Please Note: Copy for this handbook was revised in the summer of 2010. The information contained in this publication applies to the academic years 2010–2011 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. The university also reserves the right to publish the handbook in an electronic version and make changes to the electronic version that takes precedence over the print copy.
Dear Students,

Welcome to the Colgate community! You have joined a community of faculty, students, staff and alumni who care about your Colgate experience. Working together, we will help you prepare for a life marked by personal and professional fulfillment.

As partners in the educational process, the work of the Dean of the College Division contributes to the intellectual vibrancy of campus, helps build inclusive community, and helps students reflect on and learn from their experiences. We do this by providing opportunities for learning and exploration outside of the classroom. As facilitators of Colgate’s educational mission, the Dean of the College Division sets forth the following goals for our work with students. Taking these goals seriously will help prepare you for a life of success.

**Goal 1: SELF AWARENESS:** Students will identify and confidently articulate the guiding principles that provide the foundation for their lives.

**Goal 2: REFLECTION:** Students will reflect on their experiences, their motivation, and the relative significance of each in order to integrate them into their value systems, decisions, and interactions.

**Goal 3: DECISION-MAKING AND PROBLEM SOLVING:** Students will demonstrate effective problem solving and sound decision making skills in their everyday lives.

**Goal 4: RESILIENCY:** Students will utilize effective coping strategies, drawing on their strengths in order to move forward when facing adversity.

**Goal 5: CONTINUOUS LEARNING:** Students will appreciate and pursue life-long learning opportunities through which they will apply the knowledge they have attained.

**Goal 6: COMMUNICATION SKILLS:** Students will employ effective written and oral communication skills as well as utilize effective listening skills in a variety of settings and contexts.

**Goal 7: CULTURAL COMPETENCE:** Students will respect and appreciate the values, beliefs, backgrounds, and life experiences of others.

**Goal 8: RELATIONSHIPS:** Students will cultivate healthy authentic relationships with a variety of individuals throughout a range of settings.

**Goal 9: TEAMWORK:** Students will establish trust and accountability in any experience where teamwork is employed.

**Goal 10: COMMUNITY AND CITIZENSHIP:** Students will value and effect social change in local, regional and global communities.

This handbook will serve as a resource guide. Please read the entire handbook, paying particularly close attention to the section on university standards. You should also remain
focused, throughout your academic career, on the fact that Colgate has an academic honor code. Understanding and following that code will help ensure an academic record of which you can be proud.

We have high expectations for you. It is up to you to maximize the educational opportunities afforded at Colgate. Over your time here, remember that education is not a passive experience. Get in the game! Be an active participant in your own education, and do so in ways that build and strengthen the community that is at the heart of “the Colgate experience.”

I wish you a happy and fulfilling four years, and I look forward to meeting you during your time at Colgate.

With warm regards,

Charlotte H. Johnson
Vice President and Dean of the College

July 2010
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Introduction

The College
Colgate University is an independent liberal arts college currently enrolling 2800 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 recharted 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 So This Is Colgate, an information booklet for new students; the Colgate Maroon-News, a weekly student newspaper; the weekly Colgate This Week, which lists activities and events on campus; The Colgate Scene, the alumni publication which is published six times a year; the Staff Directory, and the Incunabulum, the first-year student directory and picture book, and the Salmagundi, the college yearbook, which are both available for purchase.

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.


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
Africana 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 advisers, counseling center, health center, ALANA Cultural Center, career services, Center for Leadership and Student Involvement, Center for Outreach, Volunteerism, and Education (COVE), 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, 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.

Administrative Services
The Vice President and Dean of Diversity is the university’s chief diversity officer and is responsible for leading the institution in terms of diversity and transformation efforts designed to create an inclusive campus environment. The dean of diversity also serves as Colgate’s affirmative action officer.
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)  
7 faculty  
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.

† 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 seven 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 seven 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 ad hoc and 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
- The Chair of Academic Advising, a faculty member appointed to a three-year renewable 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
- 1 Faculty member, appointed by the chair, who is teaching a first-year seminar course and/or advising sophomores subsequent to such teaching
- A representative of the Academic Affairs Board
- The Dean of First-Year Students (ex officio)
- The Director of Academic Program Support (ex officio)
- The 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 Sciences Advisory Committee, a representative of the Department of Education certification programs, the Director of the Office of Career Services, the Chair of the Committee on Standards and Academic Standing, and the Director of First-Year Seminars.

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 consideration 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 activities 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 Faculty 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 temporary 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 and Athletics
  4 Faculty (one each from the Division of Humanities, Natural Sciences & Mathematics, Physical Education, and Social Sciences; elected by the faculty for three-year terms, which are renewable)
  1 Elected Faculty Member of the Academic Affairs Board (elected by members 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)
  President of the Student Athlete Advisory Committee
  NCAA Faculty Athletics Representative
  Dean of the Faculty
  Dean of the College
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 questions 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)
  The Associate Dean of Faculty (ex officio, non-voting)

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

D. The Committee on Information Technology This committee serves as a principal 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.

The committee is a liaison committee, serving in an advisory capacity to the Provost. 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

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 Life 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.

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.

D. The Committee on ALANA (African American, Latin American, Asian American, Native American) Affairs The Committee on ALANA Affairs serves as a resource for students of color on campus. In its commitment to promoting multicultural awareness for the entire campus, the committee seeks to improve the quality of life of those groups at Colgate by considering issues related to their well-being and by representing their concerns to the administration and the faculty through the formal governance structure.

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 Standards and Academic Standing The committee has several roles and meets in several different modes during the year. The full group with expanded faculty representation meets at the end of each semester in Academic Review to hear 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 mall 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 Petitions Committee. See “Petitions Committee” elsewhere in this handbook. The membership of the committee is as follows:

- Administrative Advisers
- Associate Dean of the Faculty
- Director of Undergraduate Studies
- Director of Academic Program Support
- 5 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 of the college for administrative advising.

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.

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 one senator from each residential unit (See Article
VI, Section 3) and 10 senators at large. Each senator is elected by and from the Student
Government Association under rules laid down in the constitution of that association.

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 jurisdic-
   tion 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 represen-
    tatives 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 in 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 non-exclusive 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, this may be overridden by a two-thirds majority of senate votes.
11. To compile a report on the past accomplishments, present state, and future goals of the Government once per semester, to be submitted to the senate and the student body by the last senate meeting of each semester.
12. To address the Senate at each meeting.

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 assume the role of the parliamentarian at senate meetings in the event of the parliamentarian’s absence.
9. To assist the president in his or her duties generally.
10. To serve in the place of the president in his or her absence and assume the duties thereof.
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 by-laws.
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. The Press Secretary
The press secretary is the point person for communication of the activities of the Government. He or she shall retain the following rights and responsibilities:

1. To make available to the Association all goings on of the Government.
2. To liaise with all media sources on and off campus.
3. To make a committee as he or she deems fit for assistance in accomplishing his or her job.
4. Attend all leadership meetings.

D. The 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 resolutions, by-laws, 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. To take, prepare, and submit minutes of Leadership meetings to the Leadership.

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 ad-hoc executive board members, ad-hoc committee chairs and all invited
guests may not vote at Leadership meetings. The president may invite others at his or her discretion. Following majority vote, leadership meetings may be open to the public.

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

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.
   a. Committee assignments shall be dually determined by senator preference and assurance that all committees contain experienced senate members.
   b. The speaker shall also assign first-time senators mentors within their respective committees.
5. To speak on behalf of the senate.

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 by-laws.
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.

The parliamentarian may hold no other positions in the Government.

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 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 by-laws 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:
   a. 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.
   b. 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.
   c. Government Affairs
      A Committee shall review and advise on resolutions, amendments, and by-laws coming before the Senate, and shall continually review the by-laws 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.
   d. 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.
   e. 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.

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.
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 by-laws 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.

F. The Budget Allocations Committee
The Budget Allocations Committee shall consist of seven members. Six 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 three at the calendar year. The remaining member will be a delegate chosen every semester by the Senate as they see fit. 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.

G. 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.
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, run off 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, run off 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 run off 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 semester 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.

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
   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 paper work 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 suspension of funds in their current accounts for that eight (8) week period.
iv. Failure to submit any required documentation for two (2) consecutive semesters will result in the revoking of official SGA recognition.
v. 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 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, C:iii 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, D:xi.

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
   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 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 representatives 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 budget 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 discussion points. The minutes shall be maintained by the Treasurer or his or her designated secretary. The minutes shall be released publicly to allow for overall transparency 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 announce the amount of funding requested and the amount of funding received as applicable.
   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 semester’s budget. The senate shall be asked to confirm that decision by a simple majority 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.
   ii. Upon approval or denial of funding by the BAC (or SGA as applicable), the treasurer shall inform the SGA group of the decision within two days, provide the organization 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 approval/denial of funding, and relate the minutes of the meeting in order to convey how the decision was made.

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 regulations;
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 bylaws;
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 votes; 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.
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 bylaws.
   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:
   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.

vii. 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 electronically.

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 recluse 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 deci-
         sion, 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.
          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 execu-
          tive 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 elec-
       tion 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.

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 Senate 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 mission, 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 paperwork 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 Advisers
- Residential Life
- Center for Leadership and Student Involvement (CLSI)
- 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
- Campus Safety
- Student Financial Aid
- Finances
- Registrar Services, Transcripts
- Food Service Program
- The Libraries
- Information Technology Services
- Instructional Technology Services
- University Mail
- University Bookstore
- Reserving University Facilities

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 Advisers

Although Colgate is a relatively small institution, it is nevertheless quite complex because of the wide range of educational opportunities available to students. Because of this complexity, the university has established the administrative adviser structure to assist students in making decisions concerning their academic careers.

Each student at Colgate is assigned an administrative adviser to whom he or she may turn for advice and assistance. During the first year students share a common administrative adviser who works with members of that class and the special problems and issues that pertain to that group. After their first year, students are assigned to another administrative adviser for their upper-class years.

