discussion below identifies several provisions of NYS 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 NYS 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, Falstaffs, 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 government issued 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 form 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 government issued 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 Coordinator 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, nonalcoholic 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 may serve alcohol at parties with more guests. The Event Notification Form detailing the expectations and requirements is available in the Residential Life office. The host of a party in Scribner Village assumes the following responsibilities:

The host shall remain present for the duration of the event,
The host 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 disperse any party.

7. The College does not tolerate “drinking” games (beer pong, etc.) in the residence hall, college events, or student parties. The College will discipline students who permit drinking games in their rooms, at events, or at parties.

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 and the residence hall system, including Scribner Village.

7. At private, by invitation only functions, alcoholic beverages may be available on an open-bar basis. Individual sponsors of and guests at private functions are subject to compliance with NY State Alcohol Beverage Control Laws.

Student Bartenders

Skidmore College utilizes student bartenders and individuals who check identification for legal age verification at Student Government Association (SGA) 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 for students or held on campus shall conform to the code of student conduct of Skidmore College and avoid demeaning sexual 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 Coordinator.

Students promoting local off-campus activities that involve the sale of alcohol must obtain approval from the Coordinator of 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 a crime; 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 snack bar. In addition, all residence halls are smoke-free buildings. Smoking is permitted in Scribner Village apartments with the agreement of all occupants. Cigarettes are not sold on the College campus.

BICYCLES / SKATEBOARDS

Students are permitted to have bicycles. However, the College assumes no responsibility for their safe-keeping. The College cannot be responsible for shipping any bicycles left on campus. Riding bicycles and roller-skating 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.

GUIDELINES FOR FAN PARTICIPATION AT SKIDMORE 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 noisemakers at indoor 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.”

LIFE SAFETY

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

Campus safety enforces college regulations including those regulating parking, the operations of motor vehicles, and alcohol. A full description of parking, motor vehicle, and snow removal policies is available on the campus safety website.

To report an emergency or request assistance call 5566. If you are off campus you can reach campus safety at 584-2021.

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 the Department of Campus Safety and the associate dean of student affairs/director of residential life office. 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 do 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 to 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.

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 one of the recesses. 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 Department of Campus Safety in the basement of Jonsson Tower. Any student losing property anywhere on campus should immediately report the loss to Campus Safety. Additionally, all found property should be turned in to Campus Safety for retention. All property that has been turned over to Campus Safety will be retained until claimed or until the expiration of the legally required retention period.

MOTOR VEHICLE POLICIES

All students, faculty and staff are required to register all vehicles that are parked on campus with the Office of Campus Safety. Students residing on the North Broadway campus pay an annual parking registration fee. Students residing off-campus or in Moore Hall 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. Each person receives a copy of the motor vehicle policies when the vehicle is registered. They are also available in the Office of Campus Safety and printed on the Office of Campus Safety web site.

<http://www.skidmore.edu/administration/business/security/security.html>

STUDENT AFFAIRS & CAMPUS RESOURCES DIRECTORY

The following student affairs offices and campus resources provide a variety of services and programs that contribute to students' personal growth, academic success, and quality of life on campus. Students are encouraged to acquaint themselves with these areas of the College and to seek out the professional staff for their expertise and guidance. While College staff members are always eager to assist students, they cannot know in each instance when concerns or problems arise in students' lives. It is the responsibility of each student to assert him/herself in finding the appropriate individuals on campus who can be of most help, and to take full advantage of the resources and services Skidmore offers its students. Most offices and departments have web sites that provide information about their areas.

Student Affairs Offices:

Dean of Student Affairs

http://www.skidmore.edu/administration/dean-students/dosa_index.htm

Dean of Studies

<http://www.skidmore.edu/administration/dean-studies/>

Dean for First-Year Students

<http://www.skidmore.edu/campuslife/Dean.html>

Campus Life Office

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

Career Services

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

Chaplain's Office

<http://www.skidmore.edu/campuslife/chaplain/index.htm>

Counseling Center

<http://www.skidmore.edu/administration/counseling/index.html>

Health Services

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

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

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

International Study Abroad Programs

<http://www.skidmore.edu/administration/int-programs/OIPHome.html>

Leadership Activities

http://www.skidmore.edu/campuslife/leadership_activities/index.html

Multicultural Student Affairs

<http://www.skidmore.edu/campuslife/multiculturaloffice/index.html>

Residential Life

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

Volunteer Services

<http://www.skidmore.edu/campuslife/volunteer.html>

Other Campus Resources:

Bursar's Office

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

Campus Safety Department

<http://www.skidmore.edu/administration/business/security/security.html>

Card Office (College ID's)

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

Center for Information Technology

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

Facilities Services

<http://www.skidmore.edu/administration/plant/plant.htm>

Food Service

<http://www.skidmore.edu/administration/food/index.html>

Lucy Scribner Library

<http://www.skidmore.edu/irc/library/>

Office Services

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

Post Office

<http://www.skidmore.edu/administration/business/postoff/po.html>

Registrar's Office

<http://www.skidmore.edu/registrar/index.htm>

The Skidmore Shop

<http://store.yahoo.com/skidmore/>

Student Aid and Family Finance

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

Tang Teaching Museum and Art Gallery

<http://www.skidmore.edu/tang/main.html>

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Alma Mater