Please Note: Copy for this handbook was revised in the summer of 2014. The information contained in this publication applies to the academic years 2014–2015 but this handbook is not to be regarded as a contract between the student and the university. The university reserves the right to change requirements, policies, rules and regulations without prior notice in accordance with established procedures.
Dear Students:

Welcome to Colgate! You have joined a special community that offers many opportunities for intellectual enrichment and personal growth.

To this end, the Student Handbook highlights our standards and values as a community. Please read the Handbook in its entirety as it will serve as an important resource for you. Note that Colgate has an Academic Honor Code. It is our expectation that every student understands and follows the Honor Code as it underscores our commitment to honesty and trustworthiness in our scholarly pursuits and our relations with others.

Over your time here, remember that education is not a passive experience. It is up to you to maximize the educational opportunities afforded you. Please take every opportunity to be an active participant in your own education.

I wish you a fulfilling journey through your college years and look forward to meeting you during your time at Colgate.

Sincerely,

Suzy M. Nelson
Vice President and Dean of the College
Introduction

Colgate University is an independent liberal arts college currently enrolling 2886 undergraduates leading to the degree of Bachelor of Arts. The University also has a small graduate program leading to the Master of Arts in Teaching, and a few select students may enroll in Master of Arts programs in academic subjects. After 150 years as an all-male institution, Colgate accepted women as entering students in 1970. Women currently comprise approximately half of the undergraduate enrollment.

The University developed from the Baptist Education Society of the State of New York, which was founded in 1817 by “13 men with 13 dollars, 13 prayers, and 13 articles” -- hence the lucky-13 tradition at Colgate. Since that first meeting in the home of Deacon Jonathan Olmstead (still in use on its hilltop site just south of the campus), the Hamilton Literary and Theological Institution was re-chartered as Madison University in 1846 and renamed Colgate University in 1890 in recognition of the long service and generosity of members of the Colgate family.

Colgate publications that provide useful information about particular aspects of campus life include the Colgate University Catalogue and Colgate Student Handbook and The Colgate University Academic Honor Code booklet. Information contained in these publications as well as much else can be found at www.colgate.edu. Other publications include the Colgate Maroon-News, a weekly student newspaper; The Colgate Scene, the alumni publication which is published six times a year; and the Salmagundi, the college yearbook.

Minutes of meetings of the Board of Trustees are available in Case Library, the Office of the Dean of the Faculty, and other administrative offices.

Students interested in a fuller description of the history of the college should consult A History of Colgate University 1819-1969 (New York: Van Nostrand Reinhold, 1969) by Howard D Williams, former University Archivist. It is available at the Colgate Bookstore.

The Community

The Village of Hamilton, founded in 1795 and incorporated in 1816, is named for Alexander Hamilton. The site of the village is in territory ceded by the Iroquois Indians to the State of New York following the Revolution. Elisha Payne, who led the first settlers from New England, is remembered as the village’s founder.

By the 1820s the village was a thriving trading center for an extensive farming area, with two taverns, stores, schoolhouse, church, newspaper, gristmill and sawmill. The Chenango Canal, completed in 1836, put the village on the water route between the Erie Canal at Utica and the Susquehanna River at Binghamton. The railroad, which replaced the canal in the 1870s, was supplanted by the highway in the 1940s.

The largest employer has been Colgate University, and Hamilton remains a small and essentially rural community, little changed in size and character in the past 100 years. The current population of the village is estimated to be between 2100-2400 (excluding Colgate students). The local newspapers are The Mid-York Weekly and the Chenango Valley News.
Organization of the University

- The Board of Trustees
- The President
- Academic Administration
- Non-Academic Administration

Trustees
The Board of Trustees, a body of thirty-five members has final responsibility for the conduct of the university. The president of the university is a member of the board and an ex officio member of its standing committees including the Executive Committee.

The full board has four regularly scheduled meetings each academic year, including one that has a period of time set aside to permit faculty, students, staff and alumni to address the board. Questions about the Board of Trustees should be directed to the Secretary of the College.

President
The President of the University is appointed by the Board of Trustees and is responsible for the general oversight and direction of university instruction and for discipline.

Academic Administration
The Dean of the Faculty and Provost is the chief academic officer of the college and has primary responsibility for faculty personnel, curriculum, information technology, and supervision of instructional budgets. As provost, the dean of the faculty is the chief officer of the university in the president’s absence.

The Dean’s Advisory Council, composed of the dean/provost, the five division directors, and the associate deans of the faculty, advises the dean of the faculty on matters of academic administration.

Divisions and Academic Departments The five divisions into which the university is divided are listed below. Each division director is responsible to the dean of the faculty and supervises the various academic departments and programs in the division.

Humanities
Art and Art History, the Classics, East Asian Languages and Literatures, English, German, Music, Philosophy, Religion, Romance Languages and Russian.

Natural Sciences and Mathematics
Biology, Chemistry, Computer Science, Geology, Mathematics, Physics and Astronomy, and Psychology.

Social Sciences
Economics, Education, Geography, History, Political Science, and Sociology and Anthropology.

University Studies
African and Latin American Studies, Asian Studies, Environmental Studies, Film and Media Studies, Jewish Studies, Lesbian, Gay, Bisexual, Transgender, and Queer Studies, Liberal Arts Core Curriculum, Linguistics, Medieval and Renaissance Studies, Middle Eastern and Islamic Civilization Studies, Native American Studies, Peace and Conflict Studies, Women’s Studies, and Writing and Rhetoric.

Physical Education, Recreation and Athletics
Department of Physical Education, intercollegiate athletic program, intramural and club sports, recreation program, and the management of athletic facilities.

Non-Academic Administration

Student Affairs
The Dean of the College is the chief student affairs officer of the college and is concerned with the overall personal and educational growth of students. The dean of the college coordinates student support programs including administrative deans, counseling center, health center, ALANA Cultural Center, Center for Leadership and Student Involvement, Max A. Shacknai Center for Outreach, Volunteerism, and Education (COVE), Shaw Wellness Institute, residential life, fraternities and sororities, and campus safety, among others.

Admission
The Dean of Admission has responsibility for the admission of first-year students, transfer students, and works in close cooperation with the Office of Financial Aid in awarding scholarships and other forms of financial assistance. Admission decisions are made by the dean and a staff of associate and assistant deans and admission counselors.

University Relations
The Vice President for Alumni Affairs is responsible for the Office of Alumni Affairs which serves as the liaison between the university and alumni throughout the world.

The Vice President of Institutional Advancement is responsible for the Office of Institutional Advancement which includes corporate, foundation and government relations, annual giving, reunion giving, planned giving, capital support, gift stewardship, Presidents’ Club, Parents’ Fund, career services and special events.

The Vice President for Public Relations and Communications oversees the
office responsible for dissemination of news and accurate information as well as official university publications including The Colgate Scene and the catalogue.

**Business and Finance**

*The Vice President for Finance and Administration* leads the division responsible for the university’s financial planning and operations and administrative services. This includes long-range financial planning, budgeting, investments, capital project finance, accounting and control, risk management, environmental health and safety, student financial aid, human resources, physical plant, construction and renovation of facilities, purchasing, printing and mail services, bookstore, dining and other miscellaneous enterprise services.

*Note:* Organizational charts of the entire university are available for review in the Office of Human Resources.

**University Governance**

- Faculty Governance
- Colgate Governance System
- Student Governance System

Several groups of decision-makers exist at Colgate and interact to produce university policies. These groups include the Board of Trustees; the president and the president’s staff; the dean of the faculty and the dean’s advisory council; the dean of the college; the faculty; the Academic Affairs Board; the Student Affairs Board; the academic departments; and the student senate, which has primary responsibility for allocating to various student organizations monies raised by the student activities fee. These several groups of trustees, administrators, faculty, and students interact in the elective process of campus governance referred to as the Colgate Governance System.

**Faculty Governance System**

*The Faculty Meeting* The faculty meets during the academic year generally on the first Monday of the month during the fall term and the last Monday of the month during the spring term. The president presides; in his/her absence, the provost and dean of the faculty presides. The president of the Student Government Association has the privilege to attend and speak (but not vote) at these meetings. The function of faculty meetings in university governance is to establish academic policy, programs, and standards. It is accomplished through a structure of committees and boards.

*Faculty Committees* In addition to the Academic Affairs Board, the Student Affairs Board, and the several committees created by the constitution of the Colgate Governance System, faculty members serve on the following standing committees of the faculty:
1. Committee on Faculty Affairs;
2. Committee on Promotion and Tenure;
3. Faculty Nominating Committee;
4. Faculty Committee on Affirmative Action Oversight
5. Advisory and Planning Committee

Ad hoc Faculty committees are also created in various areas to investigate and report on specific items of interest and concern to the faculty. (For a detailed description of the standing committees of the faculty, consult the Colgate Faculty Handbook.)

Colgate Governance System

The Colgate Governance System was adopted by the Colgate faculty on April 16, 1979, and began operation in the fall of 1979. The major components of the system are an Academic Affairs Board and a Student Affairs Board, on which faculty, students, and administrators sit; a Conference Board, which may be called into existence by the president when the occasion warrants; liaison committees in four defined areas; and in extraordinary circumstances, special task forces appointed by the president of the university.

CONSTITUTION OF THE COLGATE GOVERNANCE SYSTEM

Preamble The Colgate Governance System is a mechanism through which the campus community deals with matters of significance to on-campus groups. It functions consistently with the Bylaws of the Colgate University Board of Trustees and does not pre-empt the prerogatives of the Trustees, the president of the university, the Faculty, or Committees of the Faculty.

I. Academic Affairs Board The board’s responsibilities include long-range academic planning, the curriculum, the definition of academic integrity, academic advising, registration, academic calendar, graduation requirements, the granting of credits, and other matters directly related to the academic functions of the university. Policies regarding academic integrity are the joint responsibility of the Academic Affairs Board and the Student Affairs Board.

The Academic Affairs Board has two functions: (1) Legislative. The board proposes legislation to the faculty, which has the power to approve, reject, or amend such proposals. Amendments by the faculty deemed substantive by the chair are referred back to the Academic Affairs Board. The board may accept the faculty amendment(s) to the original legislation, which means the legislation becomes policy; or it may ask the faculty to reconsider, suggesting any revisions the board wishes, which would require another majority faculty vote on the amendment(s) and main motion before the legislation became policy. All legislative action taken by the board is reported to the faculty for action at its next regularly scheduled meeting. (2) Advisory. The board also acts in an advisory capacity to the provost and dean of the faculty on academic matters.

A faculty member, chosen by the elected faculty members of the board, reports to the faculty on a regular basis and conveys sense-of-the-faculty resolutions and agenda items to the Academic Affairs Board. A student, chosen by the student members of the board, reports to the Student Senate on a regular basis and conveys sense-of-the-Senate resolutions and suggested agenda items to the board.

The membership of the Academic Affairs Board is as follows:

Dean of the Faculty (Chair)
8 faculty

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5 Division Directors (1/2 vote each)
University Librarian (1/2 vote)
4 Students
President of the Student Government Association (1/2 vote)**
Associate Dean of the Faculty (ex officio, non-voting)
Dean of the College (ex officio, non-voting)

A majority by one full vote is needed for any motion to succeed. The chair is entitled to vote on all matters. No proxy votes may be cast. If the president exercises the right to vote, it is in place of the dean of the faculty. (June 2012)

Legislation Flow Chart
1. Academic Affairs Board passes legislation; sent to the faculty.
2. Faculty
   May pass the legislation, which means the legislation becomes university policy.
   May reject the legislation; the legislation does not become university policy.
   May amend and vote to remand the legislation. If the amendments are deemed substantive by the chair of the faculty meeting, the legislation is remanded to the Academic Affairs Board.
3. Academic Affairs Board receives amended legislation:
   May accept the faculty amendments by a majority vote, which means the legislation becomes University policy.
   May ask the Faculty to reconsider the original legislation; sent back to faculty.
   May revise the original legislation and Faculty amendments; sent back to faculty.
4. Faculty
   May vote to approve the revised legislation suggested by the Academic Affairs Board by a majority vote, in which case the legislation becomes university policy.
   May vote to approve its original action on the amendments and main motion by majority votes, in which case the legislation becomes university policy. If neither vote succeeds, the legislation is considered rejected.
N.B: No substantive amendments are allowed at this stage.

* The president of the university sits as an ex officio, voting member on all boards and committees

** By action of the AAB on March 30, 1983, the president of the Student Government Association is considered a permanent invited guest with speaking privileges at the Academic Affairs board. In the absence of the president, the vice president of the Student Government Association is granted this status.

The eight faculty members are elected by the faculty, in such a way that divisional representation is maintained, for three-year terms, which are renewable once.***

The eight faculty members are chosen in such a way that at least four members will have been granted tenure by the time their terms begin. For the four student representatives, three are elected at-large by the Student Senate for one-year terms, which may be renewed as long as the student remains matriculated. The fourth student is the chair of the Student Government Association (SGA) Academic Affairs Committee. The board may appoint non-voting consultants, as it deems appropriate.

The Academic Affairs Board has the power to establish, reconstitute, and abolish standing committees. At least one member of each standing committee is drawn from the membership of the Academic Affairs Board. The need for each standing committee must be reviewed every three years. All standing committees created by the board consist of faculty members elected by the faculty, students elected by the Student Senate, and other members as deemed appropriate by the board.

The board has three standing committees:

   A. The Committee on Academic Advising The Committee on Academic Advising is responsible for all aspects of Colgate’s programs for academic advising. The committee will (a) respond to questions and requests proposed to it by the
board; (b) review proposed changes in policies and programs affecting academic
advising; (c) review existing academic advising policies and programs and make
recommendations to the board as seems desirable to the committee. The committee
will meet at least once each semester.

The membership of the Committee on Academic Advising will consist of:
Chair of Academic Advising, a faculty member appointed to a three-year re-
newable term by the dean of the faculty
3 Faculty members, representing each of the academic divisions, elected to
staggered, three-year terms by the faculty
2 Students elected by the Student Senate
The Chair of First Year Seminar Program
A representative of the Academic Affairs Board
An administrative dean (ex officio)
Director of Academic Program Support (ex officio)
Registrar (ex officio)

Consultants to the committee (as specific circumstances require) may include the
Director of the Office of Undergraduate Studies, a representative of the Health Sci-
ences Advisory Committee, a representative of the Department of Educational Stud-
ies certification programs, the Director of Career Services, and the Chair of the
Committee on Standards and Academic Standing.

B. The Committee on Athletics The committee’s responsibilities include
physical education, intercollegiate athletics, club sports, intramural athletics, and
recreational activities. The Committee (1) develops policy legislation for considera-
tion by the Academic Affairs Board and (2) acts as an advisory body to the Director
of the Division of Physical Education and Athletics. The Committee reports its activ-
ities on a regular basis to the Academic Affairs Board, faculty, and Student Senate.

*** Temporary replacements of faculty members on all Boards and elected committees: at the general elections in April the Fac-
ulty will elect replacements to fill all known forthcoming faculty vacancies on all Boards and elected committees (e.g., vacancies
which occur because of resignations or anticipated leaves). Vacancies which develop on the two Boards after the April elections
will be filled through election at the next Faculty Meeting. Similar vacancies on the elected committees will be filled by tempo-
rary replacements appointed by the other elected faculty members of a committee to serve until the next general election.

The membership of the Committee on Athletics is as follows:
Director of the Division of Physical Education, Recreation and Athletics
4 Faculty (one each from the Division of Humanities, Natural Sciences &
Mathematics, Physical Education, Recreation and Athletics, and Social Sci-
ences; elected by the faculty for three-year terms, which are renewable)
1 Elected Faculty Member of the Academic Affairs Board (elected by mem-
bers of the Academic Affairs Board for a one-year term, which is renewable)
3 Students (elected by the Student Senate for one-year terms, which are renewable)
Dean of the Faculty
Dean of the College
Associate Provost

The Chair of the Committee on Athletics is elected annually by the membership
of the committee.

C. The Curriculum Committee This committee deals with questions and
problems of all parts of Colgate’s curriculum. The committee will (a) respond to ques-

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tions and requests proposed to it by the board, (b) review proposed changes in policies affecting the curriculum and make recommendations to the board, (c) review existing curricular policies and make recommendations to the board as seems desirable to the committee.

The membership of the Curriculum Committee is as follows:
- 3 Faculty (elected at a faculty meeting with one representative each from the Departments of the Humanities, Natural Science and Mathematics, and Social Science divisions)
- 1 Faculty member representing the Division of University Studies (selected by the Academic Affairs Board from the faculty at large)
- 1 Student representative from the Academic Affairs Board
- 1 Student (elected by the Student Senate)
- Associate Dean of Faculty (ex officio, non-voting)

The Chair of the Curriculum Committee is a faculty member elected by the Curriculum Committee.

II. Student Affairs Board

The board’s responsibilities include student services and activities, residences, student conduct and procedures for discipline, and other matters directly related to the extracurricular life of students of the university.

The Student Affairs Board has two functions: (1) Legislative The Student Affairs Board enacts appropriate legislative policies in the area of student affairs with two exceptions: major policy decisions or departures as defined by the president of the university are referred to the Conference Board; Matters pertaining to academic integrity are referred to the Academic Affairs Board. (2) Advisory The board acts as an advisory group for the dean of the college and the dean’s staff, including the areas of residential life, fraternities and sororities, and student activities. In its advisory role, the board acts to review proposed policy changes in its area of responsibility.

The vice president of the Student Government Association reports issues under consideration and decisions by the Student Affairs Board to the Student Senate. Sense-of-the-Senate resolutions and suggested agenda items are conveyed to the Student Affairs Board by the same officer. A faculty member, chosen by the elected faculty members of the board, reports to the faculty on a regular basis and conveys sense-of-the faculty resolutions and suggested agenda items to the Student Affairs Board. Other agenda items relating to administrative policy changes may be brought to the board by the dean of the college, or the chair.

Legislation passed by the Student Affairs Board is reported to the Student Senate by the vice president of the Student Government Association. The Student Senate may, if it wishes, express disagreement and request the board to reconsider the legislation, pass it in amended form, or reject it. In either of the first two cases, the action of the board will become official university policy immediately unless remanded to the Conference Board by the president.

The membership of the Student Affairs Board is as follows:
- Dean of the College
- President of the Student Government Association or Vice President of the Student Government Association
- 4 students
- 3 faculty (elected at-large by the Faculty for three-year terms, renewable once)
- 1 faculty (elected annually by the University Student conduct Board from its membership)

The four students are elected at-large by the Student Senate for one-year terms,
which may be renewed as long as a student remains matriculated. The disciplinary officer and the Director of the Office of Residential Programs serve as non-voting consultants. The dean of the college annually appoints two additional staff members to serve as non-voting consultants. The board may appoint other non-voting consultants, as it deems appropriate.

The chair is elected yearly by the membership of the board and is entitled to vote on all matters. No proxy votes may be cast. If the president exercises the right to vote, it is in place of the dean of the college.

The Student Affairs Board has the power to establish, reconstitute, and abolish standing committees. At least one member of each standing committee is drawn from the membership of the Student Affairs Board. The need for each standing committee must be reviewed every three years. All standing committees created by the board consist of faculty members elected by the faculty, students elected by the student senate, and other members as deemed appropriate by the board.

III. Conference Board
The Conference Board is called into existence infrequently and only for extraordinary issues. The president may convene the Conference Board to consider unusually significant matters confronting the university. The board has the responsibility of advising the president on the matter in question.

Also, decisions made by the Student Affairs Board, which are declared by the president to be major policy decisions, or departures affecting the overall nature of the university are remanded to the Conference Board. The Conference Board is empowered to make university policy on such issues, consistent with the bylaws of the trustees. Sufficient time should elapse in the Conference Board’s discussions of any issues so that the Faculty and Student Senate may pass independent sense-of-faculty and sense-of-senate resolutions if so desired by each body.

The membership of the Conference Board includes the president of the university (who chairs the Conference Board), all voting members of the Academic Affairs and Student Affairs Boards, and the Chair of the Faculty Affairs Committee. All members of the Conference Board have one full vote. The associate dean of the faculty serves as non-voting secretary.

IV. Liaison Committees
The Liaison Committees have two main functions:
(1) Liaison. The committees meet regularly with the responsible administrative officers to review and discuss matters that arise in each area and report directly to the faculty and Student Senate. (2) Advisory. These committees function as advisory bodies to the administrative officers involved. These committees may, on occasion, find it desirable to make proposals of a legislative and policy nature. Such proposals are referred to the appropriate board.

Membership on Liaison Committees is defined as below, but when issues emerge, the existing members of each committee may appoint additional members or consultants, as they deem appropriate. Information and issues are discussed as determined by the administrative officers and members of the committees. It is the responsibility of the members of the committees to be informed about the issues in their area with the cooperation of the administrative officers. The committees report their activities on a regular basis to the Faculty and Student Senate.

A. The Committee on Campus Planning and Physical Resources
This committee is concerned with plans for the use and renovation of existing facilities and other physical resources, and with the planning of new facilities. Its function includes broad consideration of the impact (including aesthetic features) of any
project on the larger community – students, faculty, and staff. Some projects, once underway, may involve building committees, which will provide this committee with brief periodic updates about the projects they oversee. The membership of the committee is as follows:

- Vice President for Administration
- 3 Faculty (no more than one representing a single division of the library, elected at-large by the faculty for three-year terms)
- 2 Students (elected at-large by the Student Senate for one-year terms)
- President of the Student Government Association (or designate)
- Provost (or designate)
- Dean of the College (or designate)

The committee meets regularly, ordinarily once a month. The chair is elected annually by the membership of the committee. (June 2012)

**B. The Committee on Admission and Financial Aid** This committee is concerned with the policies and implementation of policies governing the admission of students and the rewarding of grants and financial aid. Legislative or policy proposals of the committee are referred to the Academic Affairs Board. The membership of the committee is as follows:

- Dean of Admission
- Assistant or Associate Dean of Admission (Secretary)
- Director of Financial Aid
- 4 Faculty (elected at-large by the faculty for three-year terms)
- 3 students (elected at-large by the Student Senate for one-year terms)

The chair is one of the faculty members, elected for a two-year term by members of the committee.

**C. The Committee on Budget and Financial Planning** This committee is concerned with long-range financial planning and projections, and the preparation of yearly budgets. It has the responsibility of advising the president on yearly budgets and matters related to financial planning and projections. The committee normally functions as an advisory committee on budget issues during the fall term and on financial planning issues during the spring term. The membership of the committee is as follows:

- The president of the university
- Provost and dean of the faculty
- Financial vice president and treasurer (acting secretary)
- President of the Student Government Association or vice president
- 4 faculty (elected at-large by the faculty for three-year terms)
- 2 students (elected at-large by the Student Senate for one-year terms)

The committee is chaired by the president of the university or the provost, as determined by the president. (June 2012)

**D. The Committee on ALANA Affairs** The Committee on ALANA Affairs is concerned with the quality of the experience of African American, Latin American, Asian American, Native American, and other ethnic communities at Colgate. The membership of the Committee is as follows:

- Dean of the College (or designate)
- 4 faculty (elected at-large by the Faculty for three-year terms)
- 4 students (elected at-large by the Student Senate for one-year terms)

The following individuals serve as consultants to the committee:
Director of Affirmative Action
Director of the Office of Undergraduate Studies (or designate)
Director of the ALANA Cultural Center

The committee is chaired by the dean of the college unless the committee votes to elect one of its other members as chair.

E. The Committee on Information Technology
This committee serves as a principle means of communication among faculty, students, administrators, and staff on all matters relating to the use of information technology. It reviews college policies, plans, and priorities relating to computing, networking, and information technology resources, and when it deems appropriate, suggests revisions.

A faculty chair is appointed by the Dean of the Faculty/Provost from among the membership of the committee for a three-year term. Membership includes:

- 4 Faculty members, one from each division (Humanities, Natural Sciences, Social Sciences, and PERA), elected by the faculty for three-year terms
- Chief Information Officer
- University Librarian
- Representative from Computer Science Department, appointed by Dean/Provost
- Representative of the Core Curriculum appointed by the Dean/Provost
- 2 Students, elected at large by the Student Senate for a one-year, renewable term
- 3 Non-faculty employees, appointed by the Provost, including one member of the support staff

F. The Committee on Standards and Academic Standing (CSAS)
The committee meets regularly during the year. The full group with expanded faculty representation meets at the end of each semester in Academic Review to review petitions from students dismissed for academic reasons who ask to be reinstated on academic warning. The full group is also convened occasionally to consider policy questions related to matters of academic standing and to recommend changes to the appropriate body in the university governance system. A subset of the full group (the small group) meets weekly during the school year to hear petitions from students seeking exceptions to all academic deadlines, rules, and policies outside of the purview of the University Petitions Committee. See "Petitions Committee" elsewhere in this handbook. The membership of the committee is as follows:

- Administrative Deans
- Associate Dean of the Faculty
- Director of Undergraduate Studies
- Director of Academic Program Support
- Five faculty members (appointed by the dean of the faculty for staggered two-year terms) representing the five academic divisions
- Registrar
- Director of Financial Aid

The committee is chaired by the Associate Dean for Administrative Advising.

(July 2014)

V. Task Force
The Colgate Governance System has been developed to deal with issues which are of a recurring nature and/or which can be associated with a particular area of concern within the university. At times, however, significant issues arise which are all-university in nature or which encompass several areas of responsibility. In these cases, the president of the university may find it desirable to appoint ad...
hoc task forces that report directly to the president. Such an action has official standing within the proposed governance system. Task forces are appointed only for a specific period of time and have two functions: (1) they serve as advisory groups to the president of the university, and (2) they make legislative proposals to the Academic and/or Student Affairs Boards if appropriate. The president appoints the chair and membership of the task forces. (June 2012)

VI. Amendments

Proposals for amending the governance system will be directed to either the Academic Affairs Board or Student Affairs Board, as appropriate. Proposals receiving a majority vote from either board will be referred to the faculty. Before acting on a proposed amendment, the faculty will allow at least two weeks for the Student Senate to consider and react to the proposed amendment. Ratification by the faculty requires a two-thirds vote by those present and voting at a regularly constituted faculty meeting.

Student Governance System

Student Government Association

Upon entering Colgate, each student becomes a member of the Student Government Association. The governing body of this association is the Student Senate, composed of 48 senators, with each class year represented by 12 senators. Each senator is elected by and from the Student Government Association under rules laid down in the constitution of that association. (June 2012)

The Student Senate holds regular meetings, open to all students, at which matters concerning the entire university community come under consideration. The function of Student Senate meetings in university governance is:

1. To supervise all class elections and elections of all officers of the Association;
2. To allocate funds of the Association in such a manner, as it deems advisable;
3. To interpret the Constitution of the Association and amend it as necessary;
4. To vote sense-of-the-Senate resolutions;
5. To bring up and air matters which should be studied by one of the boards or one of the Standing or Liaison Committees, to consider any matter under discussion by any of them, and to receive regular reports from the various Boards and Committees of the Governance System;
6. To direct the Student Affairs board to initiate a study in any matter under its jurisdiction and to inform the Student Senate of its findings;
7. To direct the Student Affairs Board to act upon any matter within the Board’s jurisdiction;
8. To review legislation passed by the Student Affairs board and request, when it wishes, that the board reconsider a decision;
9. To elect a Committee to consult with the Faculty Committee on Promotion and Tenure to devise procedures for determining student opinion regarding the evaluation of instruction;
10. To elect, through the Electoral College (all Senators and alternates), student representatives to the various Boards and Committees of the Colgate Governance System and other Committees. The Student Senate shall fill any unexpired terms that may fall vacant during the course of the year.

A full description of the Student Governance System is contained below in “The
Constitution of the Student Government Association of Colgate University,” the “Special Rules of Order of the Student Senate of Colgate University,” and the “Election Procedures of the Student Government Association of Colgate University.”

THE CONSTITUTION OF THE STUDENT GOVERNMENT ASSOCIATION OF COLGATE UNIVERSITY

Preamble We, the students of Colgate University, have come together as a self-governing body, the Student Government Association, in order to improve our experience by providing the means to advocate for our interests. As such, this Association will forge relationships that strengthen our ties with the rest of the Colgate community while uniting us as a student body. This Association will be accountable to us, transparent in its initiatives, policies, and methods, and continuous from year to year, senator to senator, and executive to executive. Through self-governance we will develop our leadership, entrepreneurial, and life skills that will serve us in our years to come.

ARTICLE I: DEFINITIONS

The Student Government Association, or “the Association” or “the SGA” means the whole system of student government at Colgate, referring to all members (as defined in Article II) and leaders of the Association, as well as all institutions that comprise that government.

The Government means all of the branches of the governing bodies of the Association: the Executive, the Senate, the Parliamentarian, the Treasurer, the Budget Allocations Committee, and Liaison.

The Executive Board or “the Executive” means the branch of government headed by the President, and refers to the President, the Vice President, and all positions appointed by the President, permanent and provisional.

The Legislature means the branch of government consisting of the Senate, the Parliamentarian, the Treasurer, the Budget Allocations Committee (BAC) and Liaison. The Senate means the representative body of the Association, and refers to all Senators, including the Speaker and all Chairs except the Liaison.

The SGA Government Leadership or “Leadership” means those in leadership positions within the Government: all members of the Executive, the Parliamentarian, the Treasurer, the Speaker, and all Chairs of Senate Committees.

The Budget refers to the sum of funds collected by the Association through the Student Activities Fee, collected each year from each member of the Association.

The By-Laws refer to binding and enduring resolutions of the Senate that accompany, complement, or clarify this Constitution or direct the workings of institutions within the Government.

ARTICLE II: MEMBERSHIP

The membership of this Association shall include all current undergraduate and
graduate students of Colgate University. Every member shall retain the following rights:

1. To vote Senatorial elections, Presidential elections, and referenda.
2. To run for a Senator position, a Governance Board position, a Class Officer position, or any other position for which he or she meets the respective qualifications.
3. To have access to his or her respective Senator(s) and to have his or her concerns or ideas put forth in Senate by that Senator.
4. To attend and speak in debate at all non-closed Senate meetings, so long as he or she is not a member of the Executive, and to proxy for an absent Senator per his or her request and assume all the powers thereof.
5. To form a student group or task force and apply for BAC funding.
6. To join any nonexclusive SGA-recognized student group.
7. To attend any inclusive event.

ARTICLE III: THE EXECUTIVE BOARD

Section I: Purpose and Composition

The purpose of the Executive is to represent the Association to outside parties and to promote the agenda of the students. The Executive may not directly introduce legislation, but they may work with Senators to advance their agenda. The Executive shall consist of the President, the Vice President, the two Elections Commissioners, the Recording Secretary, and the Press Secretary. The President has the power to create other positions as he or she sees fit, so long as Senate approves the creation of those positions, and so long as the responsibilities and powers of those positions remain within the scope of the Executive. The Executive shall then also consist of those additional positions, which shall expire at the termination of the President’s term in office.

A. The President and Vice President:

The President and Vice President shall be the primary figures in charge of representing the Association and its members to administrators, faculty, trustees, alumni, and all others.

The President shall retain the following powers and responsibilities:

1. To speak on behalf of the Association and the Government.
2. To attend, or to send the Vice President or some other representative of the Executive to governance board meetings.
3. To meet regularly with administrative and academic departments.
4. To keep in close contact with the Board of Trustees, and to read and report to Senate the contents of the minutes from Board meetings.
5. To attend all Senate meetings.
6. To coordinate and organize the initiation and training of Senators and other Government members at the commencement of each academic year to ensure that they possess the skills and knowledge to be effective student government leaders.
7. To set the time and designate the place for Leadership meetings, as well as to preside over Leadership meetings.
8. To appoint the Elections Commissioners, Recording Secretary, and Press Secretary, subject to Senate confirmation, and dismiss the occupants of those positions.
9. To speak in debate in the Senate on behalf of the Executive.
10. To veto any resolution passed by the Senate, which may be overridden by a 2/3 majority of Senate votes.
11. To address the Senate at each meeting.
12. The President shall decide at the beginning of the semester with the Vice President two times the Senate committees may meet in a given week.

The Vice President shall retain the following powers and responsibilities:
1. To speak on behalf of the Association and the Government.
2. To attend Governance Board meetings when appropriate.
3. To meet regularly with administrative and academic departments.
4. To attend all Senate meetings and all Leadership meetings.
5. To publish the Senator Handbook, that shall include the Constitution, all by-laws of the Government, and any other pertinent information.
6. To cast a tie-breaking vote in the Senate.
7. To form, at the request of Senate or any administrative or faculty department, fair and balanced focus groups for the purpose of relaying student opinion and sentiment.
8. To assist the President in his or her duties generally.
9. To serve in the place of the President in his or her absence and assume the duties thereof.
10. The Vice President shall decide at the beginning of the semester with the President two times the Senate committees may meet in a given week.

B. The Elections Commissioners
The two Elections Commissioners shall oversee the Student Government Association Presidential elections, Senator elections, Class Council elections, the elections for Parliamentarian, Treasurer, Liaison, Speaker and Governance Board elections according to the rules and guidelines established herein.

They shall jointly retain the following powers and responsibilities:
1. To set the entry deadlines and dates of elections.
2. To create and collect entry petitions of candidates.
3. To determine the eligibility of candidates according to the qualifications set by the election rule bylaws.
4. To document and report complaints or allegations during the election period to the Parliamentarian.
5. To create ballot forms and/or conduct the election.
6. To tally votes. For the Student Government Association Presidential elections, they shall tally the votes under the supervision of the Parliamentarian.
7. To attend all Leadership meetings.

C. Recording Secretary
The Recording Secretary shall document the actions and proceedings of the Senate and Leadership meetings.

He or she shall retain the following powers and responsibilities:
1. To publish the agenda, created by the Leadership, to all Senators prior to each meeting of Senate, along with any resolution, bylaws, or amendments up for consideration during that meeting.
2. To take and prepare minutes of Senate meetings and relay them to the Press Secretary for public knowledge.
3. To keep records of attendance at Senate meetings, and to inform delinquent senators and their constituents of unexcused absenteeism.
4. Take, prepare, and submit minutes of Leadership meetings to the Leadership.

D. The African-American, Latin-American, and Native-American Cultural Center (ALANA) Policy Coordinator.

The ALANA Policy Coordinator shall facilitate events and information between the Government and the Association.

He or she shall retain the following duties and responsibilities:
1. To inform the members and leadership of ALANA about SGA legislation and functions and vice versa.
2. To prepare and plan events that better communication between SGA, ALANA, and student groups, to promote diversity in the Colgate community.
3. To liaise diversity initiatives by the faculty, staff and administration.
4. To attend all Senate and Leadership Meetings.
5. The ALANA Policy Coordinator shall hold no other position in the Government.

E. No salary shall be allowed for any officer, elected representative, or other official in the Student Government Association for their role within the organization of Student Government. This extends to all officers and elected representatives or other officials in the Student Government Association for their role within the organization.

Section II: Officer Selection

The President and Vice President shall run together on a single ticket in an Association wide election, and must receive a plurality of votes. In the event of a tie, a run-off will be held.

The President shall appoint the Elections Commissioners, the Press Secretary, the Recording Secretary, and any other positions which he or she may create. All appointments are subject to Senate confirmation. The President and Vice President shall serve one term, one academic year in length. They shall assume office on the last day of spring classes, though the President-elect may submit creations of new Executive positions and appointments of members of the Executive to Senate any time after they are elected.

Section III: SGA Government Leadership Meetings

Leadership meetings shall provide the forum for collaboration between the branches of Government, although the leadership meetings shall be under the direction of the Executive. The permanent and voting members of the Leadership shall be the Executive, the Parliamentarian, the Treasurer, the Speaker, and all committee Chairs including the Liaison. All committee Chairs as well as the Speaker of the Senate may not vote at Leadership meetings in order to keep branches of Senate separate. The President may invite others at his or her discretion. Following majority vote, leadership meetings may be open to the public. To go into voting procedure, a quorum of 2/3 of the Executive Board members must be present, not including the committee Chairs. If two-thirds of the members are not present, voting shall be prohibited, however discussion of the issue at hand is permitted. Quorum shall also be necessary to allocate any funding through the Executive Board.

The Leadership has the duty to set the agenda for the upcoming Senate meetings.

Section IV:

The President, Vice-President, Parliamentarian, Liaison, Treasurer, and Speaker of the Senate shall hold weekly office-hours in the Student Government Association.
office. No fewer than thirty (30) minutes of each leader’s office hours must overlap with those of three other leaders. This date shall be confirmed by the first Senate meeting of each semester.

ARTICLE IV: LEGISLATURE
Section I: Purpose and Composition

The purpose of the Legislature is to facilitate student action through resolutions and agreements, to approve student groups, to allocate funds in the budget, and generally to improve the experience of members of the Association.

A. The Speaker of Senate
The Speaker shall serve as the representative of the Senate, and shall be responsible for the efficiency and the fairness of Senate.

As a Senator, he or she shall retain all the powers and responsibilities of a Senator in general, as well as these in addition:
1. To set the time and designate the place for Senate meetings, which in normal circumstances shall occur once per university week, and to call special meetings of the Senate.
2. To chair and preside over meetings of the Senate while retaining the right to speak and vote.
3. To assist Senators and Committee Chairs in carrying out their duties.
4. To assign Senators to committees, and to form ad hoc committees, meaning temporary committees of Senate for select purposes, as needed.
5. Committee assignments shall be dually determined by Senator preference and assurance that all committees contain experienced Senate members.
6. The Speaker shall also assign first-time Senators mentors within their respective committees.
7. To speak on behalf of the Senate.
8. The Speaker of the Senate shall use his or her consenting discretion with the Parliamentarian to dismiss a Senator who has exceeded the number of allotted absences and/or proxies.

B. The Parliamentarian
The Parliamentarian shall keep order in Senate meetings and uphold the letter of this Constitution.

He or she shall retain the following powers and responsibilities:
1. To advise all members of the Executive and Legislature on issues of constitutionality.
2. To decide on issues of constitutionality and legality, and generally uphold the Constitution and its bylaws.
3. To chair and preside over Senate meetings in the event of the absence of the Speaker of the Senate.
4. To resolve any disagreement between the two Election Commissioners.
5. To attend all Senate and Leadership meetings.
6. The Parliamentarian may hold no other positions in the Government.
7. The Parliamentarian shall use his, her, hir consenting discretion with the Speaker of the Senate to dismiss a Senator who has exceeded the number of allotted absences and/or proxies.
C. The Senate
The Senate shall consist of a total of 48 Senators. Each class year will be represented by 12 elected Senators. The Senate is divided into committees, each with a designated Chair.

The Senate shall collectively retain the following powers and responsibilities:
1. To promote the interests of the Association among administrators, faculty, students, village residents, and anyone else.
2. To promote the interests of the Association among To pass or reject legislation and resolutions on behalf of the Association and to amend SGA Bylaws with a simple majority vote.
3. To override a Presidential veto with two-thirds support.
4. To overrule a Parliamentarian ruling with regards to the Constitution, a procedural rule, or a by-law already in place, he or she may issue a challenge in front of Senate and the Senate may overrule the Parliamentarian with a simple majority vote.
5. To create binding bylaws for any part or function of the Government.
6. To grant and revoke SGA recognition of student groups and task forces.
7. To confirm or deny any budget allocation in excess of seven percent of the semester’s Budget.
8. To close certain meetings from everyone except Senators, the Parliamentarian, the President and the Vice-President.
9. To elect the Treasurer, Parliamentarian, Liaison, Speaker, and Governance Board members.
10. To confirm executive appointments.
11. To hold impeachment proceedings and to subsequently remove any member of the Government from his or her position.
12. To amend this Constitution by a two-thirds vote

The Senate shall be composed of committees fulfilling the following roles:

I. Student Affairs
A Committee shall discuss and resolve issues that relate to student life on campus. The Chair shall, in addition to his or her general powers and responsibilities granted to all chairs by the Senate, attend all Student Affairs and Campus Safety Governance Board meetings. Student members of the Student Affairs Governance Board shall attend all meetings, but may not vote in the committee as Senators.

II. Academic Affairs
A Committee shall discuss and resolve issues that relate to academics and faculty relations. The Chair shall, in addition to his or her general powers and responsibilities, attend all Academic Affairs Governance Board meetings. Student members of the Academic Affairs Governance Board shall attend all meetings, but may not vote in the committee as Senators.

III. Government Affairs
A Committee shall review and advise on resolutions, amendments, and bylaws coming before the Senate, and shall continually review the bylaws and workings of the Senate, the Budget Allocations Committee, and the Executive, as well as the elections procedures. The Chair shall assume all general powers and responsibilities.
The Chair shall also assume the role of Parliamentarian at Senate meetings in the event of the Parliamentarian’s absence.

