

The material in this handbook is designed to inform you of the College’s expectations for your behavior and the services available to you. We hope you find it useful. The College reserves the right to make changes in its requirements, regulations, and procedures as educational considerations demand and amendments to the College’s policies contained in the handbook may occur from time to time.

The policies of Union College are under continual examination and revision. This Student Handbook is not a contract. It merely presents the Policies in effect at the time of publication and in no way guarantees that the Policies will not change. For more updated Policies and information see <http://www.union.edu/handbook/>

**QUICK REFERENCE .....1**

**ACADEMIC AFFAIRS, STUDENT AFFAIRS, and CAMPUS SERVICES.....4**

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    Vice President for Academic Affairs and Dean of the Faculty ..... 4

    Dean of Academic Departments and Programs ..... 4

    Dean of Studies ..... 4

    Director of Academic Planning and Finance ..... 5

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    DEAN OF STUDENTS ..... 5

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## QUICK REFERENCE

What	Who	Where	Phone
Absence from class or exam	Instructor		
Academic Affairs			
Academic Depts. and Program Areas	TBA	Science & Eng. S100	6233
Academic Services and Planning	TBA	Feigenbaum Hall	6033
Dean of Studies	Dean Wunderlich	Science & Eng. S100	6234
Academic Opportunity Program	P. Poczik	Bailey Hall 101	6115
Achilles Rink	Z. Smetana	Achilles Rink	6134
Advisor (change)	Registrar	Silliman Hall	6109
Affirmative Action	G. Hathaway	Feigenbaum Hall	8327
Bill Payment (student)	J. Cocca	McKean House	6106
Campus Safety	C. Hayen	College Park Hall	6358
Emergency-Fire/Police/Medical			911
Parking Inquiries	G. Olson	College Park Hall	6381
Non-Emergency Matters - Requests for Service			6911
Career Planning	R. Soules	Becker Career Ctr.	6176
Co-ops	R. Caruso	Becker Career Ctr.	6176
Internships	R. Caruso	Becker Career Ctr.	6176
College Relations	T. Cerveny	Abbe Hall	6180
Community Outreach	A. Tatem	Kenney-Center	6609
STEP	A. Tatem	Kenney Center	6609
Communications	C. Casey	Dudley Observatory	6749
Conduct Changes	J. Underwood	College Park Hall	6351
Counseling	M. Hotaling	Wicker Wellness Center	6161
Student Conduct	Dean Schurick or Dean Williams	Reamer Center 306	6061
Credit for work taken elsewhere	D. Lentz	Silliman Hall	6106
Dining Services	C. Mecca	Reamer Center 202	6050
Employment (student)	L. Augustine	Grant Hall	6123
Facilities Services	L. Rucinski	Campus Operations	6181
Finance			
Student Bills	J. Cocca	McKean House	6106
Financial Aid	L. Parker	Grant Hall	6123
First-year Concerns	Dean Schurick	Reamer Center 306	6061
Fourth Course	Dean Wunderlich	S&E Center 100	6234
Fraternity and Sorority Life	E. Artz	Reamer Center 405	8777
Health Insurance	K. Heisinger	McKean House	6106
Health Services	A. Stefanatos	Wicker Wellness Center	6120
Housing	A. Bingel	Reamer Center 409	6117
ID Cards	J. Underwood	College Park Hall	6351
"Incomplete" Grade	Instructor		

<b>What</b>	<b>Who</b>	<b>Where</b>	<b>Phone</b>
Independent Study	Dept. Chair		
Information Technology Services	E. Borkowski	Computer Ctr.	6293
Intercollegiate Athletics	J. McLaughlin	Alumni Gym	6284
International Student Advising	M. Pawlowski	Reamer Center 303	8785
International Support Services	M. Pawlowski	Reamer Center 303	8785
International Programs	L. Atkins	Old Chapel, Third Floor	7117
Independent Study Abroad Adv.	M. Graham	Becker 102	8311
Intramurals, PE, & Recreation	M. Polsinelli	Alumni Gym	6286
Kenney Community Center	A. B. Tatem	Kenney Center	6609
Leadership in Medicine (LIM) Programs	Prof. Weisse	Bailey Hall 101	6300
Learning Disabilities	S. Shinebarger	Reamer Center 303	8785
Library	F. Maloy	Schaffer Library	6277
Lost and Found	Campus Safety	College Park Hall	6911
Mail Services	P. DeBiase	Reamer Center 102	6130
Information Technology SVCS	G. Solomon and M. Rucinski	Steinmetz Hall 110	6438
Multicultural Concerns	J. Benitez	Reamer Center 304	
Minerva Programs	Dean McEvoy or L. Munkres	Reamer Center 303	8790
PALs	G. Keraga	Bailey Hall 108B	6493
Proficiency Exams	D. Lentz	Silliman Hall	6016
Readmission from leave	Dean Leavitt	Reamer Center 306	6116
Reamer Campus Ctr.	M. Milless	Reamer Center 404	6118
Reduce Course Load	Academic Advisor		
Religious Programs Directors			
Protestant	Rev. V. Brooks	Reamer Center 203	6618
Catholic	F. Thomas	Reamer Center 203	6087
Jewish	B. Cramer	Reamer Center 203	6539
Residential Life	A. Bingel	Reamer Center 409	6117
Residence Hall Computer Network - Connections Appts.		ITS-Steinmetz Hall	8707
Scheduling	J. Turner	Facilities Services	6391
Scholars Program	M. Tongue	Becker Career Center	8311
Special Programs	M. D'Amelia	Facilities Services	6085
Student Activities	M. Milless	Reamer Center 404	6118
Student Billing	J. Cocca	McKean House	6106
Telecommunications	D. McNamara	ITS-Steinmetz 100	6411
Title IX Coordinator	M. Kelley	Reamer Center 403E	6865
Transcripts	Registrar's Office	Silliman Hall	6109
Tutors	Dept. Secretaries		
Walking Escort Service	Campus Safety	College Park Hall	6911
Withdrawal from Course	Academic Advisor and Registrar	Silliman Hall	6109

<b>What</b>	<b>Who</b>	<b>Where</b>	<b>Phone</b>
Withdrawal or Leave	Dean Williams or Dean Schurick	Reamer Center 306	6061
Writing Center	B. Taylor	Schaffer Library	6680

# **ACADEMIC AFFAIRS, STUDENT AFFAIRS, and CAMPUS SERVICES**

## **ACADEMIC AFFAIRS**

Academic Affairs is responsible for the formulation of educational policy, matters involving the faculty, and all academic related processes. The Academic Affairs Office includes Vice President for Academic Affairs & Dean of the Faculty, Dean of Academic Departments and Programs, Dean of Studies, and Director of Academic Planning and Finance.

### **Vice President for Academic Affairs and Dean of the Faculty**

*Storm Thacker, Dean of the Faculty and Vice President for Academic Affairs*

Feigenbaum Hall, 1/F (518) 388-6102

*Emily Tong, Assistant to Dean of the Faculty and Vice President for Academic Affairs*

Feigenbaum Hall, 1/F, (518)-388-6102

The Vice President for Academic Affairs & Dean of the Faculty has the responsibility for all academic matters related to faculty and students, the curriculum, and academic budgeting. Supervisory responsibilities include Information Technology Services, Intercollegiate Athletics, International Programs, Registrar's Office, Schaffer Library, the Union College Academy for Lifelong Learning (UCALL), the Common Curriculum (General Education), the Director of Engineering, and the Director of Assessment.

### **Dean of Academic Departments and Programs**

*Jennifer Fredricks, Dean of Academic Department and Programs*

Science and Engineering S-100, (518) 388- 6233

*Carol Cichy, Assistant to Dean of Academic Departments and Programs*

Science and Engineering S-100, (518)388-6233

The Dean of Academic Departments and Programs oversees all academic departments and interdisciplinary programs, plays a key role in faculty recruiting, faculty development, curriculum development, and advising the Vice President for Academic Affairs & Dean of the Faculty on matters associated with the review and promotion of faculty. Supervisory duties include the Director of Interdisciplinary Programs and the Director of Faculty Development and all academic department chairs and program directors.

### **Dean of Studies**

*Mark Wunderlich, Dean of Studies*

Science and Engineering S-100 (518) 388-6234

*Ruth Cotter, Assistant to Dean of Studies*

Science and Engineering S-100, (518)-388-6234

The Dean of Studies has responsibility for implementation of academic policies and has supervisory responsibilities that include Academic Achievement Office mentoring programs, Advising, the Academic Opportunity Program, the Health Professions Program, the Law and



Public Policy Program, National Fellowships & Scholarships, the Scholars Program, Undergraduate Research, and the Writing Center.

### **Director of Academic Planning and Finance**

*Greta Donato, Director of Academic Planning and Finance*

Feigenbaum Hall, 1/F, (518)-388-6033

The Director of Academic Planning and Finance manages the academic finances and facilities, supervises the Engineering Machine Lab and supports the Vice President of Academic Affairs, other Academic Affairs Deans, faculty, administrators, and staff within Academic Affairs on various resource matters.

## **STUDENT AFFAIRS**

### **DEAN OF STUDENTS**

*Steve Leavitt, V. P. for Student Affairs and Dean of Students*

306 Reamer Campus Center, (518) 388-6116

*Kathleen Schurick, Dean of First-Year Students*

306 Reamer Campus Center, (518) 388-6061

*Trish Williams, Senior Associate Dean of Students/ Director of Student Conduct*

306 Reamer Campus Center, (518) 388-6061

*Tom McEvoy, Associate Dean of Students and Director of Minerva Programs*

303 Reamer Campus Center (518) 388-8790

*Matt Milless, Assistant Dean of Student for Student Activities and Dining Administration*

Reamer Campus Center 404 (519)-388-6118

*Kim Puerto, Administrative Assistant, (518) 388-6061*

*Trish VanDerhoof, Assistant to the V. P. for Student Affairs, (518) 388-6116*

The Dean of Students Office oversees a wide range of programs and services intended to help students to meet their academic and personal goals at Union. The office houses the Dean of Students, the Senior Associate Dean of Students, the Dean of First-Year Students and the Director of Accommodative Services for International and Learning Disabled Students. Students who have questions or problems of any sort, ranging from College policies to “how do I get something done” to “where can I get a short term loan,” are encouraged to come to the office for advice or referral.

The Dean of Students Office oversees all policies related to student conduct and is publisher of the Student Handbook, which is available on the College website at:

<http://www.union.edu/handbook>

Or in hard copy by request.

### **BECKER (STANLEY R.) CAREER CENTER STAFF**

*Bob Soules, Director, (518) 388-6176*

*Rochelle Caruso, Senior Associate Director, Employer Relations*

*Pete Fowler, Associate Director, Career Education*

*Keri Lyn Willis, Associate Director, Employer Relations*

*Shannon Flaherty, Assistant Director, Employer Relations*

*Chris Angley, Employer Relations Office Coordinator*

The Becker Career Center is committed to teaching students how to develop and achieve their goals so that they are able to secure opportunities that evoke their passions and manage their careers for a lifetime in a dynamic, diverse, and global environment. We empower our students to take personal responsibility for shaping their future. We do this by encouraging self-assessment, exploration and reflection, providing opportunities to apply learning and begin careers, educating students about graduate school and the world of work, and providing resources to advance students through all phases of their career development.

Students can use career assessment tools at the Becker Career Center such as the Strong Interest Inventory, Myers Briggs Type Indicator, and SkillScan card sort to further assess their interests, skills, and abilities. Once a student has a better sense of self, they're encouraged to utilize the many resources to explore graduate school and the world of work, conduct informational interviews with professionals in their career field(s), and search for internships and jobs of interest.

The Becker Career Center staff helps students develop five core career competencies: Career Decision Making (including self-assessment, exploration, and reflection), Professional Communications (including, Resume Writing, Cover Letter, Personal Statements, Business Emails, etc.) Interviewing, and Networking. By mastering these competencies, students equip themselves with the lifetime ability to discover and secure positions for which they are well suited. Becker Career Center programs are designed around facilitating student growth in these areas and preparing students to find and connect with opportunities consistent with their interests.

The Becker Career Center houses a number of online career research tools that allow students to research potential career fields, locate employers by industry and geographic area, and find and apply to internship and job postings. HireU, the Becker Career Center's web based job and internship database, allows students to access and apply to internship and job postings and register for upcoming Career Center events. The alumni database provides students with the opportunity to identify alumni with whom they can network to obtain valuable career information and advice.

For more information regarding the Becker Career Center, visit the Career Center website <http://www.union.edu/offices/career/> or call the center at 518-388-6176.

**BURSAR**

*Kathleen Heisinger, Bursar, McKean House, 518-388-6039*

The Bursar's office provides student account billing information and receives payment for tuition and fee. The office is a division of Financial Services and is located on the first floor of McKean House.

The Bursar's office online billing and payment support to student and their families using WebAdvising. Parents can use WebAdvising, but only after the student grants them access. After setting up the account, you will be able to view statement and information regarding your student account as well as receive email reminders about payment due dates. The fall, winter and spring terms are billed in July, November and in February, respectively.

## **CAMPUS DIVERSITY AND INCLUSION; ADA COMPLIANCE OFFICER**

***Gretchel Hathaway, Ph.D., Dean of Diversity and Inclusion, Chief Diversity Officer and ADA Compliance Officer***

807 Union Street  
Schenectady NY 12308  
(518) 388-8327 office  
(518) 388-6006 fax

Reporting to the President, this office focuses on the recruitment, retention, and success of a diverse workforce and student body as well as developing a plan to ensure that Union College is an inclusive community. The office assists and advises the Vice Presidents and departments within their respective responsibility centers regarding matters related to campus diversity, cultural competency, and inclusiveness. Reporting to the Dean is The Multicultural Affairs Office and the Offices of Religious and Spiritual Life. We support and collaborate with departments to facilitate and determine faculty development opportunities, student leadership conferences, social justice retreats and employee relation workshops focusing on cultural competency and diversity initiatives. This office offers assessment on campus climate to faculty, administrators, staff, and students.

As reflected in the strategic plan, the Dean of Diversity and Inclusion develops a range of programs that cultivate an appreciation of the richness of a diverse and inclusive campus. In addition, the Dean also represents the College in local, regional, and national meetings related to diversity and cultural competency and identifying and importing the most effective programs to Union. The Dean monitors and updates all policies related to Discrimination, Harassment, Americans with Disabilities (ADA)

## **CAMPUS SAFETY**

***Christopher Hayen, Director, College Park Hall, (518) 388-6358***

### **EMERGENCIES - 911**

NON-EMERGENCY REQUEST FOR SERVICE – (518) 388-6911 or (518) 388-6178

The Campus Safety Office is located at College Park Hall. The Campus Safety Department provides service to the Community 24-hours a day, seven-days per week. Services include the operation of the control center; vehicular, bike, and foot patrols; preventative patrols; and community patrols. The control center monitors fire alarms and receives emergency calls (911 from a campus phone) and requests for service (518-388-6911 or 518-388-6178). Among the many services provided are emergency response to persons in need of assistance for injury or other conflict; crime prevention and investigation; conflict resolution; lost and found property; student escorts (please refer to Campus Safety Regulations); student access to their rooms; and response to problems involving safety and security of students, faculty and staff.

The business office is open Monday through Friday from 7:30 a.m. to 3:30 p.m. for all non-emergency business, including vehicle registrations, lost and found, and parking tickets. Information regarding campus security and personal safety, including topics such as crime prevention, campus safety law enforcement authority, crime reporting policies, and crime statistics

for the most recent three-year period is available from the Director of Campus Safety at 807 Union Street, Schenectady, N.Y. 12308.

For further information, including the campus safety regulations:

<http://www.union.edu/offices/safety/>

Union College Trolley (518-248-5111) is a source of transportation provided and maintained by the Campus Safety Office. The trolley operates on a standard schedule of 6 p.m. to 2 a.m. Sunday through Thursday and 6p.m. to 4a.m. on Friday and Saturday during the academic year. The trolley follows a defined route through the surrounding neighborhood streets, making scheduled stops at the Reamer Campus Center and the Student Center located in Old Chapel. A schedule of the trolley route can be found inside the trolley, in the Reamer Center near the newspapers, in Old Chapel, at our website, and is distributed to each Residence Hall. For further information:

<http://www.union.edu/offices/safety/services>

### **COUNSELING CENTER**

*Marcus Hotaling, Director, Wicker Wellness Center, (518) 388-6161*

*Kerrin Sendrowitz; Psychologist*

*Nalani White, Part-Time Psychologist*

*Michele Day—Clinician*

*Jamie Bolles Ipsen—Post Doctoral Fellow*

*Patricia Soules; Administrative Assistant*

*Amanda Tommell-Sandy; Health Educator*

The Counseling Center provides services for those students who experience personal or mental health issues and who voluntarily seek assistance with these issues. Services are offered to deal with everyday concerns such as decision-making difficulties, family and academic difficulties, anxiety, and depression. All services offered through the Counseling Center are at no cost and confidential. The Counseling Center is staffed by licensed psychologists and social workers. The Counseling Center will also assist with psychiatric medication.

In addition to the counselors in the Counseling Center, there is a Health Educator on staff, students can make appointments to discuss a variety of issues including: alcohol and other drugs, sexual health, sexual assault, health relationships, and general wellness. [www.union.edu/counseling](http://www.union.edu/counseling)

### **DINING SERVICES**

*Chip Mecca, Director, 202 Reamer Campus Center, (518) 388-6050*

The Dining Services staff is dedicated to providing wholesome, nutritious, and appealing food of the best quality. If at any time you have questions, concerns or suggestions, please do not hesitate to call on your Dining Service Manager or Supervisor. We enjoy hearing from you! We realize that dining requirements vary from student to student. If you require a modified or special diet due to religious observances, allergies, etc., you must submit your request to the Department of Accommodative Services (518-388-8785). We pride ourselves in offering a dining service where food, menus, and surroundings match students' lifestyles and preferences. To learn more about our meal plans dining locations, menus, etc., please visit our website at [www.uniondining.com](http://www.uniondining.com). If you

care to speak with me or any member of our team, feel free to call the dining office at (518) 388-6050 to make an appointment. Thank you!

### **DISABILITY SERVICES & INTERNATIONAL ADVISING**

*Shelly Shinebarger, Director of Disability Services & International Advising*

*Michelle Pawlowski, International Advisor PDSO/RO*

Reamer Campus Center Room 303

(518) 388-8785 Disability Services

(518) 388-8003 International Advising

Disability Services and International Advising Office are committed to providing support and service to international students and students with disabilities.

Disability Services is committed to providing students with disabilities equal opportunities to benefit from all services, programs, and activities offered. The Director determines eligibility for services, authorizes appropriate academic accommodations, provides counseling, assists faculty with regard to disability, issues and questions, and helps assist students with self-advocacy in locating additional resources on or off campus.

<http://www.union.edu/offices/accommodative-services/>

The International Advising Office considers each international student and scholar a valuable member of the Union community with specific and unique needs. With our personal attention, you can make the most out of the opportunities available to you at Union and in the U.S.A. whether your stay is for one trimester or the next four years. Our office staff is here to help you to find your way around the maze of questions and uncertainties surrounding your life at Union and studying in the United States.

<http://www.union.edu/offices/international-advising/>

### **ENVIRONMENTAL HEALTH & SAFETY (EHS)**

*John Skumurski, Director, Silliman Hall, (518) 388-6104*

*Michael Hilton Fire Safety- (518) 388-8009*

*Ann Marie Mason OSHA-(518) 388-8007*

*Elizabeth Dobson-Davis Chemical, Radiation, Laser Safety (518) 388-6340*

**EMERGENCIES – (518) 388-6911**

The College's Environmental Health and Safety (EHS) Office is located on the third floor of Silliman Hall. EHS develops, implements, and oversees all phases of environmental health and safety, fire safety, and workplace safety at Union College. The EHS staff interacts on a daily basis with all areas of the Union community (academic, residential and administrative). Additional information on environmental health and safety, fire safety, and workplace safety may be found at: [www.union.edu/offices/ehs/](http://www.union.edu/offices/ehs/)

## **FRATERNITY AND SORORITY LIFE**

*Elizabeth “Liz” Artz: Director of Fraternity and Sorority Life*

*Jennifer Jerussi: Assistant director of Fraternity and Sorority Life*

Reamer Campus Center 409, (518) 388-8777

Fraternity and Sorority life is an important part of the campus community. Rooted in over 190 years of tradition, the Greek system continues to provide unique experiences for students who attend Union College. The rich history of Union College is reflected each year during Homecoming, Greek Week and Reunion Weekend. Members of the Greek community participate in and provide a wide variety of philanthropic and social activities for the community. Union currently has 19 active Greek Chapters.

<http://www.union.edu/offices/fraternity-sorority/>

## **HEALTH CENTER**

*Angela Stefanatos, MS, FNP-BC Director*

Wicker Wellness Center, (518) 388-6120 Fax (518) 388-6147

The Union College Health Center provides general medical care as well as full physical exams, gynecological care, and sexually transmitted disease (STD) testing. Services are provided by our three full time Nurse Practitioners. We have a collaborating physician available on site two hours a week and by phone consultation with our staff whenever necessary.

The Health Center is dedicated to providing quality health care to our diverse student population. We partner with students to help them obtain their highest level of physical and psychological well-being. Students are given the education and support necessary to make positive choices in order to develop a lifetime of good health habits. When needed, we collaborate with the providers in the Counseling Center located in the Wicker Wellness Center. The Health Center provides treatment to all currently enrolled undergraduate students. Our services are by appointment only. If you feel your condition requires urgent attention, a triage assessment can be provided by one of our Registered Nurses. There is no charge for a visit at the Health Center; however, fees may be applicable for testing and medications. Information regarding specific services offered and our hours of operation may be found at

<http://www.union.edu/offices/health-counseling/health/>

## **HEALTH INSURANCE**

*Kathy Heisinger, Bursar*

McKean House, (518) 388-6106

Union requires that all full-time undergraduate students have health insurance that meets the minimum requirements established by the College.

Domestic students who enroll at Union will automatically be enrolled and billed for the student health insurance offered through the college, unless coverage is waived. Students who are covered by their parent's/responsible party's insurance may opt out and waive enrollment by visiting

<https://www.gallagherstudent.com/union> or <https://webadvising.union.edu> The waiver must be completed annually by August 11th.

International students and other non-U.S. residents are required to be enrolled in the student health insurance administered by HTH Worldwide. If you have questions or need assistance, contact The International Advising Office at 518-388-8003. For more information, Contact HTH directly by email [customerservice@hthworldwide.com](mailto:customerservice@hthworldwide.com) or by phone 610-254-8700.

### **INTERNATIONAL PROGRAMS**

*Lara Atkins, Director (518) 388-6002*  
*Ginny Casper, Program Coordinator*  
*Donna Sichak, Administrative Assistant*  
*Old Chapel, Third Floor*

Union College considers its commitment to international programs to be a central part of its identity. In addition to broadening a student's perspective and deepening their knowledge of other cultures, international programs often energize and challenge a student to a higher level of commitment to the enterprise of learning. Students wishing to study away from Union College may do so through the International Programs Office. Updated information is available on the International program website at: <http://www.union.edu/offices/international/index.php>

### **KENNEY COMMUNITY CENTER**

*Angela B. Tatem, Director, [tatema@union.edu](mailto:tatema@union.edu) (518) 388-6609*  
*Janet Sweeney, Associate Director, [sweeneyj@union.edu](mailto:sweeneyj@union.edu) (518)-388-6174*

The Kenney Community Center serves as Union College's headquarters for student volunteer efforts, community outreach, and the Science and Technology Entry Program (STEP). The Center hosts educational afterschool programs for youth, mentoring programs, collaborative partnerships with area not-for profit organizations, and special community building events. We support student coordinated volunteer events and programs like UCARE Day (a free carnival for the city's youth), U-ReBloom, (visiting nursing home residents with flowers, Service Saturdays, one-day community service projects), and more to provide Union College students with meaningful service opportunities. We also help students fundraise for area not-for-profits. We help students cultivate their leadership skills through service opportunities.

The Kenney Center is located at 257 Park Place and Nott Street, between the campus and College Park Hall. For further information:  
<http://www.union.edu/kenney> or <http://www.facebook.com/kenneycenter>

### **MAIL SERVICE GUIDELINES**

The mailroom is located on the first floor of the Reamer Campus Center. The Service Window is open 10:00 a.m. - 4:00 p.m. Monday through Friday while school is in session and 10:00 a.m. – 3:00 during school breaks for sending and package pick up.



Mail and packages to Union should be addressed as follows:

Union College  
Student's Name -- Box #  
807 Union Street  
Schenectady, NY 12308

### ***Package Pick-Up***

When a student receives a package, they will receive an email from the mailroom stating they have a pick up. The mailroom will make 3 attempts to contact the students before a shipment is returned to sender. It is the responsibility of the student to pick up the package within a reasonable time.

- The mailroom reserves the right to dispose of perishable items (food, flowers, etc.) if they are not picked up within a reasonable amount of time. The mailroom is not liable for the reimbursement of disposed items.
- First-class mail (letters, bills, postcards, etc.) is forwarded over the summer and winter term breaks to the address we have on file. No other mail (magazines, periodicals, etc.) is forwarded and is disposed of or recycled. If a student would like to receive any of these mail pieces, they should make arrangements in advance with either the publisher or sender. Additionally, packages received via UPS or FedEx cannot be forwarded and must either be held or returned.
- If you require tracking of your shipment, it is suggested that either UPS or FedEx is used. USPS delivery confirmation has proven to be less reliable.

The Mailroom staff can assist you with packaging and shipping (packing materials are available in the Campus Bookstore). Students can ship their belongings home with the assistance of the mailroom. Ask about our “ship it home” program.

Although we are not a U.S. Post Office, we do provide postal services as well as UPS and FedEx shipments.

The Schenectady Post Office is located downtown on Jay Street, only a short walk from campus. Its window hours are Monday and Friday, 8:30 a.m. to 5:00 p.m.; Saturday, 9:00 a.m. – 12:00 p.m. This is also a good place for passport information.

### **MINERVA PROGRAMS**

***Tom McEvoy, Associate Dean of Students and Director of Minerva Programs***

***Laura Munkres, Associate Director of Minerva Programs and Title IX Investigator***

Reamer Campus Center 303, (518) 388-8790

The Office of Minerva Programs oversees and supports the seven Minerva Houses: Wold, Golub, Beuth, Sorum, Breazzano, Green, and Messa. These houses offer places where students, faculty, and staff can engage with one another. The office is responsible for creating a vibrant intellectual life outside the classroom, as well as offering a diverse and interesting social scene within



welcoming and inclusive communities. Each house funds numerous intellectual life events supporting the goals of the Minerva Program.

<http://www.union.edu/offices/minerva/>

### **MULTICULTURAL AFFAIRS**

*Jason Benitez, Director of Multicultural Affairs*

Reamer Campus Center 304 (518) 388-6030

Strauss Unity Room #305

The Office of Multicultural Affairs (OMA) reports to the Chief Diversity Officer of Union College. Multicultural Affairs works with all areas of campus to provide opportunities for students from all walks of life to enhance their leadership skills, and participate in social and educational events related to diversity awareness. The office facilitates workshops, activities, and leadership experiences to assist students with their personal and professional growth. Multicultural Affairs' main goals are to develop and maintain intercultural communication, create opportunities to promote inclusiveness, provide experiences to exchange skills of cultural and religious fluency, and offer programs to enhance global cross-cultural competency.

<http://www.union.edu/offices/multicultural/index.php>

<https://www.facebook.com/UnionCollegeMulticulturalAffairs>

### **REAMER CAMPUS CENTER**

The Reamer Campus Center is the hub of student activity on campus. Located on the first floor of the center is a Bank of America ATM, public televisions, the Bookstore/Convenience Store, W.R.U.C. (the College's radio station), the mailroom, and Dutch Hollow. The second floor is home to the Upper Class Dining Hall. The Strauss Unity Lounge and the Women's Resource Center are located on the third floor. The office of Student Activities, the office of Residential Life, and the Concordiensis (the College newspaper) is located on the fourth floor.

### **RELIGIOUS AND SPIRITUAL LIFE**

*The Rev. Dr. Victoria Brooks, Director of Religious and Spiritual Life and Spiritual Advisor to Campus Protestant Ministry (518) 388-6618; [brooksv@union.edu](mailto:brooksv@union.edu)*

Reamer Campus Center 203B

The following volunteers assist students within and across their respective traditions:

*Dave Stagliano advisor to the Roman Catholics, (518) 388-6087; [stagliod@union.edu](mailto:stagliod@union.edu)*

*Bonnie Cramer, Spiritual Advisor to Hillel, (518) 388-6539; [cramerb@union.edu](mailto:cramerb@union.edu)*

*Laiky and Shumley Rubin staff for Chabad House, (518) 479-9592; [unionchabad@gmail.com](mailto:unionchabad@gmail.com)*

*Jyoti Swaminathan, Spiritual Advisor to AUM, the Eastern Religions and Genghis Khan, Spiritual Advisor to the Muslim Student Association, [khang@alum.rpi.edu](mailto:khang@alum.rpi.edu)*

*Professor Erika Nelson. Spiritual Advisor to the Buddhist Student Association, [nelson@union.edu](mailto:nelson@union.edu)*

The Offices for these resource people are located on the second floor of Reamer Campus Center. They offer opportunities for community, worship, spiritual and ethical exploration, for personal growth, for community service, and religious holiday observances.

The Director of Religious and Spiritual Life is hired by Union College to enhance religious and spiritual life and its practice while encouraging respect for religious differences. This ministry assists members of the community in the integration of religious and spiritual pursuits with the rich intellectual life available at the college.

### **RESIDENTIAL LIFE**

*Amanda Bingel, Director of Residential Life, Reamer Campus Center 409, (518) 388-6117*

*Rachel Burgess-Essaff, Associate Director of Residential Life*

*Alex Lykins, Residence Director for Fox Hall;*

*Taylor Kircher, Residence Director for Richmond Hall*

*Ben Weiner, Residence Director for Davidson and Webster Halls*

*Ryan Ribeiro, Residence Director for West College*

*April Jenkins, Residence Director for College Park Hall, Garnet Commons and Apartments*

The Residential Life Staff works with students to facilitate a positive living/learning experience within the Union residential community through personal interactions and programming. The Residential Life Office selects, trains, and works throughout the year with over forty-one student staff members to make the residential experience positive and rewarding. Residential Life coordinates on-campus housing placements throughout the school year as well as the off-campus lottery that occurs in the winter term. All Union students must live on campus provided that space is available but a small amount of senior students may be released each year. Residential Life is also responsible for developing and implementing College residential policies and regulations with the intent to establish positive living communities, safe living conditions, and respect for the rights of everyone in the community:

<http://www.union.edu/offices/residential-life/index.php>

### **SPECIAL EVENTS AND CONFERENCES**

*Mary D'Amelia, Director*

Facilities Services Building, (518) 388-8732

The Office of Special Events and Conferences is the primary point of contact for faculty, staff, alumni, and all outside organizations who wish to use Union facilities for their events or conferences. Instructional activities (classes and labs, rehearsals and concerts, theater, tutorials and seminars, etc.) and major institutional events (Board of Trustee meetings, Commencement, ReUnion and Homecoming First-year Orientation, Parents Weekend, Nott Memorial exhibits, etc.) have planning and scheduling priority, with the exception of College Park Hall which offers year round conferencing to outside organizations.

It is recommended that all persons interested in using campus facilities first review the scheduling and solicitation policies posted on the events web page:

(<http://www.union.edu/eventservices>) prior to planning their event. Event coordinators in the Office of Special Events and Conferences will work directly with students to provide event planning training, assistance with event coordination, advice on risk management and liability compliance, vendor selection, and site selection. Office hours are Monday through Friday 7:30 a.m.-4:30 p.m. <http://www.union.edu/offices/event-services/>

## **STUDENT ACTIVITIES**

*Matt Milless, Assistant Dean of Student for Student Activities and Dining Administration*

*Karoline Chrzanowski-Sears, Associate Director of Student Activities*

*Adrienne Jensen-Doray, Assistant Director*

Reamer Campus Center 404 (518) 388-6118

The Office of Student Activities is the focal point for the development of social, cultural, leadership, recreational, intellectual, and student governance programs at Union College. The Student Activities staff provides support to student leaders as they develop their leadership skills and create a variety of events and activities. It is the goal of the Office of Student Activities to create a comfortable environment for the students of Union College to share, create, and implement their own ideas. All programs sponsored by the Office of Student Activities are created and undertaken by students with guidance and support from the Student Activities staff. Along with advising more than 100 student clubs and organizations, the staff works closely with the following groups of students.

## **TITLE IX COORDINATOR**

*Melissa Kelley, EdD, CHES, Title IX Coordinator*

403E Reamer Campus Center

807 Union Street

Schenectady NY 12308

Phone: (518) 388-6865 office

Email: [kelleym2@union.edu](mailto:kelleym2@union.edu)

The Title IX Coordinator oversees all complaints of sexual harassment, sexual misconduct or gender-based violence and monitors the progress of the cases brought to the attention of a responsible College official or employee. Additionally, the Title IX Coordinator ensures that students have access to information about and educational programming related to the prevention, recognition, or reporting of sexual harassment, sexual misconduct and gender-based violence.

Union College takes all incidents of sexual harassment, sexual misconduct, and gender-based violence very seriously and is dedicated to providing an educational and work environment that is free from discrimination and harassment in any form. These principles, which are enforced by law, are woven into our mission statement and strategic plan and apply to our employment process, academic programs, and services to Union College students.

# **RULES OF PUBLIC ORDER**

(Approved by the Board of Trustees of Union College on April 15, 1994)

## **STATEMENT OF PURPOSE**

Under Section 6430 of the Education Law, every college chartered by the Regents of the State of New York is required to adopt rules and regulations for the maintenance of public order. In June of 1969, the Regulations of Union College, as approved by the Board of Trustees, were filed with the Commissioner of Education and the Board of Regents. It has now become necessary to amend those regulations to clarify their scope and applicability. Nothing herein is intended, nor shall be construed, to limit or restrict the freedom of speech or peaceful assembly, since free inquiry and free expression are indispensable to the objectives of a higher educational institution. These rules and regulations are not to prevent or restrain controversy and dissent but to prevent interference with the rights of others, to preserve the ability of members of the College community to perform their respective responsibilities, and to maintain that public order appropriate to a college or university campus without which there can be no intellectual freedom, and they shall be interpreted and applied to that end.

## **APPLICATION OF RULES**

The rules hereby adopted shall govern the conduct of students, faculty and other staff, licensees, invitees, and all other persons, whether or not their presence is authorized upon the Union College campus, to which such rules are applicable, and all property under the control of Union College.

## **PROHIBITED CONDUCT**

No person, either singly or in concert with others, shall:

- Obstruct the free movement of persons and vehicles in any place to which these rules apply;
- Deliberately disrupt or prevents the peaceful and orderly conduct of classes, lectures, and meetings or deliberately interferes with the freedom of any persons to express their views, including invited speakers;
- Enter upon and remain in any building or facility for any purpose other than its authorized uses or in such manner as to obstruct its authorized use by others, remain (without authorization) in any building or facility after it is normally closed, or refuse to leave any building or facility after being asked to do so by an authorized administrative officer;
- Violate any rules or regulations relating to conduct as enumerated in the Student Conduct Code contained in the Student Handbook filed with the Commissioner of Education and the Board of Regents;
- Willfully incite others to commit any of the acts herein prohibited with specific intent to encourage them to do so; or
- Take any action or create, or participate in the creation of, any situation which recklessly or intentionally endangers mental or physical health which involves the forced

consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization.

## **PENALTIES**

A person who shall violate any provisions of these rules shall:

- If a trespasser or visitor without specific license or invitation be subject to ejection.
- If a licensee or invitee has authorization to remain upon the campus or other property withdrawn is directed to leave the premises. In the event of a failure or refusal to do so, the licensee or invitee will be subject to ejection.
- If a student, be subject to expulsion or such lesser disciplinary action as the facts of the case may warrant, including suspension, probation, loss of privileges, reprimand, or warning.
- If a faculty member guilty of misconduct be subject to dismissal or termination of employment or such lesser disciplinary action as the facts may warrant, including suspension without pay or censure.
- If a staff member guilty of misconduct, be subject to dismissal or termination of employment or such lesser disciplinary action as the facts may warrant, including suspension without pay or censure.
- If any other member of the College community violating any provision of these rules, be dismissed, suspended, or censured by the President.

## **PROCEDURES**

Pending adjudication of the matter by the appropriate authorities (see below), members of College community deemed to have violated these rules will be subject to immediate suspension from the College as determined by the President or the President's designee.

