

**KEUKA**  
COLLEGE



**Student Handbook  
2010-2011**



# FREQUENTLY CALLED NUMBERS:

Academic Success at Keuka (ASK)	279-5695	Human Resources	279-5247
Admissions	279-5254	Humanities and Fine Arts	279-5674
Alumni and Family Relations	279-5238	Information Technology Services	279-5217
<b>AMBULANCE</b>	<b>911</b>	Keukonian	279-5248
Athletics	279-5249	Lightner Library	279-5632
Basic and Applied Social Sciences	279-5670	Mulicultural Affairs	279-5225
Bookstore	279-5230	Natural Sciences, Mathematics and Physical Education	279-5268
Business and Management	279-5220	Occupational Therapy	279-5668
<b>CAMPUS SAFETY</b>	<b>279-5250</b>	Registrar	279-5204
Center for Experiential Learning	279-5274	Residence Life	279-5655
Center for Professional Studies	279-5406	Student Billing	279-5237
Center for Spiritual Life (C.S.L.)	279-5378	Technology Learning Center	279-5616
Counseling Services	279-5368	Weed Physical Arts Center	279-5249
Education	279-5257	Women's Center	279-8830
Financial Aid	279-5232	Work Study	279-5274
Health Services	279-5368		
Help Desk (IT)	279-5217		



*The national leader in experiential, hands-on learning*

July 2010

Dear Keuka College Students,

Welcome to the 2010-11 academic year! We in student affairs wish you a successful and fun educational experience, and want you to know that there are many folks here at Keuka who are ready and willing to help you grow and learn.

This handbook provides much information about College policies and procedures, rules and regulations, and helpful hints about student life. You should use this handbook as a resource and guide. We suggest that you read it in its entirety so that you will be familiar with its content should you need to access a particular service or program. The handbook contains detailed information about the Code of Student Conduct and your rights and responsibilities as a student under the code. In addition, the College's alcohol and drug policies, student housing policies and procedures, information about campus safety and student activities, and a number of other services and programs are included. Again, we urge you to become familiar with the handbook's contents and then refer to it as the need arises.

The 2010-11 year is shaping up to be an exciting one and we are pleased that you are part of the Keuka family. Student affairs staff members are eager to help you have a successful experience. Please let us know how we can best serve you.

With very best wishes,

A handwritten signature in black ink, appearing to read "James W. Blackburn".

James W. Blackburn, Ed.D.  
Dean of Students

*Keuka Park, N.Y. 14478-0098  
(315) 279-5000  
[www.keuka.edu](http://www.keuka.edu)*

# Student Affairs Staff



James Blackburn, Ed.D.  
Dean of Students



Jennifer Furner, Ed.D.  
Director of Student  
Activities



Tracy McFarland, Ed.D.  
Associate Dean of  
Students



Eric Detar  
Chaplain



Betty Hill  
Office Manager



Chevanne DeVaney  
Director of Multicultural  
Affairs



Bonna McMahon  
Assistant Office Manager

# Housing and Residence Life



Patrick Reape  
Director



Ashley Hubler  
Saunders Hall Residence  
Director



Margeaux DePrez  
Administrative Assistant  
Space Hall Residence  
Director



Timothy White  
Harrington/Blyly Hall  
Residence Director



McKala Accetura  
Davis Hall Residence  
Director

Not Pictured:  
Eugene Mont (Ball Hall Residence Director)

# Campus Safety



Kevin Tierney  
Director



Rodney Stanton  
Officer



Cubby Graves  
Officer



Jason Taylor  
Officer



Dale Mosher  
Officer



Mitchell Wagaman  
Officer



Matt Speers  
Officer

# Counseling and Health Services



Martha Rich  
Director of Health  
Services



Anita Gaston  
Registered Nurse



Bryan Bushart  
Counselor

# Athletics



Jeff Bray  
Assistant Director/  
Athletic Trainer



Maureen Loyer  
Assistant Athletic Trainer



Jonathan Accardi  
Director of Campus  
Recreation



Katie Marcella  
Cross Country Coach  
Assistant Women's  
Basketball Coach



Jamie Burke  
Women's Soccer Coach/  
Women's Softball Coach



Thad Philips  
Men's Basketball Coach



Kelly Lickert  
Women's Lacrosse Coach



Matthew Tantalo  
Men's Soccer Coach/  
Tennis Coach



Sue Losey  
Athletics Office Manager

Not Pictured: Dave Sweet (athletic director/women's basketball coach), Tom Flood (golf coach), Jason Paige (men's lacrosse coach), and Mike Barry (baseball coach).

## Contents

<b>SECTION IV: STUDENT AFFAIRS</b>	<b>1</b>
<b>I. Campus Activities</b>	<b>1</b>
A. Student Association and Student Senate	1
1. Campus Activities Board	1
2. Senate Budget Allocations Committee	1
B. Clubs and Organizations	2
1. National Honor Societies	2
2. Local Honor Societies	3
3. Student Clubs and Organizations	3
Professional Preparation Clubs	3
Club sports	4
Keuka Publications	4
Other Clubs & Organizations	4
C. Class Activities	6
D. Creation of New Club or Organization Seeking Student Senate Funding	6
E. Students on the Board of Trustees	7
F. Keuka Traditions	7
1. Special Weekends/Events	7
G. Bulletin Boards and Posting of Information	8
H. Vendor Policy	9
1. Student Vendors	9
2. Off Campus Vendors	9
<b>II. Student Life</b>	<b>10</b>
A. Goals & Guiding Principles of Student Affairs	10
1. Principles of Student Development	10
2. Principles of Student Services	11
B. Student Rights and Responsibilities	11
1. Speech/Expression/Press	11
2. Non-Discrimination	11
3. Assembly/Protest	11
4. Religion/Association	12
5. Privacy/Search/Seizure	12
6. Academic Pursuits	12
7. Quality Environment	12
8. Governance/Participation	12
9. Due Process	12
10. Confidentiality	12
a. Photo Release Policy	13
C. Statement on Diversity	13
1. Philosophy	13
2. Goal	13
3. Definition of Diversity	13
D. Commitment to a Drug-Free Educational Environment	13
1. Statement and Policy on Drugs	13
Health Risks Associated With Drugs	14

2. Policy on Alcohol Use	15
Alcohol Policy Sanction Guidelines	16
First Offense	16
Second Offense	16
Third Offense	16
Fourth Offense	16
Keuka College Good Friend Policy	17
How the Good Friend Policy Works	17
3. Alcohol and Legal Requirements	18
a. Prohibited Sales	
(ABC Article 5, Section 65, Revised Penal Law)	18
b. Other Violations of the Law and Keuka College Policy	18
c. Definition of the Term “Sale”	18
d. Procedure for Securing a (Temporary Beer/Wine) Permit	18
4. Sponsor Responsibilities for Student Activities Where Alcohol is Served	19
5. Private Social Events Not Sponsored by the College	21
6. Appendix A: Alcohol Quantities	21
7. Appendix B: New York State 21-Year-Old Purchase Age	21
Alcohol Beverage Control Law	21
Section 65. Prohibited Sales	21
Section 65-a.	22
Section 65-b.	22
General Obligation Laws	22
Section 11-100.	22
Section 11-101.	23
Penal Law	23
Section 260.20.	23
65-B.	24
65-C.	24
8. Health and Counseling Services Available	25
9. Parental Notification	26
E. Religious Beliefs	26
F. Keuka College Smoking Policy	26
G. Sexual Harassment Policy	27
1. Statement of Policy	27
a. Definition	27
b. Keuka College Sexual Harassment Panel	27
2. Procedures	28
3. Remedies	31
H. Policy on Discriminatory and Bias-Related Harassment	31
1. Procedures	32
2. Judicial Sanction for Bias-Related Violations	32
a. First Offense	32
b. Second Offense	32
c. Third Offense	32
I. Policy on Rape and Other Non-consensual Sexual Activity	32

1. Statement of Policy	32
2. Definitions	33
a. Forced Non-consensual Activity—Rape	33
b. Other Non-consensual Sexual Activity	33
c. Definition of Consent	33
3. Options Available to Victims of Rape/Sexual Assault	33
4. Keuka College and Local Community Resources	34
J. Health Policies	34
1. Keuka College Institutional Position: AIDS	34
2. Hepatitis B Policy and Vaccine Procedure for Students	35
a. Vaccination	35
b. Post Exposure	36
c. Cost	36
3. Meningitis Policy and Vaccine Procedure for Students	36
4. Other Vaccinations	37
5. Health Form and Immunization Requirements	37
6. Right to Know Law	37
K. Computer Network Policy	37
1. Rules, Regulations, and Responsibilities	37
2. Penalties for Network Policy Violators	37
L. Student Safety and Security	38
1. Fire Regulations	38
2. Theft and Damage	38
3. Anti-Hazing Policy	39
Specific Regulations Regarding Initiation Activities	39
Implementation of Anti-hazing Policy	40
4. Point Neamo	40
a. Hours of Operation	40
b. General Regulations	41
5. Campus Crime Statistics	41
a. Message from the Vice President of Student Development and Dean of Students James W. Blackburn	41
b. Request of Crime Statistics	42
6. Lost & Found Property	42
M. Keuka College Statement of Principles for Intercollegiate Athletics	42
<b>III. Residence Life Policies and Services</b>	<b>43</b>
A. Residential Living Expectations	43
B. Residential Life Philosophy and Goals	43
C. Residence Life Staff	44
Director of Housing and Residence Life	44
Resident Directors (RDs)	44
Resident Assistants (RAs)	44
D. Residence Hall Policies	44
1. Residency Requirements	44
2. Resident Student Board Policy	45
3. Room Responsibility	45
4. Check-in Procedures	45

5. Student Keys	46
6. Check-Out Procedures and Final Exam Departure	46
7. College Breaks	46
8. Room Changes and Hall Transfers	46
9. Student Visitation	47
10. Non-Student Guests	47
11. Courtesy and Quiet Hours Policy	48
Courtesy Hours	48
Quiet Hours	48
12. Room Furniture	48
13. Room Painting	48
14. Appliance Policy	48
15. Pets	49
16. Public Area Responsibility	49
17. Lounge Furniture	49
18. Storage	49
E. Residence Hall Safety	49
1. Theft and Damage	49
2. Hall Sports	50
3. Building Exteriors	50
4. Fire Alarms and Safety	50
5. Holiday Decorations	50
6. Solicitation	51
F. Entry and Search of Students' Rooms	51
1. Search	51
2. Entry	51
3. Inspection	52
G. Field Period and Summer Housing	52
<b>IV. Student Services</b>	<b>53</b>
A. Keuka College ID Card	53
B. Student Accounts	53
1. Billing and Payments	53
2. Banking	53
C. Financial Aid	54
1. The Office of Financial Aid	54
2. Principles of Student Financial Aid	54
3. Applying for Financial Aid	54
4. After Applying	54
Student Aid Report (SAR)	54
TAP Certificate	55
5. Financial Aid Package	55
6. Special Circumstances	55
D. Student Employment Opportunities	55
E. Bookstore Regulations and Services	55
F. Food Service	55
1. Academic Year Meal Hours	56
Geiser Refectory	56

Terrace Cafe and Subway Convenience Store	56
2. Academic Year Meal Prices (subject to change)	56
Cash or Campus Wide Dollars	56
Dining Dollars	56
3. Dining Hall Regulations	57
G. Transportation	57
H. College Vehicles	58
I. Student Vehicles	59
J. Traffic Laws and Vehicle Regulations	59
Speed Limit	59
Parking	59
K. Campus Safety	60
Services of Security Officers	60
Important Phone Number Resources	60
Campus Advocates Response Team (CART)	60
L. Health Services	61
M. Academic Success at Keuka (ASK)	62
Diagnostic Teaching	62
Strategy and Skills Instruction	62
Peer Tutoring in Writing	62
Peer Tutoring in Content Area Subjects	62
Accommodations for Disabilities	62
N. Counseling Services	63
O. Center for Spritual Life (CSL)	63
<b>V. Student Complaints and Appeals</b>	<b>63</b>
A. Policy	63
B. How to File a Complaint	64
C. Complaint Resolution	65
<b>VI. Student Conduct Code</b>	<b>65</b>
Statement of Purpose	65
I. Jurisdiction	66
II. Conduct: Judicial Codes and Regulations	66
1. Institutional Mission	66
2. Safety and Student Wellness	66
3. Residence Halls	68
4. Judicial Infractions	68
III. Sanctions	68
1. Written Reprimand and Warning	68
2. Disciplinary Probation	68
3. Parental Notification	68
4. Restitution	68
5. Campus or Community Service	69
6. Fine	69
7. Residence Hall Relocation	69
8. Temporary Suspension	69
9. Termination	69
10. Campus Restriction(s)	69

11. Deferred Suspension	69
12. Suspension	69
13. Expulsion	69
14. Other Actions	69
<b>VII. Judicial Procedures: Student Judicial Panel</b>	<b>69</b>
A. Hearing Procedure	70
B. Disposition	71
<b>VIII. Judicial Procedures: Conduct Officer</b>	<b>71</b>
A. Responsibilities of the Conduct Officer: Associate Dean of Students, Director of Housing and Residence Life, & Resident Directors	71
B. Hearing Before the Conduct Officer	71
C. Disposition	72
<b>IX. Judicial Procedure: Judicial Adviser</b>	<b>72</b>
A. Responsibilities of Judicial Adviser: Dean of Students and Associate Dean of Students	72
B. Hearing Before the Judicial Adviser	72
C. Disposition	73
<b>X. Judicial Procedures: Conduct Review Committee</b>	<b>73</b>
A. Responsibilities of Conduct Review Committee	73
B. Composition of Conduct Review Committee	73
C. Hearing Preliminaries and Procedures	74
D. Disposition	74
<b>XI. Judicial Appeal Process (All Levels)</b>	<b>75</b>
<b>XII. Revision and Amendment to the Student Conduct Code</b>	<b>75</b>

# SECTION IV: STUDENT AFFAIRS

## I. Campus Activities

### A. STUDENT ASSOCIATION AND STUDENT SENATE

Every Keuka College student who has paid the student activities fee is a member of the Student Association. The Student Senate, the governing body of the Student Association, consists of members elected by the student body with representatives from each class, each residence hall, and the commuter student population (known as student senators). The Student Senate has an executive board comprised of a president, vice president, secretary, and treasurer who are elected at-large by the entire student body. The Student Senate is responsible for governing social activities on campus, controlling financial matters related to the student activities fee, and serving as the official voice for the expression of student opinion. Student Senate elections are usually held in the spring for all positions except for the freshman class and residence hall representatives. Elections for these and any unfilled positions are held at the beginning of the fall term.

Executive board members must maintain a 2.5 GPA and student senators must maintain a 2.0 GPA through their elected term of office. Students found responsible for policy violations/infractions may jeopardize their ability to run for, or keep their elected office if the violation is in direct conflict with their ability to serve as a campus leader and role model. Final decisions regarding responsibility and/or sanctions will be made by the Division of Student Affairs or conduct officer in conjunction with the dean of students.

#### 1. Campus Activities Board

The Campus Activities Board (CAB) is an official subgroup of Student Senate. The purpose of this organization is to plan and implement social, cultural, educational, and recreational programs for the College community. The director of student activities is the adviser to the group. Elections for executive positions are held in the spring and vacancies are filled in the fall term. Executive board members must maintain a 2.0 GPA through their elected term of office. Officers found responsible for policy violations/infractions may jeopardize their ability to run for, or keep their elected office if the violation is in direct conflict with their ability to serve as a campus leader and role model. Final decisions regarding responsibility and/or sanctions will be made by the Division of Student Affairs or conduct officer in conjunction with the dean of students.

#### 2. Student Senate Budget Allocations Committee

The Student Senate Budget Allocations Committee is responsible for carrying out financial policies of the Student Association and for making recommendations to the entire Student Senate regarding apportionment of the student activities fee. The committee examines budget allocation paperwork and arranges for the allotment of funds to each club or organization. The Student Senate Budget Allocations Committee may recommend to the entire Student Senate that money be withheld from any organization that has not followed the allocation process described by Student Senate. The committee is chaired by the treasurer of Student Senate. Nominations and appointments are held in the spring semester.

## **B. CLUBS AND ORGANIZATIONS**

Keuka College has a wide variety of student clubs and organizations.

A club is open to all students who pay the student activities fee. Clubs must have a faculty/staff adviser, have an executive board (president, vice president, secretary, treasurer and senate representative), and have at least 10 general members. To receive funding from Student Senate, clubs must also attend weekly Senate meetings, hold bi-monthly general club meetings, submit minutes to the secretary of Student Senate and complete a campus wide event, fund-raiser (minimum \$50 revenue) and a community service project each semester.

An organization is open to select members, or campus groups who have been approved by Student Senate to have different membership requirements. Campus organizations must have a faculty/staff adviser and have an executive board (president, vice president, secretary, treasurer and senate representative). To receive funding from Student Senate, organizations must also attend weekly Senate meetings, hold bi-monthly general meetings, submit minutes to the secretary of Student Senate and complete a campus wide event, fund-raiser (minimum \$50 revenue) and a community service project during the academic year.

### **1. National Honor Societies**

**Alpha Mu Gamma**, a national language fraternity, elects sophomores, juniors and seniors on the basis of achievement in foreign language study.

\***Alpha Sigma Chapter of Pi Theta Epsilon (PTE)** is the Keuka College chapter of the national honor society for occupational therapy majors.

\***Chi Beta Phi**, the Alpha Epsilon chapter, the national scientific fraternity, elects students majoring in the natural sciences, mathematics, and psychology on the basis of involvement and achievement in their major.

\***Kappa Delta Pi (KDP)** elects education students before they student teach, to honor those who have demonstrated outstanding achievement.

\***Lambda Pi Eta** is a national honorary society for undergraduate students who achieve excellence in their studies within the communication discipline.

**Pi Alpha** is a national fraternity for social work majors.

**Pi Gamma Mu**, the national honorary social science fraternity, encourages the scientific study of social problems through the promotion of scholarship.

\***Sigma Alpha Pi (National Society for Leadership & Success)** is a national honorary society for undergraduate students interested in leadership or who excel as leaders on campus.

**Sigma Tau Delta** is a national fraternity for senior English majors.

**Society for Collegiate Journalism**, a national journalism fraternity, elects sophomores and upperclassmen who have contributed to campus publications for one or more years. The fraternity stimulates interest in journalism and encourages participation in the *Keukonian*, *Kiondaga*, and *Red Jacket*.

## 2. Local Honor Societies

\***Sigma Lambda Sigma (SLS)** elects juniors and seniors on the basis of distinction in scholarship, leadership, and service. Members sponsor Honors Convocation.

## 3. Student Clubs and Organizations

### **Professional Preparation Clubs**

\***American Sign Language (ASL)** club is open to all students. All American Sign Language major and minor students are already members. They sponsor activities including lectures and discussions focusing on current issues of American Sign Language.

\***Association of Future Social Workers (AFSW)** sponsors activities, including lectures and discussions, focusing on current issues in social work and is open to all interested students.

\***Chemistry Club** is open to all students. They sponsor activities including lectures and discussions focusing on chemistry along with hosting laboratory experiments for members.

\***Council for Exceptional Children/Special Education Club (CEC/SPED)** has as its purpose the promotion of the welfare and education of exceptional children and youth. Membership is open to students and faculty of Keuka College.

\***Education Club**, a pre-professional organization for students planning careers in education, presents programs relating to the field of education.

\***Political Science & History Club** is a club whose members share an interest in politics, but have no preference or ties to any political party. Club members share a collective interest in history and its importance in the world today.

\***Pre-Law Club**, members of this club share an interest in law related topics and host events about the topic on and off campus.

\***Psychology Club** is open to all students who share an interest in the mind. They sponsor activities, which include lectures and discussions that focus on current issues in psychology.

\***Secondary Education Club (SEC)**, is for students who plan on pursuing a career in education at the secondary level. The club presents programs that relate to the field of adolescent education.

\***Sociology, Criminology & Criminal Justice Club (SCC)** sponsors activities, including lectures and discussions focusing on current issues in sociology, criminology and criminal justice and is open to all interested students.

\***Student Occupational Therapy Association (SOTA)** is open to all students. Occupational therapy majors and pre-OT students are automatically members. The goals are to inform and educate members about clinical issues; to provide activities to foster interaction among OT students; to communicate state, national, and political issues to members; and increase community awareness of occupational therapy.

## **Club Sports**

**Cheerleading** is open to all students, and through a try-out process, students are selected to help promote team spirit and athletics on campus.

**Dance Team** is open to students, and through an audition process, students are selected and perform routines at athletic games, traditional events on campus, and off-campus at competitions.

**Step Team** is open to all students, and through an audition process, performs on campus at athletic events, special weekends, and off-campus at competitions to promote the historical relevance of step in society.

## **Keuka Publications**

\**The Keukonian*, the College newspaper, is published throughout the academic year and offers a wide range of experience in journalism. Participation is open to any student, regardless of major.

\**Kiondaga*, the College yearbook is published yearly. All students are encouraged to participate in the publication of the yearbook.

*Red Jacket* is the campus literary magazine, which is published during the spring semester. It features creative works by members of the Keuka College community.

## **Other Clubs and Organizations**

\***Adventure Club** is a club open to all students who enjoy outdoor activities including, but not limited to, whitewater rafting, hiking, and ski/snowboarding trips.

\***Arion Players Drama Club** is a club whose members share a special interest in drama and theatre. Many members have roles in the drama production held each semester.

\***Art Club** is open to all students who share an interest in visual arts.

\***BAKU**, Bearers of Ancient Kultures United, is the multicultural club and is open to all students. It promotes diversity and plans events and activities throughout the year to highlight cultural diversity, explore history, and educate the community on ethnic and international cultural issues.

\***Bowling Club**, members of this club share an interest in bowling and host campus outings to the local bowling alley.

**Chorale** is a one-credit course focused on an interest in vocal music and members perform a concert each semester for the campus community.