Administrative advisers serve in many ways to supplement the faculty advising system. Routinely, students see an administrative adviser when they have questions about policy and procedures that cannot be answered by reading the catalogue, student handbook, or other publications. These questions commonly deal with graduation requirements, attendance patterns, personal or academic leaves of absence, withdrawal from the university, disciplinary matters, or emergencies or problems that may impact the quality of a student’s academic work. Personal problems may also be discussed, and at the request of the student, the administrative adviser may contact others in the Colgate community or elsewhere who can assist the student in resolving these problems.

Instructors and faculty advisers may also confer with the student’s administrative
adviser on questions of university policy, or on an individual student’s progress in a course. Other areas of mutual concern between a faculty member and an administrative adviser include authorization of incomplete grades, verification of prolonged absence from a class, and inquiries about academic standing. In this regard, at the midpoint of each semester, faculty members are asked to report students whose academic absences from class are excessive and/or students who are experiencing academic difficulty in a course. Course warnings may be sent to a student’s administrative adviser, who in turn advises the student and the student’s faculty adviser of inadequate classroom performance. An administrative adviser may also request a specific progress report at any time if the adviser feels that the student’s academic status is in question. Because of the limited experience of first-year students, the university is especially concerned with their academic progress.

The administrative adviser is a member of the Committee on Standards and Academic Standing, a committee that takes action on student petitions regarding policy exceptions and academic dismissal. This committee meets regularly throughout the school year and in special session at the end of each term to review petitions from students who fail to meet minimum academic standards.

The university will, as a matter of policy, deal with students as adults and will expect them to take responsibility for their academic and personal lives at Colgate. However, when in the judgment of the student’s administrative adviser, the student’s Colgate career may be in jeopardy for health, academic or disciplinary reasons, the university will normally contact the student’s parents, guardian or next of kin.

The administrative advising structure helps to personalize the bureaucracy and to steer students through the system. The system allows for continuity, both in terms of advisory relationships and in the interpretation of university policies. Therefore, it is important for students to know that an entry point for questioning administrative procedures or for expressing their concern about the university is their administrative adviser.

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 Director of the Center for Leadership and Student Involvement 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, entitled Student Organizations and Groups (see Index), 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.

The 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.

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 228-1000.

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 services, minor surgery, and wellness evaluation. 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, in one of the local pharmacies. Crutches and other medical supplies are also available on loan. Allergy serums may be stored in the health center and are administered by a staff nurse by appointment.

Confidentiality A student’s medical records at the health center 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 adviser concerning any make-up work, withdrawals, extensions or incompletes that might be necessary. With the student’s permission, health services will verify these prolonged absences. The health service does not notify professors and administrative advisers 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 and 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 advisers, 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) the University Church, an ecumenical Christian congregation which carries forward the work of Colgate’s Protestant founders, 2) the Newman Community, a Roman Catholic ministry, 3) the Colgate Jewish Union which draws members from various branches of American Judaism and which is located in the Saperstein Jewish Center. The Saperstein Center has a kosher kitchen and a Judaica library, and serves as the context for services, lectures, and other social and cultural events. The above student congregations are served by ordained clergy on the chaplaincy staff, and each community has its own program of weekly worship, education, mission and social service, outreach, and social activities. 4) The Muslim Student Association (MSA) is a vital group of committed students. Muslims meet for prayer in the MSA prayer room and have a full social and educational program life and are led by student officers with the support and assistance of the University Chaplain. 5) Eastern Orthodox Christians 6) the Hindu Student Association are newer groups with increasing social and religious programs. Chaplains and student boards work together in leadership in all of the Colgate religious communities and 7) the Buddhist Student Association. Also important to Colgate religious life are two student association organizations, Intervarsity Christian Fellowship/Campus Christian Fellowship which provides midweek worship and program activities, and the Sojourners Gospel Choir which ministers in the African American gospel tradition and has its home in University Church.

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 assistance in religious life and the 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.

Office of Undergraduate Studies/HEOP

The Office of Undergraduate Studies (OUS), housed in the Center for Learning, Teaching, and Research, provides academic support, through academic programs and a variety of learning resources that can contribute significantly to students’ intellectual development while complementing and supporting the curriculum. Services include academic advising, personal and career counseling, professional tutoring, peer tutoring, course-based study groups, assistance with study skills, and a faculty/student mentoring program.

Special programs administered by OUS include a pre-first-year summer session, Colgate’s Summer Institute, that assists selected students with the transition from secondary school to the challenges awaiting them at Colgate. OUS administers the Higher Education Opportunity Program (HEOP), which provides the same services as OUS but is open only to New York State residents. Eligibility for admission to Colgate under the auspices of OUS or HEOP is determined at the time of admission. No separate application is necessary.

For information about any of these services, please contact the Office of Undergraduate Studies, Center for Learning, Teaching, and Research, 315-228-7375. For information about admission to Colgate through OUS or HEOP, please contact the Office of Admission.

Career Services and Postgraduate Planning

Center for Career Services

The Center for Career Services is committed to providing the highest-quality assistance to all students in their efforts to translate the promise of a Colgate liberal arts education into interesting and fulfilling opportunities. Career services staff members assist individual students with all levels of career assessment, advising and exploration. The resources and guidance available at the center help students conduct successful searches for jobs, internships, and/or graduate schools.

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 four-year plan for career development, career services partners with the dean of first-year students and the dean of the sophomore-year experience to develop opportunities for students to assess their interests, skills, and values to explore the world of work through hands-on
experiences, and to learn life skills necessary to attain their career goals. The program “A Day in the Life” provides an opportunity for students to explore various career fields through one-day shadowing experiences with alumni and parents.

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 student resource room, with campus-networked computers, allows students to research employment options or graduate programs and generate application materials. The center’s website includes information on career fields, internships, employment, graduate/professional schools, and scholarships.

The Center for Career Services, 315-228-7380, 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 profession school advising
Résumé- and cover letter-writing assistance
Colgate Connection (alumni networking)
Mock interviews

Programs
A Day in the Life (career exploration shadowing program)
Doing Well by Doing Good series co-sponsored with the COVE
Food for Thought career exploration series
Off-campus recruiting events in New York, Boston, Syracuse and Washington, D.C.
On-campus recruiting
Real World co-sponsored with the class council, alumni relations, and CLSI
Graduate school panels and workshops
Job Search Skills series
Law School Fair

Internships and Summer Learning Experiences
Career services works closely with first-year, sophomore, and junior students to help them locate and apply for summer learning experiences. The career services website links to databases 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.

Career Opportunities
Colgate Connection Approximately 3,500 alumni and parents 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 Colgate Connection is available to students after an appointment with a career adviser. Graduates seeking to network with other alumni may obtain Colgate Connection information via written request to career services.

Career Services Website Found at http://colgate.edu/careerservices, the site includes a calendar of events and programs, self assessment tools and exercises, resources for exploration of career fields, databases for finding an internship or a full-time job, details on the recruiting program, and access to other valuable web-based resources.
Publications Career services publishes guides to résumé and cover-letter writing, interviewing, applying to graduate school and internships.

Recruiting More than 300 organizations recruit Colgate students to fill a variety of 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.

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 advisees students through the law school application process. Colgate’s annual law school fair attracts representatives from more than 70 law programs.

Preparation for the Health Sciences Colgate’s Health Sciences Advisory Committee (HSAC) is composed of faculty members who counsel students planning for careers in the health professions. The committee believes it is important that students receive complete and accurate information related to planning careers in the health professions. Admission into professional schools in the health sciences is highly competitive. The HSAC provides support for students beginning at first-year orientation and continuing through the application and interview process. Committee members also prepare letters of recommendation for students applying to health science professional school. For more information, contact the Health Sciences Advising Office, 327 Olin Hall, 315-228-7340.

Graduate Honors and Fellowships Every year, talented Colgate students are offered diverse scholarships and graduate fellowships. Members of the Graduate Fellowship Committee and the Fellowship/Scholarship Committee and the Fellowship/Scholarship Coordinator are available to counsel students wishing to become candidates for graduate fellowships.

Among the most prominent of these fellowship programs are Rhodes Scholarships, Marshall Scholarships, Truman Scholarships, Beinecke Scholarships, Fulbright Grants, the Goldwater Scholarships, and the Thomas J. Watson Fellowships.

Additionally, The Paul J. Schupf Fellowship, established in 2000 through the generous gift of Colgate trustee emeritus Paul J. Schupf ’58, is a unique award designed to permit a student from Colgate to continue and expand at Oxford University the education begun on the Colgate campus.

For more information, contact the Office of National Scholarships and Fellowships, Lathrop Hall, Room 109, 315-228 7222.

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 building custodian if the “lock-out” occurs during the hours of 7:00 a.m. to 3:30 p.m. on weekdays. At all other times they should call the Campus Safety Department, and the staff person will admit them when time permits. This service is provided free once per year, and students are 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 university 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 Campus Safety Department 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
Campus Safety Emergency 911 or 228-7911 from cell or off-campus telephones
Campus Safety Business 228-7333
Hamilton Police Dept. 824-3311
Madison County Sheriff 366-2311
New York State Police:
Morrisville 684-9550
Oneida 366-6000

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 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. 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.

**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 adviser
to withdraw officially or to take a leave of absence from Colgate. The official date of with-
drawal is determined by the student’s administrative adviser. 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
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 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

<table>
<thead>
<tr>
<th>Term</th>
<th>Billing Date</th>
<th>Payment Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>July 1</td>
<td>August 1</td>
</tr>
<tr>
<td>Spring</td>
<td>December 1</td>
<td>January 1</td>
</tr>
</tbody>
</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 require-
ments 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 adviser to attend an extra term as a special student.
Students granted such permission are billed each term, for one-half annual tuition, 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 admin-
istrative adviser 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.

Half-time Students Many financial aid programs require that a student be “at least a half-time student” to be eligible to receive the benefits of the program. Any student enrolled for two or more Colgate courses meets the definition of “at least a half-time student.”

Special Charges A late registration fee is assessed to all students who fail to register at the beginning of each term within the deadlines established and published by the registrar. Permission to register late must be obtained from the student’s administrative adviser who may, if the circumstances are extenuating and beyond the student’s control, waive the payment of the fee.

A fee will be assessed for processing a course change after the announced deadline for the drop/add period; however, there is no fee for an approved withdrawal after the deadline.