- In the case of a trespasser or visitor who shall violate any provisions of these rules, the President or the President's designee shall inform the trespasser or visitor that the violator is not authorized to remain on the campus or other Union College property and direct that person to leave such premises. In the event of a failure or refusal to do so, the President or the President's designee shall cause the violator's ejection from such campus or property under the control of the College.
- In the case of a licensee or invitee, the President of the College or the President's designee shall inform the licensee or invitee that the person's license or invitation is withdrawn and direct that person to leave the campus or other property of Union College. In the event of a failure or refusal to do so, the President or the President's designee shall cause the ejection of the violator from such campus or property under the control of the College.
- In the case of a student, charges for violation of any of these rules shall be presented, heard, and determined in accordance with the procedural guidelines as set forth in the Student Conduct Code.

- In the case of a faculty member, charges of misconduct in violation of these rules shall be made and heard before a committee, the majority of whom must be faculty members, that is appointed by the President. The President shall also appoint an impartial chairperson from the committee. The purpose of the committee is to ascertain the facts of individual cases and make recommendations to the President for ultimate disposition of the charges. It is recognized that the hearing need not conform to requirements of criminal or civil procedure and/or proof. The intent of the procedure is to provide the faculty member with a fair hearing before peers, to give that person the opportunity to respond to any charges, and to question any witnesses appearing before the committee. Within this framework, the committee chairperson may conduct the hearing and make necessary adaptations to fit particular circumstances. The faculty member may bring a member of the College community to the hearing as an advisor. The role of the advisor will be limited to consulting with the faculty member in the course of the hearing. The advisor will not be permitted to represent (speak for, take the place of, etc.) the faculty member during the hearing or cross-examine witnesses.
- In the case of any staff member in violation of these rules, charges of misconduct in violation of these rules shall be made, heard, and determined in accordance with the Staff Manual.
- In the case of any other member of the College community who shall violate any provision of these rules, charges of misconduct in violation of these rules shall be made, heard, and determined by the President or President's designee.

## **ENFORCEMENT**

The President of the College shall be responsible for the interpretation and enforcement of these rules and shall designate the other administrative officers who are authorized to take action in accordance with such rules when required or appropriate to carry them into effect

- It is not intended by any provision herein to curtail the right of students, faculty, or staff to be heard upon any matter affecting them in the relations with Union College. In the case of any apparent violation of these rules by such persons who, in the judgment of the President or the President's designee, do not pose any immediate threat of injury to person or property, the President or the President's designee may make a reasonable effort to learn the cause of the conduct in question and to persuade those engaged therein to desist and to resort to permissible methods for the resolution of any issues which may be presented. In doing so, the President or the President's designee shall warn such persons of the consequences of persistence in the prohibited conduct including their ejection from any premises of Union College where their continued presence and conduct is in violation of these rules.
- In any case where violation of these rules does not cease after such warning and in other cases of willful violation of such rules, the President or the President's designee shall cause the ejection of the violator from the campus and shall initiate disciplinary action as herein before provided.
- The President or the President's designee may apply to the public authorities for any aid, which is deemed necessary to cause the ejection of any violator of these rules.

# COLLEGE POLICIES AND PROCEDURES

## ACADEMIC HONOR CODE

Please go to the following website for more information:

<http://honorcode.union.edu>

## ACADEMIC POLICIES

Please refer to the Academic Register (Course Catalogue) for updated academic policies.

<http://catalog.union.edu>

## ALCOHOL & DRUG POLICY

### Introduction

The Drug-Free Schools and Communities Act of 1989 requires Colleges who receive federal financial assistance to certify the United States Department of Education documentation of a prevention program on the illicit use of drugs and the abuse of alcohol by members of the College community.

### Union College Policy on Alcohol and Drug Abuse

Union College prohibits the unlawful use, possession, or distribution of drugs and alcohol by students and employees on the Union College campus, or while engaged in Union College-sponsored activities or employment. This includes all paraphernalia associated with the use of drugs and/or alcohol abuse. Union College observes all laws governing the use of alcoholic beverages within the State of New York and prohibits any violations of these laws. Students will be held personally responsible for complying with all aspects of federal, state, and local laws as well as the College's Code of Conduct and any other rules governing alcohol and drug use. In its enforcement of the College policy, Union will act neither as a police agency enforcing the law nor as a sanctuary protecting those who violate laws regarding alcohol or other drugs.

### Standards of Conduct

Individuals whose ability to reason and control their actions are impaired by excessive consumption of alcohol or illicit use of controlled substances put their lives at risk. Ultimately, such students endanger the well-being and safety of others. The College maintains that inebriation and/or ignorance of applicable laws governing the use of alcohol and drugs are not acceptable or justifiable excuses for disruptive or dangerous behavior. Such excuses do not release the individual from responsibility to the residential community and the College at large. Behavior that endangers mental and/or physical health creates legal liability, or puts lives at risk, will not be tolerated.

Students and officers of fraternal organizations who assume the role of Responsible Persons in accordance with the Social Events with Alcohol Policy are expected to fully comply with the

requirement for hosting an Event. Their failure to assume these duties and obligation in good faith may endanger the mental and/or physical health of others, create legal liability, and put lives at risk and will not be tolerated. Students who are members of fraternal organizations will be subject to the College's Alcohol and Drug Policies in the same manner as students residing in residence halls.

Irresponsible distribution of alcohol is prohibited. Such distribution includes, but is not limited to, any occasion when the atmosphere or circumstances are such that the intended or likely outcome is either abuse of alcohol or to become intoxicated. Examples of irresponsible distribution of alcohol include, but are not limited to: funnels, shot parties, beer pong, chugging contests, or other organized drinking games. Empty alcohol containers represent a health hazard, and students may not possess empty alcohol containers in their rooms in the residence halls. If found, empty containers may be considered evidence of alcohol consumption.

### **Alcohol in Residential Spaces**

Union is primarily a community of underage students, and experience teaches that the abuse of alcohol can often interfere with the productive pursuit of a College education. Students who are under the age of 21 may not possess or consume alcohol anywhere on campus including the residential spaces. Residential spaces are defined as all College-owned and administered living units. The following actions relating to alcohol are prohibited:

- Possessing, consuming or distributing alcoholic beverage by student under the age of 21 years.
- Furnishing or selling any alcohol beverages to any person under 21 years of age.
- Possessing or consuming alcohol in any public area outside the residence halls.
- Possessing or consuming alcohol outside individual bedroom or suites within the residence halls.
- Collecting, displaying or storing empty alcohol containers.
- Being incapacitated by alcohol or drugs whether under or over the age of 21 years.
- Possessing or consuming alcohol from common sources including, but not limited to kegs, beer balls, wine boxes, and punch bowls. Exceptions may apply during registered social events (see Alcohol with Social Events Policy).
- Possessing or using a tap system or "regulator."
- Possessing any binge drinking device including, but not limited to, funnels or beer pong tables.
- Participating in shot parties, beer pong, or any other organized amount for personal consumption. Amount for person consumption are:
  - One 12-pack (twelve 12 oz. bottles/cans) of beer OR
  - Two 750 ml bottles of wine OR
  - One 750 ml bottle of hard alcohol



## **Hard Alcohol**

Evidence shows the irresponsible use of hard alcohol (liquor) by Union students greatly increases the risk of harm to themselves and others. Therefore, more severe sanctions will be imposed upon any student found to have distributed hard alcohol or consumed it in excess. Students age 21 and older may possess moderate amounts of hard alcohol.

Moderate=750 ml or 2 pints

## **Sanctions**

As a matter of personal safety and well-being, the College regards the use of illegal drugs and alcohol as a health concern, a hindrance to academic performance and a disciplinary matter. Union College encourages its students to comply with local, state and federal laws regarding alcohol and drugs. The College will hold individuals responsible for violation of the College Alcohol and Drug policy. Sanctions consist of disciplinary action up to and including expulsion from the College and referral to law enforcement officials for investigation and criminal prosecution where applicable.

Students found selling, manufacturing, or possessing drugs in amounts that indicate drug sales or distribution will face penalties ranging from suspension to expulsion. Students or organizations found illegally selling, manufacturing, or distributing alcohol will face disciplinary action up to and including expulsion. Possession of drug paraphernalia that has been used, whether at the time of confiscation or not, is against the law and students who violate the law are subject to College discipline.

While each disciplinary case is evaluated individually, students who put themselves at risk or who violate the Alcohol and Drug Policy or the Conduct Code while under the influence of drugs or alcohol can expect to face disciplinary charges through the student judicial system and the criminal justice system where applicable. If found in violation of the Conduct Code, disciplinary sanctions may range from a formal warning with applicable points to expulsion. Students will be required to complete an educational experience. The educational experience may involve assessments, Campus service, parental notification, and meeting with The Health Educator to discuss personal alcohol and other drug use and abuse. Repeat violators of the Alcohol and Drug policy can expect an increased disciplinary sanction which may include progressive educational experiences, suspension, or expulsion.

The Counseling Center and Student Health Services can provide confidential consultation and referral to students with problems or concerns related to alcohol and/or drug use. Information about substance abuse and treatment programs is also available in the Office of the Dean of Students.

This policy implements the Drug Free School and Communities Act (20 U.S.C. 1145g)

## **The “ABC” Law (The Alcohol Beverage Control Law)**

The ABC Law addresses the issues pertaining to those under the age of twenty-one years who possess or attempt to purchase alcoholic beverages as well as those who assist them.

***Section 65.1 Prohibited Sale:***

No person shall sell, deliver or give away or cause or permit or procure to be sold, delivered or given away any alcoholic beverage to any person, actually or apparently, under the age of twenty-one years.

If you are working in a store/restaurant that sells alcoholic beverages, the only acceptable identifications are

- Valid Driver's License or Non-Driver Identification Card issued by a governmental agency
- Valid Passport
- U.S. Military ID

***Section 65-a- Procuring Alcoholic Beverages for Persons Under the Age of Twenty-One-Years***

It is a criminal offense to misrepresent the age of a person under twenty-one years to induce the sale of any alcoholic beverage.

- Penalty - \$200.00 fine and /or five days in jail

***Section 65-b Offense for One Under the Age of Twenty-One Years to Purchase or Attempt to Purchase an Alcoholic Beverage Through Fraudulent Means***

It is an offense for one under age of twenty-one years to purchase or attempt to purchase an alcoholic beverage through fraudulent means.

- Penalties:
  - First violation: Fine up to \$100.00, and/or up to 30 hours of community service, and/or completion of an alcohol awareness program. In addition, if a New York State driver's license was used as identification, the court may suspend your license for three months.
  - Second violation: Fine between \$50.00 and \$350.00 and/or up to 30 hours of community service, and/or completion of an alcohol awareness program. In addition, if a New York State driver's license was used as identification, the court may suspend your license for six months.
  - Third and subsequent violations: Fine between \$50.00 and \$750.00 and/or up to 30 hours of community service, and/or evaluation by an appropriate agency to determine whether the person suffers from alcoholism or alcohol abuse. In addition, if a New York State driver's license was used as identification, the court may suspend your license for one year or until you reach twenty-one.

***Section 65-c Unlawful Possession of an Alcoholic Beverage with Intent to Consume by Persons Under the Age of Twenty-One Years***

No person under the age of twenty-one years shall possess any alcoholic beverage with the intent to consume such beverage, with a few exceptions.

- Penalty – Fine up to \$50.00 and /or five days in jail, and/or up to 30 hours of community service, and/or completion of an alcohol awareness program.

**The Penalties of Drinking & Driving**

***Driving While Ability Impaired DWAI Violation***

(More than .05 to .07 Blood Alcohol Content)

<b>Offense</b>	<b>Fine</b>	<b>Jail Sentence</b>	<b>License Action</b>
1st	Minimum \$300 Maximum \$500	Up to 15 days	90 day suspension***
2nd w/in 5 years	Minimum \$500 Maximum \$750	Up to 30 days	Minimum 6 months *** revocation

\*\*\* 1 Year revocation for persons under 21 years of age

\*\*\* 1 Year or until person reaches the age of 21 years.

***Chemical Test***

Implies Consent-Any person who operates a motor vehicle in New York State has given consent to a chemical test for the purpose of determining the alcoholic and/or drug content of the blood.

***Driving While Intoxicated-DWI***

Misdemeanor

***Driving While Ability Impaired by Drugs***

Misdemeanor

***Driving While Ability Impaired by the Influence of Alcohol and any Drug***

<b>Offense</b>	<b>Fine</b>	<b>Jail Sentence</b>	<b>License Action</b>
1st	Minimum \$500 Maximum \$1,000	Up to 1 year	Minimum 6 months** revocation
2nd Felony	Minimum \$1,000 Maximum \$5,000	Up to 4 years	Minimum 1 year *** revocation

***Aggravated Driving While Intoxicated Enhanced (.18 and over Blood Alcohol Content)***

Misdemeanor

<b>Offense</b>	<b>Fine</b>	<b>Jail Sentence</b>	<b>License Action</b>
	Minimum \$1,000 Maximum \$2,500	Up to 1 year	Up to 18 months

***Ignition interlock with Probation***

<b>Refusal</b>	<b>Fine</b>	<b>License Action</b>
1st	\$500	1 year revocation**
2nd	\$750	18 month revocation (or until 21 years old

***Zero Tolerance Law***

Applies to a person under 21 years of age. (More than .07 up to .20 BAC)

- First Offense includes a fine \$125 and a 6 month Suspension
- Penalties: Fine up to \$50.00 and/or up to 30 hours of community service, and/or completion of an alcohol awareness program.
- Conviction fine only. Does not include mandatory conviction surcharge or crime victims assistance fee.

\*\*For license revocations, the Department of Motor Vehicles determines when your license can be returned. Its return or reinstatement, based on state law or regulation, is not automatic. You must reapply for your license and may have to take a test. Three or more alcohol or drug-related offenses within 10 years can result in a permanent revocation, which a waiver request permitted after at least five years.

***Mandatory Screening:***

If you are charged with or convicted of certain alcohol-related offense, the courts will order alcohol screening and/or alcohol evaluation, prior to sentencing.

**Drug Abuse**

The Union College campus is not a sanctuary from the law in matters of illicit drug use. The use of illicit drugs, synthetic drugs and marijuana can adversely affect the academic and personal life of the individual, and has the potential to disrupt the academic and residential community of the College. Thus, the possession, distribution, or the use of illegal drugs, synthetic drugs and narcotics, including but not limited to amphetamines, marijuana, cocaine, heroin, and LSD, Synthetic drugs and any associated paraphernalia is strictly prohibited. Violations will result in disciplinary action which may include assigning of applicable points, campus/community services, referral to Health Educator, suspension, or expulsion.

### ***Medical Marijuana***

Union College prohibits the possession and use of marijuana on campus; the Union College Alcohol and Drug Policy in the Student Handbook can be found at:  
<http://www.union.edu/offices/dean/handbook/alcohol/>

Growing and using marijuana remains a crime under federal law, and federal legislation also prohibits any institution of higher education that receives federal funding from allowing the possession and use of marijuana. The College receives monies in federal grants and contracts and in financial aid for students. The College continues to enforce its current policies regarding controlled substances and any students or employees who violate College policy prohibiting the use or possession of illegal drugs on campus will be subject to disciplinary and criminal action. The College's statutory obligations under federal law, which prohibits the possession and use of marijuana, prevails over New York State law, rules, or regulations that allow the use of medical marijuana under limited circumstances. The College Health Services will not be distributing medical marijuana nor will representatives be writing prescriptions for it.

### ***New York State Law***

**The present prohibitions of the New York law include but are not limited to the following:**

The distribution of any type of illicit or controlled substance and most particularly, the possession of illicit drug substances with the intent to distribute, can result in severe criminal prosecution which ranges in severity from a minimum of 8-25 years imprisonment up to and including a maximum sentence of life imprisonment. The gradation of sanctions for the illegal use, distribution, or possession of illegal drugs and narcotics varies greatly. The Penal Code of New York State on illicit use of drugs, controlled substances and marijuana is extensive. However, students should be aware that legal sanctions related to the illicit use, possession or distribution of drugs will be severe in nature and are determined not only by the type and amount of drugs in question, but also whether or not the individual has any record of prior convictions.

### ***Loss of Eligibility for Federal Assistance***

A student who is convicted of any offense under any Federal or State law involving the possession or sale of a controlled substance while enrolled in an institution of higher education and receiving any federal financial aid (e.g. grant, loan, or work assistance) will lose his/her eligibility for such federal assistance according to the following schedule:

- If convicted of an offense involving the possession of a controlled substance, the ineligibility period is:

First Offense	1 year
Second Offense	2 years
Third Offense	Indefinite

- If convicted of an offense involving the sale of a controlled substance, the ineligibility period is:

First Offense	2 years
Second Offense	Indefinite

## **Drug Laws**

Federal and New York State laws provide many legal sanctions for the unlawful possession or distribution of controlled substances. These sometimes include severe criminal penalties such as fines and/or imprisonment. The severity of the penalty depends upon the nature of the criminal act and the identity and amount of the illicit drug involved. Some examples are:

<b>Drug</b>	<b>Potential Sanctions</b>
Cocaine	Possession of even 500 mg. of cocaine can result in a maximum sentence of seven years in prison.
LSD	Possession of as little as 1 mg can result in up to 15 years in prison.
Marijuana	Possession of as little as 25 g. can result in a maximum of three months in jail or a \$500 fine.

## **Health Risks of Drug and Alcohol Use**

### ***Alcohol Effects***

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair judgment and coordination. Statistics show that alcohol use is involved in a majority of violent behaviors on college campuses, including, sexual assault, vandalism, physical and verbal fights and incidents of drinking and driving. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effect just described. Alcohol combined with other drugs, even over-the-counter and prescribed medication, can cause a variety of effects including, but not limited to, respiratory depression, cardiac arrest, and death.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and liver.

### ***Drug and Alcohol Awareness and Education***

Union College provides educational programs and activities that are designed to provide information about the effects of alcohol and illicit drug use on the individual and on the life of the community. Personal responsibility and accountability as well as familiarity with New York State law on alcohol and drug abuse is emphasized. Every student who intends to serve as a designated server at Chet's or any other event on campus is required to participate in a social host training program. Educational programming begins with New Student Orientation and is further promoted by joint programming (lectures and speakers in a variety of venues) sponsored by the Office of the Dean of Students and various student organizations as well as the Office of Residential Life. Students found in violation of the Alcohol and Drug Policy may be required to meet with the Health Educator to discuss the student's use and abuse of substances.

In addition to the information found in this publication, additional information on the potential hazards of illicit drug use and alcohol abuse can be obtained in Health Services and the Counseling Center.

### **Available Resources, Services, and Referrals**

Information on local resources is printed for general information only and does not constitute endorsement of such services by the College. Students are encouraged to consult with their parents or guardians and/or their health care provider in making an informed decision on the appropriate type and location of an alcohol and/or drug assessment, counseling, or treatment facility.

#### ***College Resources:***

Counseling Center, Wicker Wellness Center (388-6161)  
Dean of Students Office, Reamer Campus Center (388-6061)  
Amanda Tommell, Health Educator  
Union College Counseling Center  
Wicker Wellness Center  
807 Union Street  
Schenectady, NY 12308  
Phone: (518) 388-6161  
Fax: (518) 388-6147  
Email: tommella@union.edu

#### ***Local Resources:***

Alcoholics Anonymous Meetings in Schenectady County  
<http://www.simeetings.com/LA/NY/SchenectadyCtyMtgs.html>

Alcoholism and Substance Abuse Council of Schenectady County, Inc.  
302 State Street  
Schenectady, NY 12305  
(518) 346-4436

Conifer Park (Inpatient Treatment)  
79 Glenridge Road  
Glenville, NY 12302  
(518) 399-6446

Conifer Park (Outpatient Treatment)  
600 Franklin Street  
Schenectady, NY 12305  
(518) 372-7031

St. Peter's Addiction Recovery Center (Outpatient Treatment)  
2925 Hamburg Street  
Schenectady, NY 12303  
(518) 357-2909

## Illicit Drugs Effects

<b>Drugs</b>	<b>Physical Dependence</b>	<b>Psychological Dependence</b>	<b>Possible Effects</b>	<b>Effects of Overdose</b>	<b>Withdrawal Syndrome</b>
<b>Stimulants</b>					
Hydromorphone	High	High	Respiratory depression	Convulsion	Panic Cramps
Oxycodone	High	High	Constricted Pupils	Coma	Nausea
Methadone and LAAM	High	High	Nausea	Possible death	Runny nose
Fentanyl and Analogs	High	High			Chills and sweating
Other Narcotics	High-Low	High-Low			Watery eyes
<b>Depressants</b>					
Chloral Hydrate	Moderate	Moderate	Slurred speech	Shallow respiration	Anxiety
Barbiturates	High-Moderate	High-Moderate	Disorientation	Clammy skin	Insomnia
Benzodiazepines	Low	Low	Drunken behavior without odor of alcohol	Dilated pupils Weak and rapid pulse	Tremors Delirium
Glutethimide	High	Moderate		Coma	Convulsion
Other Depressants	Moderate	Moderate		Possible death	Possible death
<b>Stimulants</b>					
Cocaine	Possible	High	Increased alertness	Agitation	Apathy
Amphetamine/ Methamphetamine	Possible	High	Euphoria Increased pulse rate and blood pressure Excitation	Increased body temperature Hallucinations Convulsions	Long periods of sleep Irritability Depression
Methylphenidate	Possible	High	Insomnia	Possible death	Disorientation
Other Stimulants	Possible	High	Loss appetite		
<b>Cannabis</b>					
Marijuana	Unknown	Moderate	Euphoria Relaxed inhibitions Increased appetite Disorientated behaviors	Fatigue Paranoia	Occasional reports of insomnia
Tetrahydrocannabinol	Unknown	Moderate	Increased appetite	Possible psychosis	Hyperactivity



<b>Drugs</b>	<b>Physical Dependence</b>	<b>Psychological Dependence</b>	<b>Possible Effects</b>	<b>Effects of Overdose</b>	<b>Withdrawal Syndrome</b>
Hashish and Hashish Oil	Unknown	Moderate	Disorientation		Decreased
<b>Hallucinogens</b>					
LSD	None	Unknown	Illusions and hallucinations	Longer	Unknown
Amphetamine Variants	Unknown	Unknown		Psychosis	
Phencyclidine (PCP) and Analogs	Unknown	High	Liver and kidney dysfunction Testicular atrophy Premature closure of bone growth Hair loss Acne Heart failure		
Testosterone (Cypionate, Enanthate)	Unknown	Unknown	Virilization Acne	Unknown	
Nandrolone (Decanoate, Phenpropionate)	Unknown	Unknown	Testicular atrophy Gynecomastia Aggressive behavior		
Oxymetholone	Unknown	Unknown	Edema		
Inhalants	Unknown	High	Nausea Nosebleeds	Loss of consciousness Damage to organs and nervous systems	
Caffeine	Unknown	High	Nausea Diarrhea Sleeplessness Headaches Trembling		
Nicotine	High	High	Cancer of lungs, larynx, mouth		

# **BIAS ACTS, POLICY PROHIBITING**

*(Updated July 20, 2017)*

## **Introduction**

Union College is committed to providing a safe living and learning environment in which every person is valued and respected, inclusion is assured, and free expression and debate are encouraged. The College accepts the task of educating the next generation of leaders to understand and appreciate the ideas and opinions generated by an increasingly global community. The Policy Prohibiting Bias Acts establishes a mechanism for addressing situations involving a real or perceived bias act. In such an instance, the College desires to proceed thoughtfully, providing support to all of those affected, while also affirming that Union values differences, free expression, and debate as sources of strength for the College community.

## **Purpose**

This policy outlines the guidelines for reports and responding to bias acts for students, the Student Affairs Office, and others in the College community. With this policy in place, administrators and staff will be better prepared to provide leadership in effectively addressing bias acts. The goal of the policy is to set forth the procedures to be followed when bias acts (or perceived bias acts) occur and to promote a climate of respect. This policy is not intended to be used as a means of censorship or to limit in any way dialogue and the free expression of opinions and ideas. Specifically, this policy establishes:

- A reporting process for any student who believes that he/she has experienced or observed a bias act.
- Mechanisms for delivering a rapid response to reported bias acts.
- A clearly defined consultation process to ensure broad collaboration for assessing incidents and allegations.
- A statement conveying Union College's commitment to creating a respectful and civil environment.

## **Definitions of Bias Acts**

For the purpose of this policy, a bias act is conduct that adversely and unfairly targets an individual or group on the basis of one or more attributes of diversity. Some bias acts may rise to the level of a Hate Crime. A Hate Crime is any conduct that would be a crime under New York State or federal laws and which is committed in whole or in part because of one or more attributes of an individual's protected class status; that is, the perpetrator's belief or perception of the victim's race, color, national origin, ancestry, gender, religion, religious practice, age, disability, or sexual orientation, and other protected class attributes recognized by law, regardless of whether the belief or perception is correct. New York State Penal Law Section 485, also known as the "Hate Crimes

Act of 2000,” sets forth the definition of a hate or bias-related crime. Specifically, a person commits a hate or bias-related crime when he/she commits a specified offense and either:

- Intentionally selects the person against whom the offense is committed or intended to be committed, in whole or in substantial part, because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability, or sexual orientation of that person, regardless of whether the belief or perception is correct, or
- Intentionally commits the act or acts constituting the offense, in whole or in substantial part, because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability, or sexual orientation of a person, regardless of whether the belief or perception is correct.

Union College may respond to bias acts through educations. Bias acts (or perceived bias acts) will be addressed by the College on a case-by-case basis.

### **Guiding Principles for Responding to Reported Bias Acts**

#### ***Attention to the complainant and community impacted by a bias act.***

When a bias act (real or perceived) has occurred, immediate attention will focus on the well-being of the complainant and the College community members impacted by the incident.

#### ***Attention to the respondent.***

When a bias act has occurred and a student has been identified as the respondent, he/she will be treated fairly.

If the matter has been referred to a law enforcement agency (e.g., Schenectady Police Department), Union College will adhere to its cooperation policy. Referral to a law enforcement agency will not preclude Union College from following its own policies and procedures to address student conduct.

### **Procedures for Reporting**

The following procedures, to the extent reasonably practicable under the circumstances, are to be applied upon an incident occurring:

- Determine whether emergency medical treatment is necessary. If medical attention is necessary, immediately contact 911 and Campus Safety (388-6911 or 388-6178) for assistance.
- The Campus Safety Officer responding to the bias-related activity is to, if possible, photograph physical injuries, offensive graffiti, and evidence of vandalism. In addition, he/she should record where and when the activity occurred and document names of witnesses if applicable. Further, the Campus Safety Officer should document detailed information about the perpetrator(s), if available. He/she should also retain any physical evidence of the incident, if possible, or, in the case of a crime, turn the incident over to

public law enforcement officials. Any and all reports of this nature will be retained in the Dean of Students Office.

- Campus Safety Officers should also, if they suspect that a bias-related crime has occurred, report the crime to the appropriate law enforcement officials and cooperate with those officials in its investigation of the incident(s).
- All bias-related activity shall be considered confidential, to the extent permitted by law. Every reasonable effort will be made by Union College to preserve any personal information obtained during the investigation or adjudication of the matter. However, maintaining full confidentiality may be challenging in this context.

### **Union College's Response After a Bias Act Has Been Reported**

All reported bias acts will be responded to in an efficient and professional manner taking into account the impact on the target and the Union College community. An incident response will incorporate, to the extent appropriate, input from the target on his/her needs and thoughts on how to best address the matter.

#### ***Addressing the Needs of the Complainant***

The Senior Associate Dean of Students / Director of Student Conduct (or designee) will take the primary responsibility for addressing the needs of the target(s). The Senior Associate Dean of Students / Director of Student Conduct (or designee) will make referrals to helpful College resources.

#### ***Addressing the Needs of the Respondent***

The Senior Associate Dean of Students / Director of Student Conduct (or designee) will address the needs of the respondent. He/she will make referrals to appropriate College resources.

#### ***Addressing the Needs of the Union College Community***

The Bias Response Team will work closely with the Dean of Students, the residential staff, and relevant staff throughout Student Affairs to assess the needs of the community affected most directly by the bias act. Determination of what educational response is appropriate (e.g., engaging students in peer dialogue and reflection on issues regarding inclusiveness and civility) will be addressed.

### **Investigation of Bias Acts**

#### ***By a Law Enforcement Agency***

If an incident has been referred to a law enforcement agency (e.g., Schenectady Police Department, District Attorney), it will be assumed that an investigation by that agency will be conducted and Union will follow its non-interference policy and allow the independent investigation to occur.

#### ***By Union College***

Independent of a law enforcement investigation (if any), the Dean of Students, in consultation with other Student Affairs staff, will determine if an investigation is appropriate. If an investigation is

appropriate, College a staff member will be appointed to conduct the investigation and will report back in a timely fashion to the Dean of Students. Based upon the investigation, the Dean of Students may invoke either Informal Resolution procedures (see below) or Student Conduct Code procedures, as appropriate.

### **Informal Resolution Procedures**

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

#### ***Mediation***

Mediation sessions will be held only if the complainant and the respondent both agree to mediate and if the Dean of Students determines that mediation is appropriate under the circumstances. The Dean of Students 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 complainant may move the complaint to the formal adjudication process described below.

#### ***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 Dean of Students or his/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 Dean of Students (or designee) as set forth under the Student Conduct Code, Reporting and Procedures.

### **Formal Conduct Code Procedures**

Formal procedures are designed to determine the merits of the allegations through adjudication and, where appropriate, to determine a disciplinary consequence for the respondent and are outlined in the Student Conduct Code.

### **Appeal Process**

The appeal process is the same as that described in the Student Conduct Code.

### **At the Discretion of the Dean of Students**

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

### **Statement of Student Rights**

Union College respects the dignity and rights of each of its students.

### ***Complainant***

The complainant, a student who reports a bias incident, is entitled:

- To be treated with respect by College officials.
- To take advantage of campus support resources (Counseling Center, Religious & Spiritual Life, and Health Services).
- To experience a safe living and educational environment. Students should consult with the Dean of Students Office.
- To have an advisor during a Student Conduct Code Board Hearing in accordance with the Student Conduct Code.
- To refuse to have an allegation resolved through informal resolution procedures.
- To be free from retaliation.

### ***Respondent***

The respondent, a student who is accused of a bias incident, is entitled:

- To be treated with respect by College officials.
- To take advantage of campus support resources (Counseling Center Religious & Spiritual Life and Health Services).
- To have an advisor during a Student Conduct Code Board Hearing in accordance with the Student Conduct Code.
- To refuse to have an allegation resolved through informal resolution procedures.
- To be heard in accordance with the Student Conduct Code.

### **Retaliation**

Union prohibits retaliation against any person who files a complaint of a bias activity, participates in an investigation, or opposes an alleged bias activity.

### **False Reports**

It is a violation of these procedures to file a bias activity complaint for the purpose of injuring the reputation or causing harm to another person. Without minimizing the injury that can be suffered by the complainant, the College also recognizes that the filing of a bias activity complaint can have serious consequences for the person accused. That person, too, has rights that must be preserved and protected. Therefore, any person who abuses these procedures by knowingly filing a false complaint will be subject to discipline if the Dean of Diversity and Inclusion/Chief Diversity Officer determines that the complaint was filed in bad faith. This provision is not meant in any way to discourage legitimate complaints.

## **CAMPUS SAFETY: BICYCLES**

It is recommended that all bicycles that are brought on campus be registered with the Campus Safety Department. There is no fee required. The Department has bicycle safety and lock information available that can be picked up at the office during business hours. (See Housing Policies and General Information)

## **CAMPUS SAFETY: CAMPUS PARKING AND TRAFFIC REGULATIONS**

Union College requires that all motor vehicles (including motorbikes and/or motorcycles) using the campus be registered with the Campus Safety Department. First-year students are not permitted to have any vehicle on without permission from the Dean of Students office. If permitted, First-year students will be restricted to parking in the Nott / Seward and Roger Hull parking lots only. All other areas on campus will be off limits at all times of the day and night. Traffic enforcement will apply to those who violate this rule.

Union College assumes no responsibility or risk for any vehicle, its occupants or property contained therein or thereon, while parked or driven on Union College property. Parking on Union College property is a privilege, not a right, and parking space is not guaranteed for each vehicle in any parking area.

The Campus Safety Department will issue tickets to illegally parked vehicles, and if necessary, will tow vehicles at the owner's expense. No one is exempt from campus traffic enforcement. Parking is allowed in approved lots within approved mark spaces.

For a complete list of regulations governing parking and driving on campus. Including possible sanctions for violations, you may consult the Campus Safety Website or go to the Campus Safety Office for a hard copy, which you will receive when you register your vehicle.

<http://www.union.edu/offices/safety/parking/index.php>

\*Compliance issues may also be addressed through the Student Conduct Code.

## **CAMPUS SAFETY: EMERGENCY NOTIFICATION**

*(Updated July 12, 2017)*

The Campus Crime Alert (“Alert”) is provided to give students, faculty, and staff timely notification of crimes that may represent a serious, on-going threat to the campus community and to heighten safety awareness. The Alert also seeks information that may lead to arrest and conviction of the offender when violent crimes against persons or substantial crimes against property have been reported.

Campus Safety is responsible for issuing a Campus Crime Alert when a crime is reported to or brought to the attention of the Campus Safety or other campus security authorities and that crime represents a serious, on-going threat to the safety of members of the campus community.

Information for Alerts also comes from other law enforcement agencies. Every attempt will be made to distribute the Alert promptly; however, the release is subject to the availability of accurate facts concerning the incident. Alerts are created and distributed by Campus Safety and/or the Vice President for Student Affairs and Dean of Students or his/her designee with the assistance of Telecommunications and/or Communications.

### **Timely Warning Procedure**

Campus Safety will prepare a Campus Crime Alert whenever a report is received of a violent crime against a person or a substantial crime against property on campus that represents a serious, on-going threat to the safety of students, faculty, and staff. Alerts are assigned the same number as the corresponding Campus Safety report and provide details of the crime, a description of the suspect (if known), information on whom to contact with information, and safety tips.

Campus Crime Alerts will be emailed as quickly as possible to faculty, staff, and students, and may also be distributed throughout the campus, provided to campus media, posted on the Union College website, texted and, if appropriate, posted in off-campus areas frequented by students.

Whenever the Schenectady Police issue a news release about an off-campus crime that represents a serious, on-going threat to the safety of students, faculty, and staff, the College will assist in publicizing the crime on campus.

Campus Crime Alerts typically include the following information:

- A succinct statement of the incident.
- Any connection to previous incidents.
- Physical description and/or composite drawing of the suspect, if appropriate.
- Date and time the Alert was released.
- Other relevant and important information.
- Appropriate safety tips.

### **Emergency Text Messaging System**

#### ***Rave Emergency Alert System***

Union College has partnered with Rave Wireless to provide an emergency alert system capable of delivering messages to your Union and personal email addresses, as well as your mobile number and personal landline.

As a student or employee of Union College your “@union.edu” email account is automatically registered and will receive notifications along with your registered cell phone number if provided to the college. You may add or manage contact information by visiting:

<https://www.getrave.com/login/union>

And using your Union College login user name and password.



Messages may be used for situations that pose immediate danger or the closing of an entire campus. Messages about Campus Crime Alerts generally will not be sent unless it is decided there is an imminent threat of danger. This notification service is provided in addition to existing emergency reporting procedures and does not replace or eliminate any emergency notification system.

### **Emergency Evacuation Procedures/Persons with Special Needs**

The mission of the Union College Office of Campus Safety and Emergency Management is to enable, promote, and support the preparedness, responsiveness, and sustainability of all the elements of Union College.

Union College is committed to providing an environment where all students, faculty, staff or visitor has equal access to safe egress and to effectively alert, evacuate and/or shelter them during an emergency.

Please refer to the following link for complete information on Emergency Evacuation and Preparedness:

[https://www.union.edu/offices/safety/\\_documents/emergency/emergency-evacuation-voluntary-referral-form.pdf](https://www.union.edu/offices/safety/_documents/emergency/emergency-evacuation-voluntary-referral-form.pdf)

### **CAMPUS SAFETY: ID CARDS**

ID cards are issued to all members of the Union College community. This is done, among other reasons, to identify you as a member of the community and as proof of your authorization to be on campus, and to allow you access to dining services and to your residence hall.

**You must carry your ID card with you and you are required to produce it upon request of a member of the Campus Safety Department or other authorized agents of the College. Refusal or failure to produce your ID card may result in conduct charges.**

The Access Control office located in the Campus Safety Office issues all Union College identification cards.

**Lost cards must be reported to the Campus Safety Department in person. Dining Services must also be notified. A fee of \$25.00 is assessed for each occasion a card is reported as lost or stolen. Any malfunctioning ID card can be returned to the Campus Safety office for a replacement at no cost to you.**

The Union College ID card is the property of Union College and is to be used for purposes of identification and transaction of college business only. Any ID card which has been replaced is no longer valid and therefore must be destroyed.