\***Cycling, Running & Swimming Club (CRS)** is open to all students who have an interest in triathlons, or a general interest in cycling, running or swimming. Club members participate in regular cycling trips along the Outlet Trail, and value optimum health.

\***Fishing Club** gives students the opportunity to join together and take advantage of fishing in the Finger Lakes area.

**\*Gamma Sigma United (GSU)** is the gay-straight alliance at Keuka College and holds monthly Safe Zone meetings. This club plans events and activities throughout the year to promote awareness and support for gay, lesbian, bisexual, and transgender issues. All members of the Keuka College community are welcome to membership in this club.

**\*Gathered in Faith Together (GIFT) Club** is a student club open to all students interested in their faith. The club meets every other week for spiritual development, fellowship, and community service.

**Ice Hockey Club** is open to all students interested in playing ice hockey competitively, or against other local college club teams.

**\*Keuka College China Care** is a club whose members work to provide financial aid (through fund-raising and donations) for orphanages in China, including assisting with medical needs of orphans with disabilities. This club also promotes adoption of these orphans in the United States.

**\*Media Club** is open to students interested in media relations, including broadcasting, television and the College radio station, 107.3 FM.

**\*Paintball Club** is open to all students who are interested in paintball competition. This club travels regularly to Syracuse and Rochester to compete in open league play.

**\*Peace Club** is open to all students who share an interest in advocating and raising funds for environmental issues, advocacy groups and peace related activities.

**Pep Band** is a campus group responsible for providing school spirit through music at home athletic matches. The group consists of students, staff and faculty, along with local community members who are supportive of our athletic program.

**\*Peer Counselors** is a group of students, who are available to students who need someone to talk to. They are chosen through a selection process and are trained in dealing with issues ranging from self-esteem issues to adjustment to eating disorders.

**\*Residence Hall Association (RHA)** is an organization responsible for serving as a representative body for students living in Keuka College residence halls. The organization coordinates educational and social programs in the residence halls.

**\*Rotaract** is a division of Rotary International, a community service organization. Members of this club focus on service learning.

**Students in Free Enterprise (SIFE)** provides college students the best opportunity to make a difference and to develop leadership, teamwork, and communication skills through learning, practicing, and teaching the principles of free enterprise.

**Symphonic Band** is a one-credit course focused on an interest in instrumental music. Members perform a concert each semester for the campus community.

\***Teamworks! Club** is a club whose members share an interest in experiential learning through the ropes course.

\***Up 'til Dawn.** Members of this club share an interest in advocating for St. Jude's Research Hospital. Activities include fundraising initiatives, awareness week, letter writing campaigns, and celebrations in honor of children fighting cancer.

\***Varsity Club,** members of this club share an interest in the promotion of athletics and Keuka spirit on campus.

\***Youth Connection Club.** This organization is open to all students who are interested in mentoring local youth. The club hosts programs before and after school for local youth.

*\* An asterisk denotes a club or organization sponsored by Student Senate*

## **C. CLASS ACTIVITIES**

Keuka College has a number of traditions designed to help students become better acquainted with classmates and with other students. Class activities are sponsored by Student Senate and are subject to the same requirements as campus clubs.

Each class honors the following Native American tribes:

Class of 2011-Mohawk

Class of 2012-Tuscarora

Class of 2013-Seneca

Class of 2014-Onondaga

Officers are elected each spring for the Onondaga, Mohawks, and Tuscarora classes. The Senecas elect class officers in the fall. Students interested in running for a class officer position must submit a petition and biography with 25 names of classmates to the election committee of Student Senate. The nominee for each position with the most votes is elected to office.

Officers found responsible for policy violations/infractions may jeopardize their ability to run for, or keep their elected office if the violation is in direct conflict with their ability to serve as a campus leader and role model. Final decisions regarding responsibility and/or sanctions will be made by the Division of Student Affairs or conduct officer in conjunction with the dean of students.

## **D. CREATION OF NEW CLUB OR ORGANIZATION SEEKING STUDENT SENATE FUNDING**

A student club or organization seeking recognition from the Student Senate and funding from the Student Association must submit a proposal to be an organized club or organization on campus. The process is as follows:

1. Secure an adviser. The adviser must be a Keuka College faculty or staff member.

2. Hold an interest meeting to elect an executive board (president, vice president, secretary, treasurer and senate representative) and obtain at least 10 general members. Organizations are subject to different membership requirements that must be discussed with the Student Senate before official approval.
3. Submit a proposal cover sheet (located on the College S-drive) and a constitution for review and approval by Student Senate. Submission should occur two weeks before presenting at the weekly Senate meeting.

Upon receiving approval as a formal club or organization at Keuka, the club or organization will receive a \$250 start-up fund from the Student Senate. The club or organization is subject to all Student Senate policies and guidelines once approved.

## **E. STUDENTS ON THE BOARD OF TRUSTEES**

Two students, nominated by the membership of the Student Senate and elected by the Board of Trustees, serve as full members of the Board of Trustees for two-year terms. The Student Senate announces a date in the spring term before which a sophomore who wishes to be considered for the Board of Trustees must submit a petition with 25 names to the election committee of the Student Senate. The election committee carefully screens all applications and places the names of not more than five students on the ballot. The nominee receiving the most votes in the all-College election becomes the students' nominee for the Board of Trustees. The nominee is subject to approval by the Board of Trustees at its annual meeting in May and begins his/her term of office with the new academic year.

## **F. KEUKA TRADITIONS**

### **1. Special Weekends/Events**

Keuka College sponsors a number of special weekends and events that enable students to share their campus with family and friends. Major weekends are sponsored by several campus organizations for a variety of visitors and for other members of the College community.

**Academic Convocation.** The fall semester kicks off with academic convocation, where new students are officially welcomed to campus by faculty, staff and returning students. Words of wisdom and encouragement are delivered by the College president and current professor of the year. Canoe paddles signed by all new incoming students are presented to the president at this event.

**Alcohol Awareness Week (AAW),** sponsored by the Alcohol Education Committee in mid-October, is designed to educate the campus community about responsible decision making in regard to alcohol and drugs. Activities are planned through the entire week and student leaders play an important role in modeling responsible decision making on and off campus.

**Celebrate Seniors** is a special weekend for seniors signifying that they have 100 days left until graduation. The weekend begins Thursday at midnight with the ceremonial ringing of the bell in the Ball Hall tower. Seniors reflect on their four years at Keuka and begin celebrating with thoughts of graduation. The seniors spend the weekend remembering the friendships and fun times they have had at Keuka.

***Celebrate Service...Celebrate Yates*** is a county-wide community service day sponsored by Keuka College and the Yates Chamber of Commerce. Volunteers from the campus and the local community come together to complete service projects for non-profit organizations within Yates County. The day of service helps signify the betterment of Yates County as a community-wide effort.

**Family Weekend**, held in the fall, provides opportunities for students and their families to enjoy a variety of activities. The weekend provides a warm atmosphere and helps parents and families understand academic and extracurricular life at Keuka. Family Weekend is sponsored by the alumni and family relations office. The Shively Cup (waterfront races), a traditional event held each year during Family Weekend, is a competition between the student classes, faculty, and staff. Each class year is represented by a team. Seniors race juniors and sophomores race freshman. The team with the combined best time in the kayak and war canoe races is the overall winner and is awarded the coveted Shively Cup.

**May Day Weekend** is one of the oldest traditional weekends at Keuka and is held the first weekend in May. Festivities include:

- Honors Convocation, which takes place in Norton Chapel. It is a time when family, friends, and the College community come together to celebrate the academic achievements of students. Faculty and administrators process in their academic regalia. Faculty members present awards and scholarships to students in each discipline.
- Leadership Awards and Moving Up Ceremony (Norton Chapel). It is a time for family and friends to gather in recognition of the advancement of each class to the next rank. Each class president and adviser speaks about achievements and activities throughout the year. This is also a time when the College recognizes student leaders on campus, as well as faculty, staff and administrators who have gone above and beyond the call of duty.
- The May Day Court recognizes members of each class who have contributed to and participated in the activities of the College for that academic year. Representatives of each class are nominated by faculty and staff. The May Day king, queen, and their Royal Court, are chosen and announced during the Leadership Awards and Moving Up Ceremony.

**Snowball** is a semi-formal dinner dance held each spring. All students are welcome to attend this traditional event. A ticket cost is associated with this event and transportation is provided.

**Spring Weekend** is traditionally held in late April. It provides students and guests an opportunity to relax and enjoy the season, and is filled with carnival-style activities.

## **G. BULLETIN BOARDS AND POSTING OF INFORMATION**

To facilitate communication, bulletin boards are located in all areas of the College. Some bulletin boards are pre-designated for specific groups or offices. Procedures have been established for use of public bulletin boards.

1. All signs, flyers, posters, and notices that have not been produced through an administrative office at the College (this includes handwritten signs, and flyers, off-campus events, posters, etc.) must be approved and stamped by the director of student activities.
2. Publicity for events should contain the name of the sponsoring group.

3. Publicity must be taken down by the sponsoring group within one school day after completion of the event.
4. Neatness, good taste, and maintenance of publicity materials are the responsibility of the sponsoring group.
5. Posters, signs, and banners are not permitted on glass, painted areas, wood or metal. Exceptions are made with special permission from the director of student activities.
6. General distribution of flyers, etc. in the student D-boxes must receive prior approval from the director of student activities or the Office of Student Affairs.
7. Priority is given to on-campus clubs and organizations, departments and groups.
8. The College reserves the right to restrict the posting of any materials.
9. Materials which are not approved and stamped are removed.

The Alcohol Policy contains additional stipulations regarding publicity and posting.

## **H. VENDOR POLICY**

### **1. Student Vendors**

Keuka College students are allowed the opportunity to create a Student Vendor Contract with the director of student activities for legitimate business opportunities. Students can schedule up to two consecutive days per semester. The student vendor acts as an independent agent and has no affiliation with Keuka College. There is a student vendor fee of \$25 per scheduled period, payable upon the creation of Student Vendor Contract.

The Office of Student Activities agrees to make reservations with conference services for the student vendor. The reservation includes usage of a campus room (lounge, classroom, etc.), one 8-foot table, two chairs, and at least one electrical outlet available on each scheduled date. It is the responsibility of the student vendor to provide any extension cords, surge protectors, or any other special needs for the scheduled dates.

All advance promotional material **MUST** be approved by the director of student activities at least five days prior to the scheduled date and the student vendor must abide by all Keuka College posting policies. The student vendor is not allowed to promote or advertise the vendor opportunity via the Keuka College e-mail system. There is no door-to-door solicitation on the Keuka College campus.

The Office of Student Activities reserves the right to cancel Student Vendor Contracts if any of the following occur: competition with the Keuka College Bookstore, failure to comply with Keuka College policy, failure to comply with requests made by Keuka College officials, and misrepresentation of agreed terms presented in the Student Vendor Contract.

### **2. Off Campus Vendors**

Off-campus vendors are allowed the opportunity to create a Vendor Contract with the director of student activities. Off-campus vendors can schedule up to three visits per semester for no more than

three consecutive days per visit. The off-campus vendor acts as an independent agent and has no affiliation with Keuka College. The off-campus vendor agrees to provide the Office of Student Activities 15 percent of total profits per scheduled visit payable on site the last day of the scheduled visit per the Vendor Contract.

The Office of Student Activities agrees to make reservations with conference services for the off-campus vendor. The reservation includes usage of a campus room (lounge, classroom, etc.), one 8-foot table, two chairs, and at least one electrical outlet available on each scheduled visit. It is the responsibility of the off-campus vendor to provide any extension cords, surge protectors, or any other special needs for the scheduled dates.

All advance promotional material **MUST** be approved by the director of student Activities 14 days prior to the scheduled date and vendors must abide by all Keuka College posting policies. The off-campus vendor is not allowed to promote or advertise the vendor opportunity via the Keuka College e-mail system. There is no door-to-door solicitation on the Keuka College campus.

The Office of Student Activities reserves the right to cancel any Vendor Contracts if any of the following occur: competition with the Keuka College Bookstore, failure to comply with Keuka College policy, failure to comply with requests made by Keuka College officials, and misrepresentation of agreed terms presented in the Student Vendor Contract.

## **II. STUDENT LIFE**

### **A. GOALS & GUIDING PRINCIPLES OF STUDENT AFFAIRS**

Keuka College recognizes and understands the various developmental stages of college students and, through a number of programs and services, will be intentional and deliberate in fostering the complete growth of its students—cognitively, psychologically, socially and morally. The College values the learning as a necessary complement to the academic program.

Keuka College will be purposeful and intentional in providing a sound living/learning environment by offering programs and facilities, administrative systems and services, and professional support services that are student-centered, and which support and affirm student development in principle and practice.

#### **1. Principles of Student Development**

**Principle No. 1:** Each student will develop and understand his/her own personal value system that is congruent with living a principled, moral life marked by honesty, integrity, trustworthiness, loyalty and fairness.

**Principle No. 2:** Students will develop and demonstrate personal responsibility for their behaviors, personal safety and health, and will conduct themselves as autonomous, independent and self-reliant adults and citizens.

**Principle No. 3:** Students will become active and engaged learners and leaders, and will become involved advocates for their own concerns and the concerns of others—especially those who cannot advocate for themselves.

**Principle No. 4:** Students will develop an understanding of the communities in which they learn and live, demonstrate an open mind and an appreciation of differences, and will respect and affirm the dignity of all persons.

## **2. Principles of Student Services**

**Principle No. 1:** The Division of Student Affairs will assist students in their personal growth by teaching them ways to deal with the situations and issues facing them that are appropriate for their maturational stage.

**Principle No. 2:** The Division of Student Affairs will communicate effectively with students about the College's programs, services and activities, and will assist students in accessing the resources available to them—both on and off campus.

**Principle No. 3:** The Division of Student Affairs will model the values and traits necessary for a principled, moral and healthy life, and will provide multiple opportunities for on-going, personal development.

**Principle No. 4:** The Division of Student Affairs will challenge students to become involved and engaged in campus life by providing the high-quality staffing, facilities and resources that are necessary for success.

## **B. STUDENT RIGHTS AND RESPONSIBILITIES**

### **1. Speech/Expression/Press**

Students have the right to express themselves freely on any subject provided they do so in a manner that does not violate the Keuka College Code of Conduct. Students, in turn, have the responsibility to respect the rights of all members of the College to exercise these freedoms.

### **2. Non-Discrimination**

Students have the right to be free from discrimination by any agent or organization of Keuka College for reasons including, but not limited to: age, ethnic or national origin, gender, physical, mental, or emotional disability, marital status, political or social affiliation, race, religion, sexual preference, or sexual orientation.

Acts found to be discriminatory or bias related such as racial slurs, hate speech, threatening behavior, or other hateful actions, may result in public apology and/or presentation of an educational program to the community, written reprimand and warning, deferred suspension, community or campus service, parental notification, suspension or expulsion.

### **3. Assembly/Protest**

Students have the right to assemble in an orderly manner and engage in peaceful protest, demonstration, and picketing. Students have the responsibility not to disrupt the academic mission of the College, threaten the health or safety of any person, or violate the Student Code of Conduct.

## **4. Religion/Association**

Students have the right to exercise their religious convictions and associate with religious, political, or other organizations of their choice in College facilities designated for such purposes provided they do so in a manner that respects the rights of other members of the community and complies with the Code of Conduct (page 132). Students have the responsibility to respect the rights of other members of the College community to free exercise of their religious convictions and to free association with organizations of their choice.

## **5. Privacy/Search/Seizure**

Students have the right of privacy and to be free from unreasonable searches or unlawful arrest on College property and within their campus residences. Students have the responsibility to respect the privacy of other members of the College community in their person and in their place of residence and in College facilities.

## **6. Academic Pursuits**

Students have the right to accurate and plainly stated information relating to maintenance of acceptable academic standing, graduation requirements, and individual course objectives and requirements. Students can expect instruction from designated instructors at appointed class times and reasonable access to those instructors. Students have the responsibility to attend class and know their appropriate academic requirements.

## **7. Quality Environment**

Students have the right to expect a teaching, learning, and living environment supportive of the College's mission and their own educational goals. Students have the responsibility to protect themselves from hazards to the extent that reasonable behavior and precaution can avoid risk.

## **8. Governance/Participation**

Students have the right to establish representative governmental bodies and to participate in College governance in accordance with the rules and regulations of the College. Students who accept representative roles in the governance of the College have the obligation to participate responsibly.

## **9. Due Process**

Students have the right to due process before formal disciplinary sanctions are imposed by the College for violations of the Code of Conduct. Students have the right to written notice and the opportunity for a hearing before any change in status is incurred for disciplinary reasons unless a significant threat to persons or property exists. Students have an absolute right to appeal the decisions of any administrative body or office to the next level of authority, up to the Office of the President.

## **10. Confidentiality**

Students have the right to access, and to control access to, their educational records as provided in the federal Family Educational Rights and Privacy Act, also known as the Buckley Amendment. These include the rights to view and challenge the content of specified records, to control the release of

personal and academic information to third parties, and to suppress all or some information categorized as “directory information” by legislation.

### **a. Photo Release Policy**

As part of the application for admission to Keuka College, students sign a waiver granting the College permission to use students’ names and photographs in literature and for public relations purposes. Students who would like to rescind this waiver should contact the Office of Communications at (315) 279-5231.

## **C. STATEMENT ON DIVERSITY**

### **1. Philosophy**

Keuka College is committed to the values and ideals of human dignity, equality, autonomy, and ethical conduct. This mission embodies an institutional acceptance and affirmation of diversity as an existent and valued feature of human reality. All members of the College are expected to treat each other in a manner which acknowledges the legitimacy of alternative value systems, approaches to knowledge, and varied cultural and historical backgrounds.

### **2. Goal**

The goal is to realize this vision of diversity in the day-to-day activities of faculty, students, and staff. Curricular, pedagogical, and scholarly endeavors which exemplify this commitment must be actively acknowledged, encouraged, and supported. Ideas, structures, and practices that deny, restrict, or demean human dignity, equality, autonomy, and ethical conduct are unacceptable.

### **3. Definition of Diversity**

At Keuka College we believe that diversity is multifaceted and a naturally valuable asset. We acknowledge, respect, and celebrate our differences. We believe that diversity encompasses the awareness and celebration of the many identities that make up our community, including - but not limited to - race, ethnicity, religious status, sexual orientation, marital status, parental status, socio-economic status, age, culture, language, physical or mental ability, gender identity and expression, and region of origin. In a world where the pursuit of safety and well-being are central, we will foster an inclusive environment in which we actively and intentionally work toward understanding, respecting, and appreciating diversity. We will accomplish this by increasing our awareness, content knowledge, cognitive sophistication, and empathic understanding of the complex ways individuals interact within systems and institutions. In doing so, we will move beyond tolerance to understanding, accepting, and celebrating our differences.

## **D. COMMITMENT TO A DRUG-FREE EDUCATIONAL ENVIRONMENT**

### **1. Statement and Policy on Drugs**

The purchase, possession, use, sale, or distribution of narcotics or illegal drugs is prohibited. It is the College’s firm belief that the illegal use of drugs is inconsistent with the educational process.

Any person using or dealing in illegal drugs is considered to be conducting an activity which endangers the health and safety of the campus community. Persons who use or traffic in illegal drugs on the Keuka College campus will be adjudicated through the Keuka College Student Conduct Code and face separation from the Keuka College community and legal action from the civil authorities. Any drug-related paraphernalia found in a student's room or personal possession is also considered a violation of the Keuka College drug policy and will result in a judicial hearing and sanctions. In addition, any student present in a residence hall room, or other location while drugs are being used or are present, may be held accountable for a drug policy violation.

Sanctions for violations of the drug policy include but are not limited to: arrest, fines, parental notification, campus or community service hours, mandatory treatment, suspension from activities, residence halls, and/or College. Under most circumstances, sanctions for a first drug offense will include: arrest, \$50 fine, required assessment and/or treatment, community/campus service hours, parental notification, and suspension from activities and/or weekend suspension.

## **Health Risks Associated With Drugs**

### **Cannabis** (marijuana, hashish)

Confusion and loss of coordination  
Lung disease  
Brain damage  
Damage to reproductive system

### **Deliriant** (aerosol products, lighter fluid, paint thinner, inhalants)

Neuropathy (muscle weakness)  
Hallucinations  
Brain Damage  
Anemia/Bone Marrow damage  
Overdose can result in coma or death

### **Depressants** (alcohol, tranquilizers, barbiturates)

Liver disease  
Hypertension  
Heart disease  
Gastric disorders including cancer  
Brain damage  
Birth defects  
Overdose can result in coma or death

### **Hallucinogens** (LSD, PCP, Mescaline)

Hallucinations (panic may occur)  
Flashbacks  
Birth Defects  
Overdose can result in coma, seizures, or death

### **Narcotics** (heroin, morphine, codeine, opium, etc.)

Lethargy and Confusion  
Brain Damage

Gastric Disorders  
Birth Defects  
Overdose can result in seizures or death

**Stimulants** (cocaine, amphetamines)

Sleeplessness  
Irregular heartbeats  
Hallucinations  
Depression  
Lung Disease  
Destruction of nasal membranes  
Overdosage can result in coma or death

## **2. Policy on Alcohol Use**

In order to ensure the safety of students, and to comply with New York state law which prohibits access to, possession, and consumption of alcoholic beverages for persons under 21 years of age, the College does not allow alcohol use/possession for those individuals under the age of 21.