IV. Student Organizations
A Committee shall work with current and prospective groups and task forces on campus to get approval and funding. The Committee shall introduce each new group or task force’s constitution to the Senate for approval. The Committee shall also be in charge of managing and keeping records on the activity and events of groups and task forces. Additionally, the Committee shall work with groups receiving funds from the Budget to become more efficient and cost-effective. They shall also perform auditing duties to ensure that funds are spent correctly and appropriately. The Committee must report its findings to the Budget Allocations Committee upon request. When necessary, they shall recommend dissolving of inactive student groups to the Senate. The Chair, known as the Liaison, shall, in addition to his or her general powers and responsibilities, retain the powers prescribed in this document. The Chair is not a Senator, and must be elected by the outgoing Senate in the spring prior to his or her taking office. The Committee will be responsible for reviewing any BAC proposals that cannot be voted on by the BAC due to a lack of quorum for voting procedures. These proposals will be viewed within a week of the last BAC meeting. If the SOC approves of the proposal, funding will be allocated accordingly from there. SOC must have quorum at the meeting (at least 2/3 of the committee) in order to vote. If the SOC fails to meet quorum, it is the Liaison’s responsibility to schedule a time within the mandated week to hold an additional meeting.

V. External Affairs
A Committee shall discuss and resolve issues that relate to village businesses and residents, including off-campus students. They shall be informed of and make recommendations to the Association on issues involving the neighboring community, and shall organize events and services which will facilitate and maintain positive relations between the University and the neighboring community. The Chair shall, in addition to his or her general powers and responsibilities, attend all Bookstore Governance Board meetings and all Hamilton village town hall meetings. He or she shall be the primary liaison to the mayor and police chief, and shall therefore meet regularly with both. He or she shall also act as the chief correspondent to the student governments of other colleges and universities.

VI. Class Affairs
A Committee shall be composed of exclusively the President and Vice-President from each class at Colgate. The Committee shall discuss and coordinate events and activities, maintain positive relationships between the respective classes, and plan inter-class events and services to facilitate this effort. The Committee shall make recommendations to the Senate, the Executive, and the Administration about how to foster cohesion between classes and plan “third-party” options at Colgate University. Each member of the CAC shall serve as a liaison between their class and SGA.

D. The Senator
The Senator is a representative of his or her class to the Student Senate.

He or she shall retain the following powers and responsibilities:
1. To speak in debate on the Senate floor.

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2. To introduce legislation and resolutions in the Senate.
3. To serve on appointed committees.
4. To vote on all matters before the Senate. No Senator may concurrently serve as the Treasurer, the Parliamentarian, the Liaison or as a member of the Executive.

E. The Treasurer
The Treasurer shall oversee the Budget Allocations Committee.

He or she shall retain the following powers and responsibilities:
1. To set the time and designate the place for BAC meetings.
2. To set the agenda of BAC meetings and keep order.
3. To attend all meetings of a Student Organizations Committee pertaining to SGA Organization finances.
4. To propose and sponsor relevant bylaws on the floor of the Senate.
5. To manage and keep books on the Government Operating Account.
6. To attend all Senate and Leadership meetings. The Treasurer may hold no other positions in the Government.

E. The Budget Allocations Committee
The Budget Allocations Committee shall consist of seven members. Each of these members, diverse in their group affiliations and interests, shall be chosen through an application process. These members shall serve staggered one-year terms, with three beginning at the commencement of the school year and four at the calendar year.

The Budget Allocations Committee shall retain the following powers and responsibilities:
1. To allocate funds to SGA-recognized student groups, the COVE, Class Councils, SGA-recognized Task Forces, the SGA Government, Maroon News, CUTV, and WRCU.
2. To approve budget allocations that constitute seven percent or less of that semester’s Budget and to propose budget allocations to the Senate that are in excess of seven percent of that semester’s Budget.

F. The Liaison to Student Organizations
The Liaison shall oversee SGA Student Organizations and Task Forces.

He or she shall retain the following powers and responsibilities:
1. To set the time, designate the place, and preside over all joint meetings of the Presidents and leaders of SGA-recognized groups.
2. To subpoena receipts and financial records of any group receiving funds from the Budget.
3. To chair a Committee dealing with issues pertaining to Student Organizations in the Senate.
4. The Liaison may hold no other positions in the Government.

Section II: Officer, Senator, and BAC Member Selection

All terms for these positions are one academic year in length, unless otherwise specified.
A. The Speaker shall be elected by the incoming Senate every semester, and shall serve a term of one semester. Any current Senator may run for the position; the
winning candidate must win a plurality of votes. In the event of a tie, runoff elections will be held. To qualify, the Speaker must have served at least two prior semesters in Senate or on the Executive Board. If less than two qualified individuals declare candidacy for Speaker, then the election for that position will be open to any current Senator.

B. The Parliamentarian and Treasurer shall be elected the academic year prior to their taking office by the outgoing Senate and the outgoing permanent Executive, who, for this election and this election only, may participate in the debate and vote. The outgoing Parliamentarian and Treasurer are invited to give formal recommendations to the Senate and Executive in regards to the candidates for the two positions. Each shall run separately; to win, each candidate must win a plurality of votes. In the event of a tie, runoff elections will be held. To qualify, the Parliamentarian must have served at least two semesters in Senate. The Treasurer must have served at least one semester on the Budget Allocations Committee. Any member of the Association, including those not currently serving in the Government in any capacity, may run for either position so long as he or she is qualified. If less than two qualified individuals declare candidacy for a position, then the candidacy for that position will be open to any member of the Association.

C. The Liaison may be any member of the Association but may not serve in any other Government position during his or her term. The outgoing Liaison is invited to give a formal recommendation to the Senate in regards to the candidates for the position. Any member of the Association, including those not currently serving in the Government in any capacity, may run for either position so long as he or she is qualified. If less than two qualified individuals declare candidacy for a position, then the candidacy for that position will be open to any member of the Association.

D. Senators shall be elected by their respective class years at the beginning of each academic year. The top 12 candidates receiving pluralities of the vote per class year shall be declared the winners. Each student shall be allowed to vote for up to 6 candidates from his or her respective class year. In the event of a tie between the twelfth, thirteenth, or more candidates, a runoff will be held.

E. Senator Vacancies or Removal: If a given constituency is not satisfied with their respective Senator, they can call a new election by submitting a petition stating their wishes signed by one-twelfth of the constituents. At that point, the Senator shall retain his or her position until the Elections Commissioners conduct a new election, which shall occur as soon as possible. The relinquished Senator reserves the right to run in that election. If a Senator resigns his or her position for any reason, the Elections Commissioners shall immediately conduct an election to fill his or her space.

F. The Chair of each Senate Committee shall be elected by that Committee at the commencement of each academic year, with the exception of a Student Organizations Committee, which shall be chaired by the Senate-elected Liaison.

G. Budget Allocations Committee Members must apply and are selected the semester before they assume their positions. A Student Organizations Committee shall run and oversee the application process, and also screen applications. The President, Vice President, Treasurer, Liaison, Parliamentarian, and Speaker shall jointly select the members from among the screened applications and present them for Senate confirmation. The seventh member must be a delegate chosen by the Senate the se-
mester before he or she assumes his or her position and will serve a term of one semester. The BAC may not consist of any members of the Executive. Membership in the BAC does not confer the title or status of Senator to its members.

ARTICLE V: SGA-RECOGNIZED ORGANIZATIONS

There are two types of organizations: Student Groups and Task Forces:
Student Groups must form around some common interest or goal. They must produce a written constitution describing their mission and inner-workings, including officer selection procedures. They may not discriminate on the basis of creed, sexual orientation, race, physical disability, age, nationality or ethnicity. Exclusive or selective Student Groups must receive a special designation as such, which the Budget Allocations Committee shall consider when allocating funds to that group. Each student group must complete and return all written requests by the Senate’s Student Organizations Committee to maintain its status as SGA-recognized.

Task Forces must form around some common goal, and are temporary by nature. They must produce a written plan of action describing their mission and designating those individuals responsible for carrying out that mission, as well as any leadership positions within the task force. They must also designate a date of termination. The mission of the Task Force must be inclusive, meaning every member of the Association is welcome to take part in the planning if feasible, and every member of the Association is welcome to attend the event planned or enjoy the end product. Task Forces do not have memberships per se. Nonetheless, they may not discriminate on the basis of creed, sexual orientation, race, ethnicity, or gender.

ARTICLE VI: GOVERNANCE BOARDS
Governance Board members shall be elected in the spring of the academic year prior to their taking office. Students unable to commit for an entire year may run in complementary pairs. Members of the Association shall declare their candidacies for Governance Board positions by submitting limited statements to the Senate. On Election Day candidates shall have the opportunity to address Senate. Each Senator shall be designated one vote per Governance Board position open. Those candidates receiving the most votes shall assume the designated number of positions on their respective Governance Boards. The Elections Commissioners shall oversee these elections.

Candidates for the University Student Conduct Board shall be screened and vetted by the University Conduct Officer, Vice President and Parliamentarian, and those remaining shall be elected by the Senate. The term shall be one academic year in length.

Student members of the Student Affairs Board and the Academic Affairs Board must attend all Senate meetings throughout the year, and attend all respective Senate committee meetings. No student may serve on both the Student Affairs Board and the Academic Affairs Board concurrently.

The student members of each Governance Board, with the exception of the University Student Conduct Board, must collectively submit a report of that Board’s goals and accomplishments to the President and the Speaker by the eighth week of each semester.

If the Senate becomes aware of the habitual delinquency of a Governance Board member, they may remove him or her and hold a new election to fill that vacancy. Prior to taking action, the Senate must consult with the chair of the delinquent member’s Governance Board.
ARTICLE VII: CLASS COUNCILS
Each class shall elect four officers (President, Vice President, Secretary, and Treasurer) and five class council members. The Elections Commissioners shall oversee these elections. These Class Councils shall act as coordinating and event-planning bodies. Students involved in class councils shall work with the Executive and the Dean of the College staff.

ARTICLE VIII: CONDUCT AND RESPONSIBILITY OF ELECTED MEMBERS OF THE GOVERNMENT
The Leadership, Senators, Budget Allocations Committee members, Governance Board members, and Class Council members shall always act in the best interest of the Student Government Association. They shall conduct themselves in a manner becoming of an elected official, and shall always treat one another with respect. They shall be honest and forthright with their peers and their superiors. Finally, they shall respect this Constitution and carry out its letter fully and without exception.

ARTICLE IX: BYLAWS
This Constitution shall be accompanied by a full set of Bylaws under which the governance structure shall operate.

ARTICLE X: AMENDMENTS
Amendments to the Constitution may be introduced and sponsored by Senators. Each requires a two-thirds vote by the Senate, not subject to veto by the President. A period of at least 13 days must pass between the introduction of the Amendment to the Constitution and the vote on that Amendment, during which time Senators may consult their respective constituencies and other members of the Association. Any amendments shall be dated and cited in this section of this Constitution. A majority vote is required to make amendments to and to implement Bylaws.

Addendum:
This Constitution shall be put into effect April 17, 2011

The Bylaws of the Student Government Association of Colgate University

Adopted 31 March 2009

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Article I: Student Organizations

Section 1: Basis for the Approval of Student Organizations

A. Constitution

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i. Each student organization must write a constitution in the manner set by SGA.
   a. Constitutional updates including organization name must be submitted to the
      Student Organizations Committee (SOC) and approved by majority committee vote.
   b. Any constitutional issues irresolvable by the SOC will then be sent to the Senate
      body for dispute.
ii. This mission of the organization must be clear in the constitution.

B. Purpose
   i. The organization must be beneficial and necessary to the enrichment of the Colgate
      community.
   ii. The organization must fill a unique niche within the Colgate community.
   iii. The organization must be open to anyone who wishes to participate. If an organization
        wants to be exclusive or selective their constitution must reflect specific reasoning.
        a. Exclusive groups may exist if they can present clear and justifiable reasoning
           to the SOC. They may only be approved at the discretion of the committee
           and then voted on by majority Senate vote.

C. Registration Paperwork
   i. Each organization must submit a Student Organization Recognition Information
      sheet, constitution, and petition of interest with thirty (30) student signatures.

D. Gaining Recognition
   i. A representative from the organization must first meet with the Director or Assistant
      Director of CLSI and the SGA Liaison to ensure that their group’s mission
      statement meets the above requirements.
         a. The organization must be willing and able to participate in required procedures
            for SGA recognized groups. This includes attendance at leader meetings and submitting all required paperwork.
         b. Organizations are encouraged to submit any and all meeting minutes and action plans to the Liaison to support recognition interest if applicable.
   ii. There must be a liaison from the organization present at the SOC meeting and
       senate approval meeting to answer questions.
         a. The organization is eligible to be reviewed and debated by the senate one (1)
            week after SOC recommendation.

E. Student Senate Approval
   i. Each organization must be approved by a majority vote in the senate.
   ii. The Senate should consider the approval of new organizations in at least one (1)
       senate meeting per month, with specific dates established in the senate and published in a calendar at the beginning of each academic semester.

F. Re-recognition
   i. The above process for gaining SGA recognition applies to any de recognized organization looking to regain official recognition status. All paperwork must be updated and re-submitted.

Section 2: Responsibilities of Student Organizations
A. Required Paperwork
   i. Organizations are required to submit Student Organization Recognition Information sheets into their CLSI advisor by the last day of classes every spring semester.
      a. Student Organization Recognition Information sheets include the name and purpose statement, their contacts, the number of members, their meeting days and times, their meeting location, and the approximate date of the next election of officers. Updated forms can be submitted at any time during the year.
   ii. Organization member lists must be turned into the CLSI by Oct. 15 of every fall semester in order to maintain access to the BAC for funding.
      a. This includes access to money already established in group accounts as well as the ability to apply to the BAC for funding.
      b. Exceptions to this requirement will be made when the anonymity of an organization’s members is necessary.
      c. Updated lists may be submitted as necessary.
   iii. Organizations are responsible for submitting a post-event evaluation form following each event or series of events hosted by said organizations over the course of each semester.
      a. Evaluation forms document organization use of BAC and other funding, event attendance, collaboration between organizations, and overall event planning feedback.
      b. Post-event evaluation forms must be completed within two weeks of the conclusion of the event or series of events.
      c. If an event or series of events is sponsored by multiple organizations, only the sponsoring organization that took the lead in acquiring BAC funding is responsible for submitting an Evaluation Form.
      d. The SOC should meet in session to review these evaluation forms and make a formal report to the senate at least once regarding the previous semester.

B. Required Meetings
   i. One member is required to attend all leader meetings throughout the semester.
      a. Presidents and treasurers are encouraged to attend the first leader meeting of each semester.
   ii. Student organizations are allowed one (1) leader meeting absence per semester and must confirm receipt of meeting agenda with the current SGA Liaison.
   iii. Student organization leaders are strongly encouraged to meet with their CLSI advisor at least one (1) time throughout the course of a semester.

C. Sanctions
   i. Failure to submit student organization recognition information sheets by the last day of classes during the spring semester will result in the forfeit of $100 BAC allotted slush fund the following Fall semester.
   ii. Failure of any organization to attend leader meetings, with the allowance of one (1) absence, will result in the suspension of access to BAC funding for the first eight (8) academic weeks of the following semester.
   iii. Failure to submit post-event evaluation forms when required twice over the course of a semester will result in the suspension of access to BAC funding for the first eight (8) academic weeks of the following semester.
      a. This includes the ability to go before the BAC for event funding during the first eight (8) academic weeks of the penalized semester and/or the suspen-
D. Revoking of SGA Recognition
   i. A student group shall be brought forth in front of the student organizations committee to determine if they shall remain a SGA recognized group if:
      a. They are found to be consistently delinquent in turning in required forms (recognition forms, member lists, end of the semester reports) and attendance at leader meetings
      b. Misuse BAC funds (purchase of alcohol, misappropriation of allocated funds/purchase of unauthorized items etc.)
      c. Become inactive for a year (two consecutive semesters). To be inactive is to not sponsor any events and/or have no meetings.
   ii. In order for a group to have their recognition revoked the Student Senate must approve by a majority.
   iii. Once a group’s recognition is revoked they immediately forfeit any BAC funds they have in their accounts and forfeit all rights that are gained through SGA recognition.

E. Appealing Bylaw Provisions
   i. Any organization may appeal decisions provided by these bylaws. Organizations have the right to approach the SOC with evidence to plead their case. On recommendation by the SOC cases shall be brought to the Senate for final decisions to be determined by majority vote.

Section 3: Privileges of Student Organizations

A. SGA Recognized Organizations
   i. SGA recognized organizations are those that have fulfilled the steps to gaining SGA approval and have been approved by a majority vote in the Student Senate.
   ii. SGA recognized organizations have the following privileges:
      a. Use of Colgate’s name.
      b. Use of Colgate’s facilities, including the sponsoring or presenting of a public performance on Colgate property.
      c. Use of Colgate vans.
      d. Fundraising.
      e. Use of the Colgate Print Shop.
      f. Use of the CLSI copy machine for organization related business.
      g. An email account.
      h. Funding from the BAC and budget account.
      i. First choice for Coop tables or tables at the Student Involvement Fair.

Article II: Budget Allocations Committee

Section 1: Object

A. The object of the Budget Allocations Committee (BAC) shall be to distribute the
Student Activities Fee funds to recognized Student Government Association (SGA) Organizations from the Fund Allocation Pool of the SGA.

**Section 2: Members**

A. Membership

i. The Budget Allocations Committee (BAC) shall be chaired by the Student Government Association Treasurer and shall consist of seven full members.

B. Definition of Members

i. A full member of the BAC shall be a member with full voting rights in good standing. For the purposes of these bylaws, the Treasurer is *not* to be considered a member unless otherwise specified.

C. Duties and Responsibilities

i. The duties of BAC members shall be to attend meetings, discuss, and pass decision on the distribution of funds from the Fund Allocation Pool as outlined in Section 3, Procedure. Additionally, members must perform BAC related duties and tasks otherwise assigned by the SGA Treasurer.

ii. All members of the BAC must attend a training session (see Section 2, E:ii:a) at the start of each semester to be run by the Treasurer.

iii. BAC members are to attend each meeting of the BAC as set forth by the Treasurer. Failure to appear at three BAC meetings in an academic semester shall result in the immediate dismissal from the BAC. Dismissal on the grounds of attendance shall be automatic and does not require Senate approval.

a. If a dismissed member of BAC has an extended leave of absence (e.g., medical leave) he or she may be reinstated at the beginning of the subsequent semester (if applicable, see Article II, Section 4:H) at the discretion of the Treasurer.

b. If a dismissed member of BAC does not have an extended leave of absence, he/she will be ineligible for future participation in or application to the BAC.

D. Selection

i. New BAC members shall be chosen at the end of each academic semester.

ii. A campus-wide announcement shall be given including instructions on applying to the BAC. The application process must be publicized at least one week prior to the appointed deadline.

iii. Application shall be open to all students with the exception of the SGA Executive Board members, Parliamentarian, Treasurer, Liaison, and those who have declared their intention to run for the Senate-elected BAC member.

iv. Applications must be submitted to the SGA by the published deadline as determined by the Elections Commissioners.

a. Applicants must submit a résumé and completed application as determined by the Student Organizations Committee. All applicants must also submit a list of all past and present activities and groups with which they have been affiliated on campus (and feel comfortable disclosing). This list will be used throughout the application process to aid in assuring that a diversity of interests is manifested in BAC members.

v. The Student Organizations Committee (SOC) shall run and oversee the application process, and also screen applications.

vi. The President, Vice President, Treasurer, Liaison, Parliamentarian, and Speaker shall jointly select the members from among the screened applications and present
them for Senate confirmation. The Director of the Center for Leadership and Student Involvement (CLSI) or an appointee shall be invited as a non-voting participant.

a. The selection committee shall schedule interviews with the candidates at their convenience. All selection committee members must be present for all meetings.

1. The selection committee shall evaluate each candidate based on his or her abilities and qualifications.

2. The Treasurer should also convey during the interviews the importance of BAC positions and the time commitment the positions entail.

vii. The selection committee shall recommend one individual for each vacant full position to the SGA Senate. The Senate shall confirm all recommendations for appointments to the BAC.

a. A simple majority shall be required for approval.

b. If the Senate does not approve of a recommendation, the selection committee shall be charged with making a new recommendation.

viii. BAC members shall be chosen to serve terms of two consecutive semesters. Three of the BAC members shall serve in a Spring-Fall term of office and the three others shall serve in a Fall-Spring term of office. The Senate elected BAC member shall serve a term of one semester.

ix. If deemed appropriate, the selection committee may suggest the appointment of two BAC alternates.

x. The Senate has the power to remove any full member of the BAC. The Treasurer and the Director of CLSI or an appointee shall review the case and make a presentation to the Senate at the behest of the Treasurer or the Senate. A three-fourths (3/4) majority in Senate shall be required to remove a member of the committee. This process is separate from the automatic dismissal which shall occur as described in Section 2, Ciii and does not require Senate approval.

a. Upon the resignation of a member of BAC or the removal of a member of the BAC by the Senate or for neglect of duties by the Treasurer, the selection committee shall recommend one of the two alternates to replace the removed member. In the case that the removed member is the Senate selected one, the Senate shall conduct its own election as enumerated in Section 2, Dxi.

xi. The Senate-Elected BAC Member

a. The Elections Commissioners shall conduct an election for the Senate BAC Member prior to the end of the last Senate meeting of each semester.

b. Candidates eligible for and interested in holding the position of Senate BAC Member shall submit a written statement of no more than 150 words to the Elections Commissioners a week before the vote in Senate.

c. Current candidates for the Senate BAC Member cannot apply for the BAC in any other capacity for that semester’s selection period.

d. During the appropriate Senate meeting, each candidate will deliver his or her prepared remarks, to be within a time limit set by the Parliamentarian.

e. A question and answer session will follow the prepared remarks.

f. The Senate and any member of the Association shall then begin debate on the candidates.

g. Immediately after debate, each Senator shall submit his or her vote to the Elections Commissioners in written form as prescribed by the Elections Commissioners. The Parliamentarian shall oversee the ballot counting process.

E. Treasurer

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i. The duties of the treasurer shall be to aid in the selection of BAC members as outlined in Section II, D and to enforce the duties and responsibilities of members as outlined in Section 2, C.

ii. The Treasurer shall begin his or her tenure by arranging to meet with the Director of CLSI or an appointee to discuss the overall functions and processes of the BAC.

   a. The treasurer shall work with the Director of CLSI or an appointee to design and initiate a training program for the members of the BAC at the beginning of each semester.

   b. A “Treasurer’s Handbook” and a “BAC Member Handbook” shall be maintained for the purposes of aiding those persons.

      1. Such handbooks shall be considered ‘unofficial guides.’ They should be written to reflect the bylaws explicitly or to offer suggestions; anything stated in such handbooks need not be followed unless it is also contained in the SGA Constitution or Bylaws. The only official guidelines and procedures for the BAC shall be the SGA Constitution and the Bylaws of the BAC.

   i. The treasurer shall be a non-voting chair of the BAC.

      a. If a member of the BAC is absent the treasurer shall cast the seventh vote.

   ii. The treasurer shall ensure that the procedures of the BAC are followed as described in Section 3.

   iii. The treasurer shall never allocate funds in any way outside of the processes described in the SGA Constitution and Bylaws of the BAC.

   iv. If extenuating circumstances arise, the treasurer may request an unscheduled meeting of the BAC to consider a request. The rules of Procedure as outlined in Section 3 shall still apply. Additionally, the treasurer may utilize ‘e-mail’ in order to poll the BAC members for a request. This clause should be utilized with restraint.

Section 3: Procedure

A. Yearly Budget Requests

   i. Groups that receive percent allocations must submit semester budgets for their expenditures (e.g. Maroon News, CUTV, WRCU, COVE, Class Councils, SGA Operating Account, SPW, Dancefest, SA Sound, and Student Travel Agency).

   ii. The Treasurer shall carefully keep and maintain a history of which groups have received yearly budgets and the amount (in dollars) they have received.

   iii. Towards the end of each academic year, the Treasurer shall call a special meeting whose purpose shall be to evaluate yearly budget requests.

      a. All groups requesting a yearly budget shall be required to submit an outline of their justifications for doing so, along with their anticipated needs and expenses.

      b. The BAC shall evaluate the request.

         1. If the BAC feels the request overestimates expenditures or that a yearly budget is unnecessary for a group, the BAC shall meet with the group in order to discuss their concerns.

         2. The BAC shall use the procedures described in the remainder of Section 3 to approve or deny any portion of a request.

B. Requests for Funding

   i. Requests for funding must be submitted prior to the weekly deadline established by the treasurer at the beginning of each semester.

   ii. Upon receipt, the treasurer shall verify that the groups submitting requests are
SGA approved groups and that they are currently eligible to receive funds per SGA guidelines and requirements.

iii. Upon verification, the treasurer shall distribute copies of the requests to the BAC no later than twenty-four hours before the BAC meeting time.

C. Guidelines for Funding.

In order to be funded, a request must fall within the following guidelines:

i. The submission must be from an SGA-recognized group. That group must have a constitution on file and be eligible for funding as stipulated by the SGA.

ii. The BAC can never provide funds for:
   a. alcohol;
   b. events that have already occurred or been advertised as certainly occurring;
   c. events to take place within two weeks of the BAC meeting date;
   d. events specifically for a non-SGA-approved group regardless of its affiliation or relationship to an SGA-approved group (an SGA-approved group cannot provide an 'umbrella' for which individual non-SGA-approved organizations may seek funding);
   e. events neither open to nor benefiting, all Colgate students.

i. The BAC supports:
   a. events open to the Colgate student body;
   b. projects and services designed to benefit the Colgate community. Trips and conferences for group members can be supported if they can be shown to later aid and/or affect the overall Colgate community;
   c. necessary and essential supplies to aid groups in achieving either (a) or (b).

i. Other factors the BAC should take into account:
   a. That the request furthers the SGA organization's mission as outlined in their constitution. The BAC is not convened to express likes or dislikes towards requests/events but rather to determine eligibility and practicality;
   b. The organization's past programming and fiscal responsibility. Specifically, its ability to follow through on its recent events/projects as described in their proposals;
   c. The amount of funds an organization has been allocated recently and/or how many events an organization has sponsored or plans to sponsor in a given semester;
   d. The BAC should recognize contractual obligations. If an event requested is of a contractual nature the BAC should recognize the need to approve funds for contractual obligations (e.g. rider, required meals, lodging, travel expenses) along with the proposal if deemed appropriate;
   e. The advantages present in collaboration;
   f. To have a successful event, a reasonable allocation of funds should be given, if requested, in order to provide for advertising. To eliminate all advertising funds is to limit the success of the event.

i. The treasurer shall be responsible for informing the Presidents (or treasurers as appropriate) of SGA-approved organizations of the guidelines for funding (Section 3, C) at the start of each semester. The treasurer shall also post the guidelines in proximity to the location of the BAC Funding Request Forms.

D. Meetings

i. Meetings shall be held weekly and must commence within two weeks of the start of each academic semester.

ii. The last two meetings of each semester shall accept proposals for funds pertaining

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to the subsequent academic semester.

iii. Quorum for BAC meetings shall be six members and the treasurer.
   a. If quorum cannot be met, the meeting shall be postponed.
   b. If a member is absent, the treasurer shall cast the seventh vote.
   i. BAC members will review proposals before meeting with the applicants.
   ii. Once the applicants have arrived, introductions will be made and the representa-
       tives will be asked to make the case for their request.
       a. BAC members are to engage in a respectful and courteous dialogue with the
          representative(s) to ensure funding is appropriate as stipulated in Section 3, C
          prior and to obtain a clearer understanding of the proposal and its function.
   i. Upon verification that the proposal meets the Requirements for Funding outlined
      in Section 3, C, the BAC is charged with deciding if the event merits the amount of
      funds requested. The BAC may apportion any amount less than the requested
      amount as it deems fit.
       a. If six of the seven BAC members are present and a three-three tie arises, the
          Treasurer shall cast the seventh vote.
   b. Any event approved for more than seven percent of a given semester’s bud-
      get by the BAC shall be automatically forwarded to Senate for a confirmation
      vote. A simple majority in senate shall be required for confirmation.
   i. Minutes must be kept during all meetings that convey the overall discussion on
      specific requests. The names of BAC members need not be attached to specific dis-
      cussion points. The minutes shall be maintained by the Treasurer or his or her des-
      ignated secretary. The minutes shall be released publicly to allow for overall tran-
     parency of the BAC process.

E. SGA Senate Officer Reports
   i. The treasurer shall be charged with listing all groups which appeared before BAC
      since his or her last officer report. When listing the groups, the treasurer shall an-
      nounce the amount of funding requested and the amount of funding received as ap-
      plicable.
   ii. The treasurer shall outline the project and the justifications for the BAC’s decision
      to approve an event that requires an allocation of over seven percent of a given s-
      emester’s budget. The senate shall be asked to confirm that decision by a simple ma-
      jority vote. Failure to receive senate confirmation shall take precedence over any
      prior BAC decisions.
   iii. The senate-elected BAC member shall confirm the treasurer’s report of funding
      allocations.
   iv. The senate-elected BAC member shall attend all senate meetings.

F. Approval/Denial
   i. Upon approval of funding by the BAC (and SGA as applicable), the treasurer shall
      inform the SGA group of the decision within two days and arrange for a transfer of
      funds.
       a. Any group subsequently found to exceed its budget shall be responsible for
          covering the additional costs. Further punitive measures shall be determined
          by the SOC, treasurer, and director of CLSI or an appointee.
   i. Upon approval or denial of funding by the BAC (or SGA as applicable), the trea-
      surer shall inform the SGA group of the decision within two days, provide the organ-
      ization with a completed set form (to be created by the treasurer and approved by
      the senate at the beginning of the semester) explaining the reason for the approv-
      al/denial of funding, and relate the minutes of the meeting in order to convey how
Section 4: Government Operating Account

A. Purpose
   i. The Operating Account of the Student Government Association may supply funds for the explicit use of business pertaining to the Government of the Student Government Association, as defined in Article I of the Constitution of the Student Government Association.

B. Sources of Funding
   i. The Operating Account will receive its funding in the form of a percent allocation from the Fund Allocation Pool at the discretion of the BAC as fully described in II:3:A.

C. Procedure
   i. The treasurer must be notified prior to the execution of each allocation.
   ii. When considering allocation requests from the operating account, the bodies described below should take into account the Guidelines for funding as described in II:3:C.
   iii. For allocations up to $200:
      a. Any funding requested from the operating account in amounts of up to and including $200 shall be decided on by the President of the SGA and the speaker of the senate.
      b. The president and the speaker must reach a unanimous consensus for the allocation to be granted.
      c. If the speaker and the president do not reach a unanimous consensus, the allocation must then be referred to the leadership for decision.
   iv. For allocations greater than $200 and less than $700:
      a. Any funding requested from the operating account in amounts greater than $200 and less than $700 shall be decided on by the leadership of the government.
      b. A majority vote of the permanent, voting members of the leadership is required for the allocation to be granted.
   v. For allocations greater than $700:
      a. Any funding requested from the operating account in amounts greater than $700 shall be decided on by the senate of the government.
      b. A majority vote of senators present and voting is required for the allocation to be granted.
   vi. Summer Allocations
      a. The president shall have sole authority over all allocations, excluding fixed cost allocations, which must be made before the election of senators.
         1. The total of all summer allocations may not exceed $500.
         2. Before any allocation can be made, the president must receive non-binding recommendations from both the Treasurer and a member of CLSI.
         3. These non-binding recommendations along with the president's decision must be presented to the senate at the first senate meeting.
   vii. For allocations required to cover fixed costs of government operations:
      a. Certain fixed costs are associated with the regular function of the student government. These include student copier costs in the CLSI office and related administrative duties.
b. These allocations are essential to the function of the Association and therefore cannot be vetoed.
c. The director or assistant director of CLSI will advise the treasurer of these allocations, who will in turn notify other officers of the government.

viii. Treasurer Oversight:
a. The treasurer, who acts as the central officer of fiscal policy for the government, is tasked with managing and keeping books on the operating account (Constitution IV:1:E). As such, the treasurer will retain oversight of the allocations from this account.
b. If the treasurer deems any allocation granted by the president and speaker questionable, unnecessary, irresponsible, or in conflict with a BAC decision, he can refer the allocation request to the leadership.
c. If the treasurer deems any allocation granted by the leadership questionable, unnecessary, irresponsible, or in conflict with a BAC decision, he can refer the allocation request to the senate.

Section 5: Amendment of Bylaws

A. Amendment of the bylaws shall be carried out in the Senate as described in The Constitution of the Student Government Association of Colgate University.

Article III: Election Procedures

Section 1: Definition of Terms

“The Candidate,” means a person seeking office, by virtue of his or her qualifications according to this code and rules established hereunder as listed by the elections commissioners on the official ballot.

“The Campaign,” means urging the candidacy of, endorsing the candidacy of, aiding the candidacy of, or advertising the candidacy of any candidate.

A “Living Unit,” shall be defined as any university recognized residence.

A “Campaign Agent,” means a person who attends any campaign strategy meeting or is privy to campaign planning and/or who provides advice (or) physical support to a campaign upon being solicited by a candidate.

Section 2: Senatorial and Class Council Election Procedures

A: Requirement for Candidacy

The Candidate:
i. Must properly complete a Student Government Association election petition;
ii. Must plan to be in residence (on campus or in Hamilton, NY) for the duration of his or her term of office;
iii. Senators that will be off campus for a semester are eligible to run for the term of one semester.
iv. Must be a member of the class that he/she represents on class council or senate;

B: Candidate Responsibilities

The Candidate shall:
i. Be responsible for obtaining a petition and completing it;
ii. Acquaint themselves with and abide by election guidelines, rules, and regula-
tions;
iii. Assume the office so declared by their petition if elected;
iv. Supply verification for meeting election requirements;
v. Maintain control and assume responsibility for all campaigning done on their behalf;
vi. Turn in his/her petition with a 100-word statement (the position paper) to be made available by the elections commissioners to all voters prior to the elections.

C: Code of Conduct
The Candidates:
i. Will conduct themselves in a manner consistent with the Colgate University Code of Conduct;
ii. Shall be responsible for the actions of those persons acting on their behalf, including all members of their campaign staff;

D: Responsibilities of the Elections Commissioners
The Elections Commissioners shall:
i. Agree, when appointed, not to campaign for or verbally support any candidate;
ii. Not relinquish the right to vote;
iii. Establish the time and procedures for casting votes in accordance with the by-laws;
iv. Void any petition which does not fulfill the election code and regulations;
v. Establish and publish all election deadlines and announce the final results;
vi. Present the rules to the candidates and insure the adherence to all election rules;
vii. Resign their post if they are a candidate in an election (the Student Government Association president, and the vice-president will appoint a member of the Student Government Association to fill the vacancy at the earliest time);
viii. Reserve the right to respond to complaints regarding the content of campaign material, and after consultation with the parliamentarian, may request that candidates remove the content in question. Failure to comply will result in removal from the ballot

E: Petitions
Each candidate shall:
i. Complete a petition in order to be placed on the ballot. The information required is as follows: Name, position desired, box and telephone number, signature certifying that all the information is valid, that the candidate has obtained the required number of signatures, and that the candidate is knowledgeable of and will abide by the election rules.
ii. Obtain 35 signatures from members of the candidate’s class, of which no more than 15 can be obtained from each candidate’s own living unit.
iii. Return petitions to the Student Government Association office by the deadline established by the elections commissioners.

F: Schedules and Deadlines
For the purpose of maintaining uniform procedures, all elections will:
i. Be announced, and publicized by the elections commissioners through all reasonable venues of student communication, at least a week prior to the voting date.
ii. Have petitions available the day after the first announcement.
iii. Have position papers due along with the petition, which will be due by the date established by the elections commissioners and not to exceed two weeks.
iv. Be held on the Colgate Portal.

G: Ballots and Voting Procedures

The Elections Commissioners will:

i. Establish the times of voting and will make public the candidate’s position papers for the voters.

ii. Ensure accurate verification of those persons voting.

iii. Test and coordinate the electronic voting systems prior to the election.

iv. List candidates on the ballot in alphabetical order (according to the last name of the candidate listed on the petition).

v. Notify the candidates and campus of the results at the earliest time.

vi. Make arrangements, in the event of a tie in a class council election, for a run-off to be held between the top two vote-getters in accordance with the customary rules and regulations governing all Student Government Association elections, except where specified, and shall take place the week following the general elections. Additionally, a run-off election will be held in the event that no candidate receives more than 5% of the total vote; this election will be run between the top two recipients of votes.

vii. Make every effort to contact all members of the Student Government Association and record their vote during the election period.

viii. Be permitted to adopt extraordinary rules and procedure when faced with prohibitive constraints of time, in consultation with the parliamentarian.

H: Campaign Material

i. Candidates:

a. May publicize themselves within methods permitted by the established campaigning rules and university regulations.

b. Are responsible for informing campaign agents as to the content of these campaign rules.

ii. Campaign Agents:

a. May publicize the campaign within methods permitted by the established campaigning rules and university regulations.

b. Must abide by campus policy that advertising is first come first serve. Posters advertising campus events or another’s candidacy must not be covered or torn down.

c. Are reminded that “campaigning” is promoting one’s name as specified in Article I. Violation of this rule will result in the disqualification for that day’s votes cast for that candidate.

d. Are not allowed to send unsolicited electronic messages

e. May send electronic messages only to groups that individuals have joined with the explicit understanding that they may receive this material.

I: Penalties and Appeals

The process for penalties and appeals is as follows:

i. Any member of the Student Government Association may lodge a complaint in reference to violations in these procedures.

ii. Written complaints must be submitted to the elections commissioners no later than 48 hours after the closing of the polls.

iii. Complaints will be rectified by elections commissioners, in consultation with the Parliamentarian. They will decide the validity of the complaint and try to rectify the situation.
i. If the problem remains unresolved, the following process shall be initiated:
   a. The leadership will decide the validity of the complaint and try to rectify the situation. The chair of the leadership shall determine the procedures for and preside over the appeals hearing. All leadership members who are campaign agents may take part in the hearing, but must relinquish their right to vote on the appeal. The members of the leadership, however, shall retain all other privileges. In the event that the chair is a campaign agent, the parliamentarian shall preside over the hearing.
   b. The senate shall be the final arbiter of the appeal in the event of a split vote in the leadership hearing.
   c. The decision of the leadership may be appealed to the senate by any party involved in the case. The senate must decide by a majority vote whether to hear the appeal. The chair of the senate shall determine the procedures for and preside over the appeals hearing. All senators who are campaign agents may take part in the hearing, but must relinquish their right to vote on the appeal. The senators and leadership shall retain all other privileges including the right to speak and debate. In the event that the chair is a campaign agent, the parliamentarian shall preside over the hearing.
   i. For violations of the elections procedures by a candidate, the elections commissioners, in consultation with the parliamentarian, may remove the candidate from the ballot or deduct a percentage of a candidate’s vote, depending on the situation in question.
   ii. Failure to hand in required materials by the appointed deadlines will prohibit the candidate from being listed on the ballot.
   iii. Any candidate may request a recount when the election is decided by a margin of less than five percent of the votes cast, if the election is not held electronically.
   iv. The elections commissioners shall ensure that any penalties incurred during the original elections will be carried over to the run-off election.

Section 3: Presidential and Vice-Presidential Election Procedures

A: Requirement for Candidacy
   The candidate:
   i. Must properly complete a Student Government Association election petition.
   ii. Must plan to be in residence (on campus or in Hamilton, NY) for the duration of his or her term
   iii. May not serve in more than one office within Legislature.

B. Eligibility of the Presidential/Vice-Presidential Ticket:
   i. At least one member of each presidential ticket must have served on the legislature or as an officer of the Student Government Association for at least one semester for the ticket to be eligible for candidacy.

C: Candidate Responsibilities
   The Candidate shall:
   i. Be responsible for obtaining a petition and completing it.
   ii. Acquaint themselves with and abide by election guidelines, rules, and regulations.

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iii. Designate an official contact within the ticket to liaise with the elections commissioners and the leadership.
iv. Assume the office so declared by their petition if elected.
v. Supply verification for meeting election requirements.
vi. Turn in his/her petition with a 150-word statement (the position paper) to be made available by the elections commissioners to all voters on the day of elections.
vii. Provide the elections commissioners with a list of all campaign agents at the commencement and end of the campaign period. The elections commissioners reserve the right to request an updated list at anytime during the course of the campaign period.

