



**Student
Handbook
2007-08**

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SECTION I: ACADEMIC AFFAIRS

I. Graduation Requirements

All students working toward a baccalaureate (Bachelor of Arts or Bachelor of Science) degree must meet the following basic requirements for graduation:

1. At least 75 percent of the credits for a bachelor of arts (B.A.) degree and at least 50 percent of the credits for a bachelor of science (B.S.) degree must be in the liberal arts and sciences.
2. Satisfactory completion of 120 semester credit hours and a grade point average (GPA) of 2.0;
3. One Field Period for each 30 Keuka credits required for degree completion. No more than four Field Periods may count toward the total number of credits required for graduation.
4. Satisfactory completion of all core curriculum requirements. However, students who have previously completed a B.A. or B.S. are exempted from core curriculum requirements exclusive of any major program requirements;
5. Completion of major requirements with a discipline GPA of at least 2.0;
6. Completion of 30 of the last 36 credits (including one Field Period) at Keuka College and at least 12 credits in the student's major in courses at the 300 level or above; and
7. Participation in college outcomes assessment testing as scheduled during the college experience.

II. Academic Classification

A. CLASS YEAR

To fulfill the requirements of a degree program in four years, a student must complete an average of 30 semester credit hours each year. A student is classified as a sophomore if, at the beginning of the fall semester, he/she has completed 30 semester credit hours; as a junior if, at the beginning of the fall semester, he/she has completed 60 semester credit hours; and as a senior if, at the beginning of the fall semester, he/she has completed 90 semester credit hours.

B. NON-MATRICULATED STUDENTS

Non-matriculated students are students who have not declared their intention to work toward a degree. Non-matriculated students may register for a maximum of six credit hours during a regular semester, and they may accumulate no more than 12 credit hours toward their degree. Non-matriculated students are not eligible for financial aid, health services, counseling services, or the use of the special facilities. These students must register through the registrar's office, and will be assigned an adviser. Students subsequently wishing to matriculate must contact the admissions office.

C. COURSE LOAD

A normal course load is defined as at least 12, but not more than, 18 semester credit hours for the fall semester; three semester credits for Field Period; and at least 12 but not more than 18 semester credit hours for the spring semester. Any student wishing to deviate from the minimum or maximum course load for each semester must make the request in writing to the associate dean for academic programs.

III. Credit Options

A. TRANSFER CREDIT

The registrar will evaluate transcripts on an individual basis for all credit earned by candidates for admission prior to their admittance at Keuka College, and for all non-Keuka course credit earned while enrolled. Acceptance of transfer credit is based on the following criteria:

1. The institution of origin had accreditation at the time of the course work;
2. The transferred credit(s) show a grade of C or better;
3. The subject is related to the core curriculum and/or related to, or supportive of, disciplines offered at Keuka College.

The following information, relative to approved transfer credit, will appear on the student's transcript:

Transfer credits accepted (Total)

The number of transfer credits applied at the time of entry toward a Keuka College degree will consist of credit for courses which meet graduation requirements, and any additional elective credit needed to meet the completion of graduation requirements.

B. PRIOR CREDIT AT KEUKA COLLEGE

The acceptance of prior course credit and grades in courses which were completed at Keuka College seven or more years prior to readmission to the College for a particular degree program will be determined by the registrar in consultation with the division chairperson and/or program coordinator. The type and number of prior courses and credits accepted toward a degree may depend upon the date the prior course work was taken and/or the similarity of courses and major for which the student was previously and is currently enrolled.

C. ACADEMIC "FRESH START"

Students who have withdrawn or have been suspended because of academic deficiencies, but who have demonstrated personal and academic maturation may request to be readmitted under Keuka College's academic "Fresh Start" policy. The following conditions apply:

1. At least three years must have elapsed since the last date of attendance at Keuka College. The student must submit his/her request in writing to the registrar's office prior to re-enrolling at Keuka College. The letter must present a thoughtful educational plan that includes specific academic and career goals and strategies for achieving them. In addition, the student should discuss and provide evidence of having

achieved all of the following conditions that apply to his/her individual situation: course work completed with a grade of C or higher at another accredited institution of higher education; intellectual development and academic preparedness through means other than traditional, credit-bearing academic courses, such as private tutoring, remedial course work, academia skills workshops, work experience, etc.; maturity, responsibility, personal growth, and development through work, community service, family caregiving, or other means; pursuit and completion of academic testing and/or counseling; and changes in personal circumstances that adversely affected prior performance.

2. The student's request will then be presented to the associate dean for academic programs, who will approve/deny it.

3. Should academic "Fresh Start" be approved, the student will start with a "clean slate" GPA of 0.00. The student's prior academic grades will not be considered in the calculation of the grade point average earned after the Fresh Start reentry date except with respect to GPA in the major. However, all prior course work and grades will remain visible as part of the student's official Keuka College transcript.

4. If granted, the date of academic "Fresh Start" will be entered on the student's transcript.

5. Academic "Fresh Start" may be granted to a person only once.

6. Students are cautioned that when considering applications for admissions, many graduate and professional schools will compute the undergraduate grade point average of all hours attempted.

7. Academic "Fresh Start" does not pertain to accumulated financial aid history. Accumulated semester and award limits include all semesters of enrollment.

8. Students who are granted academic "Fresh Start" under this policy must complete a minimum of 30 credits in new or repeated courses at Keuka College prior to graduation, including 12 credits at the 300/400 level in the major and achieve a cumulative GPA of 2.00.

9. Students readmitted under an academic "Fresh Start" policy remain subject to all existing graduation requirements.

D. CREDIT BY EXAMINATION

Under certain conditions, Keuka College grants credit toward graduation based on the following exams:

- * College Proficiency Examination (CPE) administered by the New York State Department of Education.
- * College Level Examinations Program (CLEP) offered by the College Board.
- * Advanced Placement Program of the College Entrance Examination Board (CEEB).
- * New York State Regents College Examination (RCE).

Credit is granted to students who meet the entrance requirements and who matriculate in a program leading to a degree. The granting of credit does not necessarily guarantee that all prerequisites for advanced study have been met. Students who have completed work in lower-level courses by examination are urged to consult with a departmental adviser before registering for advanced work in a subject.

A matriculated student may be eligible to earn credits through any of the above-mentioned examinations upon approval of the registrar. Further information is available from the registrar's office.

NON-KEUKA COURSE WORK

1. Rochester Area Colleges (RAC): A consortium of 18 Rochester Area Colleges provides an opportunity for full-time, matriculated students to register in a member institution for one or two courses not available on the home campus. Approval is granted on a space-available basis at the second institution. Arrangements are completed during the week following the first day of instruction at the second institution. Approval of both institutions is necessary. For further information, see the registrar's office.
2. Off-campus and Summer Study: Non-Keuka course work forms are available online or in the registrar's office. Approval must be received before the end of the academic year. A student may register for summer school courses at accredited institutions. Credit will be transferred to Keuka College provided that prior approval is received from the faculty adviser and the registrar and a grade of C or higher is earned. Students must request that an official transcript be sent to the registrar's office when the academic work is completed.

E. STUDY ABROAD

Study abroad represents an invaluable type of experiential learning and cultural enrichment. Students who study abroad enhance their preparation as citizens and working professionals in an increasingly multicultural world.

The opportunity to study abroad is a special privilege open to students who have demonstrated the academic preparedness and personal maturity to handle the challenges of living and learning in another country and culture.

Therefore, students seeking institutional permission to study abroad must meet the following minimum standards:

1. sophomore (24 or more credits) or higher standing at the time of the experience;
2. a cumulative GPA of 3.0 or higher;
3. at least one letter of support from their adviser or other faculty member; and
4. good standing within the College's Student Conduct Code.

Permission must be sought at least one full semester prior to the time of the proposed study abroad experience. In addition, students must meet all the eligibility standards for the study abroad program to which they intend to apply.

Students interested in international study should begin by contacting their faculty adviser and the associate dean for academic programs. They will (a) help the student research and select a quality program suited to his/her academic needs and interests; (b) guide the student throughout the application process (e.g., course selection, financial aid, orientation); and (c) help him/her secure institutional approval to study abroad.

Materials about study abroad programs are available in the Center for Experiential Learning. Keuka College participates in special study abroad consortia promoting semester-long study in Hong Kong and Austria.

Students wishing to study abroad must obtain final institutional approval from the associate vice president for academic programs.

Students enrolled in programs of study approved for credit by Keuka College are considered enrolled at Keuka for Title IV financial aid purposes.

IV. Academic Majors

A. BACHELOR OF SCIENCE DEGREE

The Bachelor of Science degree is awarded in the following professional fields: accounting; clinical science; criminology/criminal justice; environmental science; management; marketing; medical technology; nursing; occupational therapy; social work; unified early childhood/special education; unified childhood/special education; and student-initiated major.

B. BACHELOR OF ARTS DEGREE

The Bachelor of Arts degree is awarded in the following liberal arts disciplines: American Sign Language; American Sign Language/education 7-12; biochemistry; biology; biology/education 7-12; English; English/education 7-12; mathematics; mathematics/education 7-12; organizational communication; political science and history; psychology; social studies/education 7-12; sociology; student-initiated major; theatre and drama; and visual and verbal art.

C. ADOLESCENT SECONDARY EDUCATION CERTIFICATION

Students wishing certification in adolescent secondary education are awarded the degree of Bachelor of Arts after completing the requirements for a major in American Sign Language 7-12, biology 7-12, English 7-12, mathematics 7-12, or social studies 7-12. Secondary certification students may elect to be certified in special education or to attain an extension certificate to grades 5 and 6.

D. DECLARATION AND CHANGE OF MAJOR/ADVISERS

1. General Requirements

1. Students generally declare their intended major upon admission to the college and are assigned an adviser from that major. Childhood education majors may be assigned an adviser from their concentration emphasis area.
2. Students who have not chosen a major will be termed “exploratory students” and will be assigned to an adviser who can assist them in designing an educational program.
3. Exploratory students must declare a major no later than the completion of the spring semester of the sophomore year.
4. Should a student who has declared his/her major wish to change advisers, s/he should contact the division chairperson for that major.

5. Should an exploratory student wish to change advisers, s/he should consult with the registrar's office.
6. All majors have requirements. One must maintain an overall 2.0 GPA and in the major to graduate. Several programs have additional entrance requirements and maintenance requirements. See the Keuka College *Record* for information on these requirements.
7. Should a student wish to declare a new major, s/he should obtain the Change of Academic Program form online or from the registrar's office, obtain the signature of his/her present adviser, and make an appointment with the division chairperson for the new major to determine if s/he meets the entrance requirements. If accepted, s/he will be assigned a new adviser. This form should be filed in the registrar's office.

A student considering changing or declaring his/her major should recognize that completion of all prerequisite and major requirements may delay graduation.

2. Discipline Specific Requirements

a. Education Students: The Education Division requires that a student must attain a cumulative GPA of 2.67 in all course work and a minimum GPA of 3.0 in education courses one semester prior to student teaching. Students may declare a major prior to attaining the above GPAs.

b. Occupational Therapy Students: Students may declare their major in occupational therapy in the spring semester of the sophomore year, but will only be accepted into the major in the fall of their junior year if they meet the following criteria:

- (i) the cumulative GPA at the end of the sophomore spring semester must be at least 2.67;
- (ii) have a minimum grade of C- in all occupational therapy required support courses and prerequisite courses;
- (iii) have demonstrated behaviors which illustrate a sense of professional identity and commitment.

A student may continue in the occupational therapy major if he/she obtains a grade of C- or above in all professional and required support courses and a semester GPA of at least 2.8.

- (i) If a student receives less than a C- in a professional or required support course, he/she must repeat the course the next time the course is offered. The student may repeat the course only once.
- (ii) A student cannot progress in professional or required support courses until all prerequisites are satisfied.
- (iii) If a student repeats a professional or required support course for the second time and obtains a grade of less than C-, the student shall be terminated from the major.

d. Social Work Students: In order to declare a social work major, a student must have achieved grades of C or higher in all introductory level courses and a minimum GPA of 2.0. In addition, students do not formally declare a major in social work until spring semester of the sophomore year. These regulations are flexible for special circumstances when reviewed by the social work faculty and the division chairperson.

E. STUDENT-INITIATED MAJOR (SIM) POLICY

Student-initiated majors (SIM) are interdisciplinary majors designed by the student and his/her faculty committee which reflect his/her own educational objectives and/or career interest. Students only use the SIM format to design an individualized, customized major when they can document that none of the College's existing pre-approved major fields of study satisfactorily meet their special educational and professional objectives. Students already completing the matriculation requirements of an existing major or a SIM may not use the SIM process to take a second major.

Requirements for a SIM: SIM programs must consist of a minimum of 30 hours of coursework, of which at least 1/3 are at the junior and senior level. The course work is established by the SIM Committee and approved by the Curriculum Committee.

1. The candidate may begin the SIM process no earlier than the beginning of the second semester of the freshman year and no later than the second semester of the junior year.
2. The candidate must have a GPA of at least 2.0. Under special circumstances, students with less than a 2.0 may be approved if they have one semester of work above a 2.0 in course work related to the proposed SIM.
3. The candidate shall contact an instructor with faculty status who will agree to serve as the committee chair and major adviser. In consultation with the chair, the student will contact two other instructors with faculty status who will agree to serve as members of the SIM Committee. All faculty members involved shall have some relationship to the content of the SIM, and at least two disciplines must be represented. Any changes in the SIM committee should be reported to the registrar's office through a new Change of Academic Program form.
4. The candidate must prepare a proposal for the SIM in coordination with his/her committee. This proposal shall include the rationale behind the SIM, a list of courses included in the major, and a description of all other course work needed to meet graduation requirements. The major requirements shall consist of at least 30 hours of course work, and at least 1/3 of the required course work should be at the 300 and 400 levels, and must show evidence of integration from different disciplines. This proposal shall be forwarded to the Curriculum Committee which is responsible for approving or not approving the proposal. Once a SIM is approved, it is filed with the registrar's office and serves as graduation criteria for the student.
5. Once the SIM has been approved by the Curriculum Committee and filed with the registrar's office, changes in the list of courses required for the SIM can be made only in exceptional circumstances. All changes must be approved by the SIM Committee. The Curriculum Committee must be informed of such changes. If there are more than three changes in the list of courses for the SIM, the approval of the Curriculum Committee is required. All changes must be submitted to the registrar's office.

F. DOUBLE MAJORS

Under certain conditions, a student may elect to major in two fields or disciplines. All the requirements for each major must be met.

1. Students should be aware that careful planning is necessary to complete a double major in four years. The College does not guarantee that all courses will be offered every year.
2. Double majors may not include a student-initiated major.
3. The student must be in good academic standing to declare a double major. The student must submit a Change of Academic Program form. The student will be assigned a faculty adviser for each major.
4. The student may receive only one bachelor's degree for 120 semester credit hours. If the majors lead to different degrees, the student may choose to receive either the bachelor of arts degree or the bachelor of science degree. Both majors will appear on the student's permanent record. In certain cases, a student may be eligible to earn a second bachelor's degree for work beyond 120 semester credit hours; see the associate dean for academic programs for details.

V. Policy on Academic Minors

Academic minors are optional programs of study that may be pursued by Keuka students. The purpose of a minor is to complement a major course of study, to enhance career opportunities, and/or to provide in-depth study in special areas of interest.

A. REQUIREMENTS FOR A MINOR

Minor programs consist of a minimum of 18 hours of coursework. A minimum of one-third of the courses in the minor program must be taken at Keuka College. The right to set specific course requirements for a minor is reserved by the division.

1. Candidate must maintain a GPA of 2.0 for courses in the minor program.
2. Candidate must fulfill specific requirements of minor program.

A student considering declaring a minor should recognize that completion of both major and minor requirements may require careful planning beginning as early as the freshman year as some minor requirements are alternate year courses and some major programs provide little scheduling flexibility.

B. PROCEDURE FOR DECLARING A MINOR

A student wishing to declare a minor shall obtain a Change of Academic Program form online or from the registrar's office and contact the division chairperson of the academic division associated with the minor discipline. The division chairperson shall verify that the student meets the criteria for declaration of the minor and assign a faculty member to act as the student's minor adviser. The student shall complete the Declaration of Minor form. She/he shall obtain the signatures of the division chairperson major adviser, and minor adviser, and submit the completed form to the registrar's office. (Approved 5/4/84; Revised 12/5/85)

C. APPROVED MINORS

American Sign Language	Criminology/Criminal Justice	Pre-Law
Applied Computer Applications	Education	Psychology
Art	English	Sociology
Biology	Gerontology	Spanish and Area Studies
Chemistry	Management	Student-Initiated Minor
Communication Studies	Mathematics	Theatre/Drama
Creative Writing	Political Science and History	

D. STUDENT-INITIATED MINOR/CONCENTRATION POLICY

Student-initiated minors (SIR) are disciplinary or interdisciplinary minors which are not directly related to a given major. Student-Initiated Concentrations (SIC) are areas of specialty within or related to a given major. These minors or concentrations are designed by a student and his/her major faculty adviser in consultation with a minor/concentration adviser from the discipline(s) involved which reflect the student's educational objectives and/or career interest. The purpose of the SIRs and SICs is to develop a program of study to match a student's interest when pre-approved minors or concentrations are unable to meet those needs.

1. Requirements for a Student-Initiated Minor

A student-initiated minor should consist of a minimum of 18 hours of coursework, of which at least one-third should be at the junior or senior level. The coursework is established by the SIR Committee and approved by the Curriculum Committee.

2. Requirements for a Student-Initiated Concentration

A student-initiated concentration should consist of a minimum of 18 hours of course work, of which at least one-third should be at the junior or senior level. The course work is established by the SIC Committee and approved by the Curriculum Committee.