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 sent to other academic institutions, government agencies, prospective employers, and the like, but only upon signed, written request.

Orders for transcripts are usually processed within 3 working days after receipt of written request. Requests should be directed to the registrar’s office and should include the following:

1. Colgate class year
2. Name on file as a student
3. Colgate ID number or Social Security Number
4. Current daytime telephone number or email address
5. Full mailing addresses for transcript recipients
6. Signature

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.

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.

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 and the Edge Café, along with a value access at the Coop. 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 or cash.

<table>
<thead>
<tr>
<th>Schedule</th>
<th>Access Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>7:30 a.m. – 11:00 a.m.</td>
</tr>
<tr>
<td>Lunch</td>
<td>11:00 a.m. – 5:00 p.m.</td>
</tr>
<tr>
<td>Dinner</td>
<td>5:00 p.m. – 9:00 p.m.</td>
</tr>
<tr>
<td>Late Night</td>
<td>9:00 p.m. – Midnight</td>
</tr>
</tbody>
</table>

**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 45 dining accesses to the Coop each semester. 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., with three dining accesses to the Coop each week. 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.

**5 Meal Plan** This plan allows up to three meals per day, Monday through Friday, for a maximum of five meals per week. Students have the flexibility of using this plan at Frank, the Edge Café or the Coop. This plan is available to any student not residing in a resident hall.

**Special Services** Items such as birthday cakes, 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.

**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.

**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 917 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 McGregor 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 Mondo online catalog, access to digital and periodical resources, and information about collections and services. Students can find research materials in paper or 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 reprints are available online through Blackboard. Other reserve materials may be borrowed with a Colgate I.D. card from the Case or Cooley libraries circulation desk.

Collections More than 734,731 volumes and 33,468 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 Mondo 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

**Information Technology Services**

**Information Technology Services (ITS)** provides a wide array of computing and telecommunication services to the Colgate community, in order to develop, enhance, and support electronic resources that foster the exchange of information and ideas between faculty, students and staff.

**Classroom Technology** More than 90% of Colgate’s classrooms are technology enhanced. Most public spaces are wireless, including both libraries and the majority of student residences. There are over 375 wireless access point on campus, covering student residence halls, dining halls, and public and outdoor areas. The newly renovated Case Library and Geyer Center for Information Technology Services is home to separate sound-isolated audio and video studios, digital media post-production suites, and media editing and conversion workrooms. 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** The campus network supports more than 13,300 active network ports and offers high-speed connection to the Internet. Colgate’s campus-wide information system (http://www.colgate.edu) provides 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 training courses; and Library catalogues, indexes, databases, and full-text resources. Free web-authoring space is available to faculty, staff, and students for academic or personal use.

**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 specific 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://computing.colgate.edu/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. on Monday, 10:00 a.m. to 5:00 p.m. Tuesday through Friday, and 9:00 a.m. to 1:30 p.m. 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 distribution 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 can not be identified, material will be held for one week. It will then be turned over to the campus 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 6 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.

**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, film developing, 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 during finals week each
semester. C-Store phone number: (315) 228-7492. C-Store fax number: (315) 228-6882. Website: www.colgatebookstore.com.

**Online Textbook Ordering** Colgate students can reserve and purchase 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 denomi-
nation and may be purchased in person or by phone at (315) 228-7480.

Reserving Rooms and Facilities
For information regarding offices to contact to reserve rooms and facilities, consult the Colgate Faculty-Staff Directory published annually.

The Office of Student and Academic LGBTQ Initiatives
The Office of Student and Academic LGBTQ Initiatives is dedicated to supporting our lesbian, gay, bisexual, transgender, queer and questioning students by enhancing diversity and visibility throughout the greater campus community.

The office serves as direct support for individuals, as an agent for LGBTQ and its supportive programming, and as a network for LGBTQ faculty, staff, students and alumni, including their respective support groups.

The office is located in the O’Connor Campus Center (Coop) room 124. You may contact the office at 228-7279 or by e-mail at LGBTQInitiatives@mail.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 the Assistant Dean of the College/Director of Residential Life, the Associate Director of Residential Education and Technology, Associate Director of Residential Life, four assistant directors, a housing coordinator, and an administrative assistant. Office hours are 8 a.m. to 5 p.m. Monday through Friday (closed noon to 1 p.m. for lunch). 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 to establish and maintain healthy communities that promote educational, cultural, social, and personal development. Each AD supervises a team of undergraduate student resident advisors, community coordinators, or apartment managers.

Resident advisors (RAs), community coordinators (CCs), and apartment managers are 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 this 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” on page 107 of this handbook.

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 fined.

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 responsible individuals.

Students must follow the proper checkout procedures and remove all property and trash and complete a final room condition report with their RA, CC, or AM. Failure to check-out properly will result in a fine.

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 their 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 director of residential life 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 fines.

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.

**Door Locks and Codes** The entrances and exits to all residence buildings are regularly locked at 11 p.m. every evening. Entrances to the college houses are locked 24 hours a day. Telephones can be found on the exterior of residences and can be used to contact someone in the building if you are locked out of a building and need access. The distribution of, or public display of door codes is prohibited. Do not share door codes with non-residents. 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” of 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 residence halls:

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, propane, 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 the residence halls. 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, or apartments 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 a fine 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 are made during the first two weeks of the semester or two weeks following move in of a new roommate. All other times may be requested for a fee.

**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) 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 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 semester 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 inter-term 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 fines 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 will 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 in 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 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 a fine to cover labor and replacement expenses.

**Lockouts** See “Lockouts” on page 57 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 Students who are in their rooms in residential halls on campus must keep noise levels down while classes are in session. 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 Lottery Students who wish to live off campus must participate in the off-campus lottery 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 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 in 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 fee 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 your 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” on page 58 of this handbook and “Student Rights and Responsibilities” on page 110 of 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 residential life staff 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 mediation, the Assistant Director of Residential Life 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 director of residential life 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 further 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 Readmission

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 which they have chosen for their concentration. If an academic adviser is on leave or has left the university, the student should request another adviser through the same department.

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. During this time students may obtain permission from the instructor to register in courses with enrollment limitations. During 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. While there will be no designated drop/add period until the beginning of the semester, students will be allowed to adjust their schedules on an as needed basis until two weeks before the semester begins in the registrar’s office, dropping and adding courses which have openings.

The registrar processes the requests for course assignments starting with the senior class in an alphabetical sequence within each class. Failure to meet registration deadlines is a basis for loss of registration priorities and may lead to serious academic hardships.

All active, matriculated students have access to their official course schedule via the Colgate portal.

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 online directory 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
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 adviser. 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 adviser 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 adviser. To return to Colgate, these students will have to apply for readmission through an administrative adviser. 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 adviser 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 adviser.

**Tuition Deposit** Students may request an academic leave of absence for the following academic year by seeing an administrative adviser by the deadlines described in the
previous section. These students will be charged a $500 leave deposit to reserve a place in the term when they intend to return to Colgate. Students who plan to be away in a fall term will receive a bill for the leave deposit in July. Students who intend to be away in a spring term will receive the leave deposit bill in November. Failure to pay this deposit bill 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 adviser well before the deadline to request a leave.

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.

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. Students who wish to drop and/or add a course must secure the appropriate signatures on their official course schedule. The course schedule must be turned in at the registrar’s office by the last day of the drop/add period if changes are being made.

Failure to provide accurate and appropriate registration materials within the deadlines may result in inaccurate data being recorded on a student’s transcript and will require payment of a $40 late fee to correct. 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 who have consulted with an administrative adviser 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 adviser. 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 course instructor. (Note: First-year students must also consult with and secure permission from the Dean of First-Year Students). 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 prior to the end of the official deadline. If a student withdraws from 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 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 average.

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 schedule. Students who are on academic warning are not permitted to add an extra course unless permission is granted by their administrative adviser. 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 8:20-9:10, 8:30-9:45, 9:20-10:10, 9:55-11:10, 10:20-11:10, 11:20-12:10, 12:20-1:10, 1:20-2:10, 1:20-2:35, and 2:45-4:00. Morning 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 department 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 examination 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 concentration 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, distribution 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 adviser 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 adviser 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 adviser. 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 adviser 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, AP, and pre-matriculation credit. (See the sections on “Policy for Transferring Credit from Other Institutions” and “Residency Requirement” in the catalogue.)

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 during the course registration period in March or April. These group meetings will serve a dual purpose: to acquaint prospective concentrators 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 upon entering or not later than the end of the drop/add period of their first 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 adviser 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 by 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 distribution 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 distribution 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 pre-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:

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<tr>
<th>Grade</th>
<th>Description</th>
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<tbody>
<tr>
<td>A+</td>
<td>A</td>
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<tr>
<td>B+</td>
<td>B</td>
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<tr>
<td>C+</td>
<td>C</td>
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<tr>
<td>D+</td>
<td>D</td>
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<tr>
<td>F</td>
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The above grades are calculated in the student’s grade point average.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
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<tbody>
<tr>
<td>I</td>
<td>(Incomplete)</td>
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<tr>
<td>NG</td>
<td>(Final grade not submitted to the Registrar)</td>
</tr>
<tr>
<td>T</td>
<td>(Temporary – used when a course lasts longer than a single term)</td>
</tr>
<tr>
<td>S</td>
<td>(Satisfactory)</td>
</tr>
<tr>
<td>U</td>
<td>(Unsatisfactory)</td>
</tr>
<tr>
<td>W</td>
<td>(Withdrawal)</td>
</tr>
</tbody>
</table>

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 concentration program. Unless otherwise stated, a course taken at Colgate 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 adviser 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 on-line (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 adviser, 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 adviser, 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 adviser 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 adviser 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 chair) 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 distribution requirement, the concentration requirement, and the minor concentration 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 of 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 Satisfactory/Unsatisfactory 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 section on “Academic Regulations” 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, language credit, class standing, warning and dismissal, advanced placement and transfer of credit, physical education, class attendance, and independent study — may be found in the section on “Academic Regulations” in the Colgate University Catalogue 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 adviser 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, however, 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 details.

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.