D: Code of Conduct
The Candidates:
i. Will conduct themselves in a manner consistent with the Colgate University Code of Conduct.
ii. Shall be responsible for the actions of campaign agents.
iii. Shall understand that all gifts and/or provided services of monetary value from any person(s) not currently enrolled at Colgate University will be included in the total amount of expenditures for a campaign.
iv. Notify the elections commissioners of any campaign services to be performed by current Colgate Students. Failure to notify the elections commissioners may be grounds for penalties as listed in Article XI. These donated services must be made public to the Student Government Association.

E. Miscellaneous Items:
i. Senators and elected and/or appointed officials may not campaign for a specific candidate in their official function as enumerated in the Constitution. They may (excluding parliamentarian and election commissioners), however, participate in a campaign as long as they are identified as campaign agents on the official list provided to elections commissioners.

F: Responsibilities of the Elections Commissioners and Parliamentarian
i. The Elections Commissioners shall:
a. Not campaign for or verbally support any candidate, but shall not relinquish the right to vote.
b. Establish the time and procedures for casting votes in accordance with the .
c. Finalize all elections procedures by the commencement of the campaign period. These procedures are not subject to revision until the end of the campaign period.
d. Void any petition which does not fulfill the election code and regulations.
e. Establish and publish all election deadlines and announce the final results.
f. Present the rules to the candidates and insure the adherence to all election rules.
g. In consultation with the BAC treasurer, facilitate and determine the campaign spending limit.
h. Collect campaign receipts and arrange for candidates to be reimbursed by the Student Government Association.
i. Resign their post if they are a candidate in an election (the Student Government Association president, and the vice-president will appoint a member of the Student Government Association to fill the vacancy at the earliest time).

ii. The Parliamentarian shall:

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a. Not campaign for or verbally support any candidate, but shall not relinquish the right to vote.
b. Resign their post if they are a candidate in an election.

G: The Student Government Association Presidential/Vice Presidential Ticket
i. The Student Government Association president and vice-president will be elected together on the same ticket.
ii. To establish a ticket:
   a. The elections commissioners shall hold an information session for all interested parties for either the president or vice-president positions before the 28th of February. At this meeting, candidates may announce their ticket.
   b. The elections commissioners shall hold another information session during the first week of March at which time petitions are distributed to candidates and tickets are officially declared.
i. All other requirements stated in Article III shall be applied to the ticket.

H: Petitions
i. Each candidate must complete a petition in order to be placed on the ballot. The information required is as follows: Name, position desired, box and telephone number, signature certifying that all the information is valid, that the candidate has obtained the required number of signatures, and that the candidate is knowledgeable of and will abide by the election rules.
ii. Candidates for Student Government Association president and vice-president must obtain 150 signatures from Colgate Student Government Association members, of which no more than 15 can be obtained from each candidate’s own living unit.
iii. A living unit shall be defined as any University recognized residence. Petitions must be returned to the Student Government Association office by the deadline established by the elections commissioners.

I: Schedules and Deadlines
i. All elections will be announced, and publicized by the elections commissioners through all reasonable venues of student communication, at least a week prior to the voting date.
ii. Petitions will be available the day after the first meeting in March.
iii. The position paper and the petition, which will be due by the date established by the elections commissioners prior to the commencement of the campaign period.
iv. Failure to hand in required materials by the appointed deadlines will prohibit the candidate from being listed on the ballot.
v. The campaign period starts and is limited to the two weeks before the last day of voting.
vi. Voting will span a two-day period to be determined by the elections commissioners. The Student Government Association president and vice-presidential election process will begin in the second week prior to spring term-recess.
vi. Information sessions or debates will be scheduled by the elections commissioners after consultation with the candidates.

J: Ballots and Voting Procedures
i. The elections commissioner will establish the times of voting and will make public the candidate’s position papers for the voters.
ii. The commissioners shall insure accurate verification of those persons voting.
iii. Unless otherwise specified by the elections commissioner, voting will take place
iv. The candidates will be listed on the ballot in alphabetical order (according to the name of the candidate listed on the petition). In the president/vice-president contests, the last name of the presidential candidates shall determine the listing.

v. Tabulation will take place the evening of the last day of voting and the candidates will be notified of the results at the earliest time.

vi. In the event of a tie, a run-off will be held between the top two vote-getters. Any penalties incurred during the original elections will be carried over to the run-off election.

vii. Members of the Student Government Association who are off-campus for the election shall be sent the candidates’ position papers and shall be contacted as soon as all the petitions have been collected. Every effort shall be made to contact the interested parties and record their voted by the day of elections.

K: Campaign Material

i. Candidates may publicize themselves within methods permitted by the established campaigning rules and university regulations.

ii. Candidates are responsible for informing campaign agents as to the content of these campaign rules.

iii. Posting information on campus is first come first serve. Posters advertising campus events or another’s candidacy must not be covered or torn down.

iv. Candidates are reminded that “campaigning” is promoting one’s name as specified in Article III, Section I.

v. Candidates are not allowed to send unsolicited electronic messages regarding their campaign.

vi. Electronic messages may only be distributed to groups that individuals have joined with the understanding that they may receive this material.

vii. Candidates are allowed to send one campus distribution email via the elections commissioner.

viii. The election commissioners reserve the right to respond to complaints regarding the content of campaign material and order candidates to remove the content in question. This order is subject to appeal, however the campaign material in question must be removed until the appeals process has ended.

L: Violations

i. For violations of the elections procedures by a candidate and/or campaign agents, the elections commissioners may take an appropriate deduction of up to fifty percent of a candidate’s funds, remove a candidate from the ballot, or deduct a percentage of a candidate’s vote, depending on the situation in question. The parliamentarian shall resolve any disagreement between the elections commissioners. All decisions to issue a violation must be written and distributed to every campaign. The violation and the corresponding punishment are both subject to appeal.

M: Appeals

i. Any member of the Student Government Association may lodge a complaint in reference to violations in election procedures.

a. A written complaint may be submitted to the elections commissioners until no later than 48 hours after the polls close.

b. The leadership will decide the validity of the complaint and try to rectify the situation. The chair of the leadership shall determine the procedures for and preside over the appeals hearing. All leadership members who are campaign
agents may take part in the hearing, but must relinquish their right to vote on the appeal. The members of the leadership, however, shall retain all other privileges. In the event that the chair is a campaign agent, the parliamentarian shall preside over the hearing.

c. The senate shall be the final arbiter of the appeal in the event of a split vote in the leadership hearing.

d. The decision of the leadership may be appealed to the senate by any party involved in the case. The senate must decide by a majority vote whether to hear the appeal. The chair of the senate shall determine the procedures for and preside over the appeals hearing. All senators who are campaign agents may take part in the hearing, but must relinquish their right to vote on the appeal. The senators and leadership shall retain all other privileges including the right to speak and debate. In the event that the chair is a campaign agent, the parliamentarian shall preside over the hearing.

e. Should the complaint pertain to the activities of either of the elections commissioners or parliamentarian, the involved party shall recuse themselves from any discussions regarding the validity and/or rectification of the complaint.

ii. Any candidate may request a recount when the election is decided by a margin of less than three percent of the votes cast, if the election is not held electronically.

N: Miscellaneous Items

i. The president of the university sits as an ex officio, voting member on all Boards and Committees.

ii. The president of the Student Government Association is considered a permanent invited guest with speaking privileges at the Academic Affairs Board. In the absence of the president, the vice-president of the Student Government Association is granted this status.

iii. The parliamentarian will resolve any disagreement between the elections commissioners.

Section 4: Speaker of the Senate, Parliamentarian, Liaison to Student Groups, and Treasurer Election Procedures

A: Speaker of the Senate

i. The elections commissioners shall conduct an election for the speaker at the first meeting of every semester.

ii. Senators eligible for and interested in holding the position of speaker shall come to senate with prepared remarks.

iii. A question and answer session will follow the prepared remarks, to be within a time limit set by the parliamentarian.

iv. The senate and any member of the Association shall then begin debate on the candidates.

v. Immediately after debate, each Senator shall submit his or her vote to the elections commissioners in written form as prescribed by the elections commissioners. The parliamentarian shall oversee the ballot counting process.

vi. The winner of the election shall preside over the remainder of the meeting.

B: Parliamentarian, Liaison, and Treasurer

i. The elections commissioners shall conduct an election for the parliamentarian, liaison, and treasurer prior to the end of the last senate meeting of the year.
ii. Candidates eligible for and interested in holding the position of parliamentarian, liaison, and treasurer shall submit a written statement of no more than 150 words to the elections commissioners a week before the vote in senate.

iii. During the appropriate senate meeting, each candidate will deliver his or her prepared remarks, to be within a time limit set by the parliamentarian.

iv. A question and answer session will follow the prepared remarks.

v. The outgoing parliamentarian, liaison, and treasurer can offer a formal recommendation of their desired replacement.

vi. The senate and any member of the Association shall then begin debate on the candidates.

vii. Immediately after debate, each Senator shall submit his or her vote to the elections commissioners in written form as prescribed by the elections commissioners. The parliamentarian shall oversee the ballot counting process.

a. In the case of an election for a parliamentarian, the speaker shall oversee the ballot counting process. If the speaker is a candidate in the election, then a random senator shall be chosen to oversee the ballot counting process.

Article IV: Bylaws of the Senate

Section 1: Senators

A. To attend his or her respective committee meetings and all senate meetings

i. If for some reason a senator is unable to attend a senate meeting, he or she must notify the recording secretary prior to the start of the meeting in question.

a. The senator must then locate another senator or member of the Association to agree to proxy for him or her at Senate meetings.

b. A senator or member of the Association is only allowed to proxy for one senator.

1. A member of the leadership may not proxy unless that member is a senator.

c. A proxy is defined as the assumption of the missing senator’s duties for the meeting in question.

d. If the above conditions are met, then the corresponding recording secretary shall record that the senator in question’s absence is excused or a “proxy.”

e. If a senator has surpassed a stated number of absences during a given semester, he or she will be placed on probation.

1. Allowed absences: One unexcused absence and two proxies, two unexcused absences, or four proxies.

f. The terms of probation are as follows: A suspension of his or her vote in senate on substantive matters for a total of two weeks (not a suspension of speaking rights) and the probation will be made public knowledge and notification will be sent to senators.

g. It is the job of the executive recording secretary to determine any breach of the attendance policy. If a senator chooses to appeal the recording secretary’s decision, then the case shall be referred to the parliamentarian for adjudication.

ii. If for some reason a senator is unable to attend his or her designated committee meeting, he or she must notify the committee’s recording secretary prior to the start of the meeting in question.

a. During a given semester, if a senator has surpassed a stated number of absences from committee meetings, he/she will be placed on probation.

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1. Allowed absences: Three absences from committee meetings.
   b. The terms of probation are as follows: A suspension of his/her vote for a total of two weeks (not a suspension of speaking rights) and the probation will be made public knowledge to committee members.
   c. It is the responsibility of the committee’s recording secretary to notify the executive recording secretary if a member of his/her committee has exceeded three absences. If a senator chooses to appeal the recording secretary’s decision, then the case shall be referred to the parliamentarian for adjudication.
   iii. Further absences will result in a vote of expulsion from the Senate.
   iv. Elections to replace the removed senator will be conducted inline with senate election bylaws.

B. To make motions and to introduce and sponsor resolutions, bylaw amendments, and constitutional amendments on the floor of the senate.

C. To vote on resolutions, bylaw amendments, constitutional amendments, specified budget allocations, impeachment hearings, governance board elections, and elections for speaker parliamentarian, treasurer and liaison, and members of the budget allocations committee.

D. To relay constituent concerns to the senate.
   ii. In general, the job of the senator shall be to facilitate student action, in addition to acting on behalf of the student. Senators should be familiar with the resources available for students who wish to advocate for themselves and their own interests.
   B. To relay senate activity in general to constituents. This duty encourages attendance at all respective community council meetings.

Section 2: Committees

A. To introduce and to sponsor resolutions and bylaws on the floor of the Senate.
   B. To internally elect its respective committee chair at the beginning of each semester or in the result of a vacancy, except the Student Organizations Committee, which shall be chaired by the liaison.
   C. To elect the respective committee chair and committee secretary
   D. To initiate and execute projects within the domain of the respective committee, on behalf of the SGA, seeking resolutions and other methods of approval when appropriate or necessary.
   E. To carry out the duties prescribed to the specific committee by the constitution and the speaker of the senate.

Section 3: Committee Chairs

A. To set the time and designate the place for his or her respective committee meetings, which under normal circumstances shall occur at least once per university week.
   B. To set the agenda and keep order in his or her respective committee meetings.
   C. To designate responsibility within the committee.
   D. To speak and introduce resolutions on behalf of his or her respective committee.
   E. To create additional elected leadership positions within the committee, if needed.
   F. To attend all leadership meetings.

Section 4: Committee Secretaries
A. To publish the agenda, to all respective committee members prior to each committee meeting.
B. To take and prepare minutes of each respective committee meeting and relay them to the speaker of the senate, Press secretary and each member of the committee for public knowledge.
C. To keep records of attendance at committee meetings.

Section 5: Resolutions

A. Resolutions may only be introduced and sponsored by senators or committees.
B. Resolutions may be introduced by submission of said resolution to senate in writing, which must include the sponsor, the motivating factor or “whereas” clause, and the body of the actual resolution.
C. Committees may have resolutions placed on the agenda without delay or risk of suppression.
D. The resolution shall first be presented and read aloud by the sponsor(s).
E. The resolution shall pass if and only if quorum is met and the votes in favor outnumber the votes against. In the event of a tie, the vice president will cast a tie-breaking vote. Quorum shall be defined by two-thirds attendance, including proxies. If the resolution makes it to a vote, but quorum is not met, the resolution shall automatically be tabled until the next meeting.
F. The president will then either sign the resolution, in which case the resolution passes officially, or the president may veto the resolution within the period of week. In the case of a veto, the resolution shall return to the senate to be voted on again. The resolution only passes by way of a two-thirds qualified majority. If the resolution is not signed within one university week, the resolution is considered vetoed. If the President chooses to veto the resolution, he or she will return the resolution unsigned to senate within one university week.

Section 6: Bylaws

A. Bylaws are defined as those rules made by senate for the workings of the Student Government Association. They are usually appendages to the constitution, and must always be congruent and consistent with the constitution.
B. Bylaws and amendments to bylaws may be introduced and sponsored by senators, committees, or the parliamentarian.
C. The treasurer may introduce and sponsor BAC bylaw amendment to the senate.
D. Bylaws and amendments to bylaws are not subject to presidential veto, but they are subject to parliamentary veto solely on the grounds of demonstrated unconstitutionality. The parliamentarian may be overruled by a qualified one half majority.
E. The bylaw procedure, with the two preceding exceptions, is identical to the resolution procedure.
F. Bylaws shall be kept in record and appended to the constitution.

Section 7: Confirmations

A. The president shall present all appointments to the senate. All appointees are strongly encouraged to be present at their confirmation to answer the questions of senators.
i. If the appointee is not present, the president shall answer questions on his or her behalf.

A. The senate shall confirm executive appointments by a qualified two-thirds majority.

B. During the debate and vote, all candidates shall leave the senate meeting.

Section 8: Closed Meetings

A. Closed meetings shall be called when highly sensitive issues are involved, where the Association at large is apt to prejudge senators’ remarks despite their possible probative value.

B. A closed meeting may be requested by a motion and second from the senate. A simple majority vote is required to close any senate meeting. Impeachment proceedings are necessarily closed and censored, although any verdict and action taken may be publicized.

C. A closed senate meeting requires the physical expulsion of all members of the Association and anyone else that is not the parliamentarian, senator, president or vice president. The senate may, however, summon anyone into the closed meeting for questioning.

D. All proceedings of a closed senate meeting shall be kept confidential unless otherwise specified. The parliamentarian, senate, president and vice president shall be censored from relaying any information about the proceedings to anyone not present, violators subject to dishonorable discharge.

E. Non-senators are forbidden from engaging in substantive debate, except upon request of the senate.

Section 9: Impeachment Proceedings and Officer Removal Procedures

A. Any senator may bring forth a complaint against any member of the SGA leadership or senator. BAC members may never be impeached or removed from office unless for reasons of dereliction of duty, namely not attending BAC meetings. A complaint, to be considered, must be accompanied by a petition signed by fifteen senators.

B. The parliamentarian shall preside over the impeachment proceedings, unless the parliamentarian is involved in the complaint. In this case, the speaker of the senate shall preside. If biased as determined by a qualified majority of the senate, the first available and unbiased committee chair in the ordered list in IV. 1. C. of the SGA constitution shall preside.

C. The presiding officer shall then arrange meetings with all parties involved within a week of receiving the complaint. If after said meetings the positions of both parties remain in conflict, the presiding officer will then present the claim before senate within two university weeks, notifying all parties involved of the complaint and the resulting proceedings.

D. At the designated senate meeting, all regular senate business shall cease until the complaint has been resolved.

E. First, the presiding officer will present the complaint. Second, each party will be granted an equal amount of time to present his or her case. Third, a question and answer session will occur, allowing senators to question either of the two parties. Fourth, the senate meeting shall be closed. Any involved parties, as deemed by the presiding officer, must also leave the room. Debate will continue without risk of cloture. Fifth, the senate shall decide by voting if the leader in question shall
be dishonorably discharged from duty.

F. Quorum must be met, defined by two-thirds attendance including proxies. A qualified two-thirds majority shall be required for dishonorable discharge of duty and forcible removal from office. A qualified simple majority shall be required for a censure or vote of no confidence.

G. In the event of a vacancy in the executive due to resignation or forcible removal from office, the president shall appoint a permanent replacement, unless that vacancy is the President, in which case the vice president will assume the role of president and appoint a new vice president. All appointments are subject to senate confirmation.

H. In the event of a vacancy in the legislative leadership due to resignation or forcible removal from office, a new election shall be held following the relevant procedures in these bylaws.

I. Aforementioned votes are not subject to presidential veto.

Section 10: Temporary Removal of the Chair

A. Any senator may bring forth a motion for a vote of no confidence of the chair.
B. If seconded, the motion for the temporary removal of the chair is then debated.
   i. After the second, the chair must step down. If the chair is the speaker of the senate, the parliamentarian shall act as chair. If the chair is the parliamentarian, the vice-president shall chair. If the chair is a committee chair, the committee secretary shall act as temporary chair.
C. The chair may speak on his or her behalf.
D. It requires a two-thirds vote of no-confidence to remove the chair for the remainder of the meeting.
E. The senate can then decide if the actions in question merit further disciplinary action.

Section 11: The First Senate Meeting

A. The parliamentarian shall determine the time and place of the first meeting of senate, which shall occur as soon as all Senators have been elected.
B. Senators interested in holding the position of speaker shall come to senate with prepared remarks. The elections commissioners shall conduct a fair election to decide the speaker.
C. Senators shall submit their preferences for committees on forms created by the elections commissioners.

Section 12: The Second Senate Meeting

A. The speaker will have determined senators’ committee placements. At the beginning of the meeting, senators shall divide into committees. Current members of the leadership will conduct committee chair elections within those respective committees. The senate will then reconvene.

Section 13: Recommended Dress Code

A. The recommended dress code for senators and members of the leadership during senate meetings shall be business casual.

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Article V: Student Task Forces

Section 1: Basis for Approval of Student Task Force

A. Plan of Action
   i. Each task force must write a plan of action in the manner set by SGA.
      a. Plan of action updates including task force name must be submitted to the
         Student Organizations Committee (SOC) and approved by majority committee
         vote.
      b. Any plan of action issues irresolvable by the SOC will then be sent to the Sen-
         ate body for dispute.
   ii. The mission and goal of the task force must be clearly presented within the plan
       of action. The plan of action must also include a list of who is carrying out that mis-
       sion, along with any leadership positions within the task force.
   iii. The plan of action must include a date of termination.

B. Purpose
   i. The task force must be beneficial and necessary to the enrichment of the Colgate
      community.
   ii. The task force must fill a unique niche within the Colgate community.
   iii. The task force must be open to anyone who wishes to participate.

C. Registration Paperwork
   i. Each task force must submit a Student Organization Recognition Information
      sheet, constitution, and petition of interest with fifteen (15) student signatures.

D. Gaining Recognition
   i. A representative from the task force must first meet with the director or assistant
      director of CLSI and the SGA Liaison to ensure that their group’s mission statement
      meets the above requirements.
      a. The task forces must be willing and able to participate in required procedures
         for SGA-recognized groups. This includes submitting all required paperwork.
      b. Task forces are encouraged to submit any and all meeting minutes and action
         plans to the Liaison to support recognition interest if applicable.
   ii. There must be a liaison from the task force present at the SOC meeting and senate
       approval meeting to answer questions.
      a. The task force is eligible to be reviewed and debated by the senate one (1)
         week after SOC recommendation.

E. Senate Approval
   i. Each task force must be approved by a majority vote in the Senate.

F. Re-recognition
   i. The above process for gaining SGA recognition applies to any de-recognized task
      force looking to regain official recognition status. All paper work must be updated
      and re-submitted.

Section 2: Responsibilities of Student Task Force

A. Required Paperwork
i. Task Forces are required to submit status reports to the Liaison promptly upon request of the Student Organizations Committee.
ii. Task Forces are responsible for submitting end of mission reports.
   a. End of mission reports must include use of BAC funding, event and/or meeting activity. Task Forces can document issues or concerns about their task force, the SGA, the BAC, or CLSI in these reports.

B. Required Meetings
i. Presidents and treasurers are encouraged to attend the first leader meeting of each semester.
ii. Task Force leaders are strongly encouraged to meet with their CLSI advisor at least one (1) time throughout the course of a semester.

C. Sanctions
i. Failure to submit any required paperwork will result in the revoking of official SGA recognition.
ii. Any issues irresolvable by the SGA Liaison shall be sent to the SOC for dispute and voted on by the committee.

D. Revoking of SGA Recognition
i. A task force shall be brought forth in front of the Student Organizations Committee to determine if they shall remain a SGA recognized group if;
   a. They are found to be consistently delinquent in turning in required forms (status reports)
   b. Misuse BAC funds (purchase of alcohol, misappropriation of allocated funds/purchase of unauthorized items etc.)
   c. Become inactive for a year (two consecutive semesters). To be inactive is to not sponsor any events and/or have no meetings.
ii. In order for a task force to have its recognition revoked, the senate must approve by a majority vote.
iii. Once a task force’s recognition is revoked they immediately forfeit any BAC funds they have in their accounts and forfeit all rights that are gained through SGA recognition.

E. Appealing Bylaw Provisions
i. Any task force may appeal decisions provided by these bylaws. Task forces have the right to approach the SOC with evidence to plead their case. Upon recommendation by the SOC, cases shall be brought to the senate for final decisions to be determined by majority vote.

Section 3: Privileges of Student Task Forces

A. SGA-Recognized Task Forces
i. SGA-recognized task forces are those that have fulfilled the steps to gaining SGA approval and have been approved by a majority vote in the student senate.
ii. SGA-recognized task forces have the following privileges:
   a. Use of Colgate’s name.
   b. Use of Colgate’s facilities, including the sponsoring or presenting of a public performance on Colgate property.
   c. Use of Colgate vans.
d. Fundraising.
e. Use of the Colgate Print Shop.
f. Use of the CLSI copy machine for organization related business.
g. An email account.
h. Funding from the BAC and budget account, excluding slush funds.
i. First choice for Coop tables or tables at the Student Involvement Fair.

NOTE:

Excerpt of the Constitution of the Student Government Association of Colgate University

Article X: Amendments

Amendments to the Constitution may be introduced and sponsored by Senators. Each requires a two-thirds vote by the Senate, not subject to veto by the President. A period of at least 13 days must pass between the introduction of the Amendment to the Constitution and the vote on that Amendment, during which time Senators may consult their respective constituencies and other members of the Association. Any amendments shall be dated and cited in this section of this Constitution.

A majority vote is required to make amendments to and to implement Bylaws.

Student Life

- Administrative Deans
- Residential Life
- Center for Leadership and Student Involvement (CLSI)
- Lesbian, Gay, Bisexual, Transgender and Queer Initiatives
- The Center for Outreach, Volunteerism, and Education (the COVE)
- Student Health Service
- Counseling and Psychological Services
- Office of the Chaplains
- ALANA Cultural Center
- Office of Undergraduate Studies
- Career Services
- Office of National Fellowships and Scholarships
- Campus Safety
- Student Financial Aid
- Finances
- Registrar Services, Transcripts
- Food Service Program
- The Libraries
- Information Technology Services
- University Mail
- University Bookstore

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The dean of the college, members of the dean’s staff and numerous other offices and departments are concerned with the quality of student life beyond the classroom. Extracurricular activities at the university are intended to complement and enhance a student’s academic experience, and a wide range of programs and services is conducted for this purpose.

**Administrative Deans**

Every student at Colgate is assigned an administrative dean to whom he or she may turn for advice and assistance. Working collaboratively with academic advisers to address the students holistically, administrative deans assist students with regards to interpretation of the university’s policies and procedures, as well as for questions pertaining to: graduation requirements, attendance patterns, personal or academic leaves of absence, withdrawal from the university, disciplinary matters, or emergencies or problems that may affect the quality of a student’s academic work. Because administrative deans also serve as student advocates, they are available to assist students with personal issues and may, at the request of the student, contact others in the Colgate community or elsewhere who may be better positioned to assist depending on the situation.

Administrative deans are also available for consult with instructors and academic advisers regarding questions of university policy, as well as on student academic progress. In this regard, throughout the semester, faculty members are asked to alert a student’s administrative dean if a student’s absences from class are excessive and/or a student is experiencing academic difficulty in a course. Course warnings may be sent to a student's administrative dean, who in turn advises the student and the student's faculty adviser of inadequate classroom performance. Administrative deans may also request a specific progress report at any time if he or she feels that the student's academic status is in question. Other areas of mutual concern between a faculty member and an administrative dean include: authorization of incomplete grades, verification of prolonged absence from class, and academic standing.

Each administrative dean is a member of the Committee on Standards and Academic Standing (CSAS), a committee charged with the review of student petitions for policy exceptions, as well as for academic standards. CSAS meets regularly throughout the academic year to address and decide on petitions, and in special session at the end of each semester to review appeals from dismissed students who do not meet minimum academic standards.

Colgate University, as a matter of policy, regards students as adults and therefore encourages them to take responsibility for their academic and personal lives at Colgate. However, in the event that an administrative dean feels that a student’s Colgate career is in jeopardy for health, academic, or disciplinary reasons, the university may contact the student’s parents, guardians, or next of kin.

The administrative deans work collaboratively with academic advisers to assist students in achieving personal and academic success. Students may refer to their portal for the names of both their academic adviser and administrative dean, and are encouraged to access these valuable resources throughout their time at Colgate.
Residential Life

For all policies and information pertaining to residential life, please consult the following chapter, “Residential Life,” as well as the Office of Residential Life website.

Center for Leadership and Student Involvement (CLSI)

Recognizing the importance of social, cultural and recreational activities, the university provides a wide range of opportunity for students to become involved in such programs. The Center for Leadership and Student Involvement (CLSI) is generally responsible for events sponsored by student organizations, but officers of various clubs and organizations are expected to demonstrate responsible leadership and are held accountable for their actions. Section 6 of the Code of Student Rights and Responsibilities, titled Student Organizations and Groups, provides a more detailed description of the relationship of student activities to the university.

There is a close working relationship between the director and officers of the Student Government Association. Together, their purpose is to promote and encourage co-curricular activities that meet the continued and emerging interests of the student body. As a result of this joint effort, numerous student organizations initiate a variety of programs with financial support from the student activity fee.

Although the university does not require a faculty adviser, many student organizations welcome the advice and assistance of faculty members with mutual interests. All recognized organizations have an adviser from the CLSI staff who is available to assist them with a myriad of issues. A detailed directory of student organizations is available through the Office of the Center for Leadership and Student Involvement, located in the O’Connor Campus Center (Coop). For an abbreviated list of student activities, consult the Directory of Student Organizations in the university catalogue.

(June 2012)

Lesbian, Gay, Bisexual, Transgender, and Queer Initiatives

LGBTQ Initiatives is dedicated to supporting our lesbian, gay, bisexual, transgender, queer, and ally students by enhancing diversity and visibility throughout our communities. By working together with campus partners, LGBTQ Initiatives strives to make Colgate a supportive and inclusive place for all, regardless of sexual orientation, gender identity, or gender expression. Its programs and services aim to facilitate awareness, to educate, and to build community around issues regarding sexuality and gender. The director and student interns serve as resources for individuals, as agents for LGBTQ programming in and out of the classroom, and as a network for LGBTQ faculty, staff, students, and alumni.

The office cohabitates within the Shaw Wellness Institute located in the Cutten Core. Please contact us by phone 315.228.6840 or by email lgbtq@colgate.edu.

Safe Zone Safe Zones encourage conversation around gender identity, sexual orientation, homophobia, heterosexism, and various identity oppressions. These intern led programs create awareness around current campus climate issues and provide a
knowledge base around LGBTQ topics.

**Family Dinner** Dinner is on us! Join us on Tuesdays @ 6pm to share a meal together in Frank Dining Hall. All members of the Colgate and Hamilton communities are welcome!

**Conference Scholarships** Colgate students have the opportunity to apply for funding to attend or to present at national and/or regional conferences focusing on LGBTQ research, education, community organizing, social justice, and/or activism. Past conferences include the National Gay and Lesbian Task Force – Creating Change, Expanding the Circle for Higher Education Professionals, Northeast LGBT Conference, and NY6 Spectrum Conference.

**Sponsorship and Events** LGBTQ Initiatives sponsors numerous speakers, panels, and events that promote work and conversation around identity, activism, and social justice. Signature events include QueerFest, Blue for Q, Coming Out Month, and Transgender Day of Remembrance. If you would like to get involved or have an idea for a great event, please contact us.

**Lavender Graduation** Our annual ceremony serves as a space to honor the dedication and accomplishments of LGBTQ seniors and supportive faculty, staff, groups, and offices.

**The Max A. Shacknai Center for Outreach, Volunteerism, and Education (The COVE)**

The COVE is Colgate’s center for community service and public work. Housed in Lathrop, the COVE supports volunteer teams, alternative break community development and service trips, community-based learning and research classes, internship programs, residential life initiatives, and social change-oriented career counseling.

While recognizing the need for direct service, the COVE challenges its students to move beyond the immediate needs of the community to explore the underlying factors creating these needs. Through leadership development sessions, trainings, speakers and focused exercises, the COVE strives to give students the necessary skills for collaborative community building and problem solving.

The COVE’s goal is to help America meet its two most pressing challenges: to create healthy communities that meet the multiple needs of all people, and to create an activated citizenry of community-builders who are committed to democracy. (July 2014)

**Student Health Service**

The University Student Health Service is organized to provide routine medical care and to promote wellness through education to registered Colgate students.

**Location** The main health center is located on Broad Street, between Reid Athletic Center and Community Memorial Hospital. The satellite clinic is located on the lower
level of the Curtis Complex. Phone: Main Clinic 228-7750; Satellite Clinic 228-7715.

**Hours** The main health center is open seven days a week and students are encouraged to call for appointments. The satellite clinic is open weekdays as a walk-in facility for minor illnesses needing limited care. During those hours when the health center is not open, staff members are available by contacting the Colgate University operator at 228-7333.

**Cost** There is no charge for visits to the health center or satellite clinic. Students (or their health insurers) are responsible for bills relating to emergency room visits, laboratory and x-ray tests, visits to specialists, and certain medications.

**Services** The student health service staff consists of a physician director, physician assistants, nurse practitioners, and staff nurses. The health service is designed to provide the general range of services that one would expect to receive from the family physician. Services include, but are not limited to, general medical problems, treatment of trauma and injuries, birth control counseling and examinations, gynecological and male health services, minor surgery, physical exams (for work, travel and graduate school), and wellness evaluation/education. Laboratory tests and x-rays are available at Community Memorial Hospital. Referrals to specialists, both in the local community and in neighboring cities, can be arranged as the need arises.

The Student Health Service stocks a supply of informational material that can be obtained by students free of charge. Topics include birth control, first aid, and explanations of medical problems. The staff is also available to facilitate discussions in residential units or other campus settings.

**Medications** Many medications are dispensed to students, either at minimal or no charge. Other prescriptions may be filled, at the student’s expense, at the local pharmacy. Crutches and other medical supplies are also available on loan or for purchase. Allergy serums may be stored in the health center and are administered by a staff nurse by appointment.

**Confidentiality** The student health center has encrypted electronic medical records – they are confidential, and information from them is only released with the student’s request and written permission. Records are kept for ten years after graduation and are then destroyed.

**Transportation** Students without transportation and unable to walk to and from the health center are encouraged to utilize the shuttle bus or contact campus safety.

**Absence from Class and Medical Excuses** The university recognizes that students will occasionally have significant medical illnesses or injuries that prevent them from attending classes or completing assignments or exams. The student is responsible for contacting the professors and administrative dean concerning any make-up work, withdrawals, extensions or incompletes that might be necessary. With the student’s permission, health services will verify prolonged absences. The health service does not notify professors and
administrative deans about minor illnesses (that will resolve within a few days). Students will be expected to contact their professors directly about these brief days of missed course work.

_Counseling & Psychological Services_

**Telephone 228-7385**

**Location** Colgate University’s Counseling & Psychological Services is in Conant House, located just above the Bryan Complex and behind Drake Hall.

**Office Hours** The center is open from 8:30 to 5:00, Monday through Friday. During this time students may call or drop in to make an appointment.

**Emergency Service** For assistance with emergencies after hours and on weekends, call the university switchboard (228-1000) and ask for the staff member on call to be paged.

**Services** The staff is available to assist with psychological, interpersonal, alcohol and/or other substance use/abuse, or academic problems, which may interfere with the educational or personal development of students. Individual and group psychotherapy and counseling, individual evaluation and discussion groups on psychological and personal development topics are offered to all students. Staff members are also available for consultation to student organizations, faculty, and staff. Services are provided at no charge.

**Library** The John Martire Library and Reading Room are housed in Conant House. The library includes resources in psychology and current mental health issues; students and staff of the university are welcome to use these resources.

**Referral** Referral procedures are informal. Frequently students recognize a need for assistance and come to the center on their own. Faculty, administrative deans, staff, residence hall advisors and peers may help make initial contacts. Members of the dean of the college staff and health services staff often assist in referrals when psychological help seems indicated.

**Confidentiality** Information obtained from counseling is held in the strictest confidence and will not be communicated to anyone unless requested by the student. The only exceptions would be the rare instance when the student is a clear and imminent danger either to self or others, a report of current child/elder abuse, or under the directive of a judge’s subpoena. Information would be released, however, only after careful deliberation, and then only to appropriate persons. Written records are equally confidential. Records of all contacts at the center are destroyed after seven years.

**Office of the Chaplains**

The Office of the Chaplains coordinates and supports religious life on campus, assisting various groups and individuals in religious practice as well as in the exploration of
religious issues. University religious communities include: 1) University Church, an ecumenical Christian congregation carries forward the work of Colgate’s Protestant founders has services on Sunday afternoons. 2) The Newman Community, a Roman Catholic ministry closely connected to St. Mary’s Catholic Church holds two masses every Sunday in Memorial Chapel. 3) Colgate Jewish Union draws members from various branches of American Judaism. Regular Friday services are located in the Saperstein Jewish Center on campus. “The Sap” has two kosher kitchens and a small Judaic library. Each of the above student congregations are served by ordained clergy on the chaplaincy staff. 4) The Muslim Student Association is a growing group on campus. Members meet for prayer on Friday afternoons in Judd Chapel, located in the basement of Memorial Chapel. 5) The Hindu Student Association is a newer group with increasing social and educational programs. Both the Muslim and Hindu Student Associations are led by student officers with the support and assistance of the Associate University Chaplain. 6) Colgate Christian Fellowship provides weekly worship, small group prayer and discussions, and social programs. 7) Secular Alliance of Skeptical Students is the newest student group. This group provides educational presentations, discussions, and social opportunities on atheist, agnostic, and other traditions. 8) Sojourners Gospel Choir ministers in the African American gospel tradition and has its home with University Church. Each community has its own program of weekly worship, education, mission and service, outreach, and social activities. While these are student organizations that are currently recognized by the Student Government Association, students of other faiths are encouraged to speak with the University Chaplain for opportunities to get involved.

Members of the chaplaincy staff include the University chaplain, the Jewish chaplain, and the Catholic chaplain. In addition to serving religious communities, all of the chaplains are available for exploration of religious questions. They are available for educational programs, counseling on a wide variety of issues, crisis intervention and interfaith understanding. The Office of the Chaplains is able to assist students who wish to participate in the parish life of local congregations (Baptist, Methodist, Episcopal, Catholic, Society of Friends, Hamilton Bible Fellowship, and other churches). The Office of the Chaplains is located in the garden level of Memorial Chapel. Students who wish assistance or information from the chaplains are encouraged to come to the Office of the Chaplains or telephone (315) 228-7682.

*ALANA Cultural Center*

Colgate’s ALANA Cultural Center plays a significant role in bringing together the African, Latin, Asian, and Native American (ALANA) communities as well as all Colgate students. It serves as a learning center and home where all students may come to understand the cultures, achievements and contributions of ALANA peoples. It plays an advising and facilitating role for ALANA student organizations and collaborates with faculty and administrators on speakers, performances, exhibitions, cultural dinners, field trips, debates, forums, and fun events.

**Multiple Resource Opportunities** The Cultural Center offers a variety of resources including a multipurpose room where lectures, meetings, discussions, and
open houses take place. There is a kitchen, a seminar room where various classes meet, and a computer room. The lounge functions as a shared resource space for student organizations, a social area of group gatherings and study space, which is conducive to individual and group study. Student leaders develop and coordinate activities for the center and Colgate community.

**Important History Important Mission** First established through the efforts of the Association of Black Collegians in 1969, the center was rededicated in a new building in the spring of 1989. One important purpose is to enhance the quality of life of students of color at Colgate. In preparing students for a diverse workplace, collaborations among various members of the Colgate community and service learning in the wider community are crucial. *(June 2012)*

**Office of Undergraduate Studies/HEOP**
The Office of Undergraduate Studies (OUS) serves to provide educational opportunity and academic support to students with strong potential for academic success. The typical OUS student has demonstrated creativity and determination in the face of personal, economic, and social challenges. With limited educational opportunities, these students systematically sought the most demanding academic paths and dedicated themselves to achieving success. The OUS program begins with the Summer Institute, a five-week, pre-first-year summer program designed to ease the transition to college and increase the academic preparedness of its participants. Students take two for-credit courses with emphasis on the development of critical reading, analytical writing, and quantitative literacy skills. The Summer Institute also gives students an opportunity to familiarize themselves with a variety of resources available on campus.

Beyond the Summer Institute, OUS, in partnership with Colgate’s Center for Learning, Teaching, and Research (CLTR), continues to provide its students with support to ensure their academic success and enhance their overall experience at Colgate.

Eligibility for admission to Colgate through OUS is determined at the time of admission, and **no separate application is necessary**. For more information, please contact the Office of Admission. For specific information about support services available to OUS/HEOP students, please call CLTR at 315-228-7375. *(August 2014)*

**Career Services and Postgraduate Planning**

**Center for Career Services**

Leveraging the Colgate network, we empower our students and alumni to engage in strategic exploration, preparation, and action, translating the liberal arts into a lifetime of meaningful work.

**Programs, Services, and Special Seminars**

Career services provides students with programs and workshops designed to increase their understanding of the world of work and assist them in the development of lifelong job-search skills. Career exploration is an integral part of the career development process, and these programs offer many dynamic opportunities for students to connect
with alumni, staff, faculty, and others to learn about and discuss interests and goals. Through a ten-year plan for career development that begins prior to students’ arrival and extends past graduation, career services partners with colleagues across campus to develop opportunities for students to assess their interests, skills, and values, then to explore the world of work through hands-on experiences. In doing so, students learn the skills necessary to attain their career goals.

The Stanley Newell Kinney Career Library collection includes a wide variety of print resources including information about a variety of career paths, industries, and job search strategies. The center’s website includes information on career fields, online workshops and career guides, access to Colgate’s internship and job database, and information on graduate and professional school.

The Center for Career Services, is open weekdays from 8:30 a.m. to 5:00 p.m. Appointments may be arranged by calling 315-228-7380.