3. Policies for SIRs and SICs

- a. The candidate may begin the SIR or SIC process no earlier than the beginning of the second semester of the freshman year, and no later than the first semester of the senior year.
- b. The candidate must have a GPA of at least 2.0 both in the major and on an overall basis.
- c. The candidate shall contact his/her major adviser to discuss plans for the SIR/SIC. She/he will contact an instructor with faculty status in a discipline included in the SIR/SIC who will serve as the minor/concentration adviser, and assist with establishing the program of study. Any changes in advisers should be reported to the registrar's office through a Change of Academic Program form.
- d. The candidate must prepare a proposal for the SIR/SIC in coordination with his/her major and minor/concentration advisers. This proposal shall include the rationale behind the SIR/SIC and a list of courses included in the minor/concentration. If the SIR is proposed, a minimum of 18 hours of course work must be included, with one-third at the junior or senior levels. If the SIC is proposed, a minimum of 18 hours must be included, with one-third at the junior or senior levels. This proposal shall be for-

warded to the Curriculum Committee, which is responsible for approving or disapproving the proposal. Once the SIR/SIC is approved, it is filed with the registrar's office and is attached to the graduation criteria for the student.

e. Once the SIR/SIC has been approved by the Curriculum Committee and filed with the registrar's office, changes in the list of courses required for the SIR/SIC can be made only in exceptional circumstances. All changes must be approved by the major and minor/concentration advisers. If there are more than two changes in the SIR or SIC, the approval of the Curriculum Committee is required. All changes must be submitted to the registrar's office.

VI. Academic Standing and Grading Policies

A. GRADING SYSTEM

1. Explanation of the Letter Grades

- A Superior
- B Commendable
- C Satisfactory
- D Deficient
- F Failing

Non-quality point grades

- S Satisfactory
- U Unsatisfactory
- W Withdrawal
- AU Audit
- IN Incomplete*
- NP Not Posted at the time of printing

* Incompletes not resolved by the date specified by the faculty member and/or associate dean for academic programs result in a grade of F.

2. Grade Points

A	=	4.00	C+	=	2.33	D-	=	0.67
A-	=	3.67	C	=	2.00	F	=	0.00
B+	=	3.33	C-	=	1.67			
B	=	3.00	D+	=	1.33			
B-	=	2.67	D	=	1.00			

3. Awarding Grades

The registrar's office does not award grades. It processes grades received from instructors. If a student disputes a grade given for course work, the student must see the instructor who awarded the grade. ONLY THE INSTRUCTOR may change a grade.

4. Grade Point Average (GPA)

The GPA for the work completed will be recorded at the end of each semester's grade report. A cumulative grade-point-average will be computed at the end of each semester.

The GPA will be computed as follows: Attempted credits minus non-quality point credits equals quality point credit base. The actual quality points are divided by the quality point base to determine the GPA.

5. Student Transcripts

Transcripts will include letter grades, total semester credits, semester Grade Point Average, and cumulative credits and Grade Point Average.

B. CREDIT

1. Most courses provide three semester credit hours; however, credit in some courses may vary.
2. Semester and quarter-term credits may be transferred from other accredited colleges to Keuka College. Quarter credits are converted to semester credit hours by multiplying the quarter credits times .67 to yield the equivalent semester credits.
3. Some courses may be repeated for academic credit. Check the current Keuka College *Record* for specifics.

C. POLICIES AND PROCEDURES ON INCOMPLETE COURSE WORK

If a student cannot fulfill the requirement for a course during the semester enrolled, the student, or the associate vice president for academic programs acting on his/her behalf, may request a grade of Incomplete. The student has the responsibility to explain in writing, if possible, the reasons supporting her/his request for an Incomplete to the instructor.

If the instructor decides an Incomplete is in order the instructor will:

1. establish requirements for completion of work.
2. establish a date by which the student's work will be submitted which must be no later than the subsequent on-campus semester.
3. if possible, consult with the student in the establishment of requirements and date.
4. file a form specifying the requirements and date of submission of work with the registrar's office. A copy will be sent by the registrar's office to the student, instructor, and faculty adviser.

The instructor has the prerogative of altering the established requirements and the established date of work submission only:

1. with agreement of the student.
2. within the semester subsequent to the semester the course would have been originally completed.

An extension of the time for resolution of an incomplete beyond one on-campus semester subsequent to the original semester of the course must be requested in writing as an exception to policy by the faculty member or the student. Incompletes not resolved by the date specified will result in a grade of F. (Approved, 5/5/78; revised 5/25/84)

D. GRADE CHANGE POLICY

Grades may be changed at the instructor's prerogative within one week of the beginning of the subsequent term. Grades changed after that date must be submitted for approval to the division chairperson with supporting rationale. All grade changes must be submitted before the end of the subsequent term.

E. AUDITING

A student may audit one course per semester with the permission of the course instructor. The grading will be AU, and no quality points will be given.

F. POLICY ON ACADEMIC STANDING

1. Definition

Academic standing is defined as a matriculated student's progress toward completion of the requirements for a degree from Keuka College. A student's continued enrollment and eligibility for financial aid at Keuka College depends on making satisfactory academic progress. These are the measures of academic progress:

- a. the minimum cumulative credits earned per semester of attendance,
- b. the cumulative GPA,
- c. the number of Field Periods completed, and
- d. performance in repeated required courses.

GUIDELINES FOR SATISFACTORY ACADEMIC PROGRESS

<u>Semester of Attendance</u> ★	<u>Minimum Cumulative Credits Earned</u>	<u>Minimum CUM GPA</u>	<u>Minimum Field Periods Credited</u>
1/2	3	1.00	0
1	6	1.25	0
1 1/2	9	1.40	0
2	15	1.50	0
2 1/2	21	1.60	0

3	27	1.75	0
3 1/2	33	1.75	0
4	39	2.00	1
4 1/2	45	2.00	1
5	51	2.00	1
5 1/2	57	2.00	1
6	63	2.00	2
6 1/2	69	2.00	2
7	75	2.00	2
7 1/2	82	2.00	2
8	90	2.00	3
8 1/2	97	2.00	3
9	105	2.00	3
9 1/2	112	2.00	3
10	120	2.00	4
11**	132	2.00	4

Satisfactory academic progress is defined as maintaining the above standards without failing a repeated required course.

* The above chart applies to all students, both full time and part time. All students are reviewed on a case-by-case basis. For the purpose of determining “credits earned,” developmental courses are excluded from consideration.

** Applies only to occupational therapy majors.

Minimum Field Periods Credited include the minimum number of Field Periods completed for which a grade of “S” was earned.

Minimum GPA is calculated as described in the Grading System Policy.

The College has set three academic standings; they are defined as follows:

(1) **Good:** Good standing is defined as maintaining at least the minimum academic standards as defined in the “Guidelines for Satisfactory Academic Progress” (see table above). Students who maintain those standards have no restrictions on their activities. Any student failing to maintain those standards or failing a repeated, required course will either be placed on probation or suspended. Note: Simply meeting the minimum requirements for good standing may not mean that a student will graduate in a four-year period.

2) **Probation:** Students failing to maintain satisfactory academic progress or failing a repeated required course may be placed on academic probation. If a student fails to return to good standing after one probationary semester, or at any later point in his/her academic career again fails to maintain good standing, he or she may be placed on a second semester of probation or suspension. A maximum of two probationary semesters is allowed to correct academic deficiencies. After two semesters of probation, whether the probationary semesters are contiguous or not, students who fail to return to good standing will automatically be suspended. Any student reinstated to the College after suspension will be placed on contract probation (see “Academic Reinstatement to the College” below).

3) **Suspension:** Any student failing to maintain satisfactory academic progress or failing a repeated, required course may be suspended. A student who is suspended has the right to appeal to the associate vice president for academic programs (see “Appeal Process” below). A student on suspension may take courses at Keuka College only with the approval of the associate vice president for academic programs (see “Academic Reinstatement to the College” below).

Some academic programs require students to attain a minimum passing grade in designated courses in order to complete the degree program. The Academic Review Board will adjudicate cases when students fail a repeated, required course. However, cases in which the repeat grade is a D- or better but still insufficient to meet the major’s minimum standard will be referred to the appropriate faculty and division chair for resolution.

Students on suspension may take courses at Keuka College only with the approval of the associate vice president for academic programs

2. Academic Warnings

Academic warnings serve a number of purposes: to notify students and their advisers of poor performance in a course, to provide students with suggestions of how to improve performance, to refer students to Academic Success for Keuka (ASK) for assistance, and to recommend students withdraw from a course prior to the end of the eighth week of the semester if poor performance warrants withdrawal.

Additionally, the staff of ASK employs the information regarding performance from the Academic Warnings to monitor not only the progress of students receiving warnings, but other at-risk students as well. ASK also maintains records of the number of warnings issued each semester for institutional purposes.

3. Evaluation Process

At the end of each semester, the Academic Review Board will determine the academic progress of all students according to the standards given in the table. The measures of academic progress are independent; students must meet all of the requirements.

Any student failing to meet any one (or more) of the minimum criteria for satisfactory academic progress will either be suspended or placed on academic probation. The Academic Review Board may place an academically deficient student on academic probation if it determines that an additional semester at Keuka is warranted by the student’s performance or potential.

A probationary student not improving his/her performance during a probation semester is subject to immediate dismissal before or at the end of the semester.

A student improving his/her performance but not yet back in good standing will be eligible for a second probationary semester—at the Academic Review Board’s discretion. A second semester of academic probation is possible, but not guaranteed.

The Academic Review Board may immediately suspend a student failing to achieve good standing without having awarded him/her a probationary semester. Suspension is automatic after a student has had a total of two semesters on academic probation.

4. Appeal Process

Students on suspension may appeal for readmission in writing to the associate vice president for academic programs within 10 days following receipt of the notification of suspension. Students must provide evidence to support their appeal and must include plans for academic improvement. If the associate

vice president for academic programs does not grant an appeal, the student is dismissed from the College. If the associate dean for academic programs grants an appeal, the student will be given a contract and placed on probation for the next semester. If the student does not fulfill the contract, the student will be suspended again.

5. Academic Reinstatement to the College

After a minimum of one semester, students suspended for academic reasons may petition the associate vice president for academic programs for reinstatement and be placed on probation under a mandatory academic performance contract through the associate dean for academic programs. The College recommends, however, that students wait a full academic year before petitioning the associate vice president for academic programs and that they use this time to pursue academic and other activities that will demonstrate their capability and readiness to succeed at Keuka. Students petitioning the associate vice president for academic programs must present a compelling, persuasive letter of appeal. This letter **must** present a thoughtful educational plan that includes specific academic and career goals and strategies for achieving them. In addition, students should discuss and provide evidence of having achieved all of the following conditions (or others not listed) that apply to their individual situation:

- a. course work completed with a grade of C or higher at another accredited institution of higher education (a minimum of two classes; at least one full-time semester preferred);
- b. intellectual development and academic preparedness through other means than traditional, credit-bearing academic courses, such as private tutoring, remedial course work, academic skills workshops, work experience, etc.;
- c. maturity, responsibility, personal growth and development through work, community service, family care-giving or other means;
- d. pursuit and completion of personal and/or academic testing and/or counseling;
- e. changes in personal circumstances that adversely affected prior performance.

Students who successfully complete course work at another college increase their chances for reinstatement.

Students may also want to present letters of recommendation from individuals who can attest to their readiness to regain good academic standing and successfully complete a baccalaureate degree at Keuka College. (Approved by faculty 5/96, revised 5/98)

6. Suspension and Financial Aid

The probation and suspension policies governing attendance at Keuka also affect eligibility for financial aid. For purposes of financial aid, a student on academic probation is considered in “good academic standing” and is therefore eligible for financial aid. A student who continues at Keuka after having been reinstated from suspension on appeal is not eligible for financial aid unless mitigating circumstances (e.g., student illness, death in the family) are found to have caused the academic deficiencies in the previous semester. A student with documented mitigating circumstances is considered to be making “satisfactory academic progress” and therefore remains eligible for financial aid. However, a student unable to prove

mitigating circumstances is not considered to be making satisfactory academic progress, and is therefore ineligible to receive federal and institutional aid.

Documentation of mitigating circumstances should accompany the student's appeal of suspension to the associate vice president for academic programs. The decisions regarding attendance at Keuka and eligibility for financial aid are separate. The associate vice president for academic programs can provide students and advisers with information on these policies and procedures.

G. INDEPENDENT STUDIES

An independent study is designed to give the student with adequate qualifications an opportunity to undertake a self-directed study of a particular topic or subject not regularly offered by the College, under the guidance of a sponsoring faculty member. The title of the independent study will be included on the student's permanent academic record. The student may not register for more than one independent study during one semester. Registration for an independent study must be completed by the fifth day of the semester in which it is to take place. (Approved 5/7/76; revised, 5/25/84, 4/4/96)

Guidelines and Procedures for Independent Studies

The student is responsible for the following sequence of action:

1. Have a plan or project proposal, at least in broad concept, before approaching a faculty sponsor for the independent study.
2. Find a faculty sponsor who has the expertise and time to guide the study.
3. Develop with the faculty sponsor clearly defined rationale, objectives, requirements, procedure, and methods of evaluation.
4. Complete an Application for Independent Study form available online or in the registrar's office.
5. Obtain faculty sponsor's approval and signature for the Application for Independent Study.
6. Obtain faculty adviser's signature and division chairperson's signature for the Independent Study for the purpose of registration.
7. Submit the completed application to the registrar's office; this form serves as the registration form for the course.

H. INDIVIDUALIZED INSTRUCTION

Individualized instruction is defined as instruction of a course that is part of the standing College curriculum as listed in the Keuka College *Record*. It may be granted at a professor's discretion (1) if the course is not being offered that academic year; (2) if for significant non-academic reasons the student withdrew from the course when it was previously offered; (3) if the course was cancelled; and (4) if the course lends itself to an individualized, less traditional classroom format. Procedures for arranging individualized instruction are available online or in the registrar's office. Registration for an individualized instruction must be completed by the fifth day of the semester in which it is to take place.

To minimize the need for individualized instruction, students should work carefully with their academic adviser in planning their course schedule each semester to fulfill all core curriculum and major requirements when the required classes are regularly scheduled. (Approved by faculty: 4/6/95)

1. Repeating a Course

A course can be repeated only once unless otherwise specified in the Keuka College *Record* (consult with appropriate division chairperson for details). The grade and credit from the repeated course become the official grade and credit. The earlier course grade and credit will not be computed in the GPA or Keuka credit hours earned toward standing or graduation, but will show as part of the student's academic record.

2. Drop/Add/Withdrawal Policy

A student may, with the approval of the student's faculty adviser and instructor, enter or withdraw from a course according to the following requirements:

1. **ADDITION:** Addition must be made during the first two weeks of the semester with the signatures of the adviser and the instructor.
2. **WITHDRAWAL:** A withdrawal from a course may be filed in the registrar's office until 4:30 p.m. on the last day of mid-semester week. If the withdrawal occurs prior to the completion of the second week of the semester, only the adviser's signature is needed and nothing will be entered on the student's record. If the withdrawal occurs between the end of the second week and mid-semester, both the adviser's signature and the instructor's signature are needed and a W (Withdrawal) will appear on the student's record. (Approved, 2/27/81)
Withdrawals from a course subsequent to mid-semester shall be permitted only for extenuating circumstances, e.g., medical or other problems of a non-academic nature requiring an absence from class and/or the campus. Such withdrawals require written permission signed by both the adviser and the appropriate instructor(s) and must be submitted as an exception to policy to the associate vice president for academic programs by the student. (Approved 5/30/91)
3. A late registration fee will be charged to each matriculated student registering after the scheduled date.
4. The registrar's office will evaluate the validity of the request for exemption of the late registration fee. (Approved, 5/10/74)

I. KEUKA COLLEGE GRADUATE OUTCOMES STATEMENTS

Keuka College expects all graduates to demonstrate advanced levels of proficiency in a variety of competencies, including written and oral communication, critical and creative thinking (information and quantitative), and the ability to learn from experience. These competencies, which transcend academic disciplines, represent hallmarks of a learned, well-educated Keuka student and are essential to students' success in college and in their personal and professional lives beyond Keuka.

As of fall 2002, Keuka College faculty have collectively developed and approved performance-based assessment standards for seven competencies:

- Diversity
- Experiential Learning
- Information Literacy
- Oral Communication
- Quantitative Literacy
- Effective Writing
- Effective Thinking

Students should familiarize themselves with the definitions and criteria for each competency. The standards for each ability will be applied in Keuka courses across the curriculum and used for evaluation of student work. Students in all majors will be expected to demonstrate degrees of proficiency appropriate to their academic level and experience.

Graduate Outcome Statement for Diversity

Making productive connections with those who are different from oneself is vital to one's success in the world and as a human being. **Keuka graduates will be expected to demonstrate respect, tolerance, and support for diversity in the Keuka community and in the world at large.**

Graduates of Keuka College will be able to demonstrate this ability in the following ways:

1. Individuals:

- Describe their culture, ethnic identity, gender, religion and other factors relevant to their position in society.
- Demonstrate how their identity, either expressed or unexpressed, is foundational to self-esteem and self-expression.
- Describe their belief in the essential right of others to be different, their fears of the unfamiliar and their own efforts to overcome them.

2. Interpersonal Relations:

- Analyze the essential elements necessary to interacting productively with those who express themselves differently.
- Articulate how they create an atmosphere in which diverse ideals and behaviors are shared, discussed, and practiced without fear of retribution or prejudice.
- Explain the importance and value of successful inter-cultural communication and teamwork in the work place, in terms of both job satisfaction and increased productivity.

3. Community:

- Promote an understanding and appreciation of others' differences as vital to the central importance of our common humanity, the common good and social responsibility.

- b. Demonstrate how an understanding of other world views and belief systems enlarges their appreciation and enjoyment of the arts and other aspects of culture.
- c. Analyze the social, political and economic origins of oppression and privilege detailing the forces that maintain these relationships as a tool of governance and power.

Graduate Outcome Statement for Experiential Learning

Through their involvement in multiple forms of experiential education both inside and outside the classroom (e.g., student affairs, co-curricular activities, campus employment, and Field Period), Keuka students will systematically develop the lifelong competency to learn from experience.

Keuka graduates will demonstrate the ability to:

- explain the theoretical foundations of experiential learning;
- apply the Keuka College model and additional models to analyze their experiences, connect them with theory, and construct meaning from them;
- develop and achieve progressively higher-order learning objectives in the affective, behavioral, and cognitive domains, particularly through sequenced Field Periods;
- select and complete increasingly advanced and challenging learning activities, particularly in Field Periods;
- synthesize, evaluate, and apply their experiences with increasing complexity;
- evaluate models of experiential learning;
- describe the value of experiential education; and
- apply independently models of experiential learning inside and outside the classroom.