## **CAMPUS SAFETY: LIFE SAFETY OFFICE – ENVIRONMENTAL HEALTH & SAFETY HEOA – FIRE SAFETY REPORTING INFORMATION**

The Union College Office of Life Safety is responsible for programs related to fire safety. Life Safety works closely with the Department of Campus Safety in obtaining its data with respect to fire alarms and actual fire conditions reported. Since Union College maintains and provides student housing, we are providing this data as required under the Higher Education Opportunity Act.

<http://www.union.edu/offices/safety/reports/clery/>

## **CAMPUS SAFETY: MISSING PERSON POLICY**

The following policies and procedures are to be followed in the event that a student or other individual is reported missing from campus.

Upon receipt of a report of a missing person, the Campus Safety Department will conduct a thorough and timely investigation to determine the safety and current location of the person. If the missing person is a student, the investigating officer will contact and help coordinate the investigation with the Schenectady Police Department no later than 24 hours after the student is determined missing. Once it is determined that the student has been missing for a period of more than 24 hours, the Campus Safety department will notify the student's emergency contact no later than 24 hours after the student is determined to be missing.

In addition to registering an emergency contact, students have the option to identify a confidential contact to be contacted by Union College Campus Safety in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, Union College Campus Safety will notify that individual no later than 24 hours after the student is determined to be missing. A student who wishes to identify a confidential contact may do so by coming to the Campus Safety Office and fill out a missing student contact form. A student's confidential contact information will be accessible only by authorized campus officials and law enforcement as appropriate. The custodial parent or guardian will be notified within 24 hours of the determination the student is missing.

An individual will be considered missing if a roommate, classmate, faculty member, family member, or other campus person has not seen the person in a reasonable amount of time. A reasonable amount of time may vary with the time of day and information available regarding the missing person's daily schedule, habits, punctuality, and reliability. Individuals will also be considered missing immediately, if their absence has occurred under circumstances that are suspicious or cause concerns for their safety. If the initial report that a person is missing is made to a department other than the Campus Safety Department, the staff member receiving the report will ensure that the Campus Safety Department is contacted immediately.

Detailed procedures for the implementation of these policies by the College through the Campus Safety Department are available for review upon request.

Not later than 24 hours after determining a student is missing, the Campus Safety Dept. will notify the following college officials:

- Dean of Students
- Director of Residence Life
- Director of Campus Safety

**Sample** card to be kept on file at Campus Safety

#### STUDENT Emergency Notification Card Information

Please print legibly

Student Name \_\_\_\_\_

Cell Phone Number \_\_\_\_\_

Emergency Contact Person \_\_\_\_\_

Contact Means option #1 \_\_\_\_\_

Contact Means option #2 \_\_\_\_\_

### **CAMPUS SAFETY: OPERATION ID**

This program is part of the department's overall crime prevention program. To prevent thefts and help in the recovery of stolen property, the Campus Safety Department urges that you engrave all your valuables and keep an inventory of your property; stickers can be removed but it is much more difficult to obliterate engraved marks that have been located on an obscure place. Note the serial, model, and engraved numbers on the security inventory sheet.

### **CAMPUS SAFETY: STUDENT RIGHT-TO-KNOW INFORMATION (CRIME STATISTICS)**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is the federal law, originally known as the Campus Security Act, that requires colleges and universities across the United States to disclose information about crime on and around their campuses.

The Union College Campus Safety Department has been a contributor to the Uniform Crime Reporting System since 1991. A copy of Union College's Annual Security Report includes statistics for the previous three years concerning reported crimes that occurred on-campus; in certain off-campus buildings or property owned or controlled by Union College; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. You can obtain a print copy of this report by contacting the Department of Campus Safety. Three year statistics found at:

<http://www.union.edu/offices/safety/reports/clery/>

## **CAMPUS SAFETY: VIOLENT FELONY OFFENSE INVESTIGATIONS**

As required by New York State law, upon receipt of a complaint or report that a violent felony has occurred on campus, the Campus Safety Department will immediately respond, thoroughly investigate, and document a report of their findings. The responding officers will verify the nature of the incident and determine if the incident occurred on the Union College campus or during an off-campus event sponsored by the College. The Campus Safety Department will notify and coordinate further investigation of the criminal incident with the Schenectady Police Department. Victims of crimes, especially violent felony crimes, will be assisted, if requested, in making a report of the incident to the Schenectady Police Department.

## **CAMPUS SAFETY: WEAPONS ON CAMPUS**

Possession or use of any type of firearm or any other potentially dangerous weapon is prohibited. Weapons of any kind are dangerous and have no place in a college community. All instruments which can be construed as weapons including, but not limited to, Airsoft guns, BB guns, pellet guns, handguns, rifles, pistols, knives (blade length over 3”), bows and arrows, swords, brass knuckles, night sticks, and handcuffs may not be brought onto College property. Students wishing to bring any such property to campus for sporting purposes must register the weapon or firearm with Campus Safety and store it in the Campus Safety Office.

## **DISCRIMINATION, HARASSMENT, AND RETALIATION, POLICY PROHIBITING**

*(Updated July 20, 2017)*

### **Purpose**

Union College is committed to creating and maintaining an educational, working, and living environment free from discrimination, including harassment and retaliation, as described in this Policy. Union College’s Policy prohibits any such discrimination and applies to everyone in the campus community.

### **Scope and Definitions**

This Policy applies to discrimination, including harassment, based on an applicant’s, employee’s, or student’s protected characteristics. Please note that this Policy does not apply to complaints of sexual misconduct, including sexual harassment. For any complaints alleging sexual misconduct, including sexual harassment, see the Sexual Misconduct Policy.

### ***Protected characteristics***

Those personal traits, status, and/or beliefs that are defined by applicable law as protected from discrimination and/or harassment. They include race, creed, color, sex (including pregnancy), gender identity or expression, age, national origin, ancestry, citizenship status, religion, physical or mental disability, genetic predisposition, military status, marital or domestic partnership status,

affectional or sexual orientation, familial status, status as a victim of domestic violence, and/or other characteristics protected by applicable law.

### ***Discrimination***

Adverse or different treatment of an individual based on a protected characteristic, rather than individual merit. Examples of conduct that can constitute discrimination if based on an individual's protected characteristic include but are not limited to:

- Singling out or targeting an individual for different or less favorable treatment (e.g., more severe discipline, lower salary increase) because of their protected characteristic.
- Failing or refusing to hire or admit an individual because of their protected characteristic.
- • Terminating an individual from employment or an educational program based on their protected characteristic.

### ***Harassment***

Unwelcome verbal, visual, or physical conduct which is directed at a person based on a protected characteristic and violates the law when: (i) an individual's acceptance or rejection of such conduct explicitly or implicitly forms the basis for an employment or educational decision affecting the individual; or (ii) these behaviors are sufficiently severe and/or pervasive to have the effect of unreasonably interfering with an individual's educational experience, working conditions, or living conditions by creating an intimidating, hostile, or offensive environment. Whether conduct is sufficiently severe and/or pervasive is determined by using the objective standard of a reasonable person as well as the subjective standard of the individual at whom the unwelcome conduct is directed. Union College strives for a respectful workplace and classroom environment at all times and prohibits any harassing conduct. Examples of conduct that can constitute harassment if based on an individual's protected characteristic include but are not limited to:

- Unwelcome jokes or comments about a legally protected characteristic (e.g., racial or ethnic jokes);
- Disparaging remarks to a person about a legally protected characteristic (e.g., negative or offensive remarks or jokes about a person's religion or religious garments);
- Displaying negative or offensive posters or pictures about a legally protected characteristic;
- Electronic communications such as derogatory e-mail, text messaging, websites, and postings on social media.

Any conduct alleged to constitute harassment under this Policy shall be evaluated from the perspective of a reasonable person, considering all of the circumstances, including the frequency, nature, severity, intensity, location, context, and duration of the conduct in question as well as the effect of the conduct on the individual or individuals at whom the conduct was directed. Prohibited harassment will be distinguished from behavior which, even though unwelcome, is appropriate to the carrying out of certain instructional, advisory or supervisory responsibilities. In determining whether speech constitutes harassment prohibited by this Policy, the academic freedom of the faculty engaged in pedagogy will be taken into account.

## ***Retaliation***

Any conduct, whether or not workplace, employment, or education-related, that is directed at someone because he or she opposed a discriminatory practice, made a complaint of discrimination, or participated in such an investigation which might deter a reasonable worker or student from making or supporting a charge of discrimination or harassment. Retaliation can take many forms including abuse or violence, threats, and intimidation. Actions in response to a good faith report or response under this Policy are considered retaliatory if they have a materially adverse effect on the working, academic, or College-controlled living environment of an individual and could well dissuade a reasonable worker or student from bringing or supporting a charge of discrimination or harassment. Retaliation is unlawful and will not be tolerated. Any individual or group of individuals can engage in retaliation and will be held accountable under this Policy.

## **Anti-Harassment Policies and Freedom of Speech / Expression**

Union College is also committed to the free and vigorous discussion of ideas and issues, which the College believes will be protected by this Policy. Union College is committed to protecting the academic freedom and freedom of expression of all members of the College community. This Policy shall be applied in a manner that protects the academic freedom and freedom of expression of all parties to a complaint. Academic freedom and freedom of expression include, but are not limited to, the expression of ideas, however controversial, in the classroom, residence hall, and, in keeping with different responsibilities, in workplaces elsewhere in the College community.

If the conduct in question is legally protected by academic freedom in accordance with the Academic Freedom Policy statement contained in the Faculty Manual (FM V.II), which is adapted from the AAUP “1940 Statement of Principles on Academic Freedom and Tenure,” it is incapable of legally creating a hostile environment in and of itself. To the extent allowed by applicable law, a determination of whether speech serves a pedagogical purpose is initially guided by the faculty speaker and his/her faculty peers (defined as members of the FEC).

## **Options for Addressing Discrimination, Harassment or Retaliation**

The College’s complaint procedure provides for a prompt, thorough, and objective investigation into any claim of discrimination, harassment or retaliation and for appropriate remedial action when such an investigation reveals a violation of this Policy. In order to ensure conduct prohibited by this Policy ceases immediately, the College expects employees, students, and other members of the College community to report all incidents of discrimination, harassment, and retaliation. When individuals feel that they have been subjected to discrimination, harassment, or retaliation, or have observed discrimination, harassment, or retaliation of or against others, they have many options, including telling the offender to stop, consulting with a Confidential Resource (see below), and/or filing a formal complaint. The College recognizes that deciding among these options can be difficult. Individuals are encouraged to seek assistance from a Confidential Resource before deciding how to proceed.

The Dean of Diversity and Inclusion/Chief Diversity Officer/ADA Compliance Officer oversees Union College’s response to concerns of discrimination, harassment, and retaliation, and is made aware of all such concerns (unless they are shared only with a Confidential Resource). Please

contact the Dean of Diversity and Inclusion/Chief Diversity Officer/ADA Compliance Officer to discuss any concerns or complaints. Please be aware that the Dean of Diversity and Inclusion/Chief Diversity Officer/ADA Compliance Officer is not a Confidential Resource and, once made aware of any conduct that potentially violates this Policy, is legally obligated to take action to promptly correct discriminatory conduct.

Gretchel Hathaway, Dean of Diversity and Inclusion/Chief Diversity Officer/ADA Compliance Officer  
Armand V. & Donald S. Feigenbaum Hall  
Union College | 807 Union Street | Schenectady NY 12308  
Email: [hathawag@union.edu](mailto:hathawag@union.edu)  
Phone: 518-388-8327 | Fax: 518-388-6006

### **Confidential Resources**

Individuals who serve as Confidential Resources are trained to understand issues of discrimination, harassment, and retaliation. Information shared with Confidential Resources (including information about whether an individual has received services from a Confidential Resource) will only be disclosed to other College officials or any other person with the individual's express written permission, unless there is an imminent threat of serious harm to the individual or to others or a legal obligation to reveal such information (e.g., if there is suspected abuse or neglect of a minor).

Confidential Resources are not authorized to engage in fact-finding or take action on behalf of the College nor will they maintain formal or detailed records of confidential consultations.

If, after speaking with a Confidential Resource, a member of the campus community does not wish to initiate an internal complaint, the Confidential Resource will take no action. If a member of the campus community does wish to make a complaint, these individuals are knowledgeable about the College's policies and procedures and will assist in making connections with an appropriate College administrator.

### ***STUDENTS' CONFIDENTIAL CAMPUS RESOURCES***

- Counseling Center-Wicker Wellness Center: 518-388-6161
- Campus Minister: 518-388-6618

The College encourages prompt reporting of complaints because late reporting may limit the College's ability to investigate and respond to conduct. However, the College will respond to all reports in accordance with this Policy.

### **Complaint Reporting, Investigation, and Resolution Involving Complaints AGAINST STUDENTS**

#### ***Complaint Process***

All concerns of discrimination, harassment or retaliation by a student should be reported immediately to the Dean of Diversity and Inclusion/Chief Diversity Officer/ADA Compliance

Officer (see above). Alternately, the individual may make a complaint at the Office of Student Affairs. Complaints may be verbal or in writing.

The College offers both informal and formal resolution options which applies to complaints by a student against another student or by an employee against a student. A student with concerns about behavior by an employee will be directed to the informal and formal resolution options and procedures in the applicable employee manual/handbook (Faculty Manual, Administrator's Manual, or Staff Handbook). Generally, the College 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, 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 College will apply the formal procedure only.

### ***Informal Resolution Procedures***

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

#### Mediation

Mediation sessions will be held only if the complaining party and the accused party both agree to mediate and if the Dean of Students determines that mediation is appropriate under the circumstances. The Dean of Students 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.

#### 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 Senior Associate Dean of Students / Director of Student Conduct 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 Senior Associate Dean of Students / Director of Student Conduct for an Administrative or Conduct Board hearing as described in the System of College Standards and Student Conduct.

### ***Formal Conduct Code Procedures***

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.

Administrative Review and the Student Conduct Board Hearings will be held in accordance with the College's hearing procedures, which are outlined in the Student Conduct Code.

All sanctions defined in the College Student Conduct Code are available.



### ***Interim Steps***

When appropriate, prior to or during the investigation, the Dean of Diversity and Inclusion/Chief Diversity Officer/ADA Compliance Officer and the Senior Associate Dean of Students / Director of Student Conduct will work cooperatively and may take reasonable and appropriate interim steps to protect the safety and well-being of members of the College community, maintain the integrity of the investigative and/or resolution process, and deter retaliation.

### **Confidentiality**

Any allegation of discrimination or harassment brought to the attention of the College will be discreetly addressed in an appropriate manner. Investigations will be conducted in a confidential manner to the greatest extent possible. The parties involved will be required to execute a non-retaliation form and may be required to execute a confidentiality agreement when specifically justified. However, the investigation of complaints may also require disclosure to the accused individual and to other witnesses for the purpose of gathering pertinent information. In such case, disclosures will be limited to the extent possible.

Individuals involved in investigations or disciplinary proceedings under this Policy are encouraged to exercise discretion in sharing information in order to safeguard the integrity of the process and to avoid the appearance of retaliation. While discretion regarding the process is important, complainants and respondents are not restricted from discussing and sharing information with others who may support or assist them in presenting their case.

Medical and counseling records are privileged and confidential documents that parties will not be required to disclose.

### **Protection from Retaliation**

The College will not tolerate retaliation of any kind against anyone who opposes a discriminatory practice, makes a good faith complaint about discrimination or harassment, or furnishes information or participate in any manner in an investigation of such a complaint. Retaliation includes any conduct, whether or not workplace, employment-related, or in a classroom environment, directed at someone because he or she opposed a discriminatory practice, made a complaint of discrimination, or participated in such an investigation, which might deter a reasonable worker or student from making or supporting a charge of discrimination or harassment. Retaliation is unlawful and will not be tolerated.

- Prior to the conclusion of an investigation and findings, a complaint of discrimination or harassment does not constitute proof of prohibited conduct. As such, the complaint shall not be taken into account during reappointment, tenure, promotion, merit or other evaluation, or review until a determination has been made that the College's Policy has been violated.
- Any individual who believes that he or she has been subject to retaliation should file a complaint using the complaint procedure set forth above. Retaliatory conduct may result in serious disciplinary sanctions.

### **Protection from Bad Faith Complaints**

It is the responsibility of the College to balance the rights of all parties. Therefore, if the College's investigation reveals that the complaint is malicious or knowingly false, such charges will be dismissed and the person who filed the complaint may be subject to discipline.

## **EATING DISORDER PROTOCOL**

The Union College Wellness Center has coordinated services to provide a team approach when caring for students dealing with anorexia, bulimia, or other eating disorders. A multidisciplinary team approach is used as this is considered best practice for treatment of eating-related concerns on college and university campuses. The team consists of representatives from the fields of medicine, psychology, nutrition, and athletics who work collaboratively with the student toward stated goals.

### **Team Membership**

Mental Health Representative  
Health Center Representative  
Dietician  
Athletic Trainer  
When applicable: Eating Disorder Physician

The three core members meet on a regular basis during the term.

### **The Treatment Team's Approach towards Recovery**

The multidisciplinary team approach involve the student attending counseling sessions (individual and group appointments as available and appropriate), as well as nutritional and medical appointments. The student is responsible for scheduling and attending these appointments. It is also necessary for the student to sign consent forms allowing the Team to contact parents/guardians if: (i) the student's health and well-being are in jeopardy; (ii) the student fails to attend appointments and/or follow the treatment plan; or (iii) The students is unresponsive when the Treatment team tries to contact him/her.

### **Elements of the Individual Assessment and Treatment Plan**

A written treatment plan will be given to the student after visit with a treatment team member. Elements include:

- Weight: If underweight, a weekly weight gain will be prescribed.
- Vital Signs/Labs: Monitoring of vital signs (blood pressure, pulse, and body temperature) as well as drawing labs for electrolytes and other values will be performed on the recommendations of the team.
- Exercise: The student may be limitations or restrictions on physical activity/exercise. Participation on an athletic team may also be prohibited. The student understands the

necessity of adhering to any limitations or restrictions places on his/her level of physical activity/exercise.

- **Nutritional Counseling:** Attendance at nutritional counseling sessions and adherence to the meal plan prescribed by the dietician is an essential component of treatment.
- **Psychological Care:** The student is expected to schedule and attend counseling sessions as recommended by his/her counselor.

### **Identification and Referral**

Any student concerned about his/her own eating patterns, weight or related issues can consult with the Treatment Team by initiating contact with the Wellness Center.

If someone from the campus community notifies the Wellness Center of a legitimate concern for a student's health and safety, the Director of Student Health or Counseling will notify the student. The student will then be asked to schedule an appointment for an evaluation by a member of the Treatment Team.

### **Administrative Consultation and Review**

The first priority is the student's well-being. The first priority for anyone at the College is the student's well-being and keeping the student enrolled, if appropriate. In the instance where a student is: (i) disruptive to the community, (ii) continuing to evidence self-harming behaviors, and/or (iii) disruptive to the violations of the College Conduct Policy, the Dean of Students may make decisions about the student's eligibility for continued enrollment and may pursue a medical leave of absence or interim suspension in accordance with policies contained in the Student Handbook. The Dean of Students or designee may also, (a) refer the student to the Treatment Team; (b) make a student's enrollment contingent on following the recommendations of the Treatment Team, if the student continues to be at risk to self; (c) make decisions if the student has not scheduled an appointment, as described above, in a reasonable time period, or (d) pursue other appropriate remedies.

## **END-OF-TERM GRADE CHANGES**

*(Updated August 4, 2017)*

A student wishing to appeal a grade in a course should do so no later than the end of the second week of the subsequent term. The student should confer with the Faculty member who assigned the grade (if this Faculty member is not available, then the student should meet directly with the Department Chair – see second bullet point below). The student should inform the instructor of his/her concerns and seek to fully understand the grounds and procedures the instructor has used in determining the grade. The aim of this conference is to try to reach a mutual understanding about the grade and the process by which it was assigned.

- If, upon meeting with the Faculty member as outlined above, the matter is not resolved within two (2) weeks, the student may make a formal written complaint to the Department Chair, with a copy of this complaint being sent to the Dean of Studies.

- If the issue is not yet resolved within a second two-week period, the matter may be forwarded to the Dean of Studies, who will consult with the Faculty member and/or Department Chair.
  - After considering the relevant information, the Dean of Studies may deny the appeal. This decision is final.
  - If, upon review, the Dean of Studies finds sufficient grounds of an inequitable awarding of the grade to warrant an official hearing, the Dean of Studies may consult the Sub-Council on the Standing of Students.
- If the Dean of Studies decides to consult the Sub-Council on the Standing of Students, the Sub-Council will consider the student's letter of appeal and any other relevant materials provided by the Dean of Studies and make a determination regarding the appeal. The decision of the Sub-Council on the Standing of Students is final.
- In no case will the Sub-Council on Standing of Students substitute its judgment on the merits of a student's work for the bona fide judgment of a Faculty member.

## **EQUITY IN ATHLETICS DISCLOSURE ACT REPORT**

In accordance with the requirements of the Equity in Athletics Disclosure Act, Union College prepares an annual report on its intercollegiate men's and women's athletic program participation rates and financial support data. The report is on file with, and may be obtained by any student, prospective student, or member of the public from, the Office of the Athletic Director.

Please also see the Union Athletics Department Compliance Website (Compliance Resources-EADA Report):

<http://www.unionathletics.com/sports/2006/6/19/Compliance.aspx>

## **FAMILY EDUCATION RIGHTS & PRIVACY ACT (FERPA)**

*(Updated August 1, 2017)*

Union College complies fully with the provisions of the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g. Under FERPA, students have, with certain limited exceptions, the right to inspect and review their education records and to request the amendment of their records to ensure that they are not inaccurate, misleading, or otherwise in violation of the students' privacy or other rights.

Requests to inspect or review education records should be addressed to the Registrar, Dean of Students, or other record custodian and will be honored within 45 days. Any student questioning the accuracy of any records may state his or her objection in writing to the appropriate record custodian, who will notify the student of his or her decision within 45 days of receiving the objection. If the decision is in agreement with the student's request, the appropriate records will be amended. If the decision is not in agreement with the student's request, the College will notify the student of the decision and advise the student of his or 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. Students alleging failure to comply with FERPA also have the right to file complaints with the U.S. Department of Education under its regulations (see 34 C.F. R. Part 99). The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue SW  
Washington, D.C. 20202-4605

FERPA further requires, again with certain limited exceptions, that the student's consent must be obtained before disclosing any personally identifiable information in the student's education records. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests, as determined by the administrator responsible for the file. A "school official" includes: anyone employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement, unit personnel, health staff and athletic coaches); any person, company or service provider acting on behalf of the College (such as an attorney, auditor or collection agent); a member of the Board of Trustees or other governance or advisory body; and a student serving on an official committee (such as a disciplinary or grievance committee) or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official is: performing a task that is specified in his or her position description or contract agreement; or, performing a task related to a student's education. Other exceptions which permit disclosure without consent are: To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State Educational authorities in connection with an audit or evaluation; in connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the financial aid, or enforce the terms and conditions of the aid; , to organizations conducting studies for, or on behalf of, the College, in order to develop, validate, or administer predictive tests, administer student aid programs, or improve instruction; to accrediting organizations if the information is necessary to carry out accrediting functions; to persons in compliance with a judicial order; and to persons in an emergency in order to protect the health or safety of students or other persons. Additionally, exceptions permit disclosure: (i) to comply with a judicial order or lawfully issued subpoena, (ii) upon request, to officials of another educational institution where the student seeks or intends to enroll, (iii) to appropriate officials in connection with a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals, (iv) to the general public, the final results of a disciplinary proceeding if Union determines the student is an alleged perpetrator of a crime of violence or sexual offense and has committed a violation of Union's rules or policies with respect to the allegations, (v) to a victim, about an alleged perpetrator of a crime of violence or sexual offense (the disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense), (vi) if the disclosure concerns sex offenders and other individuals required to register under Section 17010 of the Violent Crime Control and Law Enforcement Act of 1994, (viii) of the decision of an alleged perpetrator of a crime of violence to withdraw from the College while conduct charges are pending and declining to complete the disciplinary process.

All students are required to declare their tax status at the commencement of each academic year by signing a statement. College administrators may, at their discretion, disclose to the parents of a student who is claimed as a dependent as defined by federal tax laws, without obtaining the student's consent, information about the student. Another exception permits disclosure without consent to parents and guardians in cases of violation of institutional policies governing the use or possession of alcohol or a controlled substance if the student is under the age of 21 and if the College determines that there has been a violation with respect to such use or possession.

The College considers the following to be directory information: name, address (campus, home, e-mail), telephone numbers, date and place of birth, academic fields of study, dates of attendance, enrollment status, photographs, participation in recognized activities and sports, degrees and awards, weight and height of athletic team members, most previous educational agency or institution attended, or other similar information. The College may publicize or respond to requests for such information at its discretion. However, the use of these records for commercial or political purposes is prohibited unless approved by the Vice President for Academic Affairs.

As previously advised, all requests made on or before August 15th of this year, will make it possible to be excluded from the College's campus directory. In addition, currently enrolled students may also request that directory information be withheld from disclosure by making a request, in writing, to the Dean of Students Office on or before the 5th day of the Fall Term. The College assumes that failure on the part of the student to specifically request the withholding of any directory information indicates approval of disclosure. Request for non-disclosure will be honored by the institution for only one academic year; therefore, authorization to withhold directory information must be filed annually.

## **FRATERNITY & SORORITY LIFE POLICIES**

### **Introduction**

Fraternity and Sorority life at Union College is part of a long history dating back to 1825, and has proved to be an invaluable part of the campus community. As the home of six founding fraternities and the "Union Triad," we are often recognized as the "Mother of Fraternities." The fraternity and sorority life community at Union is comprised of the Interfraternity Council, the College Panhellenic Council, and the Multicultural Greek Council, together representing 18 chapters.

The rules and procedures outlined herein have been established by the College to promote a safe, healthy, and productive fraternity and sorority experience for all students involved. Fraternities and sororities must adhere to all rules and procedures that appear in this section, in addition to those outlined in the Student Conduct Code.

### **Definitions (Fraternity & Sorority Life Terminology)**

#### ***Active***

A fully initiated member of the chapter.

***Bid***

A formal invitation to join a fraternity or sorority. Although you may receive several bids, you may only accept a bid from one organization.

***Chapter***

The local group of a Greek organization on campus.

***College Panhellenic Council (CPC)***

College advised council representing the three traditional sororities currently present on the Union campus. Council is governed by the rules of both the National Panhellenic Conference (NPC) and Union College.

***Community Service***

Coordinated hands-on engagement volunteer work/labor in the community, often done in conjunction with an agency or special cause.

***Greek Event***

Any event or activity that is sponsored, endorsed, organized, or hosted by a fraternity and/or sorority or any of their members, or any event that a reasonable observer would associate with the fraternity and/or sorority. This also includes events or activities communicated by word of mouth or unofficial advertisement, whether they take place on College property, non-College owned off-campus properties, or at any other venue. The following bullets are meant to offer some examples and are not intended as the only way an event or activity can be considered a Greek Event:

- The Chapter pays for any part of the event or activity through the Chapter account or collection of funds from individual members.
- The event or activity is advertised by or associated with the Chapter in any way (flyers, handouts, announcement at Chapter meetings, email list serve distributions).
- Attendance of the members (regardless of how many there are) present at the event or activity is based upon their affiliation rather than their individual initiative (i.e., is it more likely they attended because of their affiliation?).

***Initiation***

The ritual or process which brings a new member into full membership.

***Interest Meeting or Informational Meeting***

Meeting held by Multicultural Greek Council fraternities and sororities to dispense information about the membership intake process (applications, fees, due dates etc.) and recruit new members

***Interfraternity Council (IFC)***

College advised council representing the 12 traditional fraternities currently present on the Union campus. Council is governed by both the rules of the North American Interfraternity Council (NIC) and Union College.

### ***Multicultural Greek Council (MGC)***

College advised council representing both culturally based fraternities and sororities, as well as local fraternities or sororities on the Union campus.

### ***New Member***

A currently enrolled student that meets all College requirements for membership in a Greek organization, has received (and accepted) a bid or invitation for membership, and is working towards initiation/full membership

### ***New Member Presentation (Probate/Surfacing)***

Traditional revealing of newly initiated members in Multicultural Greek Council fraternities and sororities.

### ***Philanthropy***

An event or project designed to raise funds for a community non-profit or charitable cause.

### ***Potential New Member (PNM)***

A currently enrolled student that is being recruited to join a fraternity or sorority but has not yet accepted a bid or invitation for membership.

### ***Recruitment***

A period during which fraternities and sororities seek out and engage interested students by demonstrating what each organization offers its members. This is also the period where the Interfraternity Council and College Panhellenic Council will offer bids to potential new members.

### **Fraternity/Sorority Recognition**

Defined as the formal process by which Union College agrees that a fraternity or sorority may function on the campus, enroll members from the undergraduate body through recruitment/intake activities, and identifies its chapter with the College. For the purpose of this recognition policy, the terms “fraternity” and “sorority” are used to designate a collegiate Greek-letter organization. The organizations reviewed for recognition under this policy have all the following characteristics:

- They are entitled to single-sex membership under the provisions of Section 86.14 of regulations promulgated under Title IX of the U.S. Education Act Amendments of 1972.
- They are entitled to be subjectively selective in their membership within the limits stated under Section 86.14 of regulations promulgated under Title IX of the U.S. Education Act Amendments of 1972.
- They are legal corporations external to the College. In all cases, their chapter corporations, alumni corporations, and inter/national Greek organizations are incorporated separately from the College.\*

*\*Note: The College is not legally responsible or liable for the acts of those organizations.*



### **Rationale for Recognition Policy**

The Recognition Policy enables the College to maintain a record of Greek organizations. This record facilitates communication between the College and the Greek organizations and their members and permits the College to identify readily those Greek organizations which are entitled to the benefits of recognition. The Policy is further supported by the following assumptions:

- Fraternities and Sororities are an integral part of the educational environment at Union and are expected to support the mission and educational values of Union College.
- The College is concerned about student welfare outside the classroom and within the College residential units inhabited by fraternities and sororities.
- All national fraternities and sororities are required by their parent organizations to be recognized by the College.
- Mutual responsibility is needed between the College and the fraternities and sororities. Fraternities and sororities, by way of recognition, are accountable to the College.

### ***Use of College Name***

Recognized fraternities and sororities enjoy benefits and privileges associated with their affiliation with Union College. It is understood that fraternities and sororities shall not use the name of the College for any purpose other than chapter identification. Any further use of the College's name shall require the prior approval of the Dean of Students or designee. In no event shall any fraternity or sorority use the College's name or tax identification number or hold itself out in such manner as to suggest that it is synonymous with, or authorized to act on behalf of, Union College or that its action are in any way approved, sponsored, or endorsed by Union College without prior approval. Violations of this may result in withdrawal of recognition.

### ***Insurance Requirements***

All organizations, regardless of recognition level, must maintain comprehensive general liability insurance in the minimum amount of \$1,000,000.00 (one million dollars) of primary liability coverage (each occurrence) with general aggregate coverage of at least \$2,000,000.00 (total). Such liability insurance shall include Union College, its officers, employees and agents, as an additional named insured and shall be written with an insurance carrier acceptable to the College. A certificate of such insurance shall be forwarded to the College as evidence of such coverage, and the College must receive notice of any change, cancellation, or renewal of the policy. The insurance shall be considered primary over any and all collectable insurance that the College may have available.

### ***Collective Responsibility***

Each fraternity or sorority seeking to gain or maintain recognition must have a collective responsibility for the behavior of members when in their chapter house or when acting as a group outside the chapter house. If a group does not have housing, members have collective responsibility when involved in activities on and off campus.

## **Recognition Policy**

This policy constitutes Union's procedure for conferring said recognition of social fraternities and sororities. It is expected, as the fraternity and sorority system expands, that this policy will be reviewed and adapted accordingly. There are three levels of recognition available to fraternities and sororities at Union College—Provisional, Full, and Probationary (see Maintaining Recognition section). Listed below are descriptions and conditions of each level of recognition.

### ***Provisional Recognition***

Provisional recognition is given to new and/or returning organizations that seek to become fully recognized fraternities/sororities at Union College by the Vice President for Student Affairs/Dean of Students or designee and the respective governing council. Provisional recognition, once given, is good for a period of one (1) calendar year, defined as twelve (12) months from the date of recognition. If, at the end of that year, an organization has not met the criteria to become a fully recognized Greek organization, a decision will be made by the Vice President for Student Affairs/Dean of Students or designee, in consultation with the respective governing council, to extend provisional recognition or rescind recognition all together. In order to request Provisional Recognition, an organization must fill out a Provisional Recognition Request application (including the information listed below) and file it with the Vice President for Student Affairs/Dean of Students or designee. A request for Provisional Recognition by a group submitting an incomplete application will not be considered until such time as the application is complete.

The following information must be supplied either within or attached to the Provisional Recognition Application:

- A petition for provisional recognition signed by at least three interested undergraduate students who have obtained sophomore academic standing at Union College.
- All membership must consist of undergraduate Union College students only.
- A demonstrated alumni base in the Capital District area from which active and involved advisors will be able to be drawn (who shall not be members of the College community).
- An Inter/National organization who has declared, in writing, an interest in affiliating with and supporting the group of students seeking membership.
- The Inter/National organization must be affiliated and in good standing with one of the umbrella organizations defined at the beginning of this document.
- Relevant information (as stated in application).
- A statement of purpose/principles.
- Organization goals/standards.
- Bylaws and constitution.
- An Inter/National Risk Management Policy.
- An acceptable set of rules of conduct by the national organization.
- A detailed chapter development plan. This plan will include:

- Proposed new member education plans,
- Organization advertisement and publicity plans,
- Recruitment dates,
- Recruitment methods,
- Inter/National and local advisor involvement,
- And any conferences, leadership opportunities, community service, or campus activities that are planned.

If applicable, documentation of support from the appropriate campus governing council (i.e. IFC, CPC or MGC) must also be submitted. If, at the current time, an appropriate governing council does not exist and all other conditions have been met, the Vice President for Student Affairs/Dean of Students or designee and the students interested in joining the group will meet to discuss alternatives.

Once granted provisional recognition, the following conditions must be met throughout the provisional period for a group to be considered for full recognition.

- Regular meetings with the appropriate fraternity/sorority advisor (i.e. Panhellenic Advisor, IFC Advisor).
- A demonstrated ability to recruit and sustain membership on campus.
- A minimum of five undergraduate Union College students who have reached sophomore status.
- Compliance with all College policies and procedures as outlined in the Student Handbook and with all Inter/National rules and regulations, along with all local, state, and federal laws.
- Campus/community involvement including, but not limited to, educational programming, community service, and philanthropy events.
- Active participation in, support from, and operation within the guidelines of the appropriate council, if applicable.
- Uninterrupted and on-going affiliation and involvement with the Inter/National Organization.

Please note that each student group seeking recognition at Union will be treated on an individual basis. The list above is not exhaustive and additional conditions may be added from time to time. Every effort will be made to provide advance notice of additional conditions.

While on provisional recognition, an organization may:

- Reserve rooms for meetings through the appropriate fraternity/sorority advisor (i.e. Panhellenic Advisor, IFC Advisor).

- Advertise the organization in accordance with policy.
- Recruit members within set guidelines.
- Co-sponsor campus events and programs with a fully recognized organization/club or campus department.
- Participate in the educational, social, and athletic program and activities of the College which are provided for fraternal organizations.
- Have voting rights on the appropriate governing council (but members cannot hold officer positions).
- Identify the chapter with Union and use the College's name along with, but not in place of, identification of the sponsoring body.

### ***Full Recognition***

Full recognition is conferred upon a fraternity/sorority that: (i) meets the standards and criteria set forth by the Vice President for Student Affairs/Dean of Students or designee throughout its provisional recognition period; and (ii) files a completed application for such recognition with the Vice President for Student Affairs/Dean of Students or designee prior to the expiration of the provisional period. This application requires:

- An updated statement of purpose/principles.
- Organization goals/standards.
- Bylaws and constitution.
- A current membership roster.
- An officer listing.
- An activities report which includes all campus and community involvement through the provisional recognition period.
- A contact list of local advisors.

Final determination of whether or not full recognition is given to the organization will be made by the Vice President for Student Affairs/Dean of Students or designee based on the above required information and whether the provisional recognition requirements were met.

### ***Benefits of Full Recognition***

- Chapters are granted the ability to apply for on-campus housing through the SAC (Student Affairs Committee) process.
- Access to and use of College facilities for official functions.
- Co-sponsor campus events and programs with organizations with Provisional Recognition.
- Hold an officer position within the appropriate governing body.

- Ability for inclusion as a Recognized Organization in all published materials (i.e. college website, “All About U”, Garnet Yearbook, etc.)
- Advertise the organization in accordance with College policy.
- Recruit members within set guidelines.