**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 adviser, according to the following timetable:

<table>
<thead>
<tr>
<th>Return:</th>
<th>Completed application due by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall term</td>
<td>June 1</td>
</tr>
<tr>
<td>Spring term</td>
<td>October 1</td>
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</tbody>
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Failure to submit the application by the above deadline may result in a denial of the petition or delay readmission until a subsequent application. 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 adviser 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. Dismissed 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 adviser in order to plan their time away from Colgate. Administrative advisers 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 adviser, the student must document the employment and pro-
vide 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 adviser.

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 adviser 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
- 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 McGregor 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 adviser.

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 adviser. Self-reporting does not constitute an admission of guilt but is an essential step, necessary to prevent misunderstanding and apprehensions. Within three class days, the observer will also contact the associate dean for administrative advising to insure that the self-report has indeed taken place.

The instructor will review the elements of the complaint, and if the instructor believes that the Academic Honor Code has been violated, he or she will contact the university disciplinary officer, who will convene a University Student Conduct Board hearing as outlined in the Student Handbook.

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 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 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 fabrication, 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 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.¹

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

¹ The precise forms for providing citations (whether, for example, to use in-text citations or footnotes) vary across academic disciplines. Students should consult with their professor about the type and form of citations expected on a particular assignment.
— in particular, an intent to deceive — are referred to the 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 adviser 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 dishonesty 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 Sexual Misconduct and Sexual Harassment and Policy on Bias-Based Conduct
- 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 recession 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 forfeit 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 stu-
dents 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, possession, 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 

* The term “drugs,” as used throughout this document, includes but is not limited to such substances as marijuana, hallucinogenic substances, depressants (including but not limited to barbiturates), stimulants (including but not limited to cocaine and amphet-
amines), narcotic drugs, and anabolic steroids.
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.

**Accountability and Treatment** See “System of University Standards and Student Conduct” elsewhere in this Handbook for information about the university’s disciplinary response to violations of Colgate’s Policy on Alcohol and Drugs. A student who violates this policy may also be subject to other responses from the university including, but not limited to:

- Parental notification
- Out-patient substance abuse counseling
- Mandated Medical Leave of Absence

**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 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 Adviser. The Administrative Advisers 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.

Policy on Sexual Misconduct and Sexual Harassment and Policy on Bias-Related Conduct

POLICY ON SEXUAL MISCONDUCT AND SEXUAL HARASSMENT

I. Introduction

Colgate is committed to a learning and living environment where all members of the community feel safe and respected. Acts of sexual misconduct and sexual harassment are serious violations of our community values. This policy aims to ensure that all members of the Colgate community can study, live and work together without being subjected to sexually inappropriate behavior.

In this policy, the term “Colgate community” is used to refer to faculty, staff, students and others affiliated with the University by reason of employment or education. Although we have utilized pronouns referring to the male and female genders, we acknowledge that some individuals do not use these pronouns to describe themselves. Despite the gendered nature of its language, this policy is inclusive of all students of the Colgate community.

The purpose of this policy is twofold: first, to establish clear procedures for the handling of sexual misconduct and sexual harassment allegations, and
second, to educate the student community with respect to the limits of acceptable conduct. By educating students about Colgate’s expectations, this policy aims to prevent sexual misconduct and sexual harassment from occurring. Students are urged to read this policy and to develop an understanding of the line between acceptable and unacceptable sexual behavior.

An underlying premise of this distinction between acceptable and unacceptable conduct is the notion of mutual respect and clear consent. It is important to realize that the use of alcohol or drugs can blur the distinction between consent and coercion. However, being under the influence of alcohol or drugs is not a defense to an allegation of sexual misconduct or sexual harassment.

A student who believes that he or she has been the victim of sexual misconduct or has experienced sexual harassment is encouraged to report it immediately. The University has designated the following individuals to receive complaints of sexual harassment and sexual misconduct:

- The University Harassment Officer
- Campus Safety

This policy explains Colgate’s approach to investigating, adjudicating and disciplining acts of sexual misconduct and sexual harassment. Many acts of sexual misconduct or sexual harassment are also crimes. Colgate strongly encourages the reporting of such incidents to the local police. Campus Safety will assist a student in reporting an incident to the police if the student so requests. The criminal process is separate and distinct from this policy. The fact that a criminal complaint has been filed, prosecuted or dismissed will not prevent Colgate from pursuing disciplinary action.

Each year, the University appoints several faculty, staff and students to act as Harassment Advisors. Harassment Advisors are available to consult with students regarding the definition of sexual misconduct or sexual harassment as well as the University’s procedures and options available for addressing situations of concern. A list of current Harassment Advisors can be found at http://www.colgate.edu/DesktopDefault1.aspx?tabid=4489.

II. When to Use this Policy

A. Complaints Against Students

This policy applies only in those instances when a person has been subject to sexual harassment or misconduct by a student. Victims might include another student, a visitor (e.g., a visiting alumnus, a prospective student, a guest of a student, a member of a visiting team), or any other person. If a faculty or staff member wishes to bring a complaint against a student, they should do so according to the faculty or staff guidelines, respectively.

If a student is a victim of sexual misconduct or harassment by someone other than another student, then this policy does not apply, and the student should do the following:

Complaints Against Faculty or Staff

If a student wishes to bring forward a complaint of sexual misconduct or sexual harassment against a faculty or staff member, the policy that applies in those situations is the University’s Equal Opportunity, Non-discrimination, Sexual
III. Definition of Sexual Misconduct

State law defines various violent or non-consensual sexual acts as crimes. Additionally, Colgate has defined categories of sexual misconduct, as stated below, for which university disciplinary action may be imposed. Generally speaking, Colgate considers Sexual Misconduct I violations to be the most serious, and therefore imposes the most severe sanctions, up to and including suspension or expulsion. However, Colgate reserves the right to impose any level of discipline, up to and including suspension or expulsion, for any act of Sexual Misconduct (I or II) or Sexual Exploitation, based on the facts and circumstances of the particular case.

Acts of sexual misconduct may be committed by men against women,
women against men, men against men, and women against women. The issue in any case is not the gender of the persons involved but the acts.

A. Sexual Misconduct I
Sexual Misconduct I refers to any sexual penetration (anal, oral or vaginal), however slight, with any object, or sexual intercourse by a man or woman upon a man or woman without effective consent. Sexual penetration includes vaginal or anal penetration by a penis, tongue, finger or object, or oral copulation by mouth to genital contact or genital to mouth contact.

B. Sexual Misconduct II
Sexual Misconduct II refers to any intentional sexual touching, however slight, with any object by a man or woman upon a man or woman without effective consent. Sexual touching includes any bodily contact with the breasts, groin, genitals, mouth or other bodily orifice of another individual, or any other bodily contact in a sexual manner. Sexual Misconduct II also includes any disrobing of another or exposure to another by a man or woman without effective consent.

C. Sexual Exploitation
Sexual Exploitation refers to a situation in which a person takes non-consensual or abusive sexual advantage of another, and situations in which the conduct does not fall within the definitions of Sexual Misconduct I or II. Examples of sexual exploitation include, but are not limited to:

- Sexual voyeurism (such as watching a person undressing, using the bathroom or engaged in sexual acts without the consent of the person observed).
- Taking pictures or video or audio recording another in a sexual act, or in any other private activity without the consent of all involved in the activity, or exceeding the boundaries of consent (such as allowing another person to hide in a closet and observe sexual activity, or disseminating sexual pictures without the photographed person’s consent).
- Prostitution.

Sexual Exploitation also includes engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or other sexually transmitted disease (STD) and without informing the other person of the infection, and further includes administering alcohol or drugs (such as “date rape” drugs) to another person without his or her knowledge or effective consent.

D. Consent
Consent is permission, freely given by word or action, by all participants to an activity. Since individuals may experience the same interaction in different ways, it is the responsibility of all parties to make certain that the other has consented before engaging in the activity. For consent to be valid, there must be an expression in words or actions that the other individual consented to that particular sexual conduct.

A person cannot consent if he or she is unable to understand what is happening or is disoriented, helpless, asleep, or unconscious for any reason,
including due to alcohol or drugs. A student who engages in sexual activity when the student knows, or should know, that the other person is physically or mentally incompetent has violated this policy. It is not an excuse that the student accused of sexual misconduct was intoxicated and, therefore, did not realize the incapacity of the other.

Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous dating relationship is not sufficient to constitute consent. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred. Silence or the absence of resistance alone is not consent. A person can withdraw consent at any time during sexual activity by expressing in words or actions that he or she no longer wants the act to continue, and, if that happens, the other person must stop immediately.

In New York State, a minor (meaning a person under the age of 17 years) can not consent to sexual activity. This means that sexual contact with a person less than 17 years old is a crime as well as a violation of this policy even if the minor wanted to engage in the sexual act.

IV. Definition of Sexual Harassment

Federal and state laws prohibit sexual harassment. These laws include Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972 and the New York State Human Rights Law. This policy prohibits conduct that would violate these laws. However, as a supportive and collegial community, Colgate also prohibits student behavior that sexually deems or humiliates other community members as described below, even if the conduct does not violate the law.

In assessing a disciplinary penalty, the seriousness of the sexual harassment incident will be evaluated. Although relatively minor incidents usually result in lesser forms of disciplinary action, Colgate reserves the right to impose any level of discipline, up to and including suspension or expulsion, for any act of sexual harassment, based on the facts and circumstances of the particular case.

Acts of sexual harassment may be committed by men against women, women against men, men against men, and women against women. The issue in any case is not the gender of the persons involved but the acts.

A. Sexual Harassment

Sexual harassment refers to unwelcome sexual or gender-based conduct that unreasonably interferes with an individual’s ability to work, learn or participate in the University’s programs or creates an environment that is hostile, offensive, intimidating or humiliating based on the individual’s sex or gender. Harassment of this type is usually referred to as a “sexually hostile environment.” Harassing conduct can occur in various forms, including:

Verbal — such as vulgar or lewd statements, gender-based name-calling, sexually suggestive or graphic comments, or comments that demean a person because of his or her gender.

Physical — such as unwanted rubbing of a person’s back, neck, buttocks or thighs, pinching, sexual gestures, or sexual intimidation through physical means.
Visual — such as exposing another person to unwanted pornographic magazines or videos, or displaying suggestive or lewd pictures.
Communication-based — such as sexually graphic, threatening or vulgar phone calls, email, text messages, chats or blogs.
Or any combination of these.