Graduate Outcome Statement for Information Literacy

Through classroom instruction in College English and other courses, Keuka students are expected to develop a range of information research skills, including the abilities to locate, access, evaluate, and document a variety of information sources.

Keuka College graduates will demonstrate the ability to:

Define a Research/Information Problem

- formulate a research question;
- develop and plan a comprehensive search strategy;
- understand the concepts of classification systems, controlled vocabulary, and Boolean logic; and
- identify the principal subject-specific resources and research tools essential to her/his discipline.

Access Information Sources

- locate and use both electronic and print indices and abstracts in referencing sources in their discipline,
- access material held locally (OPAC use) and off-campus, and
- use the Internet to access both general Web sites and major-specific Web sites.

Evaluate Information Sources

- distinguish popular from scholarly sources;
- analyze relevancy, currency, logical reasoning, and significance of source materials;
- assess authority of an author;
- recognize the importance of intended audience in determining usefulness of sources; and
- synthesize information and draw valid conclusions from a variety of sources.

Document Information Sources

- recognize an author's ownership of his/her ideas to avoid plagiarism,
- identify and use consistently and correctly the appropriate style manual, and
- create a correct bibliographic citation according to a discipline-specific format.

Graduate Outcome Statement for Oral Communication

Keuka College graduates are expected to demonstrate a variety of individual and group communication skills. In the graduate outcome statement below, the standards for effective oral communication are grouped into three broad categories, with skill subsets in two of them.

Individual Oral Presentation Skills

Message Design

- design a message appropriate to its intended audience;
- identify the purpose of the speech;
- select an appropriate, effective pattern for persuasive discourse; and
- balance rational and emotional appeals for an ethical and persuasive presentation.

Message Content

- develop ideas smoothly through an introduction, body, and conclusion;
- organize points effectively;
- support them with facts; and
- express them in clear language.

Message Delivery

- use appropriate enunciation and rate of speech,
- use appropriate posture and eye contact with audience,
- vary pitch, tone, and amplification of voice effectively,
- pronounce words correctly,
- select appropriate language and avoid slang,
- use notes to keep track of main points, and
- employ effective visual aids.

Individual Listening Skills

- prepare for presentations by being familiar with the topic,
- listen actively,
- keep an open mind to new ideas on a topic, and
- record notes and questions.

Interpersonal/Group Oral Communication Skills

Group Discussion Skills

- define and analyze a task,
- establish criteria for acceptable solutions,
- recommend and test options to identify the best solution, and
- implement and evaluate chosen solution.

Interpersonal Skills

- express ideas and feelings to the group in active and appropriate ways,
- receive and fairly consider ideas and feelings expressed by group members, and
- recognize, tolerate, and value member differences.

Leadership Skills

- develop an agenda for a group,
- keep the group on task,
- motivate others with encouragement, and
- share responsibilities with group members.

Group Presentation Skills

- prepare for discussion,
- stay on topic,
- actively participate in discussion,
- listen with receptivity to others' ideas,
- take responsibility for logistics,
- keep discussions on track and on time, and
- coordinate follow-up activities if necessary.

Graduate Outcome Statement for Quantitative Literacy

In today's society, mathematical literacy is as essential for students as verbal and information literacy. Keuka expects all students to understand mathematical concepts as well as their assumptions and implica-

tions. The study of mathematics also strengthens general reasoning and problem-solving skills, enhancing its value as part of a liberal education.

Keuka College graduates will demonstrate the ability to:

- interpret mathematical models such as formulas, graphs, tables, and schematics and draw inferences from them;
- represent mathematical information symbolically, graphically, numerically, and verbally;
- use arithmetical, algebraic, geometric, and statistical methods to solve problems;
- estimate and check answers to mathematical problems in order to
 - (a) determine reasonableness
 - (b) identify alternatives, and
 - (c) select optimal results; and
- recognize that mathematical and statistical methods have limits.

Graduate Outcome Statement for Written Communication

Keuka College graduates are expected to understand and apply with proficiency the following characteristics of effective written communication. The standards for effective writing are grouped into three broad categories: (1) responsiveness to the assignment, (2) matters of content, and (3) matters of expression.

In multiple forms of written communication, Keuka College graduates will demonstrate the ability to:

Responsiveness to task

- address the precise requirements of an assignment (e.g., nature of task, length, amount of detail),
- clearly articulate its purpose,
- select a style and tone appropriate to the assignment,
- address the audience's needs and expectations through an awareness of what it already knows, needs to know, and wants to know about the subject at hand, and
- select appropriate presentation and documentation formats.

Content

- present thoughtful and substantial ideas worthy of readers' consideration;
- articulate perceptive, original, and interesting insights and observations;
- reason in a logical, consistent, persuasive manner;
- support ideas with appropriately detailed explanations, illustrations, and description;

- present relevant, accurate, reliable, representative, and up-to-date information; and
- use material from outside sources effectively.

Expression

- articulate a clear and consistent focus (thesis);
- organize and develop ideas effectively, including
 - (a) an effective introduction and conclusion
 - (b) organization and development consistent with the thesis
 - (c) logical movement from point to point
 - (d) appropriate proportion among ideas;
- clearly convey ideas, including
 - (a) clarity of expression
 - (b) coherent paragraphs
 - (c) effective use of transitions
 - (d) well-crafted and varied sentences
 - (e) vivid and well-chosen words; and
- edit their work in conformity with conventions of standard written English, including
 - (a) appropriate use of standard grammatical conventions
 - (b) complete, consistent, and coherent sentence construction
 - (c) appropriate use of punctuation, spelling, and mechanics
 - (d) appropriate usage (e.g., idioms, formal vs. informal language).

In addition, a Keuka graduate will be able to produce writing which meets the expectations of an entry-level professional or graduate student in his or her field, as these expectations are articulated in a set of discipline-specific outcomes formulated by the faculty within each major.

Graduate Outcomes Statement for Effective Thinking

The Keuka College Model for Effective Thinking describes the salient attributes of critical and creative thinking in terms of an integrative process of multiple mental activities across four distinct, but overlapping domains. Keuka students are expected to acquire and demonstrate increased proficiency over time in the **Elements, Standards, Abilities** and **Attitudes** that constitute effective thinking across academic disciplines and professions. The following graduate outcomes statement categorizes the criteria for effective thinking by domain. In their personal and professional lives, Keuka College graduates will achieve mastery in the following domains and associated attributes:

Elements (significant components the process of thinking)

- Clearly identify the **purpose** of their thinking, choosing significant and realistic purposes.
- Simply and clearly state the **question at issue** or the **problem to be solved**; express the question or problem in several ways that clarify its meaning and scope; and identify what the question or problem requires determination of facts, is a matter of preference, or requires a reasoned judgment.

- Recognize that all thinking is shaped and expressed through **concepts**; identify each concept needed to define precisely and to explore the problem or question at issue; explain the choice of concepts selected and their implications; and recognize vaguely or inappropriately stated concepts.
- Support their thinking with quality, reliable **information**; restrict their claims to those supported by sufficient data; and search for information against their claim and explain its relevance.
- Recognize that thinking may be complicated by **point of view**; identify multiple points of view and examine how these may complicate concept definition as well as information collection and evaluation; identify strengths and weaknesses of each point of view; and evaluate all points of view with intellectual honesty and empathy
- Recognize that **assumptions** can shape thinking; identify the validity and consistency of their underlying assumptions and reexamine the expression of the question or problem when their assumptions prove insupportable.
- Draw inferences directly from evidence to reach **conclusions** that are substantial, consistent, and logical; identify the strength of each inference derived from data; and recognize that all conclusions lead to consequences and implications.
- Anticipate unusual or unexpected **consequences** and **implications** from various points of view.

Standards (characteristics for evaluating a product of thinking)

- **Clarity**: state the problem or question at issue in simple, yet accurate language,
- **Accuracy**: comprehend an issue as it exists independently of themselves as observers,
- **Consistency**: present reasoning and arguments in sequence with logical validity,
- **Relevance**: present pertinent information and points of view of the problem under consideration,
- **Depth**: express an intellectually mature appreciation of the subtleties of the problem,
- **Breadth**: convey an understanding of the scope of the problem in its various manifestations and relations,
- **Balance**: display an understanding of, and receptivity toward, opposing viewpoints,
- **Justifiability**: arrive at an answer that can be supported logically,
- **Creativity**: juxtapose concepts or symbols in a unique way.

Attitudes (values of the intellectual environment and contexts of thinking)

- Express **honesty** by giving all viewpoints fair consideration, by examining all assumptions with rigor, by changing conclusions when evidence warrants, and by understanding the limitations of human knowledge.

- Express **curiosity and perseverance** by seeking answers to questions, generating new questions, and valuing the pursuit of truth.
- Express **empathy** by seeking to understand the viewpoints of others and by conveying disagreement respectfully.
- Express **organization** by deliberately structuring thinking in ways intended to produce understanding, new ideas, and solutions to problems.

Abilities* (skills for defining a thinker's tasks)

- **Identification:** identify and remember concepts (e.g. specific facts, terminology, and rules of usage) either by recall or recognition.
- **Comprehension:** express understanding of previously stored and new information by interpreting or translating it into understandable terms by giving examples and offering definitions.
- **Application:** apply information by selecting and using appropriate principles and methods to arrive at a solution to a problem.
- **Analysis:** examine the constituent parts of a problem or question and explain the underlying organization.
- **Synthesis:** creatively combine new and old information to form a new and unique entity, pattern or structure that did not previously exist.
- **Evaluation:** make a choice between two or more options on the basis of articulated and substantial criteria and by formulating thoughts, opinions, and judgments based upon specific criteria.

* Bloom, B.S., Englehart, M.B., Furst, E.J., Hill, W.H., & Krathwohl, D.R. (Eds.). (1956). *Taxonomy of Educational Objectives. The Classification of Educational Goals. Handbook I. Cognitive Domain*. New York: McKay.

GENERAL EDUCATION CURRICULUM (beginning with the Class of 2011)

A Keuka College education is based on the liberal arts as delivered primarily through our general education program. The general education program is the common educational experience of all Keuka College students, providing them with breadth of knowledge, intellectual skills, and personal dispositions of an educated person.

The General Education requirements are based on a set of student learning goals, which are organized in three categories: Foundational Skills, Breadth of Knowledge, and Dispositions. Every general education course addresses one or more of these student learning goals:

Foundational Skills

Written and Oral Communication, Information Literacy, Experiential Learning, Wellness, Quantitative and Mathematical Reasoning, Effective Thinking

Breadth of Knowledge

CONTENT

Community and Society, Cultural Contexts, Physical/Natural World, Self and Individual

WAYS OF KNOWING:

Creativity, Imagination, and Aesthetics; Empirical Investigation; Ethical Inquiry; Reasoning and Analytical Thinking

INTERCONNECTEDNESS

Dispositions

Experiential Learning, Diversity, Values and Ethics, Independence and Interdependence, Social and Personal Responsibility, Intellectual Initiative, Global Perspectives

Total General Education Requirements: 41-42 credits

Fulfilling General Education Requirements

Below is a listing of the courses that fulfill General Education requirements. Some degree programs may designate specific courses from this list to fulfill a major requirement. Students must consult the graduation requirements for their individual major to ensure that all requirements have been met. The General Education program generally begins with the Experiential Learning course, EXP 101, and culminates with an interdisciplinary course, INS 301.

COMPONENT ONE: FOUNDATIONAL SKILLS (13 credits)

Foundational Skills learning goals require that students will acquire and expand the intellectual skills necessary to become successful lifelong learners.

Written and Oral Communication, Informational Literacy (6 credits)

Learning Goals: Students will demonstrate the ability to write and speak clearly, logically, precisely, and persuasively based upon effective reading, reflection and observation skills; and to locate, access, evaluate and document a variety of sources of information and ideas, consistent with the principles enunciated in the Graduate Outcome Statements in Written and Oral Communication and Information Literacy.

Experiential Learning (1 credit)

Learning Goal: Keuka students will demonstrate the skills and understanding necessary to developing a lifelong ability to learn effectively from experience consistent with the principles enunciated in the Graduate Outcome Statement in Experiential Learning.

Wellness (3 credits)

Learning Goal: Students will demonstrate an understanding of the processes and principles of

- effective physical and emotional wellness;
- relationship with others of similar and different cultural backgrounds; and
- college success skills, and the ability to apply these processes and principles in maintaining wellness.

Quantitative and Mathematical Reasoning (3 credits)

Learning Goal: Students will demonstrate an understanding of and ability to apply mathematical concepts as well as their assumptions and implications, and general reasoning and problem-solving skills consistent with the principles enunciated in the Graduate Outcome Statement in Quantitative Literacy.

Effective Thinking

Learning Goal: Students will demonstrate proficiency in critical and creative thinking consistent with the principles enunciated in the Graduate Outcome Statement in Effective Thinking.

This student learning goal is addressed through Foundation Skills and Interconnectedness courses.

COMPONENT TWO: BREADTH OF KNOWLEDGE (28-29 credits)

Breadth of Knowledge learning goals require that students will gain a breadth of knowledge which will help students to develop their intellectual, social, cultural, and creative potential as preparation for a life of continued growth, responsibility and fulfillment. This knowledge is organized across content and ways of knowing with the ultimate goal that students comprehend the interconnected nature of knowledge.

Students must take one or more courses in each of the elements of Breadth of Knowledge, as indicated below, but may not take more than two courses with the same disciplinary prefix. In addition, students must take a minimum of one course in laboratory science, and may take no more than one INS course to meet a Breadth of Knowledge learning goal.

CONTENT

Community and Society (3 credits)

Learning Goal: Students will demonstrate an understanding of

- the nature and functioning of social structures, institutions and processes and the relationships within and between members of communities
- the institutions and processes that comprise democratic societies
- the obligations of members of communities to one another, and in particular the value of service, leadership and the full participation of citizens in a community.

Cultural Contexts (6 credits)

Learning Goal: Students will demonstrate an understanding of their own cultural contexts and heritage, as well as cultural contexts beyond their own. In particular, they will demonstrate their understanding of

- the interrelations within and among global and cross-cultural communities; and
- the ways in which historical processes and conditions shape a culture's values and behaviors;

Our Cultures learning objective: (3 credits) Students will demonstrate an understanding of important elements of the cultural contexts and historical development of the United States and/or the legacy of Western cultural heritage.

Cross-Cultural learning objective: (3 credits) Understanding, adapting to, and thriving in multicultural and international settings is a prerequisite to living responsible, productive, and creative lives in a dramatically changing world. Cross cultural learning opportunities challenge students to gain knowledge about the world's people and problems, explore the legacies that have and continue to shape the world, and help them understand the interrelational nature of identity. Students will demonstrate an understanding of cultural institutions, traditions, and ways of looking at the world beyond their own, and

an ability to connect, integrate, and act on this understanding in at least one of the following ways:

- demonstrate proficiency—culturally and/or linguistically—in a language and culture other than English;
- articulate how knowledge and analysis of global social, political, and economic systems can help one to embrace and adapt to cultural differences as well as to recognize similarities across cultures;
- describe how knowledge of others' cultures, languages, and histories create opportunities for personal and societal improvement.

Physical/Natural World (3-4 credits)

Learning Goal: Students will demonstrate an understanding of

- the nature of the physical world that encompasses and supports us all,
- the impact of human activity and decisions on that world, and
- ways of representing and interacting with the natural environment.

Self and Individual (3 credits)

Learning Goal: Students will demonstrate knowledge that enhances their ability to understand themselves and others as individuals and to act with autonomy as well as responsibility in the world. This component encourages the development of their understanding of the human condition and human functioning as well the ability to appreciate individual differences and individual values.

INTERCONNECTEDNESS

Learning Goal: Students will demonstrate

- an understanding of the fundamental interconnectedness of knowledge and ways of knowing
- the ability to integrate ideas and information from multiple perspectives and domains of knowledge.
- application of interdisciplinary knowledge to problem solving.
- application of critical and creative thinking skills,
- competence in oral, written, and other creative modes of expression.

Students choose ONE course identified for this category that also fulfills either a Content or Ways of Knowing requirement.

WAYS OF KNOWING:

Creativity, Imagination, and Aesthetics (6 credits)

Learning Goal: Students will demonstrate an understanding of the role of the imagination, creativity, aesthetic response, and artistic expression in human experience. Students will gain direct experience with artistic creation both as a creator and as a responder. In particular, they will demonstrate an understanding of

- different ways of seeing and representing the world and human experience
- the interactive relationship between creative expression and human cultures and societies
- the nature and value of aesthetic response to artistic expression
- the use of metaphor, symbol, imagery, narrative and an ability to communicate their interpretations of and responses to verbal as well as visual, spatial and/or musical art and expression.

Fine/Performing Arts learning objective: (3 credits) Students will demonstrate an understanding of the fine and performing arts as means for representing and responding to human experience. In particular, students will demonstrate an understanding of visual, spatial, and/or musical art and expression. Students will gain direct experience with artistic creation both as a creator and as a responder.

Verbal Arts learning objective: (3 credits) Students will demonstrate an understanding of the nature and importance of language as a medium for representing and responding to human experience. In particular, students will demonstrate an understanding of narrative, metaphor, symbol, and imagery in literary works and as fundamental elements in all human communication. Students will gain direct experience with artistic creation both as a creator and as a responder.

Empirical Investigation (3-4 credits)

Learning Goal: Students will demonstrate an understanding of and an ability to utilize scientific methods of inquiry, including the use of observation and experimentation to investigate, describe and discover knowledge.

Ethical Inquiry (3 credits)

Learning Goal: Students will demonstrate their ability to

- engage in ethical decision-making in a manner that takes into account the consequences of their actions for themselves and others
- analyze and evaluate a range of examples of ethical reasoning
- analyze and evaluate representative examples of moral precepts, and the role of morality and ethics in social and environmental contexts
- understand, respect, and evaluate the role(s) that history and cultural diversity play in the formation of cultural and societal norms.

Reasoning and Analytical Thinking

Learning Goal: Students will demonstrate the ability to:

- develop a critical perspective, analyze and evaluate inductive and deductive reasoning and in particular the use of evidence, and utilize arguments to arrive at a rationally justified belief;
- understand logical systems and develop statistical and symbolic reasoning; and
- engage in effective problem-solving.