**Services**
- Individual advising and walk-in appointments
- Graduate and professional school advising
- Career assessment resources
- Résumé- and cover letter-writing assistance
- iCAN: Alumni Career Advisory Network
- Job and internship database
- Credential files
- Mock interviews

**Programs**
- A Day in the Life (career-exploration shadowing program)
- SophoMORE Connections
- Summer funding for un/underpaid experiences
- Internship Credit Program
- On-campus recruiting and résumé collections
- Off-campus recruiting events in New York, Boston, Los Angeles, Syracuse, and Washington, D.C.
- Real World series
- Investment Studies Program

**Seminars, Workshops, and Job Fairs**
- Career information sessions presented on campus
- Panels featuring alumni/parents introducing the reality of career fields
- Graduate school panels
- Grant-writing course (co-sponsored with the COVE)
- Job Search Skills series
- Pre-law information sessions and Law School Fair

**Internships and Research Experiences**
The Center for Career Services works closely with students to help them locate and apply for summer internships and research experiences. The career services’ website
links to *naviGATE*, a database containing thousands of internship listings. In many cases, the staff works closely with students to help them develop their own summer learning experiences by researching and networking with potential sponsors.

The *Internship Credit Program* allows matriculated students who have completed at least one semester at Colgate, but have not yet graduated to earn academic credit for internships. They must apply through the Center for Career Services, prior to beginning the internship to enroll. To be eligible for credit, the internship must entail a minimum of 120 work hours and the employer must require the award of academic credit as a condition of hiring. Approved internships carry 0.05 course credit and are graded on a Pass/Fail (P/F) basis only; students may complete a maximum of four unique internships, for a total of 0.20 credits. Internship credit appears on the transcript with a subject code of INTR and a course number corresponding to the student’s class level. Students may not apply internship credit toward the requirements for the degree, including the completion of a minimum of 32 course credits. For additional information on internship requirements and approval, contact Career Services at 315-228-7380 or visit www.colgate.edu/careerservices.

Sponsored by the Colgate Club of Cleveland, *Colgate on the Cuyahoga* is a unique initiative designed to bring 10 Colgate undergraduates to Cleveland each summer for challenging internships, civic engagement, alumni connections, and social events to introduce them to the professional, civic, and personal offerings in northeast Ohio.

Career Services provides many sources of financial support for un/underpaid summer internships, research, and other projects. The *Career Services’ Internship Fund* offers grants to fund students’ practical un/underpaid experiences, internships, research, and community service. Experiences can be in any career field. The *John A. Golden ’66 Endowed Fellowship* provides financial support for four or more Colgate students for a summer internship. First years, sophomores, and juniors with a 3.5 and plan to pursue medical school are eligible.

The *Music and Youth Fellowship*, established in 2011 by Gary Eichhorn ’75 and Joan Eichhorn P’05, is a paid summer internship program for students to work in non-profit youth development organizations in the Boston area.

The *Aaron Jacobs ’96 Memorial Fund* provides stipend support for one or more Colgate students who wish to intern in the financial or business fields. Preference will be given to students who would not otherwise be able to complete an internship due to financial constraints.

The *David M. Jacobstein ’68 and Cara Jacobstein Zimmerman ’97 Endowed Fellowship* provides financial support for one or more Colgate students who wish to undertake a public interest summer internship in fields such as law or politics and qualify for need-based financial aid.

The *Manzi Fellowship*, established in 1995 by Colgate trustee emeritus Jim P. Manzi ’73, annually provides summer stipends to 12 or more Colgate students who perform summer-long community service internships at participating non-profits in the Boston, Massachusetts area. Sponsoring organizations include Facing History and Ourselves, Julie’s Family Learning Program, McLean Hospital, the Drama-Play Connection, Boston Healthcare for the Homeless, Heading Home, Camp Harborview, and Women’s Lunch Place.

The *Milhomme International Internships* are designed for rising sophomores, juniors,
and seniors who want to enhance their cultural competency and gain career experience by means of an internship. Internships must provide practical, pre-professional experience in a business environment, and be outside the U.S.

The **Merrill Miller Endowed Fund** provides financial assistance to Colgate sophomores, juniors, or seniors who are participating in an unpaid internship in a health or other science-related field.

The **Arthur Watson Jr. ’76 Endowed Fund for Career Planning** provides financial assistance to Colgate first-years or sophomores who wish to pursue an unexplored passion or interest that may lead to a fulfilling career.

The **Galvin Family Endowed Fellowship** offers financial support to Colgate students who qualify for need-based financial aid to pursue a summer opportunity.

The **Bernt ’82 and Maria Killingstad Endowed Fellowship** offers financial support to Colgate students who qualify for need-based financial aid to pursue a summer opportunity.

The **Caroline E. Conroy ’10 Endowed Fellowship** provides financial assistance to Colgate students who are participating in un/underpaid internships relating to psychology.

**Career Opportunities Recruiting** More than 300 organizations recruit Colgate students to fill a variety of career positions in diverse areas such as advertising, communications, finance, the arts, science and research, health, business, government, law, consulting, social change, human services, education, and more. Students may access postings on naviGATE, career services’ online internship and job database.

**iCAN Alumni Career Advisory Network** Alumni volunteer to assist students with career advice, internships, job referrals, networking, and informational interviews. This special group of individuals helps students make important connections to the world of work. The iCAN network is available to students after an appointment with a career adviser.

**Publications** Career services publishes guides to résumé and cover-letter writing, interviewing, applying to graduate school, and finding summer learning experiences.

**Graduate and Professional School Study** Career services works closely with faculty and academic departments to support students’ efforts to gain acceptance into graduate programs in the arts, sciences, and humanities, as well as into the full range of professional schools. Colgate’s pre-law adviser, a member of the career services staff, guides and advises students through the law school application process. Colgate’s annual Law School Fair attracts representatives from more than 70 law programs. (June 2012)

**Office of National Fellowships and Scholarships**

**Competitive External Fellowships, Scholarships, and Grants**

Talented Colgate students and alumni pursue and receive many of the most competitive
national and international fellowships and scholarships, some of which you can apply for as early as your sophomore year. Colgate’s Office of National Fellowships and Scholarships (ONFS) exists to guide students and alumni to these wonderful opportunities, and to provide extensive advisement and support through the application process. The fellowships, scholarships, and grants for which Colgate prepares students and alumni include: Rhodes Scholarship, Marshall Scholarship, Gates Cambridge Scholarship, Mitchell Scholarship, Churchill Scholarship, US Student Fulbright Grant, Thomas J. Watson Fellowship, Goldwater Scholarship, Truman Scholarship, Udall Scholarship, Beinecke Scholarship, St. Andrew’s Society of the State of New York Scholarship, Carnegie Endowment for International Peace Junior Fellows Program, Jack Kent Cooke Graduate Arts Award, Boren Scholarship and Fellowship, Paul and Daisy Soros Fellowship for New Americans, DAAD Scholarships and Grants, Critical Language Scholarship, Pickering Undergraduate and Graduate Fellowship, National Science Foundation Graduate Research Fellowship, Fulbright UK Summer Institutes, Fulbright-mtvU Grant, Fulbright-National Geographic Digital Storytelling Fellowship, and Scoville Fellowship.

For more information, contact the Office of National Fellowships and Scholarships, B-1 McGregor Hall, 315-228-6224, http://www.colgate.edu/academics/national-fellowships-scholarships

Campus Safety
The Campus Safety Department is located at 88 Hamilton St. and is in operation 24 hours a day during the entire year. **Phone: 228-7333 for routine business, 911 for emergencies or 228-7911 from cell or off-campus telephones.** The office is open 24 hours a day.

Motor Vehicles All students who have a motor vehicle on campus are required to register the vehicle and receive a registration decal at the Department of Campus Safety within 24 hours of arrival at Colgate. All students receive a copy of *The Colgate University Motor Vehicle Handbook* via campus mail. Failure to abide by the university’s motor vehicle rules and regulations may lead to fines, the towing of one’s motor vehicle and/or disciplinary action.

Parking There is an overnight parking ban from 3:00 a.m. to 7:00 a.m. for all parking lots and roadways on campus with the exception of: the first-year lot behind Community Memorial Hospital, the parking lots behind the University Apartment complexes and Broad Street houses. This ban includes faculty, staff and students. **Violators may be towed, particularly during snow removal months. Also bear in mind that the number of vehicles registered exceeds the number of parking spaces available and a campus vehicle registration does not guarantee a parking space. Students are responsible for insuring that their visitors and guests obtain temporary parking permits and park legally.**

Speed Limits The maximum allowable speed on campus is 25 mph. A speed limit of 15 mph applies to Academic Drive, Alumni Drive and Oak Drive from Academic Drive.
to the observatory.

**Identification Cards (I.D. Cards)** The Campus Safety Department issues and maintains official Colgate student identification cards. The card, with a color picture of the student, student identification number and date of birth, is the sole instrument for personal identification and for admission to Colgate events, and for use in checking out books and other materials from the library and other organizations on campus. The card is issued free of charge, but a fee is assessed to replace lost, mutilated or stolen cards. Students may be required by university officials to produce their I.D. cards to verify personal identification, and should carry their I.D. cards at all times. Students are reminded that forgery or alteration of the Colgate I.D. card, presenting another student’s identification card to falsely identify oneself or to obtain services and/or products, is considered a violation of the Code of Student Conduct and may result in disciplinary and/or criminal action against those involved.

**Weapons** It is a violation of university regulations to possess on campus or in university housing, revolvers, pistols, replica weapons, chemical weapons (including mace), knives over six inches in length, gas, or spring-powered pellet or “BB” guns, sling-shot devices, paint guns, or any other substance or device designed to harm or incapacitate. Rifles, shotguns and paint guns are not permitted on campus or in university buildings but may be safely stored at the Campus Safety Department. This restriction does not apply to law enforcement personnel authorized by law to be in possession of such weapons. Other exceptions related to educational programs can only occur with written authorization by the director of campus safety. The discharging of weapons on the Colgate campus or in the village of Hamilton is illegal and poses an obvious threat to the lives and safety of residents and will result in severe disciplinary and/or legal action against those responsible.

**Lockouts** Students who lock themselves out of their rooms in university residences should seek entrance by contacting the non-emergency line of the Campus Safety Department at (315) 228-7333 for assistance. This service is provided free once per year, and students may be charged for subsequent lockouts.

**Lost & Found** The Campus Safety Department accepts lost and found property; contact the department to report lost property, and to turn in any found property.

**Solicitation on Campus** All persons soliciting on campus must possess written credentials from the Center for Leadership and Student Involvement (CLSI). Any strangers or solicitors without clearance should be reported promptly to the Campus Safety Department.

**Fire Safety** Fire safety procedures have been posted in all residence halls; please read and follow instructions closely. All university fire alarms are directly connected to the Campus Safety Department. Remember: evacuate a building whenever a fire alarm is sounded; failure to do so could result in the loss of life. A room-by-room evacuation check is conducted during every fire alarm. Individuals who fail to evacuate a universi-
ty building during a fire alarm will be subject to university discipline. The sending of a false alarm undermines fire safety, is illegal, and a hazard to firefighters and to occupants. Individuals sending such alarms are subject to state criminal penalties and will also be subject to university discipline.

Intentionally setting a fire in or on university property or causing a fire through gross negligence is strictly forbidden, and students responsible will be subject to arrest and/or university discipline.

Fire safety is a matter of urgent concern for all members of the community, a fact observed in the university’s scheduling of fire drills and fire safety checks in all residential areas. Fire alarms and fire fighting equipment are in university buildings for the community protection of life safety. Any tampering with or misuse of such equipment is a violation of New York criminal law and may result in university disciplinary action, a fine, and/or criminal prosecution. A fine (per person, per incident) may be assessed for persons who tamper with fire safety equipment. This fine may be assessed in addition to the cost of other restorative measures (repairing or replacing damaged or stolen equipment, resetting alarms, recharging fire extinguishers, etc.). For university residences, where no individual or individuals accept responsibility, the Office of Residential Life, at their discretion, may assess a fine to a floor or building on a pro-rata basis.

Fireworks are illegal in New York State, and possession or detonation of fireworks is strictly forbidden. Students who possess or detonate fireworks will be subject to disciplinary action, a fine, and/or criminal prosecution.

Taylor Lake Swimming, wading, or boating in or on Taylor Lake without the permission, given in advance, by the director of campus safety is prohibited at all times. Similarly, for safety and environmental reasons, the throwing of persons or objects into the lake is prohibited at all times. Ice skating in designated areas will be permitted when conditions so permit and at the skater’s own risk. Fishing in Taylor Lake and Payne Creek is permitted for members of the community who possess a valid New York State fishing license.

Emergency Medical Services Immediately telephone campus safety at 911 to report any type of medical emergency. Officers will respond and provide first response treatment, and will summon an ambulance when needed. Campus safety provides non-emergency transportation to the student health center or local hospital emergency room for those who become ill or injured on campus; dial ext. 7333 for this service.

Theft Prevention While theft at Colgate is generally rare, experience has shown that rooms and offices cannot be left unlocked for even very short periods of time without the possibility of a theft occurring. A few elementary precautions and safeguards can decrease losses due to theft. These include the following:
1. Never leave wallets or purses on top of desks or in plain sight; keep them in a locked cabinet or a closed drawer.
2. Never lend keys or equipment to strangers; do not divulge your building’s access code or card to others.
3. When leaving your room, make sure that all windows that are accessible from the
outside are closed and locked. All valuable items should be stored out of sight if possible. Doors should be locked even if you plan to be away for only a few minutes.

4. Never prop an outside door open for someone who does not have a key (or access code or card) to the building. This destroys the best security plans and is an open invitation for crime to occur. Instead, set a time to meet your visitor in front of the building.

5. Record serial numbers, model and brand names, and descriptions of valuable items in your room. Keep a duplicate list in a separate location.

6. Engrave name, social security number or other personal identifications on valuable items (audio equipment, cameras, etc.) to make them less attractive to theft. An engraving instrument for marking personal belongings is available for loan at no cost from campus safety.

In case of theft, all details should be immediately reported to campus safety. In many cases, parents’ homeowner insurance policies may cover belongings while enrolled at college, and students may be able to make claims against these policies if theft occurs.

Personal Security While Hamilton and Colgate have historically been relatively safe communities, a few common sense practices will help you from becoming a victim of crime. Avoid walking alone after dark in unlighted areas of the village or the campus. On campus, you may call campus safety for a personal safety escort. Similarly, do not study alone in the late night study areas provided in classrooms. Last, make it a practice to lock your room at night. To help yourself and other members of the community, report any suspicious persons to the Department of Campus Safety immediately.

Emergency Telephones Telephones are located throughout campus. These telephone boxes are clearly identified by a blue light.

Persons may use these telephones 24 hours a day to report emergencies or to report suspicious persons or behavior. These phones ring directly to the campus safety office. The dispatcher will immediately dispatch an officer to assist you.

Emergency Phone Numbers

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<tbody>
<tr>
<td>Campus Safety Emergency</td>
<td>911 or 228-7911 from cell or off-campus telephones</td>
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<tr>
<td>Campus Safety Business</td>
<td>228-7333</td>
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<tr>
<td>Hamilton Police Dept.</td>
<td>824-3311</td>
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<tr>
<td>Madison County Sheriff</td>
<td>366-2311</td>
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<td>New York State Police:</td>
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<tr>
<td>Morrisville</td>
<td>684-9550</td>
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<td>Oneida</td>
<td>366-6000</td>
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(Student Financial Aid)

Financial Aid
All financial aid at Colgate is based on need as determined through an analysis of the PROFILE form submitted through the College Scholarship Service, the FAFSA (Free
Application for Federal Student Aid), and signed copies of parents’ and students’ federal tax returns. Additionally, Colgate offers athletic scholarships in selected intercollegiate sports.

**Financial need** is determined by subtracting the total expected family contribution, as determined by Colgate, from the total cost of attendance. Students applying for institutional financial aid are automatically considered for all available federal, state and university aid. A financial aid package may include institutional funds, federal and/or state grants, federal loans, and a job.

**Eligibility** for financial aid is limited to students in full-time attendance. University grant aid is applicable only to resident student programs and Colgate directed off-campus programs/approved programs (see university catalogue). Colgate grant assistance is awarded for full-time study and is limited to a maximum of eight terms of enrollment for students who matriculate as first-year students, regardless of whether or not they are an aid recipient in any given term. Courses transferred to complete Colgate degree requirements will reduce this eligibility. Increased grant assistance is not available to students who marry or who voluntarily declare themselves independent of their parents. Colgate will not replace the expected contribution of parents who decide that they no longer wish to support their child who is a matriculated student. Financial aid is not available to international students who did not receive Colgate grant aid as an entering student nor is it available for visiting students.

Students receiving federal financial aid must maintain satisfactory academic progress for continuance of such aid.

**Continuation of Aid** Financial aid awards are reviewed and renewed annually, so long as it is justified by demonstrated need. A student must apply for financial aid each year. Students returning from academic dismissal or disciplinary suspension will see the composition of their aid package change. Maximum loan levels in federal loan programs and a work-study job will be packaged first. Colgate grant will be awarded to meet remaining need.

**Application instructions and forms** are available on line at www.colgate.edu/financialaid/reapply. Financial aid applications with all required additional forms should be submitted to the Office of Financial Aid by April 1 of each year.

The staff of the Office of Financial Aid is available to answer questions and assist in financial aid planning. Contact the office at finaid@colgate.edu, or 315-228-7431, or in room G-10 of the James B. Colgate Administration Building, Monday through Friday during regular university business hours. (June 2012)

**Finances**

**Payment of Bills** The bill for tuition, room and meals must be paid in advance of the beginning of each term (August 1st for the fall term, and January 1st for the spring term). Refer to the current university catalogue for charges for tuition, fees, room and meals. Past due amounts are subject to a late payment fee. Students with significant
balances may be prohibited from registering for classes.

In cases where scholarship or other financial aid is expected, credit may be taken on term bills provided official notification of the award is received by the Office of Accounting and Control before classes begin. Students or parents who anticipate difficulty in meeting payments should consult with the Office of Financial Aid well in advance of the scheduled dates of payment.

A student is expected to satisfy promptly all bills due the university and to demonstrate a proper regard for all financial obligations. If tuition is overpaid resulting in a credit, Colgate reserves the right to apply the tuition credit to outstanding miscellaneous financial obligations. Delinquency may result in cancellation of enrollment and loss of academic credit. The university reserves the right to withhold the academic records from any student who has not satisfied, or made provision to satisfy, accounts due to the university. In any term, students who fail to make satisfactory arrangements and enter courses without registering will be required to leave the university and forfeit all deposits and any academic credit for that term. Unpaid accounts may be submitted to an external agency for collection. Collection costs can be as high as 50% of the balance and will be added to the amount of indebtedness.

Refund Policy

On Campus Students must notify and receive permission from an administrative dean to withdraw officially or to take a leave of absence from Colgate. The official date of withdrawal is determined by the student’s administrative dean. A student who officially withdraws or is granted a leave of absence from Colgate will receive a refund on tuition, fees, room, and meals based on the percentage of time enrolled. Federal aid is refunded according to the Federal Title IV refund formula. State grants are refunded based on individual state regulations. After 60% of the enrollment period has passed, no refund of expenses or payment resources will be made.

This policy applies only to tuition, fees, room, and meals charged by Colgate University to a student’s tuition account. A sample of this refund policy is available by contacting the Office of Financial Aid at (315) 228-7431.

Off-Campus Study Groups A student who has been withdrawn from a Colgate-directed study group or Colgate-directed extended study after it has begun may be eligible for a refund according to the university’s refund policy (see above). For refund purposes, the first day of classes is the official starting date of the group, as listed in the pre-departure materials. Some off-campus study group fees and approved non-Colgate program fees are regulated by the host institution or a participating agency and are non-refundable. Therefore, these non-refundable fees do not fall under Colgate’s refund policy.

Billing Schedule

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<tr>
<th>Term</th>
<th>Billing Date</th>
<th>Payment Date</th>
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<tr>
<td>Fall</td>
<td>July 1</td>
<td>August 1</td>
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<tr>
<td>Spring</td>
<td>December 1</td>
<td>January 1</td>
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</table>
Matriculated Undergraduate Students A matriculated undergraduate student is defined as a student who is working toward a Colgate degree.

Tuition is charged by the term, and no student who completed his or her degree requirements in eight terms will be billed for more than the equivalent of four full years’ tuition. There is no additional tuition charged for course overloads nor is there a reduction for an underload in any term.

Students who have completed the requirements for their degree may request, in advance, permission from their administrative dean to attend an extra term as a special student. Students granted such permission are billed each term, for one-half annual tuition or billed on a per course basis, whichever is less. Students that are granted per course billing status will also be charged for optional add-on fractional credit components. No tuition will be charged for required add-on fractional credit components, such as labs.

Students with advance placement or transfer credits may wish to consult their administrative dean to determine if they can complete their Colgate degrees in seven terms.

Visiting Students and Special Students are students who are not working toward a Colgate degree (non-matriculated). They will be billed each term for one-half annual tuition, or for one-eighth annual tuition per course, whichever is less. Visiting and most special students are not eligible to receive Colgate financial aid. (June 2012)

Registrar Services, Academic Records and Transcripts

The Office of the Registrar is the repository for all student academic records and is the office that generates a student’s official college transcript. Official copies of the transcript, bearing the college seal and the registrar’s signature, may be mailed or sent electronically to other academic institutions, government agencies, prospective employers, and the like, but only upon signed, written request.

A transcript request form and additional information are available on the registrar’s office web page. Transcripts are generally processed within 3 working days of receipt of a signed request.

It is the policy of the university that transcripts cannot be released for anyone whose account with the Office of Financial Aid or the Office of Accounting and Control is not fully paid or current. The University also reserves the right to place a hold on a student’s transcript while a conduct matter is in process.

Academic records are sealed upon graduation, withdrawal, or permanent dismissal from Colgate University. No changes or additions to a student’s undergraduate transcript will be permitted after this date. This includes majors or minors, cross-listed courses, additional transfer credits, or additional courses taken at Colgate following graduation. (June 2012)

Food Service Program

The university contracts an extensive food service program with the Sodexo Services. Meals are served in two dining halls, Curtis Frank Hall and the Edge Café (Bryan Complex) and meal hours are posted in each location.

To accommodate varying food preferences, three entree selections are offered at each
meal, and there are unlimited seconds on all items except some special meals. Students are encouraged to meet and work with the food service managers in each of the various units. Comments and suggestions make an important contribution to overall dining hall operations.

**Meal Plans** Board contracts are required of all students living in university residence halls. The dining hall plans provide students with “all you care to eat” at Frank Hall. The Edge Café serves “Market To Go” lunches, Monday through Friday. This is conveniently packaged and ready for the student on the go. The Edge Café is an elegant dining facility choice for a dinner meal for students. The Coop has a value access on each meal. This value access allows students to eat breakfast, lunch, dinner or late night at the Coop for any specific meal period. The value access dollars varies with each meal. Students are allowed one access per dining period.

Should students exceed the maximum “value access” for the dining period, students may either use your Gate Card, cash, or credit card for payment.

- **Breakfast** 7:30 a.m. – 11:00 a.m.
- **Lunch** 11:00 a.m. – 5:00 p.m.
- **Dinner** 5:00 p.m. – 9:00 p.m.
- **Late Night** 9:00 p.m. – Midnight

**Description of Meal Plans**

- **Premier Unlimited 7:30 a.m. – 9:00 p.m.** This plan is required for first-year students and is recommended for all students who prefer the flexibility of dining as often as they like. This plan allows for unlimited access to Frank and the Edge Café, with a block of 35 dining accesses to the Coop each semester, plus $200 in Flex Dollars per semester. Flex Dollars is another feature adding flexibility to the dining options that comes with the Premier and Classic Unlimited Meal Plan, and is spent like cash at the Campus Dining locations. Flex Dollars are tax exempt. All Flex Dollars carry over from the Fall to the Spring semester, but end on the last day of the academic calendar year and are thereafter forfeited. The daily spending limit is $25 per day. This plan is available to first-year, sophomores, juniors and seniors.

- **Classic Unlimited 11:00 a.m. – 9:00 p.m.** This plan allows unlimited access to Frank and the Edge Café starting from 11:00 a.m. This meal plan has $350 in Flex Dollars per semester. All Flex Dollars carry over from the Fall semester to the Spring, but end on the last day of the academic calendar year and are thereafter forfeited. The daily spending limit is $25 per day. This plan is available to sophomores, juniors and seniors.

- **14 Meal Plan** This plan allows up to three meals per day (one per dining period) for a maximum of fourteen meals per week. Students have the flexibility of using this plan at Frank, the Edge Café or the Coop. This plan is available to sophomores, juniors and seniors.

- **10 Meal Plan** This plan allows up to three meals per day (one per dining period) for a maximum of ten meals per week. Students have the flexibility of using this plan at Frank, the Edge Café or the Coop. This plan is available to juniors and seniors only.

- **Block Meal Plan** The Block Meal Plan comes with 50 meals and can be used at Frank, Edge Café, or the Coop with the value access per meal. This meal plan comes with $150 of Flex Dollars. The Block Meal Plan can be renewed at any
time during the school year. All Flex Dollars carry over from the Fall to the Spring semester, but end on the last day of the academic calendar year and are thereafter forfeited. The daily spending limit is $25 per day.

O’Connor Coffee Shop (Coop) The Coop is located In the O’Connor Campus Center and provides snack and a la carte service daily. The menu and hours of operation are posted.

Special Services Items such as food for residence hall parties and special dinners are available. Agreements for such special services may be made through the Main Office in the Frank Dining Hall.

Behavior Students are expected to conduct themselves with decorum while in the dining halls. All students have the right to dine in a quiet and orderly atmosphere. The removal of dishware from a dining hall is forbidden. Such practices are costly and cause inconvenience and dining delays. Cooperation in this matter is both expected and greatly appreciated.

Your own ID card is mandatory for meal access, use of Gate Dollars or Flex Dollars. Meals are non-transferable to any other person. Temporary Meal Passes can be given for a lost or forgotten ID at the Main Office in Frank Hall for a fee, during hours of operation. The pass is intended for students on the meal plan during that time. Temporary meal passes are not issued to students for the Gate Dollars or Flex Dollar use. (June 2012)

The Libraries

The Case Library & Geyer Center for Information Technology, which opened in March 2007, is the main library serving the humanities, social sciences, and interdisciplinary areas and university studies. The library brings together print, media, and digital resources. The combination is an interactive, user-friendly facility supporting the collaborative learning central to study in the liberal arts. It is home to the learning commons, a Starbucks café, more than 144 networked computers, multimedia workstations, wireless networking, two electronic classrooms for instruction in use of library resources, and course reserves in both electronic and print format. Also provided are 1,035 seats, individual study carrels, and group studies, individual and group listening/viewing facilities, four reading rooms, and ITS resources and services such as SOURCe (student operated technology resource center), Media Services, and audio plus video recording studios. Two entrances on Level 3 provide ready access to the Circulation Desk, Reference Help Desk, and ITS Service Desk. Level 5 provides spaces that are open 24:7 throughout the academic year. Discover all we have to offer at http://exlibris.colgate.edu/.

The George R. Cooley Science Library, located in the lower level of McGregory Hall, serves the natural sciences including mathematics, computer science and psychology. It provides study carrels, networked computers, general seating and specialized research assistance.
Research Help  Begin class research projects by starting with a trip to the reference
desk, contacting librarian or emailing at “Ask a Librarian” at http://exlibris.colgate.edu/services/reference.html. Walk up to a librarian at the reference help desk in the Case or Cooley libraries to get personalized guidance in finding and accessing information resources available in the libraries or on the internet or ask for a personalized research consultation with a librarian. Reference librarians are available in both libraries during the day and at Case Library & Geyer Center for Information Technology Sunday through Thursday evening until 10:00 pm.

Finding Information  The library web page, available at http://exlibris.colgate.edu, features the Encore online catalog, access to digital and periodical resources, and information about collections and services. Students can find research materials in paper or digital full-text, check the location and status of specific items, find reserve items by course number, title, or professor name, obtain a list of items you have checked out, renew specific items, request items from other libraries, chat online with a reference librarian or fill out a request for a personalized research consultation with a librarian. A special remote access connection provides off-campus access to most of Colgate’s subscription databases as well.

Borrowing Materials  Students may borrow an unlimited number of books. The loan period is 5 weeks with 2 self-renewals which may be done online. Recalls may be placed at the circulation desk on items already checked out. Periodicals, reference materials, and items in special collections may be used only in the libraries. All course reserve articles are available online through the Moodle Course Management System. Other reserve materials may be borrowed with a Colgate I.D. card from the Case or Cooley libraries circulation desk.

Collections  More than 793,981 volumes and 91,355 periodical titles, microforms, and extensive, rapidly expanding digital collections provide access to primary source materials, periodicals, newspapers, and books. Audio-visual media, newspapers, maps, and a wide range of state and U.S. government documents round out the collections. Membership in the ConnectNY consortium provides 72-hour access to Items from a combined collection of 5 million titles. The library web page, http://exlibris.colgate.edu, features the Encore online catalog, specialized access to digital and periodical resources, and Information about collections and services. The libraries’ Special Collections & Archives is available on Level 2 of Case-Geyer with notable collections on Joseph Conrad, George Bernard Shaw, and the history of Colgate, the town of Hamilton, and Madison County. The Libraries’ collection of U.S. Government Documents is located on the Level 1 of Case-Geyer.

Libraries Contact Information

- Circulation Desk (Case Library)  ext. 7300
- Reference Desk (Case Library)  ext. 7303
- Service Desk (Cooley Science Library)  ext. 7312

(June 2012)

Information Technology Services

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Information Technology Services (ITS) provides to the Colgate community a wide array of computing and telecommunications services that fosters the exchange of information and ideas among faculty, students, and staff.

Classroom Technology More than 90% of Colgate’s classrooms are technology enhanced. Case Library and Geyer Center for Information Technology Services is home to both our Digital Learning and Media Center (DLMC) and our professional audio and video studios. Opened in fall 2012, the DLMC is a collaborative studio for digital media creation and manipulation. Situated within the Learning Commons on level five, the DLMC houses 16 Macintosh workstations and serves as both a classroom for formal instruction and a lab for individual student work. The studios, located on level one of Case-Geyer, house professional equipment capable of producing high-end audio and video productions. In Lawrence Hall, the W.M. Keck Humanities Resource Center provides technologies and staff support for language learning and instruction.

Instructional Support The Collaboration for Enhanced Learning (CEL) provides coordinated support to faculty who wish to utilize current and emerging technologies to enhance student learning and to develop more creative connections between teaching, learning, and technology. In the Case-Geyer building, faculty, staff and students have access to an extensive media collection including films, videotapes, audiotapes, slide sets, video laserdiscs, and DVDs. Facilities for media editing and viewing are also available. Members of the Colgate community also have access to high-end laptops, digital cameras, and digital video cameras for on- and off-campus curricular work and research. Training in a variety of formats is offered throughout the year. ITS also provides support for general computing problems or questions, technology planning, and course-related projects and research.

Internet, Intranet, and Web Services Colgate’s website (www.colgate.edu) is the front-door of the University for much of the world. We provide easy access to information about Colgate using rich multi-media and integration with various social media sites. Colgate’s mobile site includes access to news, directions, contact directories, area information, dining menus, and bus schedules. Additional features are added regularly.

Colgate provides students, faculty, and staff anywhere/anytime access to a variety of web-based services including portal, email, calendar, news and events, announcements, course registration and records, directories, textbook orders, online technology course, library catalogues, indexes and databases, and full-text resources. All public spaces are wireless, including both libraries, all student residences, dining halls, and most outdoor areas. Free web-authorizing space is available to faculty, staff, and students.

Public Computing and Departmental Labs In excess of a dozen public computing facilities and a number of departmental computer labs offer students access to more than 500 Windows and Macintosh computers connected to the local Colgate network, the internet, and dozens of software applications. The labs also house scanners, CD-RW burners and DVD players, and color RW printers. Additionally, many academic departments provide access to advanced software and specialized equipment specif-
ic to the course of study.

**Telephone and Other Services** Local and long distance telephone services and voicemail are available to students and employees. Emergency phones in strategic locations and courtesy phones in all academic buildings are available for public use. Additionally, standard/basic cable television, internet, and campus network connections for personal computers are provided free of charge in all residence hall rooms.

**Computing Policy** The policies governing access to network services, repairs, e-mail hardware and software, security, responsible use of networks and facilities, noncompliance and sanctions, and other areas are outlined at [http://www.colgate.edu/offices-and-services/information-technology/privacy-and-security/policy](http://www.colgate.edu/offices-and-services/information-technology/privacy-and-security/policy) and is subject to change through established procedures.

**University Mail**

**U.S. Mail**

a. **Services:** A contract station of the U.S. Postal Service is operated by the university on the lower level of the O’Connor Campus Center. Postal services provided include: money orders, registered mail, certified mail, express mail, parcel post (ordinary and insured), and the sale of all necessary postal supplies.

b. **Hours:** During the academic year, Colgate station is open from 10:00 a.m. to 4:30 p.m. Monday through Wednesday, 10:00 a.m. to 5:00 p.m. Thursday and Friday, and 9:00 a.m. to 1:30 pm on Saturdays. The station is closed in accordance with the university holiday schedule. Hours of operation are 10:00 a.m.-4:00 p.m. Monday through Friday when school is not in session.

c. **How to Address Mail:** All incoming U.S. Mail for employees and students is processed through Colgate station. Each registered student is assigned a mail box in Colgate station. To facilitate delivery, all student mail should contain the Colgate box number and the following information in the following format:

   Jane Doe  
   Colgate University A123  
   13 Oak Drive  
   Hamilton, NY 13346-1399

**Campus Mail**

a. **Services:** In addition to the U.S. Mail, the mail service distributes official university mail and notices to employees and students. Students may use the campus mail to exchange personal correspondence with other students or employees.

b. **How to Use Campus Mail:** All items placed in the campus mail for distribution must clearly identify the originator and the name and Colgate box number of the addressee.

c. **Restrictions:** The following materials will **not** be delivered via campus mail:
   - Advertising, solicitations, or promotional material for commercial or private activities or for personal gain
   - Bulk mailings of materials that do not identify the originator and are not addressed to the recipient by name and box number
   - Any type of material, correspondence or literature that would be illegal for distri...
butions through the U.S. Postal Service (e.g., chain letters)

Campus mail is not protected by U.S. Postal Service regulations. Items, other than official university mail, may be delayed, or stopped, if it appears they are in violation of the above rules.

Sealed material may be held until the originator can be contacted to open and verify the contents or to withdraw it from the mail system. If necessary, it may be opened by the director of mail services to determine the nature of the contents and/or the originator.

If the originator cannot be identified, material will be held for one week. It will then be turned over to the campus safety for further investigation or destroyed.

Distribution Student organizations needing to make a distribution of notices or other material must seek approval in advance from the Director of the Center for Leadership and Student Involvement (Coop) and must coordinate their needs with the supervisor of mail services. Bulky or other nonstandard items (boxes of candy, “free sample” items, etc.) are of special concern due to the size limitations of mail boxes.

United Parcel Services (UPS)/FED EX

a. Incoming Packages: All UPS packages for students, whether addressed to a box number or a dorm, are delivered to the Colgate Station. Students are notified by e-mail that a package is waiting. This notice and picture I.D. must be presented at the package window during regular hours to pick up the package.
b. Outgoing Packages: Students wishing to send packages via UPS must make their own arrangements directly with UPS. The mail service will provide the proper phone number to contact UPS.

Bookstore

The Colgate Bookstore, Central New York’s largest independent bookstore and one of the premier small college bookstores in the nation, is located in the center of historic downtown Hamilton. Located one mile from campus at the main intersection, the bookstore serves a wide range of student, faculty, and community needs. Students will find all required and optional course books for classes and nearly 30,000 paperback and hardcover books of general and scholarly interest, including a unique international book collection and books written by Colgate professors and alumni. The bookstore offers an impressive selection of high quality Colgate clothing, gifts, and memorabilia, a wide array of school, room, art and office supplies, and a full service computer sales and repair department that offers hardware, software, and supplies at educational pricing. Rounding out this impressive facility comfortable seating, wireless internet access, an art gallery, a well-appointed conference room, and a community room that hosts hundreds of events each year from Pulitzer Prize winning authors to yoga classes.

Store Hours / Contact Information Open 7 days/week: Monday-Friday; 9 a.m. to 5 p.m., Saturday; 10 a.m. to 5 p.m. and Sundays; 11 a.m. to 4 p.m. Store hours are extended during all special weekends at Colgate as well as during textbook rush. Bookstore phone number: (315) 228-7480. Fax number (315) 228-7471. Toll-free catalog line: (877) 362-7666. Website: www.colgatebookstore.com.

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Special Services & Information

Campus Shuttle The free campus shuttle conveniently stops at the bookstore every 15 to 30 minutes during business hours, and a special bookstore express shuttle runs on a continuous loop from Frank Dining Hall to the bookstore during textbook rush each semester.

Campus Convenience Store Located in the O'Connor Campus Center, the C-Store offers a wide variety of bottled drinks, snacks, candy, dairy and frozen food items, microwaveable dinners, health and beauty items, greeting cards, school supplies, and other convenience items that students use on a daily basis. The C-Store is open daily during the academic calendar year and hold extended hours (9am-11pm) during finals and the last week of classes each semester. C-Store phone number: (315) 228-6874. C-Store fax number: (315) 228-6882. Website: www.colgatebookstore.com.

Online Textbook Ordering Colgate students can reserve and purchase or rent their textbooks online through the bookstore’s website by using their Colgate I.D. The website brings up only those courses that the student has registered for and lists all new and used books for each course. Books are then pulled by the bookstore staff, charged to a credit card through a secure server, and stored in the bookstore for fast and easy pickup when students arrive in August. Detailed information about purchasing textbooks at Colgate is provided on the bookstore website at www.colgatebookstore.com.

Competitively Priced Textbooks The bookstore stocks large quantities of used textbooks each semester at 25% off new textbook prices. In addition, students never pay shipping and handling on textbooks or special orders for their courses.

Textbook Buyback Buyback takes place in the bookstore once per semester during finals week and is an opportunity for students to sell their books back to the bookstore for cash. In recent years, textbook buyback has morphed into a fun event for students, which includes valuable bookstore coupons, themed games with prizes, and free food to help relieve some of the stress of finals week. Books that are being used during the following term are purchased from students at 50% off the new price. Titles not currently in use at Colgate are also purchased during buyback, though at the distributor’s prices.

Online General Book, Clothing, and Gift Ordering The bookstore’s website features a 3 million book database, complete with cover art and book reviews, in addition to nearly 700 clothing and gift items. Orders may be picked up at the bookstore or shipped at no cost to the student’s campus mailbox.

Computer Sales and Service Department The bookstore offers competitively priced laptop and desktop computer packages, experienced technical support, reliable repair and upgrade services, and a laptop loaner program that ensures that students are never without a computer when they need it most. Orders may be placed online at
www.colgatebookstore.com, by phone at (315) 228-7776, by fax at (315) 228-7481, or in the store throughout the year.

Specialty Dorm Supplies At the beginning of each semester, the third floor event room is transformed into a “dorm marketplace” filled with rugs, desk lamps, pillows, colorful tapestries, alarm clocks, storage crates, extension cords, shower totes, posters, cork boards, mirrors, even futons, which makes settling into a new semester that much easier.

Book and Merchandise Return Policy Returns in saleable condition will be fully refunded if accompanied by the cash register receipt within the time frame specified by each department. Shrink-wrapped books and computer software packets are non-returnable once opened, and course packets, art material, special orders, and sale items are non-returnable. Exceptions to this policy may be made by the bookstore managers.

Payment Options The bookstore accepts The Gate Card, Colgate Bookstore gift cards, MasterCard, Visa, American Express, Discover, cash, personal checks, traveler’s checks, and bookstore gift certificates. Gift certificates and gift cards are available in any denomination and may be purchased in person or by phone at (315) 228-7480. (June 2012)

Reserving Rooms and Facilities
For information regarding offices to contact to reserve rooms and facilities, consult the Colgate Faculty-Staff Directory published annually and the room reservation service at ems.colgate.edu

Residential Life

- Residential Life Staff
- Community Standards
- Policies and Procedures

As a residential university, Colgate is concerned with bridging academic and residential learning. The university provides rich and diverse options for campus living in traditional residence halls, independent living houses, apartments, and townhouses. Colgate’s approach to residential education is centered on providing students with the resources and support necessary to build self-governing, independent, and diverse communities that enhance the academic program and promote individual growth and personal development.