A determination as to whether harassment occurred depends on the totality of the circumstances, such as the severity of a particular incident, the context in which it occurred, whether the conduct was repeated, whether the conduct was verbal or physical, and whether it was threatening or merely annoying. For purposes of federal and state law, harassment has occurred if a reasonable person would have found the behavior offensive and his or her living, learning or working environment would be impaired as a result of the conduct. However, Colgate reserves the right to discipline offensive conduct that is inconsistent with community standards even if it does not rise to the level of harassment as defined by federal or state law.

Colgate also prohibits “quid pro quo” harassment. “Quid pro quo” (or “this for that”) harassment occurs when a person in a position of authority or control links the receipt of some benefit (such as a grade, or the ability to join a group or participate in a program.) to another’s submission to unwelcome sexual advances or sexual conduct or requires the other to perform or submit to demeaning or degrading sex or sexually-charged acts. “Quid pro quo” harassment can be expressly stated, but it also can be implied by words, actions or the surrounding circumstances. Examples of “quid pro quo” harassment include:

- The leader of a student organization permits a student to join the group only if the other student allows the leader to watch the student engaged in a sexual act.
- A student in a position of authority disciplines or fires another student who refuses sexual advances or ends a romance.

B. Stalking
Stalking refers to a person’s deliberate and repeated following, observing, contacting or communicating with another person when the other has not consented to the activity. Stalking can be a form a sexual harassment when the person stalked is made to feel sexually uncomfortable or vulnerable as a result of the activity. Stalking includes, but is not limited to, repeatedly engaging in contact, face-to-face communication, telephone calls or messages, text messages, emails, letters, the giving of unwanted gifts, threatening or obscene gestures, surveillance, following, trespassing or vandalism.

C. Identifying Harassment in our Community
Colgate is a vibrant academic environment that encourages discussion of competing ideas both inside and outside the classroom and in both formal and informal settings. Some topics may make a person uncomfortable or take a student outside his or her comfort zone. This policy is not intended to ban debate over socially controversial or potentially offensive ideas or issues. Rather, it is intended to protect individuals from being targeted for offensive, humiliating or intimidating sexual or gender-based conduct.

As an example of this distinction, this policy would not prohibit debate in a social sciences class as to whether women should be afforded the same
legal rights as men even if some women disagreed with others’ views and were offended by statements made. Similarly, this policy would not prohibit controversial figures from speaking on campus even if the individual’s viewpoint or speech were offensive to some, nor would this policy prohibit artistic freedom of expression. However, this policy would prohibit a student from yelling obscenities at women as they passed his dorm window. Likewise, this policy prohibits one student from using sexually demeaning language to refer to another student.

V. Definition of Retaliation

Students have the right to report sexual harassment and sexual misconduct without fear of retaliation. Retaliation includes threats, intimidation, or reprisals. For example, it would be retaliatory to intimidate a witness or to shun a person from a student organization in retribution for the person’s having made a complaint of sexual harassment or sexual misconduct.

Colgate strictly prohibits retaliation by any student against a person who makes a report or sexual harassment or sexual misconduct, assists someone with a report, or participates in any aspect of the investigation or resolution of a report.

Acts of retaliation by students are subject to the standard disciplinary procedure set forth in the System of University Standards and Student Conduct and, in certain cases, may result in suspension. Acts of retaliation by other members of the community, such as faculty or staff, are subject to sanction as set forth in the University’s Equal Opportunity, Non-discrimination, Sexual Harassment and Other Forms of Harassment Policy.

VI. Confidentiality

Colgate understands that a student who has been the victim of sexual misconduct or sexual harassment may wish to talk about the incident with the assurance that the discussion will be confidential. There are several support resources that students may utilize on a confidential basis. These include Counseling & Psychological Services, the Office of the Chaplains, and University Health Services. Students are encouraged to consult these sources for confidential emotional support. Because these services are confidential, a discussion with any of these sources does not result in a complaint being filed with the University or result in action being taken by the University to respond to the incident. A student who wants emotional support only should contact the confidential counseling resources listed above. A student wishing to have an incident investigated, mediated or adjudicated must make a complaint in accordance with the procedures described below.

The University endeavors to respect and follow the wishes of an individual who brings forward a sexual misconduct or sexual harassment concern. However, students should understand that Colgate may have ethical and legal obligations to investigate, attempt to resolve or adjudicate incidents of sexual misconduct or sexual harassment that come to its attention. Therefore, depending on the circumstances, it may not be possible for a conversation with Campus Safety personnel, the University Harassment Officer, or other administrators to be kept in confidence always or, said another way, for these individuals simply to listen without taking action.
VII. Reporting Procedures & The Complaint Process

A student who feels that he or she has been the victim of sexual harassment or sexual misconduct may consult a Harassment Advisor. Harassment Advisors may not make a final determination as to the nature of the incident being reported, but can present the various options available to the student.

A. On-line Reports
One option for reporting incidents of sexual misconduct or sexual harassment is through Colgate’s on-line report form. This can be submitted anonymously. The reporting form can be accessed at http://offices.colgate.edu/campus_safety/Forms/ReportTip.ASP.

Anonymous reports that provide specific information may lead to at least a preliminary investigation. Due to the nature of anonymous reporting, however, it may not be possible to investigate, resolve or adjudicate reports of sexual misconduct or sexual harassment made by means of the on-line reporting process.

B. Filing a Complaint
A student who wishes to make a complaint alleging that he or she has experienced sexual misconduct or sexual harassment should contact either the University Harassment Officer or Campus Safety. The individual who receives the complaint will review with the complaining student the options available to address the incident.

The university offers both informal and formal resolution options. Generally, the university seeks to follow the complaining party’s wishes as to which procedure to pursue. However, there may be situations in which, due to the nature of the allegations, informal resolution is inappropriate. This decision will be based on factors such as the egregiousness of the allegations (e.g., complaints alleging a violent sexual assault or a “gang rape”), whether the accused student is a repeat offender, or whether there is otherwise reason to believe that the safety or interests of the campus community demand adjudication. In those instances, the university will apply the formal procedure only.

C. Informal Resolution Procedures
Informal procedures are designed to assist the parties to reach a mutually agreeable resolution. An individual wishing to employ informal procedures in the resolution of a complaint will meet with the disciplinary officer, who explain the process and options available to the student.

(i) Mediation
Mediation sessions will be held only if the complaining party and the accused party both agree to mediate and if the disciplinary officer determines that mediation is appropriate under the circumstances. The disciplinary officer will act as mediator or will designate another person to act as mediator. The goal of mediation is to facilitate the parties’ discussions with each other such that a mutually acceptable resolution can be reached. At any point in the process or if no mutual resolution is reached, the complaining party may move the complaint to the formal adjudication process described below.
(ii) Contractual Agreement
In certain situations, a formal understanding is reached between the parties. This agreement is formalized in writing and is subject to approval by the disciplinary officer or his or her designee. The terms may include a pledge that the parties will have no further contact with each other, known as a “No Contact Agreement.” Once a student has signed a contractual agreement, it may not be revoked, and the terms may not be appealed. A student’s failure to adhere to any term of the agreement may result in referral to the disciplinary officer for an Administrative or Conduct Board hearing as described in the System of University Standards and Student Conduct.

D. Formal Adjudication Procedure
Formal procedures are designed to determine the merits of the allegations through adjudication and, where appropriate, to determine a disciplinary consequence for the accused student.

(i) Formal Statement
An individual wishing to have a complaint formally adjudicated will be asked to submit a written statement of complaint to the University Harassment Officer, or to Campus Safety, who will forward the statement to the Disciplinary Officer. The Disciplinary Officer will meet with the complaining student and explain the process.

(ii) Investigation
The Disciplinary Officer will meet with the parties separately and provide each party with the opportunity to be heard. The Disciplinary Officer may also speak to witnesses or others with relevant information. At any point, the Disciplinary Officer may refer the matter to Campus Safety for further investigation, and the Disciplinary Officer may rely on that investigation.

The University may proceed with an investigation and / or formal adjudication whenever the Disciplinary Officer determines this to be appropriate. This includes situations in which the complainant has not filed a written statement of complaint but the Disciplinary Officer nevertheless has notice of the incident (for example, through the on-line report process) and determines that investigation and / or adjudication is warranted.

(iii) Possible Outcomes of the Complaint Process
If the Disciplinary Officer finds that further adjudication is not warranted, the Disciplinary Officer will consult with the Dean of the College. If the Dean concurs, the complaint will be dismissed. This decision is not subject to formal appeal, but the complainant may request the Dean of the College to reconsider.

If the Disciplinary Officer believes further adjudication is warranted, the Disciplinary Officer will consult with the Dean of the College. If the Dean concurs, one of the following will occur:
• An Administrative Hearing held by the Disciplinary Officer with the accused to determine appropriate consequences for the inappropriate behavior; or
• A University Student Conduct Board Sexual Harassment/Sexual Misconduct Hearing.

Both the Administrative Hearing and the Student Conduct Board Hearing will be held in accordance with the university’s hearing procedures, which are outlined in the System of University Standards and Student Conduct.

All sanctions defined in the University Student Conduct Board are available. In the most serious cases, if the student is found to be responsible, the usual sanction is suspension or expulsion.

(iv) Appeal Process
The appeal process is the same as that for a University Standards Hearing and is described in the System of University Standards and Student Conduct.

At any point, the disciplinary officer or any other official referred to in this policy may designate his or her authority to another, more appropriate person. Further, the disciplinary officer may determine that a particular complaint or situation is best addressed pursuant to another of the university’s policies. In those cases, the matter will be handled pursuant to the policy the disciplinary officer determines is most appropriate.

E. Concerns about the Implementation of this Policy
The university appoints a Title IX Enforcement Officer to oversee all aspects of the university’s Title IX compliance efforts. An individual who believes that any aspect of this policy has not been properly followed should contact the Title IX Enforcement Officer.