This student learning goal is met through components of the Written and Oral Communication, the Information Literacy, the Quantitative and Mathematical Reasoning learning goals and the Interconnectedness requirement.

COMPONENT THREE: DISPOSITIONS

Disposition learning goals require that students develop values and attitudes that will provide them with a foundation for a lifetime of learning, service and leadership.

Learning Goal: Students will develop values and attitudes that will provide them with a foundation for a lifetime of learning, service, and leadership. They will

- learn from and reflect upon experience;
- examine, identify, and analyze their own values and beliefs and those of others;
- seek knowledge in order to gain understanding of complex issues from a variety of experiences, sources, and perspectives;
- articulate abstract and moral reasoning that provides a framework for decision-making and social responsibility;
- examine the value of acting with integrity in all areas of one's life.

This student learning goal is systematically integrated across the general education curriculum.

CORE CURRICULUM (Classes of 2008, 2009, 2010)

All students are required to complete the core curriculum, which provides a liberal arts foundation for the remainder of their education. Students who have previously earned a bachelor's degree are exempt from the core curriculum. The Basic Skills section of the core curriculum encourages the development of techniques and abilities fundamental to a modern college education. The Distribution Requirements provide students with an overview of the liberal arts disciplines. EXP 101 and INS 301 introduce and conclude students' experiences with the core curriculum. EXP 101 is required of all freshmen during their freshman year. INS 301 is normally taken after all other core courses are completed and is required of all students.

In planning a program with their advisers, new students are encouraged to include an introductory course in their major. This provides the opportunity to experience and explore their choice early in their college career. The core requirements may overlap with requirements for students' majors.

Students are responsible for fulfilling core requirements in effect at the time of their matriculation. If requirements change during their attendance, they may elect to fulfill the new, rather than the old, requirements. If a student leaves the College and is later readmitted, the new requirements for the projected graduation year will be in effect.

With the exception of INS 301, core curriculum courses should be taken primarily during the first two years of college, if possible.

J. ACADEMIC DISHONESTY

Definition: Keuka College expects students to fulfill academic assignments independently and honestly. Any cheating, plagiarism or other form of academic dishonesty at Keuka College will be penalized, with sanctions ranging from an "F" on a specific assignment to expulsion from the College.

1. Cheating refers to the use of unauthorized assistance on academic assignments. Unauthorized aid may include the use of printed material, equipment, personal notes or the help of other people. Students should assume that assistance should not be used unless it has been expressly permitted. It is the students' responsibility to know the limits of assistance, if any, permitted on any assignment.

2. The faculty of Keuka College abide by the definitions of plagiarism offered by James D. Lester in *Writing Research Papers*, 4th ed., pages 95-96 (Glenview, Illinois: Scott, Foresman and Company). The following is reprinted with permission of Scott, Foresman and Company:

"Fundamentally, plagiarism is the offering of words or ideas of another person as one's own. While the most blatant violation is the use of other students' work, the most common is the unintentional misuse of your reference sources

An obvious form of plagiarism is copying direct quotations from your source material without crediting the source. A more subtle form, but equally improper, is the paraphrasing of material or use of an original idea that is not properly introduced and documented. . . ."

Student's use of source materials requires them to conform to a few rules of conduct:

a. Acknowledge borrowed materials within the text by introducing the quotation or paraphrase with the name of the authority from whom it was taken. This practice serves to indicate where the borrowed materials began.

b. Enclose within quotation marks all quoted materials.

c. Make certain that paraphrased material is rewritten in the student's own style and language. The simple rearrangement of sentence patterns is unacceptable.

d. Provide specific documentation for each borrowed item.

e. Provide a citation on the reference or works cited page for every book or journal that is referred to in the paper.

3. Other possible examples of academic dishonesty include:

a. falsely claiming to have done work or obtained data;

b. misrepresenting reasons for not completing assignments or taking examinations as scheduled;

c. submitting the same work in different courses without the prior approval of the instructors;

d. forging a signature on any college document; or

e. damaging or stealing college documents and/or equipment from the library, computer center, classrooms, or other academic resource areas.

Although cases of vandalism against college property described above in item (e) will be adjudicated through the Student Conduct Code, they are also listed here as examples of academic dishonesty. After all, the damage or theft of academically related resource materials and equipment by an individual student severely jeopardizes the pursuit of learning and academic performance of others in the College community.

Students found guilty of committing acts of vandalism against academic property transgress both the Student Conduct Code and the Academic Dishonesty Policy, and therefore are more likely to receive severe penalties for their violation of community standards, including immediate dismissal.

Student Charged with Academic Dishonesty—First Offense

1. An instructor who discovers evidence of cheating, plagiarism, or other forms of academic dishonesty will meet with the student and orally inform the student of the suspected violation and the evidence upon which it is based as soon as possible after the offense is discovered.

This meeting affords the student an opportunity to present an explanation or defense and resolve to the instructor's satisfaction what may be a simple misunderstanding. After talking with the student, the instructor may choose not to pursue the matter or invoke any penalty. No formal charge may be filed against the student or penalty imposed until the faculty member has met with the student (or made a reasonable effort to do so).

In situations where the suspected transgression is not discovered until after the close of a semester, the instructor should submit a grade of "Incomplete" and make a reasonable effort to contact the student as soon as possible either by phone or letter to discuss his/her suspicion of academic dishonesty. If for some reason the student cannot be reached or fails to respond within two weeks, an instructor may proceed to levy formal charges and impose course-related sanctions without having met with the student.

2. If still convinced that a violation of academic honesty has occurred, the faculty member will charge the student with academic dishonesty in a written statement that (a) details the specifics of the violation and (b) clearly states the course penalty(ies) to be imposed. The penalty may include an F for the specific assignment in question, an F for the entire course, or other course-related sanction deemed appropriate by the instructor. A copy of the written charge and supporting documentation will also be sent to the appropriate division chair and the associate vice president for academic programs.

The associate vice president for academic programs will function as the College's records manager for cases of acknowledged and/or proven academic dishonesty. Each case of alleged academic dishonesty will be handled confidentially, with information shared on a limited, need-to-know basis. All records will be placed in the student's permanent official records file in the registrar's office.

Student Appeal Process

1. A student may accept an instructor's charge of academic dishonesty and the imposed course penalty(ies) or appeal the decision. In sequence, appeals may be made to the faculty member's division chair, the Academic Review Board, and, finally, to the president of Keuka College. In cases where a division chairperson is the faculty member levying the charge of academic dishonesty, a student should appeal directly to the Academic Review Board through the associate vice president for academic programs (as described below).

At any stage of the appeal, the division chair, the Academic Review Board, or the president may dismiss or reaffirm the charge based on interviews with all relevant parties and a thorough review of the evidence.

If the charges against the student are dismissed at any stage of the process, all the parties involved in the decision will be informed in writing. All parties have the right to appeal any decision except the president's, which is final.

2. To appeal an instructor's decision, the student sends a letter of appeal to the faculty member's division chairperson within five working days of receiving the instructor's written charge of academic dishonesty. After interviewing the student and instructor (and other relevant persons as needed) and reviewing the evidence, the chairperson will render a decision in writing within five working days of receiving the student's appeal letter. A copy of this letter will also be placed in the student's permanent, official records file in the registrar's office.

The student's letter of appeal should contain:

- (i) the course name, number, and section;
- (ii) the instructor's name;
- (iii) the nature of the violation;
- (iv) reasons why the student believes academic dishonesty did not occur or a rationale explaining why the penalty imposed is too severe; and
- (v) supporting documentation.

A student intending to file an appeal is advised to consult with a faculty or staff member for assistance in composing the appeal letter.

3. To appeal a chairperson's decision, the student should notify the associate vice president for academic programs of his/her intent to appeal in writing within five working days of receiving the division chair's written decision. The associate vice president for academic programs will review the case evidence, meet with the student, and decide whether or not to convene the Academic Review Board.

If the associate vice president for academic programs determines the student has presented an insufficient basis for further appeal, he/she will notify the student in writing of his/her decision to uphold the charge of academic dishonesty within five working days of meeting with the student. The faculty member levying the original charge and the division chairperson involved will receive copies of the associate dean for academic programs' letter. A copy of this letter will also be placed in the student's permanent, official records file in the registrar's office.

With cases determined to warrant further consideration, the associate vice president for academic programs will convene the Academic Review Board within ten working days after receiving the student's appeal. After conducting a thorough hearing and review of the evidence (not to exceed two weeks time), the Academic Review Board will render its decision in writing and communicate it to the vice president for academic affairs, who will inform the student in writing of the Board's decision within five working days after its receipt, with copies sent to the appropriate faculty member, division chairperson, and the registrar's office.

At an Academic Review Board hearing on academic dishonesty, the student may be accompanied by anyone serving in an advisory capacity, and has the right to call witnesses. However, during the hearing, no party may be represented by legal counsel.

4. To appeal the Academic Review Board's decision, the student must send a letter of appeal to the president within five working days after receiving the Academic Review Board's ruling from the associate vice president for academic programs. The president will conduct an examination of the case evidence and the previous appeals and then communicate the institution's final decision to the student in writing within 10 working days after receiving the student's formal appeal. Copies will be sent to the appropriate faculty member, division chairperson, and the registrar's office.

Documentation in Student Records

1. A final, official letter documenting a violation of the College's academic honesty policy will be placed in the student's confidential file in the registrar's office in all instances of proven and/or acknowledged academic misconduct.

2. If a student is exonerated of a charge of academic dishonesty, the incident will not be documented as part of his/her permanent academic record, and all communication pertaining to the case will be destroyed.

Note on Sanctions

An individual instructor's sanctions for a specific case of academic dishonesty are limited to course-related penalties; however if a student's violation is determined to be extremely serious, an instructor may request that the associate vice president for academic programs' office review the case and send it to the Academic Review Board for recommendations on further sanctions, including expulsion from the College.

Repeat Offenses

As described in detail below, the process for handling cases of alleged academic dishonesty involving previous offenders omits the involvement of division chairpersons. All alleged repeat offenses and student appeals, if any, go directly to the Academic Review Board for a full hearing.

1. When the associate vice president for academic programs, as the institution's records manager for cases of academic misconduct, becomes aware of a second (or more) reported charge of alleged academic dishonesty, he/she will immediately contact both the student charged and the faculty member bringing the charge and inform them of the date and time of a mandatory Academic Review Board hearing to adjudicate the current charge of academic misconduct. The associate vice president for academic programs will convene the Academic Review Board within 10 working days after receipt of the most recent charge.

2. The Academic Review Board will conduct a hearing to review the case and hear the student's appeal, if any, of the charges and course-related sanctions imposed already by the instructor. The student may be accompanied by anyone serving in an advisory capacity, and has the right to call witnesses. However, during the hearing, no party may be represented by legal counsel.

If the Academic Review Board dismisses the charge, the student and the faculty member bringing the charge will be informed in writing. The faculty member has the right to appeal the Board's decision.

If the Academic Review Board finds the student guilty, it may either simply affirm the instructor's course-related sanctions or it may recommend that the associate vice president for academic programs dismiss the student from the College or impose an additional penalty.

The Academic Review Board will render its recommendation in writing to the associate vice president for academic programs within five working days after completing its hearing. The associate vice president for academic programs will communicate his/her decision about penalties in writing within ten working days of the Academic Review Board's hearing, with copies sent to the appropriate faculty member, division chairperson, and the registrar's office.

3. The student may appeal the associate vice president for academic programs' decision in writing to the president, whose decision is final. The appeal must be filed within five working days after receiving the associate vice president for academic programs' letter.

4. A final, official letter documenting a second or additional act of acknowledged or proven academic dishonesty will be placed in the student's confidential file in the registrar's office.

5. A student dismissed for academic dishonesty may appeal for reinstatement to Keuka College through the associate vice president for academic programs after a period no less than one full academic year after the time of dismissal. The associate vice president for academic programs will consult with the Academic Review Board before making a decision on reinstatement.

K. CLASS ATTENDANCE POLICY

1. A student is expected to fulfill all requirements and obligations of courses in which she/he is registered.

2. It is the prerogative of each individual instructor, discipline faculty, or division to determine the importance of class attendance. Any instructor who elects to have a class attendance policy will set forth the policy for that term in the course syllabus.

3. If a student is absent because of illnesses or family emergencies, it is his/her responsibility to notify his/her course instructor's in advance, if at all possible. It is the student's responsibility to consult with

his/her instructor(s) upon return about how to make up for the missed work. The instructor has final authority in these matters. In the event of an emergency, the student may contact the registrar's office. The registrar's office will then e-mail notification to the student's instructor's.

4. Absences might also occur because of planned events. Keuka College students are encouraged to participate in activities outside of the classroom, yet these activities may conflict with class times. It is the student's responsibility to consult with the instructor in advance to ascertain whether the absence will be allowed, to submit all written work on time, and to arrange for reasonable make-up times and methods. Although instructors may wish to facilitate student participation in these activities, the nature of courses, laboratories, and practicum experiences may require that the student attend class in order to ensure successful completion of the course. The instructor has the final authority in these matters.

I. EXCEPTION TO ACADEMIC POLICY

Academic policies exist to define and communicate institutional standards and to ensure equitable treatment of all students. In certain cases, strict adherence to the policy as stated is not in the best interest of a student's education and the exception requested does not violate the spirit of the policy. The policy and procedures for exception to academic policy exists to allow this flexibility.

1. Divisional Policies

Individual academic divisions have jurisdiction over exceptions to academic policies regarding major requirements, minor requirements, and course prerequisites. Such exceptions will be made when the exception requested does not violate the spirit of the policy or represent inequitable treatment. A student wishing to request an exception to such policies should consult the chairperson of the division to be informed of relevant policies and procedures. Should an exception be granted, the chairperson of the division will so inform the registrar's office.

2. Institutional Policy

Exceptions may be made to Keuka College academic policies as published in the faculty and student handbooks, if the requested variation does not violate the intent of the policy from which exception is requested. A student seeking an exception must clearly articulate the rationale for granting such an exception, including an argument that the exception does not violate the spirit of the original policy. Faculty advisers and other members of the faculty (where relevant) may/should make recommendations. To ensure equitable application of exceptions, the associate vice president for academic programs has authority to rule on such requests. The Faculty Instruction Committee will rule on any appeals to a negative decision by the associate vice president for academic programs.

3. No Exceptions Policies

Exceptions may not be made to the following policies:

- a. the graduation requirement of satisfactory completion of 120 semester credit hours with a GPA of 2.0;
- b. the graduation requirement of one Field Period for each 30 Keuka credits required for degree completion;

- c. the policy that no more than four Field Periods may count toward the total number of credits required for graduation;
- d. the graduation requirement of completion of core requirements or equivalences in each specified category;
- e. the graduation requirement of minimum 2.0 GPA in major required courses;
- f. the policy on transfer credit;
- g. the academic policy on athletic eligibility;
- h. the prohibition against adding or dropping a course after the last day of that course;
- i. the policies governing the handling of permanent records; and
- j. the policy on degree with distinction.

4. Procedures

- a. Any student seeking an exception must initiate a request by completing the form available online and in the registrar's office. The statement of the relevant policy in the Student Handbook should be carefully reviewed. It is the student's responsibility to clearly articulate the rationale for granting such an exception, including an argument that the exception does not violate the spirit of the original policy.
- b. Upon completion of a preliminary draft of the form, the student should consult his/her adviser for recommendations. The faculty adviser may suggest that the student revise the presentation of arguments or recommend that the request be granted or denied based on the student's arguments. The adviser indicates his/her assessment of the request by signing the form and indicating his/her recommendation for granting or denying the exception. The adviser's recommendation is required but a student may pursue the request even if the adviser recommends denial.
- c. If the opinion of another individual (such as an instructor in a course or the assistant dean for experiential education) is relevant to the associate vice president for academic programs' evaluation of the student's request for exception, the student also should ask for his/her recommendation. This individual also should sign the form, indicate his/her role in the matter, and give a recommendation to grant or deny. This second recommendation is not required prior to submission of the form, but may expedite the final judgment on the request. If the student is in doubt of the relevant individual, she/he may consult the associate vice president for academic programs.
- d. After receiving the necessary signatures, the student submits the form to the associate vice president for academic programs.
- e. The associate vice president for academic programs will decide to grant or deny the request based on the spirit of the policy to which exception is requested, the merits of the student's argument, the recommendation of appropriate faculty members, and equitable treatment. In making this decision, the associate vice president for academic programs will consult any individuals she/he considers relevant. The asso-

ciate vice president for academic programs will communicate his/her ruling to the student, the registrar's office, the faculty adviser, the chairperson of the Faculty Instruction Committee and any other persons who need to know, as determined by the associate vice president for academic programs. If the request is denied, the associate vice president for academic programs will articulate reasons for denial.

f. Should the associate vice president for academic programs deny the request, the student may appeal this decision to the Faculty Instruction Committee by submitting a written request for reconsideration to the chairperson of the Instruction Committee. Because this position is elected annually, the student should ask the associate vice president for academic programs to identify the current chairperson. The student may submit additional information which she/he presents as argument against the associate vice president for academic programs' reasons for denial.

g. Following consideration of the student's appeal, the chairperson of the Instruction Committee will communicate the decision of the Instruction Committee to the student, the registrar's office, the faculty adviser and any other persons who need to know as determined by the associate vice president for academic programs. The Instruction Committee will articulate reasons for approval or denial. This decision is final.

M. ATHLETIC ELIGIBILITY POLICY

In order to compete in intercollegiate athletics, an entering student must meet the entrance requirements of Keuka College and those set forth by the NCAA for Division III. To promote student athletic competition within the learning environment of Keuka, student athletes are expected to maintain eligibility for intercollegiate competition as follows:

1. Requirements

- a. First-term freshmen are eligible for participation on varsity teams and extramural clubs as long as the aforementioned entrance requirements are met.
- b. Students who enter Keuka College from other four-year institutions or from a two-year college must meet the eligibility requirements of the NCAA before they participate in intercollegiate sports. Complete details regarding transfer eligibility are available from the director of athletics.
- c. Only full-time, matriculated students are eligible for varsity teams. Those who pay the fee are eligible for extramural competition. To remain eligible, the student must remain in Good academic standing as defined in the policy on academic standing.