Individuals 21 years and older are permitted to possess and consume alcoholic beverages on College property subject to the following restrictions:

- a. The use of alcohol at Keuka College is at all times subject to New York State Alcoholic Beverage Control Laws and to certain provisions of New York state penal law, and as such, public drunkenness is prohibited.
- b. Under New York state law, it is not permissible to sell, deliver, or give alcohol to persons under the age of 21. Persons under the age of 21 are not permitted to consume, possess, or acquire alcoholic beverages on Keuka College property OR to be present in a residence hall room where alcohol is being consumed, or in the presence of alcohol on College property. Violations result in disciplinary sanctions against the user and the provider. Should a minor's roommate be 21 years of age or older, however, the minor may be present in his/her room if his/her roommate is consuming alcohol.
- c. Common containers, including kegs, tap systems, wine boxes, etc. are not permitted in the residence halls (empty or full). Such items are confiscated.
- d. Alcohol is not allowed in public view on the Keuka College campus (to include all College buildings and grounds) except within designated locations at approved College events.
- e. Empty alcohol containers are prohibited from all residence hall rooms, regardless of the age of the occupants of the room. In addition, empty alcohol containers may not be used for decorative or any other purposes. If empty alcohol containers are found in a student's residence hall room, the student will be required to dispose of such items, which may be used as evidence of consumption.
- f. Drinking games and contests are not permitted. Paraphernalia associated with drinking games (funnels, hoses, beer pong tables, etc.) is also prohibited and will be confiscated.

g. College officials may terminate events during which behavior is deemed inappropriate. College officials may also confiscate alcohol from student rooms and individuals if behavior is disruptive. Alcohol will also be confiscated from those individuals under the age of 21.

h. The consumption and possession of alcohol on the Keuka College campus is a privilege which individuals are expected to respect. Those persons unable to comply with New York state law or Keuka College alcohol usage regulations will be asked to leave an event and sponsorship and/or party privileges will be revoked. Referrals also may be made to the College judicial system or to the appropriate city/state law enforcement agency.

Sanctions for violations to the alcohol policy include but are not limited to: a required alcohol education project, fines, campus/community service, parental notification, required assessment and/or treatment, suspension from activities, residence halls, and/or College.

### **a. Alcohol Policy Sanction Guidelines**

The following sanctions for alcohol violations are guidelines; sanctions may vary on a case-by-case basis.

#### **First Offense**

- Alcohol education requirement (e-Chug Survey and Alcohol Workshop)
- \$35 fine
- Two hours community service\*
- Optional parental notification at discretion of hearing officer

#### **Second Offense**

- Alcohol education requirement (e-Chug Survey) - see BASICS below
- \$50 fine
- Five hours community service\*
- BASICS - through counseling services (two, one-hour sessions)  
(It is important for students to bring the e-Chug summary sheet to the first BASICS session.)
- Parental notification
- Weekend suspension

#### **Third Offense**

- Referral to Finger Lakes Addictions Counseling and Referral Agency (FLACRA) for assessment/education and/or treatment at student's own expense. Student must comply with any recommendations made for further assessment or treatment
- \$75 fine
- Parental notification
- Campus suspension

#### **Fourth Offense**

- Parental notification
- Suspension from residence halls or the College, assessment and/or treatment

\* Any student who does not complete the assigned community service hours by the required deadline will be fined for non-

compliance at a rate of \$20 per community service hour due. Fines will be posted to the student's account. Any exceptions regarding community service requirements will be at the discretion of the judicial officer hearing the case.

## **b. Keuka College Good Friend Policy**

The safety and well-being of community members is of utmost importance at Keuka College.

The Good Friend Policy was designed and instituted in order to encourage students to obtain help for someone who may be experiencing a life-threatening emergency due to alcohol or other drugs by calling 911 and/or staff members such as RDs, RAs or campus protective services officers.

The policy permits students to be a good friend and call for help without fear of being penalized in the College judicial system if they themselves are in violation of the College's policy on alcohol use. It also applies to the student experiencing the emergency, which should encourage students to call for help when a friend is in trouble.

This policy does not supersede the authority of any local, state or federal law enforcement agencies. (If law enforcement agents are present, and issue a ticket, Keuka College does not have control over their actions.)

### **How the Good Friend Policy works:**

- **A student who calls for help for someone else** who may be experiencing a life-threatening emergency due to alcohol and/or drug ingestion may be cited for violation of the Keuka College policy on alcohol and/or drugs. However, if the student is found responsible, the sanction will be limited to an educational sanction that requires attendance at a drug/alcohol workshop such as “e-Chug” and/or the BASICS program. If the reporting student complies with the sanction directive in a timely manner, the incident will be expunged from the student's file, so long as the student is not found responsible for any additional alcohol-related policy violations within the following 15 academic session weeks.

- **A student who is experiencing a life-threatening emergency due to alcohol and/or other drug ingestion** will be cited for a violation of the Keuka College policy. However, if the student is found responsible, the sanction will be limited to an educational sanction that consists of a directive that requires attendance at a drug/alcohol workshop such as “e-Chug” and/or the BASICS program. In addition, the student will be required to participate in a counseling session with a member of the Keuka College Counseling Services for the purpose of advising the student about the availability of counseling on and off campus. The student must comply with any recommendations made by the counselor for follow-up treatment. If the reporting student complies with the sanction directive in a timely manner, the incident will be expunged from the student's file, so long as the student is not found responsible for any additional alcohol-related policy violations within the following 15 academic session weeks.

*If a student in either of the above-described students fails to comply with the sanction directive, the incident will not be expunged from the student's file, and he/she will be subject to imposition of additional sanctions for an alcohol and/or drug policy violation, as outlined in the Student Code of Conduct.*

Parents or guardians of underage students may be notified of the incident and completion of the Good Friend policy requirements in accordance with the College's policy on alcohol and other drugs.

If this policy is invoked by an individual student on more than one occasion, the responsibility for determining its applicability on a second or subsequent time rests solely with the Office of Student Affairs.

### **3. Alcohol and Legal Requirements**

The use of alcoholic beverages at Keuka College is, at all times, subject to the State Liquor Authority Alcoholic Beverage Control Law and to certain provisions of New York State Penal Law.

#### **a. Prohibited Sales (ABC Article 5, Section 65, Revised Penal Law)**

No person shall sell, deliver or give away any alcoholic beverages to:

- i. persons under the age of twenty-one (21) years;
- ii. any intoxicated person or any person who appears to be under the influence of an alcoholic beverage;
- iii. any habitual drunkard known to be such to the person authorized to dispense alcoholic beverages.

Individuals violating this law are subject to arrest under New York state law and/or action by the College judicial system.

#### **b. Other Violations of the Law and Keuka College Policy**

A person under the age of 21 who presents false written evidence for the purpose of purchasing or attempting to purchase any alcoholic beverage is subject to arrest or summons under New York state law and/or action by the College judicial system. Several New York state statutes applicable to alcohol purchase, use and liabilities for misuse are set out in full in Appendix B.

#### **c. Definition of the Term “Sale”**

For all events at which beer and wine are sold, the New York State Liquor Authority requires an appropriate permit (Article 7, Section 97). The following conditions constitute a sale of alcohol:

- If admission is charged or a ticket is sold to the event.
- If donations are collected or someone “passes the hat” during the event.
- If anything of value is exchanged for the alcoholic beverage, i.e., in barter or trade.
- If beer or wine is given away but food is sold.

#### **d. Procedure for Securing a (Temporary Beer/Wine) Permit**

- i. Persons signing the application must be 21 years of age or older, since they assume legal responsibility for the use of the alcoholic beverages at the event. The application also requires the signature of the student activities director (or student affairs designee).
- ii. The letter and application are taken or mailed to the ABC Board, 125 Main St., Buffalo, N.Y. 14203; telephone, 1-716-847-3027; open from 8:30 a.m. to 4:30 p.m. This application must be received five working days before the event.
- iii. The permit costs \$35 which must be paid in the form of certified check, bank draft, or postal money order (not cash or personal check) made payable to the “State Liquor Authority.” This permit is good for 24 hours.
- iv. Sale of alcoholic beverages may not be made in Yates County on Sunday between 1-8 a.m.

v. The place where the beer or wine is sold is subject to all ABC rules and regulations and to inspection by the ABC and/or police officials. No other alcoholic beverages may be on the premises.

vi. The permit must be posted in plain view during the licensed event.

vii. Beverages must be purchased wholesale.

#### **4. Sponsor Responsibilities for Student Activities Where Alcohol is Served**

a. Organizations recognized by the Keuka College Student Association and/or those groups that receive funds appropriated by the College may sponsor an activity at which alcohol is consumed within permitted buildings on the campus.

b. The sponsoring organization must obtain an alcohol permit and approval from the director of student activities at least five class days prior to the event. Students and the adviser must make an appointment and meet with the director of student activities prior to the five-day deadline to review the application and the alcohol policy. Failure to comply with this requirement results in a denial of the application.

c. The organization sponsoring an event is responsible for being aware of Keuka College regulations and is responsible for ensuring the enforcement of these policies at the event.

d. The adviser to the organization must ensure that the sponsored event is run properly and that all policies and procedures are adhered to.

e. All students are allowed admittance to such events; however, alcoholic beverages must be contained within specifically controlled locations of the facility where only those of legal age and older may have access.

f. Signs will be posted informing people that any person under 21 years of age is not allowed to drink or to be served alcoholic beverages, and that it is also illegal for anyone 21 years of age or older to give alcohol to those who are under 21 years of age.

g. The number in attendance at an event should not exceed what is reasonable for the location where the event is to occur. All exits are to be kept clear of people, furniture, and obstructions to allow for normal entry and exit. Failure to do so results in the event being terminated by a College official and/or the College security personnel.

h. All entrances are to be staffed by a paid bouncer, approved by the student activities director, to check identification and proof of age. This person is to be employed for the duration of the approved event. Payment for this service must come from appropriated College funds.

i. A person who is under the legal drinking age of 21 years shall not enter any campus facility or event with the intent to acquire, possess, or consume any alcoholic beverages.

j. The sponsoring organization must employ the services of a paid bartender or bartenders approved by the student activities director. Bartenders are to be employed for the duration of the approved event. Payment for this service must come from appropriated College funds.

- k. Funds appropriated by the College may not be used for the purchase of alcoholic beverages.
- l. Food and non-alcoholic beverages must be available at authorized events whenever alcoholic beverages are served. Such refreshments should be served and featured as prominently as the alcoholic beverages. The director of student activities assists the sponsoring organization in determining the appropriate amount and proportion of these beverages. The chart in Appendix A serves as a guideline.
- m. The appropriate number of College security officers required for approved events where alcohol is to be consumed is determined by the Office of Student Activities. Payment for such services is the responsibility of the sponsoring organization.
- n. The maximum time allotted for any event where alcoholic beverages are served is four hours.
- o. No alcohol may be served after 1 a.m. in Yates County. The last call for approved Keuka College events is 12:30 a.m.
- p. Where a facility or designated area, including bathrooms, lobby, etc., is damaged during an approved activity, the sponsoring organization is required to collect repair costs from its general membership or from the specific individual responsible.
- q. Individuals are expected to accept full responsibility for the actions of their guests. They must require their guests to comply with College rules and practices and to conduct themselves in an ethical manner.
- r. Consumption of alcoholic beverages or open containers of alcohol at any campus event is limited to designated and controlled locations approved by the Office of Student Affairs.
- s. Punch bowls may be used with approval from the director of student activities if appropriate supervision or bartending services are obtained.
- t. The possession and/or consumption of alcoholic beverages is prohibited while attending inter-collegiate or intramural athletic events on College property.
- u. All advertising of approved activities in public areas of the campus should be consistent with the goals of the institution. Alcohol should not be the primary focus of any event. Flyers must state closing time of the event and that proper I.D. is required at the door. No reference to beer, wine, or alcohol of any kind is permitted on the advertisement by the use of graphics or copy. Advertising may not portray drinking as a solution to personal or academic problems of individuals or as necessary to social, sexual, or academic success. Promotion of alcohol should not encourage any form of alcohol abuse nor should it place emphasis on quantity and frequency of use.

Inducements such as “Beer Blast,” “All You Can Drink,” and/or “Tipsy Tuesday Party” are prohibited. Inappropriate signs or posters are removed. See the director of student activities for suggestions concerning publicity. Until a party is approved, no publicity may be posted; this includes off-campus postings as well.

## 5. Private Social Events Not Sponsored by the College

The College does not sponsor or assume liability for the private social gathering of groups with some connection to the College's educational or business purpose for receptions, parties, or private club gatherings where alcoholic beverages are served.

Conferences, offices, ad hoc committees, professional associations, and alumni groups which have these social events are required to notify the administrator of their division and obtain a copy of the Keuka College Alcohol Policy. It is the responsibility of each department or group to provide their own supplies, accept full responsibility for the serving of alcoholic beverages in conformance with New York State law and Keuka College policies and, where appropriate, provide their own bartenders and bouncers.

## 6. Appendix A: Alcohol Quantities

Quantity of alcohol at any organized event is subject to approval by the director of student activities.

The following chart is used as a reference to assist in planning an event where alcohol is served. This chart is based on 50 people. The following figures can be multiplied or divided depending on the numbers expected to attend:

Number of people = 50

Serving Size =	Beer: 12 oz.	Wine: 4 oz.
Gallons of Alcohol (Beverage) =	Beer: 15.5 gals.	Wine: 4 gals.
Drinks per hour per person =	Beer: 1 2/3	Wine: 1
Average BAC* after 2 hrs. =	Beer: .05	Wine: .02

\*Blood Alcohol Concentration based on average weight of 150 lbs.

At all events where alcoholic beverages are served, alternative non-alcoholic beverages and food must be provided in sufficient quantity and must be served and featured as prominently as the alcoholic beverages. "Sufficient quantity" is subject to review by the director of student activities.

## 7. Appendix B: New York State 21-Year-Old Purchase Age

### **ALCOHOL BEVERAGE CONTROL LAW**

#### **Section 65. Prohibited Sales**

No person shall sell, deliver or give away or cause or permit or procure to be sold, delivered, or given away any alcoholic beverages to:

- a. any person, actually or apparently under the age of 21 years;
- b. any intoxicated person or to any person, actually or apparently, under the influence of liquor;
- c. any habitual drunkard known to be such to the person authorized to dispense any alcoholic beverages.

Neither such person so refusing to sell or deliver under this section nor his employer shall be liable in any civil or criminal action or for any fine or penalty based upon such refusal, except that such sale or

delivery shall not be refused, withheld from, or denied to any person on account of race, creed, color, or national origin. In any proceedings pursuant to Subdivision One of this section, it shall be an affirmative defense that such person had produced a photographic identification card apparently issued by a governmental entity or institution of higher education and that the alcoholic beverage had been sold, delivered, or given to such person in reasonable reliance upon such identification.

### **Section 65-a.**

Procuring alcoholic beverages for persons under the age of 21 years. Any person who misrepresents the age of a person under the age of 21 years for the purpose of inducing the sale of any alcoholic beverage, as defined in the alcoholic beverage control law, to such person, is guilty of an offense and upon conviction thereof shall be punished by a fine of not more than \$200, or by imprisonment for not more than five days, or by both such fine and imprisonment.

### **Section 65-b.**

Offense for one under age of 21 to purchase or attempt to purchase an alcoholic beverage through fraudulent means.

a. Any person under the age of 21 years who presents or offers to any licensee under the alcoholic beverage control law, or to the agent or employee of such licensee, any written evidence which is false, fraudulent, or not actually his own, for the purpose of purchasing or attempting to purchase any alcoholic beverage, may be arrested or summoned and be examined by a magistrate having jurisdiction on a charge of illegally purchasing or attempting to illegally purchase an alcoholic beverage. If a determination is made sustaining such charge the court or magistrate shall release such person on probation for a period not exceeding one year, and may, in addition, impose a fine not exceeding one hundred dollars.

b. No such determination shall operate as a disqualification of any such person subsequently to hold public office, public employment, or as a forfeiture of right or privilege or to receive any license granted by public authority; and no such person shall be denominated a criminal by reason of such determination, nor shall such determination be deemed a conviction.

## **GENERAL OBLIGATION LAWS**

### **Section 11-100.**

Compensation for injury and damage by the intoxication of a person under the age of 21 years.

a. Any person who shall be injured in person, property, means of support, or otherwise, by reason of the intoxication or impairment of ability of any person under the age of 21, whether resulting in his death or not, shall have a right of action to recover actual damages against any person who knowingly causes such intoxication or impairment of ability by unlawfully furnishing to or unlawfully assisting in procuring alcoholic beverages for such person with knowledge or reasonable cause to believe that such person was under the age of 21 years.

b. In case of the death of either party, the action established by the provisions of this section shall survive to or against his or her executor or administrator, and the amount so recovered by either a husband, wife, or child shall be his or her sole and separate property.

c. Such action may be brought in any court of competent jurisdiction.

d. In any case where parents shall be entitled to such damages, either of such parents may bring an action therefore; but that recovery by either one of such parties shall constitute a bar to suit brought by the other.

### **Section 11-101.**

Compensation for injury caused by the illegal sale of intoxicating liquor.

a. Any person who shall be injured in person, property, means of support, or otherwise by any intoxicated person, or by reason of the intoxication of any person, whether resulting in his death or not, shall have a right of action against any person who shall, by unlawful selling to or unlawfully assisting in procuring liquor for such intoxicated person, have caused or contributed to such intoxication; and in any such action such person shall have a right to recover actual and exemplary damages.

b. In case of the death of either party, the action or right of action given by this section shall survive to or against his or her executor or administrator, and the amount so recovered by either a husband, wife, or child shall be his or her sole and separate property.

c. Such action may be brought in any court of competent jurisdiction.

d. In any case where parents shall be entitled to such damages, either the father or mother may sue alone therefore, but recovery by one of such parties shall be a bar to suit by the other.

## **PENAL LAW**

### **Section 260.20.**

Unlawfully dealing with a child. A person is guilty of unlawfully dealing with a child when:

a. Being an owner, leasee, manager or employee of public dance hall, public pool or billiard room, public bowling alley, theater, motion picture theater, skating rink, or of a place where alcoholic beverages are sold or given away, he permits a child less than 16 years old to enter or remain in such place unless:

i. the child is accompanied by his parent, guardian, or an adult authorized by a parent or guardian; or

ii. the entertainment or activity is being conducted for the benefit or under the auspices of a non-profit school, church, or other educational or religious institution; or

iii. otherwise permitted by law to do so.

b. He gives or sells or causes to be given or sold any alcoholic beverage, as defined by Section Three of the alcoholic beverage control law, to a person less than 21 years old; except that this subdivision does not apply to the parent or guardian of such a person.

It is no defense to a prosecution pursuant to Subdivision Four or Five of this section that the child acted as the agent or representative of another person or that the defendant dealt with the child as such.

Unlawfully dealing with a child is a class B misdemeanor.

## **65-B.**

Offense for one under age of 21 years to purchase or attempt to purchase an alcoholic beverage through fraudulent means.

a. No person under the age of twenty-one years shall present or offer to any licensee under this chapter, or to the agent or employee of such licensee, any written evidence of age which is false, fraudulent, or not actually his/her own, for the purpose of purchasing or attempting to purchase any alcoholic beverage. A person violating the provisions of this subdivision is guilty of a violation punishable by a fine of not more than one hundred dollars and/or an appropriate amount of community service not to exceed thirty hours.

b. No such determination shall operate as a disqualification of any such person subsequently to hold public office, public employment, or as a forfeiture of any right or privilege or to receive any license granted by public authority; and no such person shall be denominated a criminal by reason of such determination.

c. In addition to the penalties otherwise provided in Subdivision One of this section, if a determination is made sustaining a charge of illegally purchasing or attempting to illegally purchase an alcoholic beverage, the court may suspend such person's license to drive a motor vehicle for ninety days if it is found that it was a New York state driver's license which was used for the purpose of such illegal purchase or attempt to illegally purchase. Such person may thereafter apply for and be issued a restricted use license in accordance with the provisions of Section 530 of the vehicle and traffic law.

## **65-C.**

Unlawful possession of an alcoholic beverage with the intent to consume by persons under the age of twenty-one years.

a. Except as hereinafter provided, no person under the age of 21 years shall possess any alcoholic beverage, as defined in this chapter, with the intent to consume such beverage.

b. A person under the age of 21 years may possess any alcoholic beverage with intent to consume if the alcoholic beverage is given:

i. to a person who is a student in a curriculum licensed or registered by the state education department and the student is required to taste or imbibe alcoholic beverages in courses which are a part of the required curriculum provided such alcoholic beverages are used only for instructional purposes during class conducted pursuant to such curriculum; or

ii. to the person under 21 years of age by that person's parent or guardian.

c. Any person who unlawfully possesses an alcoholic beverage with intent to consume may be summoned before, and examined by, a court having jurisdiction of that charge; provided, however, that nothing contained herein shall authorize, or be construed to authorize, a peace officer as defined in Subdivision 33 of Section 1.20 of the criminal procedure law or a police officer as defined in Subdivision 34 of Section 1.20 of such law to arrest a person who unlawfully possesses an alcoholic beverage with intent to consume. If a determination is made sustaining such charge the court may impose a fine not exceeding fifty dollars.

d. No such determination shall operate as a disqualification of any such person subsequently to hold public office, public employment, or as a forfeiture of any right or privilege or to receive a license granted by public authority; and no such person shall be denominated a criminal by reason of such determination, nor shall determination be deemed a conviction.

e. Whenever a peace officer as defined in Subdivision 33 of Section 1.20 of the criminal procedure law or police officer as defined in Subdivision 34 of Section 1.20 of the criminal procedure law shall observe a person under 21 years of age openly in possession of an alcoholic beverage as defined in this chapter, with the intent to consume such beverage in violation of this section, said officer may seize the beverage and shall deliver it to the custody of his or her department.

f. Any alcoholic beverage seized in violation of this section is hereby declared a nuisance. The official to whom the beverage has been delivered shall, no earlier than three days following the return date for initial appearance summons, dispose of or destroy the alcoholic beverage seized or cause it to be disposed of or destroyed. Any person claiming ownership of an alcoholic beverage seized under this section may, on the initial return date of the summons or earlier on five days notice to the official or department in possession of the beverage, apply to the court for an order preventing the destruction or disposal of the alcoholic beverage seized and ordering the return of the beverage. The court may order the beverage returned if it is determined that return of the beverage would be in the interest of justice or that the beverage was improperly seized.