Residential Life Staff
The Office of Residential Life, located in Drake Hall, is staffed by an Associate Dean of Residential Facilities, Director of Residential Programs, five Assistant Directors of Residential Programs and an Office Manager. Office hours are 8 a.m. to 5 p.m., Mon-
day through Friday. Additionally, one member of the professional staff is on call at all times.

An assistant director (AD) is assigned to each living community on campus. ADs are full-time staff members who live in student residential areas to provide mentorship and coaching to student residents. ADs are responsible for helping students establish and maintain healthy communities that promote educational, cultural, social, and personal development. Each AD supervises a team of undergraduate student resident leaders referred to as community leaders.

Community leaders are undergraduate student peer mentors assigned to live in each community and assist students in making their Colgate experience as fulfilling as possible. They assist the community in establishing guidelines and living agreements that are reasonable for everyone.

Community Standards
Students who come to Colgate agree to be part of the Colgate community. Membership in this community, and in the smaller communities of each residential area, is a privilege that comes with certain expectations. Students must be prepared to conduct themselves at all times in a way that will not infringe on the rights and privileges of others and in accordance with Colgate’s Code of Student Conduct. The right of students to sleep and study in their rooms has the highest priority at all times.

Students must act responsibly in the use of their rooms, apartments, townhouses, and common facilities, respecting the rights of others at all times. At the beginning of the fall semester students in each living unit (e.g., house, suite, apartment, townhouse, or floor) are expected to come together as a group to determine the standards and expectations for their community. These standards and expectations must be in accordance with Colgate policy but may also clarify specific concerns of the particularly community. The standards and expectations are then documented in an Agreement of Community Expectations (ACE), which constitutes the guidelines by which that community agrees to live. Students are expected to reassess the ACE agreement throughout the year to determine if modifications need to be made. In addition to establishing guidelines for the community, this decision-making process provides an opportunity for each resident to take responsibility for his/her community and to participate actively in developing guidelines for that community.

Policies and Procedures
Alcohol and Drugs See “Policy on Alcohol and Drugs” elsewhere in the student handbook. Students and their guests must comply with university policy on alcohol and drugs.

Bicycles Bicycles must be kept on bicycle racks, or in areas designated for bicycle storage. Bicycles may not be stored in student rooms. Improperly stored bicycles will be removed. Riding a bicycle indoors is prohibited. To discourage theft, students are advised to lock bikes using a high quality lock, keep a record of the bicycle’s make and serial number, engrave bikes with name and phone number (contact Campus Safety for assistance), and report thefts to Campus Safety.
**Babysitting** Children under the age of 17 are not permitted to be in Colgate Residential facilities unless they are in the immediate company of a legal parent or guardian. Siblings may be registered as special exceptions during Parent and Family Weekend. Please see the Office of Residential Life.

**Campus Solicitation** See “Policy on Campus Solicitation and Concessions.”

**Checking In and Out of Rooms** Students are responsible for picking up their room or apartment key(s) at the time of check-in and returning them to the Office of Residential Life at the time of check-out; students who fail to do so will be charged for a lock replacement.

Students are responsible for checking the condition of their rooms and furnishings thoroughly and completing a room condition report at check-in. Students shall be held responsible for loss and/or damage to university property beyond normal wear and tear. If two or more students reside within an area where damage has occurred, the charges will be divided evenly among the residents of that living area.

Students must follow the proper check-out procedures, remove all property and trash and complete a final room condition report with their CL. Students will be charged for failing to check-out properly.

**Contract Terms for Student Residences** Upon signing the housing contract, a student agrees to follow the policies and guidelines contained in this handbook. Non-compliance may result in disciplinary action. A serious or repeat violator may be required to vacate his/her room or apartment and/or may lose the privilege of living in university housing.

Housing contracts are for the entire academic year. A contract may be broken by the student only if the student will be off campus due to a leave of absence, study group, or graduation. Should special circumstances arise that warrant a contract release, a student must submit such reasoning in writing to the associate dean of residential facilities and administration for consideration. Only in rare circumstances are such releases granted.

The contract guarantees the student a space on campus, not a particular room or apartment. The university reserves the right to reassign students to new spaces as it deems necessary. Whenever possible, the Office of Residential Life will honor requests of groups who wish to share a room or apartment.

**Custodial Operations** Students are responsible for cleaning the interiors of their rooms/apartments/suites. Although many common spaces within university residences are cleaned regularly by the custodial staff, students are responsible for maintaining an environment that is healthy and safe and does not require excess cleaning. All lounges and common bathrooms in residence halls are cleaned by custodial staff on a regular basis. Custodial cleaning provided in houses varies dependent upon the size of the house, programming initiatives and presence of kitchen staff.

**Damage Billing** Damage to university residential facilities should be reported immediately to residential life staff. Additionally, regular inspections of all university
residences will be carried out to ensure that damage is reported. Students are responsible for avoidable damages (damage that is the consequence of careless, willful, or malicious actions) and losses that occur in student residence halls. Damage fees shall be determined by Buildings and Grounds on the basis of labor and material costs. Charges are assigned equally to all occupants of the designated room, floor, building, or residential area, unless the person(s) responsible for the damage assumes the full charge.

When individual responsibility for damage and loss in public areas (e.g., bathrooms, lounges, etc.) cannot be determined, a charge will be made to all students within a reasonably defined area (e.g., room, floor, building, etc.) following the same procedures as above. Common area damage assessments cannot be appealed.

Students are not allowed to paint, renovate, or modify their rooms, and must hang decorations and/or art in accordance with stated protocols. Damage resulting from violations of stated protocols will result in damage charges for the repairs.

The director of residential life may refuse, revoke, suspend, or reassign housing for a student or group of students based on inappropriate behavior or damages.

**Hall Entry** The entrances and exits of all residence buildings are locked 24 hours a day. Some of the residence halls require an access card to gain entry while others require the use of a door code. The distribution of, or public display of door codes is prohibited. In order to ensure the safety and security of all residents, propping or otherwise interfering with the closure of any exterior door is prohibited.

**Fire Safety** See “Fire Safety” in this handbook.

**Fire Alarms & Drills** Fire drills in each residential area are scheduled regularly and are conducted by Campus Safety in accordance with state and local fire codes. Fire drills are intended to orient the residents of the building with fire evacuation procedures and emergency exit locations. Students must comply with fire alarms and evacuate when the alarm sounds. Failure to do so may result in disciplinary action.

**Fire Doors** Stairwell fire doors must be kept closed at all times.

**Fire Extinguishers and Other Fire-Safety Devices** Every residence is equipped with fire extinguishers and smoke detectors. Tampering with any fire safety equipment (including but not limited to fire extinguishers, covering smoke detectors or fire sprinklers) or obstructing other fire-safety devices is considered a serious offense that may lead to disciplinary action and fines.

**Items prohibited for Reasons of Fire Safety** The following items are prohibited from student housing facilities:

1. Candles (even for decoration and unlit), incense, potpourri burners, halogen lamps, and neon signs. Students wishing to use candles as part of religious observance should contact the Office of Residential Life for approved designated locations for candle use.

2. Flammable liquids (including but not limited to turpentine, paint, gasoline, pro-
pane, kerosene, charcoal lighter fluid, and ether) and equipment that uses combustible fuel (e.g. motorcycles, mopeds) cannot be stored in a residential building.

3. Fireworks.

4. Gas or charcoal grills are not permitted in student residences. Students may use the installed outdoor grills located throughout the residential areas. Gas and charcoal grills are prohibited from use or storage on the decks and porches of apartments, houses and townhouses at all times.

5. Extension cords, halogen lights.

6. Natural holiday trees are prohibited in all residential facilities. UL approved lights may be used seasonally, for short term use, on artificial trees or for decorative purposes. Trees cannot be located at the bottom of a stairwell, in an egress, or within 25 feet of an exit. All holiday decorations must be removed prior to semester breaks.

Furniture, Lounge Furniture and University Property
1. Furniture must remain in the room/apartment to which it is designated. The beds in suite rooms may not be reconfigured in order to create a common room within the suite.

2. No university property may be removed from residence halls, college houses, apartments or townhouses at any time.

3. No university furniture or property may be removed from lounges, conference rooms, or other community areas for use in student rooms.

4. Waterbeds are not permitted in University residences.

5. Failure to observe these regulations will likely result in labor and/or replacement charges and/or disciplinary action.

Lofts and Repositioning of Beds/Furniture Lofting and/or bunking and/or raising and lowering of beds is available in some buildings. Some beds do require tools for adjustment, and requests can be placed for this via the Office of Residential Life. Bed adjustments can be made during the first two weeks of the semester or two weeks following a move to a new room at no cost to students. All other times students will be charged for labor.

Guests Any nonresident of a room or apartment is considered to be a guest and must be sponsored by a host who is a resident of the hall, house, or apartment. Although occasional overnight guests are permitted, the right of one’s roommate(s) to appropriate expectations of privacy and to sleep and study in the room must be respected at all times.

No overnight guest will be permitted in any room before:

1. Each room occupant has given his or her consent.

2. Any conditions on the guest’s stay are understood by all concerned.

3. These arrangements are confirmed and approved by all parties involved.

4. The host is responsible for his/her guest’s behavior during their entire stay on campus.

Residence hall rooms can comfortably accommodate only those students assigned to them, and occupancy is strictly limited to the students assigned to that room. Thus, the duration of a guest’s stay may not exceed three (3) consecutive days.
Health and Safety Inspections  Rooms and common spaces are inspected twice per semester. The health and safety inspection date will be announced the week before inspections begin to provide ample notice to residents. During visits to rooms, apartments, townhouses and houses, staff are looking solely for health and safety concerns, assisting with any maintenance needs and providing preventative support for cleaning and facilities management. Staff will provide residents with 48 hours to correct any concerns. All residents are expected to comply with requests to meet health and safety expectations in their living spaces.

Holiday Decorations/Lights  See “Fire Safety” above and elsewhere in this handbook.

Holidays/Breaks in the Semester  The university observes several breaks throughout the year, however, students may be in the facilities during all breaks with the exception of winter and summer breaks. Please be aware that there are no dining facilities available to students when the residences are closed and during breaks.

Early Arrivals  Students may not return to campus early in August or January without being registered with the Office of Residential Life. Only students pre-approved by a sponsoring faculty or staff member are permitted to be registered to return to campus prior to the official opening of the halls. Students who arrive early without permission may be subject to fines and University discipline, will not be issued a key, will not be able to drop off belongings in their room, and will be asked to vacate the premises by university officials.

Late Stays  Students are required to vacate their rooms by the posted closing time for interim breaks and at the end of each term within 24 hours after their last exam. Students who fail to leave within this time frame may be subject to late stay charges and university discipline, and will be asked to vacate the premises by university officials.

Travel plans should be made well in advance; exemptions will not be made because of poor planning. In extreme circumstances, students may request a contract extension to stay after the halls officially close at the end of each term. Such requests must be made in writing to the Office of Residential Life 30 days ahead of time and may result in additional occupancy charges. Only a limited number of requests will be allowed.

Insurance  The university is not responsible for theft or destruction of personal property. Personal property insurance information is mailed to each student over the summer, and is also available by contacting the treasurer’s office. Students are strongly encouraged to secure coverage through either a homeowner’s insurance policy or a personal property insurance policy (commonly known as renter’s insurance.)

Keys  Keys are issued only to the assigned occupant(s) of a room and with the presentation of a Colgate ID. By signing acceptance of and obtaining receipt of a key, the recipient assumes acceptance of the Colgate University Housing Contract and all Colgate Student Handbook expectations related to conduct and Residential Life policies.
Students who fail to obtain a key to their residence will be charged with improper check-in and may receive conduct charges associated with failure to obtain keys necessary to secure their University residence. “Swapping” keys without returning to the Office of Residential Life for approval and signing for the correct key will result in improper room change charges and/or a $75.00 Lock Change charge. Keys are the property of the university and their duplication is expressly forbidden. Students who lose their keys will be charged to cover labor and replacement expenses.

Lockouts See “Lockouts” in this handbook.

Mail See “Mail” elsewhere in this handbook. Student mail is delivered to the mailboxes in the basement of O’Connor Campus Center. Apartment residents must also use their campus mailboxes. Mail addressed to apartment street addresses will be returned as undeliverable.

Maintenance Concerns The Buildings and Grounds Office addresses power and plumbing failures, as well as any general repairs. Any damage or malfunction in a student room or common area should be reported immediately to Buildings and Grounds between 7:00 a.m. and 4:00 p.m. on weekdays. For emergency maintenance during the weekends or evenings, please contact the heating plant.

Noise All students must follow 24-hour courtesy hours and respect others right to live in an academically supportive environment. Quiet Hours Minimum quiet hours in all residences are 12:00 a.m. to 8:00 a.m., Sunday through Thursday. Quiet hours on Friday and Saturday nights are 1:00 a.m. to 8:00 a.m. Residents are permitted to extend quiet hours through their Agreement of Community Expectations, but may not abbreviate quiet hours from those outlined above. During quiet hours, any noise (e.g., stereos, televisions, and verbal interactions) must be kept at a level such that it cannot be heard by neighboring residents. Please note that throughout final exam period (from the end of the last class until the end of the last final exam); 24-hour quiet hours are in effect.

Off-Campus Housing/Living Off-Campus Consistent with Colgate’s four-year approach to residential education, the university allows a small number of seniors to live off campus in apartments and other private housing units. The option to live independently off campus is intended to provide students with the opportunity to develop the skills needed to manage a household and live as part of a broader community, and to accept the responsibilities attendant to this privilege. The experience that students gather through negotiating a lease, paying rent, managing routine expenses, maintaining a kitchen, and living among neighbors of varied ages and backgrounds can be invaluable in preparing them for life after college.

For a variety of reasons, living off campus is not the right choice for all students. For many, the opportunity to live in Broad Street houses or to develop on campus communities in Colgate owned apartments or townhouses better meets their interests. Moreover, Colgate is acutely aware of the impact that off-campus students can have on the local residential community. As such, Colgate normally limits the number of students
allowed to live off campus to 250 members of the senior class.

The following rules govern off-campus living for enrolled undergraduate students at Colgate University:

1. **Off-Campus Housing Selection Process** Students who wish to live off campus must participate in the off-campus housing selection process in the fall prior to their senior year to gain permission to live off campus. Consistent with Colgate’s residency requirement, only students who have with permission to live off campus may live in non-Colgate housing. Permission to live off campus is a privilege and not a right afforded to all students. Dean of the College staff may, in its discretion, deny or revoke permission to live off campus to individual students who have violated the Colgate Code of Student Conduct, particularly when the violations call into question their ability to live in the local community without disrupting or endangering their neighbors. Colgate University does not endorse any landlord, management company, or individual who lists available rentals with the Office of Residential Life. The staff in the Office of Residential Life serve as resources only, and offer information and programs for students approved to live off campus to understand lease agreements, town ordinances, and expectations while living in the village.

2. **Neighbor-to-Neighbor Program** All off-campus students must participate in the Neighbor-to-Neighbor program administered by the Office of Residential Life. All students approved to live off campus must attend the Neighbor-to-Neighbor workshop by the spring prior to their senior year. These workshops provide students with important information about living in the Hamilton community, resources available to them if they encounter difficulties, and expectations for student conduct while living in the village. Permission to live off campus may be revoked if students fail to meet this requirement.

3. **Adherence to Code of Student Conduct** The Colgate University Code of Student Conduct applies to student behavior both on and off campus. The opportunity to live off campus is a privilege and not a right afforded to all students. The university is sensitive to the importance of maintaining quality of life standards for our neighbors in the Hamilton community. As such, students living off-campus whose conduct adversely impacts the lives of others living in the Hamilton community may, in addition to facing disciplinary action from the university, have their permission to live off-campus revoked. Financial penalties incurred by breaking a lease will not be considered in determining whether to revoke a student’s permission to live off campus.

4. **No Congregate Living Off-Campus** Given the history of problems associated with students residing in congregate living facilities not owned and managed by the university, the New Vision for Residential Education adopted by the Colgate University Board of Trustees in May 2003 called for university supervision, oversight and ownership of fraternity and sorority congregate living facilities. Just as students are not permitted to reside in fraternity or sorority houses not owned by the university, students granted permission to live off-campus are not permitted to reside in off-campus congregate living facilities.

This policy also recognizes that large groups living together in private housing units can have an adverse impact on neighbors and the broader Hamilton community, and
are inconsistent with the goals of promoting individual self-sufficiency and experience of independent living for those students granted the privilege of living off-campus during their senior year.

For these and other reasons, the privilege of living off campus is restricted to individuals and groups of up to eight students and congregate living in larger groups is not permitted.

Colgate defines congregate living as any group of eight or more students living in one residential location in which they share facilities such as kitchens, common/social spaces, and bathrooms (i.e. does not include multi-unit apartment buildings or houses with discrete facilities like those listed above). The Office of Residential Life will determine whether a location constitutes a congregate living facility for purposes of this policy in any given case.

Pets No pets other than small aquarium fish (in tanks no larger than 10-gallon capacity) are allowed in the residence halls, college houses, apartments or townhouses. Students who are found to have animals in their rooms will be subject to a cleaning charge as determined by Buildings and Grounds and disciplinary action.

Personal Property Liability The university does not insure students’ belongings and is not liable for loss or damage. Students are encouraged to check with their family’s insurance provider to determine how their homeowner’s/apartment dweller’s policy might cover their personal property. If this coverage is not provided, students are strongly encouraged to obtain personal renter’s insurance.

Roofs, Ledges, and Balcony Areas The presence of individuals or objects on roof, balcony, or ledge areas is prohibited at all times, except in an emergency. Roof, balcony, and ledge areas are restricted for safety reasons and for protection of property.

Room Entry The university recognizes and respects a student’s right to privacy. There may be times, however, when certain university staff members require entry to your room. Designated university officials have the authority to enter your room consistent with the guidelines set forth in the Colgate University Code of Student Rights and Responsibilities. See “Fire Safety” in this handbook and “Student Rights and Responsibilities” in this handbook.

Room Changes The staff in the Office of Residential Life work with residents to minimize the number of room changes that occur on campus. Compromise and respect for one another are considered important skills learned by living with a roommate in the first year. In the first year, all roommate pairs and suites complete roommate agreements during orientation weekend. First-year students work with their community leader when a conflict occurs with their assigned roommate(s). A room change may be approved if review and adjustments to the roommate agreement and mediation do not improve the relationship, and only if a resolution to the conflict and concerns is not possible. In instances when first-year student roommate conflicts are not able to be resolved through me-
diation, the Assistant Director of Residential Programs will determine if one or all roommates will change rooms, as well as where new assignments will be located.

Sophomore, Junior, and Senior students have the opportunity to select their own roommates. Therefore, room changes in these areas are also expected to be minimal. Students are required to move into their assigned rooms when they arrive to campus at the start of a semester and participate in the roommate agreement and mediation processes outlined in the first-year resident paragraph of this section as residents are expected to work through conflicts with their roommates with support of residential life staff.

**Room Consolidations** The associate dean of residential facilities and administration reserves the right to consolidate vacant spaces, assign new resident students and/or make changes in room, house, and residence hall assignments when deemed necessary. Residents in any room, suite, apartment, or house with a vacant space must be ready to accept a roommate at any time.

**Room Selection** Colgate University’s residential life program offers several campus residential options, each with its own special features. Specific information will be distributed to students during the spring semester that explains the room selection process.

Students requiring special housing based on dietary or medical needs must submit proper documentation, prior to the deadline for room selection, if possible. These requests must be approved by the Special Accommodations Committee, and do not guarantee a student an exemption from on-campus housing or the meal plan. Every attempt will be made to accommodate students’ housing and dietary needs.

Only full-time, registered students are eligible to participate in room selection and to live on campus. By participating in room selection and signing a housing contract, students agree to abide by all university policies and procedures.

**Smoking** Smoking is prohibited in all Colgate facilities. Students who smoke in rooms or common spaces will be charged with cleaning fees and furniture replacement associated with smoke damage in accordance with the Damage Policy.

**Storage** Storage is extremely limited in the residence halls and is generally unavailable. Exceptions are sometimes made for international students upon request. The Department of Campus Safety manages the available student storage.

**Weapons** See “Weapons” elsewhere in this handbook.

**Windows and Screens** For reasons of health, safety, and maintenance, screens may not be removed from windows. In addition, decorations or personal items may not be hung outside a window or be placed on windowsills or ledges. Throwing objects out of windows is strictly prohibited.

**Academic Policies, Rules, and**
Regulations

- General Academic Policies and Information
- Exemption from Policies and Regulations
- Visiting Students
- Off-Campus Study Group Programs
- Declaration of Major
- Independent Study
- Advanced Placement and Pre-matriculation Credit
- Grading Policies and Academic Rules and Regulations
- Academic Dismissal and Rea

General Academic Policies and Information

Academic Adviser For first-year students, the faculty member who teaches their first-year seminar serves as the student's academic adviser for the first two years, although after the first semester, a student may change academic advisers. In the spring term of the second year, students choose an academic adviser in the academic department or program which they have chosen for their major. If an academic adviser is on leave or has left the university, the student should request another adviser through the same department or program.

The academic adviser, as the title implies, provides advice to students on the academic life of the college, and assists students in planning their academic programs and course schedules, selecting majors, and examining post-graduate plans. The academic adviser is also frequently called upon for letters of recommendation. For more information on the role of the academic adviser, see the Colgate University Catalogue.

Registration Registration is the process by which students enroll in specific courses. Course registration is held in November for the spring term and March or April for the fall term. Prior to course registration it is each student’s responsibility to confirm his or her progress and plans for meeting general education and major/minor requirements with the academic adviser, and to obtain the required registration PIN. All active, matriculated students have access to online course registration and their course schedule via the Colgate portal. Course registration priority is assigned by class year, beginning with senior class. Within each class year, registration slots are determined by alphabetical groups, which rotate each term. Students are expected to participate in official course registration on the announced dates for each term of attendance. Late registration will jeopardize admission to courses that have filled and may result in academic hardship.

Students are allowed to adjust their schedules on an as-needed basis via the Colgate portal or in the registrar’s office until one week before the semester begins. Additionally, students have the opportunity to add or drop courses during the eight-day drop/add period at the beginning of each term.

A student's registration will be canceled if the student is not confirmed in residence on campus by the sixth day of classes in a semester. Similarly, a student will be unable to initiate on-campus course registration after that deadline.

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Students failing to meet announced deadlines for financial obligations in any term will be placed on a “financial hold” status and normally will not be permitted to register or make schedule adjustments until the hold has been resolved.

**Student Data Form** First-year students receive an official data sheet shortly after the start of the fall semester and are asked to update information contained on the form. The data sheet will indicate a date by which it must be returned to the registrar’s office, to ensure that the database has accurate information. All subsequent changes in data recorded on this form should be made as soon as they are known by notifying the registrar’s office, which is the central recording place for each student’s administrative and academic record at Colgate.

**Projected Attendance Pattern and Leaves of Absence** Colgate must have accurate information about enrollments for each term in order to provide adequate staff, operate in an economically efficient manner, and limit overcrowding in classes and housing.

Most students will follow a normal enrollment pattern, attending Colgate for eight consecutive terms. However, students may request a leave of absence and alter this normal pattern. Students requesting leaves must consult with an administrative dean. For academic leaves, students have until the third week of February (see the official university calendar for the exact date) to request leave for either of the following fall and spring terms.

Students may not be eligible for an academic leave of absence after the deadline. Students who are uncertain about attending either the fall or spring term of the next academic year are urged to discuss their plans with an administrative dean prior to that deadline to identify all of the options to which they may be entitled by a leave. Colgate academic credit for courses taken elsewhere will normally not be granted unless a student’s attendance pattern is properly recorded prior to the deadline for requesting a leave. Likewise, eligibility for student aid will be jeopardized, as will registration and housing priority when students return, if they are not granted an official leave.

If unapproved leaves are taken, students are withdrawn from Colgate and must reapply for re-admission through the administrative dean. The college cannot guarantee a place for them in any particular term of return. Exceptions to these procedures will be made only if there are extenuating circumstances which are substantially beyond the student’s control and knowledge prior to the deadline to request a leave.

Experience has shown that students who plan ahead tend to optimize their educational opportunities and experiences. Students will help themselves as well as Colgate if they carefully consider their attendance plans well in advance of the early registration periods each semester.

**Personal Leave of Absence** Students who wish to interrupt their normal attendance pattern of eight consecutive fall and spring semesters to pursue nonacademic endeavors are permitted to take a personal leave of absence for one or more semesters. Students often take such a leave to pursue an internship, to work, to volunteer their services to nonprofit organizations, to participate in a regional or national election.
campaign, etc. Students wishing to take such a leave should contact their administrative dean as far in advance as possible to project the personal leave. During the semester(s) of personal leave, normal billing at Colgate will be curtailed, and the student will be required to post a fully refundable financial deposit with the Office of Accounting and Control to bind the student’s plan to return in the return semester projected. Paying the deposit confirms the leave and maintains the student’s eligibility for financial aid and housing and course registration priorities for the return semester. While there is no firm deadline for projecting a personal leave of absence, students must project the leave before the beginning of classes in a semester; a personal leave may not be projected after classes have begun, and students leaving Colgate mid-semester are subject to loss of academic credit and full or partial loss of tuition (see “Refund Policy” in the catalogue). Note also that no transfer credit can be given for any non-Colgate courses that a student may take while on a personal leave of absence. Students wishing to transfer credit from another institution must project an academic leave of absence in accordance with the procedures and deadlines outlined in the catalogue. All questions regarding personal leave of absence should be directed to the student’s administrative dean.

**Academic Leave Fee** Students may request an academic leave of absence for the following academic year by seeing an administrative dean by the deadlines described in the previous section. These students will be charged a $500 administrative fee. This fee defrays costs incurred by Colgate for maintaining records and providing advising and other services to students while studying away from the university. Students who plan to be away in a fall term will receive a bill for the administrative fee in July. Students who intend to be away in a spring term will receive the administrative fee bill in November. Failure to pay this fee will void the leave of absence and result in loss of the privileges granted with it. Again, students are urged to discuss their academic and enrollment plans with the faculty adviser and administrative dean well before the deadline to request a leave.

**Study Group/Extended Study Program Leave Fee** A student who officially withdraws from a Colgate-directed study group or Colgate-directed extended study program less than 90 days prior to departure may be subject to a $500 charge. An additional charge of $10 per day after the 90-day deadline may also be assessed until written notification of withdrawal is received. Notification must be dated and delivered to the faculty director or advisor of the off-campus program and to the director of off-campus study. E-mail notification from a Colgate e-mail address is acceptable. (June 2012)

**Drop/Add Period** During the drop/add period, which is usually the first week and a half of classes, students may change their course selection by dropping and/or adding courses. The drop/add period for a course that meets less than or outside of the regular academic term is through the eighth day of the session. (Students should consult the published academic calendar for exact dates.) Registration changes made during the drop/add period must be processed via the Colgate portal or made in person to the registrar’s office by the announced deadline of the drop/add period for a term. In certain instances, students may need to secure the instructor’s signature to add a
Failure to process schedule changes officially by the announced deadline may result in inaccurate course information being recorded on a student’s transcript. For example, students who fail to supply the registrar’s office with a completed course schedule may find that a failing grade has been recorded on their transcript for a course they thought they had “dropped” or that no entry has been made for a course they thought they had “added.” Students are not permitted to modify their course schedule after the end of the drop/add period, except with special permission granted by the Committee on Standards and Academic Standing (CSAS). Approved changes may be subject to a $50 late registration fee.

Students who have consulted with an administrative dean during or prior to the drop/add period and who for compelling circumstances request the opportunity to withdraw from college prior to the end of that period, may receive a tuition refund upon the recommendation of an administrative dean. The section entitled “Refunds” in the catalogue should be consulted.

**Withdrawing from a Course** During the time between the end of the drop/add period and the announced deadline for course withdrawal (usually during the ninth or tenth week of the semester), courses may be dropped without academic penalty after consultation with the course instructor. *(Note: First-year students must also consult with and secure permission from their administrative dean).* The faculty member’s signature must be obtained on a special withdrawal form which then must be filed with the registrar. A grade of “W” will be entered on the student’s transcript to indicate that the student withdrew from the course by the official deadline. If a student discontinues a course after that point, he or she will receive a grade of “F” for the course. The student may petition the Committee on Standards and Academic Standing to consider a course withdrawal after the deadline for extraordinary and compelling reasons (such as severe illness).

**Repeating a Course Previously Taken** During either the course registration period or drop/add period, a student who wishes to repeat a course previously taken, in which a grade of “D+”, “D”, “D-” or “F” was received, may do so. A student who receives a grade of “C-”, “C”, or “C+” and wishes to repeat the course must, before the end of the drop/add period, secure the permission of the instructor in writing and submit that statement to the registrar. Students are not permitted to repeat courses in which a grade of “B-” or higher is received.

The repeated course must be the same course as was previously taken, and it must be repeated on the same basis as the original course. For example, a course originally taken for a grade cannot be repeated on a satisfactory/unsatisfactory (S/U) basis and vice versa; a course originally taken as a conventional course cannot be repeated on an independent basis; a course originally taken at Colgate may be repeated only at Colgate, not at another institution. A course may not be repeated after the successful completion of a course in the same department, for which the former is a prerequisite.

A student repeating a course previously taken and passed will receive no further credit
towards graduation. If a course is successfully repeated, the new grade is substituted for
the original grade in the academic average. The original grade and course remain on the
transcript but the lower grade is not used in computing the cumulative grade point aver-
age.

Final course grades of “F” received as a result of University Student Conduct Board
action because of academic dishonesty will always be retained in the calculation of the
cumulative grade point average, regardless of subsequent course repetitions. When a
course is repeated after a grade of “F” has been assigned through University Student
Conduct Board action, both the original grade of “F” and the subsequent grade will be
calculated into the cumulative grade point average.

**Auditing a Course** Auditing a course is an informal matter between the student
and the instructor. No record of an audit is made on official class lists, and no record of
an audit is made by the registrar on a transcript.

**Extra Courses** For a number of reasons, students sometimes elect to carry a fifth
course during a term. In order to ensure that other students have access to at least a
regular four-course load, no fifth courses may be approved until the first day of classes.
Fifth courses may be added at the appropriate time using the drop/add course sched-
ule. Students who are on academic warning are not permitted to add an extra course
unless permission is granted by their administrative dean. During the fall and spring
terms a student may carry a maximum of 5.50 course credits. May-June courses are
considered part of the spring course schedule, see catalogue.

**Daily Class Schedule** Classes and seminars meet according to the course offerings
schedule for each term. Laboratory meetings are for two or three periods, depending
upon the nature of laboratory procedure. Seminars may meet less frequently than other
classes, but for longer periods of time.

The standard meeting times for classes are 7:55-9:10, 8:20-9:10, 8:30-9:45, 9:20-10:10,
and afternoon classes usually meet three or four times a week or for double periods
twice a week. Seminars and laboratories usually run for three class periods. Evening
classes require the approval in advance of the division director and the associate dean
of the faculty. A scheduled mid-morning break or “free period” occurs from 11:30-1:10
on Tuesday. *Classes may not be scheduled or conducted during this time.* The free period
may be used for examinations in multi-section courses or, infrequently, for an extra
class in a course. Many departments use the free period to schedule colloquia or de-
partment meetings. On occasion, the university may schedule campus-wide meetings
during the free period.

**Completion of Student Work in Courses** The work in all courses, including
independent study courses, must be completed by the last day of classes. The final day
of examinations is officially the end of the term. The time between the final examina-
tion and the submission of grades is for faculty members to complete their evaluations,
*not* for students to complete a course.
Attention Seniors

Before the beginning of the final fall term, seniors are urged to do the following:

1. Consult with your academic adviser, the chair/director of your major department(s)/program(s), or the registrar’s office to be certain all major requirements have been or will be satisfied.
2. Consult with the registrar’s office to be certain all university requirements have been or will be satisfied, including Liberal Arts Core Curriculum requirements, area of inquiry requirements, foreign language and writing requirements, physical education requirements, number of courses needed for graduation, and minimum GPA.
3. Consult with the chair of the physical education department if you have any questions about physical education requirements for graduation.

It is the student’s responsibility to ensure that all graduation requirements are met.

Exemption from Policies and Regulations

The diversity of experiences brought to the campus by some of our students occasionally provides an opportunity for considering exemption from a particular requirement or regulation based upon the unique circumstances of a student. Students who wish to consider petitioning for an exemption from a university requirement or regulation should first consult an administrative dean who can advise them of the procedures to follow in their particular case.

The Petitions Committee receives petitions from students seeking exemption from the graduation requirements of the university including the transfer credit limit, the residency requirement, and the Liberal Arts Core Curriculum program. The committee does not exist to hear “petitions in general” from students, nor does it exist to hear appeals from administrative decisions. Students should consult an administrative dean and their faculty adviser before developing a petition for the Petitions Committee. Exceptions are normally granted on the merits of the alternative academic plan that is proposed or requested.

The Committee on Standards and Academic Standing (CSAS) hears petitions from students seeking exceptions from routine deadlines or policies (late course drop and adds, withdrawal from a course after the announced deadline, etc.) that are not catalogue-mandated graduation requirements. This committee meets regularly during the academic year, and students may file a petition through an administrative dean. This committee, with expanded faculty membership, also meets at the end of each semester in academic review mode to hear petitions from students who are subject to academic dismissal.

Visiting Students
Colgate is one of many colleges that permit students the opportunity to attend another accredited institution for the purpose of transferring course credit toward degree requirements. While on visiting-student status, tuition, room, board and fees are paid to the host institution. Colgate students who are on visiting-student status at another institution are not eligible to receive Colgate financial aid. Information on becoming a visiting student at a foreign institution is provided in the Guidelines for Planning Off-Campus Study, which is available in the Office of Off-Campus Studies, Lathrop Hall.

After conferring with an administrative dean and projecting an academic leave of absence (see “Projected Attendance Pattern” above), students who are interested in studying at another institution should apply directly to the desired host institution. Upon acceptance from that institution, a student must secure approval from the Colgate registrar for the program of study, using a transfer of credit application, in order to insure that all courses taken are transferable. Courses that are to be applied toward major or minor requirements must be approved in advance by the appropriate department chair or program director. Grades for courses taken as a visiting student are not transferable to Colgate and will not appear on a student’s Colgate transcript. However, if credit has been approved in advance, appropriate courses will be recorded on the Colgate transcript. Students must earn at least a “C” grade in a course in order to transfer the course credit to Colgate.

Students are also reminded that the maximum number of courses which matriculated Colgate students may transfer to Colgate is six, including courses taken as a visiting student, Advanced Placement, and pre-matriculation credit. (See the sections on “Transfer Credit Policy and Procedures” and “Residency Requirement” in the catalogue). (June 2012)

Off-Campus Study Group Programs

Colgate believes that acquiring an intercultural perspective is one important goal of a liberal arts education. The university offers a wide variety of off-campus programs, both international and domestic.

The off-campus study program is administered by the Office of Off-Campus Study/International Programs in 101 Lathrop Hall. Information on all study groups may be found there. Students are advised to speak to the staff of the off-campus study office, the chair of the academic department in which a study group is located, or the director of any interdisciplinary program in which they may be interested. Permission of the study group director is required for participation in all study groups.

All academic regulations, registration changes, and drop/add deadlines for a term are applicable to students enrolled in a study group. Students who withdraw from a study group or extended study less than 90 days prior to departure may be subject to a $500 penalty. An additional fee of $10 may be assessed for each passing day after the 90-day deadline before notification of non-participation by a student. This notification must be in writing, dated, and delivered to the off-campus study office. For more information, please refer to section titled Special Note for Student in Colgate-Sponsored Off-Campus Study Groups.

Students who withdraw from a study group, extended study, or other off-campus program after it has begun are not eligible for a refund of any costs already incurred.

Students who withdraw from a study group after it has begun will, in general, not
be allowed to return to campus, and if allowed to return may have difficulty obtaining desired courses or housing. Students are not allowed to register for courses after the drop/add period has ended.

Declaration of Major

All students must declare an official major by the beginning of the registration period in the spring (or second) semester of the sophomore year. An official Declaration of Major/Minor form must be completed and returned to the Office of the Registrar. This means that sophomores will declare their official majors prior to course registration for the fall term, which is held in March or April. The timing of this decision is to provide better advising opportunities for students in their majors and to improve academic planning by departments. Students may, at any time, change their majors by filing a new, signed Declaration of Major/Minor form with the registrar.

The following procedures have been designed to implement this policy:

1. Many departments and programs hold group meetings for prospective sophomore majors prior to the course registration period in March or April. These group meetings will serve a dual purpose: to acquaint prospective majors with the department/program course of study, and to provide new department/program advisers for those sophomores who elect to declare their majors.

2. After the student decides on a major, the student selects an academic adviser who will advise the student on course selections for the next term.

3. Sophomores will not be permitted to register for the junior fall term unless they have presented a signed Declaration of Major/Minor form to the registrar.

4. Sophomores who plan to be off campus in the spring term, either because of attendance on a study group or an academic leave of absence, are required to declare a major in the fall term. No student may participate in a study group who has not declared a major.

5. Students entering with advanced standing are to indicate their most likely or definite department or program when submitting course registration materials to the registrar’s office prior to their first term. A faculty adviser from the indicated department or program will be assigned and the student will be notified of this assignment. The assigned faculty adviser will remain the student’s adviser until the student declares an official major, during the sophomore year.

6. Students entering with junior standing are expected to declare an official major not later than the end of the drop/add period of their second term. The academic adviser will be a faculty member from the student’s major department or program.

7. Students who elect to fulfill the requirements for a second major or minor must officially register with the appropriate department or program and file a second Declaration of Major/Minor form with the registrar before the end of the drop/add period for the first term of the senior year. No more than two majors can be recorded on the transcript, or one major and one minor.

Optional Minors Every department at Colgate offers an optional minor consisting of four to six designated courses. No more than two introductory level courses may be included in a minor. The minor should normally be declared by the end of a student’s sophomore year. No student may take a minor in the same field as his or her major but
may take a minor in that department if the department offers more than one major. Only one minor can be recorded on the transcript. Specific requirements of each department and program for the optional minor are found in the catalogue.

**Independent Study**

Although academic work during the regular term consists primarily of courses taught in the classroom, there are a number of opportunities for independent study. The essential features of the independent study program are as follows:

1. All students may apply for independent study, for which they will receive course credit (0.50 or 1.00) and a grade. The credit weight must be decided at the time of application.
2. All independent study projects must be supervised by a member of the Colgate faculty or by a person approved by the department under whose auspices the project is given.
3. Independent study courses are registered according to the level of the course, which usually corresponds to the student’s class level. Thus, sophomores who enroll for independent study courses will normally be registered at the 291-level, juniors at the 391-level, and seniors at the 491-level. First-year students do not normally enroll for independent study courses.
4. Independent study projects are proposed by the student using the Independent Study Application Form available in the Office of the Registrar. Independent study projects must be approved by both the faculty supervisor and the department chair or program director.
5. Work undertaken independently may involve a variety of projects, including major research papers, oral or written reports of selected reading, library and laboratory research, field observations, and creative writing and studio projects. In rare cases, students may take a conventional course independently. This should be done only for compelling reasons, and explicit permission must be received in advance from the instructor and department chair. Students enrolling in such a course will be registered according to the normal course number, to which the suffix Z is appended to indicate that the course was taken independently.
6. Not more than one-half of a student’s course load in any one term may be courses of independent study, except with the permission of the associate dean of the faculty, which must be secured before the beginning of the term.
7. A student who wishes to take an independent study project when not enrolled at Colgate must secure the approval of the faculty supervisor, and department chair before the beginning of the term. The student must also contact his or her administrative dean to make arrangements for billing and payment of the independent study tuition. All of these arrangements must be made well in advance of the beginning of the term.
8. All work for independent study courses must be submitted by the last day of classes in the term.

**Advanced Placement and Pre-matriculation Credit**
College liberal arts courses completed satisfactorily while a student is in secondary school may be considered for Colgate credit by the university registrar and the appropriate Colgate academic department upon receipt of an official college transcript certifying letter grades of C or better in courses bearing three semester or five quarter hours as a minimum of credit. (Courses taken on a Satisfactory/Unsatisfactory, Pass/Fail, or other un-graded basis are not acceptable.) These courses must be taken on a regionally accredited college or university campus, in conjunction with degree candidates of that institution, and taught by a regular member of the faculty. It is further expected that the courses would be comparable to Colgate courses in terms of classroom hours. Transfer credit is not granted for college courses taken on high school campuses.