VIII. Statement of Student Rights

A. A Student Who Reports Sexual Misconduct or Sexual Harassment is entitled:

• To be treated with respect by university officials.
• To take advantage of campus support resources (Counseling & Psychological Services, the Office of the Chaplains, and University Health Services).
• To experience a safe living and educational environment. Students should consult with their administrative advisor (315-228-7426).
• To have an advisor present during a Sexual Misconduct or Sexual Harassment hearing in accordance with the System of University Standards and Student Conduct.
• To have irrelevant prior sexual history disallowed in a Sexual Misconduct or Sexual Harassment Hearing.
• To refuse to have an allegation of sexual misconduct resolved through informal resolution procedures.
• To not be prosecuted for minor misconduct that is ancillary to the sexual harassment and/or sexual misconduct incident.
• To be free from retaliation.
B. A Student Accused of Sexual Misconduct or Sexual Harassment is entitled:

- To be treated with respect by university officials.
- To take advantage of campus support resources (Counseling & Psychological Services, the Office of the Chaplains, and University Health Services).
- To have an advisor during a Sexual Misconduct or Sexual Harassment hearing in accordance with the System of University Standards and Student Conduct.
- To have irrelevant prior sexual history disallowed in a Sexual Misconduct or Sexual Harassment Hearing.
- To refuse to have an allegation of sexual misconduct resolved through informal resolution procedures.
- To be heard in accordance with the System of University Standards and Student Conduct.

POLICY ON BIAS-RELATED CONDUCT

I. Introduction

Colgate is proud to be a community comprised of diverse individuals from all backgrounds. Colgate values the social and intellectual vibrancy that occurs when individuals with different life experiences, viewpoints, and belief systems come together. Our goal is to maintain a living and learning environment where all feel safe and respected.

Acts of bigotry and prejudice are inconsistent with our mission. To that end, this policy prohibits harassment on the basis of race, color, religion, creed, ethnicity, ancestry, national origin, sexual orientation, marital status, military or veteran status, age, disability and any other characteristic protected by law. This policy prohibits hate crimes. Colgate also prohibits sexual misconduct and sexual and gender-based harassment, but those issues are addressed in Colgate’s Policy on Sexual Misconduct and Sexual Harassment.

This policy uses the term “bias-related conduct” to refer to harassment and hate crimes collectively. In this policy, the term “Colgate community” is used to refer to faculty, staff, students and others affiliated with the University by reason of employment or education. Although we have utilized pronouns referring to the male and female genders, we acknowledge that some individuals do not use these pronouns to describe themselves. Despite the gendered nature of its language, this policy is inclusive of all students of the Colgate community.

The purpose of this policy is twofold: first, to establish clear procedures for the handling of bias-related allegations, and second, to educate the student community with respect to the limits of acceptable conduct. By educating students about Colgate’s expectations, this policy aims to prevent bias-related conduct and harassment from occurring. Students are urged to read this policy and to develop an understanding of the line between acceptable and unacceptable behavior.

The use of alcohol or other drugs can impair judgment and self-control. However, being under the influence of alcohol or drugs is not a defense to an allegation of a violation of this policy.

Colgate encourages intellectual inquiry and debate and the open discussion of differing viewpoints. This policy is not intended to stifle academic exchange even when it may be offensive to some. While vigorous intellectual exchange is consistent with Colgate’s mission, acts of bigotry that are not part of
legitimate academic inquiry or are targeted at an individual or group within the community undermine Colgate’s educational purpose. An underlying premise of this distinction between acceptable and unacceptable conduct is the notion of respect for each individual as a unique member of the Colgate community.

A student who believes that he or she has been the victim of harassment or a hate crime is encouraged to report it immediately. The University has designated the following individuals to receive complaints:

- The University Harassment Officer
- Campus Safety

This policy explains Colgate’s approach to investigating, adjudicating and disciplining bias-related conduct.

Some bias-related conduct rises to the level of criminal conduct, and Colgate strongly encourages the reporting of criminal conduct to the local police. Campus Safety will assist a student in reporting an incident to the police if the student so requests. The criminal process is separate and distinct from this policy. The fact that a criminal complaint has been filed, prosecuted or dismissed will not prevent Colgate from pursuing disciplinary action.

Each year, the University appoints several faculty, staff and students to act as Harassment Advisors. Harassment Advisors are available to consult with students regarding the definition of harassment in this policy as well as the University’s procedures and options available for addressing situations of concern. A list of current Harassment Advisors and contact information can be found at http://www.colgate.edu/Default.aspx?tabid=4489.

II. When to Use this Policy

A. Complaints Against Students
This policy applies only in those instances when a student is accused of having engaged in bias-related conduct against another student, a visitor (e.g., an alumnus, a prospective student, a guest of a student, or a member of a visiting team), or any other person. If a faculty or staff member wishes to bring a complaint against a student, they should do so according to the faculty or staff guidelines, respectively.

If a student is a victim of bias-related conduct by someone other than another student, then this policy does not apply, and the student should do the following:

Complaints Against Faculty or Staff
If a student wishes to bring forward a complaint against a faculty or staff member, the policy that applies in those situations is the University’s Equal Opportunity, Non-discrimination, Sexual Harassment and Other Forms of Harassment Policy. The student should follow the procedures outlined in that policy.

Complaints Against Visitors or Non-Community Members
If a student wishes to bring forward a complaint against a visitor or non-community member (e.g., a visiting alumnus, a prospective student, a guest of a student, a member of another university’s team, or a local resident), the complaint should be made to Campus Safety. Visitors accused of bias-related conduct are not entitled to a hearing of any kind. Campus Safety will investigate
complaints against visitors and the University will determine the appropriate action to be taken.

B. On Campus and Off Campus Behavior
This policy applies to conduct that occurs on any part of Colgate’s campus or property. It also applies when students travel off-campus as part of a university activity, team, organization or event. Additionally, Colgate has the discretion to discipline student behavior that occurs off-campus, in the village, and/or during a time when the University is not in session. In making these determinations, the Disciplinary Officer considers whether the behavior impacts the campus environment (as would be the case, for example, if one student harasses another student in an off-campus apartment or overseas during a semester abroad, or if a student sends another student racially demeaning or threatening emails while at home during the semester break). In understanding this aspect of Colgate’s expectations for student behavior, it may be helpful to think of student status as “portable” and therefore operative even when students are not on Colgate’s campus or property.

C. Timeframe for Making a Complaint
While there is no time limit for bringing forward a complaint, the passage of time may make an incident difficult or even impossible to investigate fairly or fully and to adjudicate. Therefore, students are encouraged to make a complaint as soon as possible after the incident has occurred. Although not an ideal situation given the passage of time, a former student may make a complaint against a current student. However, the reverse is not true: the complaint of a current student against a former student is not subject to adjudication pursuant to this policy. Nevertheless, Colgate officials will help the complaining student to report the allegations to the appropriate off-campus authorities.

III. Definition of Harassment

Federal and state laws prohibit discrimination and harassment that are based on race, color, religion, creed, ethnicity, ancestry, national origin, sexual orientation, marital status, military or veteran status, age and disability among other personal characteristics. These laws include Title VI of the Civil Rights Act and the New York State Human Rights Law. New York State law also prohibits discrimination and harassment based on sexual orientation, which is defined as an individual’s actual or perceived heterosexuality, homosexuality, bisexuality, or asexuality.

This policy prohibits conduct that would violate these laws. However, as a supportive and collegial community, Colgate also prohibits bias-related student behavior that demeans or humiliates other community members even if the conduct is not so egregious as to violate the law.

In assessing a disciplinary penalty, the seriousness of the incident will be evaluated. Although relatively minor incidents usually result in lesser forms of disciplinary action, Colgate reserves the right to impose any level of discipline, up to and including suspension or expulsion, for any act of harassment, based on the facts and circumstances of the particular case.

A. Harassment
Harassment refers to unwelcome conduct based on race, color, religion, creed,
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ethnicity, ancestry, national origin, sexual orientation, marital status, military or veteran status, age and disability or any other characteristic protected by law that unreasonably interferes with an individual’s ability to work, learn or participate in the University’s programs or creates an environment that is hostile, offensive, or intimidating. Harassment of this type is usually referred to as “hostile environment” harassment. Harassing conduct can occur in various forms, including:

Verbal — such as using ethnic, racial, religious or other slurs to refer to a person, or jokes or comments that demean a person on the basis of race, color, religion, ethnicity, national origin, sexual orientation, age or disability.

Physical — such as physical threats toward or intimidation of another on the basis of race, color, religion, ethnicity, national origin, sexual orientation, age or disability.

Visual — such as creating or displaying racially, ethnically, religiously offensive pictures, symbols, cartoons, or graffiti.

Communication-based — such as phone calls, emails, text messages, chats or blogs that offend, demean or intimidate another on the basis of race, color, religion, ethnicity, national origin, sexual orientation, age or disability.

A determination as to whether harassment occurred depends on the totality of the circumstances, such as the severity of a particular incident, the context in which it occurred, whether the conduct was repeated, whether the conduct was verbal or physical, and whether it was threatening or merely annoying. For purposes of federal and state law, harassment has occurred if a reasonable person would have found the behavior offensive and his or her living, learning or working environment would be impaired as a result of the conduct. However, Colgate reserves the right to discipline offensive conduct that is inconsistent with community standards even if it does not rise to the level of harassment as defined by federal or state law.

B. Stalking

Stalking refers to a person’s deliberate and repeated following, observing, contacting or communicating with another person when the other has not consented to the activity. Stalking can be a form of harassment when the person stalked is targeted because of his or her race, color, religion, creed, ethnicity, ancestry, national origin, sexual orientation, marital status, military or veteran status, age or disability. Stalking includes, but is not limited to, repeatedly engaging in contact, face-to-face communication, telephone calls or messages, text messages, emails, letters, the giving of unwanted gifts, threatening or obscene gestures, surveillance, following, trespassing or vandalism.

C. Identifying Harassment in our Community

Colgate is a vibrant academic environment that encourages discussion of competing ideas both inside and outside the classroom and in both formal and informal settings. Some topics may make a person uncomfortable or take a student outside his or her comfort zone. This policy is not intended to ban debate over socially controversial or potentially offensive ideas or issues. Rather it is intended to protect individuals from being targeted for offensive, humiliating or intimidating conduct based on race, color, religion, creed, ethnicity, ancestry,
national origin, sexual orientation, marital status, military or veteran status, age or disability.