---

***NOTE: This appendix contains only those subsections of these laws relevant to the 21-year-old purchase and possession age.***

## **8. Health and Counseling Services Available**

The health services department refers students or employees experiencing chemical abuse/dependency, codependency, or adult children of alcoholics issues to an appropriate local agency for evaluation or necessary treatment. Local treatment agencies include:

Bradford Recovery Systems (Dual Diagnosis Program)  
116 Interstate Parkway  
Bradford, PA 16701  
(814) 368-4143

Clifton Springs Hospital Alcohol Recovery Services  
2 Coulter Road  
Clifton Springs, N.Y. 14432  
(315) 462-9561

Community Counseling Center of Seneca County  
31 Thurber Drive  
Waterloo, N.Y. 13165  
(315) 539-1980  
senecacounseling@co.seneca.ny.us

Finger Lakes Addiction Counseling and Referral Agency Crisis Center  
28 East Main Street  
Clifton Springs, N.Y. 14432  
(315) 462-7070

Finger Lakes Addiction Counseling and Referral Agency  
1 Keuka Business Park, 2258 Rt. 54A  
Penn Yan, N.Y. 14527  
(315) 536-7751

Park Ridge Chemical Dependency Crossbridge Office Park, Building #2 2000 Winton Road South Rochester, N.Y. 14608 (585) 272-8330	81 Lake Ave. Rochester, N.Y. 14618 (585) 368-6900
---	---

## 9. Parental Notification

In accordance with the Buckley Amendment, Keuka College may notify parents/guardians of students under 21 of drug and alcohol policy violations. Keuka College shall, after a student is found guilty of a repeat alcohol violation, send a form letter to parents/guardians of record. Keuka College reserves the right to notify parents/guardians of students under 21 when emergency personnel are called to campus for a situation involving their student. This is intended for situations such as alcohol and drug poisoning, physical violence, mental health emergency, or medical emergency.

## E. RELIGIOUS BELIEFS

Keuka College is committed to respecting the religious beliefs and spiritual traditions of its entire community of faculty, staff, and students. In addition, Keuka College will comply with all relevant portions of the state statute (Section 224-a of the New York State Education Law) that prohibit discrimination against students for their religious beliefs. \*

Toward these ends, the College will provide “equivalent opportunities” to make up any absences, examinations, study or work requirements for students who miss class due to their religious beliefs and/or observances. It is the duty of the faculty and administrative officials to “exercise the fullest measure of good faith” in providing students such equivalent opportunities to make up any work or examinations missed, with no penalty or adverse effects for the student. Faculty are encouraged to include this policy in their syllabi, and discuss it with their students as a matter of course.

Students should explain any necessary accommodations that may be required to their professors in advance, so equivalent opportunities may be arranged.

---

\* “Religious beliefs” is defined under the statute as “beliefs associated with any corporation organized and operated exclusively for religious purposes, which is not disqualified for tax exemption under section 501 of the United States Code.”

## F. KEUKA COLLEGE SMOKING POLICY

In keeping with Keuka College’s commitment to wellness and due to the proven health risks of exposure to environmental smoke, the College has adopted the following policy: All students, employees,

and visitors at Keuka College are entitled to a smoke-free environment. All College buildings are smoke-free unless otherwise posted. Smoking is not allowed in any College-owned or leased vehicles. All guests at the College including conference participants, are expected to comply with this policy. (Effective July 1, 1999.)

## **G. SEXUAL HARASSMENT POLICY**

### **1. Statement of Policy**

Keuka College views sexual harassment as seriously offensive behavior, which will *not* be tolerated in the College community. An individual who thinks he/she is a victim of sexual harassment should follow the procedure outlined herein.

As part of its sexual harassment policy, Keuka College commits itself to informing all members of the College community of its sexual harassment policy and procedure. This will be accomplished through annual meetings of personnel including faculty, administrators and support staff, and through meetings at new student orientations. In addition, posters and brochures explaining the policy and procedure, with examples, will be regularly distributed by the president's office. All members of the College community will be informed that disciplinary consequences, up to and including dismissal, may result from substantiated complaints of sexual harassment.

#### **a. Definition**

Sexual advances, requests for sexual favors and other conduct of a sexual nature, either physical or verbal, constitute sexual harassment when:

- i. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement, or
- ii. submission to or rejection of such conduct by an individual is used as the basis for employment or academic advancement decisions affecting such individual, or
- iii. such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive working, learning or living environment.

#### **b. Keuka College Sexual Harassment Panel**

Initial responsibility for determining the merit of unresolved sexual harassment allegations or complaints at Keuka College shall be vested in a panel of three members: the personnel coordinator, the dean of students, and a tenured faculty member appointed by the Professional Standards Committee. The faculty member shall serve a term of three years. The panel will elect its presiding officer annually. Primary responsibility for insuring that educational programming is offered shall reside with the Sexual Harassment Panel.

## 2. Procedures

a. Any member of the College community who believes that he or she has been/is the victim of sexual harassment as defined above should immediately bring the matter to the attention of his/her supervisor, or to any Sexual Harassment Panel member, who will seek to resolve the matter as quickly and directly as possible. Under these procedures, the director of student life is considered to be a student's supervisor, and any student wishing to make a complaint may report it to the director of student life, or to any panel member.

b. The complainant should present the complaint as promptly as possible after the alleged harassment occurs. Consequences of failing to present a complaint promptly are that:

- persons who were involved or have first-hand information may not remember the events clearly,
- rumors may have begun and thus limited the College's ability to keep the matter confidential, and
- the motives of the complainant and the gravity of the damages become more difficult to measure.

c. Details of the initial discussion between a complainant and a supervisor or panel member will be kept confidential, except for a required report to the chair of the panel. This report must be made immediately upon receipt of a complaint. The only information in that report will be the names of the complainant, the alleged offender, the supervisor or the panel member making the report, and a brief, general description of the complaint. The chair of the panel will note this information in a file established for purposes of follow-up only; no record of the complaint will be entered in any other file.

d. After receiving a complaint, the supervisor or panel member should meet with the alleged offender within two working days to discuss the allegation. The goal of the initial discussion is to resolve the allegation. The supervisor or panel member should make clear to both parties the need for confidentiality. Retaliation against either party will not be tolerated and, as would be appropriate, act to assure that the problem will not reoccur.

e. If a resolution that is mutually agreed to by both parties is negotiated, the supervisor or panel member should tell each party to contact him/her if the resolution is violated, or if any retaliation is made. If the supervisor or panel member does not receive any further report from either party, the parties should be contacted one month after the settlement to verify that the problem has been solved, and should notify the chair of the panel of the results of that inquiry. If no further complaint is made, the chair of the panel will note on the original complaint record that the complaint was resolved, and no further action will be required. The record of the complaint should be kept on file for one year. If, during that time, no further complaints have been filed against the alleged offender, all files related to the allegation will be removed from the active file and transferred to a secured storage location, where they will remain for nine years. At the conclusion of this period, they will be destroyed, if no other complaint has been alleged against this person.

f. If the complaint is not resolved through mediation or if a further complaint is received, the supervisor or panel member will make a written report of the complaint and the action he/she has taken to this point, to the sexual harassment panel. The panel will meet separately with the complainant and the accused; and if appropriate, review written statements from the complainant, the alleged offender and

any witnesses who may be able to provide pertinent information about the facts of the case.

Both the accused and the complainant shall have the opportunity to have a private advisor present throughout the proceedings. A transcript of the hearing shall be kept and be made available for both parties at the college's expense. The burden of proof against the accused shall remain with the complainant and the standard of proof shall be that of clear and convincing evidence. Both the accused and the complainant shall be afforded an opportunity to obtain necessary witnesses and documentary or other evidence; and the administration shall cooperate in securing witnesses and making available documentary and other evidence. Both the accused and the complainant shall have the right to confront and question all witnesses. Where the witnesses cannot or will not appear, but the panel determines that the interest of justice require admission of their statements, the panel will identify the witnesses and make their statement(s) available. The panel will not be bound by strict rules of legal evidence and may admit any evidence, which is of probative value in determining the issues involved. Every possible effort will be made by the panel to obtain the most reliable evidence available and the panel's determination shall be based solely on the evidence produced at the various hearings. The panel will bring the two parties together to clarify the facts of the harassment complaint and the alleged offender's response. All efforts to obtain evidence and proceed toward resolution will be as swift and as confidential as possible. Any requests for additional time or witnesses will be weighed carefully by the panel against the need for swift resolution

Written records will be kept of all meetings and/or hearings, and shall include a summary of all evidence introduced. These records will be incorporated into a Summary of Evidence summarizing the panel's proceedings to date, and signed by all panel members.

g. After gathering the required information, the Sexual Harassment Panel will confer and decide on the merits of the complaint. The role of the Panel shall be to review the evidence in order to arrive at a Proposed Determination regarding whether the alleged conduct occurred and if so, whether it constitutes a sexual harassment, as defined in this policy. The Panel shall then incorporate its findings into a Proposed Determination Memorandum.

If the Panel finds the complaint is unfounded, the Panel will send its Proposed Determination and a copy of its Summary of Evidence to the president of the College (or to the chair of the Board of Trustees, if the president of the College is one of the parties involved in the complaint), who will respond within five working days. Copies of the Summary of Evidence and the Proposed Determination will be given to both the complainant and the alleged offender. If the president (or Board chair) had no objections to the procedure followed by the Panel in arriving at its decision, the Determination will be adopted and the complaint will be regarded as resolved. If the procedures set forth herein have been followed, the Panel's Determination will be presumed reliable. If the president, the complainant or the alleged offender has any objection, the objections will be submitted to the Panel in writing, within one week. The Panel will consider those objections and respond within two working days to the president (or chair of the Board of Trustees) and concerned parties. Only after considering the Panel's response and rationale may the president (or chair of the Board) overrule the Panel's findings.

If the Panel determines the complaint is unfounded, the record of the complaint shall be kept in an active file for one year. If, during that time, there are no more further complaints against the alleged offender, all records relating to the allegation will be removed from the active file and transferred to a secure off-site location, where they will remain for nine years. At the conclusion of this period, they will be destroyed if no other complaint has been alleged against this person. If the Panel determines, based upon clear and convincing evidence, that the conduct of the alleged accuser fits within the definition of sexual harassment, then the Panel shall so inform both parties and convene a meeting to discuss with

both parties the opportunities available for mediation, counseling, and negotiated resolution. If the parties are both amenable to a resolution without recourse to a disciplinary body, the Panel and the two parties shall create an action plan setting forth a specific timetable and means of resolution to be implemented and overseen by the Panel. This plan shall be signed by both parties and all members of the Sexual harassment Panel, and forwarded to the president for his/her approval. The plan shall be designed to be effected within thirty days and be sent for report back to the Panel at the end of that time. If after thirty days there is not a determination as to a course of action which resolves the issue to the satisfaction of both parties, then the matter shall be referred to a disciplinary body as set forth below. The Panel shall have discretion as to whether to extend this time; upon the approval of the president (chair of Board).

If the Panel's Proposed Determination is that the allegation is substantiated by the evidence, and, in the Panel's sole discretion it is not appropriate for disposition through a mediated resolution, or if the complainant has been submitted for mediated resolution without success, or if the president (chair of the Board) overrules the Panel's determination that the complaint is unfounded, then the Proposed Determination and the Summary of Evidence shall be forwarded to the appropriate disciplinary body *immediately* for review and determination of appropriate sanctions, if any.

h. Whenever the Panel's Proposed Determination is that a faculty member's conduct constitutes sexual harassment, it shall send its Summary of Evidence and written conclusion to the Faculty Liaison Committee. The Faculty Liaison Committee shall immediately appoint a hearing committee, which shall consist of five tenured faculty members as set forth in regulation 5C of the faculty handbook. The committee so appointed shall be charged with the duty of reviewing the Proposed Determination and the Summary of Evidence to ensure that the findings are consistent with the violence presented, then the sole charge of the faculty committee in this instance shall be to recommend an appropriate sanction and/or remedy. It shall be within the discretion of the committee to determine that no sanction or remedy is appropriate. The committee shall forward its recommendation and the rationale thereof to the president (chair of Board) and the president (chair of Board) shall confirm or reject the recommendation within three business days, in writing.

If the alleged offender is a member of the administration or staff, the Panel's Decision, Summary of Evidence, and Memorandum of Findings shall be forwarded to the director of personnel and he/she shall review the findings of fact and make a recommendation to the president as to the appropriate remedy or sanction in the same manner as set forth above.

In those cases where the alleged offender is a student the panel shall forward its Decision, Summary of Evidence and Memorandum of Findings to the dean of students, who shall hold a hearing pursuant to the student grievance procedure and forward his/her findings to the president in the same manner as set forth above.

In all cases, after deciding on an appropriate remedy, the recommendations shall be forwarded to the president, and the president shall respond within five working days. Unless the president has any objection to the procedure set forth herein having been followed, the panel findings and recommendations of the disciplinary bodies shall be presumed reliable. If the president has objections to the procedural safeguards or process utilized by either of the bodies, he/she shall submit them to the appropriate body in writing. The panel or disciplinary body shall consider the objections and respond within five working days. Only after considering a response and rationale may the president overrule the panel's findings and/or the disciplinary body's recommendation as to the remedy.

### **3. Remedies**

This policy recognizes that remedies or sanctions will reflect the variety of relationships to the institution held by individuals in different roles. Within this context, a range of remedies may be appropriate, including the following:

a. If it is determined that sexual harassment has occurred:

i. It may be determined that there be no penalty. It may be decided after discussion with the parties to the complaint that the issue has been resolved and that no penalty is required. A follow-up discussion with the complainant should be conducted by the Sexual Harassment Panel a month later to be certain that the problem has not reoccurred and that there has been no retaliation.

ii. It may be decided that the offender be moved to a living area (if the offender is a student) or work area away from the complainant and directed to refrain from contact with the complainant.

iii. It may be decided that the complainant is entitled to a leave of absence (with pay, if an employee) to recover from the effects of harassment.

iv. It may be decided that the offender is to be placed on probation for a period at the the disciplinary body's discretion.

v. It may be decided that the offender is to be suspended for a period at the disciplinary body's discretion.

vi. It may be decided that the offender is to be demoted, if he/she is an employee.

vii. It may be decided that the offender is to be dismissed.

b. If it is determined that no sexual harassment has occurred:

i. If the Panel determines that the complain is unfounded, it will inform the complainant that he/she may be subject to disciplinary action if he/she makes unfounded reports.

ii. The disciplinary remedies for unfounded complaints will be the same as those listed above for substantiated complaints of sexual harassment.

c. Nothing in this policy precludes the College president or chair of the Board from exercising his/her responsibilities to act appropriately to protect the health, safety, and welfare of the College community. (Approved Sept. 14, 1994.)

### **H. POLICY ON DISCRIMINATORY AND BIAS-RELATED INCIDENTS**

Keuka College is committed to the values and ideals of human dignity, equality, autonomy, and morality. This mission embodies an institutional acceptance and affirmation of diversity as an existent and valued feature of human reality. All members of the College are expected to treat each other in a manner that acknowledges the legitimacy of alternative value systems, approaches to knowledge, and varied cultural and historical backgrounds.

The goal is to realize this vision of diversity in the day-to-day activities of faculty, staff and students. Curricular, pedagogical, and scholarly endeavors that exemplify this commitment must be actively

acknowledged, encouraged, and supported. Ideas, structures, and practices that deny, restrict, or demean human dignity, equality, autonomy, and morality are unacceptable. Members of the community who violate or disregard the spirit of this philosophy in word or action may be subject to disciplinary action as noted on page 82 of the *Student Handbook*.

## **1. Procedures**

Any member of the College community who believes that he or she has been/is the victim of discrimination (as defined in Student Rights and Responsibilities on page 81 in the *Student Handbook*), including, but not limited to: racial slurs, hate speech, threatening behavior, or other hateful actions, should immediately bring the matter to the attention of the dean/associate dean of students, or his/her supervisor, who will seek to resolve the matter as quickly and directly as possible. Cases involving employees of the College will be handled by the direct supervisor and the human resources office. Cases involving students will be adjudicated by the Student Judicial System. All members of the College community will be notified of the disciplinary consequences, up to and including dismissal, may result from substantiated complaints of discrimination.

## **2. Judicial Sanctions for Bias-Related Violations**

Violations to the Code of Student Conduct that involve discriminatory and bias-related behavior will be addressed on a case-by-case basis. *A charge of Bias-Related Harassment will be in addition to any primary violation of the Code (i.e. "Abuse").*

Sanctions for bias-related and/or discriminatory actions include, but are not limited to, written reprimand, presentation of a public educational program, community service, parental notification, deferred suspension, and suspension/expulsion. Following are examples of progressive sanctions that may be levied:

### **a. First Offense**

Public apology and/or presentation of an educational program to the community, written reprimand and warning.

### **b. Second Offense**

Deferred suspension, community or campus service, and parental notification.

### **c. Third Offense**

Suspension or expulsion.

## **I. POLICY ON RAPE AND OTHER NON-CONSENSUAL SEXUAL ACTIVITY**

### **1. Statement of Policy**

Keuka College is committed to the maintenance of a physically and emotionally safe environment in which all students have the opportunity to achieve academic success. The College will not tolerate any acts of rape or other non-consensual sexual activity.

Keuka College supports this policy for students through an annual presentation on sexual assault prevention to incoming students, residence hall programming throughout the academic year, and personal counseling for victims available free of charge on campus through the Office of Counseling Services. Additionally, resident assistants and freshman mentors are trained to handle initial reports of

sexual assault.

Keuka College will enforce this policy according to the internal disciplinary procedures set forth in the Keuka College Student Code of Conduct (see Code of Conduct for more information). The College strongly encourages the reporting of all acts of non-consensual sexual activity. Persons who believe they are victims of non-consensual sexual acts are encouraged to file a complaint with the associate dean of students/conduct officer as soon as possible after the alleged event occurred. Processing of a complaint will begin within three class days after receipt by the associate dean of students. Forms are available in the Office of Student Affairs, Office of Housing and Residence Life, the Academic Support at Keuka (ASK) office, health services, counseling services, campus safety, or can be provided by any residence life staff member.

## **2. Definitions**

Violations of this policy shall include, but not be limited to, the following:

### **a. Forced Non-consensual Activity--Rape**

Rape occurs if a male or female is forced to have sexual intercourse or if he or she is unable to consent. Sexual intercourse may involve vaginal, anal, or oral penetration by a penis, other body part, or other object. The perpetrator may be known or unknown to the victim. The force necessary can be any amount or threat of physical force which places the victim in fear of injury or in fear of his/her life. The perpetrator need not use a weapon nor must he/she beat the victim to make her/him fearful of injury or for his/her life. The term “acquaintance or date rape” refers to the above described behavior perpetrated by someone known to the victim.

### **b. Other Non-consensual Sexual Activity**

Any actual or attempted non-consensual sexual activity by a person known or unknown to the victim including, but not limited to:

- i. Unwanted sexual intercourse or sexual touching committed without physical force, coercion, threat, or intimidation.
- ii. Behaviors of a sexual nature which are threatening to the physical or emotional safety of another.

### **c. Definition of Consent**

- i. In both categories 1 and 2, non-consensual sexual activity shall include, but not be limited to, situations in which the victim is unable to consent because she/he is physically helpless, or is mentally incapacitated due to drug or alcohol consumption, or is unconscious or sleeping, regardless of whether or not the consumption was with the victim’s consent.
- ii. The standard used to define being “incapacitated” by ingestion of alcohol or drugs is that of a “reasonable” person. That is, would a ‘reasonable’ person observe that an individual’s behavior indicated he/she may be mentally incapacitated? Whether or not this standard is met will be determined on a case-by-case basis, following an in-depth factual investigation by the judicial adviser.

## **3. Options Available to Victims of Rape/Sexual Assault**

- Report the event to any student affairs staff member, especially RAs, RDs, counseling services, health services, or the chaplain.

- Go to the emergency room of Soldiers & Sailors Memorial Hospital in Penn Yan for examination and treatment
- Use counseling services on or off campus
- File a complain with the associate dean of students
- File a complaint with the Yates County Sheriff's Department

The student affairs staff will assist students in availing themselves of any or all of these options.

## **4. Keuka College and Local Community Resources**

Professional services to students include:

Keuka College Counseling Services, Harrington Hall, ext. 5363  
9 a.m.-4:30 p.m. weekdays; after hours, notify a residence life staff member

Safe Harbors (formerly Rape and Abuse Crisis Service of the Finger Lakes)  
(315) 536-9654 - Administrative  
(315) 536-2897 - Emergency

Soldiers & Sailors Memorial Hospital, Penn Yan  
(315) 536-4431  
\*Emergency room is open 24 hours

See Campus Advocates Response Team (C.A.R.T.) on pages 66-67.

## **J. HEALTH POLICIES**

### **1. Keuka College Institutional Position: AIDS**

Current knowledge indicates that students with any form of HIV infection do not pose a health risk to other students in an academic setting. There has been no confirmed case of transmission of HIV by any household, school, or other casual contact. The Public Health Service states there is no risk created by living in the same place as an infected person, eating food handled by an infected person, being coughed or sneezed on by an infected person, casual kissing, or swimming in a pool with an infected person.

Because there is neither a vaccine to prevent HIV infection nor curative therapy for persons infected with HIV, the most pressing need for a college setting is increased awareness and education to prevent further spread of the virus. Therefore, Keuka College will follow these guidelines in response to the epidemic of infection of Human Immunodeficiency Virus (HIV) which causes the Acquired Immune Deficiency Syndrome (AIDS):

1. Programs will be provided to educate students, faculty, staff, and administration about HIV infections, AIDS, and preventive measures including the proper utilization of condoms. Educational programs will

emphasize that those individuals with positive tests primarily transmit the disease through anal, oral, or vaginal intercourse and by sharing needles. Breast milk may also transmit the virus to a nursing infant. The sharing of toothbrushes, razors, etc. that may be blood-contaminated should be discouraged, since it is considered risky.