### ***Maintaining Recognition***

Full Recognition will be maintained by chapters remaining in “good standing” as evaluated by being in compliance with the Student Conduct Code and the additional criteria and standards established by the Vice President for Student Affairs/Dean of Students or designee in this section. Should it be determined that a chapter is not in good standing, their recognition can be revoked or they can be put on Probationary Recognition for a period of time not to exceed one calendar year.

Full recognition may be revoked by the Vice President for Student Affairs and Dean of Students at any time for a chapter’s failure to comply with College and/or Inter/National rules, regulations, and policies. If a group is accused of violating the Student Conduct Code, the Vice President for Student Affairs/Dean of Students or designee may halt all activities of the group until the conduct process is complete. It is possible that a chapter will lose all recognition as a result of the conduct process, at which point it will cease to exist at Union College either permanently or for a determined period of time.

### ***Loss of Recognition/Probationary Recognition***

A chapter’s recognition can be revoked or the chapter can be put on Probationary Recognition for various reasons including, but not limited to, the following:

- If the chapter receives a one year SAC (Student Affairs Committee) review, if applicable.
- If the membership numbers fall below the minimum of three undergraduate students.
- If a chapter is found to be recruiting from a population other than Union College undergraduate students of at least sophomore academic status.
- Not complying with College rules, regulations, and policies.
- Not complying with the terms of all contractual agreement with the College.
- Failure to update and maintain required documentation with the Vice President for Student Affairs/Dean of Students or designee, including officer contact information.
- Failure to maintain membership rosters.
- Failure to submit lists of potential new members and have their qualifications verified prior to offering bids/invitations for membership.
- Failure to maintain insurance/submit an up to date certificate of insurance.
- Not maintaining constitution and bylaws.
- Not maintaining detailed chapter development plans.
- Not active in appropriate governing council.

- Failure to maintain positive and proactive campus/community involvement including, but not limited to, educational programming, community service, and philanthropy events.
- Failure to comply with the Rules of Public Order, adopted by the Union College Board of Trustees, and, in particular, the provision prohibiting any action which recklessly or intentionally endangers anyone's mental or physical health or involves the forced consumption of alcohol or other drugs for the purpose of initiation into or affiliation with the Chapter. This provision shall be deemed to be part of the Chapter's bylaws.
- Failure to comply with generally accepted standards of neighborliness, including exterior neatness of the premises, the avoidance of unreasonable noise levels, and compliance with related local laws.
- For fraternities and sororities occupying College owned facilities, failure to maintain premises in conditions satisfactory to the College and in compliance with SAC (Student Affairs Council) regulations.
- For fraternities and sororities occupying facilities not owned by the College, failure to have certification to the College that there exists a house association (which shall sign such certification) which has assumed full responsibility for the physical condition of the facility and compliance with all applicable local codes, regulations, and standards for issuance of a Certificate of Occupancy. Additionally, failure of an officer of the house association and the chapter president to certify that an annual safety inspection has been performed by an organization or person satisfactory to the College and that all violations have been corrected or are in the process of being corrected. Local authorities having jurisdiction include, but are not limited to, the Schenectady Fire Department and Building Inspector.

Probationary Recognition will last for a period of time not to exceed one calendar year. At the end of the prescribed Probationary Recognition Period, the decision will either be made to extend probation, to revoke all recognition, or to grant the chapter Full Recognition status. A chapter that has been placed on Probationary Recognition will have to meet all the criteria listed above for chapters seeking Full Recognition in addition to any sanctions in order to be considered for Full Recognition.

**1999 Trustee Resolution on Membership in Unrecognized Fraternal and Social Organizations**

No student may rush, pledge, perpetuate, engage in initiation activities, or become a member of a fraternal or social organization not recognized by the College. Anyone engaging in those activities, either as a member, recruiter, or potential pledge, will be suspended for a minimum of one year or may be subject to additional penalties that could include expulsion from the College. A fraternal or social organization shall be covered by this rule if: (a) its leadership and/or a significant number of its members are Union College students, or (b) the members being recruited and offered membership are current Union College students. Any student who is uncertain about the legitimacy of any group is encouraged to inquire in either the Fraternity & Sorority Life Office or the Dean of Students Office.

## **Chapter Management Guidelines**

### ***Conflicts between Union and Organizational Policies***

Those students who also happen to be members of fraternities and sororities are accountable at several levels: Union College, the local chapter, the governing council and the national organization. However, Union is not responsible for deciding matters of pure organizational policy, which means any concerns members have regarding decisions made by their chapter or inter/national headquarters must be resolved through organizational channels. Union College will intervene only when there is a breach of Union College policy.

### ***Basic Chapter Operational Requirements:***

To be considered an active chapter at Union College, and organization must:

- Have at least four fully initiated members currently enrolled at the College.
- Belong to, and actively participate in a governing council.

If the chapter currently occupies a College owned facility and wishes to keep this space, they must also:

- Maintain 95% occupancy rate for the house (determined by the College, will vary based on location).
- Abstain from vandalism or misuse of the building.

### ***Membership Policy***

Beginning with the Class of 2005, the College instituted a “Sophomore Recruitment” process for all Greek letter organizations. Simply stated, students may not apply for membership in Fraternities and Sororities until they have obtained sophomore academic standing. First-year students (freshmen) are prohibited from participating in any fraternity/sorority Recruitment or Membership Intake activities organized or sponsored by any College recognized Greek Organizations as defined above, and/or by the respective governing councils’ guidelines. Fraternities and Sororities are also prohibited from extending bids and/or membership invitations to any student who has not obtained sophomore academic status. Failure to abide by this policy may result in sanctions on the chapter, up to and including Loss of Recognition.

### ***Extension for NPC Women’s Sororities (in addition to College policies)***

When all NPC chapters are over or close to total, or a need arises as determined by the Panhellenic Advisor and the Panhellenic Council, consideration will be given to adding another chapter. Such a chapter shall be organized through colonization by an NPC fraternity. NPC guidelines should be followed as closely as possible when establishing a new chapter. The College reserves the right to override an NPC rule, which is in conflict with a decision made by Union College officials. All new chapters seeking recognition must provide proof of insurance to the Vice President for Student Affairs/Dean of Students or designee prior to colonization.

All expansion activities, including colonization and subsequent conferral of recognition, must be approved by the Director of Fraternity and Sorority Life.

### **Risk Management Guidelines (also see FIPG Risk management Policy)**

#### ***Prohibited Activities***

The following activities and behaviors are banned. They are considered extremely high risk activities and can result in significant personal injury, danger to oneself or others, or property damage. Failure to abide by these guidelines will result in the sanctioning of the chapter, up to and including loss of recognition/suspension.

- The use of materials that will damage College facilities or create a need for unusual/excessive cleaning, such as paint, sand, water, foam etc.
- Any use of human performers/dancers (exotic dancers, strippers, go-go dancers) and/or props (cages and poles) that encourage or promote this activity in fraternity and sorority houses.
- The use of “kiddie pools” and slip ‘n slide devices in any form at a chapter function, gathering or event.

#### ***Dry Recruitment and New Member Education/Intake Process***

Recruitment occurs during the second week of each term. In order to participate, students must have achieved sophomore academic standing (9 or more credit hours) and have a minimum 2.50 cumulative GPA. Dry Recruitment is defined as any period of time organized by the organization for the recruitment of potential new members, and must be completely alcohol free. Alcohol may not be present in any form during recruitment events, even if it is not being served to potential new members. This is in effect for the entire recruitment period. It is also the expectation that the laws of the State of New York will be followed regarding the legal drinking age at any event outside of recruitment and/or education activities.

The New Member Education process at Union College is also 100% dry (alcohol free). All chapters must submit a calendar of events outlining the date, time and location of each new member education activity by the end of the recruitment week. In the case of MGC, the calendar must be submitted before invitations for membership are extended. All new member education events must end by midnight. No more than three hours per night may be used for new member events. Sleepovers and lock-ins are prohibited. All new member education events must occur on campus unless approved. Initiation must be completed by week 9.



### ***First Year Five Initiative (Implemented Fall 2012)***

In order to help facilitate a healthy and safe introduction to college life for all Union College first year students, the Fraternity and Sorority community has adopted the “First Year Five” initiative as a standard social events practice for the start of the Fall term of each academic year. Specifically:

- First 2 Weeks: Fraternities and Sororities will not host social events with alcohol, on or off campus. All houses will be dry. This period coincides with the College-established recruitment window and guidelines (See “Dry Recruitment”)
- Weeks 3-5: Fraternities and Sororities may host registered Social Events with Alcohol, but they must be by invite only. This means that a “guest list” must be submitted along with the registration. In addition, fraternities and sororities may not invite first year students to parties during this period.
- After Week 5: First year students are permitted to attend all Social Events with Alcohol hosted after Week 5 of the Fall term, but they must be invited. This means that their name must appear on the guest list that is submitted at the time the event is being registered.

**During this period, fraternity and sorority chapters are strongly encouraged to (a) host alternative events that do not include alcohol, AND (b) attend campus sponsored social activities or events.**

### ***Fraternity/Sorority Social Events with Alcohol***

In addition to the requirements set forth under the Social Events with Alcohol Policy, for all Greek Social Events with Alcohol, the Greek organization is encouraged to comply with the Fraternal Information & Programming Group (FIPG) Risk Management Policy. If the FIPG requirements are more stringent than the College requirements, the FIPG requirements shall be followed.

[http://cmssites.theginsystem.com/uploads/fipg/userfiles/FIPG\\_RISK\\_MANAGEMENT\\_POLICY1.pdf](http://cmssites.theginsystem.com/uploads/fipg/userfiles/FIPG_RISK_MANAGEMENT_POLICY1.pdf)

## **GOOD SAMARITAN POLICY**

The College holds a fundamental commitment to the safety of its community. It is vital for students to call Campus Safety when an intoxicated student needs medical help. The “Good Samaritan Policy” offers a clear message to students that they should report any potentially dangerous cases of alcohol or drug intoxication; they should not be concerned about disciplinary consequences at such a time.

The Good Samaritan Policy is as follows: Students or Organizations that seek emergency attention for dangerously intoxicated individuals may not be subject to formal disciplinary action, at the discretion of the Dean (not the responding Campus Safety officer), based on the safety issues involved.

The policy applies both to the person requiring help and the person or organization reporting their concern. When students encounter another who may be dangerously intoxicated, they should call Campus Safety immediately at (518)-388-6911. The policy reflects the College’s priority on safety

and does not rule out an educational response to the incident. The student's permanent educational record will reflect no formal disciplinary action, but the College may contact the student's parents as a health precaution and may require a professional alcohol/drug evaluation and referral to the Counseling Center. The policy refers to isolated incidents only and does not protect those individuals who flagrantly and repeatedly violate the College's alcohol policy. Organizations are not subject to this limitation.

## **HAZING POLICY**

*(Updated August 4, 2017)*

### **Introduction**

Hazing is strictly prohibited at Union College by this Hazing Policy, the Rules of Public Order, Athletic Code of Conduct, and Greek Recognition Policy (violations of the College policies and the Rules of Public Order constitute a violation of the Union College Code of Student Conduct) as well as New York State law. Union College is first and foremost an educational institution. College hazing prevention policies and response procedures for hazing incidents are based on that educational mission. Groups that engage in hazing may also be subject to consequences imposed by sponsoring departments (e.g., Athletic Department, Student Forum). Fraternity and sorority chapters, in concert or in lieu of College action, may also be subject to national / international organization sanctions.

### **Hazing Definitions and Policy**

#### ***Definition***

Union College's definition of hazing includes, but is not limited to, activities that would fall with the New York State Penal Code Law definition of hazing as defined below. In accordance with Union College policy hazing means any action taken or situation created as an explicit or implicit condition for initiation into, admission into, affiliation with, or continued membership in a group, club, organization, fraternity or sorority, or athletic team (hereinafter collectively referred to as "organization" unless otherwise noted) that: (1) could be seen by a reasonable person as endangering the physical health of an individual or causing mental distress to an individual through, for example, humiliating, intimidating, or demeaning treatment; (2) destroys or removes public or private property; (3) involves the consumption of alcohol or drugs, or the consumption of other substances; (4) disrupts College or community activities; (5) engages in morally degrading or humiliating games or activities; or (6) violates any College policies, regardless of the consent of the new member(s) or whether or not the activity is presented to the member as optional,. Such activities may include, but are not limited to:

- Line ups
- Wearing of apparel in public which is conspicuous and not in good taste.
- Forced chores
- Forced or strongly encouraged drinking
- Paddling in any form

- Branding
- Kidnapping

### ***Acceptance of an Activity; “Voluntary” Behavior***

The definition of hazing applies whether or not the participants or others perceive the behavior as “voluntary.” The implied or expressed consent of any person toward whom an act of hazing is directed is not a defense. Assertions that the conduct or activity was not part of an official organizational event or was not officially sanctioned or approved by the organization are also not a defense. This definition applies to behavior on or off College property or organizations premises.

### ***Retaliation***

Retaliating directly or indirectly against a person who has in good faith filed, supported, or participated in an investigation of a complaint of hazing as defined above is prohibited. Retaliation includes but is not limited to ostracizing the person, pressuring the person to drop or not support the complaint or provide false or misleading information, or otherwise engaging in conduct that may reasonably be perceived to affect adversely that person's educational, living, or work environment. Depending on the circumstances, retaliation may also be unlawful, whether or not the complaint is ultimately found to have merit.

### ***New York State Definitions and Penalties***

According to New York State Penal Law, Chapter 716, Section 1 (effective November 1, 1988):

#### **120.16 Hazing in the First Degree**

A person is guilty of hazing in the first degree when, in the course of another person's initiation into or affiliation with any organization, he intentionally or recklessly engages in conduct which creates a substantial risk of physical injury to such other person or a third person and thereby causes such injury. *Hazing in the first degree is a class A misdemeanor.*

#### **120.17 Hazing in the Second Degree**

A person is guilty of hazing in the second degree when, in the course of another person's initiation or affiliation with any organization, he intentionally or recklessly engages in conduct which creates a substantial risk of physical injury to such other person or a third person. *Hazing in the second degree is a violation.*

### **Group Accountability**

As outlined in the Collective Responsibility Statement as set forth below and in the Conduct Code, organizations have an obligation to uphold the Standards of Conduct and applicable policies, including the Hazing Policy. Individuals who join together to share common interests, whether in a club, a Greek organization, or a theme house, collectively share a common responsibility. They must ensure that individual members or groups of members uphold the values of their organization. A group cannot ignore or escape its responsibility for the actions of its members. Moreover, it must be understood that while special interest groups are viewed as worthwhile components of the educational experience, Union College will encourage and recognize such groups only so long as the actions of their members are consistent with the College’s purposes, expectations, and policies.

Organizations that engage in hazing can expect to be held accountable as an organization for that activity.

Additional sanctions may apply to an organization which retaliates against anyone who acts to stop or report hazing activity.

## **Education and Prevention**

### ***Educational Programs***

Union College Athletics, the Office of Fraternity and Sorority Life, Student Affairs, and other departments responsible for overseeing student organizations are conducting ongoing educational activities to promote positive group identity and prevent hazing behavior. Educational activities will occur throughout the academic year.

### ***Pre-Clearance of New Member Education Activities. Applicable to Greek Organizations Only***

All member education programs must be approved in advance by the Director of Fraternity and Sorority Life. In deciding whether to approve the program, the Director of Fraternity and Sorority Life will consider whether the proposed activity constitutes hazing as defined above and also whether the activity is likely to produce or would be perceived by a reasonable person as likely to produce mental or physical discomfort, stress, embarrassment, harassment, or ridicule. Greek organizations may not engage in any member activities that have not been approved by the Director of Fraternity and Sorority Life.

### **New Member Education**

The New Member Education process at Union College is also 100% dry (alcohol free). All chapters must submit a calendar of events outlining the date, time, and location of each new member education activity by the end of the recruitment period. The Director of Fraternity and Sorority Life determines what constitutes a new member activity as opposed to a Chapter event. In the case of MGC, the calendar must be submitted before invitations for membership are extended. All new member education events must end by midnight. No more than three hours per night may be used for new member events. No new member activities may occur between midnight and 8:00 a.m. Sleep-overs and lock-ins are prohibited. All new member education events must occur on campus unless approved by the Director of Fraternity and Sorority Life. Initiation must be completed by the start of week 8.

### **Safety and Security Walk-Throughs.**

To promote student safety throughout the year, Greek Assistants will conduct unscheduled and unannounced walk-throughs, except during pre-approved initiation period activities or other requested times as approved by the Director of Fraternity and Sorority Life. These walk-throughs will cover common spaces in all Union College residential buildings, including residence halls, Minerva Houses, and fraternities and sororities. Private rooms will not be subject to walk-throughs, consistent with current practice.

## Recruitment

Recruitment occurs during the second week of each term. In order to participate, students must have achieved sophomore academic standing (9 or more credit hours) and have a minimum 2.50 cumulative GPA. Dry Recruitment is defined as any period of time organized by the organization for the recruitment of potential new members, and must be completely alcohol free. Alcohol may not be present in any form during recruitment events, even if it is not being served to potential new members. This is in effect for the entire recruitment period. It is also the expectation that the laws of the State of New York will be followed regarding the legal drinking age at any event outside of recruitment and/or education activities.

## Hazing Education

Hazing is an unproductive and hazardous custom that is incongruous with organizational and community values. It has no place in College life, either on or off campus. No policy can address, in specific fashion, all possible situations which may take place. Students and organizations are expected to conduct themselves and their activities in a spirit of social responsibility and respect for others.

Even when demeaning or embarrassing behaviors do not appear overtly harmful in themselves, as where the participants appear to engage in them willingly, they may constitute hazing if they are part of an organization's initiation or activities involving members and if they are likely to produce mental or physical discomfort, stress, embarrassment, harassment, or ridicule. The determination of whether a particular activity constitutes hazing will depend on the circumstances and context in which that activity is occurring.

Students should ask themselves if they could satisfactorily explain a questionable activity to parents, the parents of a fellow-student, a College official, a police officer, or a judge. If not, then the activity probably constitutes hazing. When in doubt about an activity, students should ask a Dean, coach, or other College employee who works with student organizations, groups or teams. They can provide additional examples of behaviors that might constitute hazing, examples of positive group-building activities, assistance with organizing non-hazing events to foster teamwork and cohesiveness, and other relevant information and support.

## Hazing Reports

Allegations of hazing, including anonymous allegations, may be reported 24 hours a day through the anonymous report form accessible at the Fraternity and Sorority Life, Athletics, Dean of Students, or Campus Safety websites. Union College students and employees are encouraged to notify appropriate College officials of any perceived instance of hazing, as defined by College policy and/or New York State law. Reports may be made directly to Campus Safety (518-388-6911) or local law enforcement (518-382-5200) or to the Director of Fraternity and Sorority Life, Athletic Director, coaches, advisors, Deans or other College officials who have responsibilities for student organizations. Employees receiving such reports must share them with the Campus Safety, which is responsible for determining whether the alleged behavior must be reported to law enforcement authorities.

The Director of Fraternity and Sorority Life, upon notification of an allegation of hazing involving a fraternity or sorority chapter, will notify the Headquarters of the fraternity or sorority and/or the alumni advisor.

Any Union College student identified as a potential witness must cooperate fully in the course of the investigation or disposition of possible violations of this policy or any standard of conduct. Cooperation may include meeting or communicating with Campus Safety, the Director of Fraternity and Sorority Life, the Office of Student Activities, Deans, or other College officials as requested. It is an expectation of citizenship in this community that students with information about possible violations of community standards respond and participate when called. Failure to do so may result in disciplinary action.

### **Fresh Start Organizational Amnesty Policy**

Members of an organization who are concerned that some of the organization's activities do not comply with Union's hazing policy may consult their supervising department head (e.g. Athletics, Fraternity and Sorority Life) confidentially for guidance. Under the Fresh Start Program, an organization that fully discloses past or recent behavior in violation of the Hazing Policy will receive assistance as the group develops a new plan to replace the activities in question. With this disclosure, and full implementation of the program, the organization will not face College disciplinary action for the activities disclosed, unless the conduct contributed to causing physical harm to others. Organizations who choose to report and request amnesty for their conduct under this Policy should know that they may be liable for criminal and civil penalties that are beyond Union's control.

### **Advisory Committee on Hazing**

An Advisory Committee on Hazing has been created to monitor hazing related matters and provide input, guidance, and recommendations on an as-needed basis to ensure consistency with the handling of hazing incidents, development of reports, adjudication of violations, and recommendations regarding sanction(s) if a violation of the Hazing Policy is found, including making sanction recommendations as a part of the Conduct Code process. The Advisory Committee on Hazing is chaired by the Senior Associate Dean of Students/Director of Student Conduct. The members of the Advisory Committee on Hazing consist of professional staff and student representatives from the Fraternity & Sorority Life staff, Student Forum, Athletic Department, Counseling Center, Campus Safety, and Communications Office; the Title IX Coordinator, and the College Counsel.

### **Hazing Outcomes and Accountability**

Students and organizations may be subject to criminal prosecution for violation of the New York State law prohibiting hazing. Conduct or events that may constitute hazing and that could result in disciplinary sanctions will be referred to the Student Affairs Office for possible adjudication in accordance with the Student Conduct Code. The Administrative Board is responsible for adjudicating cases involving organizations accused of Hazing Policy violations.

Greek organizations found responsible for violations of this Policy should be prepared for organizational sanctions in accordance with the Greek Point System and, depending upon the

nature and severity of the violation, other sanctions which may include: educational programming, being placed on probation, loss of member recruitment privileges, loss of the privilege to host Social Events with Alcohol, removal from chapter house and/or loss of housing privileges, and loss of recognition.

The full range of possible sanctions for organizations other than Greek organizations violating this Policy and the Student Code of Conduct can be found in the Student Handbook and, with respect to athletic team violations, the Union College Athletic Department Handbook. The Advisory Committee on Hazing will review and make recommendations regarding sanctions.

### **Outcome Reporting**

As a further means of holding an organization or team that hazes accountable for its actions, the details of hazing violations, and the consequences to the organization or team, will be reported publicly on an annual basis, provided that a public report would not cause additional harm to the students who have been hazed.

### **Fraternity Headquarters and Sorority Headquarters Response**

In concert with or in lieu of College action, the chapter's alumni and/or Headquarters may also impose sanctions. These consequences may include disbanding or recolonizing the chapter. Many Chapter Headquarters adhere to the definition of hazing developed by the Fraternity Insurance Purchasing Group (FIPG):

"Any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside of the confines of the chapter house; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with fraternal law, ritual or policy or the regulations and policies of the educational institution."

### **Civil Penalties**

Hazing harms individuals, limits the development of genuine and trusting relationships within an organization, and is a violation of College policy and State law. Additionally, responsible individuals can be sued in civil court for damages that result from the mental and/or physical harm caused by hazing. According to the Fraternal Information and Planning Group, most insurance policies exclude damages caused by hazing from coverage.

### **Positive Member Activities**

There are member activities that are positive and educationally valid. There is a wide array of activities in which members of College-affiliated groups, organizations, and teams can engage that

positively nurture camaraderie and team building, promote the development of self-esteem, and develop unity, connectedness, and a sense of belonging.

Because it is not always clear to individuals which activities are unacceptable and constitute hazing, student leaders and members of student groups are required to consult with groups' advisors, coaches, or other College officials responsible for the program or activity in advance of the planned event. Activities which detract from the goal of fostering the personal and intellectual development of our students have no place on our campus.

### **Board of Trustee Statement on Membership in a Non-Recognized Fraternity or Sorority**

No student may rush, pledge, perpetuate, engage in initiation activities, or be a member of a fraternal or social organization not recognized by the College. Anyone engaging in those activities, either as a member, recruiter, or potential pledge, will be suspended for a minimum of one year and may be subject to additional penalties that could include expulsion.

A fraternal or social organization shall be covered by this rule only if its leadership and/or a significant number of its members are Union College students. Any student who is uncertain about the legitimacy of any group is encouraged to inquire in either the Student Activities or the Dean of Students Office.

\* 1999 Trustee Resolution

## **HEALTH CENTER IMMUNIZATION POLICY**

### **Purpose:**

- To comply with New York State Public Health Law §2165 which requires all students taking six (6) semester hours or more in a degree granting program to provide proof of immunization to measles, mumps, and rubella;
- To comply with New York State Public Health Law §2167 which requires the distribution of information to students regarding meningitis and all students taking six (6) credits or more in a degree granting program to provide a signed response regarding receipt of such information.

### **To Whom The Policy Applies:**

This policy applies to all newly admitted students and transfer students.

### **Policy Statement:**

New York State law and/or Union College requires that all newly admitted students and transfers:

- Provide the College with certification from a health care provider or other acceptable evidence that they have received immunization against measles, mumps, and rubella with vaccines that met the standards for such biological products that have been approved by the United States Public Health Service and the New York State Department of Health; or evidence of immunity by history of disease or serological evidence.



- Receive information from the College about meningococcal meningitis and meningitis immunization (see attached “What You Need to Know – Meningococcal Vaccine” from the New York State Department of State), and complete a meningococcal meningitis response form certifying that they have received the information and have been immunized with the Meningococcal conjugate vaccine, quadrivalent (MCV4). They will have received either 2 doses, the first at age 13-15 with a booster at age 16-18 or a single dose at age 16 or older. These recommendations are the most recent from the Center for Disease Control (CDC) and are approved by the American Academy of Pediatrics (AAP) and the American Academy of Family Physicians (AAFP). They went into effect December 21, 2010. The parent or guardian of students under the age of 18 must make the certification on behalf of the students. The Immunization Record Form (see attached) provides the information and requests certification outlined in Section C(1) and (2) of this Policy and must be completed by all newly admitted students.
- Union College further requires all newly admitted students and transfers must provide evidence of vaccination with two (2) doses of the combined measles, mumps, rubella (MMR) vaccine, if not immune by history of disease or laboratory titer.
- All newly admitted students and transfers must complete the health requirements listed at <http://www.union.edu/offices/health-counseling/health/requirements/index.php>
- All newly admitted students and transfers must provide evidence of vaccination for meningococcal meningitis.

### **Compliance Deadlines**

- Any student entering the College who has failed to complete the Health Center forms listed on the Health Requirements checklist by August for the Fall Term, by week five of the Fall Term for Winter Semester, and by week five of the Winter Term for the Spring Term, will be notified of the necessity to comply with both the immunization laws and the College policy. Those students will be informed of how they can come into compliance with these requirements and, in particular, be advised that measles, mumps, rubella, and meningitis immunization may be administered without charge by the health officer of the county where the student resides or in which the College is located.
- Students attending classes more than thirty (30) days from the first day of scheduled classes for that semester without having complied with these requirements, will be subject to being de-enrolled from classes and/or prohibited from entering any campus buildings and facilities, including College residence halls until they have submitted the required documentation or can provide a valid reason (as set forth below in this Policy statement) for non-compliance.
- New students from outside New York State or outside the United States, who can show that they have made a good faith effort to comply with this Policy, will have forty-five (45) days from the start of the semester to fulfill the requirements. Any such students who fail to comply with the Policy will be de-enrolled from classes and prohibited from entering any campus buildings or facilities, including College residence halls, until compliance has been confirmed.

### **Exception To Immunization Requirement**

The exceptions to Section C requirements concerning immunization against measles, mumps, and rubella are as follows:

- If a licensed physician or nurse practitioner certifies that such immunization is detrimental to the student's health or otherwise medically contraindicated;
- If immunization is contrary to the student's genuine and sincere religious beliefs; OR
- If a student is born prior to January 1, 1957; that student does not need to provide proof of immunization to measles, mumps, and rubella because they are considered to have developed immunity.

### **Procedures**

The Health Center provides each new student who has paid a deposit to attend Union College and each returning student who is not in compliance with any aspect of this Policy all the information, and instructions necessary to come into compliance. This information can be found on our website at:

<http://www.union.edu/offices/health-counseling/health/requirements>

Any questions about this policy or procedures should be addressed to:

Angela Stefanatos FNP-BC  
Health Center Director  
Wicker Wellness Center Union College  
518-388-6120  
stefanaa@union.edu

## **INFORMATION TECHNOLOGY RESOURCES, POLICY ON ACCEPTABLE USE OF**

*(Updated July 26, 2017)*

<http://its.union.edu/policies-forms/policies>

### **General Statement**

As a part of the physical and social learning infrastructure, Union College acquires, develops, and maintains computers, computer systems and networks, telecommunications systems and equipment, fax machines, electronic mail (e-mail), Internet access, removable media, servers, storage devices, handheld devices and other electronic equipment or media ("IT Resources"). These IT Resources are intended for College-related purposes, including direct and indirect support of the College's instruction, research, and service missions; of College administrative functions; of student and campus life activities; and of the free exchange of ideas among members of the College community and between the College community and the wider local, national, and world communities. In general, all computers, the data stored on them, e-mail messages, facsimiles, voicemail and other communications created by and/or stored on the College's IT

Resources are the property of the College, which allows the College to access its IT Resources to locate business information, maintain the system and network, comply with legal requirements, and administer this and other College policy. Accordingly, your use of the College's IT Resources is subject to the privacy limitations set forth below (see Security and Privacy). There are some exceptions to this general rule, including but not limited to materials covered by the College's Intellectual Property policy, located in the Faculty Manual, and materials that are specifically licensed and not owned by the College. In the absence of a specific exception covering the equipment you are using or the data you are accessing, storing, or creating on College-owned equipment, the general rule set forth above applies.

The rights of academic freedom and freedom of expression apply to the use of College computing resources. So, too, however, do the responsibilities and limitations associated with those rights. The use of College IT Resources, like the use of any other College-provided resource and like any other College-related activity, is subject to the normal requirements of legal and ethical behavior within the Union College community. Thus, legitimate use of the College's IT Resources does not extend to whatever is technically possible. Although some limitations are built into computer operating systems and networks, those limitations are not the sole restrictions on what is permissible. Users must abide by all applicable restrictions, whether or not they are built into the operating system or network and whether or not they can be circumvented by technical means.

## **INTELLECTUAL PROPERTY, POLICY ON**

*(Updated July 13, 2017)*

Union College is a college of liberal arts and engineering whose mission is to maintain a community of inquiry, discourse, and experiment in which it is clear that scholarship and teaching are parts of a single enterprise. The intellectual endeavors and activities of its faculty, staff, or students may result in products of a tangible nature for which the College and the faculty, staff, or student may deem it advantageous to enter these products into commerce. The College strives to support its faculty and employees in securing commercial development of intellectual property resulting from their research so that society may benefit at the earliest opportunity. These products may be the subject of a patent application or a copyrightable work or other tangible material and are known collectively as "Intellectual Property."

This policy is intended to:

- provide an incentive to creative intellectual effort and the advancement of knowledge;
- insure that the respective interests of the College, and supporting sponsor (if any) are considered and protected through the development of fair contracts and procedures;
- assist the Staff and the College to realize tangible benefits from Intellectual Property, and advance and encourage further research within the College with whatever funds accrue to the College from Intellectual Property resulting from College research.

The entire policy can be found in the Union College Faculty Manual at Section V-IV  
<http://www.union.edu/facultymanual>

## **INTERCOLLEGIATE ATHLETICS**

Student athletic policies, including the guidelines for participation, can be found in the Student-Athlete Handbook

<http://www.unionathletics.com/sports/2006/6/19/Compliance.aspx>

## **INTERNATIONAL STUDENT ADVISING**

*(Updated August 3, 2017)*

We consider each international student and scholar a valuable member of the Union community with specific and unique needs. With our personal attention, you can make the most out of the opportunities available to you at Union and in the U.S., whether your stay is for one trimester or the next four years. Our office is here to help you get acclimated to the campus and to understand the US educational system. Please visit our office in Room 303 of the Reamer Campus Center, or for more information visit our International Advising site at:

<https://www.union.edu/offices/international-advising/>

Incoming students applying for their I-20 can visit our I-20 application site at:

<http://union-iao.terradotta.com/>

And log in using your Union username and password.

## **MEDICAL WITHDRAWALS**

### **Introduction**

Union College cares deeply about the physical and mental health of its students and provides health and counseling services on campus to support students. However, a student who displays behavior that is disruptive to the educational process or prevents him/herself from fulfilling the purpose implied by his/her registration at the College may necessitate the College to take action. This policy describes: 1) the types of behaviors and emergencies that the College may need to address; 2) procedures which may be used, including medical interim suspension, involuntary and voluntary medical withdrawal and the related clearance procedures; and 3) additional considerations, including academic credit, tuition, housing, and financial hardships.

### **Addressing Behaviors and Emergencies**

Examples of behaviors that the College may take action upon include, but are not limited to, the following:

- Acute decline in physical health;
- Habitual delinquency in class or habitual idleness;
- Destructive, threatening, or other disruptive behavior;

- Drug and alcohol abuse; including overdose or misuse of over-the-counter or prescription medications;
- Eating disorders which are not responding to treatment and/or posing safety concerns;
- Any physical or mental health problem that points to possible imminent or foreseeable danger to another member of the College community.

### ***Requirements***

The Dean of Students, in consultation with the other members of senior staff, will determine what role the College needs to take to assure the health and safety of a student or the College community. Depending on the emergency, the Dean of Students may appoint other advisors to the committee (e.g., Director of the College Counseling Center). In responding to these situations, the Dean of Students and/or his/her designee reserves the right to require all appropriate actions including, but not limited to, any or all of the following:

- Require a specific mental health or physical health evaluation, within a certain period of time (typically 10 days). The student may be referred to the Union College Counseling Center and/or off-campus options (e.g., licensed mental health or physical health care providers, eating disorder or substance abuse programs/hospitals).
- Based on the evaluation, the Dean of Students may require the student to commit to a treatment plan as a condition for continued enrollment. The student will be responsible for any cost incurred by the evaluation and/or treatment.
- Based on the interest of gaining an understanding of the student's ability to function in the College community, require the student to sign appropriate release forms allowing designated staff at Union to consult with the evaluating clinician(s) serving the student.
- Invoke a medical interim suspension (see below).
- Notify the student's parent(s) and appropriate College officials (e.g., the student's professors, Registrar's Office) about a mental or physical health or safety emergency. Note: College notifications will respect confidentiality, and share limited information on a need-to-know basis.
- All requirements and conditions determined will be outlined in writing in a letter from the Dean of Students, delivered or mailed to the student.

### **Procedures**

#### ***Medical Interim Suspension***

The Dean of Students may invoke a medical interim suspension upon a student's medical or psychological hospitalization, emergency, or during a medical evaluation period. Students who are medically suspended for any health reason are temporarily not allowed to participate in any College activities, attend classes, reside in or visit on-campus student housing, and may not be on campus except to attend a meeting or hearing related to his/her case. This interim period allows time for a student to receive the needed medical and/or psychological care, and for all parties to consider an evaluation of readiness to return to the College. The student must follow the clearance

procedures listed below before returning. Students who are medically suspended will be notified in writing and will have the opportunity to address the basis for the decision by contacting the Dean of Students.

### ***Voluntary Medical Withdrawal***

- Students are encouraged to request a voluntary medical withdrawal at any time that they believe that physical or mental health concerns are significantly interfering with the ability to be a successful student and/or that the demands of College life are interfering with recovery or safety. Students interested in pursuing a voluntary medical withdrawal may wish to discuss this option with providers at the Counseling Center. Once the voluntary withdrawal is approved, the person is no longer considered a student and must immediately leave campus and, if applicable, officially checkout of on-campus student housing.
- Students who make this choice independently or after a medical interim suspension must follow the clearance procedures listed below.

### ***Involuntary Medical Withdrawals***

- In rare circumstances, the Dean of Students may determine that a student must be involuntarily medically withdrawn. Those who are medically withdrawn for any health reason are not allowed to participate in any College activities, attend classes, reside in or visit on-campus student housing, and may not be on campus except to attend a meeting or hearing related to his/her case. Examples of situations in which this would be the result include the following:
  - Professional evaluations following a medical interim suspension do not support a student's readiness to return;
  - A student fails to complete the required assessment during a medical interim suspension;
  - A known condition has deteriorated (e.g., a student with an eating disorder), rendering the student to be in possible imminent danger and/or incapable of functioning as a student.
- In most cases, these situations can be handled through voluntary medical withdrawals; however, if the student is unwilling to pursue a voluntary withdrawal, the Dean of Students may invoke their right to involuntarily withdraw a student. The Dean of Students will recommend assessment and/or treatment conditions needed to return to Union College. The student must follow the clearance procedures listed below.

### ***Grievance***

If a student believes that a decision for an involuntary medical withdrawal made by the Dean of Students is unreasonable or that the procedures used were unfair, the student may appeal. The appeal must be made in writing to the Vice President for Academic Affairs. Appeals should clarify what facts the student believes were unreasonable or unfair. Once notified of the involuntary medical withdrawal, the student has five business days to submit his/her appeal. The Vice President for Academic Affairs (or his/her designee) will respond, in writing, to the student's

written appeal within three days. The response will clarify whether all relevant facts were considered and led to fair and reasonable conclusions.