As an example of this distinction, this policy would not prohibit debate in a social sciences class about whether same-sex marriage should be legalized even if a homosexual student in the class disagreed with others’ views and was offended by their statements. Similarly, this policy would not prohibit controversial figures from speaking on campus even if the individual’s viewpoint or speech were offensive to some, nor would this policy prohibit reasonable artistic expression. However, this policy would prohibit a student from yelling slurs, insults or threats deemed to constitute bias-related harassment at any other individual or group of individuals.

IV. Definition of Hate Crimes

For the purpose of this policy, a “hate crime” is defined as violence to a person or damage to property (or a threat to do so) or any other criminal act that is motivated entirely or partly by hostility toward or intolerance of another’s race, color, religion, creed, ethnicity, ancestry, national origin, sexual orientation, marital status, military or veteran status, age, disability or any other personal characteristic protected by law.

The following example demonstrates the difference between a crime and a hate crime. A student who selects a car at random in a campus parking lot and smashes the windshield has committed criminal mischief. A student who is biased against Muslims and smashes a windshield because he or she knows that the car belongs to a Muslim student has likewise committed criminal mischief. However, this second incident is also a hate crime because the student was motivated by anti-Muslim bias.

Federal and state laws prohibit hate crimes, and hate crimes often result in enhanced criminal penalties. Students who commit hate crimes are subject to criminal prosecution in addition to discipline pursuant to this policy. The criminal process is separate and distinct from this policy. The fact that a criminal complaint has been filed, prosecuted or dismissed will not prevent Colgate from pursuing disciplinary action.

V. Definition of Retaliation

Students have the right to report bias-related conduct without fear of retaliation. Retaliation includes threats, intimidation, or reprisals. For example, it would be retaliatory to intimidate a witness or to shun a person from a student organization in retribution for the person’s having made a complaint of bias-related conduct.

Colgate strictly prohibits retaliation by any student against a person who makes a report of bias-related conduct, assists someone with a report, or participates in any aspect of the investigation or resolution of a report.

Acts of retaliation by students are subject to the standard disciplinary procedure set forth in the System of University Standards and Student Conduct and, in certain cases, may result in suspension. Acts of retaliation by other members of the community, such as faculty or staff, are subject to sanction as set forth in the University’s Equal Opportunity, Non-discrimination, Sexual Harassment and Other Forms of Harassment Policy.
VI. Confidentiality

Colgate understands that a student who has been the victim of bias-related conduct may wish to talk about the incident with the assurance that the discussion will be confidential. There are several support resources that students may utilize on a confidential basis. These include Counseling & Psychological Services, the Office of the Chaplains, and University Health Services. Students are encouraged to consult these sources for confidential emotional support. Because these services are confidential, a discussion with any of these sources does not result in a complaint being filed with the University or result in action being taken by the University to respond to the incident. A student who wants emotional support only should contact the confidential counseling resources listed above. A student wishing to have an incident investigated, mediated or adjudicated must make a complaint in accordance with the procedures described below.

The University endeavors to respect and follow the wishes of an individual who brings forward a bias incident. However, students should understand that Colgate may have ethical and legal obligations to investigate, attempt to resolve or adjudicate bias incidents that come to its attention. Therefore, depending on the circumstances, it may not be possible for a conversation with Campus Safety personnel, the University Harassment Officer, or other administrators to be kept in confidence always or, said another way, for these individuals simply to listen without taking action.

VII. Reporting Procedures and The Complaint Process

A student who feels that s/he has been the victim of a hate crime or bias-related conduct may consult a Harassment Advisor. Harassment Advisors may not make a final determination as to the nature of the incident being reported, but can present the various options available to the student.

A. On-line Reports
One option for reporting bias-related incidents is through Colgate’s on-line report form. This can be submitted anonymously. The reporting form can be accessed at http://offices.colgate.edu/campus_safety/Forms/ReportTip.ASP.

Anonymous reports that provide specific information may lead to at least a preliminary investigation. Due to the nature of anonymous reporting, however, it may not be possible to investigate, resolve or adjudicate reports made by means of the on-line reporting process.

B. Filing a Complaint
A student who wishes to make a complaint alleging that he or she has been subjected to bias-related conduct should contact either the University Harassment Officer or Campus Safety. The complaining student will be presented with options available to address the incident, and the disciplinary officer will receive notice of the complaint. At any time after receiving notice of the complaint, the University may direct an investigation into the allegations.

The university offers both informal and formal resolution options. Generally, the university seeks to follow the complaining party’s wishes as to which procedure to pursue. However, there may be situations in which, due to the nature of the allegations, informal resolution is inappropriate. This decision
will be based on factors such as the egregiousness of the allegations (e.g., a complaint alleging a bias-motivated assault that resulted in injury), whether the accused student is a repeat offender, or whether there is otherwise reason to believe that the safety or interests of the campus community demand adjudication. In those instances, the University will apply the formal procedure only.

C. Informal Resolution Procedures
Informal procedures are designed to assist the parties to reach a mutually agreeable resolution.

(i) Mediation
Mediation sessions will be held only if the complaining party and the accused party both agree to mediate and if the disciplinary officer determines that mediation is appropriate under the circumstances. The disciplinary officer will act as mediator or will designate another person to act as mediator. The goal of mediation is to facilitate the parties’ discussions with each other such that a mutually acceptable resolution can be reached. At any point in the process or if no mutual resolution is reached, the complaining party may move the complaint to the formal adjudication process described below.

(ii) Contractual Agreement
In certain situations, a formal understanding is reached between the parties. This agreement is formalized in writing and is subject to approval by the disciplinary officer or his or her designee. The terms may include a pledge that the parties will have no further contact with each other, known as a “No Contact Agreement.” Once a student has signed a contractual agreement, it may not be revoked, and the terms may not be appealed. A student’s failure to adhere to any term of the agreement may result in referral to the Disciplinary Officer for an Administrative or Conduct Board hearing as described in the System of University Standards and Student Conduct.

D. Formal Adjudication Procedure
Formal procedures are designed to determine the merits of the allegations through adjudication and, where appropriate, to determine a disciplinary consequence for the accused student.

(i) Formal Statement
An individual wishing to have a complaint formally adjudicated will be asked to submit a written statement of complaint to the University Harassment Officer, or to Campus Safety, who will forward the statement to the disciplinary officer. The disciplinary officer will meet with the complaining student and explain the process.

(ii) Investigation
The disciplinary officer will meet with the parties separately and provide each party with the opportunity to be heard. The disciplinary officer may also speak to witnesses or others with relevant information.
At any point, the disciplinary officer may refer the matter to Campus Safety for further investigation, and the disciplinary officer may rely on that investigation.

The university may proceed with an investigation and/or formal adjudication whenever the disciplinary officer determines this to be appropriate. This includes situations in which the complainant has not filed a written statement of complaint but the Disciplinary Officer nevertheless has notice of the incident (for example, through the on-line report process) and determines that investigation and/or adjudication is warranted.

(iii) Possible Outcomes of the Complaint Process
If the Disciplinary Officer finds that further adjudication is not warranted, the Disciplinary Officer will consult with the Dean of the College. If the Dean concurs, the complaint will be dismissed. This decision is not subject to formal appeal, but the complainant may ask the Dean of the College to reconsider.

If the Disciplinary Officer believes that further adjudication is warranted, the Disciplinary Officer will consult with the Dean of the College. If the Dean concurs, one of the following will occur:

- An Administrative Hearing held by the Disciplinary Officer with the accused to determine appropriate consequences for the inappropriate behavior; or
- A University Student Conduct Board Bias Conduct Hearing.

Both the Administrative Hearing and the Student Conduct Board Hearing will be held in accordance with the University’s hearing procedures, which are outlined in the System of University Standards and Student Conduct.

All sanctions defined in the University Student Conduct Board are available. In the most serious cases, if the student is found to be responsible, the usual sanction is suspension or expulsion.

(iv) Appeal Process
The appeal process is the same as that for a University Standards Hearing and is described in the System of University Standards and Student Conduct.

At any point, the Disciplinary Officer or any other official referred to in this policy may designate his or her authority to another, more appropriate person. Further, the Disciplinary Officer may determine that a particular complaint or situation is best addressed pursuant to another of the University’s policies. In those cases, the matter will be handled pursuant to the policy the Disciplinary Officer determines is most appropriate.
VIII. Statement of Student Rights

A. A Student Who Reports A Bias-Related Conduct is entitled:

• To be treated with respect by University officials.
• To take advantage of campus support resources (Counseling & Psychological Services, the Office of the Chaplains, and University Health Services.
• To experience a safe living and educational environment. Students should consult with their administrative advisor.
• To have an advisor during a University Student Conduct Board Bias Conduct Hearing in accordance with the System of University Standards and Student Conduct.
• To refuse to have an allegation resolved through informal resolution procedures.
• To not be prosecuted for minor misconduct that is ancillary to the bias-related incident.
• To be free from retaliation.

B. A Student Accused of Bias-Related Conduct is entitled:

• To be treated with respect by university officials.
• To take advantage of campus support resources (Counseling & Psychological Services, the Office of the Chaplains, and University Health Services.
• To have an advisor during a University Student Conduct Board Bias Conduct Hearing in accordance with the System of University Standards and Student Conduct.
• To refuse to have an allegation resolved through informal resolution procedures.
• To be heard in accordance with the System of University Standards and Student Conduct.

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 adviser, 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 adviser 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 92 Standards of Conduct and Non-Academic Policies
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 adviser 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 adviser will have to 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 adviser. 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.

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. 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 adviser 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 adviser and university physician and/or psychologist.

   The supporting letter from the health-care professional should be directed to the student’s administrative adviser 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?

4. Readmission Decision
The administrative adviser makes the final decision about whether the medical problems causing the student to 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 adviser.

The student’s administrative adviser 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 requirements will be outlined at the time. Upon return, the student will be expected to meet periodically with his/her administrative adviser. 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.

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 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 advisers. Failure to abide by this expectation may adversely affect the decision to readmit a student.

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 attend a two hour driver safety class, pass a written and 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.