2. Those with AIDS or a positive blood test are not denied access to classes, residence halls, eating places, gymnasiums, swimming pools or other common areas.

3. Condoms are available for free through the Office of Health Services.

4. The College does not consider AIDS as an exclusion criterion in admission decisions nor as a factor in the employment of staff. At no time is the screening for HIV required of students, faculty, staff, or administration.

5. Health Services will make referrals to outside resources as needed for medical monitoring, HIV antibody testing and counseling for people with AIDS, HIV-positive carriers and any other concerned students.

6. Information concerning students with AIDS-virus infection is treated with the same degree of confidentiality as other conditions. It is understood that Public Health guidelines must be observed and followed.

## **2. Hepatitis B Policy and Vaccine Procedure for Students**

Hepatitis B (HBV) is a contagious viral disease that poses a serious health risk to students who are at risk for occupational exposure to blood or other potentially infectious human body fluids. Nursing and occupational therapy (OT) students are encouraged to provide documentation of Hepatitis B vaccination, or a declination statement or positive antibody testing to clinical placement sites.

Students working in high-risk situations hired by Keuka College must provide documentation of Hepatitis B vaccination, a declination statement or positive antibody testing if not receiving the Hepatitis B vaccines.

This seriousness of occupational exposure has prompted Keuka College Health Services Department (in accordance with OSHA) to develop the following policy and procedure for Hepatitis B vaccinations for nursing, OT, and certain high risk students employed by Keuka College (e.g. resident assistants).

### **a. Vaccination**

The series of three Hepatitis B vaccines is available to all students at either Yates County Public Health or at vaccine clinics on campus. Nursing, OT, and high-risk students employed by Keuka College are required to show proof of vaccination.

Educational training will be appropriately developed and presented by the faculty of the OT or Nursing Department for OT and nursing students. Supervisors or department heads will present the educational training for high-risk students employed by Keuka College.

The vaccination is given as a series of three injections: an initial dose, a second dose at one month after the first and the third dose 6 months after the first.

It will be the responsibility of the student to follow up with the time frames for the immunizations once the series begins. The health services office will not be responsible for missed immunization dates.

## **b. Post Exposure**

Any nursing or OT student who has had exposure to blood or body fluid during his or her clinical practicums must report the exposure immediately to the supervisor and follow the procedures of the clinical institution for post-exposure follow-up. Any high-risk student employed by Keuka College must report the exposure immediately to his/her supervisor and follow the protocols for OSHA regulations at Keuka College. Health Services will not be responsible for post-exposure follow-up.

## **c. Cost**

The cost of the vaccination series or antibody testing will be the responsibility of the nursing or OT student. As of this printing, Yates County Public Health provides the Hepatitis B series to students free of charge with College ID. The antibody test cost is whatever the local lab currently charges.

Students at risk who are hired by Keuka College will have the cost of their injections or antibody testing covered by Keuka College.

## **3. Meningitis Policy and Vaccine Procedure for Students**

The meningococcal disease is a rare, but potentially fatal, bacterial infection commonly referred to as meningitis. There is also an immunization designed to protect your student from it, which is required by Keuka College.

Although the immunization is required, Keuka College Health Services recommends having the meningococcal vaccine before coming to college to allow time for an immunity to form. We understand that this immunization can be expensive and insurance does not always cover it. If your insurance does not cover the vaccine, or if the vaccine is not available at your doctor's office, Keuka College Health Services has this vaccine. We offer the vaccine to students for a fee. This charge is put on the student's college bill and a receipt is given to the student to turn in to his or her insurance.

The U.S. Centers for Disease Control and Prevention's (CDC) Advisory Committee on Immunization Practices (ACIP) and the American College Health Association (ACHA) have approved new recommendations that urge all first-year students living in residence halls to be immunized against meningococcal disease. The ACIP and ACHA recommendations further state that other college students under 25 years of age who wish to reduce their risk for the disease may choose to be vaccinated.

Meningococcal disease strikes 1,400 to 3,000 Americans each year and is responsible for approximately 150 to 300 deaths. Adolescents and young adults account for nearly 30 percent of all cases of meningitis in the United States. In addition, approximately 100 to 125 cases of meningococcal disease occur on college campuses each year, and five to 15 students will die as a result.

A reformulated meningococcal vaccine ("conjugate") is now available that has the potential to provide longer duration of protection against four of the five strains (or types) of bacteria that cause meningococcal disease – types A, C, Y, and W-135.

Due to lifestyle factors, such as crowded living situations, bar patronage, active or passive smoking, irregular sleep patterns, and sharing of personal items, college students living in residence halls are more likely to acquire meningococcal disease than the general college population.

Meningococcal infection is contagious, and progresses very rapidly. It can easily be misdiagnosed as the flu, and, if not treated early, meningitis can lead to death or permanent disabilities. One in five of those who survive will suffer from long-term side effects, such as brain damage, hearing loss, seizures, or limb amputation.

For more information, please feel free to contact Keuka College Health Services at (315) 279-5368, and/or consult your child's physician. You also can find information about the disease and immunization

by visiting the ACHA Web site, [www.acha.org/meningitis](http://www.acha.org/meningitis), and the CDC Web site, [www.cdc.gov/ncidod/diseases/submenus/sub\\_meningitis.htm](http://www.cdc.gov/ncidod/diseases/submenus/sub_meningitis.htm).

## **4. Other Vaccinations**

Each student must provide proof of the following:

- \* 1) Measles (rubeola) – two doses of live vaccine or a positive titer.
  - \* 2) Mumps – one dose of live vaccine or a positive titer.
  - \* 3) Rubella (German measles) – one dose of live vaccine or a positive titer.
  - 4) Tetanus/diphtheria (TD) or TDaP within the last 10 years.
  - 5) History of chicken pox, or two doses of the vaccine given after age 13 at least one month apart.
  - 6) Meningococcal meningitis vaccine within the last three years if a residential student.
  - 7) PPD test for tuberculosis within the last year if at risk.
- \*also known as MMR

Persons born on or before Jan. 1, 1957, will be exempt from MMR only. Other requirements must be met. Persons for whom the immunization might be detrimental to their health or contrary to their religious beliefs must show documentation to that effect. Written or verbal parental statements regarding disease/immunization will not be accepted as satisfactory evidence of immunity. If the student cannot provide acceptable forms of proof, reimmunization is required.

Those students not complying with the requirements will be banned from classes on and off campus and from the residence halls.

## **5. Health Form and Immunization Requirements**

Each student enrolling at Keuka College is required to complete a college health form and meet New York State Public Health Law Immunization requirements in order to be allowed to participate in college classes on and off campus and residence hall living. Questions should be directed to Keuka College Health Services at (315) 279-5368.

## **6. Right to Know Law**

The College maintains Material Safety Data Sheets for all chemical substances used on campus, as required by law. If a student is employed in a position or enrolled in a course that involves exposure to hazardous materials, the supervisor or instructor will explain any necessary safety precautions. Questions regarding materials used on campus can be directed to the appropriate department head or the personnel office.

## **K. Computer Network Policy**

### **1. Rules, Regulations, and Responsibilities**

Policies will be strictly enforced by IT Services.

1. A student must never release his/her password.
2. A student must not allow anyone to log in using his/her username or allow someone to use his/her computer while the computer is logged in.
3. Users must always log out of the computer when finished.

4. Sending chain letters or chain mail is strictly prohibited.
5. Attempting to find out someone else's password is prohibited.
6. E-mail to mail groups should contain business pertinent to Keuka College.
7. The e-mail system should not be used as an advertising media. Examples include sending e-mail to one or more groups advertising a couch for sale or wishing students "good luck on finals."
8. Attempting to break into, destroy data, or obtain any unauthorized files on any College computer or server is strictly prohibited.
9. Knowingly infecting any College computer or server with a computer virus is strictly prohibited.
10. During busy times, users must be engaged in academic work or surrender his or her computer when using the computer labs.
11. When a student leaves Keuka (graduate, withdraw, take a leave of absence, etc) his/her account will be terminated.

## **2. Penalties for Network Policy Violators**

Every time the user logs into the network, he/she is agreeing to abide by all network rules, regulations, and responsibilities. If a user either knowingly or unknowingly violates any of these network regulations, he/she will be subject to one or all of the following penalties:

1. 1st Minor Infraction will result in the user account being disabled immediately. It is the responsibility of the offender to report to the IT Services office with ID to have the account reinstated.
2. 2nd Minor Infraction will result in the user account being disabled for the remainder of the semester.
3. 3rd Minor Infraction will result in the user account being terminated indefinitely.
4. 1st Major Offense will result in the immediate termination of the offender's user account.
5. Violation of policies No. 3, No. 7, and/or No. 8 will result in the loss of group e-mail privileges.

For additional information regarding the IT Network Policy, please contact IT Services at x5217.

## **I. Student Safety and Security**

### **1. Fire Regulations**

All members of the College community are expected to observe campus fire regulations. College policy prohibits smoking in any College building. Fire doors in all buildings must remain closed. Compliance with regularly scheduled fire drills is required, which includes but is not limited to the complete evacuation of the building in which there is a drill. Failure to cooperate with evacuation procedures will result in severe disciplinary sanctions. Tampering with firefighting or fire safety equipment is a crime. Persons who initiate the inappropriate use of such equipment are subject to severe disciplinary action by the College and local law enforcement agencies.

### **2. Theft and Damage**

The College is not responsible for lost or stolen articles. Students are encouraged to insure their own belongings and to report any thefts to campus safety, their resident director, or a member of the student affairs staff as soon as the loss is discovered. The College expects students who are responsible for

damaging College property (either accidentally or with intent) to report that damage to the Office of Student Affairs. Students who voluntarily report accidental damage for which they are responsible are not penalized in any way, though they are expected to pay repair costs. Students who fail to report damage and who are later shown to be responsible for that damage are referred for disciplinary action.

### **3. Anti-Hazing Policy**

Keuka College prohibits conduct by any individual, organization, or group affiliated with the College which is in violation of the New York state law on hazing or any hazing activity which threatens a person's rights or self-respect, which disrupts community life, or which encourages the violation of civil, state, or federal law or the Keuka College Code of Ethics.

Individuals and campus organizations, including classes and athletic teams, which plan to engage in initiation activities for new members or newly enrolled members of the student body must discuss their plans fully with and obtain approval from the director of student activities no less than 72 hours in advance of such events. Initiation activities may not last for more than five consecutive days. Such activities must meet the guidelines listed below and must comply with Section 6450 (amended) of the Education Law of the State of New York. Deviation from approved activities, failure to comply with procedures, or violations of the following guidelines result in disciplinary actions against organization officers and/or individual members of said organization.

Anti-hazing regulations apply to all members of the College community and all persons on campus, whether visitors, licensees, or invitees. The regulations prohibit specific activities, including those conducted in the name of "tradition," "rites," or other annual events.

The State of New York considers any initiation rite illegal if it exposes a person to danger. Activities that result in injuries are considered first-degree hazing. The offense is classified as a Class A misdemeanor and is punishable by up to one year in prison and a fine of \$1,000. The charge of second-degree hazing can be brought against those exposing people to danger as part of initiation rituals when there are no injuries. Those found guilty face up to 15 days in jail and up to \$250 in fines.

Persons organizing, condoning, or promoting such illegal acts are held responsible for their actions under state law and face automatic separation from the College community.

#### **Specific Regulations Regarding Initiation Activities**

1. All persons participating in approved initiation activities must do so voluntarily. Coercion, active recruitment, or herding of residence hall students or others to approved activities is not permitted. Those who choose not to participate may not be harassed or otherwise intimidated in any manner.
2. The following activities which threaten a person's physical, emotional, or academic well-being are prohibited:
  - a. Rides.
  - b. Paddling.
  - c. Eating, drinking, spraying, throwing, or covering the body with distasteful or foreign substances.
  - d. Forced consumption of drugs, alcohol, or any other liquid or solid substance, either by command or by implied pressure.
  - e. Forced exercise and/or endurance activities which create unreasonable fatigue.

f. Late activities the night before classes.

3. The following activities which disrupt community life and/or violate the rights of others are prohibited:

a. Disruptive activities in the library and/or classroom buildings.

b. Loud, disturbing activities in close proximity to residence halls or residential homes or within residence halls.

4. Activities which encourage violation of law and/or Keuka College codes or policies, as well as conduct, which recklessly or intentionally endangers or threatens the health, safety, or welfare of any individual is expressly prohibited.

---

*The above list is not intended to be complete or exhaustive. The final decision as to whether a given act is a violation is made by the Office of Student Affairs.*

### **Implementation of Anti-Hazing Policy**

1. Individuals, organizations, and groups affected by the anti-hazing policy are expected to take primary responsibility for implementing the policy and for periodically reviewing their activities with respect to compliance with it. Officers of the organization may be held individually responsible for violations.

2. The Office of Student Affairs is responsible for periodically reviewing the implementation of the policy in order to ensure that the policy is effectively implemented.

3. Alleged violations are to be reported to the director of student activities or the dean of students.

4. All violations are handled in accordance with established disciplinary procedures.

5. Violations by non-Keuka College community members result in removal from campus and/or prosecution by civil authorities.

## **4. Point Neamo**

### **a. Hours of Operation**

The hours of operation during September/October and April/May/June will be 4–6 p.m. Monday through Friday and 12–6 p.m. Saturdays and Sundays. July/August hours are 12–8 p.m. daily.

\*As with all College programs, the Point will not be open when student staff is not available.

Point Neamo will be open (weather permitting) according to the following schedule: (Keuka College may change this schedule at any time at its discretion.)

For Boating:      Canoes/Kayaks – April 1 through Oct. 15

                         Sailboats – June 1 through Sept. 30

For Swimming:   June, July, August, and September

For safety reasons, access to the lake ice from College property is strictly prohibited (with the exception of College-sanctioned activities).

## **b. General Regulations**

Because of the particular nature of lakefront aquatic facilities and for the safety and well being of everyone that enjoys them, users are required to abide by a few basic rules and assist us in keeping the area clean.

Point Neamo and the boat docks are privately owned property of Keuka College. Only Keuka College students, parents, staff, alumni, and the guests of any such individuals (the Keuka Family) are permitted to use these facilities.

Animals at Point Neamo, on the boat docks and on all of the boats, must be kept on a leash. Owners are expected to clean up after their animals.

Alcohol, drugs and tobacco products of all kinds are prohibited. No person will be permitted to use the facilities or the boats if in an intoxicated or impaired condition.

Littering, horseplay, foul language and expelling bodily fluids are inappropriate behavior and are prohibited.

Glass containers are not allowed in this area.

While at Point Neamo, any child younger than 12-years-old must be accompanied by a responsible adult.

Camping is not allowed. The state park is a short distance away and has beautiful facilities.

For more information, contact the Office of Campus Recreation and Aquatics at (315) 279-5690.

## **5. Campus Crime Statistics**

### **a. Message from the Vice President of Student Development and Dean of Students James W. Blackburn**

In accordance with the requirements of the Clery Act (The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act), Keuka College gathers and publishes statistics on a variety of crimes that occur on or near campus—hate crimes, sex offenses, liquor and drug violations, thefts, arson, assaults, manslaughter and murder, etc. These crimes are ones which are reported to the Office of Campus Safety or to other school officials with “significant responsibility for student or campus activities,” particularly the Office of the Dean of Students.

The statistics are reported by calendar year, not academic session, and definitions of named offenses are provided. Historical data are also included for comparison purposes. In some cases, you may see a significant increase or decrease from year to year, which may be unsettling. In some instances, however, an increase in reported violations may merely signal an improved reporting process (including on-going education of the college community on the importance of reporting crimes) rather than an increase of crimes. We are striving to make our annual Clery Report a more accurate representation of the relative safety of Keuka’s campus, and we have made improvements in the reporting process and in the prevention of crimes. We welcome your comments and suggestions about ways that we can make Keuka safer for all. For more information, see below.

## **b. Request of Crime Statistics**

The Keuka College Advisory Committee on Campus Security will provide upon request all campus crime statistics as reported to the United States Department of Education. Individuals making requests may refer to the United States Department of Education Web site for campus crime statistics (<http://ope.ed.gov/security>). Individuals may also contact Keuka College, Director of Campus Safety, at (315) 279-5250. This individual is authorized to provide campus crime statistics for the College.

In addition, when an individual requests campus crime statistics, Keuka College will mail a hard copy of the information to the requester within ten days. The information provided will include all of the statistics that the campus is required to ascertain under Title 20 of the U.S. code section 1092 (f). A copy of the full report can be downloaded at the following: [www.keuka.edu/administration/protective\\_services/crimestats.htm](http://www.keuka.edu/administration/protective_services/crimestats.htm).

## **6. Lost & Found Property**

Campus Safety maintains a lost and found department as required by the laws of New York state. Lost items should be reported to the security office in the Dahlstrom Student Center. Found property should be turned in at the security office or call 279-5250 and an officer will pick it up upon request.

## **M. KEUKA COLLEGE STATEMENT OF PRINCIPLES FOR INTERCOLLEGIATE ATHLETICS**

This institution is committed to a philosophy of firm institutional control of athletics, to the unquestioned academic and financial integrity of our athletics program, and to the accountability of the athletic department to the values and goals befitting higher education. In support of that commitment, the Board, officers, faculty, and staff of this institution have examined and agreed to the following general principles as a guide to our participation in intercollegiate athletics.

1. The educational values, practices, and mission of this institution determine the standards by which we conduct our intercollegiate athletics program.
2. The responsibility and authority for all administration of the athletics department, including all basic policies, personnel, and finances, are vested in the president.
3. The welfare, health, and safety of student-athletes are primary concerns of athletics administration on this campus. This institution provides student-athletes with the opportunity for academic experiences as close as possible to the experiences of their classmates.
4. Every student-athlete receives equitable and fair treatment.
5. Admission of the student-athlete is based on his/her showing reasonable promise of being successful in a course of study leading to an academic degree. That judgment is made by admissions personnel.
6. Continuing eligibility to participate in intercollegiate athletics is based on the student's ability to meet the academic requirements of the College each academic term. Students who can't, do not play.
7. Student-athletes are graduated in at least the same proportion as non-athletes who have spent comparable time as full-time students.

8. All funds raised and spent in connection with intercollegiate athletics programs are channeled through the institution's general treasury, not through independent groups, whether internal or external. The athletics department budget is developed and monitored in accordance with general budgeting procedures on campus.

## **III. Residence Life Policies and Services**

### **A. RESIDENTIAL LIVING EXPECTATIONS**

Residential students should maintain certain expectations regarding the quality of their living environment. Such expectations are informed and circumscribed by both the essential mission of the college as an educational entity and the rights of other residential students to participate within that mission. Specifically, Keuka College resident students may expect:

1. to study within one's room without undue interference,
2. to enjoy a quality of living which enhances the learning process (e.g.: sleeping without undue interference, free access to one's room, and a clean living environment),
3. access to judicial processes which allow for the appropriate redress of grievances, and
4. personal privacy and the ability to host guests provided these do not interfere with either the institution's mission or degrade the quality of residential living for other resident students.

It is the responsibility of the College, through the collaborative efforts of appropriate residential life and student affairs staff, residential governing boards, and other student governance bodies, to ensure that an environment is created wherein such residential expectations may be realized. Behavior that detracts from residential environments and, by necessity, hinders realization of the above stated expectations, will be referred to appropriate judicial bodies and subject to appropriate judicial sanctions.

### **B. RESIDENTIAL LIFE PHILOSOPHY AND GOALS**

Residential living is an integral part of the educational process at Keuka College. Keuka College resident students, in liaison with student affairs staff members, are expected to create a living environment that:

- enhances and supports both Keuka's unique academic mission and the learning experience of each student,
- recognizes, supports, and celebrates the varying values and beliefs of each resident student, and
- fosters the appropriate development of individual responsibility and empowered collective governance.

The realization of these environmental conditions is closely allied with the manner and method to which resident students relate to both paraprofessional and professional members of the student affairs staff.

## **C. RESIDENCE LIFE STAFF**

### **Director of Housing and Residence Life**

The director of housing and residence life is the staff member responsible for the administration of the campus-wide residence life program, including supervising the residence life staff and coordinating all housing placements.

### **Resident Directors (RDs)**

Each residence hall is staffed with a resident director. The resident director promotes residential programming and development within their building. The resident director also serves as a member of the student life staff.

### **Resident Assistants (RAs)**

Resident assistants are student members of the residence life staff who supervise a residential area (floor or section). Each resident assistant is trained to ensure that the guidelines for residential living are maintained and that the residential environment is conducive to meeting the living/learning needs of the resident student population.

## **D. RESIDENCE HALL POLICIES**

### **1. Residency Requirements**

Living in the residence halls at Keuka College is both a requirement and a privilege. The residence hall experience is an important part of a student's total education. Living, studying, dining, and socializing in proximity with other students enables the development of interdependence, respect for others, and social and interpersonal skills. Being a part of the Keuka residential community is such an important part of the Keuka experience, that it is required by the College.

All full-time students (defined as enrolled in 12 or more credit hours in a given semester) not living with his/her parents or legal guardian within 30 miles of the college (at the address indicated on the student's financial aid FAFSA form) are required to live in a residence hall. Student affairs staff may grant requests for exceptions under the following circumstances:

- 23 years or older,
- married,
- dependent(s) under 18 years of age living with him/her,
- internship/practicum that requires site residency and/or is more than 30 miles from campus and a student wishes to secure residency in close proximity to the site,
- medical or mental health hardship, or
- other compelling circumstances.

Returning students must submit written requests in March for the following academic year for consideration. Any student desiring to be released from spring housing should submit written requests in October.