### ***Clearance Procedures***

- Any student who has been placed on a medical interim suspension, an involuntary or voluntary medical withdrawal will need to complete the following clearance procedures before being allowed to return to the College. The following steps are designed to ensure that a health emergency no longer exists and a treatment plan for continuing good health and safety is in place. Note: Depending on the situation, students may complete these procedures on different timelines. Some students may complete these steps within days of the medical interim suspension notice while others may wait several months before pursuing return to the College.
- The student must be assessed by an appropriate outside professional, whose opinions will be advisory to the College. The professional, who is selected by the student, must be a licensed psychologist or psychiatrist if evaluating mental health concern, and must be a licensed physician if the evaluation is regarding other medical concerns. Further, all providers must be unrelated to the student and must have specialty/credentials appropriate for the condition of concern (e.g., an eating disorder or substance abuse specialist). In order to be able to make an accurate assessment, the provider must be given information related to the precipitating events that led to the leave. This typically would involve the student signing a release allowing the College (e.g., the Health Center, Counseling Center, or Dean of Students) to share information regarding relevant incidents or concerns, and if applicable, recent hospital records. The student will be responsible for any cost incurred by the evaluation.
- The outside mental health or medical professional, with the student's written permission, must provide written recommendations regarding: a) the student's readiness to return to the academic and co-curricular demands of College life; b) the student's readiness to live in the on-campus residential community; c) ongoing treatment or testing needs; d) any conditions or restrictions that the College should impose; and e) the student's readiness to return to competitive sports, if the student is a collegiate athlete. Note: the College designated team physician, in consultation with the Director of the Health Center and/or Counseling Center, will ultimately make the decision regarding athletic involvement but will consider this outside evaluation in making such a determination.
- Once the evaluation results have been provided, the student must meet with the Dean of Students and the Director of the Counseling Center or the Health Center to discuss the evaluation and the student's own perception regarding readiness to return and needs and plans for treatment and to consider how the outside evaluator's recommendations fit with the realities of student life at Union College and services that are available on campus or in the community.
- The Dean of Students and Director of the Counseling Center or Health Center will meet and consider the outside evaluator's recommendation prior to making their re-entry decision. There may be occasions in which the Dean of Students requires, and may pay for, an additional evaluation.

- The Dean of Students and Director of the Counseling Center or Health Center reserves the right to require the student to comply with a treatment plan recommended by the outside and/or Union College healthcare/mental health professional as a condition of returning to the campus community. Review and monitoring of the student's required treatment plan is to be done by a professional outside of the College.
- If a student was living in on-campus housing prior to the emergency, approval for return to the College usually includes approval to return to housing. A student's on-campus housing status may be restricted, however, if the student's behavior poses a health or safety threat to himself, herself, or others.

### **Additional Considerations**

#### ***Academic Credit, Tuition and Housing***

For all approved medical withdrawals, the student receives "W"s (withdrawals) on the academic transcript. Thus, a medical withdrawal will not affect the student's grade point average. College room and board charges are pro-rated from the date of checkout for residential students. All tuition actually paid by the student (total tuition less any grants, scholarships, refunds, and loan adjustments) for courses not completed during the term in which the approved withdrawal occurs is credited for the next semester in which a student re-enrolls at Union College.

#### ***Financial Hardship***

Every effort will be made to consider a student's financial situation and insurance coverage in making referrals for treatment or evaluation. Students who may need additional financial assistance or other consideration in meeting the requirements should contact the Dean of Students.

### **PEER TO PEER FILES SHARING POLICY**

The Higher Education Opportunity Act 2008 (Public Law 110-315) requires institutions to take steps to combat the unauthorized distribution of copyrighted materials through illegal downloading or peer-to-peer distribution of intellectual property. The Union College Policy on the Use of Peer-to-Peer (P2P) File Sharing Programs can be found here:

<http://its.union.edu/policies-forms/policies>

### **RESIDENTIAL LIFE**

Students living in College-owned facilities are expected to comply with the Terms and Conditions of the Union College Residence Hall Contract, on the Union College Residential Life website, the Student Handbook, and the Academic Register. The Residence Hall Contract is binding for one academic year (Fall, Winter, and Spring Terms), excluding vacation periods. All students are required to live on campus during the course of their undergraduate years, if space is available. Failure to check into halls, reside in the assigned room, or pay room charges will not release students from their financial liability to the College. Exceptions may be made for students graduating at the end of a term or entering residence for the winter and/or spring terms. Students who have signed a contract and participate in a Union College International Program or study away



are still bound to the stipulations of the residence contract when they return from their program, but are not financially responsible for the housing portion of their bill during the term away.

All students, except those assigned to rooms previously designated for single occupancy, should expect a roommate. The Office of Residential Life reserves the right to re-assign and consolidate students when deemed necessary. In such cases, students without roommates will be contacted by the Office of Residential Life and will be required to relocate within one week.

The College takes no responsibility for losses due to fire, theft, water damage, or any other causes. Students are advised to obtain renter’s insurance to supplement family insurance coverage. The risk of having personal property in a Union College residence hall is borne entirely by the student. Students are advised to keep their rooms locked at all times.

When a student violates any of the housing policies, a Housing Policy Violation may be levied with a fine and/or disciplinary sanctions. Students will be notified of these charges in writing via email from the administrator who met with the student. All students have the opportunity to address the situation with a Residential Life professional staff member.

**RESIDENTIAL LIFE: FIRE ALARM AND SPRINKLER SYSTEMS**

Unless otherwise noted below, all Union College fire alarm systems within residential buildings contain smoke detection in each sleeping area, hallway, and common area. These devices are tied into a central fire alarm panel within the building and transmitted to a central monitoring station that is manned 24 hours a day by Union College Campus Safety.

As per New York State Fire Code, Union College notifies the local Fire Department upon receiving a general building fire alarm. In addition to our 911 link, Union College has direct radio communication abilities with the Schenectady Fire Department.

Link to Campus Fire Safety Act reporting data as required by Federal law:  
<http://www.union.edu/offices/safety/reports/clery/>

This data complies with New York State Law A.5715-A/S.4180-B; Kerry Rose Fire Sprinkler Notification Act 2013

**Fire Alarm Coverage**

All buildings listed below contain fire alarm systems. Fire alarm inspection date: June/July 2017

**Chart of Sprinkler Coverage**

Sprinkler system inspection date: November 20, 2012

Building	Sprinkler	Coverage	Building	Sprinkler	Coverage
Davidson	No		CPH	Yes	Full
Fox	No		Webster	No	
West	No		Richmond	Yes	Full

Building	Sprinkler	Coverage
Fero	Yes	Full
Raymond	Yes	Full
Potter	Yes	Full
Yes	Yes	Full
Edwards	Yes	Full
PDT	Yes	Partial
Beuth	Yes	Full
Golub	Yes	Full
Wells	Yes	Full
Smith	Yes	Full
Breazzano	Yes	Full
South College	Yes	Full
North College	Yes	Full
201 Seward	Yes	Full
203 Seward	Yes	Full
207 Seward	Yes	Full
209 Seward	Yes	Full
215 Seward	Yes	Full
217 Seward	Yes	Exposure
219 Seward	Yes	Full
221 Seward	Yes	Full
233 Seward	Yes	Full
301 Seward	Yes	Full

Building	Sprinkler	Coverage
303 Seward	Yes	Full
305 Seward	Yes	Full
309 Seward	Yes	Full
311 Seward	Yes	Full
315 Seward	Yes	Full
319 Seward	Yes	Full
321 Seward	Yes	Full
323 Seward	Yes	Full
325 Seward	Yes	Full
700 RHP	Yes	Full
702 RHP	Yes	Full
704 RHP	Yes	Full
706 RHP	Yes	full
708 RHP	Yes	Full
710 RHP	Yes	Full
712 RHP	Yes	Full
219 Park Pl	Yes	Full
1294 Lenox	Yes	Full
32 Union	Yes	Full
1480 Lenox	No	
317 Seward	Yes	Full
327 Seward	Yes	Full

### **Sprinkler System Definitions**

- **Full:** Coverage includes all egress areas as well as common and sleeping areas.
- **Partial:** Coverage is limited to stairwell protection and means of egress.
- **Exposure:** Coverage provides exposure protection to window areas in stairwells.

## **RESIDENTIAL LIFE: HOUSING POLICIES**

### **Abandoned Personal Property**

Any personal property left in the residence halls 24 hours after checkout will become property of the College. Students will be held responsible for the labor costs to remove abandoned property from the residence halls, as well as any fines or fees for improper checkout. The fine for an improper checkout is \$50.

### **Access ID Cards/Keys/Locks**

Residents are issued a picture identification card that also serves as their meal card, food debit card, and access card to the front door of their residence hall. Residents are also issued one or two keys (depending on where they live), which opens their room door. Giving or loaning a key or ID card to another person is not permitted because it jeopardizes the safety of the entire residence hall or house. Students who loan their key or card, or students who are found in possession of keys or

cards other than their own are subject to fines or disciplinary action. The duplication of room keys is not permitted. Students receive their first lock-out at no charge.

**For each subsequent lock out, students will be charged \$5. The cost of a lock change for lost keys is \$50. A lost ID card may be replaced at the Campus Safety Desk in College Park Hall at a cost of \$25.**

### **Alcohol in Residential Spaces**

Union is primarily a community of underage students, and experience teaches that the abuse of alcohol can often interfere with the productive pursuit of a College education. Students who are under the age of 21 may not possess or consume alcohol anywhere on campus including the residential spaces. Residential spaces are defined as all College-owned and administered living units. The following actions relating to alcohol are prohibited:

- Possessing, consuming or distributing alcoholic beverage by student under the age of 21 years.
- Furnishing or selling any alcohol beverages to any person under 21 years of age.
- Possessing or consuming alcohol in any public area outside the residence halls.
- Possessing or consuming alcohol outside individual bedroom or suites within the residence halls.
- Collecting, displaying or strong empty alcohol containers.
- Being incapacitated by alcohol or drugs whether under or over the age of 21 years.
- Possessing or consuming alcohol from common sources including, but not limited to kegs, beer balls, wine boxes, and punch bowls. Exceptions may apply during registered social events (see Alcohol with Social Events Policy).
- Possessing or using a tap system or “regulator.”
- Possessing any binge drinking device including, but not limited to, funnels or beer pong tables.
- Participating in shot parties, beer pong, or any other organized amount for personal consumption. Amount for person consumption are:
  - One 12-pack (twelve 12 oz. bottles/cans) of beer; OR
  - Two 750 ml bottles of wine; OR
  - One 750 ml bottle of hard alcohol

### **Bicycles**

Bicycles must be stored in designated areas or in the student’s room. Bicycle racks are available outside many of the residence halls. Hallways, stairwells, and lounges, or other common spaces are not designated storage areas for bikes. Motorbikes and motor scooters are not permitted inside the residence halls.

### **Bottle and Can**

Cans and/or bottles that contain or formerly contained alcohol may not be stored, collected, or used as decorations in student rooms, suites, or apartments. The first violation of this housing policy will result in a warning and subsequent violations will result in conduct charges.

### **Cooking**

Cooking is permitted ONLY in those areas equipped with kitchenettes or microwaves. Students must be mindful of fire safety concerns while using the facilities. In apartments with kitchens, residents must clean the kitchen thoroughly before the end of each term. If the kitchen is not cleaned to acceptable standards, Facilities Services will clean the kitchen at the residents' expense.

### **Damages/Vandalism**

As part of community living at Union College, students must respect the safety and security of all College property, including property found in individual rooms and public areas. Students must also encourage their fellow residents to be respectful in ensuring that property is not damaged or stolen, and must report any knowledge they have of someone responsible for damages to College property. Students aware of any person responsible for specific damages are expected to contact a member of Residential Life or Campus Safety.

### ***Individual Charges***

Students will be held responsible for any damage, misuse, or misappropriation of any College-owned property in their rooms. Occupants are required to pay any costs associated with replacement or repair of the furnishings (including labor, materials, and overhead costs). Where two or more students occupy the same room or suite, and where determination of specific responsibility for the damage or losses cannot be determined, an assessment will be made against both or all equally.

**Individuals responsible for damages within the common area of the residence halls will be assessed a bill to repair the damage and will also receive an additional fine of \$100 for vandalism along with facing possible conduct charges for violating the Student Conduct Code.**

### ***Group Charges***

When damage, misuse, or theft of College-owned property occurs within common areas of buildings and the responsible person(s) cannot be determined or the property is not returned, appropriate costs and/or fines will be assessed to a group of students. In such cases a minimum of \$5 will be charged to each student within the group.

### **Early Arrivals**

Students are not permitted to arrive to campus prior to the date set for either first year or upper-class student move-in unless participating in an administratively sanctioned event (fall sports, orientation leaders, RAs, etc.) All students moving in early must obtain permission from the Office of Residential Life. Students with extenuation circumstances who must arrive early who do not have a sanctioned reason to be on campus must submit an early arrival application (available

through Residential Life) and pay fee of \$100 per day for each day prior to the actual move-in date.

### **Furniture**

All College-owned furniture assigned to a room or suite must remain in that room or suite. Exit paths from the room or suite must remain clear and unobstructed at all times. Occupants will be billed for the replacement of any missing furniture. Furniture assigned to lounges or common area spaces is not allowed in individual student rooms.

**Students who violate this policy may receive a fine and possible conduct charges for possession of common area furniture.**

### **Guests**

Students may have no more than two overnight guests in their rooms for no more than two consecutive nights and only if they obtain approval of all roommates. Guests may not sleep in lounges or hallways and are expected to follow all the rules and regulations of the College. The host assumes all responsibility for the guest's conduct, both in the halls and on campus. Any conduct violation for which the guest is documented will result in the identical conduct charge being brought against the host.

### **Hall Sports**

Sports are not permitted in common areas or hallways of the residence halls due to the potential for injury and damage. This includes, but is not limited to, activities such as rollerblading, throwing/hitting/bouncing balls or pucks, throwing Frisbees, wrestling, etc.

### **Laundry**

Washers and dryers are located in each residence hall and are free to operate to students living on-campus. A \$20 laundry fee will be assessed to a student's term bill each term they are on campus. Any problems with washers or dryers should be reported to the Facilities Services office. They can be reached at 518-388-6181 or <http://www.union.edu/offices/facilities/index>

### **Lofts**

Lofts can be rented or purchased through LoftConcepts:  
<https://www.collegiateconcepts.net/Union>

Only lofts rented or purchased through this company may be used in the residence halls.

### **Maintenance/ Repairs**

Students are responsible for cleaning their rooms and for cleaning floors and lounges after programs. Any maintenance emergency should be directed immediately to Facilities (or to Campus Safety Monday-Friday after 5:00 p.m. and on weekends). If these areas are found unkempt, students will be charged for excessive cleaning. Students requiring repairs in their room can notify

their Resident Advisor, Residence Director, House Coordinator, House manager or contact Facilities Services directly at 518-388-6181 or via the internet at <http://www.union.edu/offices/facilities/index>

Any maintenance emergency should be directed immediately to Facilities (or to Campus Safety Monday - Friday after 5:00 p.m. and on weekends).

### **Off Campus Releases**

All students are required to live on campus for their entire time at Union College, if space is available. When space is unavailable, a lottery will occur in the winter term for rising senior students wishing to be released from campus. Only a limited number of students will be released from campus and that number will change each year based on class size and on-campus beds available. If the number of rising seniors wishing to be released is not high enough, the process will be opened up to members of the rising junior class. Students are discouraged from signing a lease with a landlord off campus until they are giving explicit permission to be released.

In particular instances, non-traditional aged students may petition to live off campus at the discretion of the Director of Residential Life.

### **Painting**

Painting is not permitted in any residential, common area or hallway without permission to do so.

**Any residents found to have painted a residential area without permission will be subject to costs for repair and possible disciplinary action.**

### **Pets**

All animals, including those used as lab specimens, are strictly prohibited inside or outside residential facilities, except as allowed under the Service Animal Policy. Visitors may not bring pets inside the residential facilities. Fish are permitted; however, tank size may not exceed 10 gallons. Further pet regulations are listed under Campus Safety Regulations and Policies.

**If an unauthorized pet is found in a residence hall, the student(s) will be charged a fine of \$50 plus \$10 per day until the pet is removed.**

### **Porches and Yard Space**

Some apartments, theme, and Greek houses on campus have front and back porch space, in addition to lawn space, that residents can utilize. All of these spaces are considered open spaces on campus property and all college policies must be abided by. Open container policies will be enforced and residents may face judicial action for excess and/or dangerous occupancy of porch spaces. Residents are not allowed to install fire pits, swimming pools, or any other open element hazard. Residents are allowed to have and use grills, as long as the grills are 25 feet away from the property while in use.

### **Quiet Hours**

Quiet hours are established to ensure the rights of students to study and sleep in the residence halls. Quiet hours are defined as those hours when noise, including music, must be contained within the room or suite with the door closed. Quiet hours are 10:00 p.m. - 8:00 a.m. Sunday through Thursday and 1:00 a.m. - 10:00 a.m. Friday and Saturday. Residents may extend the hours on their floor or building, but may not reduce the hours. Even though quiet hours begin in the late evening, courtesy is always expected by all students to maintain a living environment conducive to academic success.

### **Room Assignments/ Changes**

All students are required to live on campus during the course of their undergraduate years, provided housing is available. All students must reside in their assigned rooms, and are prohibited from switching rooms, taking a roommate, or permitting any part of the room to be shared by persons not assigned by the Director of Residential Life or his/her designee. Students experiencing problems with a living situation should first consult with their Resident Advisor. Room changes are not permitted during the first or last two (2) weeks of any term, unless it is an emergency situation. All room changes (including those within a suite) must be authorized through the Office of Residential Life before any moves take place. The Director of Residential Life may relocate a student for disruptive behavior whether or not disciplinary action has been taken or completed.

**The fine for an unauthorized room change is \$100 and the student may be required to return to their assigned room and may be subject to disciplinary action.**

### **Room Check-Out**

Students are responsible for checking out of their rooms when they leave campus for a term away, summer break, academic dismissal, leave of absence, room change, etc. Students need to be checked out of their rooms by a Residential Life staff member, or complete an "Express Checkout" form at the Office of Residential Life. Failure to check out via one of these two methods will result in a \$50 charge for improper checkout. A student who uses the express check-out method waives their right to appeal any room damages. Rooms must be left clean with all the furniture intact, and the room key returned. The Residential Life staff will inspect rooms and assess appropriate charges and fines based on the comparison of the check-in and check-out Room Condition Report.

**Residents must vacate their room and check-out properly within 24 hours after their last final exam or withdrawing from the College.**

### **Room Search**

The College reserves the right to inspect and/or search rooms for the purpose of furthering the educational mission of Union College or for safety, health, security and maintenance purposes. In all cases where the health, safety, or welfare of a person may be in danger or in cases where College property is in jeopardy, a College official may enter a suite or room immediately and without notice to, or consent from, the student. A room search can be conducted by a College Official at any time regardless of whether or not the student is present.

## **Roofs**

The roofs of all residence halls, theme houses, apartments, and Greek houses are unprotected areas and are not designed for recreational use. Students must not climb onto a roof or congregate on any roof for any purpose.

**Students found to be in violation of this may be subject to disciplinary action.**

## **Storage**

The College does not provide storage for students' personal belongings at any point throughout the year, including break periods. Students wishing to store belongings some place other than their room may wish to contact a local storage company to make arrangements. All College provided furnishings must remain in the room. Students interested in storage for the summer may contact the Office of Residential Life for information about storage companies in the area.

## **Solicitation**

Soliciting in the residence halls is prohibited. Students are advised to contact Campus Safety or notify a Resident Advisor if there are solicitors in the building.

## **Summer Housing**

Summer Housing space is very limited, and is not guaranteed. In order to be considered for summer housing, students must be affiliated with the College for the summer. Preference will be given to students involved in research with professors and those attending summer session classes offered at the College. All requests for summer housing must be made to the Office of Residential Life by the posted deadline during spring term. Students are billed a designated rate per week during the summer for the number of weeks they reside in the halls.

## **Voice, Data and TV**

Each residential area is provided with phone, internet, and cable connections. If you have questions regarding your phone line, please contact Telecommunications at 518-388-6411. If you have questions regarding your internet connection, please contact Information Technology Services at 518-388-6293. If you have questions regarding cable, please contact Time Warner at 518-640-8621 or [www.twalbany.com](http://www.twalbany.com).

## **Waterbeds**

Waterbeds are not permitted in residence halls because of excessive weight and potential for water damage.

## **Windows**

Windows must remain unobstructed. Furniture, bedding, fans, lights, etc. must not block windows. Items may not be hung from or in residence hall windows. It is strictly prohibited to hang, drop or throw items out of residence hall/house windows. Students must not remove the screens in the windows at any time.



### **Withdrawal from Housing**

Students who are granted on-campus housing and then decide to withdraw from the College must notify the Dean of Students Office to process an official withdrawal. The student will be held responsible for payment of their room charges in accordance with the refund schedule published in the Academic Register.

**Students who withdraw from the College, are dismissed by the College, or are officially released from their residence contract, must vacate their residential area within 24 hours.**

## **RESIDENTIAL LIFE: LIFE SAFETY POLICIES**

*(Updated July 13, 2017)*

When a student violates any of the life safety policies below, a Life Safety Violation charge may be levied. Students will be notified of these charges in writing. This notice may be delivered by an RA, placed under a student's door if they are not home, deposited in their room during health and safety inspections, or delivered via their campus mailbox or email. All students have the opportunity to address the situation with a Residential Life professional staff member. If a student does not contact the Office of Residential Life within ten days of delivery of the notification, the charges will be final. Depending upon the situation (severity, repeated offense, etc.), conduct charges may also be brought against a student in violation of these policies.

### **Life Safety Violations**

#### ***Level One Offense***

(Inappropriate appliance/furniture/loft, smoking, halogen/lava lamps, octopus cords, multi-plug adapters, excessive electrical cords, candles/incense, decorative string lighting)

- First Offense - Warning
- Further Offenses - \$100 fine and possible judicial action

#### ***Level Two Offense***

(Possession of flammable materials or fireworks, removal of life safety devices, tampering with life safety devices, discharging a fire extinguisher inappropriately, failure to evacuate during fire alarm, negligent actions which cause activation of the fire alarm system)

- Any Offense - \$200 fine and possible judicial action

#### ***Level Three Offense***

Malicious activation of fire alarm system, arson, false reporting of a fire or other life safety condition

- Any Offense - \$750 fine and possible judicial action and/or arrest by police

### **Fine Appeals Process**

The Director of Residential Life is available to listen if a student wishes to challenge a housing or life safety violation. If the decision by the professional staff member appears inaccurate based upon evidence and College policy, you may appeal the decision in writing to the Director of Residential Life within 10 days of notification of the violation. The director will determine whether or not to reverse the charge.

### **Appliances**

The following appliances ARE NOT allowed in residence hall rooms: non-approved microwaves, non-approved air conditioners, electric heaters, toaster ovens, toasters, “George Foreman”-style grills, waffle irons, sandwich makers, or any other heat-producing electrical devices or appliances. Students may use coffee pots, hot pots, and popcorn makers in their rooms as long as there are no exposed heating elements or coils and they are used responsibly. Students found in possession of unauthorized appliances will be charged a Life Safety fine in addition to the confiscation of the item. For information about renting a Microfridge, please see the Refrigerators section.

### **Air Conditioners**

Air conditioners are not permitted in the residence hall due to excessive energy demand caused by large numbers of such appliances. Students with severe medical conditions that may require an air conditioner may request a Special Accommodations Form from the Residential Life Office. If approved, it must be installed by Facilities Services. Arrangements for installation must be made by the students. Contacting Facilities at X6181 or <http://www.union.edu/offices/facilities/index.php>.

### **Bed in Common Rooms**

In compliance with the building and fire codes, all beds and lofts must remain in designated bedrooms only and not in the common rooms of residence hall suites.

### **Candles and Incense**

Candles, incense, and any other open-flame items (burned or unburned) are prohibited in student residences. Only one type of incense is allowed on campus in the residence halls. These incense are electric slow fragrance warmers that do not result in heat emission. This type of incense can be found in the College Bookstore. Be advised that in accordance with New York State Law, all candles, lit or unlit, will be confiscated and destroyed

### **Decorations and Tapestries**

Tapestries (flags, cloth banners and all other cloth decoration) are not permitted in any residential area. Other decorations and posters may not be hung over the smoke detectors, heat detectors, fire sprinkler heads, alarm notification devices, overhead lights. Decorations must not cover more than 10% of each wall space.

### **Entry Doors**

All residence hall entry doors must be locked and secure at all times. Propping doors for any reason is not permitted.

### **Excessive Cleaning**

It is the responsibility of all residents to maintain a healthy living space for both themselves and fellow students. Additionally, it is the expectation that all residential students practice proper hygiene. Students with excessive trash or garbage in their living space are creating both health and fire hazards and may be subject to student conduct violations as well as life safety fines.

### **Fire Alarms**

Evacuation compliance is mandatory for all students whenever fire alarms are activated, regardless of cause. Campus Safety and residence hall staff may check every room to ensure that all residents evacuate the building.

### **Fire Equipment**

Tampering with fire safety equipment, including fire doors, exit signs, fire extinguishers, smoke detectors, heat detectors, or fire alarms is prohibited. Fire safety equipment that is malfunctioning should be reported to Campus Safety immediately. Do not dismantle, remove, or attempt to repair any fire equipment.

### **Fireworks**

Fireworks and other explosives (in their many and varied forms) are prohibited in and around all College-owned housing.

### **Lights and Lamps**

Halogen lamps, paper lanterns, string lighting, and lava lamps are not permitted in the residence halls due to their proven fire hazard potential.

### **Octopus Cord/Multiple Outlet Plugs**

The use of extension cords beyond their recommended use and the use of multiple outlet plug adapters, “octopus cords,” are prohibited. UL approved power strips that contain both surge and circuit protection may be used instead of adapter plugs and extension cords. The power strip must have a circuit reset button.

### **Noxious Odors**

Activities producing odors considered offensive to members of the residence hall community must be curtailed upon request. In the event of such odors, a Residential Life or Campus Safety staff member may check common areas and individual rooms for the source.

### **Refrigerators**

Each room is only allowed one refrigerator or Microfridge unit, and each suite is allowed only a total of two units. Small refrigerators measuring five cubic feet or less and drawing three amps or

less to start, or one and one half amps or less to run, may be used. Students may rent the Microfridge unit, a combination refrigerator/freezer/ microwave unit, from a vendor who will contract directly with the student. The Refrigerator Leasing Company, Inc. can be reached at 607.431.9525 or [www.refrigeratorleasing.com](http://www.refrigeratorleasing.com).

### **Security Screens**

First floor windows have been provided with a security screen designed to prevent theft and inappropriate access to first floor rooms and common areas. The security screens must remain closed at all times. Tampering with the security screens is prohibited.

### **Smoking**

Effective July 1, 2016, the Union College campus was officially designated tobacco / smoke free. Individuals needing to smoke must go off campus property to the public sidewalks or streets. This policy include e-cigarettes of any kind..

## **SEXUAL MISCONDUCT POLICY (NEW)**

*(Updated August 7, 2017)*

The Sexual Misconduct Policy and associated Grievance Procedures for Students, Faculty, and Employees may be found at:

<http://www.union.edu/titleix>.

Paper copies of the Sexual Misconduct Policy may be obtained on request from:

**Title IX Coordinator, Melissa Kelley**

403E Reamer Campus Center

Union College

807 Union Street

Schenectady, NY 12308

[kelleym2@union.edu](mailto:kelleym2@union.edu)

518-388-6865

Or

**Dean of Students Office**

306 Reamer Campus Center

Union College

807 Union Street

Schenectady, NY 12308

518-388-6116

## **SOCIAL EVENTS WITH ALCOHOL POLICY**

*(Updated June 22, 2017)*

### **Introduction**

Union College recognizes that a vibrant, diverse social life is an important feature of campus life and encourages students to plan events within a framework that promotes safe, legal, and responsible fun. When alcohol will be available at social events, it is the responsibility of the Event Sponsor and the Responsible Persons to comply with all requirements of New York State Law (as set forth above) and Union College Policy. Event Sponsors are required to schedule a meeting with the Dean of Students (or designee) to review Union College's policies and procedures which the Host Organization will follow. These regulations apply to all College events (see "Definitions" section of this Policy) where alcoholic beverages will be served. College events include, but are not limited to:

- Any events held on campus, including events sponsored by groups that lease or use College property;
- Fraternity and Sorority events held in College-owned properties (group residential spaces);
- Campus organization events;
- Commencement events;
- Department or unit events;
- Events held by individuals, on behalf of the College, for members of the College community (whether on or off campus).

### **Definitions**

These definitions apply to the following terms as they are used in this Policy.

#### ***Campus Facilities:***

The Campus Facilities include: Old Chapel, the Rathskellar, Chet's, Dining Halls, and other areas approved by the Dean of Students (or designee).

#### ***College Event:***

An event that is sponsored by an individual or entity on behalf of the College or an event that takes place on College controlled property.

#### ***Common Source:***

Common source is defined as but not limited to the following examples: kegs, pony kegs, punch bowls, commercial dispensers, 30 rack of beer, or the amount of alcohol equivalent to a common source alcohol beverage container, whether empty or full.

***Event Sponsor:***

A Host Organization planning an event with responsibility for adherence to this Policy and New York State laws which prohibit dispensing of alcohol to anyone under the age of 21, or to any visibly intoxicated person, during all stages of the event.

Host Organization: A student organization recognized by the College or the Student Forum.

***Group Residences:***

Residence Halls designated by the Dean of Students (or designee) where Closed Social Events are permitted.

***Residential Spaces:***

All College owned facilities where students reside (on and off the main campus).

***Responsible Persons:***

The officers of the Host Organization and an individual of Junior standing or older designated by the Event Sponsor at the time of registration for an Event involving alcoholic beverages shall be the "Responsible Persons." The Responsible Persons assume the responsibility for managing the Event in accordance with the requirements of this Policy. The names of the Responsible Persons shall be provided at the time of registration.

***Sale of Alcoholic Beverages:***

The act of dispensing alcohol through direct sale or at a function where alcohol is dispensed and any of the following occur:

- An admission is charged or tickets are sold;
- Donations are collected;
- Items or services are bartered or traded in exchange for alcoholic beverages or admission to the function;
- Food is sold (even if alcohol is free).

***Server:***

A person qualified to serve alcohol at an event because he or she is at least 21 years of age and has had training in the dispensing of alcoholic beverages.

***Social Event:***

Any function in an area where alcohol is present. Categories include:

Academic/Social Event

An Event held at group residences involving typically fewer than 40 participants and normally involving faculty and students with explicit approval of the Dean of Students or his/her designee,

subject to the conditions imposed by the Dean of Students or his/her designee and the requirements established below under Academic/Social Events.

### Registered Social Event

A function attended by invitation only that is registered with the Dean of Students (or designee) and takes place at a designated Campus Facility including designated Group Residences. The number of attendees at any given time at a Registered Social Event shall not exceed the number permitted by Building and Fire Code limitations established by officials for the designated Campus Facility or designated Group Residence.

### Special Event

A Registered Social Event held on any day Sunday through Thursday where an individual or organization is serving alcohol. Size is typically limited to 40 people, or the number of active members of a recognized organization. To qualify, the registrant must justify the event as an occurrence of special importance and receive the explicit approval of the Dean of Students or his/her designee and be subject to the conditions imposed by the Dean of Student or his/her designee.

### BYOB Event

A BYOB function is defined as a social gathering or event on or in college owned residential space, where the following criteria are met: the presence of non-residents; the presence of alcohol; no common source of alcohol. A BYOB Event is a Registered Social Event.

### *Underage:*

Under 21 years of age.

### Registered Social Event Requirements

- At all Registered Social Events (e.g., Academic/Social Event, Special Event, BYOB Event), unless otherwise noted, all of the conditions and requirements below must be satisfied, unless otherwise specified by the Dean of Students or his or her designee.
- For all Greek Social Events with Alcohol, in addition to the requirements set forth herein, the Greek organization is shall comply with all requirements set forth below under Registered Greek Social Event Requirements.
- Union College allows Social Events with Alcohol on Friday and Saturday nights only when classes are in session or as part of Senior Week activities. Special Events with Alcohol may also be registered, but only with proper justification. Such events are subject to the same registration requirements as weekend Social Events. The College does not permit Social Events with Alcohol at any time after the ninth week of any term or during new student orientation or during reading or exam periods, or during Fraternity and Sorority Life recruitment periods.
- All Social Events with Alcohol shall be held at an approved Campus Facility or Residential Space. When an Event with Alcohol is planned, the Responsible Persons shall notify the Dean of Students (or designee) at least two (2) days in advance by completing all necessary

forms (i.e. Social Events Registration Form and the Use of College Property Form) and by obtaining the approval of the Dean of Students (or designee).

- College funds, Greek Chapter/Association funds, and Student Forum funds may not be used to purchase alcohol.
- Registration of the Event with Alcohol does not imply the College's sponsorship of the Event.
- The sale of alcoholic beverages (see Definitions section above), including, but not limited to, charging admission at the door of an Event with Alcohol by any individual or selling invitations or any item of exchange or charging any remuneration, is illegal and a violation of this Policy without an Alcoholic Beverage Control License from the New York State Liquor Authority.
- The Responsible Persons shall ensure that the total number of persons at the Event shall not exceed the number of persons as approved by the Dean of Students (or designee), and in no event shall the number exceed the Building and Fire Code limitations established by officials for the designated Campus Facility where the Event is held. It is incumbent upon the Responsible Persons to check with the Office of Environmental Safety for Building and Fire Code requirements.

***Additional Requirements:***

- The Responsible Persons must be present at all times while alcohol is available and/or served and must ensure that no one under the age of 21 possesses or consumes alcohol.
- A system of checking the age of guests must be used before alcohol is served. Union College identification cards do not list the age of a student and are not acceptable.
- Everyone attending an Event where Alcohol is served must carry valid identification that verifies their date of birth. Union College students must also carry College identification.
- Guests must not have direct access to alcohol; servers (see "Server" in Definitions section above) must be used (unless it is a BYOB Event as specified below).
- Hard liquor is prohibited at all events. The type of alcohol permitted is limited to wine and beer. No bulk alcohol/common source, as defined above, is allowed at the event.
- Irresponsible distribution of alcohol is prohibited. Such distribution includes, but is not limited to, any occasion when the atmosphere or circumstances are such that the intended or likely outcome is either abuse of alcohol or to become intoxicated. Examples of irresponsible distribution of alcohol include, but are not limited to: funnels, shot parties, beer pong, chugging contests, or other drinking games.
- All alcoholic beverages must remain indoors. It is imperative that the activities of the Event not disturb the surrounding environs.
- The entrance to the Event must be staffed by individuals from the Event Sponsor or hired staff in proportion to the number of guests and as determined by the Dean of Students (or designee), at the time of registration.



- **Intoxicated persons must not be served.** Those arriving in an intoxicated condition, even if 21 or older, **MUST** be denied entrance.
- The amount of beer and wine and non-alcoholic beverages made available must be in proportion to the number of guests who will be above the age of 21. (See requirements under BYOB Events)
- Food must be available and easily accessible.
- No alcohol may be served after 2:00 a.m., regardless of whether the Event extends past 2:00 a.m.
- The volume of all music must be lowered at 2:00 a.m. and should not be audible to the neighbors and surrounding residents.
- Any band, ensemble, or live musical act shall be promptly dismissed at 2:00 a.m.
- All Registered Social Events must abide by the Social Event protocols set up by the Dean of Students or his or her designee.
- Responsible Persons should refer to the “Social Event Policy Compliance Checklist” for further guidance.
- The social events with alcohol can only be scheduled for a Friday or Saturday.
- No college, chapter funds, or Student Forum money may be used for alcohol.
- The event needs to be contained to the inside of the event space/house.
- The number of attendees needs to be under the space’s fire capacity.
- Only those 19 years or older and have completed social host training/ alcohol training program may serve alcohol.
- No one under the age of 21 may possess or consume alcohol.
- Wristbands must be used to identify those who are over 21; a wristband must not be placed on those who are under 21.
- Every social event with alcohol must have, at its start:
  - 5 (24) packs of bottled water
  - 100 individual chip bags
- During the event, the host must always have behind the bar/available to guests:
  - 2 (24 packs of bottled water (16.9)) oz. water bottles
  - 25 individual chip bags
  - The host must keep refilling the supply behind the bar. If you run out of water/chips, you must shutdown the event. If you do not have 2 (24) packs of bottled water and 25 individual chip bags behind the bar and available, your event can be shutdown.
- No pouring beer into cups:
  - Beer cans will be distributed at bar, instead of pouring into cups.