Students seeking such credit should be prepared to submit official course descriptions and syllabi in order to permit proper evaluation of the non-Colgate course work. Laboratory materials for courses in the laboratory sciences may also be requested. Final determination of the type and amount of credit awarded, if any, will rest with the registrar and appropriate Colgate academic department or program. College courses completed prior to matriculation may not be used to fulfill the university areas of inquiry requirement.

Colgate credit is normally granted only to first-year students who achieve a 4 or 5 on the CEEB Advanced Placement tests and when a department certifies that the exam score indicates a level of competence equivalent to the completion of a specific Colgate course. Credit is also granted for scores of 6 or 7 on the International Baccalaureate examinations (Higher Level only). The amount of credit, the conditions under which credit is granted, and/or placement appropriate to the academic development of the student is determined by the appropriate Colgate academic department, following the university registrar’s review of the tests and records submitted for advanced placement.

Advanced Placement courses may not be used to fulfill the university areas of inquiry requirement. Each department will determine whether Advanced Placement credit will count toward exemption from a course and/or fulfillment of the requirements for the major or minor in that department. Such determinations will be certified to the university registrar by the appropriate department chair. Detailed descriptions of advanced placement policies that apply to an entering class may be found in the first-year registration booklet.

All requests for credit for academic work completed prior to entering Colgate must be filed with the Registrar’s Office by the deadline for declaration of concentration, prior to registration during the fourth semester. Supporting documentation, such as the official transcript(s), official test scores, and/or course syllabi, must be submitted with the pre-matriculation credit request.

Advanced course placement without academic credit may be granted by departments to first-year students whose performance on the College Level Examination Program (CLEP subject examinations only), CEEB Achievement Tests, or the New York State Education Department’s College Proficiency Examinations gives clear evidence of competence in the courses tested.

**Grading Policies and Academic Rules and Regulations**

**Grading Policies** During the term, faculty members may use any grading system they wish in their courses. Final course grades reported to the Registrar, however, must
be recorded as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
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<tbody>
<tr>
<td>A+</td>
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<tr>
<td>A</td>
<td></td>
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<tr>
<td>A-</td>
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<td>D-</td>
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<tr>
<td>F</td>
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</tbody>
</table>

The above grades are calculated in the student's grade point average.

I (Incomplete)
NG (Final grade not submitted to the registrar)
T (Temporary – used when a course lasts longer than a single term)
S (Satisfactory)
U (Unsatisfactory)
W (Withdrawal)
O (Pass- physical education)
P (Pass)

The above grades are not calculated in the student’s grade point average.

A minimum of 32 academic course credits is required for graduation. A maximum of 2.00 course credits from add-on fractional course credits may count toward this requirement. A minimum cumulative grade point average of 2.00 is required for the entire college career as well as in the courses comprising the major program. Unless otherwise stated, a course taken at Colgate carries 1.00 course credit and is the equivalent of four semester hour credits.

Course Warnings Any student experiencing academic difficulties in a course should be identified and counseled well in advance of the end of the course. At the mid-point of the term, the vice president and dean of the college and the dean of the faculty request information from faculty members for students having academic difficulties. Responses from faculty concerning individual student progress are voluntary. Information received from faculty is reported to the administrative dean who informs the student and the faculty adviser.

Reporting Final Grades Final grades for all students are to be reported on the official final class lists distributed by the registrar or submitted online via Banner Self-Service for faculty. Final grades for seniors who expect to graduate at the end of a term must be reported to the registrar within 48 hours after the final examination in a course or, if no final examination is scheduled, 24 hours after the final day of the examination period (or sooner). Final grades for all other students are due in the registrar’s office by the date specified in the memorandum accompanying the final grade list. Late grades create undue problems for students, the Committee on Standards and Academic Standing, and numerous offices that rely on academic results.
Final grades are reported to students online (via Banner self-service) by the registrar only after all grades in a term have been submitted by the faculty. Faculty members may, if they wish, unofficially notify students of their grades, but such notification should be in writing and should be made only after the grades have been reported by the instructor to the registrar.

**Incompletes** The university’s policy on “Incompletes” is contained in the section on “Academic Regulations” in the Colgate catalogue.

The temporary status of “incomplete” in a course is given only when the student has not finished the work of the course as a consequence of extenuating circumstances beyond the ability of the student to predict or control. *A student’s request for an incomplete, which must be made before the end of the term, is directed to his or her administrative dean, who will consult with the instructor in the course before rendering a decision. Faculty do not grant incompletes.* If an incomplete grade is granted by the administrative dean, he or she then informs the registrar, student, and faculty member in writing. It is the student’s responsibility to make arrangements with the instructor to complete the work in the course by the established deadline.

An administrative dean will grant an incomplete for a specific period of time, but in all cases the incomplete work must be completed and submitted to the faculty member not later than 20 days from the last day of a term’s final examination period. Extensions beyond the 20-day period will be granted by the student’s administrative dean only for highly unusual circumstances. Incomplete grades will be converted to an “F” if work is not completed on schedule.

**Review of a Grade** Although the individual faculty member is the sole judge of students’ academic performance in a course, students have a right to be informed of the basis for the evaluation of their academic performance in courses of instruction.

The dean of the faculty and the Dean’s Advisory Council have established the following procedure for students who desire a review of an instructor’s evaluation of their academic performance in a course: The student should first discuss the matter with the instructor in the course, who should endeavor to explain the basis for his or her evaluation of the student’s academic performance. If the student finds this to be unsatisfactory, he or she may request that the division director (or department chair/program director) convene a meeting of the instructor, student, and division director (and/or chair/director), at which the instructor will explain the standards and criteria used in evaluating the student’s academic performance in the course in question. At this meeting, the student may present reasons why he or she feels that the evaluation was incorrect or improperly made. The final responsibility for evaluating students’ academic performance in a course, however, rests with the instructor.

If the division director (or department chair/program director) finds that there is reason to believe that the instructor’s evaluation of the student’s academic performance was prejudiced or capricious, the division director (or chair) should immediately bring the matter to the attention of the associate dean of the faculty for such action as the associate dean finds appropriate.

Grades appearing on a student’s academic record may normally not be changed after one semester from the end of the term in which the grade was awarded. Grade
changes initiated by the course instructor(s) must follow the “Changes of Grade” policy laid out in the Colgate University Faculty Handbook. Under extraordinary circumstances, appeals for grade changes beyond one semester but before graduation may be made to the associate dean of the faculty.

**Satisfactory/Unsatisfactory (S/U) Option** This option is designed to encourage students to explore new areas outside their concentrations in the true spirit of a liberal education.

Students with junior and senior standing, who have been accepted in a major, may elect to take up to four courses which are evaluated “Satisfactory” or “Unsatisfactory” instead of by the usual letter grades. The following conditions apply to this option:

1. The decision to choose the S/U option rests solely with the student and is restricted to students with junior or senior standing.
2. A student may take no more than one course per term on the S/U basis.
3. A student on academic warning may not use the S/U option.
4. Liberal Arts Core Curriculum courses, when taken toward the fulfillment of the Liberal Arts Core Curriculum requirement, may not be taken under the S/U option. Also, courses used to fulfill the areas of inquiry requirement, the Global Engagements requirement, major requirement, and a minor requirement may not be taken S/U.
5. It is expected that students will take the course and fractional add-on component with the same grade option (conventional grade or S/U). In certain instances, faculty members may require that a stand-alone or add-on fractional credit course be offered only on a graded or S/U basis. In most cases, however, the decision of a grade mode for fractional credit courses will be left to the student.
6. The choice to take a particular course with the S/U option must be made prior to the end of the Drop/Add period and must be officially recorded by the student with the registrar’s office using the S/U selection form. No course will be officially regarded as using the S/U grading option unless the S/U selection form is completed. After the end of the Drop/Add period, no changes in the grading mode (conventional grade to S/U or S/U to conventional grade) may be made.
7. In the event of a course’s limited enrollment, a student’s desire to take the course on a S/U basis shall not be a criterion in determining his/her eligibility for the course or course section.
8. To achieve the grade of Satisfactory, the student must perform at a level that would warrant a grade of “C-” or better.
9. Satisfactory completion of a course is entered on the student’s permanent transcript as “S” (Satisfactory), but does not enter into the computation of the grade point average. The unsatisfactory completion of a course is entered on the student’s transcript as “U” but does not enter into the computation of the grade point average. No course credit is awarded for a grade of U.
10. Seniors, during their final semester, should not take a course using the S/U option unless they will have a total of 32 courses without the S/U course.

**Academic Honors** A description of the academic honors awarded at Colgate may be found in the “Undergraduate Program” chapter in the Colgate University Catalogue.
Reporting honors and high honors to the registrar is the responsibility of the department chair or program director. Because of the increasing number of students completing graduation requirements at times other than May, the Dean’s Advisory Council has issued the following ruling regarding the dates for reporting of honors and high honors to the registrar: Departments must report honors and high honors to the registrar no later than five calendar days after the end of the fall semester final examination period if the student completes his or her graduation requirements in the fall term; or no later than the end of the regularly scheduled period for final examinations in the spring term if the student completes his or her graduation requirements in that term.

Departments should publicize this information to all majors. It is particularly important that students who plan on finishing their graduation requirements in the fall term be aware of this ruling.

**Other Academic Rules and Regulations** Additional academic rules and regulations — including those pertaining requirements for credit, graduation, withdrawal from a course, repeating a course, class standing, warning and dismissal, Advanced Placement and transfer of credit, physical education, class attendance, and independent study — may be found in the “Academic Regulations” chapter in the Colgate University Catalog or in other sections of the catalogue.

**Absence of the Instructor from Class** Faculty members are expected to meet their classes promptly at the scheduled times. In case of illness or other emergency that requires a class be cancelled, the department secretary will post a notice of the cancellation in the classroom and also notify WRCU radio, which will announce the cancellation to its listeners.

**Examinations** A normal pattern of examinations in a course includes one or two in-class hour examinations and a final examination or its equivalent. Other courses and seminars may use additional modes of evaluation, including take-home exams, reflective essays, individual or group projects, homework assignments, research papers, oral presentations or examinations, etc. Whatever the pattern, it is important that all students, especially first-year students and sophomores, be given adequate periodic assessments of their work during the term, so that they are aware of the progress they are making or of the academic difficulties they are experiencing.

*Except in seminars, a two-hour final examination or its equivalent is required of all students in all courses.* During reading and exam period students should be able to devote their full attention to final examinations; therefore, all other work for a course, including research and seminar papers, work for independent study courses, and other assignments or projects must be due no later than 5:00 p.m. on the final day of classes. Conversely, the final exam or its equivalent must be given in the exam period and not during the final week of classes.

The final exam or its equivalent should normally be cumulative and/or integrative. Instructors who give a traditional two-hour final exam must do so either by giving the exam at the time set by the registrar or by allowing students to take self-scheduled exams. Traditional two-hour final exams may not be scheduled at other times without the permission of the associate dean of the faculty. The Office of the Dean of the Faculty
will provide administrative support for self-scheduled final examinations.

Faculty who choose a format other than a two-hour final should be mindful of the burdens that alternative formats might impose. In general, alternative formats should achieve the same purposes, allowing students to demonstrate cumulative and integrative mastery of course material, while not imposing overall time demands on students that exceed those of studying for and taking a traditional final. Faculty who wish to give written, and un-timed, take-home exams, or reflective final assignments, are strongly encouraged to observe the following guidelines. Take-home exams should normally be due on the final exam date scheduled by the registrar; be distributed at least one week prior to the due date; not require more than minimal reading or research beyond the class syllabus; and be of reasonable length (e.g., 2000 words maximum), or less if the final exam is part take-home and part in traditional format. Other formats should follow the spirit of these rules. In particular, oral presentations or examinations should be scheduled flexibly to accommodate students’ final exam week workloads.

It is a general rule that a student who has three final examinations scheduled in a single day has a right to request that he or she be allowed to take one of them at a different time. This is usually accomplished informally with a request to one of the instructors involved. In some cases, the student may ask his or her administrative dean to intervene with the instructor(s), and faculty members are asked to cooperate with such a request for a student who has three final examinations scheduled in a single day. If the problem cannot be resolved in this manner, it will be referred to the associate dean of the faculty, who will determine which of the student’s three examinations will be rescheduled.

Except in the unusual case of a student having three examinations scheduled in a single day, students are expected to take the final examinations in their courses at the regularly scheduled times. Students should not make end-of-semester travel plans prior to the publication of the final exam schedule (or should schedule travel for after the end of the final exam period). Faculty members are strongly discouraged from giving “make-up” or special final examinations for students except in very unusual cases and for compelling reasons.

It is requested that faculty members inform a student’s administrative advisor if the student fails to appear for a scheduled final examination in a course.

**Observance of Religious Holidays** In order that no student at Colgate suffer academic penalty because of his or her conscientious observance of a major religious holiday, it is important that faculty members follow a uniform policy regarding such observance.

For scheduling purposes involving the student body, Colgate considers major religious holidays to be the following: Rosh Hashanah, Yom Kippur, the first two days of Passover, Good Friday, and Easter. Quizzes or exams should not be scheduled, and papers should not become due, on any of these holidays or on the subsequent two weekdays. In addition, every effort will be made not to schedule major college events on these days.

Please also note that students observing the festival of Ramadan may need accommodation for their fasting arrangements. Please consult the university chaplain for
Students whose conscientious religious observance requires that they observe religious holidays in addition to those named above, for example Orthodox Good Friday and Orthodox Easter, should inform their instructors well in advance. In such cases, each instructor and student shall arrange an accommodation consistent with the policy described for the major religious holidays listed above. (June 2012)

**Academic Dismissal and Readmission**

Members of the Committee on Standards and Academic Standing (CSAS) review the academic performance of all students at the end of each term. Failure to meet the academic standards in a term, as described in the catalogue, will result in dismissal. Students dismissed may appeal this decision by filing a written appeal to the CSAS in accordance with the procedures outlined in their dismissal notification letter.

A student who is academically dismissed from Colgate University for the first time is eligible to petition for readmission, but readmission is not automatic. A second academic dismissal is permanent.

Following an academic dismissal, the student must absent himself/herself from campus and abide by the Policy for Student Presence on Campus While a Student is Separated from the University contained elsewhere in the handbook.

Colgate’s academic standards are contained in the university catalogue in the “Academic Regulations” chapter under the headings of “Minimum Academic Progress” and “Academic Warning and Dismissal” and are worthy of careful review.

**Readmission**

One fall and one spring term must elapse before an academically dismissed student is eligible to return to Colgate. Students must apply for readmission through their administrative dean, according to the following timetable:

<table>
<thead>
<tr>
<th>Return</th>
<th>Completed application due by:</th>
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<tbody>
<tr>
<td>Fall term</td>
<td>June 1</td>
</tr>
<tr>
<td>Spring term</td>
<td>October 1</td>
</tr>
</tbody>
</table>

Failure to submit the application by the above deadline may result in a denial of the petition or delay readmission until a subsequent semester. Financial aid applicants must contact the Office of Financial Aid no later than April 1 for a potential readmission in any term of the subsequent academic year. Students returning from academic dismissal are automatically placed on academic warning for the first term back. The administrative dean will outline the terms of this warning in the readmission letter. Financial aid recipients should refer to the section on Financial Aid contained elsewhere in the Handbook for financial aid policy pertaining to students returning to Colgate from academic dismissal status.

**Requirements for Readmission**

Students who have been academically dismissed must demonstrate that they have the capacity to succeed in a structured environment before they are allowed to resume their studies at Colgate.

Students who have been academically dismissed must be employed in a full-time job for at least six consecutive months or successfully complete at least two full-time courses (grades of “B” or higher) at an approved four-year college or university. Dis-
missed students must consult the Colgate registrar in advance for approval to take courses at another institution for subsequent transfer to Colgate. Note also that no more than six course equivalents may be transferred to Colgate from all other sources (i.e., pre-college, Advance Placement, and other colleges).

Students must consult their administrative dean in order to plan their time away from Colgate. Administrative deans must approve students’ plans to demonstrate their capacity to succeed in a structured environment.

**Readmission Application** The application for readmission should address the problems which led to the academic dismissal and argue for the student’s success upon returning to Colgate. The student’s petition, which will be evaluated by the Committee on Standards and Academic Standing, must include the following:

1. The student’s written statement describing how the time away has been spent, addressing the problems which led to dismissal and persuasively arguing why those problems will not reoccur if the student returns to Colgate.
2. If the student’s plan to work full-time for six consecutive months has been approved by the administrative dean, the student must document the employment and provide two letters of recommendation, at least one of which is from the employer who supervised the student’s work.
3. If the student’s plan to enroll in at least two full courses at a four-year college or university has been approved, the student must provide a transcript showing that grades of “B” or better were earned in the courses and evidence that the Colgate Registrar gave prior approval for the course work undertaken. Two letters of recommendation are also required. Preferably, at least one letter should be from the professor who taught one of the two courses.
4. Other materials that may be relevant which was specifically required at the time of dismissal (e.g., a letter from a health care professional attesting to the student’s readiness to return if psychological and/or medical problems contributed to the dismissal).
5. An interview with the student’s administrative dean.
6. Optional: additional letters of recommendation and/or a letter of support from parents or guardian.

The documents above must be submitted to the student’s administrative dean no later than the deadlines shown above. Please note that students readmitted from dismissal may be required to consult with the Office of Undergraduate Studies.

**Academic Dishonesty and the Academic Honor Code**

- Background
- The Academic Honor Code
- Academic Honor Pledge
- Reporting Procedures

~ 101 ~
Definitions of Academic Dishonesty and Avoiding Academic Dishonesty

Forms of Academic Dishonesty

Avoiding Academic Dishonesty

Background
In the spring term 1999, Colgate University approved a new Academic Honor Code that went into effect in the Fall term, 2000. The Academic Honor Code itself is printed below, and all Colgate students are expected to be familiar with the Code and abide by it. At the time of matriculation all students are required to read and sign the Academic Honor Code. For a more extensive discussion of academic dishonesty, refer to The Colgate University Academic Honor Code. Students are provided with a copy of this booklet at the start of their first year at Colgate. Additional copies may be obtained from the Office of the Dean of the College in McGregory Hall.

The Academic Honor Code
At Colgate University, we believe honesty and integrity are fundamental in a community dedicated to learning, personal development, and a search for understanding. We revere these values and hold them essential in promoting personal responsibility, moral and intellectual leadership, and pride in ourselves and our University.

As Colgate students, we will represent ourselves truthfully, claim only work that is our own, and engage honestly in all academic assignments.

Since articulated standards and expectations can influence attitudes, and because each of us shares the responsibility for maintaining academic integrity, we are committed to upholding the Academic Honor Code.

Academic Honor Pledge
As a member of the Colgate community, I pledge to live by and to support the letter and spirit of Colgate’s Academic Honor Code.

Reporting Procedures
Members of the Colgate community who misrepresent themselves or their work, through cheating, fabrication, facilitation, or plagiarism, or who suspect another of such misrepresentation are expected to follow the reporting procedures outlined.

Consistent with the basic expectations of the Academic Honor Code, students who believe they may have violated Colgate’s standards of academic integrity are expected to acknowledge their concerns to the instructor in the class or to their academic or administrative dean.

A student who observes what may be academically dishonest behavior on the part of another student is expected to share that concern with the other student in a timely fashion. If the observer and the other student determine that no violation of the Academic Honor Code has occurred, no further action is required. However, if either student believes that an Academic Honor code violation may have occurred, the student observed is expected to self-report the incident immediately to the instructor in the class or to his or her academic or administrative dean. Self-reporting does not constitute an admission of guilt but is an essential step, necessary to prevent misunderstand-
Definitions of Academic Dishonesty and Avoiding Academic Dishonesty

General Definition Briefly stated, Colgate University defines academic dishonesty as any attempt to misrepresent one’s performance on any academic exercise submitted for evaluation. Departments, at their option, may further clarify this general definition in writing (and distribute this clarification in courses in that department), and a violation of the Department’s statement shall be considered a violation of the academic dishonesty policy of the University as a whole. In any situation where a student questions the appropriateness of representing a work as his or her own, it will be the student’s responsibility to raise the question with the instructor. Ignorance of University policy concerning academic dishonesty shall not be a defense in any Conduct Board proceeding.

Forms of Academic Dishonesty

Colgate University recognizes four forms of academic dishonesty: Cheating, Fabrication (of data or sources), Facilitating Academic Dishonesty, and Plagiarism. The full definitions of these forms of academic dishonesty are listed below. All students are urged to read these definitions carefully to gain a complete understanding of behavior that the university considers academically dishonest. Ignorance of the definitions will not be seen as a defense in University Conduct Board proceedings.

Cheating shall be defined as attempting to use prohibited materials, information, or study aids in any academic exercise. To prevent possible claims of cheating, there should be strict adherence to the following guidelines:
1. Faculty members should state, in advance, their policies and procedures concerning examinations and other academic exercises. Students should request such information if a faculty member neglects to offer it.
2. It is especially important that clear guidelines be established and followed concerning the use of “take home” examinations.
3. Students completing an “in class” or “take home” examination should assume that any external assistance (e.g., books, notes, calculators, conversations with others) is prohibited unless specifically authorized by the instructor.
4. Substantial portions of the same academic work may not be submitted for credit or honors more than once without the permission of the instructor(s).
5. Students must not allow others to conduct research or prepare any work for them without advance authorization from the instructor. This comment includes, but is not restricted to, commercial term paper companies and files of past papers.

Fabrication shall be defined as the attempt to falsify or invent without authorization any information or citation in an academic exercise. To prevent possible claims of fab-
ication, there should be strict adherence to the following guidelines:

1. “Invented” information may not be used in any laboratory experiment or other academic exercise without notice to and authorization from the instructor. It would be improper, for example, to analyze one sample in an experiment and covertly “invent” data based on that single experiment for several more required analyses.

2. A student should acknowledge the actual source from which he or she obtains cited information. For example, a writer should not reproduce a quotation found in a book review and indicate that the quotation was obtained from the book itself.

Facilitating Academic Dishonesty shall be defined as attempting to help another to commit an act of academic dishonesty. For example, if a student gives another student a specific answer to a homework assignment and knows that such assistance was either prohibited or would not be acknowledged, he or she is facilitating academic dishonesty.

Plagiarism is the act of using another person’s work without clearly acknowledging your debt to the original source. This includes the borrowing of words, ideas, images, tables, charts, etc., from books, articles, web pages, interviews, television shows, films, songs, or any other medium.

To avoid plagiarizing, always provide a specific citation to the original source in each instance in which you have borrowed from another’s work. In addition, always use quotation marks or indented block quotations when phrases or sentences are borrowed directly, and put summaries and paraphrases in your own words (because merely rearranging someone else’s words in order to avoid using quotation marks is neither honest nor good scholarship).

Students should always consult with their professor if they have questions about proper scholarly procedures or what might constitute plagiarism on a particular assignment.

Colgate expects all students to understand what plagiarism is and to produce work that is both honest and meets the high standards expected for scholarly discourse. Ignorance is not an excuse; any failure to acknowledge sources properly constitutes plagiarism. Nevertheless, plagiarism in an assignment may vary in extent — ranging from an isolated instance to being pervasive throughout an assignment — and in intent — ranging from some level of disregard for proper scholarly procedures to a clear and obvious intent to deceive.

Colgate’s procedures for handling cases of plagiarism and sanctions depend on the nature of the offense. Instances of plagiarism that are less serious are normally handled directly by the faculty member for the course with a penalty in the form of an appropriate grade reduction on the particular assignment. In such cases, faculty must turn in a form, signed by the student, which remains on file in the Office of the Dean of the College through the student’s career at Colgate and is used to inform decisions on any later complaints of academic dishonesty against the student. Students who are
dissatisfied with the resolution proposed by the faculty member may choose to exercise their right to a conduct board hearing. Cases where plagiarism in an assignment is egregious or where it seems likely that the student’s work provides evidence of academic dishonesty — in particular, an intent to deceive — are referred to the University Student Conduct Board for a hearing. The usual standard is that if a student makes no obvious attempt to provide a citation or source for any significant borrowed material, then there is a presumption that the student has committed an act of academic dishonesty. If the Board determines that the nature of the plagiarism in the assignment and the evidence presented in the hearing warrant a finding of academic dishonesty, then the minimum penalty will be failure in the course and either warning or probation. If the Board determines that plagiarism has occurred but that the plagiarism does not constitute academic dishonesty, then the penalty in first-offense cases will be warning. If a warning is issued, then the faculty member will determine the appropriate penalty for the particular assignment. In the event that the conduct board finds the student not responsible, i.e., that plagiarism has not occurred, then the faculty member will grade the assignment without imposing any penalty.

Avoiding Academic Dishonesty

At Colgate University, academic honesty is assumed to be the norm, and there is no evidence that acts of academic dishonesty are commonplace. Nevertheless, in recognition of the importance the Academic Honor Code places on academic integrity, University Student Conduct Board penalties for infractions are severe. The community has high standards in this area, and students must be careful to avoid all forms of academic dishonesty. Acts of academic dishonesty can be avoided by: (a) Knowing the definitions of the forms of academic dishonesty recognized and (b) Avoiding these dishonest behaviors scrupulously. Any questions concerning the standards or requirements in a course should be referred to the professor to whom the work will be submitted. Careful planning and skillful time management will also help a student avoid instances of academic dishonesty as experience has shown that most acts of plagiarism, cheating, etc. occur when a student runs out of time to properly prepare an assignment or study for an examination or quiz. In some cases, extensions (with or without a grade penalty) may be arranged, but in all cases, it is better to fail an assignment rather than risk the serious disciplinary consequences of an academic dishonesty infraction. When time has run out, and a student does not believe he or she will be able to meet an academic deadline, a meeting with the instructor in the course and/or the administrative dean is in order to consider viable options.

A special note about the use of computers: The vast majority of Colgate students use computers in researching and preparing papers, take home examinations and other written assignments, and in recent years, many academic dishonesty cases have had a computer-related aspect that the University Student Conduct Board has been asked to consider. Advances in information technology make it extremely easy to download and manipulate files, articles and even whole manuscripts from other sources, and students suspected of academic dishonesty have occasionally sought to blame the computer for acts of dishonesty. Students are reminded that a concern about academic dis-
honesty will be based on what the student submits for evaluation and not how the assignment was prepared. Claims that: “The computer printed out my notes (or first draft) and not my final paper” (or) “I wrote my footnotes into the memory of the computer and the computer forgot to record the footnotes as I went along” (or) “A friend printed out my paper and submitted it for me, but he got the wrong paper off my disk” or similar explanations will not excuse acts of academic dishonesty. Computers are wonderful aids in writing academic assignments, but one must be especially careful in using them to adhere strictly to Colgate’s standards of academic integrity.

Standards of Conduct and Non-Academic Policies

- Policy on Public Order
- Policy on Hazing
- Policy on Alcohol and Drugs
- Policy on Equal Opportunity, Nondiscrimination, Sexual Harassment, and Other Forms of Harassment
- Policy on Medical Leave of Absence
- Policy on Accommodations for Students with Disabilities
- Policy on Unrecognized Organizations
- Policy for Student Presence on Campus While a Student is Separated from the University
- Policy Governing the Scheduling of Parties
- Policy on Campus Solicitation and Concessions
- Policy on Use of Colgate Vehicles
- Policy on Smoking
- Policy on Advertising
- Equity in Athletics Disclosure Act
- Policy for Participation in the Commencement Ceremony

Students at Colgate accept membership in a community of scholars dedicated to the pursuit of intellectual growth. The university attempts to provide an atmosphere in which individual freedom and diversity can flourish and where personal growth will accompany the formal learning process. Such a community relies upon the acceptance of individual responsibility as well as respect for the rights of others.

All members of the Colgate community are expected to adhere to local, state and federal regulations as well as to the University Code of Student Conduct found in this Handbook. Colgate University reserves the right to amend any administrative policy contained in the Handbook without prior notice.

Policy on Public Order
The university is committed to the conduct of its affairs in an orderly manner and to maintain a sense of community. It is also committed to the discharge of legal and moral
responsibilities, especially as they relate to the rights of freedom of speech and peaceful assembly in the university community. However, lawlessness in any form, or for any reason, will not be tolerated.

Individuals or groups who engage in acts which, in the judgment of the President of the university or designated representatives, violate public order on university property, or property supervised by the university, or who ignore or refuse to comply with specific university directives designed to maintain public order, or who pose a threat to the lives or safety of themselves or others, will be advised of the following consequences of such acts:

1. Visitors or licensees will be directed to leave the university property, or be subject to immediate arrest and removal.

2. Students, faculty, staff or other employees will be suspended from whatever status the individual has with the university and/or be subject to such other penalties deemed to be more effective. Disciplinary actions will be subject to review by the appropriate body: by procedures adopted by the faculty for faculty members, by the University Student Conduct Board for students, and by the President of Colgate University or designates for all others.

3. Failure by students, faculty, staff or other employees to comply with University directives will result in civil or criminal prosecution of the individuals or groups concerned including, if necessary, ejection from the university property or property supervised by the university. Other disciplinary action including expulsion or dismissal will be taken by the University as deemed appropriate.

4. Any organization which authorizes or permits proscribed conduct referred to above shall be subject to the revocation of permission for that organization to operate on campus property.

The above resolution was moved, duly seconded and formally voted at the meeting of the Colgate University Board of Trustees on November 12, 1980, a quorum as required by the Bylaws being present for the conduct of business.

Policy on Hazing

Hazing is any action or situation that recklessly or intentionally endangers mental or physical health, or creates substantial embarrassment, harassment or ridicule, or involves the forced consumption of food, alcohol or drugs in the course of initiation or continuing affiliation with an organization. Groups that violate the university hazing policy will lose recognition. Hazing includes, but is not limited to, the following list of activities:

1. Participation in or creation of situations that cause physical harm or emotional strain, such as causing a member or non-member to be the object of malicious amusement or ridicule.

2. Forced, required or implicitly coerced participation in physical activities such as calisthenics exercises or games.

3. Participation in activities that involve illegal acts such as kidnapping or stealing, or acts that violate university policy.

4. Creation of excessive fatigue or distress through deprivation of privacy, sufficient sleep or decent and edible meals.

5. Use of physical brutality or force (including paddling, striking with fists, open
hands or objects).
6. Forced, required, condoned or implicitly coerced behavior resulting in lewdness or potential ridicule or bodily harm (such as forced nudity or partial nudity, including coercing an individual to dress in a degrading manner as part of initiation or affiliation).
7. Forced, required or implicitly coerced consumption of any food, liquor, drug or any other substance.
8. Permitted consumption of excessive amounts of alcohol.

In addition to Colgate University’s anti-hazing policy, students must comply with the New York State Anti-Hazing Law, first passed in 1980. Hazing in the first degree is a Class D Felony carrying a prison sentence. Hazing in the Second Degree is a Class E Felony and also carries a prison sentence. Hazing in the Third Degree is a Class A Misdemeanor.

The above resolution was moved, duly seconded and formally voted at the meeting of the Colgate University Board of Trustees on May 18, 1991, a quorum as required by the Bylaws being present for the conduct of business.

Policy on Alcohol and Drugs
All Colgate University students are subject to New York State law, local statutes and ordinances, and Colgate’s alcohol and drug policy. Students who violate state or local laws or university policies will be subject to criminal and/or university disciplinary action. Ignorance of the law and Colgate’s policy is not an excuse for any violations.

As an institution dedicated to learning and the life of the mind, Colgate condemns the abuse of alcohol and other drugs. Because abuse of alcohol and other drugs is detrimental to the physical and psychological well-being of students, the university seeks to educate students about the dangers of drug and alcohol abuse and the importance of healthy and responsible choices. Repeated involvement with, or excessive use of, alcohol and/or other drugs will be viewed as a health concern as well as a disciplinary matter. The university may mandate treatment for abuse of alcohol and other drugs.

Under New York State law it is illegal:
1. to provide alcohol to persons under the age of 21 years;
2. for an underage person to possess any alcoholic beverage with the intent to consume;
3. for an underage person to misrepresent his or her age, or to use false identification for the purpose of buying or otherwise obtaining alcohol;
4. to sell alcohol without an Alcoholic Beverage Control license (this includes charging admission at the door of an event at which alcohol is distributed free of charge);
5. to use, possess, sell, or distribute illegal drugs.

(Note: Under New York State civil law, the provider of alcohol may be held liable for any damages or injuries caused by an intoxicated person.)

Observed or reported violations of the university’s policy or concerns about abusive behavior are to be directed to designated members of the dean of the college’s staff for appropriate action. Neither the university nor the police are in a position to ensure students against harm from drug or alcohol abuse by themselves or others. This policy is designed to promote understanding throughout the Colgate community that those who use alcohol or other drugs are fully and individually responsible for their own actions, including the personal and legal consequences associated with illegal use, pos-
session, or distribution of these substances.

The residential life staff and the campus safety staff are on campus primarily to assist students and to promote the well-being of the residential community. As members of the Office of the Dean of the College, head residents and resident advisers are resources from whom students may seek clarification of the University’s Policy on Alcohol and Drugs in a given situation. Programs in the residence halls provide opportunities for students to educate themselves about the impact of alcohol and other drug consumption on individuals and the community.

The residential life and campus safety staffs report student violations of the Policy on Alcohol and Drugs to members of the Office of the Dean of the College. The residential life and campus safety staffs may intervene when the pattern or frequency of a student’s alcohol or other drug use poses a threat to the student’s health and/or safety or to those around her/him.

**Regulations** The following regulations apply to all members of the Colgate student community (throughout this document the term “members of the Colgate student community” shall refer to all individual students as well as all recognized and sanctioned university organizations). The university also expects all visitors and guests to the Colgate campus to comply with the regulations listed below. (All Colgate employees must comply with the Colgate University Drug Free Schools and Workplace Policy, copies of which are available in the Office of Human Resources.)

1. The university reserves the right to prohibit the consumption of alcohol in certain facilities, and to limit the way alcohol is served and the amount that may be made available at a given event.
2. Individuals or organizations that sponsor events at which alcohol is served in public spaces on campus must obtain prior authorization from the dean of the college or his/her designate.
3. Individuals or organizations (and their leaders) that sponsor events at which alcohol is served shall be responsible for ensuring that university policies and New York State laws are strictly observed.
4. Possession of open containers of alcohol is prohibited on and immediately adjacent to public roads, parking lots, and in the common areas in and around residence halls on the campus. Consistent with NCAA policy, the use of alcohol is prohibited at all athletic events.
5. Kegs are not permitted on university property or in the possession of recognized University organizations except when used by licensed caterers operating with proper university authorization. Large quantities of alcohol are subject to confiscation.
6. No one shall be coerced to drink alcohol or use other drugs. Events which encourage excessive drinking, including any drinking game or contest, are prohibited.
7. Being under the influence of alcohol or other drugs will not be a defense in any campus disciplinary or administrative proceeding.
8. Visitors and guests who violate the University’s Policy on Alcohol and Drugs or New York State or federal law may be expelled from university property and/or subject to criminal action. Students may be held responsible for the behavior of their guests, and for any incidents or disruptions which result from possession, use, or
distribution of alcohol or other drugs by their guests.

9. The consumption of alcohol should not be the primary purpose of any event, and advertisements for events displayed on campus shall not create such an impression. Non-alcoholic beverages and food (snacks, sandwiches, etc.) should be readily and continuously available at all functions where alcoholic beverages are being served.

10. Neither funds raised by the collection of the Center for Leadership and Student Involvement Fee nor programming funds provided to university residences by the university may be used to purchase alcohol.

**Points System**

In instances where students have been found responsible for violations of this policy, outcomes may include the assessment of points and/or disciplinary sanctions (disciplinary sanction are outlined in the System of University Standards and Student Conduct elsewhere in this handbook). The points system includes the following components:

- Schedule of Points, Violations, Educational Referrals, Notifications & Restrictions
- Corollary points
- Medical Leave of Absence for Alcohol and Other Drug Use
- Medical Amnesty and Good Samaritan exemptions
- Point Forgiveness

**Schedule of Points, Violations, Educational Referrals, Notifications & Restrictions**

<table>
<thead>
<tr>
<th>Item</th>
<th>Point Value</th>
<th>Violation</th>
<th>Educational Referrals, Notifications &amp; Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>0</td>
<td>Good Samaritan: Underage student who has consumed alcohol who seeks assistance for another student in need of emergency medical care.</td>
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<tr>
<td>B</td>
<td>0</td>
<td>Medical Amnesty: A student who engages in drinking practices or activities that seriously threatens one’s health and safety (Student is transported to the hospital for alcohol or drug consumption after having sought help from or having a peer seek help from Campus Safety, a Community Leader (CL) or a friend). Students who are found unattended and alone are not eligible to receive Medical Amnesty.</td>
<td>Parental/legal guardian and athletic administration notification AND Educational referral (Alcohol tutorial, initial assessment) OR Substance use evaluation</td>
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<td></td>
<td>1</td>
<td>Possession of an open container of an alcoholic beverage in a prohibited area</td>
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<td>1</td>
<td>Possession of an alcoholic beverage container by a student under the age of 21</td>
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<td>1</td>
<td>Possession of a fictitious ID, fraudulent ID or another person's drivers license</td>
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<td>1</td>
<td>Guest policy violation in which a student's non-Colgate guest is cited for a violation of the Policy on Alcohol and Drugs</td>
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<td>1</td>
<td>Possession of empty alcoholic beverage containers in a room occupied by a student under the age of 21</td>
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<td>2</td>
<td>Intoxicated person under 21 (indicators of internal consumption of alcoholic beverages)</td>
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<td>2</td>
<td>For students 21+: Engaging in alcohol-related disruptive behavior or violation of state and local laws</td>
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<td>2</td>
<td>Possession of alcohol-related paraphernalia (funnels, bars, etc.)</td>
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<td>2</td>
<td>Being in the presence of drinking games with alcoholic beverages</td>
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<td></td>
<td>2</td>
<td>Failure to evacuate during a fire alarm as a result of impairment or intoxication caused by alcohol or other drug use</td>
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</tr>
</tbody>
</table>

**Athletic administration notification**

**Educational referral (Alcohol tutorial)**

**Educational referral (Alcohol tutorial, initial assessment)**

**Campus Service**

**Disciplinary Sanction **

**Fire Safety Fine**
<p>| | | | |</p>
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</table>
| M | 3 | False activation of a fire alarm as a result of impairment or intoxication caused by alcohol or other drug use | Athletic administration notification  
Educational referral (Alcohol tutorial, initial assessment)  
Fire Safety Fine |
| N | 3 | Possession of hard alcohol under the age of 21 | Athletic administration notification  
Educational referral (Alcohol tutorial, initial assessment) |
| O | 3 | Use of a fictitious ID, fraudulent ID or another person’s driver’s license to purchase alcohol | Athletic administration notification  
Educational referral (Alcohol tutorial, initial assessment) |
| u | 4 | Accumulation of 4 or more points | Parental/legal guardian notification  
(as a result of any combination of multiple infractions)  
Athletic administration notification  
Educational referral (Alcohol tutorial, initial assessment) |
| P | 4 | Providing alcoholic beverages to a student under the age of 21 | Parental/legal guardian notification (as a result of any combination of multiple infractions)  
Athletic administration notification  
Educational referral (Alcohol tutorial, initial assessment) |
| Q | 4 | Hosting drinking games with alcoholic beverages | Parental/legal guardian notification (as a result of any combination of multiple infractions)  
Athletic administration notification  
Educational referral (Alcohol tutorial, initial assessment) |
| R | 4 | Possession of marijuana and/or drug paraphernalia | Parental/legal guardian notification (as a result of any combination of multiple infractions)  
Athletic administration notification  
Educational referral (Marijuana tutorial, initial assessment) |
| S | 4 | Intoxicated student who requires transport for emergency medical care when the Medical Amnesty exemption is not available | * Parental/legal guardian notification  
Notification happens as a result of transport  
Athletic administration notification  
Educational referral (Alcohol tutorial, initial assessment) |
<table>
<thead>
<tr>
<th></th>
<th>Accumulation of 5 or more points</th>
<th>Parental/legal guardian notification</th>
<th>Athletic administration notification</th>
<th>Prohibition from participating in the off-campus housing lottery</th>
<th>Review of eligibility for participation on an off-campus study program and/or study abroad program</th>
<th>Disclosure of points violations when disciplinary record is requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>u</td>
<td>5</td>
<td>Initial assessment</td>
<td></td>
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<tr>
<td>T</td>
<td>5</td>
<td>Possession of a keg or other common source of an alcoholic beverage, regardless of age, on university-owned property</td>
<td>Parental/legal guardian notification</td>
<td>Athletic administration notification</td>
<td>Educational referral (Alcohol tutorial, initial assessment)</td>
<td>Prohibition from participating in the off-campus housing lottery</td>
</tr>
<tr>
<td>U</td>
<td>5</td>
<td>Possession of a large quantity of alcoholic beverages, regardless of age, on university-owned property</td>
<td>Parental/legal guardian notification</td>
<td>Athletic administration notification</td>
<td>Educational referral (Alcohol tutorial, initial assessment)</td>
<td>Prohibition from participating in the off-campus housing lottery</td>
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<tr>
<td></td>
<td></td>
<td><em>Not in effect for events which have been registered and for which the distribution of alcoholic beverages has been approved</em></td>
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<td><em>The determination of what constitutes a large quantity of alcohol is based on a quantity relative to what reasonably can be considered for personal consumption in a reasonable period of time, for example a 30-capacity case of beer in one week.</em></td>
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<tr>
<td>u</td>
<td>6</td>
<td>Accumulation of 6 or more points</td>
<td>Substance use evaluation</td>
<td>Parental/legal guardian notification</td>
<td>Athletic administration notification</td>
<td>Prohibition from participating in the off-campus housing lottery</td>
</tr>
<tr>
<td>V</td>
<td>6</td>
<td>Providing hard alcohol, by a legal-aged student, to a student under the age of 21</td>
<td>Substance use evaluation</td>
<td>Parental/legal guardian notification</td>
<td>Athletic administration notification</td>
<td>Prohibition from participating in the off-campus housing lottery</td>
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<thead>
<tr>
<th>Letter</th>
<th>Points</th>
<th>Violation Description</th>
<th>Disciplinary Actions</th>
</tr>
</thead>
</table>
| u      | 8      | Accumulation of 8 or more points                                                        | Parental/legal guardian notification  
Substance use evaluation  
Athletic administration notification  
Prohibition from participating in the off-campus housing lottery  
Review of eligibility for participation on an off-campus study program and/or study abroad program  
Disclosure of points violations when disciplinary record is requested |
| W      | 8      | Use or possession of illegal drugs other than marijuana                                  | Parental/legal guardian notification  
Substance use evaluation  
Athletic administration notification  
Prohibition from participating in the off-campus housing lottery  
Review of eligibility for participation on an off-campus study program and/or study abroad program  
Disclosure of points violations when disciplinary record is requested |
| X      | 8      | Illegal use of prescription medications, including without limitation the use of another’s prescribed medications or illegal misuse of personally prescribed or over-the-counter medications | Parental/legal guardian notification  
Substance use evaluation  
Athletic administration notification  
Prohibition from participating in the off-campus housing lottery  
Review of eligibility for participation on an off-campus study program and/or study abroad program  
Disclosure of points violations when disciplinary record is requested |
| Y      | 8      | Distributing illegal drugs (including, but not limited to, marijuana) or other controlled substances (legal, prescription drugs) | Parental/legal guardian notification  
Substance use evaluation  
Athletic administration notification  
Prohibition from participating in the off-campus housing lottery  
Review of eligibility for participation on an off-campus study program and/or study abroad program  
Disclosure of points violations when disciplinary record is requested |
**Corollary Points**

In order to help students further make informed decisions, additional points – *corollary points* – may be assessed along with disciplinary sanctions if a student has engaged in behaviors above and beyond violations of the Policy on Alcohol and Other Drugs. In such instances, the points noted with an asterisk below may be assessed in addition to the points outlined in the grid above. Further, disciplinary sanctions (see System of University Standards and Student Conduct in the Student Handbook) may also be applied.