In considering requests, the student's complete educational record, including GPA, judicial records and other information may be reviewed. The requested information may be confirmed through the

relevant college office(s). Requests based on medical and/or mental health hardships need to be accompanied by a letter from a physician or certified mental health professional, which specifies the condition(s) upon which the exception is being requested. (Keuka College health and counseling services do not provide these letters.)

Room and board fees are removed based on the approval of the specific circumstances. The college reserves the right to revoke this approval if the request is found to include incorrect or invalid information. In such cases the student and the billing addressee will be notified.

Students who are approved for an exception to the residency requirement will likely have their financial aid repackaged as a result of the change in fees. It is the responsibility of the student to confirm the impact that living off-campus will have on their financial aid and billing and make an informed decision.

## **2. Resident Student Board Policy**

Students living in the residence halls are required to participate in the College meal plan. Students may change their meal plan enhancement only during the “drop/add” period at the beginning of each semester. Students with special dietary needs are able to work directly with the food service staff in preparation of an alternative diet. The College’s health services staff is also available to assist in this regard.

Requests for authorization to be removed from the College meal plan are considered on a semester basis only when extraordinary and compelling circumstances clearly warrant it. Exemptions are handled by the Office of Conference Services after receiving appropriate documentation from the student’s medical doctor and a recommendation from the Office of Health Services.

## **3. Room Responsibility**

Living in a residence hall involves living in a community. This requires mutual respect, responsibility and concern for each other. The hall is the home of the students living there and should be treated as such. Individuals who cause damage are expected to take responsibility for their actions.

Students are responsible for any damage to their room beyond the limits of normal wear and tear. To protect both the College and the student, and to provide a record of needed maintenance, students must sign a Room Condition Report that has been completed by their resident assistant when they check into their residence hall rooms. Students are responsible for ensuring that room inventories are accurate and complete. It is from this form that room damage is assessed at the time of check-out. College furniture may not be removed from student rooms. Window screens and permanently attached furniture in student rooms may not be removed or disassembled. Charges are made for window screen removal as well as for abused or missing equipment and furnishings. Students are cautioned not to use decals, nails, or anything which may mar the finish on walls, closets, doors, mirrors, windows, or furniture\*. Sleeping lofts, platforms, flammable decorations, or other unsafe alterations of rooms are prohibited.

*\*Rooms may not be painted.*

*All College furniture must remain in the room; none can be taken out or replaced from another room. Students will be charged for missing furniture at replacement value.*

## **4. Check-in Procedures**

Students are required to register at the hall office or lounge of the building in which they will reside before moving into their assigned room. **Registration includes completing a health form and signing their Room Condition Report.**

## 5. Student Keys

Students are issued a room key when they check into their assigned residence halls. It is the student's responsibility to retain this key and to use it for entrance to his/her assigned room. If the key is lost, a new key may be ordered by contacting the director of housing and residence life; a \$60 charge is billed for each lost room key. Building access is achieved by using students' ID cards in the exterior card swipe.

Students who have not lost their key but who are locked out of their room may contact their RA or the RA on duty for assistance. Room keys should be treated as a house key—carry it always, and do not depend on the RA or other staff members to unlock the room.

## 6. Check-Out Procedures and Final Exam Departure

In order to maintain an atmosphere conducive to academic success, students are expected to leave campus within 24 hours of their last exam each semester or when the residence halls close, whichever comes first. Students who stay after their final exams and cause disturbances in the halls or on campus are subject to immediate removal from the residence halls and may be subject to further disciplinary action.

Prior to check-out of the residence hall, each student must make arrangements with a residence life staff member to have the room checked, the Room Condition Report reviewed and signed, and to return hall keys. The residence life staff establishes a check-out schedule during the last week of classes at the end of the spring semester for such procedures to occur smoothly. **Failure to comply with this policy results in an automatic \$75 fine.**

## 7. College Breaks

**The residence halls will be closed during scheduled College breaks .** Students are expected to vacate the halls for the duration of these breaks. Exceptions will be made for students who cannot leave for specific and pre-approved reasons. These students must be granted special permission by the Office of Housing and Residence Life to remain on campus. The charge for this will be **\$25 per day**. Faculty and staff hosts may be available for students over the breaks.

The halls will close at 5 p.m. on the day the break begins and will re-open at 1 p.m. the afternoon before classes resume. The Office of Housing and Residence Life will make exceptions for students who must stay later than 5 p.m. These requests must be made in advance of the break to the Office of Housing and Residence Life.

Geiser Refectory will be closed for student use during these scheduled breaks. It is also possible that power-related conveniences such as heat may not be available during these breaks. Additionally, students may be asked to stay in a room that is not their own, due to limited residence hall staffing.

Students are expected to check out of their rooms with a member of the residence life staff prior to leaving and unplug all appliances, with the exceptions of personal refrigerators, when the break is less than four days long.

## 8. Room Changes and Hall Transfers

Room changes or hall transfers are considered only after the 10th day of classes. Students who wish to request a room change or hall transfer must first consult with their RA. Housing assignments cannot be changed without the authorization of the RD(s) from the building(s) involved and the Office of Housing and Residence Life.

## 9. Student Visitation

All residence halls are governed by a 24-hour visitation policy during the academic year. Outside doors to buildings, except Ball Hall during regular business hours, are locked 24 hours a day. Student(s) found propping residence hall doors may be referred for judicial action. Should you wish to visit someone in another residence hall, call him/her first and have him/her meet you to let you in. College policy allows 24-hour visitation but does not permit cohabitation, as it often interferes with the rights of roommates and others in the living unit. Students who abuse the 24-hour visitation privilege are subject to disciplinary action.

At the main desk of each residence hall, students must sign in to the room of the person they are coming to visit. All students are required to present a valid Keuka College ID upon signing in. Students who are not with the people they signed in to visit may be asked to leave the building and in certain cases are subject to disciplinary action. Students are considered overnight guests when they spend a night in a room not assigned to them.

## 10. Non-Student Guests

All residence halls provide a sign-in sheet at the main desk. Any non-student visitors must be signed into the residence hall at the main desk and fill out a guest pass which they are to keep with them at all times. If no desk worker is on duty, hosts are responsible for locating an RA to get a guest pass. All non-student visitors must show a legal form of photo identification (i.e. driver's license, passport, state issued photo ID card, etc.).

Students may have guests under the age of 18, provided they are 16 years of age or older and bring a letter from the non-student guest's parent or legal guardian stating their permission for overnight visitation. This letter must include a number at which the parent/guardian can be reached. The resident assistant on duty will call the parent/guardian to verify the information included in the letter. The College requires that students who plan to have a non-student guest between the ages of 16 and 18 give 24 hour notice to their resident assistant or residence director. Non-student guests under the age of 16 are not permitted for overnight visitation. Exceptions may be made at the discretion of the building's Residence Director.

The respective hall resident host is responsible for the actions of all his/her guests. This includes accepting responsibility for any damages done by any visitor. If the visitor is not properly signed in, the residence life staff is informed and the visitor(s) and the host are subject to disciplinary action. Visits by family members must adhere to these guidelines.

The procedure for hosting overnight guests is as follows:

- a. All guests must be properly signed in at the main desk and must have a guest pass.
- b. No guests may sleep in public areas.
- c. All guests are required to meet all College standards of conduct. Students are responsible for informing guests of the College regulations and are responsible for the actions of their guests.

Each resident student may host a maximum of two guests at one time (with the exception of Ball Hall). Visitation and escort regulations apply to all students and their guests. A student may stay overnight in the residence hall for a maximum of three days in a 10-day period. A guest staying past midnight is considered overnight.

## **11. Courtesy and Quiet Hours Policy**

It is expected that each resident show courtesy and consideration and be sensitive to the needs of other residence hall community members at all times. Residents are expected to be conscious of the volume of their stereos, televisions, and computers, and to bring headphones with them if they prefer loud music. The use/practice of amplified or naturally loud musical instruments, such as electric guitars or drums, is not permitted in College residence halls.

### **Courtesy Hours**

Courtesy hours are in effect at all times in the residence halls. Each resident and his/her visitors have the responsibility to act with consideration toward residence hall community members who choose to study or sleep. In short, if someone is asked to quiet down, no matter what time it is, please do so.

### **Quiet Hours**

Quiet hours are defined as periods of time when noise is to be kept at a minimum. The following hours have been established for quiet hours:

- Sunday-Thursday, 10 p.m.-9 a.m.
- Friday and Saturday, 2 a.m.-noon.

Residents may choose to extend quiet hours beyond the minimum requirements listed above. This can be accomplished by a unanimous (ballot) vote of the floor section requesting this change. No hall may change quiet hours to be less than the minimum requirements.

All resident students are expected to maintain the above stated courtesy and quiet hours. Although the residence life staff is ultimately responsible for providing an atmosphere conducive to sleep and study, students are expected to make a reasonable attempt at resolving their own noise conflicts before a complaint is made to a member of the hall staff. However, if this approach fails, a staff member should be contacted. Residents who do not maintain courtesy and quiet hours are subject to disciplinary action.

In the week prior to final examination period, extended quiet hours will be in effect starting at 6 p.m. on weekdays and midnight on weekends. During final examination period, 24-hour quiet hours are enforced in all residence halls beginning at noon prior to the first day of final exams.

## **12. Room Furniture**

There is a \$50 charge for the removal of any student's non-College furniture which she/he has accumulated in the room during the course of the year. (i.e. sofas, loveseats, chairs, etc.) and which must be removed by maintenance personnel. This includes furniture remaining in the hallway adjacent to a student's room.

## **13. Room Painting**

Students may not paint their rooms. Students who do so will be charged a residence hall damage fine.

## **14. Appliance Policy**

All electrical appliances must be Underwriter Laboratory (UL) approved and should be in good working order. All appliances are subject to approval at discretion of the resident director. No air conditioners are permitted. Space heaters, torchiere lamps, halogen lamps, toaster ovens, and any

appliance with an open heating element (coil) are expressly forbidden.

Students are allowed to have small refrigerators and small televisions in their rooms. No more than two small refrigerators and two small televisions are permitted per room unless pre-approved in writing by the director of housing and residence life. Refrigerators may not exceed 3.8-cubic feet in size. Televisions may not exceed 105-135 watts. Students are responsible for any room damage caused by their appliances. Refrigerators must be cleaned out and defrosted prior to each vacation period with the exception of October break.

## **15. Pets**

For health and safety reasons, students may not have pets in residence hall rooms. Fish contained in a 20-gallon tank or less are permitted. Students who violate this policy will be required to remove the pet from the premises within 24 hours. In addition, the student will be subject to disciplinary action. Non-compliance with removal of the pet will result in additional sanctions being imposed.

## **16. Public Area Responsibility**

Public areas are defined as those areas of the residence hall not assigned to an individual. This refers to study and social lounges, bathrooms, corridors, pantries, lobby and laundry areas, computer rooms, stairwells, and elevators—those areas open to everyone in a floor section or in a hall.

Individuals who cause damage are expected to take responsibility for their actions. Those directly responsible for damage bear the burden of paying for the damage rather than having a particular floor section or hall pay for such damages. Only when the responsible person is not identified are students living in the affected area charged for such damages. Although the staff makes every effort to find the responsible person(s), it is expected that students will assist in identifying these people. Prorated hall and/or floor charges are only made when, after a reasonable time period, those responsible for the damage are not found. Students who fail to report damage and who are later shown to be responsible for that damage will be referred for disciplinary action. The prorate damage policy is one that stresses student responsibility. The benefits of such a policy are: if damage occurs, the persons actually responsible for the damages pay for it; there is an increase in student responsibility and student self-discipline; and a strong feeling of community responsibility for common living areas develops.

## **17. Lounge Furniture**

College furnishings in lounges and other public spaces are for the benefit and use of all students. Students who remove College property from lounges may be fined \$25 per unit per day, or be charged the replacement cost and/or be subject to further disciplinary action.

## **18. Storage**

Students may opt to contract with local storage companies for their personal storage needs.

# **E. RESIDENCE HALL SAFETY**

## **1. Theft and Damage**

Students are urged to keep their room doors locked and their valuables secured when room are

unattended, even if the student plans to be absent from his/her room for only a few moments. Report all thefts and losses as soon as they are discovered to a member of the residence life staff or a campus safety officer. The College encourages all students to take home valuables (i.e. computer, electronics, jewelry, etc.) during college breaks.

---

*The College does not assume any responsibility for personal property.*

## **2. Hall Sports**

Playing with sports equipment and/or playing organized games in the hallways is prohibited. This is to protect the rights of other residents, to prevent personal injury, and to prevent damage to College or personal property. Failure to comply with this policy may result in disciplinary action and/or confiscation of equipment.

## **3. Building Exteriors**

Any student found on the roof, ledges, or sides of any building owned by Keuka College will be fined \$100.

## **4. Fire Alarms and Safety**

Constant vigilance is required to minimize the possibility of fire or hazardous conditions. Flammable liquids for cleaning or heating are not to be used in the halls. The burning of candles and incense is prohibited in residence halls. In addition, lofts are not permitted in student rooms, and tapestries and all decorations hung on the walls or ceilings must not interfere with sprinkler heads or any fire-safety equipment.

Fire alarm systems, fire extinguishers and exit signs installed in residence halls are required by the state and are for the protection of all residents. Become acquainted with the locations of the fire extinguishers and fire alarm pull stations. Tampering with fire safety equipment is a criminal offense. The College does not tolerate under any circumstances the inappropriate use of such equipment. Persons initiating a false alarm, interfering with the operation of the alarm systems, damaging or removing any part of the alarm system, fire extinguishers, or exit signs, unnecessarily discharging a fire extinguisher, or starting a fire in any part of a residence hall are subject to severe disciplinary action by the College and will be turned over to the civil authorities.

The residence life staff has been directed to strictly enforce all policies pertaining to fire and life safety. Participation in regularly scheduled fire drills is required, which includes but is not limited to the complete evacuation of the building in which there is a drill. Failure to cooperate with evacuation procedures results in severe penalties. All fires should be reported to the RA or RD.

## **5. Holiday Decorations**

Precautions must be taken when decorating for the holidays to ensure personal safety and to avoid damaging the residence halls. Resident students are responsible for removing decorations and restoring the room to its original condition before leaving for the semester break.

a. No natural Christmas trees are permitted in student rooms or corridors. Non-combustible artificial trees may be used in rooms and lounges.

- b. Only miniature lights can be used as they produce less heat and consume less electricity. Do not leave Christmas lights unattended. These lights may only be used from Dec. 1 through the final day of the Fall semester. When leaving the room, unplug the lights. Use of extension cords is prohibited.
- c. Only fire retardant materials are permitted within the residence halls. Generally, the expense is no greater than dangerously flammable goods.
- d. Use aluminum papers, foils, and fire-retardant snow sprays.
- e. Use care in applying snow sprays, water colors, and magic markers; they should not be applied on any surface of the building.
- f. Use only Underwriter Laboratory (UL) approved equipment and materials.
- g. Do not block exits or decorate corridor lights and fire detectors.

## **6. Solicitation**

Keuka College does not allow door-to-door solicitation of products, services or campaign materials in the residence halls. Printed materials may not be placed under a student's door without permission from the resident director.

## **F. ENTRY AND SEARCH OF STUDENTS' ROOMS**

The occupant of a room in a residence hall is offered privacy, qualified only by legitimate supervisory needs in the interest of sound management and maintenance of discipline and an educational atmosphere.

### **1. Search**

The College reserves its legal right to search any residence hall room when such an action is deemed necessary in aid of the College's basic responsibilities. Search of a resident student's personal property is authorized after a thorough review by the Office of Student Affairs or other executive officers of the College, and only when ample cause has been firmly established. Authorization to search is issued by the president of the College, dean's office staff, or any administrator serving in an on-call capacity for student affairs, including resident directors. Visible evidence may be seized without a written statement of authorization to search. Written permission to search a room is given by the president of the College, dean of students, or his/her designee when occupants of a room cannot be present, or are non-compliant and justifiable cause is evident. Search is defined by the residence life staff as a thorough physical examination of a student's belongings (i.e., closets, footlockers, drawers, desks, computer and its files, etc.). Searches are carried out by the director of housing and residence life and/or residence directors, and/or campus safety only. These searches are done with two professional staff members present.

### **2. Entry**

Entry into student living quarters may be conducted by the following persons for the purposes described below (residence life staff are considered College personnel):

1. College personnel to maintain discipline and an educational atmosphere.
2. Law enforcement officers in performance of statutory duties and in accordance with legally defined procedures governing search and seizure.
3. College personnel to perform routine custodial services which may be provided as a part of the student housing contract; to make improvements and repairs, and to provide routine maintenance services; to make emergency repairs to prevent damage to the property of students or the College.
4. Authorized College personnel to ensure that health, fire, and safety regulations are maintained. The College gives at least 24 hours prior notice that inspection is being made unless conditions do not permit prior notification.
5. Authorized College personnel in emergency situations to protect the health and welfare of students.
6. Authorized residence life staff when there is evidence of unauthorized College furniture, pet, or other unauthorized property in the student room.
7. Authorized College personnel for security and maintenance purposes and for inventory and safety inspections during recesses and other periods when halls are unoccupied.

### **3. Inspection**

This is defined by the residence life staff as the examination of a room by sight (i.e., at breaks). Inspections may be carried out by the director of housing and residence life, resident directors, RAs, security personnel, and/or their supervisors. Inspections are done with at least two staff members present. When possible, searches and inspections are done with at least one of the occupants in the room. Exceptions would be at break when students may have left and residence life staff are doing inspections for safety reasons. Also, in order to ensure the safety of students and to meet health and sanitation standards, the College reserves the right to inspect residence hall rooms. This may be done on a regular basis or when theft of personal or College property is presumed to have occurred or when violations of health, safety, or sanitation standards are suspected. Room inspections are generally announced in advance or made when the occupant is present. Exceptions would occur in emergency cases or in situations when delay would be self-defeating.

### **G. FIELD PERIOD AND SUMMER HOUSING**

Housing will be available during Field Period and summer for Keuka College students who are: completing Field Period requirements, taking courses at Keuka College, and/or working on campus for a minimum of 35 scheduled hours per week. Fees shall be determined by November prior to the break. Students seeking summer housing must be enrolled for classes at the College for the subsequent fall semester. All requests for Field Period and summer housing are subject to approval by the Office of Housing and Residence Life.

Each student remaining on campus for the summer and/or Field Period must complete a housing contract. If there is an interruption in the period covered by the housing contract, it is the student's responsibility to notify the director of housing and residence life and the business office of his/her plans.

Failure to do so results in the student being charged through the departing date as stated on the housing contract.

Meals may be purchased on a cash basis throughout the summer and Field Period during those times that the Geiser Refectory is open. Food service is responsible for notifying students with regard to this information. A meal plan is available at an additional cost each week, or students may prepare their own meals in the residence hall.

## **IV. Student Services**

### **A. KEUKA COLLEGE ID CARD**

Students must carry their student ID card with them at all times and be prepared to identify themselves by showing their ID card upon request. The student ID card is also required for access to the student's residence hall and meal plan. Students receive a new ID card at the beginning of every academic year. Resident students who lose their card during non-business hours can obtain a temporary card to access their residence hall through the campus safety office. The temporary card does not allow access to the cafeteria and will be deactivated on the next business day. Replacement of lost or damaged cards can be obtained through the student affairs office. There is a \$5 fee for replacing a damaged card if the damaged card is turned in at the time of replacement. A \$20 fee is charged for replacing the first lost card and \$50 thereafter. Failure to produce an ID card results in disciplinary action. Misrepresenting information, duplicating, or reproducing the ID in any way, or giving to an underage person for the purpose of buying alcohol, is considered a violation subject to discipline.

### **B. STUDENT ACCOUNTS**

#### **1. Billing and Payments**

Charges for tuition and fees are billed in advance of each semester. Every student is provided with a list of all the Keuka College costs and a copy of the refund policy. Additional copies are available upon request in the student accounts office. Students with questions regarding their bills should consult with this office, as well.

Room and board are separate packages. Students requiring special consideration in housing should consult with the director of housing and residence life. Students with special dietary needs should consult the director of conference services who oversees Food Services.

A student whose account is past due is not permitted to register for future semesters or participate in residence room selection until such time as the account is paid in full. In addition, transcripts, diplomas, and grades are withheld.

A finance charge of 1 percent per month (12 percent annually) is assessed on outstanding balances due the last day of the month.

The College accepts Visa, MasterCard, and Discover.

#### **2. Banking**

Students are encouraged to have their own bank accounts rather than keep large amounts of cash on hand. Those who do not have bank accounts in a hometown banking institution may wish to open an

account at Community Bank, Lyons National Bank, or Five Star Bank, located in nearby Penn Yan. For convenience, a Five Star Bank ATM is located next to the physical plant office across from the U.S. Post Office.

Personal checks may be cashed at the business office (Ball Hall) from 8:30 a.m. to 4:30 p.m., Monday through Friday. There is a \$25 limit for check cashing per day and there is no charge for this service. However, there is a \$25 charge for each check returned because of insufficient funds. If the check is returned a second time, it automatically results in loss of check-cashing privileges at Keuka College.

## **C. FINANCIAL AID**

### **1. The Office of Financial Aid**

The Keuka College Office of Financial Aid is located on the first floor of Ball Hall and is open Monday through Friday from 8:30 a.m. to 4:30 p.m. E-mail: [finaid@keuka.edu](mailto:finaid@keuka.edu). The staff is available to assist students and families through the financial aid process including providing students with assistance completing the required forms for federal, state, and Keuka College financial aid.

### **2. Principles of Student Financial Aid**

The basic principle of financial aid is that students and families should contribute to the student's college expenses according to their means, taking into account the family's income, assets, and other relevant information.

The financial aid office at Keuka College attempts to meet as much of the student's demonstrated financial need as the availability of federal, state, and institutional resources allows.

### **3. Applying for Financial Aid**

All students wishing to be considered for financial aid must submit the following applications each year they wish to receive financial assistance at Keuka College:

1. Free Application for Federal Student Aid (FAFSA) or Renewal FAFSA
2. Express TAP Application

### **4. After Applying**

After the student files the FAFSA electronically, the student is directly linked to the New York State Higher Education Services Corporation (HESC) Web site to complete the TAP on the Web application.