2. Procedures

- a. The director of athletics and extramural club coaches are required to submit the names of team and extramural club members to the registrar at least two weeks prior to the first game, match, or meet of the season to determine if academic eligibility requirements are met.
- b. The registrar will inform the director of athletics of members not in good academic standing upon receipt of the team list and at the end of each semester.

c. Any student who is not in good academic standing is automatically ineligible to participate in intercollegiate sports, team practice, or team travel as of the day of notification.

d. A student no longer eligible for team or extramural club competition or team practice and travel will be notified by the associate vice president for academic programs. If a student believes there are mitigating or exceptional circumstances regarding his/her academic standing, s/he may file an Exception to Academic Policy Form (see Exception to Academic Policy section).

e. Responsibility for supervision of these policies rests with the eligibility representative for Keuka College to the NCAA.

VII. Academic Honors

A. DEGREES WITH DISTINCTION

The Faculty and the Student Association of Keuka College believe the achievement of high academic standards is very important. In order to promote, encourage and recognize academic achievements, “Degrees with Distinction” are awarded to graduating seniors upon the recommendation of the faculty.

Eligibility for an award of Degree with Distinction is based on the earned cumulative grade point average, as follows:

SUMMA CUM LAUDE	3.9
MAGNA CUM LAUDE	3.7
CUM LAUDE	3.5

Transfer students, in order to be eligible for any of the Degrees with Distinction, must have taken a minimum of 45 semester credits at Keuka College. In the computation of commencement honors, all college level work taken by students at institutions other than Keuka College is taken into account even if some work did not transfer. A student must be eligible for a Degree with Distinction on his/her Keuka College work alone, **and** on the combined average of Keuka College and all work completed at other institutions. A student may not obtain a higher honor than his/her Keuka College grade point indicates. (Effective January 1998)

B. POLICY ON DEAN'S LIST

Full-time matriculated students are eligible for the Dean's List on the basis of academic work for the semester, having achieved a GPA of 3.5 and earning a minimum of 12 semester credit hours, excluding Field Period and courses whose numerical prefix begins with 0, with no incompletes.

Part-time matriculated students are eligible for the Dean's List on the basis of academic work completed within a two-year time period if they have achieved a GPA of 3.5 for each block of at least 12 hours, excluding Field Period and courses whose numerical prefix begins with 0, with no incompletes.

C. DIVISIONAL/DISCIPLINE HONORS

Honors are awarded to seniors who fulfill the requirements for honors specified by the individual division/discipline and, in the case of student-initiated majors, by the student's SIM Committee and at least one additional faculty member. A student usually indicates his/her plan to meet the requirements

for honors during the spring semester of the year preceding his/her graduation. Information concerning requirements may be obtained from the respective division chairperson.

VIII. Regulations on Standards of Academic Rights, Freedom, and Responsibility

A. PRELIMINARY CONSIDERATION

The academic faculty and the Student Association of Keuka College believe the highest standards of academic integrity must be maintained at every point in the course of study. In order to promote these academic standards and to ensure their attainment in a manner which protects the academic freedom and responsibility of the instructor and the academic rights and freedoms of the students, the regulations on standards of academic rights, freedom, and responsibility are established.

B. STANDARDS OF ACADEMIC RIGHTS, FREEDOM, AND RESPONSIBILITY OF THE INSTRUCTOR

1. The instructor is responsible for the clear definition and identification of all academic standards of performance that apply in each course. The instructor shall indicate in writing at the beginning of the course what standards govern the work involved, including objectives and requirements of the course, subject matter and procedures of instruction, and standards and methods of evaluation and grading. The instructor is responsible for maintaining and enforcing these standards and for presenting the subject matter of the course as announced to the students and as approved by the faculty. The instructor shall make every effort to ensure that all members of the class understand both the standards involved and the reasons for their necessity and applicability.
2. The instructor is responsible for the promotion and preservation of opportunities and conditions conducive to teaching and learning; the instructor is responsible in the classroom and in conference to engage in and encourage free discussion, inquiry, expression, capacity of critical judgment, and a sustained and independent search for truth. This implies that the student is free to take exception to the data or views offered in any course and to reserve judgment about matters of opinion.
3. The instructor is responsible for evaluating student performance in the course solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards. The instructor is responsible for fair and equitable treatment of all students in all respects of the teacher/student relationship. Information about student views, beliefs, and political associations which the instructor acquires in the course of the teacher/student relationship should be considered confidential.
4. The instructor is responsible for the clear identification of all standards that apply in each course regarding academic integrity. The instructor shall indicate at the beginning of the course and at all crucial assignments or examinations precisely what standards of academic integrity govern the work involved. Sound educational practice requires that the instructor and the students discuss the reasons for the appropriate standards in a manner that promotes the students' understanding and acceptance of them. The instructor and the students in each class are jointly responsible for determining the best method of enforcing the appropriate standards of academic integrity. Depending upon the nature of the standards

involved, the instructor and the students in the class may agree to accept an honor code which entails mutual responsibility, or proctoring by the instructor, or some other alternative.

5. In all matters pertaining to the academic rights, freedom and responsibility, the additional guidelines to be used and followed are set forth in the Statement on Professional Ethics, the Statement on Freedom and Responsibility, and the Joint Statement on Rights and Freedoms of Students, formulated by the American Association of University Professors and adopted by the faculty and the Board of Trustees of the College.

C. ACADEMIC RIGHTS, FREEDOM, AND RESPONSIBILITY OF THE STUDENT

1. The student is responsible for cooperating with the instructor to promote, in the classroom and in conference, an atmosphere conducive to teaching and learning, free discussion, inquiry, and expression.

2. The student is responsible for knowing and maintaining standards of academic performance established for each course in which the student is enrolled.

3. The student is responsible for learning the content of any course in which the student is enrolled.

4. The student is responsible for evaluation of the instructor's performance in the course solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards. Information about an instructor's views, beliefs, and political associations, which the student acquired in the course of the student/teacher relationship, should be considered confidential.

5. In all matters pertaining to the academic rights and freedoms of the student, the additional guidelines to be used and followed are those set forth in the Joint Statement on Rights and Freedoms of Students, adopted by the Student Association, the faculty and the Board of Trustees of the College.

D. VIOLATION OF ACADEMIC RESPONSIBILITY AND INTEGRITY BY THE STUDENT

When a student is alleged to have violated the standards of academic performance of the course, the instructor and the student will make every attempt to resolve the matter in a fashion that promotes and protects the growing responsibility of the student, the rights and freedoms of the student, and the academic freedom and responsibility of the instructor. Within these limits, it is, in the final analysis, the responsibility of the instructor to determine, justify, and prove that a violation of standards on academic performance has occurred and to determine the nature of the appropriate action. In taking an appropriate disciplinary action, the instructor is limited to the academic standing of the student in the course; the instructor shall inform the student, in writing, of the reasons for the disciplinary action. The student has the right to appeal the decision. Disciplinary actions of a non-academic nature do not fall within the limits of responsibility of the instructor.

E. VIOLATION OF ACADEMIC RIGHTS, FREEDOM, AND RESPONSIBILITY BY THE INSTRUCTOR

When an instructor is alleged to have violated the standards of academic rights, freedom, and responsibility, as set forth in Regulation 2 from the Statement on Freedom and Responsibility, the student shall meet with the instructor in an attempt to resolve the matter in a manner that promotes and protects the academic rights, freedom, and responsibility of both student and instructor. It is the responsi-

bility of the student to justify and prove that a violation of standards on academic performance has occurred. If appropriate, the meeting with the instructor shall include all students in the course who allege that a violation has occurred. If these attempts to resolve the matter fail, the student, as an individual, may submit, in writing, the alleged violation to the ad hoc Committee on Academic Responsibility and Integrity, as set forth in Regulation 7 from the Statement on Freedom and Responsibility. If two or more students are involved in the ligation, each shall submit an individual statement of the violation. This appeal to the committee must be made no later than two weeks after the last attempt to resolve the matter with the instructor and, if appropriate, with the division chairperson.

F. AD HOC COMMITTEE ON ACADEMIC RESPONSIBILITY AND INTEGRITY

1. Composition

The ad hoc Committee on Academic Responsibility and Integrity shall consist of the associate vice president for academic programs acting as a non-voting chairperson and overall coordinator, one member appointed by the student involved, one member from the Instruction Committee appointed by the chairperson of the committee, one member from the Professional Standards Committee appointed by the chairperson of the committee, and one member from the Student Academic Affairs Committee appointed by the chairperson of the committee. The appointment of these members shall be made at the request of, and in consultation with, the associate vice president for academic programs.

2. Responsibilities

Allegations of violations of standards on academic rights, freedom, and responsibility are likely to relate to matters of professional judgment, where the instructor of the course has primary authority. For this reason, the function of the ad hoc Committee on Academic Responsibility and Integrity shall be as follows:

a. To determine whether the decision of the instructor was made solely on the basis of the established standards of academic performance, with the understanding that the committee should not substitute its judgment on the merits for those of the instructor. If the committee decides that the instructor has reached a proper decision and that the disciplinary action did not violate the rights and freedoms of the student, it shall report the matter resolved.

b. To request reconsideration by the instructor when the committee believes the instructor has reached an improper decision. In such instances, the committee should indicate the respect in which it believes the decision may have been based on inadequate or incorrect information, opinions, or conduct in matters unrelated to academic standards, or other grounds that violate the rights and freedom of the student. The committee shall request that the instructor communicate the new decision, in writing, to the committee within three class days. Normally, this decision shall conform to the committee's recommendation.

c. To provide copies of its report and recommendation to the instructor, the student and the associate vice president for academic programs of the College or other appropriate administrative or academic officers of the College.

G. GRIEVANCE PROCEDURE FOR THE STUDENT

If a student believes the instructor has reached an improper decision in all matters pertaining to the

standards of scholarship, the student is responsible for seeking clarification and possible adjustment from the instructor and, if appropriate, from the division chairperson, in that sequence.

If an adjustment does not result, the student may petition, through the associate vice president for academic programs and the ad hoc Committee on Academic Responsibility and Integrity for redress. The written petition shall set forth in detail the nature of the grievance and shall state against whom the grievance is directed. It shall contain any factual or other data the student deems pertinent to the case. The burden of proof of the reasons for allegations rests upon the student. The associate vice president for academic programs, in the interest of the student and academic integrity, will have the right to decide whether or not the facts or reasons merit a detailed investigation. Submission of a written petition to the associate vice president for academic programs will not automatically entail investigation or detailed consideration thereof.

The associate vice president for academic programs ordinarily will discuss the matter with the student in personal conference. If an adjustment does not result, and if the associate vice president for academic programs decides that facts or reasons merit investigation, the associate vice president for academic programs will inform the instructor, in writing, of the reasons for investigation with sufficient particularity. The associate vice president for academic programs will also request that appropriate individuals and officers, as set forth in Regulation 6A, appoint members to the ad hoc Committee on Academic Responsibility and Integrity, and set a date for its meeting as soon as possible, but not later than five class days after its formation. The committee will meet with the instructor, the student, and only those others whom the committee judges to be directly involved in the case. The meeting of the committee will be open to no other person. After considering the evidence and arguments of both parties, the committee will make an appropriate judgment and report its decision as soon as possible, but not later than five class days after it concludes its formal consideration of the case, in a manner set forth in Regulation 6B. In the event that the committee is unable to secure cooperation with its recommendation, it will inform the associate vice president for academic programs of this fact. All matters pertaining to the case shall be strictly confidential.

H. AAUP STATEMENT

All interpretations of this policy shall be made in conformity with all AAUP policies passed by the faculty and Board of Trustees of Keuka College.

I. STUDENT PROFESSIONAL CONDUCT POLICY

The faculties of the professional programs at Keuka College acknowledge the obligation to uphold and promote high professional standards. Accordingly, any student whose behavior does not meet professional standards, or who fails to demonstrate a fundamental respect for human dignity, is subject to review and possible termination from the program.

Discriminatory or abusive language, racial or sexual harassment, or documented evidence of behavior significantly inconsistent with minimal professional standards constitutes sufficient cause for investigation and censure. Flagrant violations of College regulations are also unacceptable. As developing professionals, students are expected to accept responsibility, to observe deadlines, and to react positively to constructive criticism.

Exigent conditions aside, faculty members are expected to document instances of inappropriate conduct and to show evidence in writing of attempts to counsel the student prior to empanelment.

If program faculty believe a student has violated professional standards and the transgressions are serious enough to warrant formal charges and dismissal from the program, they are obligated to (a) doc-

ument their case in writing, (b) to notify both the student and the associate dean for academic programs of their concerns and the possibility of filing formal charges of professional misconduct and (c) to meet with the student within five working days of notification in an effort to clarify and resolve the situation, if possible, before moving to a formal hearing.

If the student and faculty are unable to resolve the situation, the associate vice president for academic programs will meet with both the faculty and student in a mediator's capacity to review all available information, including the student's written response to charges, in a preliminary effort to resolve the matter informally in an appropriate manner within five working days. The associate vice president for academic programs cannot, however, prevent program faculty from proceeding with formal charges and a formal hearing.

Responsibilities and Scope

The Committee on Student Professional Conduct is responsible for investigating and rendering a decision regarding allegations of unprofessional conduct. Depending on its findings, the committee may recommend the student be continued in the program without sanction, be terminated from the program, or be assigned probationary status as deemed appropriate by the committee.

Empanelment

The associate vice president for academic programs may empanel the committee at the joint request of one faculty member from the appropriate discipline and the chair of that department/division. The associate vice president for academic programs will appoint all members to the committee.

Composition

The committee will consist of:

1. The associate vice president for academic programs, who acts as a non-voting coordinator. The associate vice president for academic programs will inform the student of his/her rights and maintain a written and/or audio record of the proceeding.
2. Two faculty members from the professional programs, neither of which is associated with the department/division in which the student under review is enrolled.
3. One member from the liberal arts faculty.

Procedure

Within 10 working days of empanelment, the associate vice president for academic programs will schedule a hearing and conduct preliminary interviews in order to identify individuals relevant to the investigation. The associate vice president for academic programs will notify the student and all relevant faculty members of the decision to empanel. The student may be accompanied by anyone serving in an advisory capacity and has the right to call witnesses. However, during the hearing, no party may be represented by legal counsel. The proceedings are confidential.

At the time that the program faculty levy formal charges and request that the associate vice president for academic programs empanel a Student Professional Conduct Hearing Committee, they must present their full case in writing to the student being charged and the associate vice president for academic programs, who will convey the written charges to the Hearing Committee faculty for their examination. The written charges must include documentation of all standards violated, evidence of cited

instances of improper conduct, the rationale for seeking the student's dismissal, a witness list, and complete, relevant written statements from all witnesses.

Once presented with the faculty's formal charges in writing, the student is obligated to present his/her response in full and in writing to the associate vice president for academic programs and the program faculty at least 24 hours prior to the hearing. The associate vice president for academic programs will pass the written response on to the Hearing Committee faculty for their examination. The student's case must include a focused, cogent response to each charge presented against him/her and full documentation of all rebuttal evidence including a witness list and written statements from every relevant witness.

It is the responsibility of both the student and program faculty to make sure that every person included on their witness list is present at the hearing in case the Hearing Committee members need to question them further. The associate vice president for academic programs will notify each witness of the date, time, and place of the hearing. During the hearing, witnesses will be kept in a designated waiting area outside the hearing room and will participate in the hearing only if called by the Hearing Committee.

The order and progression of the hearing are controlled by the Hearing Committee members. To start the hearing, only the program faculty bringing the charges and the student and his/her adviser will be present in front of the Hearing Committee. Both parties will be given a fixed, designated period of time as determined by the Hearing Committee in which to (a) summarize their case briefly, (b) to provide any substantive new evidence that may have arisen since the formal charges were levied, and (c) to respond to each other's case. The opening phase of the hearing may be extended or stopped at the discretion of the Hearing Committee.

The rest of the hearing will be devoted to a review of the evidence, clarification of issues, and questioning of both parties and their witnesses by the Hearing Committee. The Hearing Committee reserves the right to question both parties together or separately, to determine the rules for dialogue between the parties, and for calling and questioning witnesses.

By majority vote, the Committee will render its judgment as expeditiously as possible and report its finding to the associate vice president for academic programs. The associate vice president for academic programs will conduct a procedural review and within five working days notify the student in writing of the committee's decision. The student may register an appeal within five working days with the Office of the President. The president's decision, which will be recorded in five working days, is final.

IX. Leave of Absence and Withdrawal

A. VOLUNTARY

A voluntary leave of absence provides automatic readmission to the college. It is granted to students who desire to temporarily discontinue or interrupt their education. A student may apply for a leave of absence for a maximum of two academic semesters. (Field Period and Summer Session are not included). Students considering a leave of absence should be aware that although there will be no problem of re-entry to Keuka College, there may be problems of re-entry to a particular major due to enrollment limits or changes of course offerings or degree programs.

Normal procedures for withdrawal from a course will apply if a student elects to leave campus before the completion of a term already in progress. See [Add Drop Withdrawal Policy](#).

Applications for withdrawal/leave of absence are available online and in the registrar's office

B. MEDICAL LEAVE OF ABSENCE

a. A student needing to interrupt his/her studies for psychological or physical health reasons may request to be placed on medical leave of absence upon the written recommendation of a counseling services staff member or a private physician.

b. Normal procedures for withdrawal from a course apply if the student leaves the College before completion of a term already in progress (see policy on [Change in Registration and Late Registration](#)).

c. The student on medical leave of absence remains matriculated at the College for up to a maximum of two full semesters; he/she is not required to apply for admission to the College should she/he return during that time.

d. The student wishing to return to the College from a medical leave of absence must notify the dean of students in writing and present a written verification from a private therapist or private physician that the student is deemed medically able to return to the College.

Requests should be made as far as possible in advance of the semester in which she/he expects to return. The student receives preregistration and housing selection information for the semester she/he intends to return and participates in normal registration and room selection processes. The student requesting to return after normal registration or housing selection processes is not guaranteed course or room preference.

Students returning from medical leave of absence are required to meet with counseling or health services staff to ascertain the degree of counseling or health care support needed and to make arrangements, when appropriate, for off-campus and on-campus support services tailored to their individual needs.