**Policy on Smoking**

All indoor areas of the University are designated as no-smoking areas 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.

(July 2008)

**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 in the Student Activities Office in the Student Union Building.

**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, including swim test, 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 deficiencies 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.
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 pre-judicial, 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 and sophomore 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 chapter house. Seniors may live off campus 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. Intra-institutional 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.
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 Center for Leadership
      & Student Involvement (CLSI) 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 the names and addresses
      of current officers must be filed with the Director of the Center for Leadership
      & Student Involvement.
   c. The following conditions shall apply specifically to groups: groups of a continu-
      ing 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. The Student Senate or the Director of the Center for Leadership
      & Student Involvement shall make such determination.
   d. Membership in an extramural organization shall not, in itself, disqualify the cam-
      pus 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 Center for Leadership & Student Involvement (CLSI) Office.
   e. Recognition of a group or organization by Colgate University implies neither
      approval nor disapproval of the purposes, objectives and policies of the organ-
      ization.
   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 Director of the Center for Leadership & Student Involvement
      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 insure 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
          Director of the Center for Leadership & Student Initiative 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 which:

(1) Submit their budgets to the Colgate Student Senate for approval;
(2) Provide on a schedule determined by the Student Senate a statement of income and expenses.

i. The Center for Leadership & Student Initiative (CLSI) Office 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 College name without the explicit authorization of the Colgate Board of Trustees.

k. No member of the Colgate University community shall be denied membership in any organization or group because of race, religion, or ethnic background. Gender shall not be a valid criterion of membership in any organization or group except in residence halls and fraternities and sororities.

l. A group or organization will be held collectively responsible when:

(1) Actions which lead to the misuse of persons, property or University funds have received the tacit or overt consent or encouragement of the organization or group or the organization’s or group’s officers.

(2) In the course of its activities, an incident is the result of the failure on the part of the group or organization or its officers to take reasonable precautions against the misuse of persons, property or University funds.

(3) A policy or practice of a group or organization is directly responsible for a violation.

(4) Any organization or group which engages in any such activities, on or off campus, may have sanctions imposed against it by Vice-President of the College (or his or her designate.)

(5) A group or organization will not be held collectively responsible for its members’ actions which do not fall under the conditions stated above.

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, preg-
nancy, 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**

The Dean for Institutional Diversity oversees implementation of the University’s EEO/AA Plan and compliance with all applicable federal, state and local laws prohibiting discrimination in employment. Employee complaints under Title IX may be filed with the Dean for Institutional Diversity.

The Associate Provost oversees compliance with Title IX of the Education Amendments of 1972, and with the University’s Affirmative Action policy as it relates to University administrative and staff positions. The Associate Provost also handles student grievances regarding compliance with the University’s nondiscrimination policy. Student complaints under Title IX may be filed with the Associate Provost.


**Affirmative Action Policy** Colgate University is committed to policies of affirmative action designed to increase the employment of minorities in our whole work force and of women on the faculty. We aspire to broaden the diversity of our educational community. We recognize that this will require that we offset geographical isolation in order to create a rich representation of racial/ethnic minorities in order to attract other members of these groups. We also aim through affirmative action to help overcome the effects of both conscious and unconscious discrimination as well as any under-representation experienced by these groups and by women.

**Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) 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. 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.

2. 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.

   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 officer 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 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.

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 advisers 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.
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: Sexual Misconduct 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 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 Sexual Misconduct and Sexual 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
- 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.

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:

1. Dismisses the allegations based on the information available to him or her.
2. Resolves the question of misconduct through alternative means, which may include but are not limited to mediation, as described below.
3. Convenes an Administrative Hearing.
4. 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. 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.

**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 well-being 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, sexual or 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, sexual misconduct or 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
1. 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.

2. University Student Conduct Board The Disciplinary Officer shall refer to the University Student Conduct Board cases that require one of three types of hearing:
   a. University Standards Hearing
      1. Cases involving possible violations of the Code of Student Conduct that could result in a sanction of suspension or expulsion;
      2. 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;
      3. 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 (see pages 96-97).

b. Sexual Misconduct Hearing Cases involving possible violations of the University’s Sexual Misconduct or Sexual Harassment policies that could result in suspension or expulsion.

c. Organization Misconduct Hearing Cases involving possible violations of the Code of Student Conduct by recognized student organizations on campus, including but not limited to fraternities and sororities, SGA recognized organizations, and athletic teams.

**University Hearing Bodies: Their Functions and Procedures**

1. **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. Any sanctions 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 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.

2. **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 three types of hearing:
   A. University Standards Hearing
   B. Sexual Misconduct Hearing
   C. 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.

University Student Conduct Board: University Standards Hearing

The disciplinary officer shall refer for a university standards hearing:

1. Cases involving possible violations of the Code of Student Conduct that could result in a sanction of suspension or expulsion;
2. 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;
3. 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 (see pages 84-85).

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:

1. A description of the alleged violation(s).
2. The time and location of the hearing and a reminder that attendance is mandatory, superseding 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.
3. 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 “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
1. 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.
2. 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.
3. 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.
4. 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.
5. Proceedings are strictly confidential. All persons present at any time during the hearing are expected to maintain confidentiality.
6. 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 confirming 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. 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. In cases of academic dishonesty, a copy of the Board’s decision shall be sent to the faculty member who initiated the action.

Sanctions 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 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:
1. For first offenses – Failure in the course and either warning or probation; or failure in the course and suspension.

2. 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 immediate suspension for the remainder of the term.

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:

1. A procedural error occurred during the process that had a direct impact on the outcome.
2. New information has come to light that has a direct impact on the outcome.
3. The sanction is too severe.

After receiving the appeal, the vice president and dean of the college (or his or her designee) may:

1. Deny the appeal.
2. 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.

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.
Sexual Harassment/Sexual Misconduct Hearing
The disciplinary officer generally refers possible violations of the University’s Sexual Misconduct or Sexual Harassment policies that could result in suspension or expulsion or for which the student does not accept responsibility to the University Student Conduct Board for a Sexual Misconduct Hearing.

Configuration of the Board The Board for a Sexual Misconduct Hearing is composed of five persons, all drawn from the University Student Conduct Board:
- The disciplinary officer, who serves as chair of the board;
- Three faculty and administration members (other than deans); and
- The vice president and dean of the college representative.
Students do not hear such cases. At least one member of the board shall be male and at least one shall be female.

Notification as to the Charge The same policy with respect to notification is followed as for the University Standards Hearing.

The Hearing The same policy with respect to the hearing is followed as for the University Standards Hearing, with the following additions:
1. Unless the disciplinary officer determines it is appropriate in accordance with item 2 (below), no one shall present information or raise questions concerning: (1) incidents not directly related to the possible violation or (2) the sexual history of or the character of the person who believes she/he is a victim of sexual misconduct.
2. In those instances where the student believes such information is relevant, the student must submit a narrative of that information and an explanation of its relevance to the case in a written statement to the disciplinary officer at least seventy-two hours prior to the hearing. The disciplinary officer shall inform the student involved either prior to or at the commencement of the hearing whether such information may be admitted as part of the hearing.

Decision The same policy with respect to the decision is followed as that for the University Standards Hearing.
- The chair shall forward a written decision to the student involved as soon as possible including, if applicable, sanctions. In addition, the person who believes she/he is a victim of sexual misconduct shall be informed of the final results of the hearing.

Sanctions Sanctions available to the board in a university standards hearing are available for a sexual misconduct hearing, including suspension or expulsion.

Appeal The appeal process available to the student is the same as that for the university standards hearing. In addition, the person who believes she/he is a victim of sexual misconduct shall be informed of the final results of the appeal.

Records The same policy with respect to records is followed as for the university standards hearing.

Bias Conduct Hearing
The disciplinary officer generally refers possible violations of the university’s bias-related conduct policy that could result in suspension or expulsion or for which the student does not accept responsibility to the University Student Conduct Board for a bias conduct hearing.
Configuration of the Board. The board for a bias-conduct hearing is composed of five persons, all drawn from the University Student Conduct Board:

- The disciplinary officer, who serves as chair of the board
- Three faculty and administration members (other than deans):
  - The dean of the college representative
- Students do not hear such cases.

Notification as to the Charge: The same policy with respect to notification is followed as for the University Standards Hearing.

The Hearing. The same policy with respect to the hearing is followed as for the university standards hearing.

Decision. The same policy with respect to the decision is followed as for the university standards hearing. The chair shall forward a written decision to the student involved as soon as possible including, if applicable, sanctions. In addition, to the extent permitted by law, the person who believes she/he is a victim of bias conduct shall be informed of the final results of the hearing.

Sanctions. Sanctions available to the board in a university standards hearing are available for bias conduct hearing, including suspension or expulsion.

Appeal. The appeal process available to the student is the same as that for the university standards hearing.

Records. The same policy with respect to records is followed as for the university standards hearing.

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.

In determining whether an organization may be held collectively responsible for the individual actions of its members, all the factors and circumstances surrounding the specific incident will be reviewed and evaluated. Pursuant to the Colgate University Code of Student Rights and Responsibilities, an organization will be held collectively responsible when:

1. Actions which lead to the misuse of persons, property or University funds have received the tacit or overt consent or encouragement of the organization or the organization’s officers.
2. In the course of its activities, an incident is the result of the failure on the part of the organization or its officers to take reasonable precautions against the misuse of persons, property or University funds.
3. A policy or practice of an organization is directly responsible for a violation.
4. Any organization which engages in any such activities, on or off campus, may
have sanctions imposed against it by Vice President and Dean of the College (or his or her designee.)

(5) An organization will not be held collectively responsible for its members’ actions which do not fall under the conditions stated above.

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:

1. A description of the alleged violation(s).
2. 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.
3. 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 “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

1. 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.

2. 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.

3. 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.

4. 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.

5. 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.

6. 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 non-voting 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:

1. *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.
2. *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.
3. *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.
5. *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:

1. A procedural error occurred during the process that had a direct impact on the outcome.
2. New information has come to light that has a direct impact on the outcome.
3. The sanction is too severe.

After receiving the appeal, the president may:

1. Deny the appeal.
2. 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@mail.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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