*Sanctions of suspension or expulsion may be relevant in some cases and thus the guidelines below are simply to be used as general guidelines related to disciplinary sanctions; sanctions of suspension and expulsion can only be applied by the University Student Conduct Board.*

Administrative Hearing Officers or the University Student Conduct Board may also assign other sanctions, depending on the specific circumstances of the situation. Such

<table>
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<tr>
<th></th>
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<th>disciplinary record is requested</th>
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<tbody>
<tr>
<td><strong>Z</strong></td>
<td>9</td>
<td>Accumulation of 10 or more points</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Medical Leave of Absence for Alcohol and Drug Use or, in second instance of 10 point accumulation, Disciplinary Sanction</td>
</tr>
<tr>
<td><strong>AA</strong></td>
<td>10</td>
<td>Selling illegal drugs (including, but not limited to, marijuana) or other controlled substances (legal, prescription drugs)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Medical Leave of Absence for Alcohol and Drug Use and/or Disciplinary Sanction</td>
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</tbody>
</table>
sanctions are outlined in the System of University Standards and Student Conduct in the Student Handbook.

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<tbody>
<tr>
<td>1*</td>
<td>Repeated alcohol or other drug-related violation within a period equivalent to a semester (120 days)</td>
<td>Disciplinary Sanctions</td>
</tr>
<tr>
<td>2*</td>
<td>Failure to comply with a University official or local law enforcement professional</td>
<td>Disciplinary Sanctions</td>
</tr>
<tr>
<td>2*</td>
<td>Alcohol-related disruptive public behavior (e.g., excessive public noise, public drunkenness or other forms of disorderly conduct)</td>
<td>Disciplinary Sanctions</td>
</tr>
<tr>
<td>2*</td>
<td>Providing false information to a University official</td>
<td>Disciplinary Sanctions</td>
</tr>
<tr>
<td>2*</td>
<td>Violation of federal, state and/or local laws and/or ordinances</td>
<td>Disciplinary Sanctions</td>
</tr>
<tr>
<td>3*</td>
<td>Damaging property belonging to another student, the University, the Village of Hamilton or other public space, or privately owned property</td>
<td>Disciplinary Sanctions</td>
</tr>
</tbody>
</table>

In cases of violations other than those described above, the applicable hearing body will have discretion to assess a number of points deemed by him/her/it to be appropriate, in addition to any other disciplinary sanctions that may apply.

**Failure to Comply points**

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<tbody>
<tr>
<td>1*</td>
<td>Failure to comply with educational sanctions (absent from tutorial, missed deadline to have completed initial assessment, etc.)</td>
<td>Disciplinary Sanctions</td>
</tr>
</tbody>
</table>

**Points assessed upon return from leave of absence and a suspension for DWI**

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<tbody>
<tr>
<td>5*</td>
<td>Return from Medical Leave of Absence for Alcohol and Other Drug Use</td>
<td></td>
</tr>
</tbody>
</table>

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Driving While Intoxicated (DWI)  
Student is arrested with a .08 BAC or higher.  
Student will, upon return to Colgate following completion of suspension, be assessed 5 points.

A finding of responsibility by University Student Conduct Board will result in, at minimum, a sanction of suspension, ordinarily for the remainder of the term.

### Assessment of Points – Administrative or University Student Conduct Board Hearings

The assessment of points will follow either an administrative hearing, or in some cases a University Student Conduct Board hearing, from which a student has been found responsible for alleged violations of the Policy on Alcohol and Drugs. Please refer to the System of University Standards and Student Conduct for information regarding the disciplinary process and hearings.

**Points may be assessed for violations that occur on or off-campus.**

Students should be aware of the University’s practice in reporting disciplinary records when such information is requested. Most typically, this takes place during the application process for an off-campus study abroad experience and post-graduate programs in law and medicine. Sanctions of disciplinary probation and above are noted by the students’ administrative dean to the requesting institution in addition to a student’s points history if they have 6 or more points at the time of disclosure. In addition, students should be aware that the university cannot control the types of questions posed to it in such situations. As a result, the University must necessarily reserve the right to disclose point totals of less than 6 and/or the underlying violations if such disclosure is necessary to make the response truthful.

**Multiple violations in one incident:**

When situations occur in which a student is cited for multiple violations in one incident, the student will be assessed the point value of the most serious violation, except in cases where corollary points are relevant; the corollary points would be in addition to the assessed points. For example, a student who has had an additional alcohol policy violation in the period equivalent to a semester (120 days) would receive one point in addition to the points associated with the Policy on Alcohol and Drug violation in question.
Medical Leave of Absence for Alcohol and Other Drug Use:

A key component of Colgate University’s mission is to provide a safe environment where students are able to pursue their academic and personal goals. The university may require a student to take a Medical Leave of Absence for Alcohol and Drug Use if a student’s behavior suggests that he or she is repeatedly unable to make healthy decisions about alcohol and/or other drug use, or the student engages in other practices associated with alcohol or other drugs that threaten the life, health or safety of him or herself, or others. This Medical Leave of Absence for Alcohol and Other Drug Use will be invoked for significant or repeated violations of the terms of the University’s Policy on Alcohol and Drugs and is initiated if and when a student accumulates 10 or more points under the Points System.

The student’s administrative dean, in consultation with both the University Disciplinary Officer and the Coordinator of Alcohol and Drug Education, will determine the terms of the Medical Leave of Absence for Alcohol and Other Drug Use. If a student violates the terms of the Policy on Alcohol and Drugs and reaches or exceeds ten points under the points system, the terms of the Medical Leave of Absence for Alcohol and Other Drug Use will normally include a provision for the student to receive care (medical, psychiatric, psychological, counseling or therapy) while on leave. These procedures will follow the protocols outlined in the Medical Leave of Absence policy in the student handbook. The student’s administrative dean will determine if all criteria have been met and if the student is eligible to return.

A student returning from a Medical Leave of Absence for violation of the Policy on Alcohol and Drugs will have 5 points on their record upon return. If a student initiates a request for a Medical Leave of Absence in order to obtain treatment for their substance use prior to accumulating 10 points, the student would return to campus with a maximum of 5 points on their record.

A student who accumulates 10 or more points for a SECOND time during their Colgate career will be referred to the University Student Conduct Board for consideration of suspension, at minimum, along with any points assessed through the points system process. While a Medical Leave of Absence for violation of the Policy on Alcohol and Drugs is not a disciplinary sanction, disclosure of the leave of absence will be provided in instances where disciplinary information is requested (for example, law and medical school dean certifications).

The Medical Leave of Absence Policy projects a student to be away from the University for the semester during which the leave is required and commences, and the next semester. The Medical Leave of Absence for Alcohol
and Other Drug Use will follow established policy.

**Medical Amnesty and Good Samaritan Exemptions:**

Colgate’s Medical Amnesty and Good Samaritan Exemptions are integrated components of the points system under the System of University Standards and Student Conduct. As such, the university seeks to advance through the system two fundamental responsibilities of students – respect and appreciation for the safety of self and others and respect and appreciation for the law and university policy. The university acknowledges that there may be times when students are unable to successfully meet the two aforementioned responsibilities and as such seeks to help students learn from experiences in which they were unable to uphold their responsibility and to move students toward a broader understanding, appreciation and ownership for personal accountability.

The Medical Amnesty exemption is not viewed as an avenue through which a student may escape responsibility, but rather the means by which they will be challenged and supported to discern their responsibilities and to be accountable as members of the Colgate community. In instances when the Medical Amnesty exemption is applied, the outcome will not result in the assessment of points should the incident be limited to a violation of the Policy on Alcohol and Drugs. Medical Amnesty will be employed only in situations where the impact is limited to the effects of personal consumption. That is, it would not be available to a student who provided alcohol to another student where both required emergency care.

In order for the Medical Amnesty process to be effective, students are expected to understand the risks of alcohol or other drug overdose and to be aware of signs that suggest an emergency response may be necessary. The goal of this program is to increase student awareness of the risks of alcohol or other drug overdose and to reduce the instances of such overdoses. Thus for situations in which the Medical Amnesty exemption applies, students will be expected to review their case with several university officials including the Coordinator of Alcohol and Drug Education, Director of Student Health Services and the University’s Disciplinary Officer.

**Core Components of the Medical Amnesty Exemption:**

The Medical Amnesty exemption can only be employed when violations are limited to the Policy on Alcohol and Other Drugs. There are no limitations on the number of Medical Amnesty exemptions a student may have. Students who are eligible for the Medical Amnesty exemption must complete a...
detailed program of education and evaluation with the Coordinator of Alcohol and Drug Education. In addition, the student must also meet with the Director of Student Health Services – in advance of any educational program work – to review the emergency medical report. These meetings should take place no later than 2 days following an incident; failure on a student’s part to initiate these meetings may jeopardize their eligibility for Medical Amnesty.

Students who fail to comply with the assigned educational requirements under Medical Amnesty will be subject to the assessment of points and/or disciplinary sanctions as appropriate. Students who are discovered alone by a university official, including a community leader, campus safety officer or a local law enforcement official and who require emergency medical care as a result of their alcohol or other drug use are not eligible for the Medical Amnesty exemption.

In situations where emergency care is required - and for which the Medical Amnesty exemption is not available - the full assessment of points available will be in effect.

In all such cases, the student shall be expected to complete a full evaluation for substance abuse with the Coordinator of Alcohol and Drug Education and comply with any recommendations that may follow the completion of the evaluation (in some cases the student’s point level may require a Medical Leave of Absence for Alcohol and Other Drug Use).

Students who may be eligible for the Medical Amnesty exemption are not immune from any legal or other law enforcement actions that may result from a given situation.

**Core Components of the Good Samaritan Exemption:**

Students or organizations who call for assistance on behalf of an individual(s) who is in need of medical attention due to consumption of alcohol and/or drugs, and who themselves may be in violation of the University’s Policy on Alcohol and Drugs, are eligible for the Good Samaritan exemption. In cases where the Good Samaritan exemption applies, the student(s) calling for assistance will not be assessed points, and the organization calling for assistance will not be sanctioned, for violation of the Policy on Alcohol and Drugs. There are no limitations on the number of Good Samaritan exemptions a student or organization may have.

If a student in need of medical attention is in a student residence, the students who occupy the room, and/or others present, are expected to make a call for assistance. Similarly, for situations occurring in residential common spaces (suites, apartments, townhouses, Broad Street houses), and for locations controlled or used by an organization for organizational activities, it is expected that the community or organization will
make a call for assistance. Should it be determined that a student or organization knowingly failed to call for assistance, the student or organization may be subject to disciplinary action under the System of University Standards and Student Conduct.

In cases where there have been other violations of campus policy (e.g., hazing, harassment, assault, vandalism), calling for assistance for an individual in need of medical attention may be considered a mitigating factor in any disciplinary process arising out of such violations (and failure to seek assistance may be considered an aggravating factor in any such disciplinary process).

Students or organizations who are eligible for the Good Samaritan exemption are not immune from any legal or other law enforcement actions that may result from a given situation.

**Point forgiveness:**

For each period of 120 days (semester equivalency) during which the University is in session that a student is not involved in **any of the following violations of University policy:** Policy on Alcohol and Drugs, Policy on Smoking or Residential Life Housing and Fire Safety Policies - ONE point will be removed from their points history.

To qualify for the removal of one point from their history, as described above, students must meet the scheduling expectations for educational programming and counseling sessions at the time of the initial violation (see the Educational Programming and Counseling section above for more details).

Students that successfully complete an optional alcohol and other drug education program (through Counseling and Psychological Services) may have ONE point removed from their record. This is limited to a one-time use

No more than 3 points can be forgiven for a student in a 240-day period (2 semesters); no more than 2 points can be forgiven for a student in 120-day period (1 semester).

Points will not be forgiven for previous violations if a student is being investigated for (or has been charged with) a new violation, until the new violation has been fully addressed under the System of University Standards and Student Conduct.

If a student accumulates 9 points and is able to reduce their point total to 6 through the point forgiveness process (includes 240 days without any of the above noted policy violations), he/she can petition the Disciplinary Officer for authorization to participate in a specially designed point forgiveness program to reduce their points to 5 and therefore be eligible to participate in an off-campus study and/or study abroad program and to not have their points history disclosed at the point of a disclosure request (except as otherwise...
described above).

**Group Accountability** Student groups that violate the Policy on Alcohol and Drugs face the possibility of the loss of privileges and/or funding, and the suspension or permanent withdrawal of the right to operate as a recognized student group (see the Colgate Code of Student Rights and Responsibilities). Similarly, recognized Greek-letter organizations that violate the Policy on Alcohol and Drugs face the possibility of the suspension or permanent withdrawal of recognition or other sanctions.

In addition to disciplinary sanctions which may be imposed, the university may mandate counseling and/or other educational measures as may be appropriate to safeguard the health and well-being of the group, its members, and the larger community.

**Sources of Information and Help**
Students with questions about alcohol or other drugs may contact the following agencies or groups for confidential information or assistance:

**Colgate Counseling and Psychological Services (Conant House)** – Call 315-228-7385 during regular hours; 228-1000, ask operator for staff member on duty at other times. A trained alcohol/substance abuse counselor is a member of the staff.

**Members of the Dean of the College’s Staff** – Call 228-7426 for the name of your administrative dean. The administrative dean may assist you with an appropriate referral.

**Colgate Student Health Services** – 228-7750 during regular hours; 228-1000, ask operator for staff member on duty at other times.

**Alcoholics Anonymous** – Several weekly meetings are held on campus or in the Hamilton area. Contact counseling and psychological Services at 228-7385, for days, times and locations.

**Al-Anon** – For family members or friends of alcoholics, call counseling and psychological Services for information about local meetings.

**Adult Children of Alcoholics** – Call counseling and psychological Services for information about meetings on campus.

**Alcohol and Drug Abuse Prevention and Treatment** – Call Madison County Mental Health Department, Oneida, NY, 1-800-721-2327.

**BRIDGES, Madison County Council on Alcoholism and Substance Abuse** – 3059 Seneca Turnpike, Canastota, NY, 697-3947.

**Equity Grievance Policy**
The Equity Grievance Policy is an official policy within this student handbook. This policy is accessible online at:
http://www.colgate.edu/egppolicy
Equity Grievance Process for Resolving Complaints of Harassment and Discrimination

The Equity Grievance Process for Resolving Complaints of Harassment and Discrimination is an official procedure within this student handbook. The procedure is accessible online at: http://www.colgate.edu/egpprocess

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Policy on Medical Leave of Absence

When a student experiences serious medical or psychological problems while enrolled as a student in a Colgate program, he or she may request to take a voluntary medical leave-of-absence. If approved by the administrative dean, the student will leave campus (or study group) immediately, be granted grades of “W” in all enrolled courses (even if the normal deadline for withdrawal without academic penalty has passed), and the student will be obligated to adhere to the readmission requirements outlined below if he or she desires to return to Colgate after the problem has been treated and resolved.

Similarly, the university may require a student to take a medical leave-of-absence if, in the judgment of the student’s administrative dean, the student:

1. Poses a threat to the lives or safety of himself/herself or other members of the Colgate community, or
2. Has a medical or psychological problem which cannot be properly treated in the university setting, or
3. Has evidenced a medical condition or behavior that seriously interferes with the student’s ability to function and/or seriously interferes with the educational pursuits of other members of the Colgate community.

(Note: In making the decision to require a student to take a medical leave, the administrative dean must act out of concern for the student and his or her rights, concern for other students and concern for the university as a whole. The administrative dean will consider whether the university is able to provide the level of care and guidance needed, whether there is a likelihood that the student will pose a threat to himself/herself or others and/or to what extent the student seriously interferes with the rights of others in the community to carry on their educational pursuits.)

For both voluntary and required leaves, the policy on refunds contained in the catalogue will apply.

While on medical leave, the student must absent him or herself from campus (or study group) and abide by the policy for student presence on campus while a student is separated from the university contained elsewhere in this Handbook.

Readmission Requirements after Medical Leave of Absence

1. Duration and Deadlines
If a student leaves Colgate for reasons of health, normally at least one full fall or spring semester (not counting the term in which the leave was granted) must pass before the student may be allowed to return to Colgate. Students must apply for readmission through their administrative dean. The complete readmission application (see #3 below) must be received at Colgate no later than October 1 for readmission in the spring semester and April 1 for readmission in the fall semester.

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2. **Required Treatment**

During a medical leave of absence, the university expects the student to undergo professional health-care treatment as the primary method of resolving the initial problem. Failure to seek ongoing treatment will raise serious doubt as to the student’s readiness to return, and in such cases the university may withhold readmission until appropriate treatment has been received and documented. Colgate expects that ill health which results in a medical leave must be treated satisfactorily in order for the student to return to the intellectual and emotional demands of a university campus.

Colgate also requires that the student’s off-campus primary health care provider make contact with his/her counterpart at Colgate and discuss the nature of the problem that led to the student’s taking medical leave. To facilitate this communication, the student must provide written releases to both parties to communicate freely with each other. This communication must occur prior to the beginning of the student’s treatment to ensure that there is clarity regarding the medical and/or psychological problems that need to be addressed in treatment.

3. **Readmission Application**

A student wishing to return from a medical leave must initiate a request (see deadlines in #1 above) for readmission by writing a letter to his/her administrative dean detailing what has been accomplished during the absence. A complete application must include:

1. the student’s letter,
2. a supporting letter from an appropriate health-care professional (physician, psychiatrist or psychologist), and
3. required personal interviews with the administrative dean and university physician and/or psychologist.

The supporting letter from the health-care professional should be directed to the student’s administrative dean and should address at least the following questions:

1. What were the reasons for the student seeing you?
2. How often did you meet and what were the inclusive dates?
3. What gains were made?
4. Do you feel the student is able to handle the intellectual, physical and personal demands of being a full-time resident student at Colgate?
5. Are there any special conditions under which the student should be readmitted?

(June 2012)

4. **Readmission Decision**

The administrative dean makes the final decision about whether the medical problems necessitating a medical leave have been adequately addressed and that there is a reasonable assurance that such a health crisis will not recur. The complete application is reviewed by the appropriate health-care professionals at Colgate who add their recommendations to the materials that are then evaluated by the administrative dean.

The student’s administrative dean communicates the decision to the student. The decision to readmit a student from a medical leave of absence is a provisional judgment that may be reversed within the first term if the health crisis has not been satisfactorily resolved. When permission to return is granted, special conditions or require-
ments will be outlined at the time. Upon return, the student will be expected to meet periodically with his/her administrative dean. Similarly, it is advisable for the student to establish a professional relationship with a member of either the Counseling and Psychological Services Center or the Student Health Service during the first term back.

(Revised June 2007)

Policy on Accommodations for Students with Disabilities
In accordance with the provisions of Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, Colgate is committed to providing students with disabilities with reasonable accommodations and support needed to ensure equal access to the programs and activities of the University.

All accommodations are made on a case-by-case basis. A student requesting any accommodation should first contact the Director of Academic Program Support and Disability Services on the dean of the faculty’s staff who coordinates services for students with disabilities. The director reviews documentation provided by the student and in consultation with the student, determines which accommodations are appropriate to the student’s particular needs and programs. It is then the student’s responsibility to make direct requests for accommodations to individual faculty/staff.

For additional information on Colgate’s nondiscrimination policy with regard to persons with disabilities, refer also to the “Policy on Nondiscrimination” elsewhere in this handbook. (June 2012)

Policy on Unrecognized Organizations
No Colgate student may rush, pledge, join, recruit for, perpetuate, or otherwise engage in activities as an actual or prospective member of an undergraduate fraternal or similar selective membership organization not recognized by the university. Anyone engaging in such activities, either as an actual or prospective member, will be subject to penalties that may include suspension or expulsion.

Policy for Student Presence on Campus While a Student is Separated from the University
The following policy statement was approved at the December 12, 1989 meeting of the Colgate Committee on Standards and Academic Standing concerning the presence of students on the Colgate campus while the student is separated from the University:

Students who have been separated from the University through academic dismissal, suspension or expulsion for disciplinary reasons, or for medical reasons do not have the rights and privileges accorded to full-time enrolled Colgate students. Such students are expected to absent themselves from campus and to visit only with permission, given in advance, by their administrative dean. Failure to abide by this expectation may adversely affect the decision to readmit a student (where applicable).
Policy Governing the Scheduling of Parties

Social events and parties at which alcohol will be served may not be scheduled when classes are not in session, including new student orientation and final exam periods. Additionally, weeknight parties and catered events with alcohol are not permitted until the conclusion of the Drop/Add period at the beginning of each semester. Catered events requiring a liquor license and/or outdoor events involving excessive noise require approval by the university at least three weeks in advance of the event, regardless of the time of night or day for which it is scheduled. Weeknight parties are not permitted during the final two weeks of each semester.

Policy on Campus Solicitation and Concessions

In the interest of every student’s right to privacy, health and safety, the university prohibits solicitation, sales or door-to-door canvassing (for any purpose) by students or non-students on university property except with the written permission of the Center for Leadership and Student Involvement. Similarly, no concessions for profit may be operated on university property without the written permission of the Colgate Bookstore. Common areas of residence halls and other university facilities may not be used for sales demonstrations or meetings. Organizations or individuals seeking to do business with Colgate students are encouraged to rent suitable facilities off-campus subject to applicable Village of Hamilton ordinances.

Policy on Use of Colgate Vehicles

Colgate policy prohibits anyone from operating any Colgate vehicle while under the influence of alcohol or controlled substances. Drivers using medication are also prohibited from operating a Colgate vehicle when their ability to drive might be impaired by the medication.

In addition, Colgate policy prohibits the use of alcoholic beverages or controlled substances by passengers in a Colgate vehicle. It is the responsibility of the senior official present (i.e. team captain, athletic staff member, academic officer, professor, etc.) to enforce these policies. If no senior official is present, the driver must assume the responsibility of enforcing these policies. Evidence of a violation will result in loss of the privilege of operating a Colgate vehicle. These rules are necessary to protect lives and property and to meet standards of safety suggested by Colgate’s insurance carrier.

Individuals requesting permission to drive Colgate vehicles will be required to complete an online course and pass a driving test using a university van, as well as read and agree to abide by rules and regulations provided by campus safety. They will also be asked to make their driving records available to Colgate. Colgate vehicle licenses will be valid for one year and must be renewed in subsequent years by attending a one hour driver safety refresher class and maintaining a good driving record. The University reserves the right to deny permission to drive a Colgate vehicle based on the review of driving records or subsequent infractions. (June 2012)

Policy on Smoking

All indoor areas of the University are designated as no-smoking areas

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by New York State Law, where no person shall smoke or carry a lighted cigar, cigarette, pipe, or any other form of smoking object that is used to smoke tobacco. Further the university expands the definition of smoking to also include any and all other legal substances such as cloves or any illegal substances including, but not limited to, marijuana. Smoking is also prohibited in Colgate-owned vehicles. Although all persons are strongly encouraged not to smoke at all on campus, exceptions to the above policy, where smoking technically is permitted includes areas outside of buildings. Individuals who choose to smoke outside should consider moving a reasonable distance from any building entrances. This policy seeks the mutual cooperation, consideration, and thoughtfulness of smokers and nonsmokers. All faculty, staff and students share in the responsibility for adhering to and enforcing this policy and have the responsibility for bringing it to the attention of visitors. Supervisors are expected to implement this policy in their areas. A complaint or concern regarding this policy should be promptly referred to the immediate supervisor or appropriate Dean or Vice President for resolution. Violations of this policy will be dealt with in a manner similar to violations of other university policies, with an attempt to resolve the problem as simply as possible, but allowing for the possibility of disciplinary action if necessary.

Policy on Advertising
At the end of the spring term 1992, the Student Affairs Board approved a new advertising policy concerning all aspects of on-campus advertising including the use of chalk advertising, printed advertising, “Coop sheets,” and on-campus advertising by groups not affiliated with the university.

A copy of the advertising policy is available online within the Center for Leadership and Student Involvement Resource page.

Equity in Athletics Disclosure Act
Pursuant to the Equity in Athletics Disclosure Act, students, prospective students and the public can request information concerning Colgate’s intercollegiate athletic program. Interested parties should contact Director of Athletics, 13 Oak Drive, Hamilton, New York 13346, (315)-228-7611.

Policy for Participating in the Commencement Ceremony
Colgate holds a Commencement (Graduation) ceremony annually on the third Sunday in May. The following criteria outline eligibility for Colgate students to participate in this ceremony.

1. To fully participate in Commencement (i.e., to graduate), students must have satisfactorily completed a minimum of 32 courses and have fulfilled the distribution requirement, Liberal Arts Core Curriculum requirement, all concentration requirements, and language and writing requirements (as required). All physical education requirements must be complete.

2. Students who fail to complete all graduation requirements but have successfully completed at least 28 course credits and satisfied the seven-semester residency requirement are eligible to participate in Commencement ceremonies on a restricted basis. These students will
have restricted participation in the ceremonies if they have submitted a written plan to the registrar by the end of the first week of May which details how all graduation requirements will be satisfied by the following December. Participation in Commencement will be restricted in that students in this category will be seated in the last row behind those who are receiving their diplomas; they will not walk across the platform, nor will their names appear in the Commencement program. (Note: Restricted participation students would be eligible to participate fully in the following year’s Commencement ceremony, upon their completion of all degree requirements.)

3. Students who have not successfully completed at least 28 Colgate course credits and satisfied the seven-semester residency requirement will not be permitted to participate in graduation ceremonies on any basis and will not be listed in the Commencement program, irrespective of their class year upon matriculation at Colgate University.

Questions about this policy should be referred to the Office of the Registrar in McGregor Hall. (June 2012)

**Student Rights and Responsibilities**

- Code of Student Rights and Responsibilities
- University Policy on Nondiscrimination
- Affirmative Action Compliance
- Family Educational Rights and Privacy Act (“Buckley Amendment”)
- Recommendations
- Grievance Policy

Colgate University has taken a number of steps in the last several years to codify student rights and responsibilities. The resultant codes and policy statements are collected below.

*Code of Student Rights and Responsibilities*

The Colgate University Code of Student Rights and Responsibilities was approved and adopted by the University Council on March 12, 1975, and modifications have been made periodically through the University Governance System. The Code deals with those rights and responsibilities that are of particular importance to students as members of Colgate University, and it is printed below in its entirety.

**COLGATE UNIVERSITY CODE OF STUDENT RIGHTS AND RESPONSIBILITIES**

*Preamble* This Code of Student Rights and Responsibilities attempts to clarify, enumerate, and gather rights and responsibilities which are of particular importance to students as members of Colgate University. Students are also members of the
community at large, and no enumeration of their rights and responsibilities as students shall be deemed to conflict with rights they enjoy and rightful responsibilities they incur as citizens. Furthermore, this particular Code of Student Rights and Responsibilities shall not be presumed to preclude other rights and responsibilities which properly belong to students as members of an educational community. Colgate University is constantly evolving, and the rights and responsibilities of members of this community must be regularly reassessed.

In order to create the best possible climate for learning, the University recognizes the importance of providing personnel and facilities of high quality and of maintaining the rights of free inquiry, expression and assembly. In addition, the University recognizes the need to protect the inviolability of the student’s personal and civil rights: specifically, the right to be secure in one’s person, speech, living quarters, papers, and effects against unreasonable search and seizure; and the freedom from disciplinary sanction except by due process, with avenues of recourse available when a student claims to have been subjected to prejudicial, discriminatory, or capricious treatment.

The student members of the academic community are expected to make the best possible use of the educational resources of the University. In addition, they are expected to abide by the rules, regulations and procedures which the University has developed to implement its educational objectives and to respect the University’s right to safeguard property, assure the safety of individuals, and maintain public order on its premises.

It is not the intention of this Code nor in the power of the university governance system to change the By-Laws of the Board of Trustees of Colgate University, nor is it the intention of this Code to abridge the rights and responsibilities of other members of the Colgate community who are not students.

The responsibility for interpreting and for maintaining the rights and responsibilities of students at Colgate University belongs to the Dean of the College who may be advised in this responsibility by the Committee on Student Rights and Responsibilities.

1. **Campus Expression** Pursuit of a liberal education requires an atmosphere conducive to the full and free expression of opinion; responsive membership in the Colgate University community also requires a respectful awareness of individual and group sensibilities.
   a. The right of discussion and expression of all views is a basic principle within the University. In the course of any public lecture, a speaker has the right to present his or her subject without interruption. Students or other prospective members of the audience may request beforehand the right to question the speaker at the speaker’s convenience and shall be informed prior to the speaker’s presentation what the response has been to such a request.
   b. Students, student groups and student organizations may invite and hear any persons of their own choosing subject to the requirements of the use of University facilities.
   c. A student, student group or student organization may distribute without prior approval written material in areas wherein distribution shall not interfere with classes or University authorized functions.
   d. The right to peaceful demonstration is accepted by the University with the understanding that Colgate must act to assure the safety of individuals, the protection
of property, and the continuation of the academic process without interference on its premises.
e. The University condemns statements, symbols, and actions which denigrate or ridicule an individual or group because of race, religion, ethnicity, sex, or sexual orientation, when such statements, symbols, and actions clearly serve no educational purpose.

2. College Residences
a. As a residential college, Colgate recognizes the importance of offering residential living units that provide each student with a supportive environment within which the student can develop to his or her fullest abilities. The right of students to sleep and study in their rooms, subject to reasonable needs and schedules, are the basic priorities of Residential Life at the University.
b. All first-year, sophomore and junior students will be required to live in University owned residences. Juniors and seniors who are members of a fraternity or sorority may live in the organization’s chapter house owned by the University. Seniors may live off campus, but only by permission of the Director of Residential Life.
c. Nothing in the residence hall contract may expressly or implicitly give the University Officials authority to consent to a search of a student’s room by police or other government officials without a warrant authorized by law.
d. The Vice President of the College may authorize a search of a student’s room in a residence hall by members of the University to determine compliance with federal, state, and local criminal law or University regulations where there is a reasonable basis to believe that a violation has occurred or is taking place.
   (1) The Vice President of the College shall authorize the search and state in writing the purpose thereof before the search takes place. Any search authorization may subsequently be reviewed by the Committee on Rights and Responsibilities upon request of the involved student. The purpose of such review is (a) to determine that the individual’s rights were observed, and (b) to assure that the authorization was well-founded. For example, authorization to search a room for stolen property would be considered well-founded and would not prevent punitive measures being taken on the basis of evidence accidentally uncovered which revealed another offense. If the Committee determines that the authorization was improper, nothing uncovered or seized during the search shall be used as evidence before the University Student Conduct Board, although stolen property shall be returned to the owner(s).
   (2) When a search of a student’s room has been authorized, it should be done in the presence of that student or the students in question.
   (3) In the absence of the student, the Vice President or the Vice President’s delegate shall have an officer of the living unit or an elected student representative of the association witness the search.
   (4) When a student has been absent while his or her room was searched, the student shall be informed of the search and of the basis for that search.
e. When the appropriate University officials plan to seek access to a student room in a residence hall for improvement, repairs, or for reasons of safety including but not limited to fire safety checks, the occupant shall be notified in advance, although there may be entry without notice in connection with scheduled fire drills or in emergencies where imminent danger to life, safety, health, or property is reasonably feared (including, without limitation, responses to all fire alarms not triggered as part of a scheduled drill).
3. Communications Media

a. Colgate student communications media and their editors and managers are granted freedom of oral and written expression, freedom from advance approval of copy, and freedom from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content. Only for proper and stated causes are editors and managers subject to sanctions. (See Section 6L.)

b. This freedom of expression entails a corollary obligation on the part of the media and any student making written or verbal statements on University premises or while a part of a University-sanctioned program, group, or organization to observe the standards of civil laws which protect the rights of individuals and institutions against slander, libel, and falsehood.

c. All student communications shall make periodic public statements that the opinions expressed are not necessarily those of the University or the Student Association.

d. Nothing in this section shall prevent the University from complying with the rules and regulations of the Federal Communication Commission which apply to Colgate media.

4. Maintenance of Student Records

a. Information regarding students may be recorded and retained when there is a demonstrable need for it, which has substantial relevance to the educational and related purposes of the University. Information lacking such relevance, including that which may be contained in files specified in part b of this section, shall be expunged by appropriate University officials whenever it is lawful to do so. Information "subject to student inspection" as defined by the Family Educational Rights and Privacy Act of 1974, may not be expunged or altered in any way until a student or former student who has properly requested to see such information has been given reasonable access to it.

b. Files shall be maintained of the following: academic records and supporting documents; general education records; records of disciplinary proceedings; medical and psychiatric records; financial aid records; and placement records.

(1) Administrative records kept by the Vice-President of the College or members of the staff shall be known as the student’s general education file. It shall include the student’s admission file, correspondence by or to the University pertaining to the student, interview reports made by the Dean or members of the Vice-President of the College staff, official University Student Conduct Board correspondence, and any records about formal action taken by the University, officials of the University, or officially-recognized groups of the University with regard to the student.

(2) Official academic records, including transcripts thereof, should be an unabridged and chronological record of all courses undertaken with grades received and progress toward graduation. Transcripts of academic records shall contain only information about academic status including any interruptions in the student’s progress. Except for intra-institutional use, academic records and transcripts shall be made available only with the formal consent of the student involved.

(3) Disciplinary records maintained by the Disciplinary Officer are for internal use and as such shall not be made available to persons outside the institution except on formal authorization of the student involved, or under legal compulsion. Intrastitutional use shall be restricted to the Disciplinary Officer, who may disclose and interpret the record to other officials in the institution when necessary for the discharge of their duties.

(4) Medical records shall be under the direct supervision of a member of the Student
Health Service in order to insure the special legal protection which is assured communications between physician and patient.

(5) Counseling records kept by any member of the University whose position relative to students is defined by law as “privileged communication” shall be under the direct supervision of that counselor. Such counselors include people working for the University as physicians, psychologists, psychiatrists, lawyers, and clergy working in that capacity for the University.

(6) Consistent with State and Federal regulations, financial records of students, including those related to the granting of scholarships and other assistance based on financial need, shall be strictly confidential at the discretion of the source of the information.

(7) Center for Career Services records are created, maintained and used to assist in the student’s education, development and employment not only as an undergraduate, but throughout his lifetime. The credentials provided by the institution shall contain chronological listings of the study and employment of the candidates with confidential references written by faculty and employers designated by the candidates and released only with the candidate’s permission. The credentials shall provide no information in conflict with fair employment legislation, nor any information the release of which is the responsibility of offices other than the Center for Career Services.

c. The privacy and confidentiality of all student records shall be preserved through observation of the following procedures:
(1) Official student academic records, supporting documents and other student files shall be maintained by only members of the institution staff employed for that purpose.
(2) No entry may be made on a student’s academic record and no document may be placed in a student’s academic file without actual notice to the student. Publication of grades and announcement of honors constitute notice.
(3) No record identifying an individual student may be made in relation to any of the following matters except with the written permission of the student: race, religion, political or social views, and membership in any organization other than honorary and professional organizations related to the educational process.
(4) The University complies with the Family Educational Rights and Privacy Act of 1974 and reserves the right to offer the additional protection to students enumerated in this code and by any other administrative ruling or regulation.
(5) In releasing data for research, the institution must take due care to protect the identity of the student. Before submitting information from student records to a researcher, the institution shall be assured that the research agency will follow acceptable standards of confidentiality. Whenever the limits of confidentiality are in question, the institution shall obtain the formal consent of the student prior to using information about the student for research purposes.

d. It is the responsibility of the student to report the current local address and place of residence and home address to the Registrar. (June 2012)

5. Visits of Consultants
a. Consultants shall be free to appear on campus for the purpose of conducting interviews or distributing information regarding post-graduate employment or military service providing that they conduct their activities under the auspices of the Center for Career Services or the relevant academic discipline and that they utilize the facilities provided by the University sponsor.
b. Advance notice of all visits by consultants to the Center for Career Services must
be posted by the Center at least one week before each visit.