C. RESUMPTION OF STUDY FROM A VOLUNTARY LEAVE OF ABSENCE

All students who have taken a voluntary leave of absence will be allowed to resume taking classes upon submission of a letter to the registrar as long as the request comes within the allowed two semesters. Students return to College under the same academic status they departed. Students who were placed on academic probation prior to their leave of absence are still considered on probationary status upon their return. (Approved by faculty May 1998)

D. INVOLUNTARY LEAVE OF ABSENCE

An Involuntary Leave of Absence may be required of a student who exhibits behavior that is harmful to himself/herself or is disruptive, threatening or harmful to others within the Keuka College community. Such leaves are handled through the student affairs office.

The following may be required of the student prior to review of his/her request for readmission to the College:

1. Hospitalization in an appropriate facility and/or
2. Outpatient therapy with a qualified practitioner (length of time to be stated in the student's contract) and/or

3. Successful study with a full load at another accredited institution for a minimum of one term.
4. Leave must be at least one full term and may extend up to one full calendar year.

The student, upon requesting readmission, must meet with the Dean of Students prior to re-enrolling for classes. Final decision on readmission will be made by the Dean of Students based upon the recommendations of his/her designees.

E. WITHDRAWAL FROM THE COLLEGE

Students who voluntarily decide to leave the College permanently or consider transferring to another institution, should discuss their plans with the associate vice president for academic programs. A written application for withdrawal/leave of absence form should be obtained online or at the registrar's office and filed with the associate dean for academic programs at the time of the exit interview. If a student elects to withdraw before the completion of a term, the procedures for withdrawal from a course will apply. See [Add Drop Withdrawal Policy](#).

During the formal withdrawal and/or exit interview process, the student indicates his/her last date of attendance. This date is verified by the registrar's office in consultation with appropriate faculty members. In the event the student discontinues his/her studies without proper notification, the registrar's office consults with the appropriate faculty members, and the last day recorded by any instructor is deemed the actual day of final attendance.

X. Release of Information

A. RELEASE OF ACADEMIC RECORDS

The Family Educational Rights and Privacy Act of 1974 (commonly referred to as the "Buckley Amendment") was designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students have the right to file complaints with the Family Educational Rights and Privacy Act office (FERPA), Department of Health, Education, and Welfare, 230 Independence Avenue, S. W., Washington, D.C. 20201, concerning alleged failures by the institution to comply with the act.

Keuka will not disclose personally identifiable information from the educational records—except as permitted by the Act—of a student without the prior written consent of the student, except as permitted by the Act and specified in the College's statement of policy.

The College designated the following as Directory Information and will release it without prior written consent unless the student has informed the registrar's office in writing that he/she does not wish it to be so designed: student's name, local and home address, telephone number, date and place of birth, class year, major field of study, name, home address and telephone number of parents/guardians, officially recognized activities and sports, attendance, degrees, and awards received, including Dean's List, and the most recent previous educational agency or institution attended by the student.

If you do not wish any or all of this information released without your prior consent, please notify the registrar's office by September 5. In the absence of a negative response, the College will release this information when appropriate.

Copies of the Keuka College policy and procedures can be obtained from the registrar's office.

Questions concerning the Family Educational Rights and Privacy Act may be referred to the registrar's office.

Keuka College directs the grades of individual students to the student unless a waiver of these rights is signed by the student. Parents may receive access to records regardless of student consent if a student is listed as a deductible dependent for income tax purposes. Keuka College will furnish grades to the parents if the Parent's Statement of Student Dependency has been filed with the registrar's office. The College reserves the right to contact a student's parents or guardian when, in the opinion of the College, the notification is necessary to protect the well-being of the student or others.

B. TRANSCRIPT POLICY

1. The Keuka College Transcript

The transcript is an accurate and permanent record of the student's academic work at this College from the date of initial admission through graduation. Once entered, data on the transcript will remain there. Any changes or corrective entries made on the transcript must be approved by the chief academic officer of the College. A copy of all transcripts will be stored in a physically secure place. The Keuka College transcript shall contain information that covers name, admission date, the student's major program(s) of study, the degree awarded and the date of graduation, GPA and other pertinent data, e.g., certification earned, which the College shall determine to be pertinent to the student's permanent academic record.

2. The Data

The record of the student's academic work shall include the number, name, credit, and grade earned for each course completed at Keuka College. This data will be recorded by semester (quarter or term) with the name of the semester and year in which the work is completed clearly shown.

3. Release of Transcript

a. Transcript request forms are available online and in the registrar's office. If a student cannot obtain a form, he/she may write a letter to the registrar's office releasing the transcript. All requests must be in writing. Requests will not be taken over the phone.

b. Transcripts will not be released until all outstanding debts owed to Keuka College have been paid.

4. Transcript Fee

There is no charge for the first transcript request. A fee is charged for each subsequent request. No transcript will be released until the payment is made.

XI. Academic Advising

All incoming students are assigned an academic adviser who serves as a mentor to help students make an effective transition to college. Advisers help students become independent, responsible learners who understand self; who are familiar with institutional policies and cultural norms; who possess problem-solving skills; and who know how to access a variety of academic, career planning, and personal sup-

port services. They also help students develop an educational plan consistent with their aptitudes, interests, and life goals.

Freshman students are normally assigned to a faculty adviser in their designated major. Exploratory students are initially assigned to special faculty or professional staff advisers. Freshman advising cohorts are kept small to ensure that freshmen receive strong support and guidance during a significant transitional period. Transfer students are also assigned to a faculty member in their chosen major or, if undecided, to a special adviser.

Students are officially accepted into specific programs at various times, depending on the discipline (for example, students may declare a major in nursing only after successfully completing required prerequisite courses). In most cases, students will be assigned an adviser in their intended major even if official acceptance into the program comes later.

XII. Policy for Students with Disabilities

A. DISABILITIES AND THE LAW

Section 504 of the 1973 Federal Rehabilitation Act and the 1990 Americans with Disabilities Act (ADA) require that Keuka College make reasonable modifications of policies and practices and provide certain individualized services to otherwise qualified students with disabilities. In the spirit of these federal mandates and because of a commitment to education, Keuka assists those who, although disabled in some way, are potentially capable of the successful completion of a degree. Individuals with disabilities may include those with learning disabilities (including attention deficit disorder), visual or auditory impairments, speech impairments, mobility impairments, emotional illness, head trauma, or medical conditions that substantially limit one or more major life activities as specified in the law. Specific accommodations will be decided on a case-by-case basis, in accordance with federal law, depending on the type and extent of disability.

B. ADMISSIONS PROCEDURES

Students with identified disabilities are required to complete the same admissions process and to meet the same admissions requirements as other applicants. Federal law prohibits admissions personnel from asking a student whether or not he/she has a disability. A student with a disability must be otherwise qualified in order to be admitted into the college and into a specific major. That is, the student must be able—with reasonable accommodations—to compensate for his/her disability in order to meet the requisite academic standards of the institution. The coordinator of services for students with disabilities will make every attempt to make clear to the student the essential components of each program and to advise the student on how his/her strengths and weaknesses will likely affect completion of the program.

C. STUDENTS WITH DISABILITIES AND THE ACADEMIC SUPPORT PROGRAM

Academic Success at Keuka (ASK), which includes the Writing and Tutorial Center, provides services to students who are in need of academic assistance. Three full-time and two part-time professionals work to serve students who face various academic challenges.

The coordinator of services for students with disabilities focuses on providing academic advising for students with disabilities. Students with disabilities are invited to meet with the coordinator, who will

assess their academic needs, provide information about accommodations for which they might qualify, guide them in learning specific studying and learning techniques, and work with their faculty advisers in order to best serve the student.

The ASK staff understand the challenges that students with disabilities face and strive to provide services and coordinate accommodations to meet these challenges. The goal is to maximize a student's educational potential while helping him/her to develop and maintain independent learning and self-advocacy skills. Students will be encouraged to develop a responsible and conscientious understanding of their disabilities and of the accommodations they need.

D. REQUIRED DOCUMENTATION

Academic Success at Keuka (ASK) provides reasonable accommodations for students with documented disabilities. Students must provide sufficient documentation of disability before services or accommodations can be provided. Documented proof granting eligibility for services must contain a diagnosis of the specific disability and a rationale for requested accommodations. Testing must be current. *Therefore, students are strongly encouraged to include documentation that has been completed within the last **three** years.* Because the provision of all accommodations and services is based on an assessment of the impact of the student's disabilities on his/her academic performance, it is in the student's best interest to provide recent and appropriate documentation.

For a student with a physical or mental disability, documentation should include a specific diagnosis, prognosis, and medication.

For a student with a learning disability, documentation must be provided by a professional experienced in diagnosing learning disabilities, preferably a licensed psychologist who will provide a psycho-educational evaluation. In addition, so that ASK can best meet a student's needs, it is important that documentation include the following information:

- A standardized measure of general intelligence, preferably the WAIS-R;
- Results of academic achievement tests;
- Results of specialized testing in perceptual, processing, and motor skills (as appropriate);
- A case history including parent, teacher, and student input;
- A description of recommended accommodations.

The provisions of an Individualized Education Plan (I.E.P.), as required by the Individuals with Disabilities Education Act (IDEA) for students with disabilities in grades K-12, are not binding on post-secondary institutions. The I.E.P. is an educational record and cannot stand on its own as a record of a disability; however, ASK encourages the student to submit **all** information, including an I.E.P., that will help the coordinator arrange reasonable accommodations for the student.

The above documentation provides the proof of disability. However, Keuka College has the right to review documentation and determine individual accommodations and services. The coordinator reserves the right to require additional information from the student, at the student's cost, if documentation is not sufficient. Previous provision of service, or lack of it, does not guarantee or preclude college services.

E. SERVICES/ACCOMMODATIONS AVAILABLE TO STUDENTS WITH DISABILITIES

A student with a disability is required to meet with the coordinator of services for students with disabilities if she/he wishes to arrange academic accommodations. Keuka College does not have a special-

ized learning disabilities program, but does provide services to students with identified disabilities. It is expected that students with disabilities, with appropriate accommodations, will be able to meet the basic requirements for graduation as outlined in the Keuka College *Record*. Some individual academic divisions have essential academic requirements which must be fulfilled by students who wish to complete a major in any one of these divisions. Students should see division handbooks for these requirements.

Accommodations are designed to meet a student's needs without fundamentally altering the nature of the student's instructional program or altering any directly related licensing requirement as determined by faculty. Students may be allowed only those accommodations and technological aids that are warranted by recommendations as reported in the student's psycho-educational evaluation. Interpretation of these recommendations and determination of what accommodations are warranted will be made by the coordinator, when necessary. Students may appeal the decision of the coordinator (see p. 15).

ASK advocates on the behalf of students with documented disabilities who *request—but may not necessarily receive*—the following kinds of reasonable accommodations:

1. Accommodations Requested from Academic Success at Keuka (ASK)

Accommodations available through ASK include:

- academic advising, including instruction in learning strategies and time management;
- referrals for obtaining personal counseling with professionals on campus, as needed;
- consultation and advocacy with faculty about disability accommodations for specific academic courses;
- learning assistance workshops on such topics as study skills, test anxiety, time management, self-advocacy, and planning for careers;
- resource materials and referrals to community resources, such as Vocational and Educational Services for Students with Disabilities (VESID);
- instruction in developing and using self-advocacy skills;
- group and individual tutoring;
- alternative testing arrangements—extended time, non-distracting environment, oral responses, use of computers, individual proctoring, oral reading, provision of dictation or typing;
- readers, note takers, proofreading services, and scribes, as available;
- referral to locate specialized services such as books-on-tape and assistive technology;
- use of computer software programs and other technology to assist in test-taking and study skills;
- pre-admission and pre-enrollment planning;
- removal of architectural barriers; and

- special housing requests.

2. Accommodations Requested from Faculty

Accommodations requested from faculty may include:

- extra time to complete assignments, projects, papers;
- increased frequency of tests or examinations;
- alternate forms of assessment, allowing students to demonstrate course mastery;
- alternate procedures for completing assignments, allowing students to demonstrate course mastery; and
- substitutions or waivers of courses on a case-by-case basis.

F. PROCEDURES FOR REQUESTING AND OBTAINING ACCOMMODATIONS

There are detailed procedures for use of services or accommodations, and there are appropriate restrictions or limitations on some of the services and accommodations provided. In order to request accommodation, students must do the following:

1. Upon submitting documentation to Academic Success at Keuka (ASK), the student should schedule a meeting with the coordinator of services for students with disabilities to determine what accommodations may be appropriate. The student and the special services coordinator will complete a Possible Accommodations Form (See Appendix A) during an initial intake interview. Once accommodations are agreed upon, all information will be kept on file in the ASK office.
2. Since Keuka College encourages students with disabilities to practice self-advocacy, students are encouraged to make any appropriate requests with individual faculty members. Students are provided with a letter explaining their needs. We encourage students to submit this letter to their instructors and request each individual accommodation with a follow-up conversation. If a faculty member does not comply with the student's request, the student should ask the special services coordinator to advocate on his/her behalf. For accommodation requests that do not involve faculty, students should make the request to the coordinator of services for students with disabilities.
3. All requests must be made in a timely manner according to the following outlined procedures.

1. Alternative Testing

Alternative testing was designed primarily for the purpose of accommodating students with disabilities. It is recommended that all special needs students meet with their professors during the first two weeks of each semester to discuss the testing accommodations they require and to set up testing plans. The following procedures for using the Alternative Testing Program must be followed:

1. Students must sign up in advance (a minimum of 48 hours in advance) of each test. This should be done by personal visit to Academic Success at Keuka (ASK) (we do accept arrangements by phone in certain cases). If arrangements are not made in a timely fashion, accommodations will be provided as conveniently as possible. However, students who do not sign up in a timely manner may run the risk of

not being accommodated. Due to severe space limitations during times in the semester when midterm and final exams are given, it is necessary for all students with disabilities to sign up for exams as soon as their schedules are finalized. Those neglecting to do so run the risk of not being accommodated (See Appendix B).

2. It is the student's responsibility to notify the professor before each test of his/her intention to take the test at the ASK office. It is also the student's responsibility to request from the instructor, in a timely manner, any alternative testing accommodations needed for the test. (The ASK office has the responsibility of getting and returning the test to the professor.)

3. It is the student's responsibility to sign up for any special space, time, or technological considerations needed for testing (e.g. the use of a private, non-distracting testing room, the use of a computer or reader/scribe). Students should note that Keuka College does not offer unlimited time for testing. Extended time, usually 50-100 percent longer than the allotted time, will be decided based on submitted documentation.

4. The requests for an increase in the frequency of examinations or for an alternative form of assessment are accommodations that require a significant amount of planning by faculty. Due to this required planning time, students must make all requests for an increase in the frequency of examinations and an alternative form of assessment (i.e. oral exams, essay vs. multiple choice) during the first two weeks of the semester.

2. Tutoring

Keuka College offers both individual and group tutoring to all students, including students with disabilities, who desire assistance. Tutoring is done by students and is offered in all writing classes, all core courses, and most other classes with high enrollments.

Individual Tutoring: Students may access an individual tutor as many times as needed. Students may be referred by professors or come themselves to request tutoring. The process begins at the ASK office in Hegeman 301. A student obtains a request form (See Appendix C) from ASK, fills it out, and returns it to the program assistant. The student will be notified of his/her assigned tutor and will be given the necessary information needed to contact the tutor. The following procedures for using individual tutoring must be followed:

1. It is the student's responsibility to visit ASK to request tutoring.
2. Once assigned, it is the student's responsibility to meet the tutor at the designated time.
3. Once the student has begun regular tutoring, it is the student's responsibility to adhere to the tutor's rules.

Group Tutoring: Students may access as much group tutoring as they desire. Group tutors, hours, locations, and times are posted in the ASK office and on professors' doors. Students do not need to fill out a request form to access group tutoring. It is the student's responsibility to adhere to the group tutor's rules regarding attendance, participation, etc.

3. Readers/Scribes

Readers and scribes are available to students with disabilities who are eligible for the accommodations. Students should make a request with the coordinator of services for students with disabilities *at least three days* in advance if a reader or scribe is needed for an examination. Availability of readers and scribes is limited.

4. Note Takers

Students should make a request with the coordinator of services for students with disabilities for a note taker and the special services coordinator will find one as soon as possible. Students should be reminded that the use of a note taker does not excuse them from attending class or from taking their own notes.

5. Academic Advising/Diagnostic Teaching

The two professionals of ASK are available to provide academic advising and diagnostic teaching. If a student wishes to meet with a member of the ASK staff, he/she should schedule an appointment. The ASK staff will be able to meet with the student within five days of the requested appointment.

6. Extra Time to Complete Assignments, Projects, or Papers

If a student anticipates that he/she may need extra time to complete assignments throughout the course of the semester, he/she should meet with the coordinator at the beginning of the semester to assess his/her course load and expectations. As soon as a student assesses his/her ability to complete assignments on time, he/she should make arrangements with the course instructor immediately if time extensions are necessary. A student who requires extra time to complete assignments due to his/her disability must request a time extension from the instructor at least one week before the assigned due date. Students may be required to show segments of their progress to the instructor as part of the time extension agreement.

7. Special Housing

Any special residential living request should be made with the coordinator of services for students with disabilities. The special services coordinator will work with the director of housing and residence life and the assistant dean of student affairs to determine if the request is reasonable. All requests must be supported by documentation filed with the special services coordinator and must be made *before the beginning* of the semester.

8. Substitutions or Course Waivers

It is very rare that Keuka College will offer a substitution or waiver of a course. If a student wishes to request a substitution or waiver, he/she should initiate the request with the coordinator of services for students with disabilities during the semester previous to when the course is scheduled. Requests for substitution or course waivers will only be considered after the student has a declared major. The student must provide concrete evidence as to why he/she needs a course substitution or waiver. The coordinator will meet with an ad hoc committee, which will include the division chair, appropriate program faculty, and one member of the Instruction Committee to determine if the course substitution or waiver is warranted. If the substitution/waiver is warranted the coordinator will submit a summary to the associate dean for academic programs, and the student must request an Exception to Policy from the associate vice

president for academic programs. The associate dean for academic programs will make the final decision as to whether or not the substitution/waiver is accepted or denied. If the student should change majors, the previous decision is void and the request for substitution/waiver must be resubmitted. The student will be notified of a decision within five weeks after the request is submitted.