It is important to read each of the documents carefully and follow the directions provided. These documents include:

#### **STUDENT AID REPORT (SAR)**

Provides a summary of information reported on the FAFSA. If corrections are needed, make changes online using your 4-digit PIN. Keep a copy for your records.

## **TAP CERTIFICATE**

This award certificate from HESC outlines the student's eligibility by semester the award for the Tuition Assistance Program (TAP).

## **5. Financial Aid Package**

Shortly after the student files the Free Application for Federal Student Aid (FAFSA) and designates Keuka College (code 002744), the financial aid office will receive data electronically from the central processing system.

This information is evaluated and Keuka College will mail the student a financial aid award letter which may include grants, scholarships, work-study, federal and Stafford loans. Students have the opportunity to accept or decline any portion or all of their financial aid awards.

## **6. Special Circumstances**

A student's financial eligibility is determined using the prior year's income information. However, there are certain conditions under which the current year's income may be used. These conditions include, but are not limited to:

- death of a parent or spouse,
- separation or divorce,
- loss of a full-time job, and
- loss of non-taxable income or benefits.

If a student feels he or she has unique circumstances that require special consideration, he or she should contact the financial aid office. Additional documentation for verification may be required.

## **D. STUDENT EMPLOYMENT OPPORTUNITIES**

A financial aid package may include a work-study award. Students receiving a work-study award work on campus up to a specified number of hours per week, and are paid by check on a bi-weekly basis (see the Academic Affairs section of this Handbook for more information on student employment).

## **E. BOOKSTORE REGULATIONS AND SERVICES**

The Keuka College bookstore is owned by the College, and operated by Follett Higher Education Group. It is provided to serve the students, faculty, and staff. Residents of the community and the general public are always welcome. The purpose of the store is to provide the College community with a selection of goods and services of high quality at reasonable prices with particular attention given to academic requirements. The staff is happy to order any special book upon request.

## **F. FOOD SERVICE**

Keuka College Dining Services offers a carte blanche meal plan which provides unlimited access to the Geiser Dining Hall from opening to closing, Monday through Sunday. Dining Dollars are also available and can be used at either the Geiser Dining Hall or Terrace Cafe. Dining Dollars can be added at the dining services office.

# 1. Academic Year Meal Hours

## Geiser Refectory

Monday through Friday (*Open 7 a.m.-7 p.m.*)

- Breakfast 7-10 a.m.
- Lunch 11:30 a.m.-1:30 p.m.
- Dinner 5-7 p.m.

Saturday

- Open 11 a.m.-6 p.m.
- Brunch 11 a.m.-1 p.m.
- Dinner 5-6 p.m.

Sunday

- Open 11 a.m.-6:30 p.m.
- Brunch 11 a.m.-1 p.m.
- Dinner 5-6:30 p.m.

## Terrace Cafe and Subway Convenience Store

- Monday through Friday (*Open 8 a.m.-10 p.m.*)
- Saturday: 4-10 p.m.

Subway Hours of Operation

- Monday - Wednesday 10 a.m.-10 p.m.
- Thursday - Friday 10 a.m.-10 p.m.
- Saturday 4 p.m.-10 p.m.

# 2. Academic Year Meal Prices (subject to change)

## Cash or Campus Wide Dollars

	Staff	Students	Guests
Breakfast	\$5	\$6.50	\$6.80
Brunch	\$8.10	\$9.50	\$11.45
Lunch	\$6.50	\$8.15	\$9.85
Dinner	\$8.10	\$9.50	\$11.45

## Dining Dollars

	Staff	Students	Guests
Breakfast	\$4.60	\$6.05	\$6.30
Brunch	\$7.50	\$8.80	\$10.60
Lunch	\$6.05	\$7.55	\$9.10
Dinner	\$7.50	\$8.80	\$10.60

When particular menus are requested by campus organizations for special events (e.g., Family Weekend, Honors Convocation, Spring Weekend), food service is happy to cooperate with plans. However, two weeks advance notice is necessary for special ordering. Specially catered meals for private groups or individuals may be arranged.

Food service also has employment opportunities with flexible hours and competitive wages. Interested applicants may call ext. 5380 for more information. The food service fax is (315) 279-5324. Call ext. 5380 for the daily menu.

### **3. Dining Hall Regulations**

- a. Students on the board plan must present their Keuka College ID card upon entering the dining hall. All other individuals must pay the appropriate cash price.
- b. Proper attire is required; shoes and shirts must be worn. All animals, except seeing-eye dogs, are prohibited. Backpacks, etc. are not allowed inside the dining hall and must be left at the door.
- c. Food is served only during regularly scheduled meal hours.
- d. Guests and employees may not charge meals.
- e. Only complete meals may be purchased; there is no a la carte pricing (e.g., salad bar, beverages, desserts).
- f. Food service and its employees enforce the College policies regarding the use of alcoholic beverages in the dining hall and at locations where catered meals are provided.
- g. “Sick trays” are available for students who are unable to go to the dining hall because of illness or class conflict. A sick tray may be obtained after proper authorization is presented from the Student Health Center or from the resident director if the center is closed, or with a list of students with conflicts from the professor.
- h. Seconds are always available in the Geiser Refractory, except at times such as steak night.
- i. Food, drink, china or silverware may not be removed from the dining hall.
- j. Proper conduct in the dining hall is expected. Violators of rules may be barred from the dining hall until the matter is resolved through the Office of Student Affairs.

### **G. TRANSPORTATION**

The College provides various forms of assistance to students in meeting their needs for transportation:

1. College vans make scheduled trips every week into Penn Yan. Transportation is free of charge. The van run schedule is coordinated through the Office of Student Affairs and is set at the beginning of each semester. Students may view the scheduled van at “Shuttle Van Runs” on the share drive.

Students needing transportation to and from the Geneva bus station or Rochester International Airport for scheduled College breaks should contact the Office of Student Affairs (279-5215) to make arrangements for drop-off and pick-up. Arrangements must be made at least three (3) days in advance in order to provide student affairs ample time to arrange for a driver. Whenever possible, student affairs tries

to arrange drop-off and pick-up of multiple riders. Students affairs will make every attempt to arrange transportation; however, there may be times when it is not possible due to scheduling conflicts. There is a nominal fee of \$5 each way for transportation to the Geneva bus station, and a fee of \$10 each way for transportation to Rochester International Airport.

2. Current information regarding public transportation can be obtained by calling any travel agency.

## **H. COLLEGE VEHICLES**

College vehicles are intended for transportation of students to College-related events, such as student teaching and College-sponsored field trips. Individual students should not plan on using them for personal needs such as hair appointments, job interviews, or visiting friends or relatives.

First time drivers of College-owned vehicles must be approved by Campus Safety. Allow five days for approval after submitting a copy of your license and the appropriate forms to the campus safety office. The driver's request, agreement, and responsibility forms as well as vehicle use guidelines may be downloaded from the College vehicle directory located on the school's S: drive.

Requests for use of College vehicles must be submitted to the physical plant office on the prescribed form, not less than 48 hours prior to the proposed use, and not later than 3 p.m Thursday for weekend use. The form must contain all necessary approvals: the sponsoring instructor's academic division chair or provost and vice president for academic affairs for academic use; the dean of students for use by student organizations; and the director of administrative services for all other uses. The earlier the form is received, the better the chance of a vehicle being available.

Upon receipt of an approved request form and after appropriate arrangements have been made for payment, the driver is instructed when and where to pick up the keys to the vehicle. Drivers must have a driver's license valid in New York state, plus the knowledge and ability to:

1. Check fluid levels (oil, transmission, engine coolant, windshield washing fluid),
2. check tire air pressure, and
3. call a repair service for flat tires.

In addition, drivers of the 15-passenger vans must complete the van test administered by Campus Safety. The driver of the vehicle assumes the responsibility for the safety of the vehicle's occupants. If weather conditions are hazardous, the driver should notify the College that the return to campus may be delayed. In addition, the driver is prohibited from using alcoholic beverages or other substances which might impair driving ability prior to or during the use of the vehicle. The driver should be well rested.

The vehicle should be returned to the appropriate parking area on campus with the keys and mileage sheet returned to the physical plant office or to the campus safety office (after 5 p.m.) immediately upon return to campus. Use of the vehicle is limited to the purpose, destination, and time frame for which permission was granted. The return to campus must coincide with the hour listed on the request form. If there is an unavoidable delay for any reason, the students must call the College to inform the administrative services office or the campus safety office of their expected time of arrival. Students or organizations who violate these guidelines lose the privilege of using College vehicles for the remainder of the academic school year.

Resolution of traffic tickets is the responsibility of the driver of record of the vehicle, unless the basis for the citation is a circumstance beyond the control of the driver, e.g., inoperative tail lights. Students

who are cited for reckless driving, driving while ability impaired, or driving while intoxicated and/or other serious offenses lose the privilege of using a College vehicle for the remainder of the school year.

## **I. STUDENT VEHICLES**

Students are permitted the privilege of having a motor vehicle on campus. Vehicles must be registered at Campus Safety during the first week of fall term or at any time a vehicle is brought to campus. The annual registration fee is \$40. (A free temporary parking permit is available from campus safety for visitors and students who expect to have a vehicle on campus for less than one week.) The replacement fee for lost/stolen decals is \$15. The fee for vehicles registered as of Feb. 1 is \$25.

Vehicle registration, parking, and operation policies are announced at the beginning of each academic year. Printed copies are available at campus safety or student affairs.

## **J. TRAFFIC LAWS AND VEHICLE REGULATIONS**

All state and municipal laws pertaining to ownership and operation of a motor vehicle must be observed. Speeding and reckless driving are not permitted on campus or on the neighboring streets. Because such activity endangers the safety of students, pedestrians, children, pets, and bicycle riders, violators are subject to severe disciplinary penalties as well as referral to the Yates County Sheriff's Department or New York State Police.

### **Speed Limit**

The speed limit on all campus drives and in all College parking lots is 10 mph.

### **Parking**

Limited parking facilities dictate that all members of the College community park in designated areas and adhere to no-parking restrictions as marked throughout the campus.

Vehicles may not be parked or driven on lawns, grassy areas, or on campus sidewalks. Violators are fined and may be charged for any damage. Violators are also subject to being towed away at the owner's expense.

All motor vehicles must be registered with Campus Safety before or immediately after it has been brought onto campus. Campus Safety issues temporary parking permits.

Violations of parking, traffic, and/or registration regulations result in fines as outlined in the parking regulations. Repeated violations could result in the removal of registration privileges and/or the removal of the vehicle from campus at the owner's expense. Appeals of motor vehicle violations are handled by the director of campus safety and the appeals committee.

Motorcycles and motorbikes may not be parked or driven on lawns, grassy areas, or on campus sidewalks. Violators are fined and charged for any damage to the grass. Violators are also subject to being towed away at the owner's expense, or a boot may be placed on the vehicle. Motorcycles, motorbikes, and other vehicles with gas engines may not be parked within College buildings.

Bicycles are not to be parked within College buildings except in approved storage areas in residence halls and in student rooms. Vehicles illegally parked are removed at the owner's expense.

## **K. CAMPUS SAFETY**

Department of Campus Safety Officers' are New York State Certified Officers who provide continuous safety services and law enforcement to the Keuka College Community.

### **Services of Security Officers**

1. Direct and assist visitors
2. Deter unauthorized persons from entering buildings, loitering, or soliciting
3. Assist emergency responders
4. Enforce college policy, state and federal laws, and parking regulations
5. Document and report hazards or maintenance concerns
6. Patrol the entire campus community, including residence halls 24 hours a day 7 days a week
7. Assist students with lock-outs
8. Secure found property
9. Provide vehicle jumpstarts

### **Important Phone Number Resources:**

#### **Campus Safety (24 Hours a day)**

Campus phone: ext. 5250 or 5911

Non-campus phone: (315) 279-5290

#### **Residence Life (Monday-Friday, 8 a.m.-4:30 p.m.)**

Campus phone: ext. 5655

Non-campus phone: (315) 279-5655

#### **Ambulance, Fire or Police Emergency**

Campus phone: 9-911

Non-campus phone: 911

Yates County Sheriff Department (non-emergency): (315) 536- 5191

## **Campus Advocates Response Team (CART)**

### **Mission of CART**

CART is a Sexual Offense and Domestic Violence prevention and intervention program that is made up of students, staff, and faculty; therefore, it is the mission of CART to implement a comprehensive policy to ensure the safety, dignity, and well-being of all the College community. CART members are committed to maintaining an environment that rejects sexual assault and domestic violence and that reinforces a community of prevention, response, and accountability.

### **Goals of C.A.R.T**

- Increase reporting of sexual offenses and domestic disputes on campus
- Provide advocates that include faculty, staff, and students to offer support for victims of both domestic violence and sexual offenses

- Provide the community with both off-campus and on-campus resources for victims of sexual offenses or domestic violence
- Provide educational opportunities related to domestic violence and sexual offense
- Conduct education programs for school age children and college students on domestic violence and sexual offenses
- Organize events to increase the communities awareness of domestic violence and sexual offenses
- Help victims receive appropriate care
- Help victims receive information about their legal rights
- Assist the College in its efforts to comply with related federal and state laws
- Increase awareness of sexual offenses and domestic violence on college campuses

## **L. HEALTH SERVICES**

Health and Counseling Services are located on the first floor of Harrington Hall.

The Health Services staff includes a full-time director/nurse practitioner, a part-time nurse, and a part-time physician. Appointments are recommended, since there are only specific times when health care professionals are available. Students who walk into Health Services for non-emergency reasons will be seen as soon as an appointment is available. There is an office manager on duty from 9 a.m. to 4:30 p.m. Monday through Friday who can be reached at (315) 279-5368 (or ext. 5368 if on campus).

Those students whose illness needs become emergent when the office is not open or cannot handle any more appointments should go to the emergency room at Soldiers & Sailors Memorial Hospital in Penn Yan. True emergency situations require calling 9-911 for an ambulance, a service that is provided by the Keuka Park and Penn Yan Area Volunteer Ambulance Corps.

The staff believes the concept of self-responsibility is essential when handling health needs. Thus, students are encouraged to deal with their illnesses by not waiting too long to make an appointment, using first-aid resources in each residence hall, communicating directly with faculty and staff about class absences, or needing to miss work study. Students are also expected to call ahead to cancel appointments, as open times can be used for another student.

Health Services provides assessment, diagnosis, treatment, and referrals for such health concerns as upper respiratory infections, gastrointestinal distress, urinary infections, and muscle strains and sprains, etc. Other services include T.B. testing, meningitis immunizations, blood glucose testing, strep throat screening, and urine testing for infection. Physicals, clearance for sports, counseling for health-related conditions, and health education are also available. Students may be referred to a specialist if needs exceed what Health Services is able to provide on campus. Most professional services are free. A small fee is charged for physicals, injections, medications, lab testing, and loan of equipment.

Students may purchase some over the counter medications at Health Services. The doctor or nurse can call in prescriptions to area pharmacies. The College also works with a pharmacy in Penn Yan that will deliver prescriptions or over the counter drugs to Health Services and can arrange to add the cost of the prescription directly to the student's college bill.

Health Services also advises the Peer Health Educator student employee who provides information, referral services and campus programs regarding health and wellness topics. If you are interested in serving as a Peer Health Educator, please check the Storm Tracker Web site at [www.keuka.edu/experiential/storm.php](http://www.keuka.edu/experiential/storm.php).

A completed health form, which includes New York state immunization requirements, is mandatory for all students. Students without a complete health form are not eligible to receive health care services, to participate in intercollegiate athletics, and are subject to suspension on the 30th day after classes begin. Dates for completed health forms to be in the Health Services office are August 1 for fall semester and

January 15 for spring semester.

Yates Family Planning shares the health services facility on Monday afternoons from 1-4:30 p.m. Yates Family Planning offers routine reproductive health care and screening for women and men. Appointments are made through Yates Family Planning by calling their office in Penn Yan at (315) 536-2752. Payment is expected at the time of service. Fees are based on a sliding scale, and Medicaid is accepted.

Yates County Public Health holds one or more immunization clinics a semester on campus for Hepatitis B, Hepatitis A, Tetanus and other immunizations. There may be a charge for these services.

## **M. ACADEMIC SUCCESS AT KEUKA (ASK)**

Academic Success at Keuka's main goal is to assist students to become independent, confident, and proficient learners who will meet the academic standards of the College. ASK offers a personalized, structured, and supportive learning environment in which students can seek answers to questions about their academic work and request assistance for developing the skills they need to meet their educational objectives. ASK offers the following services to students:

### **Diagnostic Teaching**

A student who is having difficulty in any course can make an appointment with any of the three professional members of the ASK staff, located in Hegeman 301, to investigate the reasons for academic difficulties. The student's academic strengths and weaknesses will be assessed and suggestions will be made for adjustments in study methods and techniques.

### **Strategy and Skills Instruction**

Students may receive instruction and supervised practice in writing, reading, and general learning strategies from any of the ASK professionals. Both individual instruction and small group workshops are available to all students.

### **Peer Tutoring in Writing**

Students may obtain peer tutoring in writing skills by requesting assistance from a peer writing consultant. Requests are made in the Writing and Tutorial Center. Peer writing consultants work in coordination with the director of ASK and faculty members in the English department.

### **Peer Tutoring in Content Area Subjects**

Students may enhance or increase their academic progress in any academic subject by requesting a peer tutor in the Writing and Tutorial Center.

### **Accommodations for Disabilities**

Students with disabilities who submit appropriate documentation may access testing accommodations, note takers, and alternative texts and receive instruction for developing and using self-advocacy skills. Academic accommodations are determined on a case-by-case basis through the collaborative efforts of the assistant director of ASK, the student, and instructors (when appropriate).

Please be advised that it is the student's responsibility to get appropriate documentation to the ASK Office. High schools do not send disability information automatically. Also, the ASK Office adheres strictly to the confidentiality guidelines set forth by FERPA.

## **N. COUNSELING SERVICES**

The director of counseling services and part-time professional staff members are available to help students deal with emotional concerns, as well as to develop greater self-awareness and better decision making, problem solving, and interpersonal skills.

Personal counseling is available to all registered students free of charge. Confidentiality is maintained. Students seek individual counseling for a variety of issues related to their college adjustment. Many have concerns about relationships or family difficulties. Others want to learn skills for dealing with personal emotional problems. The counseling staff believes that ready availability of resources at an early stage of need increases a student's ability to explore new options, encourages the development of self-confidence, and prevents development of more serious or prolonged emotional difficulties. Individuals requiring specialized therapy are referred to off campus sources and are responsible for covering the costs of these services.

## **O. CENTER FOR SPIRITUAL LIFE (CSL)**

The Center for Spiritual Life, or CSL, is located across from the bookstore in the Dahlstrom Student Center with the "Question Man" on its window. You can reach the chaplain at ext. 5378.

The programs of the CSL, directed by the College chaplain and his RD assistant, are centered on the individual's spiritual and personal growth, as well as exploration. Opportunities abound in worship services and volunteer activities that include food, fun, fellowship, education and service. A non-denominational worship service is held every Tuesday on campus at 8 p.m., while Catholic mass is held every Sunday at 7 p.m. in the Norton Chapel. A weekly "spiritual study" and cinema series, FSS (Faith and the Silver Screen), is offered Friday nights throughout the year. Numerous community service projects happen on campus and in the local community every semester. An Alternative Spring Break mission trip is available to students, as well. Transportation to our off-site events is always provided, so getting involved is extremely easy.

The CSL encourages student involvement in faith-based clubs on campus. Currently, we have a GIFT Club (Gathered in Faith Together), which is interfaith. Groups that are currently being developed include a Fellowship of Christian Athletes (FCA) Huddle, a Hillel (a Jewish student life group), and a Newman club (a group for Roman Catholic students). Students also have the opportunity to serve on a Student Leadership Team. The CSL actively encourages student participation in religious life in the local community.

The College chaplain is available to the entire Keuka College community for pastoral care and spiritual guidance. From the words of Rev. George Ball, a vibrant spiritual life is fundamental to building creative and complete lives. To this effect, the College chaplain serves the spiritual needs of the entire campus community, regardless of faith, tradition, race, ethnicity, age, sex, sexual orientation, gender identity or expression, disability, geographic, or economic background.

## **V. Student Complaints and Appeals**

### **A. POLICY**

Committed to its students' holistic intellectual growth and development, Keuka College strives to create an open, fair, and just campus environment in the classroom, residence halls, and administrative offices. Therefore, faculty, staff, and administrators encourage students encountering problems on

campus—inside or outside the classroom—to communicate their concerns to the person(s) or office(s) best able to help them.

Similarly, if students wish to express a complaint about some aspect of their Keuka experience or appeal a judgment against them, the College will make every reasonable effort to resolve those complaints satisfactorily in a timely and suitable manner using informal institutional pathways to resolution.

A student seeking help with a problem or resolution of a complaint should begin by following the sequence of informal institutional steps for problem and complaint resolution. Call the Office of Student Affairs at ext. 5215 for more information. The institution's informal problem-solving pathways are designed to give students a fair hearing, to educate them about college policy and procedures, and to resolve complaints in a fair, reasonable, and understandable manner as close to the source of the problem as possible. In most instances, the informal process ends with the executive staff member with authority over a major college unit.

A student not satisfied with the institution's proposed resolution to a problem, complaint, or appeal after exhausting the informal complaint process may file a formal complaint or appeal in writing either to the president or, in some instances, a formal institutional committee. Cases involving sexual harassment, violations of the Student Professional Conduct Policy, or the Student Code of Conduct will be handled by the appropriate College committee, with the president as the final source of appeal. Most all other formal complaints or appeals should be referred directly to the president.