6. Student Organizations and Groups
a. Organizations and groups may be established at Colgate University. They shall be defined as any number of individuals that: use the campus as the focus for their activities and/or use University facilities, or use student activity fees, or use the University name; draw their membership primarily from among the student body of the University.
   (1) An organization is a formally organized body of students with an officer or officers, intending to remain organized on a regular and yearly basis.
   (2) A group is a number of persons gathered on an informal basis with a specific concern who designate one spokesperson for the group’s activities.

b. The following requirements shall apply specifically to organizations: a statement of purpose or purposes, constitution and by-laws, and compliance with the Student Organization Relationship Statement and/or other applicable University requirements for recognition. The names and addresses of current officers must be filed with the University department designated for such purposes.

c. The following conditions shall apply specifically to groups: groups of a continuing nature may be asked to become organized if their activities become such that an informal structure no longer meets the necessity for establishing the group’s responsibility, as determined by the University department designated for such purposes.

d. Membership in an extramural organization shall not, in itself, disqualify the campus branch or chapter of any group or organization from privileges to which it is entitled as a University group or organization, but where there is such affiliation, the extramural organization’s constitution, by-laws, and amendments shall be filed with the University department designated for such purposes.

e. Recognition of a group or organization by Colgate University implies neither approval nor disapproval of the purposes, objectives and policies of the organization.

f. Organizations and groups that wish to do so may keep membership lists confidential and solely for the use of the organization except that names and addresses of the relevant officers and spokespersons are required as a condition of recognition.

g. Upon request, the University department designated for such purposes may locate and assign Colgate University facilities to authorized organizations, groups, or individuals for regular business meetings, for social programs or for programs open to the public with the following provisions obtaining:
   (1) Reasonable conditions may be imposed to regulate the timeliness of requests, to determine the appropriateness of the space assigned, to regulate time and use and to ensure proper maintenance.
   (2) Allocation of space shall be made based on the order of receipt of requests and the demonstrated need of the organization, group or individual.
   (3) The University shall publish any rental charges levied for use of its facilities.
   (4) Physical abuse of assigned facilities shall result in reasonable limitations on future allocation of space to offending parties and restitution for damages.
   (5) The individual, group, or organization requesting space must inform the University of the general purpose of any meeting.

h. The Colgate University Student Senate may allocate institutional funds derived from student fees for use by recognized organizations and groups otherwise eligible therefor which:
   (1) Submit their budgets to the Colgate Student Senate for approval; and
   (2) Provide on a schedule determined by the Student Senate a statement of income and expenses.
i. The University may require disclosures of sources of all funds of any organization which requests the use of University facilities or funds from the University or the Student Senate.

j. No individual, group or organization may use the University’s name without the explicit authorization of the University.

k. No member of the Colgate University community shall be denied membership in any organization or group because of gender, gender identity or expression, race, religion, national origin, ethnicity, color, age, marital status, citizenship, sexual orientation, or disability; provided that (1) the foregoing prohibition on discrimination on the basis of gender shall not apply to membership policies of student organizations recognized as single-gender organizations prior to October 11, 2013, and (2) fraternities and sororities may have policies that provide for single-gender membership.

l. A group or organization will be held collectively responsible (i.e., subject to group/organizational discipline) when it is reasonable to attribute the actions of at least some of its members to the group or organization as a whole. Among the situations in which group/organizational discipline may be imposed are the following: (1) Any act or omission in violation of the Colgate University Code of Student Conduct, or University policy, that has received the explicit or implicit consent or encouragement of one or more of the group’s or organization’s officers; (2) Any act or omission in violation of the Colgate University Code of Student Conduct, or University policy, that has been undertaken by one or more members of the group or organization as a result of the unreasonable failure of the officers to oversee the conduct of the group’s or organization’s membership and/or group or organizational activities; (3) Any failure of the officers of the group or organization to ensure the adoption of reasonable precautions to avoid a violation of the Colgate University Code of Conduct, or University policy; or (4) Any policy or practice of the group or organization that results in a violation of the Colgate University Code of Student Conduct, or University policy. A group or organization found responsible in accordance with the foregoing may have sanctions imposed against it pursuant to applicable University disciplinary procedures. A group or organization will not be held responsible for its members’ actions which do not fall under the conditions stated above.

(October 2013)

7. Termination of Employment No student shall be discharged from his/her employment or suffer termination of student aid by the order or request of a University employee without written notice, an opportunity to be heard by the University employee issuing such an order or request and a right of appeal to the Vice-President of the College (or his or her designate).

8. Enforcement Any adversely affected student may present evidence of alleged violations of this code by University employees or officers of Student Organizations to the Committee on Student Rights and Responsibilities. A majority of the committee may report violations to the Vice-President of the College for appropriate action to be determined by him/her. A majority of the Committee may also report violations of the code to the campus press.

9. Distribution This code and all other University rules and regulations directly pertaining to students shall be published in one pamphlet and distributed to all members of the University community.
University Policy on Nondiscrimination

The following statement of the University's Policy on Nondiscrimination was approved by the Colgate University Faculty on February 24, 2003 and is reprinted below in its entirety:

**STATEMENT OF NONDISCRIMINATORY POLICY**

Colgate University fully subscribes to all federal and state civil rights laws banning discrimination in private institutions of higher education. Colgate will not discriminate against any employee or applicant for employment because of race, color, sex, pregnancy, religion, creed, national origin (including ancestry), citizenship status, physical or mental disability (including AIDS), age, marital status, sexual orientation, status as disabled veteran or veteran of the Vietnam era, or any other protected category under applicable local, state or federal law, such as opposing discrimination or participating in any complaint process at the Equal Employment Opportunity Commission or other human rights agencies.

The Board of Trustees has also approved the following policy statement:

*All procedures and mechanisms to admit applicants to the student body of the College and to deal with them as students of the College shall be conducted and operated fairly and impartially without discrimination based upon race, color, national or ethnic origin, or handicap.*

When the final implementing Regulation of Title IX of the Education Amendments of 1972 became effective in 1975, the President issued the following statement regarding Colgate’s policy with respect to prohibiting sex discrimination in its educational programs:

*It is the policy of Colgate University not to discriminate on the basis of sex in the educational programs and activities which it operates. Colgate University will comply with all applicable provisions of Title IX of the Educational Amendments of 1972 and its implementing Regulation.*

Inquiries concerning this policy may be directed to the Dean for Institutional Diversity, who oversees implementation of Colgate’s Affirmative Action and Equal Opportunity plan and the University’s Policy on Nondiscrimination, or to the Director, Office for Civil Rights, U.S. Department of Health and Human Services, Cohen Building, 330 Independence Avenue, SW, Washington, D.C. 20201. The Associate Provost coordinates the University’s efforts to comply with and carry out its responsibilities under Title IX of the Educational Amendments of 1972 as amended.

Colgate University is committed to full compliance with the Americans With Disabilities Act of 1990 (ADA), which prohibits discrimination against qualified persons with disabilities, as well as other federal and state laws pertaining to individuals with disabilities. Under the ADA, a person has a disability if he or she has a physical or mental impairment that substantially limits a major life activity. The ADA also protects individuals who have a record of a substantially limiting impairment. A substantial impairment is one that significantly limits or restricts a major life activity such as hearing, seeing, speaking, breathing, performing manual tasks, walking or caring for oneself.

The Director of Academic Program Support and Disability Services has been designated as the officer responsible for coordinating efforts to comply with this Act, including investigation of any complaint alleging noncompliance.

Pursuant to the ADA, Colgate will provide reasonable accommodation(s) to all
qualified employees with known disabilities, where their disability affects the performance of their essential job functions, except where doing so would be unduly disruptive or would result in undue hardship.

An employee with a disability is responsible for requesting an accommodation in writing from his or her supervisor, who will consult with the individual and the Associate Provost to identify which essential functions are affected by the employee’s disability and what reasonable accommodation could enable the employee to perform those duties.

Employees requesting an accommodation may be required to provide medical certification from the employee’s health care provider that includes:

1. identification of the health care provider;
2. the health care provider’s diagnosis of the disabling condition;
3. specific limitations and/or suggested restrictions and their relation to the disability; and
4. suggested accommodations.

Colgate University reaffirms its commitment to promote the goals of fairness and equality in all aspects of the educational enterprise.

Affirmative Action Compliance

Affirmative Action Compliance The Director of Equal Employment Opportunity and Affirmative Action, Tamala Flack (Office of Equity and Diversity, 315-228-7014), oversees implementation of Colgate's Affirmative Action and Equal Opportunity Plan, disability compliance and the University's policy on discrimination and harassment. The Associate Provost of Equity and Diversity, Marilyn Rugg (Office of Equity and Diversity, 315-228-7288), serves as the Title IX Coordinator.

Affirmative Action Policy Colgate University is committed to diversity in its workforce among faculty, administration, and other staff. More specifically, Colgate takes affirmative action to seek out qualified candidates who are members of historically underrepresented groups and women for appointment to available positions at the university. Fundamental to this practice is the affirmation that the presence of women and members of diverse ethnic and racial groups is needed if the University is to fulfill its educational mission. The intent of the policy is that affirmative action at Colgate be not simply formal compliance with the law but a vigorous program of recruitment and appointment.

Furthermore, Colgate University is committed to ensuring equal opportunity and non-discrimination in all of its employment practices, without regard to race, color, sex, pregnancy, religion, creed, national origin (including ancestry), citizenship status, physical or mental disability, age, marital status, sexual orientation, veteran or military status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), predisposing genetic characteristics, domestic violence victim status, or any other protected category under applicable local, state, or federal law.

This commitment applies to the University's practices in hiring, supervision, promotion, and termination. (June 2012)
Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA), often referred to as the “Buckley Amendment,” affords students certain rights with respect to their educational records. They are:

1. The right to inspect and review the student’s educational records within 45 days of the day the university receives their request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect.

2. The university official will make arrangements for access and notify the student of the time and the place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official should advise the student of the correct official to whom the request should be addressed.

3. The right to request the amendment of the student’s educational records that the student believes are inaccurate or misleading.

   Students may ask the university to amend a record that they believe is inaccurate or misleading. They should write the university official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

4. If the university decides not to amend the record as requested by the student, the university will notify the student of the decision and advise the student of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosure of personally identifiable information contained in the student’s educational records, except to the extent that FERPA authorizes disclosure without consent.

   One exception which permits disclosures without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the university in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the university has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks.

   A school official has a legitimate interest if the official needs to review an education record in order to fulfill his/her professional responsibility.

   “Directory information” may be disclosed without the student’s consent. “Directory information” includes the student’s name, class year, address, telephone listing, e-mail address, date and place of birth, major and minor field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, degrees and awards received, and the most previous educational agency or institution attended by the student and any other similar information.

   A student has the right to withhold the public release of any or all information directly pertaining to him/her by giving advance notice to the Office of the Dean of the
College. Such advance notice must be received in the Office of the Dean of the College prior to the end of the drop/add period for each team.

**Questions and Complaints** Any questions pertaining to Colgate University’s policy under the federal regulations protecting the privacy rights of students should be referred to the Office of the Dean of the College. Complaints regarding alleged violations by the University of rights protected by the federal statute and regulations may be submitted to: Family Policy Compliance Office, U. S. Dept. of Education, 600 Independence Ave., SW, Washington, D.C. 20202-4605. (June 2012)

**Recommendations**

1. It is the student’s responsibility to answer honestly and fully all questions asked on graduate school, graduate fellowship, employment, and other applications.
2. When providing a recommendation for students or former students, administrative deans and those acting on their behalf shall answer honestly and fully such questions asked of them.
3. Every recommendation mentioning a disciplinary action shall state that doing so is mandated by university policy. The recommender may comment on the relevance of the disciplinary action to the student’s suitability for the program, job or fellowship for which he or she is applying.
4. It is understood that academic dismissals, involuntary leaves of absence and University Student Conduct Board suspensions and expulsions shall always be mentioned in all recommendations.
5. When no questions about discipline are asked directly, the recommender shall:
   a. mention all cases of disciplinary sanctions (Warnings, Probations, or University Student Conduct Board sanctions) currently in effect and also any disciplinary sanctions within four months of the date of the recommendation.
   b. mention past cases of discipline if they are relevant. For example:
      i. any case of violent behavior and all cases of similar severity should be mentioned.
      ii. a pattern of irresponsible behavior or immature behavior that raises concerns about the student’s current maturity should be mentioned.

(Approved by the Student Affairs Board Fall, 1990 and Revised Spring, 1996)

**Grievance Policy**

**Student’s Freedom of Expression and Inquiry** At its meeting of January 21, 1974, the Committee on Faculty Affairs approved the following statement:

The professor in the classroom and in conference should, consistent with the nature of the course, encourage free discussion, inquiry, and expression. Student performance should be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

Students should have protection through orderly procedures against
prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled. (June 2012)

System of University Standards and Student Conduct

- University Code of Student Conduct
- Procedures of the System of University Standards and Student Conduct
- University Hearing Bodies: Their Functions and Procedures
  1. Administrative Hearing
  2. University Student Conduct Board
- University Student Conduct Board: University Standards Hearing
- University Student Conduct Board: Organization Misconduct Hearing

University Code of Student Conduct

Students at Colgate University accept membership in an academic community dedicated to the pursuit of intellectual and personal growth. As a liberal arts college, Colgate seeks to provide opportunities for students, both in and outside the classroom, to develop critical thinking, integrity, judgment, a common experience of learning, and appreciation of cultural and ethnic diversity, as well as the social and ethical values necessary for community life.

Colgate expects its students to conduct themselves in a manner that is consistent with the institutional community’s pursuit of its educational objectives. The integrity of the Colgate community depends upon each member’s acceptance of individual responsibility and respect for the rights of others. Colgate expects that its students will not lie, steal, cheat, or engage in dishonest or unlawful behavior; behavior that damages University property, the personal property of another individual, or public property; or any other behavior intended to inflict physical or emotional harm on oneself, another person or the community. Colgate students must abide by University policies and procedures and comply with directions of University officials acting in performance of their duties.

University policies and procedures include, but are not limited to:

- Colgate University Academic Honor Code
- Code of Student Rights and Responsibilities
- Policy on Public Order
- Policy on Hazing
- Policy on Alcohol and Drugs
- Policy on Unrecognized Organizations
Policy on Medical Leave of Absence
Policy for Student Presence on Campus While Separated from Colgate
Policy Governing the Scheduling of Parties
Policy on Campus Solicitation and Concessions
Policy on Use of Colgate Vehicles
Policy on Smoking
Policy on Advertising
Computing Policy
Guest Policy
Fire Safety Regulations

**Student Discipline** The System of University Standards and Student Conduct resolves possible violations of the Code of Student Conduct by matriculated or enrolled Colgate students on or off campus. The disciplinary system seeks to educate students about both personal freedoms and the limits of belonging to and living in a diverse academic community. To this end, students play a central role in the administration of Colgate’s System of University Standards and Student Conduct. Students participate in shaping the rules that govern the communities in which they live, and bear personal responsibility for upholding and enforcing the standards for student conduct.

Except as specified to the contrary or as context may require otherwise, Colgate University graduate students are subject to all University policies and procedures pertaining to student conduct, including without limitation those listed below, as well as the substantive and procedural provisions of the *System of University Standards and Student Conduct*.

Academic Honor Code
Code of Student Rights and Responsibilities
Policy on Public Order
Policy on Hazing
Policy on Alcohol and Drugs
Policy on Equal Opportunity, Nondiscrimination, Sexual Harassment, and Other Forms of Harassment
Policy on Unrecognized Organizations
Policy on Medical Leave of Absence
Policy for Student Presence on Campus While Separated from Colgate
Policy Governing the Scheduling of Parties
Policy on Campus Solicitation and Concessions
Policy on Use of Colgate Vehicles
Policy on Smoking
Policy on Advertising
Computing Policy

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Information on these and other applicable policies and procedures can be found elsewhere in this handbook.

The Disciplinary Officer, appointed by the Vice President and Dean of the College, oversees the System of University Standards and Student Conduct. The university’s disciplinary system does not supersede civil or criminal court proceedings. Students on campus as well as off campus remain subject to federal, state and local laws.

**Procedures of the System of University Standards and Student Conduct**

**Overview of the Disciplinary Process** Possible violations of the University Code of Student Conduct are brought to the attention of the disciplinary officer. The disciplinary officer assesses the nature of the violation, investigates allegations, and then does one of the following:
- Dismisses the allegations based on the information available to him or her.
- Resolves the question of misconduct through alternative means, which may include but are not limited to mediation, as described below.
- Convenes an administrative hearing.
- Refers the incident to the University Student Conduct Board.

Students have an opportunity in all hearing venues to respond to the allegations. While the types of case they hear vary, all university hearing bodies function similarly, in that they give the student or organization the opportunity to respond to the allegations, determine if the implicated student or organization should be held responsible for the alleged violation, and, when appropriate, assess appropriate sanctions (and/or points, if the violation is of the Policy on Alcohol and Drugs). To maintain standards of consistency and equity in the application of university standards, the disciplinary officer oversees the University Student Conduct Board. The disciplinary officer assembles the materials and information presented to the Board, prepares the students subject to hearings before the board, and maintains records of every hearing.

*Note:* Alleged violations of the university’s Policy on Equal Opportunity, Nondiscrimination, Sexual Harassment, and Other Forms of Harassment are addressed through the Equity Grievance Process set forth in that Policy. In addition, as and to the extent set forth in the Policy on Equal Opportunity, Nondiscrimination, Sexual Harassment, and Other Forms of Harassment, the Equity Grievance Process may be used to address collateral violations of the Code of Student Conduct and/or other university policies occurring as part of the same set of circumstances as a violation of
that Policy.

**Review of alleged violations when college is not in session (where a sanction will not exceed disciplinary probation)** If a student is alleged to have committed a violation of the Code of Student Conduct near or after the end of a semester for which an administrative hearing would otherwise be appropriate, the Disciplinary Officer or his or her designee may issue a letter of resolution to the student that includes a proposed finding and sanctions (or points, if the violation is of the Policy on Alcohol and Drugs) based on the information then available. If the student accepts the proposed resolution, the proposed finding and sanctions (or applicable points) will be applied. If the student prefers to review the case with the Disciplinary Officer or his or her designee, an administrative hearing will be scheduled in order to review the case. The administrative hearing, and any subsequent proceedings, will be subject to the otherwise applicable terms of this System of University Standards and Student Conduct.

**Mediation** Mediation is encouraged as an alternative means to resolve conflicts. The Disciplinary Officer will determine if mediation is appropriate. The disciplinary officer, at his or her discretion, may decline to process a complaint until parties in a nonacademic misconduct case make a reasonable attempt to achieve a mediated settlement. To be binding in a disciplinary case, any mediated settlement must be approved by the disciplinary officer. If mediation fails, the case will be forwarded for an administrative hearing or hearing before the University Student Conduct Board, as applicable.

**Interim Suspension** If, in the judgment of the disciplinary officer, the safety or wellbeing of the accused student or any other person(s) may be jeopardized by the presence on campus of the student or the ongoing activity of a student organization whose behavior is in question, the disciplinary officer may suspend the student or student organization pending the conduct of disciplinary proceedings. The disciplinary officer may also suspend a student or organization pending disposition of a civil or criminal court action. Conduct involving acts of violence, physical abuse, use of weapons or behavior covered by Colgate’s Policy on Public Order, the Policy on Alcohol and Drugs and/or the Hazing Policy, described elsewhere in this Handbook, are examples of situations for which an interim suspension may be expected. In all cases in which an interim suspension is imposed, the student or student organization will be given the opportunity to meet with the disciplinary officer prior to such suspension being imposed or as soon thereafter as reasonably possible.

**Referral to Hearing Body** Most violations that may result in sanctions no more severe than probation are resolved in an Administrative Hearing with the Disciplinary Officer or his/ her designee. Any violation that could result in a sanction of suspension or expulsion must be referred to the University Student Conduct Board. As such, violations of a more serious nature, including but not limited to cases of academic dishonesty, assault, group misconduct, or violations by students with significant
disciplinary records will likely require a hearing before the University Student Conduct Board.

**Action in Courts** Disciplinary proceedings may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the Disciplinary Officer. Because of the different standards applicable in civil or criminal proceedings and university disciplinary proceedings, disciplinary action will not be altered or precluded on the grounds that civil or criminal charges involving the same incident have been dismissed or reduced.

**Amendments** Without limiting other available procedures for amendment of this system, proposed amendments may be approved by the Student Affairs Board and referred to the President and the Board of Trustees.

**Withdrawal while Charges Pending** A student choosing to withdraw from the university while facing disciplinary charges must have the charges resolved through this System of University Standards and Student Conduct (in addition to fulfilling any other applicable conditions) prior to readmission to the university.

**Review** This Code of Student Conduct, in part or in its entirety, shall be reviewed at least every other year under the direction of the vice president and dean of the college or his or her designee. Any amendments to the Code shall be put forth as described in the section, Amendments.

**Overview of University Hearing Bodies**

**Administrative Hearing** Most violations of the Code of Student Conduct that may result in sanctions other than suspension, expulsion or revocation of degree will come before the disciplinary officer or his/her designee for an administrative hearing.

**University Student Conduct Board** The Disciplinary Officer shall refer to the University Student Conduct Board cases that require one of two types of hearing:

a. **University Standards Hearing**
   - Cases involving possible violations of the Code of Student Conduct that could result in a sanction of suspension or expulsion;
   - Cases in which the student involved does not accept responsibility for the violation with the understanding that the full range of sanctions including suspension or expulsion are available should the student be found responsible for the behavior in question;
   - Cases of academic dishonesty other than plagiarism, and cases of plagiarism which are not to be resolved by the faculty member or in which the student involved does not agree with the faculty member's proposed
University Hearing Bodies: Their Functions and Procedures

**Administrative Hearing** The implicated student will be contacted regarding a possible violation and will be required to meet with the disciplinary officer by a specified date. The disciplinary officer will then give the student the opportunity to meet with the disciplinary officer to respond to the alleged violation. If the student admits to the violation, the disciplinary officer will assign a sanction (and/or points, if the violation is of the Policy on Alcohol and Drugs). Any sanctions (or points) that could be imposed by the University Student Conduct Board (see below), other than suspension, expulsion or revocation of degree, may be imposed in an administrative hearing. There is no option for an appeal of sanctions or points issued through an administrative hearing when a student admits responsibility. When appropriate, the disciplinary officer can designate another member of the staff of the vice president and dean of the college to conduct an administrative hearing.

**University Student Conduct Board** The University Student Conduct Board determines if matriculated or enrolled students on or off campus, singly or acting as a group, have violated the University Code of Student Conduct, and, if so, what action should be taken. Depending on the type of violation, the disciplinary officer will convene one of two types of hearing:

A. University Standards Hearing
B. Organization Misconduct Hearing

The University Student Conduct Board is composed of eleven persons:

- The disciplinary officer, who serves as Chair of the Board;
- Five students;
- Three members of the faculty;
- One administrator at large (not a member of the Office of the Vice President and Dean of the College); and
- One member of the Office of the Vice President and Dean of the College, appointed by the vice president and dean of the college (the “Vice President and Dean of the College representative”).

Except as otherwise provided below, a quorum for the hearing board consists of seven persons with at least one student, one faculty member, and either the disciplinary officer or the vice president and dean of the college representative. (If the
disciplinary officer is absent; the vice president and dean of the college representative chairs the hearing.) In the absence of a quorum, the hearing will be rescheduled.

The configuration of the hearing body for an individual case will depend on the type of violation (see below). Faculty members are elected by the faculty, student members are appointed by the Student Senate, and administrators are appointed by the vice president and dean of the college. Terms for faculty and administrators (other than the disciplinary officer and the vice president and dean of the college representative) are three years; students serve for one year.

Students must have completed at least two terms at Colgate before they are eligible to serve on the board. Student members must be in good academic standing, and students who have been found responsible for violating the Code of Student Conduct by the University Student Conduct Board are not eligible to serve as Board members.

No member of the board may be a practicing attorney.

The board shall meet at times determined by the disciplinary officer.

Note: Certain violations of the Policy on Alcohol and Drugs will be resolved by the assessment of points (and implementation of the resulting consequences) in accordance with the description of the points system found in that policy. The assessment of points will be determined though an administrative hearing or University Student Conduct Board hearing, as determined by the disciplinary officer, to be held in accordance with the procedures set forth in this System of University Standards and Student Conduct.

University Student Conduct Board: University Standards Hearing
The disciplinary officer shall refer for a university standards hearing:
Cases involving possible violations of the Code of Student Conduct that could result in a sanction of suspension or expulsion;
Cases in which the student involved does not accept responsibility for the violation with the understanding that the full range of sanctions including suspension or expulsion are available should the student be found responsible for the behavior in question;
Cases of academic dishonesty other than plagiarism, and cases of plagiarism which are not to be resolved by the faculty member or in which the student involved does not agree with the faculty member’s proposed resolution.

Configuration of the Board The configuration of the board for a university standards hearing is as described above for the University Student Conduct Board.

Notification as to the Charge At least seven (7) days prior to the hearing, or as far in advance as reasonably possible if an accelerated hearing is scheduled with the consent of the implicated student, the disciplinary officer shall send a letter to the student stating the following:

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A description of the alleged violation(s).
The time and location of the hearing and a reminder that attendance is mandatory, superceding all other campus activities. If the student does not appear at the scheduled hearing, the hearing will be held in absentia. For compelling reasons, the chair may reschedule the hearing.
The right of the student whose behavior is in question to the assistance of an advisor at the hearing. An advisor must be chosen from among current students, faculty, staff or administrators at Colgate University. The advisor may not be a practicing attorney, and no practicing attorney may be present in the hearing room. The student subject to the hearing may speak and respond to questions on his/her own behalf. The advisor may consult with the advisee but may not speak on behalf of the advisee, unless he/she is directed to answer questions raised by the board members. Hearings shall be scheduled as soon as it is possible.

Hearings for possible violations that occur near or after the end of an academic term will be held immediately after the end of the term, during the summer as outlined in the section titled “Conduct Board Hearing When College is Not in Session,” or at the beginning of the subsequent term, at the discretion of the disciplinary officer.

As is the case with the student whose behavior is in question (see “Notification as to the Charge,” #3), the person, if any, initiating the action is also entitled to the assistance of an advisor at the hearing. An advisor must be chosen from among current students, faculty, staff or administrators at Colgate University. The advisor may not be a practicing attorney. The advisor may consult with the advisee but may not speak on behalf of the advisee, unless he/she is directed to answer questions raised by the Board members.

Anyone appearing at the hearing to provide information will speak and respond to questions on his/her own behalf.

The Hearing
Only the person(s) directly involved in the incident in question are permitted to attend the entire hearing; there will be no observers. The chair may allow other individuals who have relevant information to appear at a portion of the hearing in order to respond to specific questions from the board or the persons involved. The Board does not hear character witnesses but will accept up to two letters supporting the character of the student involved.

Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in University Student Conduct Board hearings.

Only information pertinent to the possible violation will be considered by the board. However, information about other student disciplinary actions or civil or criminal convictions may be introduced at these hearings if, in the judgment of the chair, this information bears directly on the possible violation. The chair shall have
discretionary authority to determine whether the board will receive and consider particular information, and to resolve any procedural questions or disputes arising in the course of a hearing.

Participation in a hearing by telephone, closed circuit television, video conferencing, video or audio recording, written statement or other means may be permitted by the chair to the extent deemed appropriate in his/her sole discretion.

Proceedings are strictly confidential. All persons present at any time during the hearing are expected to maintain confidentiality.

Hearings are recorded. Board members, the student whose behavior was in question, the persons, if any, who initiated the action, and appropriate administrative officers of the university shall be allowed to listen to the recording in a location determined by the disciplinary officer. No person will be given or be allowed to make a copy of the recording. Persons given access to the recording will be required to sign an agreement conforming that they will protect the confidentiality of the hearing.

**Decisions** The Board shall deliberate in closed session to determine whether a student is responsible or not responsible for the violation(s) in question. The board shall base its determination on a standard of preponderance of the evidence (i.e., whether it is more likely than not that the student committed each alleged violation). If a student is found responsible by a majority of the board, the board will assess appropriate sanctions (and/or points, if the violation is of the Policy on Alcohol and Drugs). The disciplinary officer shall not vote to determine responsibility for a charge, but shall vote in the sanctioning phase of the hearing should the members of the Board be deadlocked in their decision. The deliberations of the Board shall be kept in strict confidence.

The chair shall forward a written decision to the student involved as soon as reasonably possible including, if applicable, sanctions and/or points. In cases of academic dishonesty, a copy of the Board’s decision shall be sent to the faculty member who initiated the action.

**Sanctions and Points** Sanctions shall be determined by the administrative hearing officer in administrative hearings, or in cases reviewed by the University Student Conduct Board, a majority vote of the board. Factors considered when determining a sanction may include:

- The nature, severity of, and circumstances surrounding the violation.
- A student’s disciplinary history,
- The impact of a sanction on a student,
- Previous cases involving similar conduct; and
- Any other information deemed relevant by the administrative hearing officer or Board.

The following are the usual sanctions that may be imposed upon students singly or in combination:
1. **Warning:** A formal statement that the student’s behavior was unacceptable and a warning that further infractions of any university policy, procedure or directive will likely result in more severe disciplinary action.

2. **Probation:** A written reprimand for violation of the Code of Student Conduct, providing for more severe disciplinary sanctions in the event that the student is found in violation of any university policy, procedure or directive within a specified period of time. Terms of the probation shall be specified and may include denial of specified social privileges, exclusion from co-curricular activities, and/or other measures deemed appropriate.

3. **Suspension:** Termination of student status for a definite period of time not to exceed two years, or until specific criteria are met. Students who return from suspension are automatically placed on probation through the remainder of their tenure at Colgate.

4. **Expulsion:** Permanent termination of student status.

5. **Withholding Diploma.** The university may withhold a student’s diploma for a specified period of time and/or deny a student participation in commencement activities if the student has disciplinary charges pending, or as a sanction if the student is found responsible for an alleged violation.

6. **Revocation of Degree.** The university reserves the right to revoke a degree awarded from the university for fraud, misrepresentation, or other violation of university policies, procedures or directives in obtaining the degree, or for other serious violations committed by a student prior to graduation.

7. **Other Actions:** In addition to or in place of the above sanctions, the university student conduct board or administrative hearing officer may assign any other sanctions as deemed appropriate, including but not limited to the following:
   a. Mandated counseling so the student has the opportunity to gain more insight into his/her behavior.
   b. No contact” directive: a prohibition against having any avoidable contact with one or more identified persons, in person or through telephonic, electronic, written or other means. A no contact directive may include additional restrictions and terms.
   c. Apology: Requiring the student to write a letter of apology to those involved.
   d. Campus or Community Service: Requiring unpaid service to the university or area community stated in terms of type and hours of service.
   e. Restitution: Reimbursement for damage to or misappropriation of property, or for personal injury, and other related costs.
   f. Housing related sanctions:
      1) Loss, revocation or restriction of privilege (e.g., exclusion from specified locations or alteration of status in the housing lottery or other selection system) to live in university housing.
      2) Loss, revocation or restriction of off-campus living privileges.
   g. Monetary Fines.
In cases of academic dishonesty where a finding of responsibility has occurred, the sanctions shall be:

For first offenses: Failure in the course and either warning or probation; or failure in the course and suspension.

For second offenses: Failure in the course and suspension or expulsion.

Note: For first offense cases in which a student has been found responsible for plagiarism but the University Student Conduct Board determines that the plagiarism does not constitute academic dishonesty, the penalty shall be a warning. If a warning is issued, the faculty member will determine the appropriate sanction for the particular assignment.

Note: Any matriculated and enrolled Colgate student arrested for driving with a blood alcohol level of 0.08% or higher will be sent before the University Student Conduct Board. A finding of responsible by the Board will result in, at minimum, a sanction of suspension, ordinarily for the remainder of the current term.

If a student has been found responsible for violation of the Policy on Alcohol and Drugs, the University Student Conduct Board will assess points in accordance with the description of the points system found in that policy.

**Appeal** In the event that the University Student Conduct Board finds a student responsible for a violation, the student may appeal in writing to the vice president and dean of the college (or his or her designee) within seven (7) days after the student is notified of the decision of the Board or, if the appeal is based on the discovery of new information, within seven days of the discovery of new information (see number 2 below) but in no event later than thirty (30) days from the date that the student is notified of the decision. An appeal may be based only on one of the following:

A procedural error occurred during the process that had a direct impact on the outcome.

New information has come to light that has a direct impact on the outcome.

The sanction is too severe.

After receiving the appeal, the vice president and dean of the college (or his or her designee) may:

Deny the appeal.

Accept the appeal and take appropriate action, which may include modifying the finding of responsibility and/or the sanction, or asking the Board to reconvene. While the appeal is pending, the sanctions imposed will remain in effect unless the vice president and dean of the college (or his or her designee) decides otherwise.

**Records**
For the benefit of the Board, a set of records of all prior hearings will be kept by the Disciplinary Officer. The record will include more detailed accounts of the hearings to assist the Board in imposing sanctions.

With the exception of expulsion, disciplinary sanctions shall not be recorded on a student’s academic transcript. In the case of expulsion, the student’s academic transcript shall be annotated with the statement: “Expelled for disciplinary reasons (effective date).” Students should review the University’s Policy on Recommendations for more information about disclosure of disciplinary records.

**Conduct Board Hearing When College is Not in Session** If a hearing needs to be held at or after the end of the semester and the regular University Student Conduct Board cannot be convened, the disciplinary officer may convene a special University Student Conduct Board. The membership will consist of members available at the time of the hearing with a quorum of five, including at least one student, one faculty member, the disciplinary officer, and the vice president and dean of the college representative, with the disciplinary officer acting as chair.

**Organization Misconduct Hearing**

The disciplinary officer generally refers possible violations of the Code of Student Conduct by organizations recognized by Colgate University to the University Student Conduct Board for an organization misconduct hearing. In instances where the violation is not referred to the University Student Conduct Board, the disciplinary officer or his/ her designee will review the case in an administrative hearing. The disciplinary action resulting from an organization misconduct hearing with respect to an organization does not preclude disciplinary action with respect to individual members of that organization.

A group or organization will be held collectively responsible (i.e., subject to group/organizational discipline) when it is reasonable to attribute the actions of at least some of its members to the group or organization as a whole. Among the situations in which group/organizational discipline may be imposed are the following:

1. Any act or omission in violation of the Colgate University Code of Student Conduct, or University policy, that has received the explicit or implicit consent or encouragement of one or more of the group’s or organization’s officers;
2. Any act or omission in violation of the Colgate University Code of Student Conduct, or University policy, that has been undertaken by one or more members of the group or organization as a result of the unreasonable failure of the officers to oversee the conduct of the group’s or organization’s membership and/or group or organizational activities;
3. Any failure of the officers of the group or organization to ensure the adoption of reasonable precautions to avoid a violation of the Colgate University Code of Conduct, or University policy; or
(4) Any policy or practice of the group or organization that results in a violation of the Colgate University Code of Student Conduct, or University policy.

A group or organization found responsible in accordance with the foregoing may have sanctions imposed against it pursuant to applicable University disciplinary procedures. A group or organization will not be held responsible for its members’ actions which do not fall under the conditions stated above.

(October 2013)

**Configuration of the Board** The Board for an organization misconduct hearing is composed of the members of the University Student Conduct Board with the following additions and specifications:

- The addition of the vice president and dean of the college, who serves *ex-officio* and does not vote;
- The disciplinary officer acts as chair of the board;
- A quorum of the hearing board consists of eight persons (the seven voting members and the vice president and dean of the college, who does not vote) with at least one student, one faculty member, and either the disciplinary officer or the representative from the office of the vice president and dean of the college representative. (If the disciplinary officer is absent, the vice president and dean of the college representative chairs the hearing). In the absence of a quorum, the hearing will be rescheduled.

**Notification as to the Charge** At least seven (7) days prior to the hearing, or as far in advance as reasonably possible if an accelerated hearing is scheduled with the consent of the implicated organization, the disciplinary officer shall send a letter to the organization stating the following:

- A description of the alleged violation(s).
- The time and location of the hearing and a reminder that attendance is mandatory, superseding all other campus activities. For compelling reasons, the disciplinary officer may adjourn the hearing.
- The right of the students representing the organization at the hearing to the assistance of an advisor at the hearing. An advisor must be chosen from among current students, faculty, and staff or administrators at Colgate University. The advisor may not be a practicing attorney, and no practicing attorney may be present in the hearing room. The students representing the organization at the hearing may speak and respond to questions on their own behalf. The advisor may consult with the advisee(s) but may not speak on behalf of the advisee(s), unless he/she is directed to answer questions raised by the board members.
- Hearings shall be scheduled as soon as reasonably possible. Possible violations that occur near or after the end of an academic term will be held immediately after the end of the term or during the summer as outlined in the section titled “Conduct Board Hearing When College is Not in Session.”

As is the case with students representing the organization in question (see...
“Notification as to the Charge,” #3), the person, if any, initiating the action is also entitled to the assistance of an advisor at the hearing. An advisor must be chosen from among current students, faculty, staff or administrators at Colgate University. The advisor may not be a practicing attorney. The advisor may consult with the advisee but may not speak on behalf of the advisee, unless he/she is directed to answer questions raised by the Board members.

Anyone appearing at the hearing to provide information will speak and respond to questions on his/her own behalf.

The Hearing

Only the person(s) representing the organization and others directly involved in the incident(s) in question are allowed to attend the entire hearing; observers will be permitted to attend at the discretion of the disciplinary officer. The chair may allow other individuals who have relevant information to appear at a portion of the hearing in order to respond to specific questions from the board or the persons involved.

Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in organization misconduct hearings.

Only information pertinent to the possible violation will be considered by the board. However, information about other disciplinary actions against the organization and/or its members, and/or civil or criminal convictions, may be introduced at these hearings if, in the judgment of the chair, this information bears directly on the possible violation. The chair shall have discretionary authority to determine whether the Board will receive and consider particular information, and to resolve any procedural questions or disputes arising in the course of a hearing.

Participation in a hearing by telephone, closed circuit television, video conferencing, video or audio recording, written statement or other means may be permitted by the chair to the extent deemed appropriate in his/her sole discretion.

Proceedings are strictly confidential. All persons present at any time during the hearing are expected to keep confidential all matters discussed at the hearing; provided, however, that the person(s) representing the organization may discuss the hearing with other members of the organization.

Hearings are recorded. Board members, members of the organization whose behavior was in question, the persons, if any, who initiated the action, and appropriate administrative officers of the university shall be allowed to listen to the recording in a location determined by the disciplinary officer. No person will be given or be allowed to make a copy of the recording. Persons given access to the recording will be required to sign an agreement confirming that they will protect the confidentiality of the hearing.

Decision  The board shall deliberate in closed session to determine whether an
organization is responsible or not responsible for the violation(s) in question. The deliberations of the board shall be kept in strict confidence. The board shall base its determination on a standard of preponderance of the evidence (i.e., whether it is more likely than not that the organization committed each alleged violation). If an organization is found responsible by a majority of the board, the board shall recommend appropriate sanctions. These recommendations will be offered to the vice president and dean of the college, who serves as a nonvoting member of the board.

The vice president and dean of the college will make the final decision and assess the appropriate sanctions. The vice president and dean of the college shall forward a written decision to the person(s) representing the organization at the hearing as soon as reasonably possible including, if applicable, sanctions. Notification to the person(s) representing the organization will constitute sufficient notice to the organization itself, and it is the responsibility of the person(s) representing the organization to notify the rest of the members of the organization of the decision resulting from the hearing.

**Sanctions** Changes to an organization’s recognition generally form the basis of sanctions for an organization. Recognition by the university grants to any organization the right to function on campus, to receive University privileges, to enroll Colgate students as members and to be associated with the University. An organization’s prior disciplinary record, if any, shall be fully considered in the sanctioning phase. The board may use, but is not limited to, the following sanctions:

*Full recognition with warning:* The organization maintains full recognition but is warned that continued failure to meet the criteria for recognition or additional violations will result in a more serious sanction.

*Probationary recognition:* The organization is recognized by the university, but is placed on probation for a specified period of time during which specified privileges and activities may be revoked. Probationary recognition ordinarily will be in effect for a minimum of one semester.

*Suspended recognition:* Recognition is suspended for a specified period of time during which all privileges are revoked and the organization’s activities are discontinued, and in the case of a fraternity or sorority the chapter house is not used for chapter activities.

*Permanent withdrawal of recognition:* Recognition is withdrawn permanently.

*Other Actions:* Other sanctions may be assessed according to the specifics of the violation(s) and the type of organization.

**Appeal** In the event that an organization is found responsible for a violation, the organization may appeal in writing to the president of the university within fourteen (14) days after the organization is notified of the decision or, if the appeal is based on the discovery of new information, within seven (7) days of the discovery of new information (see number 2 below) but in no event later than thirty (30) days from the date that the organization is notified of the decision.
An appeal may be based only on one of the following:
A procedural error occurred during the process that had a direct impact on the outcome.
New information has come to light that has a direct impact on the outcome.
The sanction is too severe.

After receiving the appeal, the president may:
Deny the appeal.
Accept the appeal and take appropriate action, which may include modifying the finding of responsibility and/or the sanction, or asking the Board to reconvene.
While the appeal is pending, the sanctions imposed will remain in effect unless the President decides otherwise.

Records The same policy with respect to records is followed as for the university standards hearing.

Campus Crime Reporting and Statistics
Colgate University is committed to providing a safe, supportive and secure environment for the entire university community, including visitors. The Advisory Committee on Campus Safety will provide upon request all campus crime statistics as reported to the United States Department of Education. To obtain a copy contact Gert Neubauer, Assistant Director of Campus Safety, 315-228-7333 or via email at gneubauer@colgate.edu. You may also view crime statistics for all colleges and universities at the United States Department of Education’s website: http://www.ope.ed.gov/security/Search.asp.

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