9. Other Modifications

Requests for all other modifications should be made with the coordinator of services for students with disabilities in a timely manner. Since it is impossible to predetermine each individual's needs and to determine appropriate procedures for requesting accommodations for these needs, students are encouraged to visit the coordinator of services for students with disabilities as soon as they arrive on campus and to make any requests as soon as a need for accommodation arises.

G. IS AN ACCOMMODATION REQUEST REASONABLE?

After a student makes a request for an accommodation, the faculty member or the special services coordinator makes a preliminary decision regarding whether or not the accommodation should be granted. Often the request is straightforward and the student's documentation clearly supports the request. In *unusual situations* or at times when the accommodation appears substantial, the coordinator of services for students with disabilities will initiate the following process:

1. The special services coordinator will review documentation for appropriate recommendations, as suggested by the health care professional who diagnosed the disability.
2. With the permission of the student, the coordinator will confer with the instructor as necessary in order to consider the accommodation in terms of the standards of the program. For non-academic requests, the coordinator will discuss the requested accommodation with appropriate college staff.
3. After considering the input of the faculty, support staff, and student, the coordinator will make a final decision as to whether the accommodation is reasonable within *one week* of when the request was made.

H. APPEALS PROCESS

If a student follows proper procedures and is still denied an accommodation, the student may wish to appeal the decision. The appeals process is as follows:

1. The student must submit an appeal, in writing, to the director of ASK within *10 working days* of when the accommodation was denied. The appeal should include a statement of the requested accommodation and an explanation of why the accommodation is needed.
2. The director will consult with the coordinator of services for students with disabilities to determine why the request was denied. The coordinator will submit a written explanation for the denied accommodation.
3. The director will assemble a panel to review the appeal within *10 working days* of its filing. The review panel will include the student's adviser (or substitute faculty member), one member of the Instruction Committee (for an appeal of an academic matter) or one Office of Student Affairs staff member (for an appeal of a non-academic matter), and an academic support staff member.

4. The panel will review the student's appeal and the coordinator of services for students with disabilities explanation for denial and make a decision to uphold or reverse the decision.
5. To appeal the panel's decision, the student must send a letter of appeal to the associate vice president for academic programs within *10 working days* of receiving the decision. The associate vice president for academic programs will examine the appeal and the procedure and communicate the final decision.
6. For further action, the student should contact the Regional Office of Civil Rights.

I. CAMPUS RESOURCES

ACADEMIC SUCCESS AT KEUKA (ASK)

Hegeman 301

(315) 279-[extension 5636]

ASK provides diagnostic teaching and assistance for any student on campus who experiences academic difficulty. The freshmen and transfer coordinator, the coordinator of services for students with disabilities, and the academic support program director work to service all students.

THE WRITING AND TUTORIAL CENTER

Hegeman 301

(315) 279-[extension 5636]

HEALTH AND COUNSELING SERVICES

Harrington 110

(315) 279-[extension 5368]

Counseling Services offers individualized, confidential assistance, helping students to deal with emotional and psychological wellness issues. Health Services offers individualized assistance, helping students to deal with health issues by learning self-care techniques and illness prevention as part of a total wellness program. Students who are struggling academically may be referred to these offices in order to manage personal difficulties which may interfere with academic success.

J. CONFIDENTIALITY

Academic Success at Keuka (ASK) recognizes and honors the importance of the confidentiality of documents containing disability-related information. Section 504 of the 1973 Federal Rehabilitation Act guarantees this confidentiality, but recognizes that there are situations in which releasing partial information to appropriate individuals is in the best interest of the student. Information may be released at the discretion of ASK staff when there is a compelling reason that the information is necessary in order to best accommodate the needs of an individual student.

K. SCREENING AND REFERRAL FOR STUDENTS WITH SUSPECTED DISABILITIES

Some students with disabilities arrive at Keuka College never having been diagnosed. Such students may have been very skilled in developing coping strategies and compensatory skills that made it possible for them to succeed in high school, but these strategies may prove insufficient for college work. If these

students find themselves doing poorly at Keuka College, we encourage them to meet with a member of the staff in the ASK office (Hegeman 301). Although Keuka College does not provide psycho-educational evaluations, the coordinator will work with the student and decide if a referral is necessary. The coordinator will refer the student to an off-campus licensed psychologist for a complete psycho-educational evaluation and assessment of skills. The cost of psycho-educational testing is the responsibility of the student.

I. PRIORITY REGISTRATION

1. Policy

In order to be consistent with the Core Values and Guiding Principles of Keuka College, and with the spirit of the Americans with Disabilities Act, priority registration is available for those students with recognized and documented disabilities who need early registration for classes. Students who qualify for this service are generally those who would not otherwise graduate within a reasonable time due to an ongoing and documented disability, or because they themselves provide ongoing services for such disabled students (e.g. note takers). (Approved 3/2003)

2. Rationale

- a. Priority registration is necessary for some students with disabilities in order to insure that proper support services are in place prior to the beginning of the semester. For example, it may take up to four months to produce a student's course materials in an audiotape format, yet these materials cannot be produced until the student is a confirmed registrant.
- b. The time required for travel to classes routinely exceeds the ten minutes available to students, and thus careful scheduling may be necessary.
- c. Some students may require the assistance of a personal care attendant and must arrange courses to coincide with the attendant's availability.
- d. Certain health issues may require continuity of scheduling (or other special needs).
- e. In some cases, renovation or relocation of classroom space may be required to insure student access.
- f. Other valid reasons, as approved by Academic Success at Keuka.

3. Procedure

- a. Only the coordinator of services for students with disabilities may determine a student's eligibility for priority or assisted registration.
- b. Students wishing to request priority registration will be asked to make those requests to Academic Success at Keuka by the beginning of the seventh week of the semester prior to their target registration date.
- c. Having been granted priority registration in a semester does *not* guarantee the same status for future semesters, and students must re-apply each semester for this accommodation.

II. Student Employment Program

A. MISSION STATEMENT

The Student Employment program allows students to practice and learn valuable work-related skills and at the same time helps them meet their educational and personal expenses while at Keuka. Work study has a major impact at Keuka College. By working skillfully and hard in a wide variety of tasks, work study students make a significant cost-effective contribution to the successful operation of the College.

In addition to traditional collegiate endeavors, Keuka's vision of providing students with opportunities to learn through experiential education is the core of this program. The Student Employment Program's vision is to:

- help students experience and learn workplace values and expectations;
- teach students the importance of work;
- integrate the learning process with the work experience;
- provide a quality work experience to eligible students;
- establish quality training programs for both supervisors and students;
- create a mature level of understanding concerning the importance of job skills (such as responsibility, reliability, etc.); and
- provide opportunities for students to participate in service to the community.

The program's mission is to provide opportunities for:

- developing work skills and professional behavior;
- improving resume writing, interviewing skills, and job search skills; and
- practicing communication, interpersonal skills, time management, and other workplace techniques within the job.

The concept and experience of work is critical, whether it is an intellectual or physical process. At Keuka, work study is more than a job; it is an experience valued by faculty, staff and students. This experience outside of the classroom gives the student a foundation which can be built upon in future job endeavors, and provides him/her with a well-rounded education... a Keuka education.

For more information on policies and procedures regarding the student employment program, please review the current Student Employment Manual for students which can be obtained in the Center for Experiential Learning.

B. FIELD PERIOD

The Keuka College Field Period component is administered through the Center for Experiential Learning. For detailed information on theory, policy, procedures and required paperwork, please contact our office at (315) 279-5274 or visit us in Hegeman Hall.

Field Period Policies and Points of Information

1. **Field Period Paperwork** - The following documents are required to be completed and submitted to the experiential education office before any Field Period can begin: the Field Period worksheet, learning contract, and a letter of confirmation or introduction that is individual to the experience. Templates for the first two documents can be found on the “S” drive of the College network and can also be accessed on the Center for Experiential Learning page of the College web site at www.keuka.edu(.)

2. **A late registration fee may be assessed to anyone turning in paperwork past the date established each semester for Field Period paperwork to be submitted to the Center for Experiential Learning. Please refer to the current Keuka College Record for the exact amount of this fee, as it may change year to year. The Record is available online in the publication section of the College Web site.** Extensions may be granted on an individual basis by speaking directly to one of the staff of the Center for Experiential Learning office.

3. **A late fee does not prohibit a student from doing a Field Period.** As long as a student has the approval of his/her adviser and has completed the required paperwork and turned the paperwork into the Center for Experiential Learning before the end of the semester, a Field Period can still be done.

4. **If for any reason a student does not perform their Field Period after submitting their initial paperwork, they must notify their adviser/evaluator AND the Center for Experiential Learning IMMEDIATELY.** Once paperwork is submitted to the Center for Experiential Learning, any changes in the status of the Field Period must be reported to the student’s adviser/evaluator and the Center for Experiential Learning by phone no later than the first five days of your Field Period start date. In addition, written notification (e-mail is acceptable) must be received within 10 days of the verbal notification in order to be withdrawn from the Field Period.

5. **A signed Learning Contract (by student, adviser/evaluator/site supervisor) is required to be registered for a Field Period.** The signed contract that a site returns to the student should be brought to the Center for Experiential Learning. Once the signed copy is returned to the Center for Experiential Learning, a student will be registered.

6. **Field Periods are traditionally done in January or summer.** Students can file an Exception to Policy to request permission to do a Field Period out of the traditional time frame. This must be done and approved BEFORE beginning the Field Period paperwork. The policy statement needed for an Exception to Policy can be found in the Keuka College *Record* (available online in the publication section of the College Web site) in the Field Period section. The Exception to Policy form can be obtained in the registrar’s office or in the Center for Experiential Learning.

7. **The faculty evaluator is responsible for issuing a grade for a Field Period.** The Field Period grade is either “S” satisfactory or “U” unsatisfactory.

8. Information and eligibility for a PEL (Prior Experiential Learning) can be found in the Center for Experiential Learning.

SECTION III. LIGHTNER LIBRARY POLICIES

A. CIRCULATION POLICY

1. Registration

All persons must be registered at the circulation desk to borrow library materials.

- a. Members of the Keuka College community (students, faculty, and staff) must present a current college identification card to register.
- b. Yates County residents may use their Penn Yan Public Library card to borrow materials, or they may register for one at the circulation desk.
- c. Persons residing outside Yates County may not borrow materials unless they are alumni of Keuka College. Alumni may register at the circulation desk for a Penn Yan Public Library card.

2. Loan Period

All materials except journals (both bound and unbound), reference materials, and special collection materials may circulate.

- a. Most library materials are loaned for three weeks unless restricted by specific rules.
- b. Art prints circulate for one semester.
- c. Reserve materials circulate for two hours. (see below).

3. Reserve Materials

- a. Only one reserve material may be borrowed at a time.
- b. During the day, reserve materials circulate for two hours in the library; they may also be checked out for overnight use.
- c. Overnight use begins two hours before closing time and materials are due within the first hour the library is open the next day. After the first hour, reserve materials must be returned directly to the circulation desk.

4. Recall

- a. Any item that has been in circulation for two weeks may be recalled for loan to another person.
- b. Recalled materials are due at the end of the three-day period following notice except for books needed for reserve, which must be returned to the library immediately.

5. Renewals

- a. If there is no hold on it, an item may be renewed once for an additional three weeks from the time of renewal.
- b. Items may be renewed by phone or in person.

6. Fines and Lost Materials

- a. Circulating library materials are the responsibility of the person to whom they are charged. Borrowers should not lend library materials to other persons. The materials should be returned to the library and charged out to the other person.
- b. Fines begin immediately upon expiration of the loan period.
- c. Patrons who accumulate \$5 or more in fines will find their library card blocked until payment is received.
- d. Any unpaid fines or replacement costs will be sent to the business office to be added to the student's bill. In addition, a processing fee will be added.

Fine Schedule for Keuka College

General collection and art prints: 15 cents per day, per item

Recalled materials and cassette players: 50 cents per day, per item

Reserve collection: 50 cents for each hour, or part thereof

Interlibrary loans: 25 cents per day, per item

Materials lost or not returned after three overdue notices will be billed a replacement cost plus a processing fee.

B. INTERLIBRARY LOAN POLICY

- 1. Request forms for interlibrary loans are available at the reference and circulation desks and should be submitted at least two weeks in advance of need. Interlibrary loan requests will only be made for current Keuka College students, faculty, and staff.

2. Interlibrary loan materials should be picked up from and returned to the circulation desk. It is the responsibility of the patron to check on loan requests periodically. Any losses or damages to interlibrary loan materials will be charged to the borrower.
3. Copying fees may be charged but not without prior consent of the borrower.
4. Interlibrary loan books may not be placed on reserve.
5. Interlibrary loan books are subject to immediate recall by the lending library. Renewals are at the discretion of the lending library.
6. The Lightner Library follows the guidelines of the American Library Association's General Interlibrary Loan Code.
7. Interlibrary loan photocopying is subject to current U.S. Copyright law (Title 17, U.S. Code) and must adhere to the guidelines and limitations contained therein.
8. Before reference materials can be sent out to other libraries, permission must be given by the reference librarian or the library director. All reference materials must be marked "In Library Use Only" and are not renewable.
9. All Interlibrary loan materials are due at the end of the semester, even if the lending library is willing to loan the book until a later date.
10. Requests for materials owned by the Penn Yan Public Library follow a special procedure, including two day a week delivery service between the two libraries. Ask for details at the circulation desk.

SECTION IV: STUDENT AFFAIRS

I. Campus Activities

A. CLUBS AND ORGANIZATIONS

Keuka College has a wide variety of student clubs.

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 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.

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

Phi 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 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

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

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

3. Student Clubs & Organizations Sponsored by Student Senate

Residence Hall Council

An organization responsible for serving as a representative body for resident students. The organization receives money to provide educational and social programs in the residence halls.

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.

Council for Exceptional Children/Special Education Club (CEC/SEC) 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.

Psychology Club is open to all students who share an interest in the mind. They sponsor activities including lectures and discussions focusing on current issues in psychology.

Secondary Education Club, for students who plan on careers in education at the secondary level, presents programs relating to the field of adolescent education.

Sociology, Criminology & Criminal Justice Club 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 to increase community awareness of occupational therapy.

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 & Organizations

a. Arion 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.

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

c. BACCHUS & GAMMA Peer Educators is open to all students who would like to help educate the College about alcohol, other drugs, and wellness issues on campus through social activities, lectures, and discussions.

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

e. Cheerleading is open to any student wishing to help promote our athletics department at games.

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

g. College Republicans is open to all students with an interest in government, and support the Republican party. The club supports many activities of the party in the Finger Lakes area.

- h. Dance Team** is open to all students, and through an audition process, students are selected and perform routines at our athletic games and other events.
- i. Fellowship of Christian Athletes (FCA)** is a club whose members are athletes of Christian faith who find value in service learning through athletics.
- j. Fishing Club** gives students the opportunity to join together and take advantage of the Finger Lakes, particularly Keuka Lake.
- k. 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 transgendered issues. All members of the Keuka College community are welcome to membership in this club.
- l. Gathered in Faith Together (GIFT) Club** is a student organization open to all students interested in their faith. The club meets every other week for spiritual development, fellowship, and community service.
- m. Keuka 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 the adoption of these orphans in the U.S.
- n. Outing Club** is open to all interested students who enjoy outdoor activities (i.e. whitewater rafting, hiking).
- o. 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.
- p. Peer Counselors** is a group of students who are available to students who need someone to talk to. They are trained in dealing with issues ranging from self-esteem issues to adjustment to eating disorders. There are two separate groups of peer educators — peer counselors and wellness educators.
- q. Political Science and History Club** is a club whose members share 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.
- r. Radio Station** broadcasts radio programs, hosted by Keuka College students, to the Keuka community.
- s. Residence Hall Council** is responsible for serving as a representative body for resident students. The organization receives money to provide educational and social programs in the residence halls.
- t. Rotaract** is a division of Rotary International, a community service organization, members of this club focus on service learning.
- u. Ski & Snowboard Club** is open to all interested students. The planning of ski trips depends on the funds raised by the club. Past visits include Bristol Mountain and Killington, Vt.

v. Step Team is open to all students who share an interest in step performance. Members practice on a regular basis and perform on campus at athletic events, special events/weekends, and off campus at competitions.

w. 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.

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

y. TeamWorks! Club is a club whose members share an interest in experiential learning through the ropes course.

B. CREATION OF NEW ORGANIZATIONS OR ORGANIZATIONS SEEKING STUDENT SENATE FUNDING

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

1. Secure an adviser for the organization. The adviser must be a Keuka College faculty or staff member.
2. Hold an interest meeting to obtain at least 14 interested members.
3. Submit a constitution for review and approval by student senate.

Upon receiving approval as a formal organization at Keuka, the organization will receive a \$250 starting fund from the Senate Allocations Committee.

C. 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. 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 an official voice for the expression of student opinion. Student Senate elections are usually held in the spring for all positions except freshman class and residence hall district representatives. Elections for these and any unfilled positions are held at the beginning of the fall term.

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 (C.A.B.) 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.

2. Senate Allocations Committee

The Senate Allocations Committee is responsible for carrying out the 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 proposals and arranges for the allotment of funds to each organization. The Senate Allocations Committee may recommend to the entire Student Senate that money be withheld from any organization that has not followed the allocation procedure described by Student Senate. The committee is chaired by the treasurer of the Student Senate. Elections are held in the fall to fill vacancies.

D. 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 10 names to the selection committee of the Student Senate. The selection committee carefully screens all applications and places the names of not more than five students on a ballot. The nominee receiving the most votes in an 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.

E. BULLETIN BOARDS AND POSTING OF INFORMATION

To facilitate communication, bulletin boards are located in all areas of the College, some of which 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 the events of recognized organizations 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 organizations.
8. The College reserves the right to approve or disapprove the posting of any materials.
9. Materials which are not stamped and approved are removed.
10. The Alcohol Policy contains additional stipulations regarding publicity and posting.

F. KEUKA TRADITIONS

Special Weekends

Keuka College sponsors a number of special weekends 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.

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 ringing of the bell in Ball Hall tower. The bell is rung 100 times. The 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.