To register a formal complaint or appeal with the president, a student should complete a Keuka College Student Complaint form and explain, in a detailed narrative, the basis for the complaint and the resolution sought. The form may be obtained in the Office of the President. The College assures students that no punitive or other adverse action will be taken against anyone filing a formal complaint, either during the time of the complaint or subsequent to its resolution.

The president will conduct an impartial procedural review, examine the evidence, and then communicate his/her decision in writing to the student, with copies to relevant parties, in a timely fashion. The president's decision is final.

A student may either accept the president's ruling or file a complaint with the New York State Department of Education's Post-secondary Complaint Registry. The State Education Department reports that "a complaint may be filed by any person with reason to believe that an institution has acted contrary to its published standards or that conditions at the institution appear to jeopardize the quality of the institution's instructional programs or the general welfare of its students" (SPRE MEMORANDUM 94-02).

To register a formal complaint, a student should follow the procedure established by the State Education Department. Keuka College guarantees students that no punitive or other adverse action will be taken against them for filing an external complaint with the State Education Department. The procedure is as follows:

## **B. HOW TO FILE A COMPLAINT**

1. The person should first try to resolve the complaint directly with the institution by following the internal complaint procedures provided by the institution. An institution of higher education is required to publish its internal complaint procedure in a primary information document such as the catalog or student handbook. (The department suggests that the complainant keep copies of all correspondence with the institution.)

2. If a person is unable to resolve the complaint with the institution or believes that the institution has not properly addressed his/her concerns, he/she may send a letter or telephone the Post-secondary Complaint Registry to request a complaint form. Call (212) 951-6493 or write to:

New York State Education Department  
Post-secondary Complaint Registry  
One Park Avenue, 6th Floor  
New York, N.Y. 10016

3. The Post-secondary Complaint Registry Form should be completed, signed, and sent to the above address. The completed form should indicate the resolution being sought and any efforts that have been made to resolve the complaint through the institution's complaint processes. Copies of all relevant documents should be included.

4. After receiving the completed form, the Department will notify the complainant of its receipt and make any necessary request for further information. When appropriate, the Department will also advise the institution that a complaint has been made and, when appropriate, the nature of the complaint. The complainant will also be notified of the name of the evaluator assigned to address the specific complaint. The evaluator may contact the complainant for additional information.

5. The Department will make every effort to address and resolve complaints within 90 days from receipt of the complaint form.

## **C. COMPLAINT RESOLUTION**

Some complaints may fall within the jurisdiction of an agency or organization other than the State Education Department. These complaints will be referred to the entity with appropriate jurisdiction. When a complaint concerns a matter that falls solely within the jurisdiction of the institution of higher education, the complainant will be notified and the Department will refer the complaint to the institution in question and request that the matter receive a review and response.

Upon conclusion of the Department's complaint review or upon a disposition of the complaint by referral to another agency or organization, or to the institution of higher education, the Department will issue a written notice of the complainant describing the resolution of the complaint. The complainant may contact the Department evaluator directly for follow-up information or for additional assistance.

## **VI. Student Conduct Code**

### **STATEMENT OF PURPOSE**

The Keuka College Student Conduct Code serves as a vehicle whereby non-academic student discipline matters are resolved in a fair and impartial manner. In addition, this Conduct Code seeks to foster and guarantee the pursuit of activities that lead to the development of the student when such activities occur under the auspices of Keuka College.

As this Student Conduct Code seeks to foster individual and communal responsibility, it is anticipated that all students will conduct themselves with appropriate regard and respect for the rights of others and the College.

It should be noted that the enforcement of this judicial code does not follow the common law adversarial legal method. The judicial body's determination shall be made on the basis of whether it is more likely than not that the accused student(s) violated the Student Code of Conduct or College policy.

## **I. Jurisdiction**

A. Keuka College jurisdiction and discipline shall be limited to conduct that occurs on the premises of Keuka College and may extend to activities that occur off campus if such activities adversely affect the interests or educational mission of Keuka College.

B. The Keuka College Conduct Code applies to any persons enrolled in any course offered by the College or any student organization recognized by the College.

## **II. Conduct: Judicial Codes and Regulations**

A. Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in Article III:

### **1. Institutional Mission**

- a. Knowingly supplying false information to any Keuka College official, faculty member, or office.
- b. Forgery, alteration, or misuse of any Keuka College document, record, or instrument of identification.
- c. Tampering with the elections of any Keuka College recognized student organization.
- d. Disruption, interference, or obstruction of teaching, research, administration, disciplinary proceedings, or other Keuka College activities, including its public service functions.
- e. Unauthorized representation of Keuka College.
- f. Failure to comply with the directives of a Keuka College official in the performance of his/her official duties.
- g. Violation of computer software copyright laws, compromising the integrity of College computer facilities.

### **2. Safety and Student Wellness**

- a. Disrespect of any member or guest of the College community.
- b. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, discrimination or bias-related offenses and/or other behavior that threatens or endangers the health or safety of any person.
- c. Discriminatory and bias-related offenses, including harassment and practices that deny, restrict, or demean human dignity, equality, autonomy, and morality are prohibited and unacceptable. Bias-related offenses are adjudicated under the Keuka College Policy on discriminatory and bias-related harassment.

- d. Rape, acquaintance rape, and other non-consensual sexual activity as described in the Keuka College Student Policy on Rape and other Non-consensual Sexual Activity. Sexual harassment charges are adjudicated under the Keuka College Sexual Harassment Policy.
- e. Possession, distribution, or use of fireworks, explosives, incendiaries, or dangerous chemicals while on the property of the College.
- f. Possession, use, or distribution of weapons, including firearms, pellet guns, air rifles, bows and arrows, or knives.
- g. Careless or malicious use of fire; tampering with a fire control device, or falsely reporting a fire or a bomb.
- h. Possession, use, selling, or distribution of illegal drugs or drug paraphernalia.
- i. Selling, delivering, or supplying alcoholic beverages to persons under the age of 21; violation of campus alcohol beverage regulations. (See full Alcohol Policy on page 85.)
- j. Behavior that threatens the security of campus buildings or facilities, or safety of the community.
- k. Possession or use of keys to College facilities without proper authorization.
- l. Violation of Keuka College guest policy.
- m. Entering Keuka College property or facilities contrary to directives or published policy.
- n. Removal of College property from designated areas without appropriate authorization.
- o. Lewd or indecent behavior.
- p. Engaging in behavior which poses a significant interference to the normal campus life of others.
- q. Classroom behavior that seriously interferes with the instructor's ability to conduct class or the ability of others to learn.
- r. Theft.
- s. Vandalizing or destroying College property.
- t. Hazing, defined as an act that endangers the mental or physical health or safety of a student, for the purposes of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.
- u. Violation of motor vehicle regulation.
- v. Participation in a campus demonstration that disrupts the normal operations of Keuka College and infringes on the rights of other members of the Keuka College community.

w. Continued infractions of this Code.

### **3. Residence Halls**

The Residence Hall Contract may specify other conditions, obligations, and responsibilities not stated here.

a. Violation of Residence Hall Contract.

b. Failure to respond to the directives of a residential life staff member in the performance of his/her duties.

### **4. Judicial Infractions**

a. Failure to comply with the sanctions imposed by the conduct officer or judicial adviser.

b. Falsification, distortion, or misrepresentation of information before a judicial body or officer.

c. Attempting to discourage an individual's proper participation in a judicial hearing.

d. Harassment or intimidation of a judicial board member prior, during, or after a judicial hearing.

e. Knowingly assisting in the violation of this code.

## **III. Sanctions**

One or more of the following sanctions is imposed if a student admits or is found in violation of the Student Conduct Code in accordance with the above stated provisions (Section II), including failure to comply with the judicial process and/or sanctions. Incomplete sanctions are cause for further judicial action and/or fine:

### **1. Written Reprimand and Warning**

A written notice kept in the disclosure file that the individual's behavior was inappropriate. This notice also serves as a warning regarding future policy violations.

### **2. Disciplinary Probation**

A written reprimand for violation of specific regulations. Probation is for a specific amount of time and includes the possibility of more severe sanction(s) should the student be found in violation of the Student Conduct Code during the probationary period. Probation may also include the loss of privileges (e.g. may not attend extracurricular activities, may not participate in sports programs).

### **3. Parental Notification**

Notification of sanctioning/incident to parent/legal guardian of record. See policy on parental notification.

### **4. Restitution**

Fiscal compensation for loss, damage, or injury.

## **5. Campus or Community Service**

Assignment to a specific number of hours of service to the College or a community agency.

## **6. Fine**

A student may be fined. Fines are deposited into an alcohol-free programming fund, which is used for education and campus events. Unpaid disciplinary fines may be placed on a student's College bill.

## **7. Residence Hall Relocation**

Transfer to another residence hall.

## **8. Temporary Suspension**

Temporary suspension from residence halls or College: this action may be rendered for an interim period of time if, in the judgment of the conduct officer, judicial adviser or Conduct Review Committee, the student's continued presence or use of privileges at Keuka College is likely to cause harm to members of the Keuka College community or to Keuka College facilities.

## **9. Termination**

Termination of the residence hall contract: the student is removed from College housing.

## **10. Campus Restriction(s)**

The student is prohibited from entering certain Keuka College facilities or grounds.

## **11. Deferred Suspension**

The highest level of judicial sanction prior to suspension from the College.

## **12. Suspension**

The student is excluded from the College for a designated period of time.

## **13. Expulsion**

Permanent separation from Keuka College.

## **14. Other Actions**

Such other actions as the conduct officer, judicial adviser, or Conduct Review Committee may find appropriate.

# **VII. Judicial Procedures: Student Judicial Panel**

In order to provide students with an equitable and fair judicial process, the Student Judicial Panel (SJP) was put in place to serve as a body of peers that hears and determines cases of student policy violations.

The SJP is made up of nine student justices and one chief justice who have been selected by the conduct officer and a panel of students. All justices have been trained in order to be knowledgeable about Keuka College policy and fair sanctioning procedures. The SJP hears first level policy violations including, but not limited to: candles, incense, first alcohol, quiet hours, guests, hall sports, etc.

As documentation of policy violations are received in the Office of Student Affairs, the associate

dean of students reviews all violations and assigns each case to the appropriate hearing body or individual (i.e. student judicial panel, director of housing and residence life, associate dean of students). When a case is assigned to the SJP, three student justices and the chief justice hear the case. The conduct officer (associate dean of students or his/her designee) is also present at the hearing in a non-voting capacity.

## **A. HEARING PROCEDURE**

1. It is the responsibility of the chief justice to notify the student of the date, time and place of the judicial hearing. Any student who is unable to attend the hearing due to legitimate purposes (i.e. class, medical issue, etc.) must contact the chief justice to either reschedule the hearing or submit a written statement outlining the student's involvement in the alleged policy violation. Submission of such statement signifies the student's permission to have the case heard in absentia.
2. Hearings are conducted in private and all parties involved will be informed that the proceedings and any decisions made will be kept confidential.
3. Any party to the hearing may be advised by a member of the College—including another student, staff member, faculty member or parent. During the hearing no party may be represented by legal counsel.
4. Admission of any person to the hearing will be at the discretion of the SJP.
5. The accused shall have the right of presenting witnesses (not more than three), subject to the right of cross examination by the SJP.
6. No “character witnesses” may be present to give testimony.
7. The SJP members may ask questions of the accused at any time subject to relevance as determined by the chief justice or the conduct officer (associate dean of students or his/her designee).
8. Persons disruptive to the hearing procedures will be expelled from the hearing by the chief justice or conduct officer (associate dean of students or his/her designee).
9. The chief justice has the right and responsibility to evaluate and qualify all forms of presented evidence. The chief justice may choose to consult with the conduct officer (associate dean of students or his/her designee) regarding these decisions.
10. All procedural questions are subject to approval by the chief justice. The chief justice may choose to consult with the conduct officer (associate dean of students or his/her designee) regarding these decisions.

## **B. DISPOSITION**

1. After the hearing, the SJP reviews any materials and documentation submitted and determines by majority vote whether the behavior of the student constitutes a violation of Keuka College policy.
2. If the SJP determines a policy violation has occurred, then the panel will come to a majority decision concerning the sanctions. The chief justice shall inform the student in writing of the disposition of the case. Any sanctions levied by the SJP become effective immediately upon notification unless otherwise specified or unless the student submits an appeal to the conduct officer.

## **VIII. Judicial Procedures: Conduct Officer**

### **A. RESPONSIBILITIES OF THE CONDUCT OFFICER: ASSOCIATE DEAN OF STUDENTS, DIRECTOR OF HOUSING AND RESIDENCE LIFE & RESIDENT DIRECTORS**

1. The conduct officer or his/her designee may conduct an investigation of charges, brought to his/her attention by Keuka College officials, employees, students, or members of the general public. The conduct officer will also determine if the case can be disposed of administratively on a basis acceptable to both the conduct officer and the accused party(ies). If such is the case, the decision imposed by the conduct officer is final.
2. Upon concluding any investigation, the conduct officer notifies the accused student in writing of the charge(s), the complaint(s), the date(s) of the alleged violation(s), the Conduct Code section(s) that are alleged to have been violated, the maximum possible sanction that may be imposed, and the date of the hearing. A time shall be set for such a hearing, not more than fifteen days after the student has been notified of his/her alleged violations of the Student Conduct Code. Maximum hearing time limits may be extended by the conduct officer.

### **B. HEARING BEFORE THE CONDUCT OFFICER**

1. During the hearing, no party may be represented by legal counsel. The student may be accompanied by an adviser who may be his or her parent(s), legal guardian(s), faculty, staff, or another student.
2. The conduct officer may hear and consider any relevant information. Efforts will be made to obtain the most reliable information available. The officer may not consider:
  - a. Information obtained through a search of the student's person, effects, or room without his/her consent or appropriate notification, unless obtained through a warrant or through conditions stated in Keuka College policies.
  - b. The suspected student's refusal to consent to a search or to give information concerning the alleged facts, if a criminal prosecution relating to the same violation is pending, independent of the Student Conduct Code hearing. The conduct officer will notify the student in advance of the right to remain silent and will draw no inference from the student's refusal to give information.

## **C. DISPOSITION**

After formulating a decision, the conduct officer will inform the student of the following possible judicial dispositions:

1. Dismiss the case.
2. Impose appropriate sanctions to become operative immediately upon written notice to the student (unless otherwise specified). Sanctions are deferred in the event of an appeal.
3. Refer the matter to the judicial adviser if the conduct officer is in doubt as to whether the student violated the Code of Conduct or if the matter may involve the suspension or expulsion of the student.

## **IX. Judicial Procedure: Judicial Adviser**

### **A. RESPONSIBILITIES OF JUDICIAL ADVISER: DEAN OF STUDENTS & ASSOCIATE DEAN OF STUDENTS**

1. The judicial adviser or his/her designee considers all matters that may involve the suspension or expulsion of a student. Behavior that would warrant such separation includes that which is of a recidivist nature or that which poses a significant threat to the well-being of the College, students, or personnel. In cases of rape or other non-consensual sexual activity, the student may choose to have a staff member assigned as judicial liaison to both the complainant and the accused student. The judicial liaisons are trained student life staff members. The judicial liaison assigned to the complainant will be the same gender as the complainant. The function of the judicial liaison is to support and inform the complainant and accused during the preparation for a hearing. The judicial liaison will ensure that each party is aware of and encouraged to use college and community resources such as counseling, medical, and law enforcement agencies. Liaisons will also be knowledgeable about the Keuka College Student Policy on Rape and Other Non-consensual Sexual Activity. They will also be familiar with the Student Code of Conduct and the procedures set forth here. They will assist each party in preparation for the hearing accordingly.

2. The judicial adviser may temporarily suspend any student pending the closing of a disciplinary hearing, if, in the judgment of the judicial adviser, the student's continued presence at Keuka College poses a significant threat to the general welfare of College staff, students, or facilities. A student suspended under this section may seek review of this decision by requesting the judicial adviser to reconsider the decision within seven calendar days after the student has received the notice of interim suspension.

### **B. HEARING BEFORE THE JUDICIAL ADVISER**

1. During the hearing, no party may be represented by legal counsel. The student may be accompanied by an adviser who may be his/her parent(s), legal guardian(s), faculty, staff, or another student.

2. The judicial adviser may hear and consider any relevant information. Efforts are made to obtain the most reliable information available. The officer may not consider:

a. Information obtained through a search of the student's person, effects, or room without his/her consent or appropriate notification, unless obtained through a warrant or through conditions stated in Keuka College policies.

b. The suspected student's refusal to consent to a search or to give information concerning the alleged facts, if a criminal prosecution relating to the same violation is pending, independent of the Student Conduct Code hearing. The conduct officer will notify the student in advance of the right to remain silent and will draw no inference from the student's refusal to give information.

## **C. DISPOSITION**

After formulating a decision, the judicial adviser shall inform the student (in writing) of the following possible judicial dispositions:

1. Dismissal of the case.
2. Imposition of appropriate sanctions. The results of the hearing are confidential (with the exception of cases of sexual assault or rape wherein federal law requires the victim to be notified). Any sanctions levied becomes operative upon notification unless specified or unless the student lodges an appeal with the dean of students or president of the College.
3. Referral of the matter to a Conduct Review Committee if there is doubt as to whether the student violated the Code of Conduct, or if the matter is deemed by the judicial adviser to be of significant consequence to warrant review by the Conduct Review Committee.

Note: The judicial adviser, or his/her designee, serves as procedural chair of the Conduct Review Committee.

## **X. Judicial Procedures: Conduct Review Committee**

### **A. RESPONSIBILITIES OF CONDUCT REVIEW COMMITTEE**

1. The Conduct Review Committee reviews any judicial cases referred from the office of the judicial adviser.

### **B. COMPOSITION OF CONDUCT REVIEW COMMITTEE**

1. The committee consists of five voting members, at least two of whom are students. The composition of the committee and the method of their selection, with the exception of the above requirement, is determined in a manner approved by the judicial adviser. The judicial adviser or his/her designee also serves as the procedural adviser of the Committee and has a "non-voting" status. The judicial adviser appoints a designated member as a chairperson whose responsibilities are delineated below in the hearing preliminaries and procedures.
2. In cases of rape or other non-consensual sexual activity, issues of relevance related to the previous sexual behavior of either party will be resolved prior to the hearing, with a presumption of irrelevance unless proven otherwise.

## **C. HEARING PRELIMINARIES AND PROCEDURES**

1. The judicial adviser shall notify the student of a date, place, and time of the Conduct Review Committee hearing. In addition, the judicial adviser shall list the names of the committee members in notice to the student and will make arrangements for some form of record to be maintained during the Conduct Review Committee hearing. All judicial records are maintained by the student affairs office for three years or one year after a student withdraws or graduates and before being destroyed.
2. Hearings are conducted in private.
3. Any party to the hearing may be advised by a member of the College student body, staff, or faculty, or by a parent. During the hearing no party may be represented by legal counsel.
4. Admission of any person to the hearing shall be at the discretion of the committee.
5. The complainant, the accused, and the judicial body shall have the right of presenting witnesses, subject to the right of cross examination by the Conduct Review Committee.
6. No “character witness” may be present or give testimony.
7. The Conduct Review Committee members may ask questions at any time subject to relevance as determined by the chairperson. The parties may ask questions indirectly through the committee chairperson, subject to reasonableness and relevance, as determined by the chairperson.
8. Persons disruptive to the hearing procedures will be expelled from the hearing.
9. The chair of the Conduct Review Committee has the right and responsibility to evaluate and qualify all forms of presented evidence.
10. All procedural questions are subject to approval by the chair of the Conduct Review Committee.

## **D. DISPOSITION**

1. After the hearing, the Conduct Review Committee determines by majority vote if the student is responsible for violating College policy. If the Conduct Review Committee determines that the student is not responsible for violating College policy, the case is dismissed and the student is notified of the disposition of the case. If the Conduct Review Committee determines that the student is responsible for violating College policy, the committee determines by majority vote the appropriate sanctions for the violation(s).
2. In cases of rape or other non-consensual sexual activity, previous determinations in a student’s record involving violation of the Keuka College Policy on Rape and other Non-consensual Sexual Activity, while not admissible as evidence in determination of the current case, are considered when determining sanctions; i.e., if the judicial adviser determines that the accused student has violated the policy and he/she has a previous violation on record, the sanction decided upon may be intensified because the accused is a repeat offender.

3. After formulating its decision, the committee shall inform the student, in writing, of the disposition of the case. The results of any disciplinary sanction levied by the committee becomes operative immediately upon notification unless otherwise specified or unless the student lodges an appeal with the Office of the President.

## **XI. Judicial Appeal Process (All Levels)**

Appeals must be submitted in writing to the appropriate appeal officer within three calendar days after the student has received written notice of the findings and/or any sanctions. Appeals must state the specific grounds of the appeal.

Appeals can be made for the following reasons:

- review of procedures, and
- appropriateness of sanction.

Once the appeal officer receives the letter of appeal, s/he will review the case and make a decision within 72 hours. The student will be notified (in writing) of the decision. The appeal officer may extend the maximum appeal time limits.

Upon conclusion of the appeal review, the appeal officer may:

- a. Uphold the earlier decision imposed by the initial conduct officer
- b. Find the earlier sanctions inappropriate and impose new sanctions (which may be more or less stringent than the original sanctions)
- c. Order a new investigation based on procedural integrity

*The outcome of the appeal is considered final and binding.*

### **To Whom Should Students Appeal?**

#### **If the case was heard by:**

Student Judicial Panel  
Resident Director  
Director of Housing and Residence Life  
Associate Dean of Students  
Dean of Students  
Conduct Review Committee

#### **Appeal to:**

Associate Dean of Students  
Director of Housing and Residence Life  
Associate Dean of Students  
Dean of Students  
President of the College  
President of the College

Specific questions regarding judicial process and procedure should be directed to the associate dean of students who serves as chief conduct officer for the College.

## **XII. Revision and Amendment to the Student Conduct Code**

1. The Student Conduct Code is reviewed yearly under the direction of the judicial adviser.