- Cups may only be used for wine during mixers 9:00 pm-11:00 pm and the cup size must be 10 oz. or smaller.
- If a keg/common source is found in the house or at the event, it is a violation of the social event with alcohol policy and event will be shut down.
- The event space and surrounding area needs to be cleaned by those who hosted: Monday 7:00 am following the event, at the latest – If not, the organization will be sanctioned.
- One should call Campus Safety @ 6911 if there are problems.

### **Registered Greek Social Event Requirements**

The possession, sale, use or consumption of alcoholic beverages, while on Chapter premises or during a Greek event, in any situation sponsored or endorsed by the Chapter, or at any event an observer would associate with the Greek organization, must be in compliance with any and all applicable federal, state, county, and city of Schenectady laws and all policies of Union College and, effective January 1, 2018, must comply with either the BYOB or Third Party Vendor Guidelines of the FIPG. BYOB is defined in the FIPG Guidelines as one (1) six-pack of 12-ounce beers or one (1) four pack of wine coolers brought by a member or guest who is legally able to consume an alcoholic beverage.

No alcoholic beverages may be purchased through or with Chapter funds nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name of or on behalf of the Chapter. The purchase or use of a bulk quantity or common source(s) of alcoholic beverage, for example, kegs or 30 racks, is prohibited

### **Academic/Social Events**

- Academic/Social Events with alcohol must have a designated Responsible Person to sponsor the event.
- The Responsible Person must notify the Dean of Students or designee at least 24 hours before the event.
- The event must have specified beginning and end times.
- Academic/Social Events are typically limited to 40 or fewer people.
- Academic/Social Events typically involve faculty and/or guests of the College.
- No hard liquor is allowed at any Academic/Social Event.
- No Common Source alcohol is allowed at any Academic/Social Event.
- Notification of the Event with the Dean of Students Office does not imply the College's Sponsorship of the Event.
- College funds or Student Forum funds may not be used to purchase alcohol.
- The sale of alcoholic beverages is prohibited (see the Definitions section above).
- The Responsible Persons shall ensure that the total number of persons at the Event shall not exceed the number of persons as approved by the Dean of Students (or designee), and

in no event shall the number exceed the Building and Fire Code limitations established by officials for the designated Campus Facility where the Event is held. It is incumbent upon the Responsible Persons to check with Campus Safety for Building and Fire Code requirements.

- The Event must be confined to the space indicated indoors and all alcoholic beverages must remain indoors. It is imperative that the activities of the Event not disturb the surrounding environs.
- Intoxicated persons must not be served. Those arriving in an intoxicated condition, even if 21 or older, must be denied entrance.
- The amount of beer and wine and non-alcoholic beverages made available must be in proportion to the number of guests who will be above or below the age of 21.
- Food must be available and easily accessible.

### **BYOB Events**

- A **wristband** must be used to identify those of legal drinking age. A **hand stamp** must be used to identify those of non-legal drinking age.
- **Punch Cards** should be event specific and should contain the person's name, birthday, type of alcohol/amount brought, date of the event, and up to six holes that can be punched. The punch cards must be collected as the guests leave the event.
- **Service Distribution Center:**
  - There should be one centralized area for the distribution of all alcoholic beverages.
  - Anyone who wishes to acquire an alcohol beverage that he/she/they brought to the event must present the punch card, show their wristband, and return an empty can if this is not their first request.
  - Only one alcoholic beverage may be served at a time and left over alcohol may be picked up the next day.
- **Hard liquor** is prohibited at BYOB events.
- **Entrance:**
  - There must be only entrance to the event where the guest list and security guards will be present.
  - Several exits must be available due to fire codes and laws; however, exits cannot be used as entrances.

### **Third Party Vendor Requirements**

- Be licensed to sell and serve alcohol in his/her/its state, county, and/or city. The vendor must provide a copy of the liquor license which will be filed with the Student Affairs Office and, in the case of a Registered Greek Social Event, the Fraternity & Sorority Life Office.
- Have a minimum of \$1,000,000 general liability and host insurance and name "The Trustees of Union College in the Town of Schenectady in the State of New York a/k/a

Union College” and, in the case of a Registered Greek Social Event, the Chapter as additional insured(s).

- Agree to cash or credit per drink sales only to individuals over the legal drinking age (i.e., cash bar).

### **Campus Security and Dean of Students Office**

Responsible Persons may call Union College Campus Safety Department and/or the Dean of Students or his or her designee for assistance with any alcohol violations or difficult situations which may arise during an Event with Alcohol. Campus Safety may check in at approved Events to review whether a system for checking the age of student guests is in place. If a system is not in place, then the Event may be shut down. If Campus Safety and/or the Dean of Students or his or her designee are notified of a disturbance at an approved Event, they will promptly investigate.

- While Campus Safety and/or the Dean of Students Office will make every effort to work with Responsible Persons to address and remedy alcohol violations or other problems, Safety Officers and/or the Dean of Students or his or her designee are authorized to close Events if serious problems are evident. Absent a life safety emergency, the decision to close an event will be made in consultation with the Dean of Students or his or her designee.
- All Events must be conducted in a safe and responsible manner that is not disruptive to the surrounding area.
- Should Campus Safety or an official from the Dean of Students Office come across an unregistered event, such event will be closed immediately.
- Violations of alcohol regulations discovered by Campus Safety will be reported to the Office of the Dean of Students and appropriate disciplinary action will ensue. Host organizations are responsible and liable for the conduct of their guests at parties. They may face disciplinary action through the College judicial process for Alcohol Policy violations which occur at Events they sponsor and, under certain circumstances, may face criminal or civil proceedings under the jurisdiction of New York State law.

### **Sanctions**

- Host Organization officers will be held accountable for violations of all College Alcohol Policies which occur at Events they sponsor and, under certain circumstances, may face criminal or civil proceedings under the jurisdiction of New York State law.
- Organizations and officers of an Organization responsible for hosting an unregistered event will likewise be held responsible and liable for all alcohol-related violations committed by their guests and face additional sanctions for failing to register the event in accordance with the Social Events with Alcohol Policy or for hosting an unregistered event. College policy holds safety to be the top priority, expecting individuals and organizations to contact Campus Safety over any health concern. The Good Samaritan Policy (see Alcohol and Drug Policy) encourages individuals to consider safety before any other concerns about violating College rules.

- Host Organizations and Responsible Persons must comply with these policies and applicable New York State law. Host Organizations and Responsible Persons found to be in violation of the Social Events with Alcohol Policy in a manner that is considered by the Dean of Students or his/her designee to be significant may lose their privilege to register or face other sanctions as deemed appropriate by the Dean of Students Office. Violations include but are not limited to conduct involving one or more of the following, as applicable to the type of Event sponsored and the Host Organization:
  - Failure to register the Event;
  - Serving or allowing the consumption of hard liquor at the event;
  - Failure to comply with reasonable requests from of Campus Safety;
  - Failure to card and/or monitor the serving of alcohol to minors;
  - Permitting more alcohol at the Event than was approved.

Violators will be adjudicated and sanctioned accordingly.

### **Exceptions and Clarifications**

College sponsored events for Trustees, Alumni, Parents, Faculty, and Seniors are not required to be registered under this Policy. However, appropriate signs must be posted and a trained, professional, adult bartender (not an undergraduate) must control the dispensing of alcoholic beverages.

- Wine and beer served with meals must be dispensed by an approved bartender.
- Alcoholic beverages must not be served to any intoxicated person or to anyone underage
- Functions held in the President’s House are not required to be registered pursuant to this Policy. There are no restrictions regarding the dispensing of alcoholic beverages at such functions.
- Indoor and outdoor events, to which the whole College community is invited, such as building dedications, art exhibition openings, etc., must be alcohol free.
- Actions that take place in student residential spaces, including apartments, private rooms within residence halls, and cooperative or small living units, are governed by regulations as set forth in the Alcohol and Residence Hall Policy or as set promulgated by Residential Life and the terms and conditions of the residential contract. The procedures contained in the “Social Events with Alcohol Policy” are applicable whenever the service of alcoholic beverages takes place in any College shared area (including, but not limited to, a residential hall lounge, cooperative living room, or a communally shared space within a small living unit). The terms and conditions of the residential contract, whether on or off campus, may be more restrictive than this Policy. For example, consumption of alcoholic beverages in the shared areas within undergraduate residential facilities is prohibited by the residential contract.

## **Union College Tailgate Policy**

Union College is committed to providing a safe and enjoyable environment at our athletics events for players, spectators and event staff. Tailgating is permitted in areas surrounding the facility with the following guidelines:

- Tailgating can start three (3) hours prior to the beginning of any home athletics event and must end within two (2) hours following the end of the game.
- Tailgating is defined as parking a motorized vehicle and consuming food and beverages, which may NOT include alcoholic beverages.
- Union College prohibits the possession or consumption of alcohol in any public area including tailgates.
- As part of the College's continued efforts to expand campus wellness initiatives, Union became tobacco free on July 1, 2016. Please note that smoking and all forms of tobacco are not permitted on the Union College campus.
- To maximize parking availability for all fans, tailgaters should not use adjacent parking spaces for tables, chairs, etc. All parking spaces are reserved for motor vehicles on game days.
- Tents/Canopies must be securely anchored (no stakes) and must not obstruct driving lanes or pedestrian walkways.
- Groups may bring a propane grill for use during their tailgate. Open flame fires and fire pits are prohibited.
- All trash and other belongings must be properly disposed of or otherwise removed upon completion of the tailgate.
- No animals are allowed inside athletic facilities. Dogs are allowed outside the stadium fencing but must be on a leash.
- Fans and spectators who violate tailgating and alcohol policies may be removed from College grounds and prohibited from future events.

## **Alcoholic Beverages on College Property**

- Only the Union College Dining Service is authorized to sell alcoholic beverages on College property unless a College approved third party vendor is secured by a Host Organization. The sale of alcoholic beverages by any other organization or by individuals, whether directly, or indirectly, through the purchase of a ticket, a cup, a tee shirt, wristband or any other item allowing admission, is prohibited on College property.
- Because a significant majority of Union students are under the legal age at which alcoholic beverages can be obtained, funds collected by the College for student government distribution to student activities and organizations may not be used to purchase alcoholic beverages.
- Alcoholic beverages in “open” containers (cans, bottles, or cups) are not permitted outdoors on the campus at any time, unless prior, written approval is obtained directly from

the Dean of Students or his or her designee. If approved, the event sponsor must ensure that all those attending the event comply with any specifications outlined by the Dean of Students or his designee as conditions for approving the request to have “open” containers outdoors.

- No students or student groups are to have alcohol delivered by distributors to campus.

## **STUDENT CONDUCT CODE**

*(Updated August 18, 2017)*

### **Introduction**

Students and student organizations at Union College are expected to promote the educational aims of the College through individual personal integrity and responsibility, both on and off campus. It is vital to maintain a strong system of accountability to address issues of discipline and resulting behaviors. Through initiatives including counseling programs, strong discipline programs, and close control of social events, our goal is to strive to ensure that our students’ and student organizations’ behavior remain consistent with community standards.

By valuing a diversity of opinions and life styles, members of the College community are bound together both by respect for the individual and collective rights of others and by recognition of the primary aims of learning and development of the disciplined mind that brings us together. Judicial action will be taken against students and student organizations whose conduct adversely affects the College community or the pursuit of its objectives.

Individuals who join together to share common interests, whether in a club, a Greek house, or a theme house, collectively share a common responsibility. They must ensure that fellow individual members or groups of members uphold the values of their organization. A group cannot ignore or escape its responsibility for the actions of its members. Moreover, it must be understood that while special interest groups are viewed as worthwhile components of the educational experience, Union College will recognize such groups only so long as the actions of their members are consistent with the College’s purposes, expectations, and policies.

The Union College judicial system is designed to hold students and student organizations accountable for their behavior and that of their guests, to promote the protection of the College community and property, and to protect the rights of the members of that community to function in an environment conducive to academic pursuits. It is designed to challenge the inappropriate behavior of individuals in a supportive and educational manner that will encourage them to understand the impact of their behavior on individuals and the community.

The purpose of this document is to set forth Union College’s student judicial procedures. Capitalized terms have the meanings set forth below in the section entitled “Interpretation of the College Judicial Code.”

## **Interpretation of the College Judicial Code: Definitions**

- **Accused:** The Accused is the student who is responding to the complaint and charges.
- **Administrative Board:** The Administrative Board hears cases of alleged individual violations of the Conduct Code involving off-campus reports and cases of alleged organizational violations of the Hazing Policy (on- or off-campus).
- **Administrative Review:** This term refers to a judicial process described in this document.
- **Advisor:** An Accused/Complainant may bring any person he or she wants to the hearing as a consultant (a/k/a “Advisor”). This person must be a full time employee of the College (faculty, administration, or staff) or student who is not an attorney or parent/legal guardian. The Advisor provides the Accused or Complainant advice during the hearing. The Advisor is not allowed to argue for, advocate for, or present the case for the student or to address the Board.
- **Advisory Committee on Hazing:** The Advisory Committee on Hazing is chaired by the Senior Associate Dean of Students/Director of Student Conduct. The members of the Advisory Committee on Hazing consist of professional staff and student representatives from: Fraternity & Sorority Life Office, Student Forum, Athletic Department, Counseling Center, Campus Safety, and Communications Office; the Title IX Coordinator and the College Counsel. The Advisory Committee on Hazing monitors hazing related matters and provide input, guidance and recommendations on an as-needed basis.
- **Board Hearing:** A hearing is a structured meeting designed to elicit the relevant information while providing the Accused with the opportunity to challenge the statement of the Complainant. Chair: The Chair is the chairperson of the Hearing Board who is a voting member of the Board.
- **Code of Student Conduct:** The document(s) in which the rules governing behavioral expectations of students are listed, including information regarding violations, complaints, etc.
- **College Policies, Rules and/or Regulations:** This term refers to the written regulations of the College including, but not limited to: Rules of Public Order; the Student Conduct Code; Policy Prohibiting Discrimination, Harassment, and Retaliation (including acts of intolerance and hate crimes); Sexual Misconduct Policy; Policy Prohibiting Bias Acts; Alcohol and Drug Policy; Hazing Policy; Smoking Policy; Terms Abroad Conduct Code and Guidelines.
- **College Premises:** This term includes all campus land, buildings, and facilities, as well as off-campus property in the possession of, owned, or controlled by the College.
- **Complainant:** The person(s) responsible for filing the initial complaint. Can be the victim of misconduct, the witness to a violation of the Code, or Union College itself.
- **Conduct Code:** The Conduct Code is a document that sets forth the rules and regulations relating to conduct of students, including information regarding the type of violation that will subject a student to discipline and the procedures.
- **Day:** This term refers to calendar days and includes weekends and holidays.



- **Deliberation:** Deliberation occurs when the Board looks at all the information, applies the standard of proof to that information, and makes a determination about the Accused's behavior with respect to the alleged violation. (See the chapter on deliberation for a more substantial understanding of this topic.)
- **Director of Student Conduct:** The Director of Student Conduct is the College official in charge of administering the Conduct Code. The Director of Student Conduct, with assistance of College Counsel, trains all of the Board, assures adherence to procedure, and answers questions about process and information.
- **Evidence:** Evidence is any information brought to a hearing, whether furnished by witnesses or derived from documents or from any other source. It should be noted that the term "information" is preferred to "evidence."
- **Fraternity and Sorority Conduct Board:** The Fraternity and Sorority Conduct Board hears cases of alleged violations of the Conduct Code involving fraternities and sororities except violations of the Hazing Policy.
- **Hearing Board:** There are four Hearing Boards with the authority to hear Conduct Code cases: Judicial Hearing Board, Student Conduct Board, Fraternity and Sorority Conduct Board and Administrative Board. The Vice President for Student Affairs is authorized to refer a matter to any one of the four Boards or to the Title IX Coordinator.
- **Hearing Coordinator:** The Director of Student Conduct coordinates the case.
- **Information:** Information is any knowledge, facts, or data brought to the hearing, whether furnished by witnesses or derived from documents or from any other source.
- **Judicial Body:** This term refers to any person or persons appointed to determine whether a Student has engaged in a conduct code violation and to recommend imposition of sanctions.
- **Judicial Hearing Board:** The Judicial Hearing Board hears cases of alleged violations of the Code of Conduct including cases involving an alleged violation of the Sexual Misconduct Policy.
- **Member of the College Community:** A current matriculated student or student on leave, or a full-time employee of the College.
- **Office:** The Vice President for Student Affairs Office is the central location for student Conduct Code matters.
- **Sanction:** A sanction is a required action based on the outcome of either an Administrative Review or determined by the Director of Student Conduct after taking into account non-binding conduct conference recommendations of one of the Boards.
- **Standard of Proof:** The standard of proof in Conduct Code hearings is "preponderance of the evidence" which simply means that, based upon the information, it is "more likely than not" that a violation occurred.
- **Student:** This term includes any individual who is matriculated at the College on either a full-time or part-time basis, and also includes any individual who is auditing a course at the College or who withdraws after allegedly violating the Student Code. Individuals who are both students and employees will be treated as Students for the purpose of this policy

only if their primary relationship to the institution is that of student. Allegations against individuals who are regular employees (regardless of student status) will be handled under the appropriate College personnel policies.

- **Student Organization:** This term refers to any number of persons who have complied with the formal requirements for College recognition or registration as a student organization.
- **Student Conduct Board:** The Student Conduct Board consists of students; the Chair is a student. The Director of Student Conduct will assist the Student Conduct Board. The Student Conduct Board hears cases of alleged violation of the Code of Conduct.
- **Victim:** A Victim is a person who has been affected by the behavior of the Accused. Typically, Victims of sexual assaults are referred to as “Survivors.” Prior to a decision regarding the Accused’s behavior, Victims are “alleged” Victims.
- **Witness:** A witness provides information to a Conduct Code Board and must be a member of the College community. However, an exception may be made by the Director of Student Conduct to allow a non-member of the College community to be permitted to testify upon written petition from the Accused or Complainant to the Director of Student Conduct, to be received at least 48 hours in advance of the Hearing. A character witness is a witness without direct knowledge of the incident in question who the Complainant, and/or Accused may desire to present to the Hearing only for the purpose of providing testimony relative to good character. Only one character witness can testify on behalf of any party.

### **Regulations Relating to Conduct**

Violations of the Student Conduct Code by a student or student organization or their guest subject the student or student organization to disciplinary action. Such violations may include, but are not limited to the Table of Violations and Point Range and Table of Points and Sanctions contained in the Points System below and the following:

- **Threatening and/or Endangering Behavior:** The following policies address conduct that consists of threatening and/or endangering behavior of the well-being or safety of others: (i) Sexual Misconduct Policy; (ii) Policy Prohibiting Discrimination, Harassment, and Retaliations; (iii) Hazing Policy; and (iv) Policy Prohibiting Bias Acts and/or any other behavior that threatens or endangers oneself or the well-being or safety of others, or results in personal injury to others, including bullying.
- **Aiding and Abetting:** Helping or encouraging another person to engage in violations of College policy or being in the presence of policy violations.
- **Abuse of Technology:** Theft, misuse, or other abuse of technology facilities, technological systems, and resources belonging to the College or any individual. (See Policy on Acceptable Use of Information Technology Resources.)
- **Bias Incidents and Hate Crimes:** A Bias Incident is conduct that adversely and unfairly targets an individual or group because of prejudice against that individual’s or group’s actual or perceived identity. Some Bias Incidents may rise to the level of a Hate Crime. See the Policy Prohibiting Bias Acts.

- **Bullying:** The aggressive and hostile acts of an individual or group of individuals which are intended to humiliate, mentally or physically injure or intimidate, and/or control another individual or group of individuals. Such aggressive and hostile acts can occur as a single, severe incident or repeated incidents and may manifest in the following forms:
  - Physical Bullying: Includes pushing, shoving, kicking, poking, and/or tripping another; assaulting or threatening a physical assault; damaging a person's work area or personal property; and/or damaging or destroying a person's work product.
  - Verbal/Written Bullying: Includes ridiculing, insulting, instigating, spreading rumors or maligning a person either verbally or in writing; addressing abusive, threatening, derogatory, or offensive remarks to a person; and/or attempting to exploit an individual's known intellectual or physical vulnerabilities.
  - Nonverbal Bullying: Includes directing threatening gestures toward a person or invading personal space after being asked to move or step away.
  - "Cyber Bullying": Defined as bullying an individual using any electronic form including, but not limited to, the Internet, interactive and digital technologies, or mobile phones.
- **Personal Privacy Interference:** Interference with the right to personal privacy of any member of the community.
- **Disorderly Conduct:** Behavior that intentionally causes or recklessly creates a risk of disruption to the College community or local community. These include such acts as violent, tumultuous, or threatening behavior; unreasonably loud or belligerent behavior; obstruction of vehicular or pedestrian traffic; or any behavior that infringes on the rights, safety, and/or dignity of others.
- **Property Theft and/or Damage:** Attempted or actual theft of, unauthorized use of, and/or damage to property of the College, property of a member of the College community, or other personal or public property whether on or off College premises.
- **Vandalism:** The intentional, reckless damage to or destruction of College property or the personal property of another.
- **Compliance:** Failure to comply with the proper requests of College officials, members of the Campus Safety Department, or emergency personnel acting in performance of their duties, and/or failure to identify oneself to these persons when requested to do so. In some cases "officials" may be students employed to act on behalf of the College.
- **Dishonesty:** Acts of dishonesty include, but are not limited to:
  - Furnishing false information to any College official, faculty member, or office.
  - Forgery, alteration, or misuse of any College document, key, or instrument of identification.
- **Weapons and Dangerous Materials:** Possession or use of any type of firearms, explosives, fireworks, live ammunition, or any other potentially dangerous weapon or dangerous chemicals on College premises; or use of any item, even if legally possessed, in

a manner that harms, threatens, or causes fear in others. Possession or use of any item in a manner that harms, threatens, or causes fear in others.

- **Violation of Law:** Violation of any local, state, or federal laws and ordinances.
- **Violation of College Policy:** Violation of any policy, rule, or regulation published in hard copy or available electronically on the College website, including, but not limited to, violation of the policies listed under Threatening and/or Endangering Behavior (above), the International Programs-Student and Parent Participant's Agreement and conduct policies imposed by the responsible International Programs Director, and the Greek Recognition Policy.
- **Abuse of the Student Conduct System or Academic Honor Code:** Abuse of the Student Conduct System or Academic Honor Code includes, but is not limited to, any behavior that attempts to influence, inhibit, or interfere with the Student Conduct System or Academic Honor Code process such as:
  - Falsification, distortion, or misrepresentation of information before a Student Conduct Board, Academic Honor Code Council, or administrator.
  - Disruption or interference with the orderly conduct of a Student Conduct or Academic Honor Code proceeding.
  - Attempting to discourage an individual from participating in, or using, the Student Conduct System or Academic Honor Code.
  - Attempting to influence the impartiality of a member of a Student Conduct Board or Academic Honor Code Council prior to and/or during the course of the Student Conduct or Academic Honor Code proceeding.
  - Harassment (verbal and/or physical) and/or intimidation of a member of a Student Conduct Board or Academic Honor Code Council prior to, during, and/or after a Student Conduct or Academic Honor Code proceeding.
  - Influencing, or attempting to influence, another person to commit an abuse of the Student Conduct System or Academic Honor Code.
  - Retaliation against any individual making a good faith report of a policy violation or for participating in, or cooperating with, the Student Conduct or Academic Honor Code process.

## **Types of Hearing Boards**

### ***The Administrative Board***

Composed of the Athletic Director, the Director of Fraternity and Sorority Life, the Director of Residential Life, the Assistant Dean of Students for Student Activities & Dining Administration, or their designee(s) and will hear cases of alleged individual violations of the Conduct Code involving off-campus reports and cases of alleged organizational violations of the Hazing Policy (on- or off-campus).

### ***The Fraternity and Sorority Conduct Board***

Composed of eight (8) students and one (1) chair, who have been initiated into a fraternity/sorority with Full Recognition from Union College. The Director of Fraternity and Sorority Life shall serve as an advisor to the Board and does not have a vote. Two (2) of these members must be Executive Board Members representing the three (3) governing councils. The eight (8) members of the Board shall be selected by the outgoing Board members, the Chair, and the Director of Fraternity and Sorority Life through an application, interview, and review process. The Fraternity and Sorority Conduct Board will hear cases of alleged chapter violations of the Student Conduct Code and/or Fraternity and Sorority Policies. The Director of Fraternity and Sorority Affairs will be present throughout the hearing and deliberation process of the Fraternity and Sorority Conduct Board but is not permitted to vote.

### ***The Judicial Hearing Board***

Composed of faculty, staff, students, and the chair, a Senior Student Affairs Administrator who will have a vote. The faculty and staff members will be appointed by the Vice President of Student Affairs, and the student members will be selected by a process approved by the Student Forum. The Judicial Hearing Board is also known as the “Sexual Misconduct Panel” and adjudicates sexual misconduct cases (see Sexual Misconduct Policy).

### ***The Student Conduct Board***

Composed of nine (9) students and the Director of Student Conduct, who will be present throughout the hearing and the deliberations of the Student Conduct Board, but who will not have a vote. The nine (9) student members of the Student Conduct Board will be selected by a process approved by the Student Forum. The chairperson, the vice chairperson, and recording secretary will be elected annually by the members of the Student Conduct Board. If the chairperson is unable to preside at a hearing, the vice-chairperson will serve in their stead.

### **General Information About the Boards and Procedures**

- All board members will serve as volunteers who are trained in FERPA, confidentiality, procedures, applicable policies and rules of the College and the philosophy of the Conduct Code at Union College.
- The Judicial Hearing Board, Student Conduct Board, the Fraternity and Sorority Conduct Board, and the Administrative Board have been given the responsibility by the College Administration to adjudicate conduct code violations; however, the Fraternity and Sorority Conduct Board will adjudicate cases involving Greek organizations’ alleged violations of the Greek Recognition Policy (except alleged violations of the Hazing Policy) and the Social Events with Alcohol Policy. Hearings before these boards need not conform to requirements of criminal or civil procedure and/or proof. The intent of the procedure is to provide the accused with a fair hearing before their peers, to give them the opportunity to respond to any charges, and to give the accused the opportunity to ask questions of the complainant or witnesses in order to clarify statements presented during the hearing. Within this framework, the Judicial Hearing Board, the Student Conduct Board, the Fraternity and Sorority Conduct Board, and the Administrative Board may conduct the hearing and make necessary adaptations to fit particular circumstances.

- **Quorum:** The Judicial Hearing Board – the board chair, one (1) faculty member or one (1) staff member, and one (1) student member constitute a quorum for conducting a hearing. The Student Conduct Board – the Director of Student Conduct (who does not have a vote and serves as an advisor only) and five (5) student members constitute a quorum for conducting a hearing. The Fraternity and Sorority Conduct Board – the Director of Fraternity and Sorority Affairs and five (5) student members shall constitute a quorum for conducting a hearing. The Administrative Board – three (3) out of four (4) administrators (Athletic Director, Director of Fraternity and Sorority Life, Director of Residential Life, or Assistant Dean of Students for Student Activities & Dining Administration) or their designee(s) constitute a quorum for conducting a hearing.
- At the hearing, the chairperson will present the charges and call upon the person bringing the charges to offer information. The accused is responsible for presenting their own case and may make a written or verbal statement. The accused, the chairperson, and complainant have the right to present witnesses (see definition of “witness”) from the campus community. The accused, the complainant, and any witnesses will be subject to questions from Board. The accused may question witnesses and the complainant in order to clarify statements during the hearing. The complainant may question witnesses and the accused in order to clarify statements during the hearing.
- Findings of fact and disposition of the charge(s) will be determined by a majority of board members present at a hearing. A summary of the findings with the rationale and a recommendation for sanctions will be submitted by the panel chairperson to the Dean of Students or designee, who shall not be bound by the recommendations, in determining sanctions.

### **Standard of Proof**

In order to determine that the student has violated the Student Conduct Code, a majority of the Judicial Hearing Board, Student Conduct Board or Fraternity and Sorority Conduct Board members present at the hearing must conclude that by a preponderance of the evidence a violation has occurred. A “preponderance of evidence” means a finding that it is more likely than not that a violation occurred. The Chairperson of the Student Conduct Board does not vote unless it is necessary to break a tie vote.

### **Authority of College Judicial Bodies**

#### ***Jurisdiction***

College jurisdiction and discipline are limited to conduct of students and student organizations, and their guests, that constitute conduct code violations, as defined in those policies, rules, and regulations established in the Student Handbook, or any other College publication, as well as in the operating regulations of academic and non-academic offices, laboratories, classrooms and departments of the College. Conduct code violations may be generally defined as:

- Conduct adversely affecting the College community and/or the pursuit of its objectives, whether that conduct occurs on or off College premises; or

- Conduct resulting in charges of violation of any federal, state or local law, whether that conduct occurs on or off College Premises, where the interests of the College community and/or the pursuit of its objectives may be adversely affected.

Where College Policies, Rules and Regulations are violated, a student or student organization may also be in violation of civil or criminal law. Where College and civil laws overlap, or where criminal prosecution is pending or foreseen, the College may initiate judicial action of its own on the same infraction and may impose penalties independent of those imposed by civil and/or criminal authorities.

**Guests:** The host student or student organization assumes responsibility for the guest's conduct. In addition to the disciplinary action to which the host student or student organization may be subject for violation of the College's Conduct Code, the host student or student organization may be subject to disciplinary sanctions arising from the conduct of their guest.

Officers of student organizations or athletic team captains directly involved in the incident may be charged with, and held responsible for, conduct code violations committed by the group. Sanctions imposed will be in addition to any sanctions imposed on the organizations or teams.

In addition to the disciplinary action for student violations of the College's Student Conduct Code, when such behavior is part of an activity that is associated with a student organization or athletic team, the student organization or team will be subject to disciplinary sanctions in accordance with the Group Disciplinary Process which include, but are not limited to, the following:

- **Warning:** The organization or team will be placed "on warning" for a specified period of time with the understanding that subsequent misconduct will result in additional disciplinary action.
- **Probation:** Restrictions will be placed on some or all of the organization's or team's activities and its use of College services and facilities for a specified period of time.
- **Suspension:** The organization or team will not be permitted to exist or compete for a specified period of time.
- **Loss of Recognition:** The group's status as an organization or team will be withdrawn; it will cease to exist or compete at Union College.
- **Sanctions set forth in the Hazing Policy.**

### **Reporting and Procedures**

Conduct code violations can be reported in any one of the following ways:

- By Residential Life staff;
- By Campus Safety staff; or
- By any other member of the College community submitting an account of an incident to the College.

Reports of alleged violations must be prepared in writing and directed to the Dean of Students. Reports of alleged violations of the Sexual Misconduct Policy or Hazing Policy may be done so anonymously by use of a hotline (see the Sexual Misconduct Policy and Hazing Policy). Members of the College community are encouraged to report incidents as soon after their occurrence as possible, as the passage of time will impede efforts to investigate allegations and gather evidence.

The Dean of Students, or designee, shall review all incident reports prepared by College officials in consultation with staff to address whether the student or student organization will be charged with engaging in a conduct code violation and/or if the matter can be disposed of through an Administrative Review. If the matter cannot be resolved in an Administrative Review, the Dean of Students or designee will decide which Judicial Body process shall be used to resolve the matter. The Dean of Students or designee may refer matters to one of the following judicial body processes:

- Administrative Review;
- Conduct Conference (for organizations only, not individual students);
- Hearing by the Judicial Hearing Board, the Student Conduct Board, the Fraternity and Sorority Conduct Board, or the Administrative Board;
- The Sexual Misconduct Adjudication Process via the Title IX Coordinator.

### **Rights of Students and Organizations**

Union College respects the dignity and rights of each of its students. In all Judicial Board hearings, students and student organization officers or representatives are asked to review their rights and are given the opportunity to ask questions.

- The right to be advised of the information against them, including the nature of the alleged violations, the documentation of those violations, and the names of adverse witnesses and the information they provided.
- The right to present one's case and to rebut unfavorable inferences that might be drawn, including the right to question witnesses and the complainant.
- The right to present the information of any qualified and competent witness who has direct, personal knowledge of the incident or conduct in question. Unless otherwise provided for and/or required by federal or state laws, the accused may request the assistance of an advisor who is a member of the College community.
- The right to have an advisor.
- The right to be absent from a hearing without excuse with the understanding that the case will be heard without the student present and a decision rendered based upon the evidence or information available.
- The right to be presumed not responsible until the matter is adjudicated and a decision is reached.



- The right to submit an impact statement to the hearing board and/or the Director of Student Conduct to be considered in determining final sanctions.
- The right to delay a hearing for up to five days if a legitimate excuse has been established in the opinion of the Dean of Students or designee.
- The right to be advised of the result of the hearing and the rationale for the decision within ten (10) days.

## **DISCIPLINARY PROCEDURES – INDIVIDUAL STUDENTS**

### ***Interim Restrictions Involving Students***

An interim suspension of a student from the College may be imposed only by the Dean of Students or designee, and shall become effective immediately without prior notice whenever there is evidence that the continued presence of the student poses a substantial and immediate threat to him/herself, to others, or to the College community. Should an interim suspension be issued and resolution of the matter that prompted it is not resolved within two weeks, the interim suspension may convert to an administrative leave of absence.

The College may notify parent(s) or legal guardians of dependent students or students under eighteen (18) years of age of the Interim Restrictions and, when applicable, of any alternative housing arrangements.

### ***Investigation and Notification***

The Dean of Students or designee will designate a staff member to investigate the charges. In the event of a sexual misconduct charge the Dean of Students will refer the matter to the Title IX Coordinator. The Dean of Students or designee will make a good faith effort to notify the student or student organization that he/she/they is/are subject to an investigation and that charges will be submitted.

### ***Administrative Review***

An Administrative Review is a discussion between a student alleged to be in violation of College policy and the Senior Associate Dean of Students/Director of Student Conduct (or their designated administrator including, but not limited to, Residents Directors and Deans or directors responsible for oversight of recognized student organizations) or the Administrative Board, and would not normally result in a suspension if the student were found responsible. In an Administrative Review the dean and the student usually agree to the fact that a violation occurred. If the student does not agree, the case may be forwarded to a hearing board.

Students will be notified (typically by email) of specific violations under consideration in advance of an Administrative Review. If the violation involves multiple students (e.g., students who reside in the same dwelling) and if all the students consent in writing, all the students will be subject to the same Administrative Review.

The Senior Associate Dean of Students/Director of Student Conduct (or their designated administrator) or the Administrative Board will review the complaint with the accused and give

them an opportunity to respond. If the student accepts responsibility, the Senior Associate Dean of Students/Director of Student Conduct (or their designated administrator) or the Administrative Board will issue the appropriate sanction(s) including the assessment of points pursuant to the Points System below. The number of points assigned is made according to the Table of Violations provided in the Points System section below. Administrative Reviews are conducted in private. If a student fails to attend an Administrative Review, the Senior Associate Dean of Students/Director of Student Conduct (or their designated administrator) or the Administrative Board may resolve the case without benefit of the student's input or refer the matter to the Student Conduct Board.

In determining sanctions, the Senior Associate Dean of Students/Director of Student Conduct (or their designated administrator) or the Administrative Board will take into account the interests of the accused and the College, previous violations of the accused, and prior College responses to similar violations. In the case of multiple students who consent to the Administrative Review, each student who accepts responsibility may be subject to different sanctions. Points will be issued ranging from 0 to 7 with accompanying sanctions. The accused may not appeal decisions made in an Administrative Review.

### ***Hearings***

#### Notice

The accused and the complainant will receive written notice of the charges, including date and location of the reported incident(s); the type of hearing that will take place; the date, time and location of the hearing; the hearing procedures that will be followed; the names of the Judicial Hearing Board members; and copies of written statements and other pertinent information that will be given to the Judicial Body. This notification may be sent electronically, personally delivered or placed in the accused's and complainant's on-campus mailboxes at least forty-eight (48) hours prior to the scheduled hearing. The student charged may waive the right to this notice.

- If an accused student fails to appear at the designated time, fails to reschedule with the Dean of Students, or withdraws from College prior to the resolution of the case, a decision may still be rendered and an appropriate sanction may be assessed based on the available information. A hearing may be postponed upon written request to, and at the discretion of, the Dean of Students.
- If the conduct occurs during or after ninth (9th) week of spring term and the student is a senior, they may be denied the opportunity to participate in Commencement activities.

#### General Matters

The accused and the complainant may have an advisor who is a full time employee of the College (faculty, administration, or staff) or student, who is not an attorney or parent/legal guardian, present at the hearing. Advisors are not permitted to participate directly in any hearing. Neither the

accused nor the complainant may be accompanied by legal counsel (whether a practicing attorney or not), parents or legal guardians.