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. Activities include:

- **Shively Cup (waterfront races)** are held as a competition between academic classes and even faculty and staff. Each class is represented by a team, chosen after many practices. The team elects a captain and sharpens its skills. Seniors race juniors; sophomores race freshmen. The team with the best time is the overall winner.

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

- **Honors Convocation** 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** take place in Norton Chapel. It is a time for family and friends to gather in recognition of the advancement of each class to the next rank. Faculty and administrators process in their academic garb. Each class president and adviser speaks about achievements and activities throughout the year. This is also time to recognize the student leaders of the campus as well as faculty 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, and a king and queen are chosen and announced during the Leadership Awards and Moving Up Ceremony. The Royal Court is announced as well.

Snowball is a semi-formal dinner dance party held each March. 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 mid-April. It provides students and guests with the opportunity to relax and enjoy the season and is filled with events and activities.

G. CLASS ACTIVITIES

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

Each class has its own name:

Class of 2008 Tuscarora

Class of 2009 Seneca

Class of 2010 Onondaga

Class of 2011 Mohawk

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 of age, color, ethnic or national origin, gender, physical disability, marital status, political or social affiliation, race, religion, or sexual preference or orientation. Students have the responsibility not to discriminate against others in their individual roles as members of the community and to discourage others from discriminating.

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. 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.

C. STATEMENT ON DIVERSITY

1. Philosophy

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 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 and students. 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 morality are unacceptable.

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. Any student present in the residence hall room where drugs are being used is in violation of the Keuka College drug policy. It is the College's firm belief that the illegal use of drugs is inconsistent with the educational process.

Any person dealing in illegal drugs is considered to be conducting an activity which endangers the health and safety of the campus community. Persons who 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. In addition, any drug-related paraphernalia found in a student's room or personal possession is considered a violation of the Keuka College drug policy and will result in a judicial hearing and sanctions.

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 in compliance 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 hall (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 (cans, bottles, etc.) are prohibited in designated residence hall areas, such as “wellness floors.” Students may 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. The following sanctions for alcohol violations are guidelines; sanctions may vary on a case by case basis.

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 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 student's account. Any exceptions regarding community service requirements will be at the discretion of the judicial officer hearing the case.

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:

- i. if admission is charged or a ticket is sold to the event;
- ii. if donations are collected or someone "passes the hat" during the event;
- iii. if anything of value is exchanged for the alcoholic beverage, i.e., in barter or trade;
- iv. 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 Street, Buffalo, NY 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 a.m. and 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 “Topsy 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 posting 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 of 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. 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)
116-156 Interstate Parkway
Bradford, Pa. 16701
(814) 368-4143; 1-800-446 BLUE

Clifton Springs Hospital Alcohol Recovery Services
2 Coulter Road
Clifton Springs, N.Y. 14432
(315) 462-0291

Community Counseling Center of Seneca County
31 Thurber Drive
Waterloo, N.Y. 13165
(315) 539-1054

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

Finger Lakes Addiction Counseling and Referral Agency
100 W. Lake Rd.
Penn Yan, NY 14527
(315) 536-7751

Park Ridge Chemical Dependency
1. 2000 Winton Road South
Rochester, NY 14608
(585) 368-6900

2. 81 Lake Ave.
Rochester, NY 14618
(585) 272-8330

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 prohibits discrimination against students for their religious beliefs. ★

★ “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.”

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.

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:
 - i. persons who were involved or have first-hand information may not remember the events clearly,
 - ii. rumors may have begun and thus limited the College's ability to keep the matter confidential and
 - iii. 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 their decision, their Determination will be adopted and the complaint will be regarded a 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 complain 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 September 14, 1994.)

H. POLICY ON BIAS-RELATED HARASSMENT

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.

1. Procedures

Any member of the College community who believes that he or she has been/is the victim of discrimination (as defined above in Student Rights and Responsibilities in the Student Affairs Handbook), racial slurs, hate speech, threatening behavior, or hateful actions should immediately bring the matter to the attention of his/her supervisor, or the dean/associate dean of students, 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 student offenders will be adjudicated by the Student Judicial System. All members of the College community will be informed that disciplinary consequences, up to and including dismissal, may result from substantiated complaints of discrimination.

2. Judicial Sanction for Bias-Related Violations

Violations to the Code of Student Conduct that involve discriminatory 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 such violations 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, four hours community or campus service, 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 complain 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 program office, health services, counseling services, protective services, 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, situa-

tions 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

- 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
Rape and Abuse Crisis Service of Yates Co.
(315) 536-9654

Rape Crisis Hotline
(315) 536-2897

Soldiers & Sailors Memorial Hospital, Penn Yan
(315) 536-4431

*Emergency room is open 24 hours

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 through the health services office.
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 (O.T.) 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, O.T., and certain high risk students employed by Keuka College (e.g. resident assistants).

a. Vaccination

The series of three Hepatitis B vaccine is available to all students at either Yates County Public Health or at vaccine clinics on campus. Nursing, O.T., 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 O.T. or Nursing Department for O.T. 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 O.T. 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 O.T. student. As of this printing, Yates County Public Health provides the Hepatitis B series to students free of charge. 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 those over 18 or for those 18 and under who have insurance for \$80. 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 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, and the CDC Web site, 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) Primary series of four doses with DtaP or DTP, and a Tetanus/Diphtheria (T.D.) 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 3 years
 - 7) PPD test for Tuberculosis within the last year
- *also known as MMR

Persons born on or before January 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. 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 protective services, 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 Aquatics at (315) 279-5691.

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 Protective Services 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 Protective Services, 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).

6. Lost & Found Property

Protective Services 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. A listing of found property is available for review on the Lost & Found page of Protective Services’ Web site.

L. 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 students' being able to demonstrate each academic term that they will meet the academic requirements of the College. Students who do not pass this test 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;

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:

1. enhances and supports both Keuka's unique academic mission and the learning experience of each student;
2. recognizes, supports, and celebrates the varying values and beliefs of each resident student; and
3. 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.

Hall Council

Each residence hall elects members to serve as officers of the hall council. Residents represent each floor with a resident assistant serving as the hall council adviser. This council is responsible for coordinating social and educational programs and community-building activities in addition to working to improve the overall quality of student life within each residence hall.

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 the college requires it.

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 an exception under the following circumstances:

- 23 years or older,
- married,
- dependent(s) under 18 years of age living with him/her,
- internship/practicum which 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 and main door key when they check into their assigned residence halls. It is the student’s responsibility to retain these keys and to use them for entrance to the building and 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. Ball and Davis outside door key charges are assessed at the time of replacement.

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

During scheduled College breaks the residence halls will be closed. 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 to remain on campus from the Office of Housing and Residence Life. The charge for this will be **\$20 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 of a resident student at Keuka College must be signed in 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 some legal form of photo identification. The non-student guest must be escorted to and from the lobby and the host's room and at all other times while on the campus. The respective hall resident is responsible for the actions of all of 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 guest 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 guest may stay overnight in the residence halls 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 12 a.m. 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

The College maintains a limited area in each residence hall for storage of trunks and bicycles.

The College does not assume any responsibility for personal property, and storage is at one's own risk. It is recommended that valuable items not be stored.

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 protective services 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 is 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 R.A. 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 protective services 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 I.D. CARD

Students must be prepared to identify themselves by showing their student identification card upon request. Failure to produce an I.D. card results in disciplinary action. Misrepresenting information, duplicating, or reproducing the I.D. in any way, or giving an I.D. to an underage person for the purpose of buying alcohol, is considered a violation subject to discipline. Requests for replacement of lost or damaged cards are made through the Office of Student Affairs. A \$10 fee is charged for each replacement.

B. BUSINESS OFFICE

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 business office. Students with questions regarding their bills should consult with the student accounts office.

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 annual percentage) 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 the National Bank of Geneva, located in nearby Penn Yan. For convenience, a National Bank of Geneva ATM is located next to the physical plant office across from the U.S. Post Office.

Checks may be cashed at the business office (Ball Hall) from 9 a.m. to 4 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 Financial Aid Office 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@mail.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 eligibility 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 (generated for NYS residents upon submission of the FAFSA)

Applications and information regarding the sources of aid available and eligibility requirements are available from the Financial Aid Office.

4. After Applying

After the student mails the FAFSA, an Express TAP Application will be sent to the student from New York State Higher Education. If the student has filed the FAFSA on the Web, he or she will be directed to the state Web site for completion of an electronic TAP application. It is important to read each of the documents carefully and follow the directions provided. Those documents include:

STUDENT AID REPORT (SAR)

Provides a summary of information reported on the FAFSA. If corrections are needed, make changes and mail back to the federal processor or file the changes online using your 4-digit PIN. Keep a copy for your records.

TAP CERTIFICATE

This award certificate from the New York State Higher Education Services Corporation (HESC) outlines by semester the award for the Tuition Assistance Program (TAP).

5. Financial Aid Package

Shortly after the student files the FAFSA/Renewal Application and designates Keuka College to receive the information reported, 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 offer which may include grants, scholarships, work-study, and loans from federal, state, and institutional sources. Students have an opportunity to accept or decline any portion or all of their offer of financial assistance.

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
- loss of non-taxable income or benefits

If a student feels he or she has unique circumstances which require special consideration, he or she should file a Financial Aid Appeal Form available in the Keuka College 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 campus 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 11 a.m.-10 p.m.
- Thursday - Friday 11 a.m.-10 p.m.
- Saturday 4 p.m.-10 p.m.

2. Academic Year Meal Prices (subject to change)

Cafeteria	Students	Guests
Breakfast	\$5.40	\$5.65
Lunch	\$6.75	\$8.10
Brunch/Dinner	\$7.85	\$9.45

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 extension 5380 for more information. The Food Service fax is (315) 279-5324. Call ext. 5360 for the daily menu.

3. Dining Hall Regulations

- 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.
- 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.
- Food is served only during regularly scheduled meal hours.
- Guests and employees may not charge meals.
- Only complete meals may be purchased; there is no a la carte pricing (e.g., salad bar, beverages, desserts).
- 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 will be notified of scheduled van runs via campus email and student d-boxes.

Students needing transportation to and from the Geneva bus station or Rochester International Airport for weekends or 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. Student 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 Protective Services. Allow five (5) days for approval after submitting a copy of your license and the appropriate forms to the Protective Services 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 Protective Services. 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 protective services 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 protective services 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 Protective Services during the first week of fall term or at any time a vehicle is brought to campus. The registration fee is \$40. (A free temporary parking permit is available 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.

Vehicle registration, parking, and operation policies are announced at the beginning of each academic year. Printed copies are available at protective services 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 15 miles per hour.

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 or a boot may be placed on the vehicle.

All motor vehicles must be registered with Protective Services before or immediately after it has been brought onto campus. Protective Services 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 protective services and the appeals committee. The replacement fee for lost/stolen decals is \$15.

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. SECURITY

Security for the Keuka College campus is provided 24 hours a day throughout the calendar year by the Protective Services Department. Security personnel provide coverage of campus property, college equipment, and parking lots. Officers are available to help students, as needed, assist residence hall staff in the enforcement of campus policy, protect against trespassers and unwanted visitors on campus, and provide crowd and traffic control at special events. Officers routinely patrol the campus and are responsible for securing buildings and conducting fire safety checks in common areas of residence halls and college buildings.

All of Keuka College's security officers are New York state certified and receive annual in-service training.

Protective services officers can be contacted by:

- Visiting the Office of Protective Services located in the Dahlstrom Student Center
- Having the resident director (RD) or resident assistant (RA) on duty contact protective services.
- Calling (315) 279-5911 to reach the Office of Protective Services in an emergency or (315) 279-5250 for routine requests (5911 or 5250 from any campus phone)

To report a fire or request an ambulance or police response, dial 9-911 from any campus phone or activate any one of the eight "blue light" emergency poles located on campus by pressing the red button and speaking directly with a dispatcher at the Yates County Enhanced 911 Emergency Communications Center. The E911 Center will dispatch emergency responders and notify the Protective Services Department to assist.

Incidents of misuse or activation of a false alarm from a campus "blue light" is a class "E" felony and will be referred to the Yates County Sheriff's Department for investigation.

Services of Security Officers

1. Protect and assist students, faculty, staff, and visitors on campus.
2. Investigate, document, and report suspicious activities and crimes.
3. Deter unauthorized persons from entering, loitering, or soliciting in areas where they have no legitimate business. Verify that persons found in locked or closed buildings are authorized to be in those areas.
4. Regularly tour buildings and grounds to identify and report mechanical malfunctions, fire hazards, security risks, and other dangers. Lock/unlock buildings as required.
5. Secure emergency scenes pending the arrival of qualified public safety officials and assist emergency responders as needed.
6. Enforce school, safety, and parking regulations and document violations for judicial review.
7. Provide escort services for students, faculty, and staff upon request.
8. Check identification of and assist persons locked out of their room and/or requesting a room or building to be opened.
9. Provide crowd and traffic control during sport and special events.
10. Jumpstart disabled vehicles upon request.
11. Maintain lost & found property as required by the laws of New York state.

L. HEALTH SERVICES

Keuka College 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 that 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 to be seen, using first-aid resources in each dorm, communicating directly with faculty about class absences, or needing to miss work study. Students are also expected to call ahead to cancel appointments, since that time 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, allergy injections, 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. We work 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 Wellness Educators, a group of committed students who provide information, referral services and campus programs regarding wellness topics. Their office is located in Dahlstrom Hall. Wellness Educators recruit new members each semester. If you are interested in being a Wellness Educator, please call Health Services.

A fully 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 facility Monday and Thursday afternoons 1 - 4:30 p.m. They offer 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 services, 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 their 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 four professional members of the academic support program 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 academic support program professionals. Both individual instruction and small group workshops are available to all students. Most workshops are offered through the Writing and Tutorial Center (Hegeman 301).

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 academic support 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 may receive accommodations and/or appropriate services from the assistant director of the academic support center (found in Hegeman 301). Students with disabilities who submit appropriate documentation may access academic accommodations and counseling, receive instruction for developing and using self-advocacy skills, and get referrals for locating specialized services such as books-on-tape and assistive technology. Academic accommodations are determined on a case-by-case basis through the collaborative efforts of the assistant director of academic support, the student, and instructors (when appropriate).

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. CAMPUS MINISTRY

Keuka College seeks to help students acquire knowledge and standards of value, develop a sense of civic responsibility, explore their religious concerns and issues, and develop their own sense of purpose. Keuka College gives expression to this aspect of personal development through the Office of the Chaplain and the Campus Ministries program, which the College chaplain directs.

Campus Ministries helps the Keuka community and its people

- to address issues of religion, values, ethics, and morality in life;
- to articulate their own faith or philosophy of life, and to understand that of others;
- to examine the relation of their faith or philosophy of life to current moral, ethical, and social issues, and to various academic disciplines and professional and vocational fields;
- to understand the interactions of faith, intellectual inquiry, and social responsibility as bases for finding and affirming meaning and satisfaction in life; and
- to provide possibilities and alternatives for peace-making, social justice, interfaith dialogue, leadership development, and personal growth for both the individual and community.

To accomplish this, Campus Ministries provides many opportunities for spiritual and personal growth through activities that include food, fun, fellowship, and worship. These regular activities include an ecumenical Christian worship service each Sunday, a weekly Bible study, a weekly book club, occasional retreats, and numerous opportunities for service such as Celebrate Service... Celebrate Yates, Operation Christmas Child, and World Vision's 30-hour famine. Campus Ministries also encourages involvement in faith-based clubs on campus such as the Gathered In Faith Together (GIFT) club, and the Fellowship of Christian Athletes (FCA).

The Campus Ministries program serves the spiritual needs of the entire campus community. Campus Ministries serves people of all faith traditions, or no faith tradition at all; people of all racial ethnic groups, different ages, both sexes, all sexual orientations, various disabilities, diverse geographical backgrounds. A vibrant spiritual faith is fundamental to building creative and complete lives for all people.

The College chaplain and the campus ministries program receive guidance, feedback, and advice from the Campus Ministries Advisory Board. The board consists of students, faculty, staff, local clergy, and lay persons from a variety of religious and denominational backgrounds who work together to give guidance and act as a resource to connect campus ministries to the spiritual needs of the Keuka community and to assist in the development of the campus ministries program.

The College chaplain is available to the entire Keuka community for pastoral care and spiritual guidance. The Chaplain's office is located in Dahlstrom Hall.

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 Keuka College or any student organization recognized by Keuka 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, bias-related offenses and/or other behavior that threatens or endangers the health or safety of any person.
- c. 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 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.
- 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 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 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.

IV. 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.
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).

8. Persons disruptive to the hearing procedures will be expelled from the hearing by the chief justice or conduct officer (associate dean of students).

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) 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) 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 sanction. 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.

C. APPEAL PROCESS

1. Appeals must be submitted in writing to the conduct officer (associate dean of students) within 72 hours of notification.

2. Appeals can be made for the following reasons:

- a. new evidence has come to light
- b. proper procedure was not followed
- c. the sanction is considered too severe for the violation

3. Once the conduct 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.

V. 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.

VI. 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.

3. The judicial adviser considers all student appeals of any finding or sanction of the conduct officer. The outcome of the appeal is limited to the review of the procedures that have been followed and the appropriateness of the given sanction(s). Such appeal is given to the judicial adviser in writing and states the specific grounds of the appeal. Such an appeal must be received by the judicial adviser within seven calendar days after the student has received written notice of the conduct officer's findings. The judicial adviser may then:

- a. Uphold the earlier decision imposed by the conduct officer.
- b. Find the earlier sanctions inappropriate and impose new sanctions.
- c. Order a new investigation based on procedural inequity.

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. Dismiss the case.
2. Impose appropriate sanctions. After formulating a decision, the judicial adviser shall inform the student, in writing, of the disposition of the case. 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 sanction 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. Refer 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.
4. The Judicial Adviser or his/her designee serves as procedural chair of the Conduct Review Committees.

VII. 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.
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.

VIII. Rights of Appeal Beyond the Conduct Review Committee

1. A student may appeal the decision of the Conduct Review Committee to the Office of the President. Such an appeal must be made, in writing, within three calendar days of notification of imposition of sanction. The appeal is limited to:

- a. Review of procedures

b. Appropriateness of the sanction.

The outcome of the appeal is considered final and binding.

IV. Revision and Amendment to the Student Conduct Code

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