- The accused student and/or complainant may request that a specific member of the hearing body be excluded from the hearing for cause. This request shall be made in writing to the Senior Associate Dean of Students/Director of Student Conduct or the Dean of Students' designee at least twenty-four hours before the hearing. The final decision on the request will be made by the Senior Associate Dean of Students/Director of Student Conduct or Dean of Students' designee. The Senior Associate Dean of Students/Director of Student Conduct or Dean of Students' designee will determine whether the information presented is appropriate grounds to excuse a member from the hearing. If a member is excused, the Senior Associate Dean of Students/Director of Student Conduct or Dean of Students' designee shall select a replacement from the body of trained board members.
- Notes may be taken by the participants in the hearing solely for personal use. There will be a single verbatim audio recording of the hearing which shall be the sole property of the Dean of Students Office. This recording will be available only for review by the accused and or the College in the office of the Dean of Students for the purpose of review in connection of an appeal. The recording will be maintained for a period of four (4) months from the date of appeal period has lapsed or an appeal decision has been rendered, whichever is later,
- In extraordinary cases, where it is determined by the Judicial Body to be appropriate, the Judicial Body may make reasonable accommodations out of concerns for the personal safety or well-being of any of the participants in the process, while taking into account the opportunity to hear and question witnesses.
- When a hearing officer or member of any board believes that they cannot be fair and impartial during the proceedings, they must recuse themselves from the proceeding request to be replaced by the chair of the board prior to the process.

### *Sanctions*

Following the hearing, the accused and, in the case of a crime of violence, the complainant will be notified in writing that based on the information presented:

- Conduct code violation(s) has been found and sanctions imposed on the accused; or
- A violation did not occur and the accused is not responsible.

This notification shall be sent electronically to the accused or delivered personally within ten (10) days of the hearing date. If the Judicial Body determines that a violation has taken place, a copy of this letter will be kept in the accused student's judicial file in the Office of the Dean of Students.

Upon a finding of a conduct code violation, points ranging from 0 to 10 are assigned according to the Table of Violations provided below under the Points System and accompanied by sanctions, including, but not limited to, those listed below may be imposed by the Senior Associate Dean of Students/Director of Student Conduct or designee. Points are cumulative over the course of a

student's time at Union College, and previous violations are always considered before points and/or sanctions are assigned for new violations. However, at the time points are assessed only those points that a student is currently assigned, if any, will be taken into consideration. Particular sanctions are not necessarily associated with particular violations, and more than one of the sanctions listed below may be imposed for any single violation. A student's history of inappropriate behavior and the nature or severity of an incident may be considered in determining appropriate sanctions. If judicial sanctions are not fulfilled by the sanctioned student, more serious judicial sanctions may be imposed, including Suspension from the College. In addition to the list of sanctions outlined immediately below, the Table of Violations and Point Range and Table of Points and Sanctions contained in the Points System section below will also be considered when points and sanctions.

- **Campus Service:** Requirement that an accused student complete a specified number of hours working on campus.
- **Community Service:** Requirement that the accused locate and become a long term participant in an organization or project which provides service to the surrounding community. Particular information will be provided by the Senior Associate Dean of Students/Director of Student Conduct.
- **Educational Programs:** Requirement that the accused take part in a required educational program on or off campus. The Judicial Body may require the student to participate in an online educational program that addresses particular issues.
- **Expulsion:** Permanent separation from the College including loss of student status; reinstatement or readmission is not possible.
- **Fine:** Requirement to pay a monetary fine.
- **Interim Restrictions:** Imposition on an interim basis of any sanction or sanctions listed in this Section.
- **Loss of Privileges:** Denial of specified privileges for a designated period of time. These may include loss of housing privileges or opportunity to participate in term abroad, or in sports. Also includes participation in senior events up to and including Commencement.
- **Parental Notification:** Parent(s) and/or legal guardian(s) of dependent students may receive notification of judicial sanctions incurred by their son/daughter in response to violations of designated policies and specified judicial sanctions.
- **Physical Restrictions:** A directive given to an accused student that does not permit him/her/them to be in specified locations on College Premises.
- **Probation:** The next violation is likely to result in Suspension or Expulsion.
- **Residence Reassignment:** Relocation to another living space on campus.
- **Residence Termination:** Removal from campus housing.
- **Restitution:** Monetary reimbursement to the College, an individual, or an organization for repair or replacement of property damaged, stolen, or misappropriated.
- **Suspension:** Separation from the College community for a defined period of time, usually no fewer than two (2) Academic Terms. Additional stipulations or conditions for

reinstatement may be assigned. Reinstatement is contingent upon a positive administrative review. A student under suspension is not allowed to transfer in credit for courses taken at other institutions during the defined period of time of the suspension.

- **Suspension with Academic Delay:** The student will be suspended from the College, but the commencement of the suspension will be deferred and the student will be permitted to remain enrolled in classes until the end of the term. However, if the student fails to comply with any interim restriction which may be imposed during the deferral period (e.g., fails to comply with a “no contact” directive), violates the Student Conduct Code while in the deferral period and is found responsible, or fails to complete the assigned sanctions by the given deadline(s), the student will be immediately suspended. During the deferral period, the student is not considered to be in good standing with the College and may not represent the College on any athletic team other than intramurals, hold an office in any student organization registered with the College, represent the College in any extracurricular activity or official function, or participate in any study abroad program.
- **Withholding the Granting of a Degree or Revocation of a Degree:** Action by the College to withhold or revoke a student’s degree.
- **Written Warning:** Written notification given to a student that continued or repeated inappropriate behavior may result in more formal judicial action. A letter of written warning is kept in the student’s Judicial File.

### *Appeals*

The point of an appeal is not to provide the accused with a new hearing. The accused may appeal the decision of the Hearing Board based only upon the grounds outlined below with respect to the violation(s) found to have occurred. The appeal is to be prepared by the student seeking the appeal, not legal counsel. There is no option for an appeal of sanctions issued through an Administrative Review. Appeals of hearing decisions must be submitted to the Vice President of Student Affairs in writing within five (5) days of written notification of the hearing results. The imposition of sanctions remains in effect during the period of the appeal proceedings.

The Vice President for Student Affairs may review all materials presented at the hearing and may consult with the chair of the appropriate hearing board on questions of judicial procedure; and the Senior Associate Dean of Students/Director of Student Conduct, on questions of appropriateness of the sanction(s).

Appeals shall be submitted based on the student’s ability to demonstrate that:

- The hearing was materially inconsistent with the established judicial procedure;
- New information discovered after the hearing that could not have been readily discovered before the hearing, and which evidence might have had an effect on the outcome of the hearing.

An appeal must set forth concisely the grounds for appeal, as well as any supporting material submitted by the accused students.

A written decision will be rendered by the Vice President for Student Affairs and mailed to the student's local address, ordinarily within ten (10) days of receipt of the appeal. Vice President for Student Affairs may:

- Uphold the original decision.
- Remand the case to the appropriate body for rehearing.

The outcome of the appeal is final.

### ***Availability of Records***

All incident reports, student judicial files, judicial proceedings and outcomes, constitute educational records under the Family Educational Rights and Privacy Act (commonly known as the "Buckley Amendment") and are subject to its release and confidentiality provisions, and the College's FERPA policy. Under circumstances where the charges involve physical assault, the student bringing the charges as well as the student charged will be informed of the final determination of any Judicial Body. In matters involving serious offenses, as defined under the FERPA regulations, the College reserves the right to reveal the outcome of any judicial proceedings and the name of any student found to be in violation to the College community. Union College must, upon written request from the victim (or the next of kin if the victim dies) of an alleged crime of violence, disclose to the victim (or the next of kin in the victim dies), the final results of the disciplinary proceeding dealing with the crime or offense.

All non-academic student disciplinary files will be maintained in accordance with Dean of Students Office policies. All academic student records will be maintained in accordance with the Dean of Studies Office policies. The College may inform parents of students who are under the age of 18 or dependent of the outcome of judicial proceedings. If the sanction is Suspension or Expulsion, the College will notify the parent(s) or the legal guardian(s) of a dependent student or a student below 18 years of age.

### **DISCIPLINARY PROCEDURES—ORGANIZATIONS AND GREEK ORGANIZATIONS**

With respect to cases involving a student organization, recognized club, athletic team, or Greek organization (collectively "organization"), the Vice President of Student Affairs or designee will decide which Board (Student Conduct Board, Administrative Board, Judicial Hearing Board, or Fraternity and Sorority Conduct Board) may be assigned to hear cases.

**The Fraternity and Sorority Conduct Board** may be assigned by the Vice President of Student Affairs or designee to hear cases of alleged Greek chapter violations of Greek policies, Social Events with Alcohol Policy, and all appropriate violations of the Student Conduct Code. The Director of Fraternity and Sorority Life will be present throughout the hearing and the deliberations of the Fraternity and Sorority Conduct Board as an advisor but will not be permitted to vote.

**The Administrative Board** will hear cases involving alleged organizational violations of the Hazing Policy (on- or off-campus).

**The Student Conduct Board or Judicial Hearing Board** will be assigned by the Vice President of Student Affairs or designee to hear all other cases.

The Chair of the Student Conduct Board or Judicial Hearing Board may request that a representative from Student Activities or Athletic Department, whichever oversees the organization subject to charges, attend the hearing to provide information about the structure and operation of the organization appearing before the Board.

### ***Immediate Action and Temporary Suspension***

The Vice President for Student Affairs or designee has sole discretion to take immediate action to preserve and protect the safety and/or welfare of specific individuals on campus and/or the College community as a whole during an investigation and pending a hearing in a disciplinary case. This action including, but is not limited to, restricting organizational access to specific areas of campus or facilities, imposing no-contact orders or other expectations for interaction with specific individuals or organizations, removing an organization from housing, restricting living arrangements or activities, or any other action deemed appropriate under the circumstances.

The Vice President for Student Affairs or designee may place an organization on immediate temporary suspension pending a hearing when the organization has been cited or charged with serious criminal behavior or when the organization allegedly has violated the Student Conduct Code and the Vice President for Student Affairs or designee concludes that the organization poses a significant risk to the safety or educational environment of the College community.

### ***Initiation of Reports and Investigation***

The Student Affairs Office shall be responsible for receiving all complaints. Any member of the College community may file a complaint regarding a student organization with the Student Affairs Office. In addition the Student Affairs Office may initiate a complaint on the basis of information coming to its attention from any source, including the hazing hotline. The Student Affairs Office shall determine whether complaints or other information concerning a student organization shall result in formal disciplinary allegations. Administrative officers and department heads responsible for student organizations shall also inform the Student Affairs Office of information coming to their attention regarding possible violations of a College policy or Student Conduct Code by a student organization. The Student Affairs Office shall coordinate the community for assistance as necessary.

### ***Administrative Review***

Where information is received concerning cases where a student organization, recognized club, athletic team, or Greek organization may have violated a standard or rule applicable to the student organization, recognized club, athletic team, or Greek organization which would result in a warning, reprimand, or educational sanction, the organization will be provided a notice and the opportunity to meeting with the appropriate College official responsible for oversight of the organization. This College official will consult with the Dean of Students Office and is authorized to address the matter according to established guidelines and rules. In such cases, the decision of the designated College shall be final.

- Student organizations: Assistant Dean of Students for Student Activities & Dining Administration
- Athletic teams: Athletic Department Director
- Greek organizations: Director of Fraternity and Sorority Life

However, where an organization is reported to have engaged in serious misconduct, has engaged in repeated misconduct, or where a sanction, if found responsible, is likely to result in probation, suspension, or loss of privileges, the Senior Associate Dean of Students/Director of Student Conduct shall pursue formal disciplinary procedures and invoke the full Board hearing process.

### ***Conduct Conference***

A student organization that admits responsibility for serious allegations may request to forego a Board hearing and have its case heard by the Senior Associate Dean of Students/Director of Student Conduct. If the Senior Associate Dean of Students/Director of Student Conduct agrees to a one-on-one hearing with the organization's President or designated spokesperson, the Senior Associate Dean of Students/Director of Student Conduct may impose any sanction(s) appropriate to the circumstances. With respect to violations of the Hazing Policy, the Associate Dean of Students/Director of Student Conduct shall consider the recommendations of the Advisory Committee on Hazing and the recommendations of designated student representatives of student organizations. There is no appeal of the sanction. Student organizations admitting to disciplinary allegations and requesting to meet with the Senior Associate Dean of Students/Director of Student Conduct individually may not have an advisor or observer present. If the Senior Associate Dean of Students/Director of Student Conduct denies the request for an individual hearing or if the organization prefers to be heard by the Fraternity and Sorority Conduct Board, Student Conduct Board, or Administrative Board, the case will be heard according to standard procedures and sanction(s) will be imposed appropriate to the circumstances.

### ***Adjudication Hearings for Organizations***

Hearings will follow hearing procedures described below. The Senior Associate Dean of Students/Director of Student Conduct or designee will be responsible for providing to the Hearing Board the investigative report relating to cases which come before them. Where, after a hearing, the designated Hearing Board finds an organization responsible for one or more violations, it will then recommend sanction(s) to the Senior Associate Dean of Students/Director of Student Conduct who will then determine the sanction(s) after consideration of the recommendations except in the case of a violation of the Hazing Policy. In the case of a violation of the Hazing Policy, the Hearing Board will recommend the sanction(s) to the Advisory Committee on Hazing who will review and agree with or modify the proposed sanction(s) and send their recommendations to the Senior Associate Dean of Students/Director of Student Conduct who will then determine the sanction(s) after consideration of the recommendations.

### ***Timing of Hearings***

In circumstances where cases involve allegations of organization misconduct as well as individual misconduct, the Senior Associate Dean of Students/Director of Student Conduct will determine the order in which the various hearings occur. In some situations, conduct that may violate the



Student Conduct Code or other College policies may also violate New York State law. The possibility that an organization may face criminal charges does not limit Student Affairs' ability to proceed with the College disciplinary process. The College will take independent action based on misconduct that violates the College's Student Conduct Code or other College policies regardless of the status or outcome of any criminal proceedings.

### *Sharing of Information*

Information from an organization's hearing that pertains to allegations regarding an individual's misconduct may be shared with the Chair of the Board conducting the individual's hearing. Information from an individual's hearing that pertains to allegations regarding an organization's misconduct may be shared with the Chair of the Board conducting the organization's hearing. The Senior Associate Dean of Students/Director of Student Conduct may attend any hearing as an observer for the purpose of collecting relevant information for a different hearing or designate an appropriate College official(s) to do so.

### *Rights, Rules, and Responsibilities: Guidelines for Hearings*

Board proceedings are administrative in nature and are not governed by the rights and rules that apply in a court of law. However, if a student organization is alleged to have violated the Student Conduct Code or other College policy and must appear before a Board for a hearing, the disciplinary system does provide that organization with certain rights and obligations (as set forth under "**Rights of Individuals and Organizations**" above). These, as well as the rules and responsibilities that govern Board hearing procedures are described in this section.

### Preparation

Student organizations alleged to have violated the Student Conduct Code or other College policy are expected to become familiar with the rules and regulations governing Board hearings and to keep themselves informed of developments in their case through frequent contact with the Student Affairs Office. Student organizations are strongly encouraged to take advantage of the support and guidance of the Student Affairs Office.

### Advising

Student organizations responding to the disciplinary allegations heard by the Hearing Boards are entitled to have a single advisor present at their hearing. All parties must identify their advisors to Senior Associate Dean of Students/Director of Student Conduct in writing. Only currently enrolled Union College students, member of the Union College faculty, and members of the Union College administration may serve as advisors.

Advisors are not permitted to address the Hearing Board. The Chair of the Board may remove any advisor who distracts or disrupts the process. While student leaders are free to confer with organization members, friends, and others, they should understand that they themselves are responsible for responding to allegations and questions at the hearing. The advisor's most important role is to assist the student organization leaders in reviewing and understanding the procedures related to a hearing and to assist the organization in obtaining answers to questions about the hearing.

Because student organizations, through their members and leaders, are responsible for their conduct, for responding truthfully to allegations, and for participating truthfully at a hearing, students should not expect advisors to write statements and/or otherwise prepare a case for them. While an advisor may appropriately help an organization anticipate questions and issues likely to arise at a hearing and while an advisor might provide feedback about the effectiveness of the organization's written or oral presentation of the facts, the advisor does not function in the way an attorney would in a criminal or civil proceedings.

### Notice

The official representative(s) of the accused organization will receive written notice of the charges, including date and location of the reported incident(s); the type of hearing that will take place; the date, time, and location of the hearing; the hearing procedures that will be followed; the names of the Hearing Board members; and copies of written statements and other pertinent information that will be given to the Hearing Board. This notification may be sent electronically, personally delivered, or placed in the official representative(s) of the accused organization's on-campus mailboxes at least forty-eight (48) hours prior to the scheduled hearing. The student organization charged may waive the right to the notice.

### Information

Student organization leaders may review the relevant information and list of witnesses gathered by the Senior Associate Dean of Students/Director of Student Conduct or designee. The Senior Associate Dean of Students/Director of Student Conduct or designee will inform the organization as additional information or witnesses become available. During a hearing the Hearing Board may request additional information or additional witnesses as needed.

Subject to the powers of the Chair of the Hearing Board, the student organization is entitled to request witnesses, to present information and argument, and to hear and question the information presented during a hearing. The College expects students representing an organization to cooperate fully in the course of the investigation or disposition of possible violations of the Student Conduct Code and other College policies and may take disciplinary action against students who refuse to respond and participate when called to do so. The failure of a witness or an accused student organization to attend or the unavailability of information shall not prevent a hearing from going forward or a decision from being rendered. The student representing an organization is permitted to make opening and closing statements; the Chair of the Hearing Board has discretion over their length and relevance. Students representing an organization are permitted to suggest questions for witnesses, subject to the rulings of the Chair of the Hearing Board. All questions are posed by the Chair and members of the Hearing Board.

The Chair of the Hearing Board in consultation with the College Official Advisor is empowered to make all procedural rulings, including rulings on relevance and admissibility of material.

### Disqualification of Members of the Hearing Board

Members of the Hearing Board (including the Chair) who believe they may be unable to render an impartial decision in any case shall excuse themselves from such case; alternatively, Hearing Board Chairs may remove any Hearing Board member from a case if they believe that the member

may be unable to render an impartial decision in the case. Because Union College is a small community, knowledge of, or acquaintance with, the student(s), organization, and/or witnesses in a hearing, awareness of a case, participation in campus issues related to the subject matter of a case, participation as a consequence of one's official role in events surrounding a case and/or participation in the disciplinary process prior to the hearing of the case shall not automatically be grounds for disqualification.

Responding student organizations may request a list of Hearing Board members scheduled to serve on their Hearing Board. Any concern organizations may have about the ability of any Hearing Board member to render an impartial decision in their case must be submitted in writing to the Chair at least forty-eight (48) hours in advance of the hearing and must include any supporting materials.

### Recording

The Hearing Board proceeding will be recorded by electronic means. The College will not prepare or provide transcripts of Hearing Board proceedings for student organizations. When a recording of a Hearing Board proceeding has been made, the responding student organization may request permission to listen to the recording. The Senior Associate Dean of Students/Director of Student Conduct or designee will determine the conditions under which students and organization representatives will have access to the recording in order to preserve confidentiality. Except as provided herein, no photographs, tape recordings, videotapes, stenographic records, or other records of a Hearing Board proceeding may be made.

### Failure to Appear

If an accused organization fails to appear at the designated time, fails to reschedule with the Dean of Students, a decision may still be rendered and appropriate sanction may be assessed based on the available information. A hearing may be postponed upon written request to, and at the discretion of, the Dean of Student.

### Hearing

The President, or member filling a comparable role and currently residing on campus, of the responding student organization is expected to attend the Hearing Board proceeding in person and represent the organization, failure to attend will not prevent a hearing from going forward or a decision from being made; but failure to attend may subject the student organization to additional disciplinary action. Student organizations facing formal allegations before the Hearing Board are expected to respond.

At the beginning of the hearing, the Chair shall determine that the student organizations have received a copy of the allegation(s) against them and notification of their rights in the Hearing Board proceedings.

The Hearing Board process procedure is informal. The purpose is to provide the student organization an opportunity to be heard and to provide the Hearing Board with relevant information on which to base a decision.

Formal rules of evidence and courtroom procedures are inapplicable. The Hearing Board may hear and consider any information it considers to be trustworthy and to have probative value. As set forth herein, the Chair is empowered to make all procedural rulings, including rulings on relevance and admissibility of information.

Hearing Board Chairs may, at their discretion, order that witnesses be sequestered.

At the request of the Chair, an attorney for the College may be available during any Hearing Board proceeding for purposes of advising the Hearing Board. This advice will be restricted solely to procedural or legal matters necessary to ensure a fair proceeding.

Student organizations who may be subject to pending or possible criminal allegations may request that the Chair permit their attorney to attend the hearing as a non-participating observer. If approved to observe, attorneys may advise their student or organization privately but may not confer with students or advisors while the hearing is in session and will be subject to the same confidentiality expectations applicable to others in attendance. The Chair may remove any observer who distracts or disrupts the process.

In order for the Hearing Board to conclude that a student organization has violated a College policy, the Hearing Board must be persuaded that a preponderance of the evidence supports such a finding. To find a violation under this standard, the Hearing Board must conclude that it is more likely than not that the student organization committed the alleged violation.

Unless otherwise specified, all Hearing Board decisions shall be made by majority vote.

The Hearing Board makes a recommendation on sanction(s) and, in the case of a hazing violation, the Advisory Board on Hazing, including its students, shall also make a recommendation on sanctions(s) to the Senior Associate Dean of Students/Director of Student Conduct.

The Senior Associate Dean of Students/Director of Student Conduct or designee will notify student organizations of outcomes of hearings. Decisions of the Hearing Board will be revealed to authorized College officials. The College may choose to comment publicly, in writing or otherwise, regarding the decision reached if the best interest of the community would be served by such disclosure.

#### Consideration of Prior Record

In all cases, if a student organization is found responsible, the organization's conduct record may be considered for purposes of imposing an appropriate sanction. Additionally, the Senior Associate Dean of Students/Director of Student Conduct, in imposing a sanction, shall consider the recommendations of the Advisory Committee on Hazing and the designated student representatives from student organizations with respect to violations of the Hazing Policy and may consider sanctions imposed in other cases at the College. When the Hearing Board recommends a sanction, the Senior Associate Dean of Students/Director of Student Conduct or designee shall have the discretion to determine the appropriate form and manner of presentation of information to the Hearing Board concerning both the organization's conduct record and the disposition of

other cases that may be helpful in formulating a sanction recommendation. The Fraternity and Sorority Conduct Board shall use the Greek Point System as a guide in recommended sanctions.

### ***Organization Misconduct Records and Reporting***

College conduct sanctions are noted in the organization's file. Student organizations are not protected by FERPA in the way that individual students are protected. The College may, when appropriate, disclose information about organization cases.

### ***Sanctions and Penalties***

#### Fines and Restitution

Fines may be levied by the Senior Associate Dean of Students/Director of Student Conduct or designee. Such penalties will be in addition to the costs of restitution deemed appropriate. Fines are noted in the judicial. Failure to pay fines or restitution would likely lead to additional charges or restrictions.

#### Educational and Developmental Outcomes

The Senior Associate Dean of Students/Director of Student Conduct or designee may impose educational or other requirements. These requirements are meant to provide individual and organizational development, improvement, or education. Failure to fulfill these obligations would likely result in additional charges or restrictions.

#### College Warning

The Senior Associate Dean of Students/Director of Student Conduct or designee can issue warnings for student organizations to exercise better judgment. A warning is recorded in the organization's file. Warnings in an organization's file may be considered in any future disciplinary proceedings.

#### College Reprimand

A reprimand is noted in the organization's file. Reprimands in an organization's file may be considered in any further disciplinary proceedings.

#### College Probation

Probation is imposed for repeated misconduct, incidents that involve multiple violations, or other violations that do not warrant suspension. College probation may be imposed either with or without restrictions. Probation may be considered in any future disciplinary proceedings. Student organizations on probation at the time of another incident will likely face suspension-level charges.

Restrictions associated with College probation may include, but are not limited to, making restitution for damage caused, loss of privileges of College-associated organizations, ineligibility for participation in designated College-sponsored programs, and /or other appropriate actions.

### Suspension

A student organization may be suspended for repeated misconduct or for misconduct found to be sufficiently serious to warrant stopping all activity for a specified number of terms. The Senior Associate Dean of Students/Director of Student Conduct or designee may impose requirements in connection with suspension such as participation in education and developmental programs and paying restitution for damages caused.

Suspension is recorded in the organization's file. Suspensions will be considered in any proceedings resulting from further violations of College policies.

### Loss of Housing

Loss of Housing is loss of dedicated College housing for the organization.

### Loss of Recognition

Loss of Recognition is permanent revocation of recognition as a student organization by the College community and loss of all privileges of such status. Students are not permitted to live in facilities operated by a de-recognized organization. An organization may be separated for extremely serious misconduct or for serious misconduct subsequent to suspension.

### Special Action

The Senior Associate Dean of Students/Director of Student Conduct or designee may take other actions appropriate to particular circumstances not covered in the preceding list. Some examples of these actions may include, but are not limited to, making restitution for damage caused, prevention of participation in intramural athletics or performance of College-associated organizations, ineligibility for participation in designated College-sponsored programs, and/or other appropriate actions. Any College sanction can include education requirements that the Senior Associate Dean of Students/Director of Student Conduct or designee feel are appropriate to the situation. Restrictions may also include temporary or permanent removal from College affiliated housing or reassignment within available housing.

### ***Appeals***

The point of an appeal is not to provide the accused organization with a new hearing. The accused organization may appeal the decision of the Hearing Board based only upon the grounds outlined below with respect to the violation(s) found to have occurred. The appeal is to be prepared by the organization seeking the appeal, not legal counsel. There is no option for an appeal of sanctions issued through a Conduct Conference. Appeals of hearing decisions must be submitted to the Vice President of Student Affairs in writing within five (5) days of written notification of the hearing results. The imposition of sanctions remains in effect during the period of the appeal proceedings.

The Vice President for Student Affairs may review all materials presented at the hearing and may consult with the chair of the appropriate hearing board on questions of judicial procedure; and the Senior Associate Dean of Students/Director of Student Conduct, on questions of appropriateness of the sanction(s).

Appeals shall be submitted based on the student's ability to demonstrate that:

- The hearing was materially inconsistent with the established judicial procedure;
- New information discovered after the hearing that could not have been readily discovered before the hearing, and which evidence might have had an effect on the outcome of the hearing.

An appeal must set forth concisely the grounds for appeal, as well as any supporting material submitted by the accused students.

A written decision will be rendered by the Vice President for Student Affairs and mailed to the student representative of the organization's local address, ordinarily within ten (10) days of receipt of the appeal. Vice President for Student Affairs may:

- Uphold the original decision.
- Remand the case to the appropriate body for rehearing.

The outcome of the appeal is final.

### ***Availability of Records***

For individual students, all incident reports, student judicial files, judicial proceedings and outcomes, constitute educational records under the Family Educational Rights and Privacy Act (commonly known as the "Buckley Amendment") and are subject to its release and confidentiality provisions, and the College's FERPA policy. However, organization incident reports, judicial files, judicial proceedings and outcomes in general are not subject to FERPA.

Under circumstances where the charges involve physical assault, the student bringing the charges as well as the organization charged will be informed of the final determination of any Judicial Body. In matters involving serious offenses, as defined under the FERPA regulations, the College reserves the right to reveal the outcome of any judicial proceedings and the name of any student found to be in violation to the College community. Union College must, upon written request from the victim (or the next of kin if the victim dies) of an alleged crime of violence, disclose to the victim (or the next of kin in the victim dies), the final results of the disciplinary proceeding dealing with the crime or offense.

All organization disciplinary files will be maintained in accordance with Dean of Students Office policies. The College may inform parents of students who are under the age of 18 or dependent of the outcome of judicial proceedings. If the sanction is Suspension or Expulsion, the College will notify the parent(s) or the legal guardian(s) of a dependent student or a student below 18 years of age.

## **STUDENT CONDUCT CODE AND POINTS SYSTEM**

*(Updated August 18, 2017)*

### **The Points System**

The points system is a sanctioning tool used by Union College administrators to measure the severity of policy violations and as a means of responding to violations described in the Student Handbook. Developed in the 2004-2005 academic year in response to an increase in alcohol and drug violations over the previous few years, the Dean of Students convened a task force of students, staff, and faculty to assist in the development of a new system to make Union's conduct process more transparent and easier to understand, particularly the Alcohol and Drug Policy. Since it is a point system similar to that associated with motor vehicle violations, students understood that some violations are considered more serious than others and that violations are cumulative. It would also allow for more consistency regarding policy violations and sanctions assigned. First implemented on a trial basis, initial assessments resulted in improvements as students and staff offered feedback in a variety of ways. Throughout its several iterations, the students opted to keep improving it rather than eliminating it. The points system is now used throughout campus as one way of measuring how likely students are to violate the Conduct Code and how seriously they regard the consequences of their behavior.

Under this system, a student found responsible for a violation of College policy, or who admits to a violation, is assigned a number of points according to the table of violations provided below.

Points and/or other sanctions are assigned after the conclusion of the Administrative Review or Judicial Hearing Process (please see Student Conduct Code contained in Student Handbook wherein it provides that the Judicial Hearing Board makes a recommendation with respect to points and sanctions) and are assigned at the discretion of the Senior Associate Dean of Students / Director of Student Conduct or the Administrative Board as part of an Administrative Review (hereinafter referred to as the "Administrator of Points"). Points are cumulative over the course of a student's time at Union College, and previous violations are always considered before points and/or sanctions are assigned for new violations. However, at the time points are assessed only those points that a student is currently assigned, if any, will be taken into consideration. Before points and/or sanctions are assigned, the student must be afforded the rights set forth in the Student Handbook including, for example, notification of the specific violations, the opportunity to elect to go before a Judicial Board, and the opportunity to submit an impact statement as part of the Administrative Review or Judicial Hearing Process.

### **Cumulative Points**

Most violations of policy will result in some assessment of points. If a student is found responsible for a violation after a previous violation, the point totals assessed in the second violation may be added to the first point total (see Point Forgiveness and Community Service Reduction below).

Ex.: A student was found responsible for using a binge drinking device and received two (2) points as a result. This same student, at a later time, is found responsible for being in possession of false identification and receives two (2) points as a result. If the student has not, both point totals are added together. Now this student has four (4) points as well as the sanctions that come with that point total.



## **Range**

Most violations come with a **range** of points. This is intended to measure the severity of a violation and/or used in instances where a student has violated a policy repeatedly. First violations will likely carry the lower number in the range, and as violations are repeated, that point total may increase.

Ex.: Possession and/or consumption of wine or beer under 21 ... 1-2 points

A first time violation would carry one (1) point and the sanctions that come with that point and/or additional sanctions as per our cumulative point policy. A second time violation would carry two (2) points and the sanctions that would come with those points.

Because not all violations of this policy are similar, the Administrator of Points may levy the higher point total as a result. Reasons for doing this could be the severity of the violation (how much beer/wine was consumed or in possession), repeat violations (as cited above), or a mutual agreement between the Administrator of Points and student.

## **Point Forgiveness**

Active students will receive a one (1) point reduction for each term with no policy violation.

Ex.: If at any time a student receives points during any week of fall term, that student **MUST** be enrolled and remain point-free for the entirety of the winter term in order to qualify for a one (1) point reduction.

## **Community Service Reduction**

The Administrator of Points may offer a student Community Service point forgiveness on their violation. Ten (10) hours of service **OUTSIDE** the Union College community, with appropriate documentation and a reflection paper, will remove one (1) point from their total. This can only happen once per term.

This option is not automatically applied and can be denied at the discretion of the Administrator of Points. The Administrator of Points may have additional requirements before they would grant the opportunity for community service.

Ex.: A student was found responsible for a policy violation that carried four (4) points in the fall term. This student consulted the Administrator of Points and was granted an opportunity to work ten (10) hours of community service at a local non-profit in the winter term. After completing a paper reflecting on their service and documentation from the service that verified the completion of the student's work, the Administrator of Points will remove a point from the cumulative total.

The more points assessed (either in one session or cumulatively) the more serious the sanctioning. Please consult the chart below for a more detailed list of possible point assignments and sanctions.

**Table of Violations and Point Range**

<b>VIOLATIONS</b>	<b>Point Range</b>
<b>Involvement in any conduct code violation (listed or unlisted)</b>	1-10
<b>Alcohol/Drugs (1-10)</b>	
Possession and/or consumption of wine or beer under 21	1-2
Possession and/or consumption of hard liquor under 21	3-4
Possession of bulk alcohol/binge drinking device	2-4
Open container of wine, beer, or hard liquor	1-4
Public intoxication	2-4
Marijuana use and/or possession	3-4
Drug paraphernalia possession	3-4
Providing alcohol to individuals under 21	3-5
Irresponsible use of alcohol/hospital transport	4-6
Driving under the influence	6-8
Illegal drug use and/or possession (excluding marijuana)	6-10
Distribution of illegal/controlled substances	10
<b>General (1-10)</b>	
False identification (including possession or use of fake ID)	2
Failure to comply with a College official	2-4
Unauthorized access	2-4
Furnishing false information/Forgery	2-4
Aiding or abetting	2-4
Disorderly conduct	2-4
Theft or Damage	3-10
Vandalism*	4-8
Weapons or Dangerous Materials (including Fireworks)	5-10
<b>Threatening and Endangering Behavior (2-10)</b>	
Aggressive physical behavior (punching, fighting, etc.)	8-10
Discrimination, harassment	4-10
Bias Incidents and Hate Crimes	4-10
Hazing	5-10
Retaliation	6-10
Sexual Misconduct	2-10
Sexual Assault	10
Bullying	5-10
<b>Other (0-8)</b>	
Housing policy violations	0-2
Life safety violations	0-4

Smoking policy violations	1-2
Discharge of fire extinguisher	6
Lewd behavior (urinating in public, streaking, flashing, etc.)	2-3
Setting off fire alarm	4-8

\* Students found responsible for intentional or reckless destruction of College or private property are assigned 4-8 points. Students who turn themselves in to Campus Safety or Residential Life within 48 hours of the incident will receive a point reduction at the discretion of the Administrator of Points. Any student found responsible for vandalism will be required to pay a minimum charge of \$100 for repair/replacement, plus a \$100 vandalism fine.

The following schedule of sanctions is **not inclusive** of all possible sanctions and is intended to serve as a predictor for most policy violations. Other sanctions are outlined in the Student Conduct Code and include, but are not limited to, mandatory meeting with a dean, mandatory alcohol/drug referral to a health educator, programming/screening of a film with a reflection, a monetary fine, consultation with a specific member of the Student Affairs staff, etc.

### **Table of Points and Sanctions**

Points	SANCTIONS
1	Written warning
2	Educational sanction
3	Educational sanction, athletic director/coach notification for athletes
4	Parent notification, minimum of five (5) hours campus service, educational sanction
5	Loss of term abroad/study away privilege,* minimum of ten (10) hours campus service, educational sanction. May be ineligible for various student leadership positions and organization membership
6	Loss of housing selection privileges§ (including theme, Minerva, Greek, and off-campus release), minimum of fifteen (15) hours of campus service
7	Parent notification and athletic director notification for athletes, meeting with a dean
8	Probation, alcohol/drug referral to health educator, housing relocation possible, meeting with a dean
9	Sanctions recommended by a hearing board and/or issued by a Dean
10	Suspension/expulsion, subject to conduct board review. Withholding of degree up to one year for graduating seniors

\* If five points are accumulated in the time period between applying for term abroad and the departure for term abroad, the student may not be allowed to participate in the program. In some cases, the nature of a violation (no matter how few points) may affect a student's eligibility for term/study abroad privileges.

§ If six points are accumulated prior to the start of spring term, the student may not be allowed to select their own housing for the following year.

### **Good Samaritan Policy**

Any situations involving the application of Union's Good Samaritan policy will have no points assigned, but all other sanctions will still apply. Please consult the Good Samaritan policy contained in the Student Handbook for more details.

### **STUDENT ORGANIZATIONS: CLUB AND ORGANIZATION POLICY**

Any organized student group, club, or organization on campus must be recognized by the Student Forum. Any club receiving funding must be open to all members of the student body. This includes participation in activities, meetings, and all functions of said club. No student group will receive funding if they are exclusive in nature. While groups that are exclusive may be recognized by the Student Forum they will not be eligible for funding as long as they are exclusive or selective in nature. All policies regarding the expenditure of activity fee dollars can be found in the presidents and treasurers handbook which is available in the Office of Student Activities.

### **STUDENT ORGANIZATIONS: EQUIPMENT MANAGERS**

The Office of Student Activities employs 10 students who are responsible for providing technical support for events held on campus. The equipment managers learn to operate multiple sound systems including a 16-channel band mixer. These students receive specific training, due to the extensive technical knowledge needed for this job. They help to ensure that events are completely student-run.

<http://www.union.edu/offices/student-activities/>

### **STUDENT ORGANIZATIONS: STUDENT FORUM**

The Student Forum is advised by the Director of Student Activities and serves as the governing body for students. Members of this group are involved in many College decisions. Elections are held in the spring for the majority of the student body and in the fall for the First-year students. Elections are competitive and create a natural sense of excitement on campus. The Student Forum oversees the operations of all student clubs and organizations. This governing body also oversees the student activity fee, which each student pays along with tuition. This money is allocated to 80 of the 100+ student clubs and organizations. Student Forum meetings are held on a weekly basis when classes are in session, and are open to the student body. For more information:

<http://www.union.edu/offices/student-activities/>

### **STUDENT ORGANIZATIONS: U-PROGRAM**

The program board is responsible for the majority of programs on campus. It is made up of several committees including traditional programs, innovative ideas, cultural events, publicity and promotions, and intellectual programs. All of these committees are led by a student president and treasurer. The program board is advised by the Assistant Director of Student Activities.

## **STUDENTS WITH DISABILITIES**

### **Introduction**

Union College is an educational community that values diversity and seeks to promote meaningful access to educational opportunities for all its students. Union College is committed to full compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

As an educational institution, Union College believes that students should understand their disabilities and learn ways to compensate for them. Professional documentation should include strategies for coping, when possible, so that students can find reliable ways to be successful. While Union College is committed to making reasonable accommodations, it is the students' responsibility to learn about themselves and how they can negotiate in the world successfully. A part of that process is self-advocacy.

### **What is a Disability?**

Union College is required by Section 504 of the Rehabilitation Act and the Americans with Disabilities Act to provide effective auxiliary aids and accommodations for qualified students with documented disabilities if: such aids and accommodations are necessary to provide equitable access to Union College's programs activities, and services, and, if the accommodation is reasonable (e.g., the accommodation does not fundamentally alter the nature of Union College's academic or other programs, activities, and services). Federal law defines a disability as a physical or mental impairment that substantially limits the average person in the population from performing a major life activity such as walking, seeing, hearing, speaking, breathing, learning, working, caring for oneself, performing manual tasks, sitting, eating, sleeping, standing, lifting, bending, reading, concentrating, thinking, communicating or the operation of a major bodily function. An impairment or diagnosis in itself does not necessarily constitute a disability. It must "substantially limit" one or more of these activities. In order to receive accommodations, specific documentation is required. If an impairment is in remission or intermittent, Union College will consider the impairment's condition in its active state.

In making the disability determination, Union College will not consider the ameliorative effects of mitigating measures the student has been using, such as medication, reasonable accommodations, assistive technology, etc., except for typical eyeglasses or contact lenses. However, the College will consider mitigating measures when determining what accommodations, if any, are necessary in order for the student to enjoy equal access.

After reviewing relevant information and using its professional expertise, Union College will determine whether or not a diagnosis of an impairment does in fact constitute a disability under the ADA and whether or not the requested accommodations are necessary and reasonable or appropriate at Union.

## **Eligibility and Documentation Guidelines**

The Director will conduct the following analysis in determining whether a student is considered disabled, and if so, what accommodations to recommend to the faculty or administrators of the campus community.

- **Does the student have a disability?**

- The College defines “disability” as a mental or physical impairment which substantially limits one or more major life activity(ies) including learning;

If **NO**, the student is ineligible and the office will not support the requested accommodation.

If **YES**, then proceed.

- **Did the student submit supporting documentation?**

- Supporting documentation of a Learning Disability (LD) typically consists of data that:
  - measures student aptitude, achievement, and information processing;
  - has been conducted by an appropriate professional who is unrelated by birth or marriage; AND
  - is current (typically defined as no more than 3 years old).
- Supporting documentation of physical disabilities typically consists of information that:
  - is from a clinician qualified to make such a diagnosis who is unrelated by birth or marriage; AND
  - gives detailed information about the diagnosis, treatment, functional limitations posed by the conditions as expected to impact adult learning and living and expected duration of conditions.

If **NO**, the student is ineligible until he or she supplements the documentation and the office will not support the requested accommodation.

If **YES**, then proceed.

- **Is the student qualified (which can only be determined in discussions with the faculty/department chair)?**

- Can the student meet the prerequisite academic and technical standards of a course or program?
- Can the student perform the essential tasks of the course or program with accommodation? The effects (both positive and negative) of any mitigating measures the student has or is using, including assistive technology devices, learned adaptive behaviors, reasonable accommodations, medications, etc., will be considered in the accommodation process. If **NO**, the accommodation need not be provided. If **YES**, then proceed.

- **Is the accommodation reasonable? Reasonable accommodations:**

- are based on documented individual needs;
- allow the most integrated experience appropriate;
- do not compromise the essential requirements of a course or program;
- do not pose a significant risk of substantial harm to the health or safety of the student or others;
- do not impose undue financial or administrative burden;
- are not of a personal nature;
- do not give the student an unfair advantage.

If **NO**, the accommodation need not be provided.

If the four questions can be answered **YES**, then accommodation should be provided. This analysis in some cases will require interaction between the faculty or department and the Director of Accommodative Services (and possibly the Dean of Studies) to determine whether a requested accommodation is reasonable.

### **Verification of Physical Disabilities**

- A student with a physical disability must provide professional verification certified by a licensed physician, psychologist, audiologist, speech pathologist, rehabilitation counselor, physical therapist, occupational therapist, or other professional health care provider who is qualified in the diagnosis of the disability. The verification must reflect the student's present level of functioning of the major life activity affected by the disability. The student shall provide the verification documentation to the Director of Accommodative Services. The cost of obtaining the professional verification shall be borne by the student. Union College reserves the right to require the documentation to be submitted directly from the evaluator to the College.
- If the initial verification is incomplete or inadequate to determine the present extent of the disability and appropriate accommodations, the College shall have the discretion to require supplemental assessment of a physical disability. The cost of the supplemental assessment shall be borne by the student. If the College requires an additional assessment for purposes of obtaining a second professional opinion then the College shall bear any cost not covered by any third party paying.

### **Verification of Blind/Low Vision Disability**

- A student with vision impairment must provide professional verification certified by an Optometrist, Ophthalmologists, and or Vision Specialists whom are eligible to make the diagnosis.
- **Documentation**
  - A specific designation as Blind or low vision

- Functional limitations on major life activities resulting from being blind or having low vision. These may include but are not limited to:
  - Impact on ability to utilize standard educational materials
  - Orientation or mobility
  - Academic achievement
- Evidence to support the functional limitations statements made in #3.2. This may include but is not limited to:
  - Result of vision testing
  - Age of onset
  - Academic Achievement: Tests of reading, writing and math skills measured by standardized and comprehensive individual achievement tests such as the Woodcock-Johnson Revised, or Wechsler Individual Achievement Test-II. Specific achievement tests may also be used such as the Test of Written Language-3 or the Stanford Diagnostic Mathematics Test.
  - Clinical Observation/interview
  - Teacher Observation
- Recommended Accommodations. All accommodations should be directly related to functional limitations listed in #3.2. The rationale for each recommendation should be contained in #3 above.
- Recommendations for other supports, strategies or services that may benefit the individual in higher education environment including suggestions about how specific effects of the disability may be accommodated through the use of assistive technology
- Other pertinent diagnoses or recommendations for other evaluations that may be needed.

### **Verification of Deaf/Hard of Hearing Disability**

- A student with hearing impairment must be evaluated by a licensed Audiologist and/or similarly trained medical professional that can determine the diagnosis.
- **Documentation:**
  - A specific designation as deaf or hard of hearing.
  - Functional limitations on major life activities resulting from being deaf or hard of hearing. These may include but are not limited to:
    - Communication
    - Receptive and/or expressive language skills
    - Academic skill development
  - Evidence to support the functional limitations statements made in #4.2. This may include but is not limited to:



- Audiological results
- Age of onset
- Academic Achievement: Tests of reading, writing and math skills measured by standardized and comprehensive individual achievement tests such as the Woodcock-Johnson Revised, or Wechsler Individual Achievement Test-II. Specific achievement tests may also be used such as the Test of Written Language-3 or the Stanford Diagnostic Mathematics Test.
- Clinical Observation/interview
- Teacher Observation
- Recommended Accommodations. All accommodations should be directly related to functional limitations listed in #4.2. The rationale for each recommendation should be clearly explained.
- Recommendations for other supports, strategies or services that may benefit the individual in higher education environment including suggestions about how specific effects of the disability may be accommodated through the use of assistive technology.
- Other pertinent diagnoses or recommendations for other evaluations that may be needed.

### **Verification of Traumatic Brain Injury**

- Practitioners that can provide a diagnosis include a Neuropsychologist or medical doctor with expertise in the area of Traumatic Brain Injury.
- **Documentation:**
  - A specific diagnosis of Traumatic Brain Injury.
  - Functional limitation of major life activities as result of brain injury. These may include, but are not limited to:
    - Cognitive ability
    - Memory
    - Attention
    - Emotional/behavioral functioning
    - Motor ability
    - Sensory impairments
  - Evidence to support the functional limitations statements made in #5.2b. This may include but is not limited to:
    - Academic Achievement: Tests of reading, writing and math skills measured by standardized and comprehensive individual achievement tests such as the Woodcock-Johnson Revised, or Wechsler Individual Achievement Test-II. Specific achievement tests may also be used such as the Test of Written Language-3 or the Stanford Diagnostic Mathematics Test.

- Test of Information Processing including attention, memory, and executive functioning.
- Receptive and Expressive Language: Assessed using standardized measures of receptive and expressive language ability.
- Teacher observation
- Clinical observation/interview
- Standardized checklists or scales of emotional functioning
- Recommended Accommodations. All accommodations should be directly related to functional limitations listed in #5.2. The rationale for each recommendation should be contained in #3 above.
- Recommendations for other supports, strategies or services that may benefit the individual in a higher education environment including suggestions about how specific effects of the disability may be accommodated through the use of assistive technology. Other pertinent diagnoses or recommendations for other evaluations that may be needed.

### **Verification of Asperger's /Pervasive Developmental Disorders**

- **Documentation.**
  - Documentation verifying the disorder must be prepared by a neuropsychologist or psychologist with experience in the field of Autism Spectrum Disorders. Documentation must include:
    - History of impaired communication, social and academic functioning. Historical information regarding the individual's communication, social and academic history in elementary, secondary education should be documented and provided.
    - Relevant academic data including past evaluations, academic history, approved academic accommodations, etc.
    - Detailed description of student's current a) communication/language skills, b) ability to interact socially c) restricted, repetitive and or stereotyped patterns of behavior, activities and sensory functioning, d) sensitivity to environmental conditions, e) motor planning, etc. Evidence to support these statements might include results of aptitude and achievement testing, standardized tests of language skills and standardized scales of symptoms related to autism as well as clinical observations including level of severity.
- **Relevant information regarding current treatment and prognosis such as**
  - Relevant medical information relating to the student's Asperger's disorder including a description of the impact any prescribed medications or medication side effects have on the student's ability to meet the demands of the postsecondary environment.
  - A specific diagnosis based on the DSM IV-TR diagnostic criteria. The evaluator should use definitive language in the diagnosis of an Asperger's Disorder or Other Pervasive Developmental Disorders.

- The evaluator must describe the current degree of impact of the diagnosed AS or PDD has on the specific major life activity as well as its impact in a postsecondary setting.
- Suggestions of reasonable accommodation(s) which might be appropriate at the post-secondary level are encouraged. These recommendations should be supported by the diagnosis.

### **Verification of Learning Disability**

- A student with a learning disability must provide professional testing and evaluation results which reflect the student's present level of processing information. The following are required to establish a claim of a learning disability. Hereafter reference to learning disabled students shall refer to those students who have so established the claim.
- Documentation verifying the learning disability must:
  - be prepared by a professional qualified to diagnose a learning disability, including, but not limited to, a licensed physician or psychologist. The cost of obtaining the professional verification shall be borne by the student. Union College reserves the right to require the documentation to be submitted directly from the evaluator to the College.
  - be presented as a written statement signed by the attending professional attesting to the diagnosis of the specific learning disability as well as recommendations for academic interventions based on that diagnosis;
    - the written statement concerning the diagnosis and recommendations must be dated after the student's sixteenth birthday, and
    - in the case of an entering First-year student, a student must present the signed statement to the Director of Accommodative Services as soon as possible after reserving a place in the First-year class; for returning students, the statement should be presented to the Director of Accommodative Services in accordance with the Students with Learning Disabilities Policy.
  - include the testing procedures followed, the instruments used to assess the disability, the test results, and a written interpretation of the test results by the professional;
  - reflect the student's present level of functioning in the achievement areas of reading comprehension, reading rate, written expression, and writing mechanics and vocabulary, grammar, and spelling;
  - reflect the student's present level of functioning in the areas of intelligence and processing skills.
- **Criteria to Establish a Claim of a Learning Disability:**
  - The following criteria, along with the professional judgment of the Director of Accommodative Services, will be used to determine whether a student qualifies as having a learning disability:
    - average or above average intelligence as measured by a standardized intelligence test which includes assessment of verbal and non-verbal abilities;

- the presence of a cognitive-achievement discrepancy or an intra-cognitive discrepancy indicated by a score on a standardized test of achievement which is 2.0 standard deviations or more below the level corresponding to a student’s sub-scale or full-scale IQ;
- the presence of disorders in cognitive or sensory processing such as those related to memory, language, or attention;
- an absence of other primary causal factors leading to achievement below expectations such as visual or auditory disabilities, emotional or behavioral disorders, a lack of opportunity to learn due to cultural or socio-economic circumstances, or deficiencies in intellectual ability; and
- the assessment must provide data that support the requests for any academic adjustment. In the event that a student requests an academic adjustment or accommodation that is not supported by the data in the assessment or if the initial verification is incomplete or inadequate to determine the extent of the disability, then it is incumbent on the student to obtain supplemental testing or assessment at the student’s expense.

### **Verification of ADD/ADHD**

- In order to file a claim of disability based on a diagnosis of ADD/ADHD, the student must submit complete documentation in support of that diagnosis to the Director of Accommodative Services. The documentation must be submitted by a qualified professional specializing in the assessment of psychological disorders and ADD/ADHD. The name and credentials of the professional must appear in the documentation as well as the date the student was assessed and the date of the last contact between the professional and the student. The evaluator may not be related to the student by blood or marriage. Union College reserves the right to require the documentation to be submitted directly from the evaluator to the College.
- Recent documentation better informs the student and the College of appropriate accommodations. For that reason, submit documentation from assessments performed after the student’s sixteenth birthday or within the past three years.
- **Documentation Criteria to Establish a Claim of ADD/ADHD as a Disability:**
  - interview with parents and student
  - behavior ratings from parents, teachers, and the student
  - psychological evaluations
  - description of symptoms
  - a list of assessment instruments and procedures in diagnosing ADD/ADHD and its impact on educational activity
  - date of initial diagnosis
  - identification of one or more major life activities affected by ADD/ADHD. Assessment of the severity of the student’s condition and its impact on the identified major life

activity(ies) in comparison to the average person in the general population with and without the use of prescribed medication

- evidence that the condition interferes with the performance of a major life activity, including the professional's observations as well as any reports from school officials or medical reports
- a list of any medications prescribed, patient's use of same and effect on the impairment
- an identification of what accommodations have been received and when
- recommendations for accommodation.

### **Verification of Psychiatric Disabilities**

In order to file a claim of disability based on a diagnosis of a psychiatric disorder, the student must submit complete documentation in support of that diagnosis to the Director of Accommodative Services. The documentation must be submitted by a qualified professional specializing in the assessment of psychiatric disorders. The name and credentials of the professional must appear in the documentation, as well as the date the student was assessed and the date of the last contact between the professional and the student. The evaluator may not be related to the student by blood or marriage. Union College reserves the right to require the documentation to be submitted directly from the evaluator to the College. The document should list the current status of the disability and show how it affects the student in a postsecondary setting. Information regarding medication and specifically its impact on the student's ability to study is required. The documentation should include a statement indicating the current status of the disorder and its impact in an institutional setting. Documentation should be no more than six months old. Documentation should include and support recommendations for academic accommodations.

### **Verification of Temporary Impairment**

- It is not uncommon for a student to experience a temporary or short-term illness or injury while attending college. Union College naturally wants to provide reasonable supports to the student to help avoid unnecessary absenteeism or breaks in the student's education. Some supports may be made available through the Disability Services Office on a temporary basis.
- Students seeking support on the basis of a temporary impairment (illness or injury) must provide documentation verifying the nature of the condition, stating the expected duration of the condition, and describing the supports that may be necessary. Such verification must be provided by a professional health care provider who is qualified in the diagnosis of such conditions. The evaluator may not be related to the student by blood or marriage. Union College reserves the right to require the documentation to be submitted directly from the evaluator to the College. The assessment or verification of the illness must reflect the student's current condition and shall be no older than sixty (60) days. The cost of obtaining the professional verification shall be borne by the student.
- If the initial verification is incomplete or inadequate to determine the extent of the impairment and appropriate interventions, the College shall have the discretion to require supplemental assessment of a temporary impairment. The cost of the supplemental assessment shall be borne by the student. If the College requires an additional assessment

for purposes of obtaining a second professional opinion, then the College shall bear the cost not covered by any third party paying.

- The College recognizes that students' needs may change as they move through the College's programs. Reasonable accommodations may be made to help them as they continue to develop. It may be necessary for the student to provide appropriate documentation to support the need for new or additional accommodation(s).
- Documentation can be sent to the address below. If you have any questions, please feel free to contact the Director of Accommodative Services.

Shelly Shinebarger  
Director of Accommodative Services  
Reamer Campus Center – Room 303  
Union College  
Schenectady NY 12308  
Phone: 518-388-8785  
Fax: 518-388-7175  
shinebas@union.edu

### **Other Conditions**

If a student has some other type of condition, such as a health condition, please contact the Director who will review your existing documentation with you and determine what, if anything, may be further required.

### **Self-Advocacy**

- In pursuit of self-advocacy, neither the use of similar services in high school or at another college nor the unreasoned recommendation for an accommodation guarantees provision of such services at Union College. Rather, documentation must be complete and support the suggested accommodation of the student who is otherwise qualified to attend Union. Please refer to the sections on Documentation Guidelines for specific documentation criteria.
- A student with disabilities on a college campus is encouraged to take an active role in developing strategies for reasonable accommodation. (For example, students with documented learning disabilities are encouraged to talk with relevant faculty and staff about the disability in order to determine how a given accommodation will be provided). Students who understand the disability, through reviewing coping strategies with the evaluator who provided the original assessment documentation, have an easier time self-advocating.
- Should any issues arise during the term, it is the student's responsibility to make faculty and administration aware of them in a timely fashion in order to receive help. Students should meet with the Director of Student Support Services who can assist in determining whether the problem can be addressed and what resources might be available. There are limitations on the accommodations that can be provided. The student can work with the Director of Student Support Services and the administration to determine what is

appropriate for the situation. The accommodation will allow equal access without altering the core requirements of the academic program.

### **Students' Responsibilities**

Students seeking reasonable accommodations should be aware that it is their responsibility to:

- Supply supporting clinical documentation (see Documentation Guidelines) to the Director in advance of the term to determine ADA eligibility and appropriate services and accommodations. Submission of documentation after the Term begins may result in a delay in the receipt of accommodations.
- Request accommodations from the Director in person with at least two (2) weeks' notice of the accommodation needed. If less than two (2) weeks' notice is given, reasonable efforts will be made to provide reasonable accommodations, but accommodations are not guaranteed.
- Confirm the adequacy of accommodations as soon as possible and notify the Director whenever they encounter unsatisfactory conditions.
- Within one week of obtaining the ID card verifying a testing accommodation from the Director, approach faculty and staff in a confidential setting to discuss accommodations provided and deliver, in person, the letter from the Director to the faculty or staff. Reasonable accommodation for testing may include, but is not limited to, extended testing time, reduced distraction area, or a reader.
- Obtain syllabi and lists of course materials for reproduction in alternate formats.
- Adhere to deadlines established by the Director, Residential Life, faculty, Registrar, etc., for submission of documentation and requests for accommodations.
- Notify the Director of pre-registered classes for the following Term so accessible space can be arranged if necessary.
- Students are encouraged to also pursue financial aid and/or state vocational rehabilitation support for accommodations and personal equipment needs.

### **Discrimination Grievance Procedures**

Union College has adopted an internal grievance procedure providing for the prompt and equitable resolution of complaints alleging discrimination. The bases for such complaints is outlined in Federal anti-discrimination statutes, State and Local laws under discrimination and the College anti-discrimination policy upon the exhaustion of internal appeals (as applicable) available to the complainant. Complaints alleging discrimination must be addressed to the §504 Coordinator, also known as the Chief Diversity Officer.

A complaint must be submitted in writing, contain the name and address of the complainant, and a description of the allegations of discrimination. The complaint must set forth specific facts in support of the allegations and any appeal decision.

A complaint must be filed within fifteen (15) days of the later of the two following dates: (a) date of the alleged discrimination; or (b) the date of the rendition of any decision of an internal appeal.

An investigation, as may be appropriate, shall be conducted by the Office of the Chief Diversity Officer following receipt of a discrimination complaint. This procedure affords the complainant and the person(s) against whom the allegation(s) of discrimination have been made, and their respective representatives, if any, an opportunity to submit information and documentation regarding the complaint allegations. The investigation will be completed with written results of the investigation issued and a copy forwarded to the complainant within forty-five (45) workdays of the receipt of the complaint.

Although Union College will make a good faith effort to comply with these timelines, circumstances (such as school breaks), may justify an extension of time. Retaliation against any person who files a complaint of alleged discrimination, participates in an investigation, or opposes a discriminatory employment or education practice or policy is prohibited under Union College policy and prohibited by state and federal law.

Claims of harassment will be resolved through the Harassment Policy or conduct procedures outlined in the Union College Student Handbook.

### **Reduced Course Load Accommodation**

A student may be granted a reduced course load (two courses) as a reasonable accommodation, along with a reduced tuition charge, upon providing evidence that such an adjustment is necessary in order for the student to access his/her education. Requests for reduced course load, and the accompanying reduction in tuition, must be received no later than the third day of the term. Other requests for reduced course load will be entertained but will not result in a reduced tuition. The College is not obligated to offer a reduced tuition as an accommodation. Accordingly, if a student wishes the benefit of this type of support, his/her request for reduced tuition must be submitted by the third day of the term.

Students seeking a reduced course load must formally petition the Director of Accommodative Services and submit appropriate documentation to establish that such an accommodation is necessary based on the student's current medical/disability related limitations. The Director may also consult with the Director of the Counseling or Health Center, as appropriate. The College will also consider the student's history of success at the College while taking a full course load.

The Director, in consultation with the Dean of Studies and other staff members, as appropriate, will determine the duration of the accommodation. The Dean of Studies will advise the Registrar and Finance Office of the final decision and will work with the Director of Accommodative Services to determine appropriate course selections each term. Students with an approved reduced course load will be treated as full-time students in all appropriate respects by the College. Students who have already completed 12 terms of study as a full-time student at Union will be charged based on the number of courses in which they are enrolled.

A student who disagrees with the College's resolution of the student's reduced course load petition may grieve that decision as provided in the Student Handbook, except for the decision regarding a reduced tuition, which is not grievable.



Students are cautioned that there may be a financial and or educational consequence to taking a reduced load and are encouraged to:

- Consult with Financial Aid Office with regard to any aid they are receiving and how that aid may be impacted by a reduced course load.
- Consult with Vocational Rehabilitation Counselor, if applicable, in so far as how a reduced load might affect that agency's support of the student.
- Consult with their academic advisor or the Dean of Studies with regard to the effect a reduced course load may have on their academic progress in their course of study, their general education requirements, and prospective graduation date.

### **Policy on Service Animals**

It is the user/handler's responsibility to ensure the safety of a service animal. A service animal is defined as a dog or small horse that is individually trained to do work or perform tasks for the benefit of a person with a disability. While legal access rights are afforded to users of service animals, the access comes with the responsibility of ensuring that the animal behaves and responds appropriately at all times, in public and that the user/handler, as a team must adhere to the same socially accepted standards as any individual in the college community.

#### ***Types Of Service Animals***

- **Guide Dog**: A dog that is trained that serves as a travel tool for individuals who are blind or have low vision.
- **Hearing Dog**: A that has been trained to alert a person with a significant hearing loss or who is deaf when a sound occurs (e.g. a knock on the door, a fire alarm, the phone ringing).
- **Service Dog (Assistance Dog)**: A dog that has been trained to assist a person who has a mobility or health impairment. Types of duties may include carrying, fetching, ringing doorbells. Activating elevator buttons, steadying a person while walking, assisting a person to get up after a fall, etc.
- **Sig (Signal) Dog**: A dog trained to assist a person with autism. The dog alerts the partner to distracting repetitive movements, such as hand flapping, which are common among those with autism. This intervention allows the person to stop the movement. A person with autism may also have deficits in sensory input, and may need the same support services from that one might provide for a person who is blind or deaf.
- **Seizure Response Dog**: A dog trained to assist a person with a seizure disorder. The methods by which the dog serves the person depends on the individual's needs. Some dogs have learned to predict a seizure and warn the person in advance.
- **Miniature Horse**: The college shall make reasonable accommodations, taking into consideration: (1) the type, size and weight of the miniature horse and whether the facility can accommodate its features; (2) whether the handler has sufficient control of the miniature horse; (3) whether the miniature horse is housebroken; and (4) whether the miniature horse's presence in the facility compromises legitimate safety requirements necessary for operation.

### ***Control Requirements***

- The animal must be on a leash at all times. It should never be permitted to wander around off leash except if the animal is working.
- The handler/partner must be in full control of the animal at all times.
- The animal must be as unobtrusive as possible.
- The animal must be well groomed and measures should be at all times to maintain flea and odor control.
- Consideration of others must be taken into account when providing maintenance and hygiene of assistance animals.

A service animal must be well-behaved and its partner must ensure that the animal does not engage in behaviors that would be a direct threat to the health and safety of others. Service animals shall be permitted to accompany that student at all school functions, whether in or outside the classroom. Consider the service animal as a necessary accessory such as a wheelchair would be considered and allowed at all times. When a service animal is determined to be out of control, the infraction will be treated on an individual basis through Accommodative Services and the Dean of Students. If the animal poses a threat to the safety of others, Campus Safety will be part of the collaborative team to determine the outcome of the behavior. Consequences may include, but are not limited to, muzzling a barking dog, refresher training for the animal and its partner or exclusion from college facilities.

Should the animal be excluded due to being out of control, the College will give the individual who uses the service animal the option of continuing to attend the College without having that service animal on the premises.

### ***Public Etiquette by Students/Staff/Faculty/Administrators on Campus***

#### **Individuals should not:**

- Pet a service animal while it working. Service animals are trained to be protective of their partners and petting distracts them from their responsibilities.
- Feed a working service animal.
- Deliberately tease or taunt a service animal.
- Separate or attempt to separate a partner from his/her handler.
- Hesitate to ask a student if he/she would like assistance if the team seems confused about a direction in which to turn, an accessible entrance, the location of an elevator, etc.
- Feed a service animal alcohol on or off campus. To do such will result in disciplinary action.

### ***Relief Areas***

Relief areas will be designated on an individual basis with the collaboration of the Accommodative Services Office and the facilities ground personnel. It is the user/handler's responsibility to be aware of the dog's need to relieve itself and act accordingly.

### ***Areas of Safety***

There are certain instances when it may be considered unsafe for animals in such places as medical facilities, laboratories, mechanical rooms or any other place where the safety of the animal or its partner may be threatened. Each place will be considered as to its safety potential by a team of individuals, including Accommodative Services, the laboratory director or professor, and the College risk management team. When it is determined unsafe for the team to be in one of these areas, reasonable accommodations will be provided to assure the individual equal access to the activity.

### ***Conflicting Disabilities***

It is common for persons to have a disability that precipitates an allergic reaction to animals. Persons who have asthma/allergy/medical issues with the animal are to be directed to make the complaint to the Accommodative Services. The person making the complaint must provide verifiable medical documentation to support their claim. Action will be taken to consider the needs of both persons to resolve the problem as efficiently and effectively as possible.

### **Residence Halls**

The guidelines for conflicting disabilities apply in the residence halls, as well. If there is an allergy/animal conflict within residence hall that cannot be resolved agreeably, then the Department of Residential Life and the Accommodative Services will collaborate on a solution. It should be noted that if the first person that has been permitted into the residence hall uses a service animal and another person with severe allergies then arrives, the first person cannot be removed to accommodate the second person (Disability Compliance for Higher Education, July 1996. Vol. 1, No. 12, p 4 and 5).

### ***Procedures***

Students in need of a service animal are asked to complete a brief Registration Form at Accommodative Services located in Reamer Campus Center 303. Union College wants to make sure appropriate departments are notified such as Residential Life, Academics, and Campus Safety.

The animal's waste must be removed into a proper receptacle. Individuals unable to clean up after their animals or who need assistance should notify Accommodative Services so that alternative arrangements may be agreed upon. If an animal urinates or defecates inside of a building, or in another area that requires cleaning or maintenance, the owner must notify the Facilities Services and will be responsible for the cost of such cleaning.

## **Policy On Therapy Animals**

### ***Definition of a Therapy Animal***

A Therapy Animal is defined as an animal that is necessary for the individual to have an equal opportunity to use and enjoy a dwelling. There must be a relationship, or nexus, between the individual's disability and the assistance the animal provides.

A healthcare or mental health professional prescribes a therapy animal to an individual with a disability. Therapy Animals are an integral part of a person's treatment process to assist in alleviating the symptoms of an individual's disability. They are not service animals and do not accompany the individual at all times. Therapy animals are only permitted in the assigned residential room and outdoor spaces and under the proper handling. Therapy animals are not permitted in other campus buildings. When transported outside the private residence the animal must be on a leash or harness or in a carrier.

### ***Procedures***

- Register with Accommodative Services which includes submitting adequate and current documentation (within six months) of the disability and the need for a Therapy Animal.
- Documentation should include verification of disability from medical specialist or mental health professional.
- Information on how the animal serves as an accommodation and how it relates to the ability of the student to use and enjoy the living arrangements provided through College housing. Connecting the need for a Therapy Animal to a diagnosis and how it relates to treatment.

### ***Review and Approval***

The Accommodative Housing Committee will review the documentation and the student will be notified of the decision. Should approval be granted, the student should meet with the Office of Residential Life and Accommodative Services to review the Owner/Handlers' Responsibilities. At this time the student will need to provide a Veterinarian's verification that the animal has all the recommended vaccinations to maintain the animal's health and prevent contagious disease, as well as, a copy of the animal's registration from the town/state in which it was registered. The student must also provide contact information of an individual who will be responsible for the animal in the event that the student is absent or unavailable. This cannot be another student residing on-campus.

A Therapy animal should not be brought to campus until approved and the student has had the meeting with Residential Life and Accommodative Services.

Please note the student must petition for this approval each academic year.

Upon approval, the roommate(s) will be notified and an acknowledgement of their acceptance will be requested. Residential Life will notify residents of the house where the approved animal will be residing.

### *Conflicting Disabilities*

Students with medical conditions that are affected by animals are asked to contact the Accommodative Services Office if they have a health or safety concern about exposure to the animal. The College will make arrangements to accommodate individuals with such medical conditions.

*(UCONN Disabilities Policy --2013)*

### **Owner/Handler's Responsibilities and Guidelines for Having a Service or Therapy Animal on Campus**

- The owner/handler, not the College or another student, is responsible for the care and conduct of their animal.
- The owner/ handler must abide by all state and local laws regarding animals.
- Animals must be kept clean, healthy and under control of the owner/handler at all times.
- Animals and their accoutrements (e.g. heat lamp) must not pose a direct threat to the safety of others.
- The owner/handler is responsible for removal and proper disposal of the animal's waste. Removal must be immediate. The animal's waste must be removed into a proper receptacle. Individuals unable to clean up after their animals or who need assistance should notify Accommodative Services so that alternative arrangements may be agreed upon. If an animal urinates or defecates inside of a building, or in another area that requires cleaning or maintenance, the owner must notify Facilities Office and will be responsible for the cost of such cleaning.
- Animals must sleep in the owner/handler's room.
- Animals must not make excessive noise or display behavior that will disrupt other community members.
- The College is not responsible for an animal during a fire alarm, fire drill, or natural disaster.
- An animal cannot be left alone for more than 24 hours.
- The owner/handler is subject to charge for damage caused by the animal in the same manner as community members are charged for damage that is caused by an individual.
- The owner/handler is responsible for any financial charges for bodily injury caused by the animal to any individual, including the owner/handler.
- The owner/handler must notify Accommodative Services in writing if the animal is no longer needed in residence. To replace a Service Animal the student must file a new Registration form. To replace a Therapy Animal the student must file a new petition to the Committee on Special Housing.
- An approval for a Therapy Animal is good only for the academic year in which it has been approved. A petition for a Therapy Animal must be submitted for each academic year.

- Service Animals, not Therapy Animals, are generally allowed on campus anywhere it is safe for them to be. After consultation with the owner/handler, the College may determine if there are any parameters necessary regarding where a service animal is allowed on campus. Service animals must be harnessed, leashed or tethered.

**Policy On Special Housing Accommodation or Meal Plan Waiver**

Special housing requests are subject to recommendation by the Special Accommodations Committee (SAC) based on medical documentation and availability of the accommodation. In order to be considered for a special accommodation you must complete the Special Housing Accommodation Request Form and submit it to Residential Life.

Students with special requests due to a medical condition are strongly encouraged to make the College aware of these needs as early as possible in the housing assignment process. Union College’s SAC will review all requests for special accommodation as outlined below.

<b>Students should provide all required documentation by the following deadlines:</b>	
New Incoming Students for Fall	June 20
Returning Students for Fall	February 20
Summer Term	May 1

Please be aware that after these dates, certain types of accommodations may no longer be available for the coming trimester.

***Documentation***

The College requires medical documentation from a licensed physician that describes the student’s medical condition and supports the request for a special housing accommodation. This documentation will be reviewed by the SAC to determine if the request necessitates a special accommodation. The specific criteria and forms required can be found at:

<http://www.union.edu/offices/accommodative-services/documents/>.

***Frequently Asked Policies***

Below are descriptions of our most frequently asked policies. This is not an exclusive list of accommodation requests.

**Single Rooms / Reduced Occupancy**

Single rooms (private sleeping area with a shared suite) comprise less than 20% of Union’s residential space. A request for a single room or reduced occupancy must clearly demonstrate how sharing a sleeping area would adversely impact your ability to perform academically. The request should include an explanation of how typical roommate adjustments (such as using headphones, using a sleeping mask, or negotiating shared use of space) would not resolve the concern. Students who are recommended to reside in reduced occupancy rooms will not be assigned to designated triples. Once a student who needs a special accommodation vacates a room, that room will return to its original designated occupancy.

## Meal Plans

In accordance with College policy all First Year residents are enrolled in the mandatory 15 meal plan for the entire Fall Term. Thereafter, all residents are required to select a minimum of a 7 Meals per Week plan. Students can be released from the meal plan only if they reside off campus. However, Dining Services is able to accommodate most diets and will work with the student to meet their dietary needs. Further information about Union's dining policies and other contact information can be found at [www.uniondining.com](http://www.uniondining.com).

## Air Conditioning

Only College Park Hall offers air conditioning based on climate control systems that maintain a temperature range. Additional air conditioning in these areas and in all other residence halls is prohibited. If a student has an extreme medical condition requiring them to live in an air conditioned environment, room air conditioners may be permitted with a medical exemption. To apply for an exemption, students must have a physician complete the Air Conditioner Request Form found at <http://www.union.edu/offices/accommodative-services/documents/> This form should be submitted to the SAC for review. A determination will be made by the SAC in consultation with appropriate medical staff and other college offices. If approved, Facilities will install a window unit during the heating season and remove it during the cooling season.

*(Material Taken from Siena College)*

## ***Food Allergies/Meal Plan Accommodations***

Food allergies may constitute a disability under the ADA, 42 U.S.C.~ 12102. Individuals with food allergies may have an autoimmune response to certain foods, the symptoms of which may include difficulty swallowing and breathing, asthma, and anaphylaxis. The College has set up a procedure to ensure that all requests are appropriately considered.

To request a dining accommodation, the student must begin by completing the Meal Plan/Dinning Accommodation Form describing their documented disability. The student must also supply current and appropriate medical documentation which has been completed by the appropriate medical professional. The medical professional cannot be related to the student applying. Students will often be required to meet with the Director of Dining Services to discuss their needs and learn of the options available to them. Dining Services is very understanding of the challenges with today's diverse dining needs and has many options for students [www.uniondining.com](http://www.uniondining.com). The College also employs a Registered Dietitian and appointments can be scheduled.

Requests for dining accommodations are handled by the Special Needs Committee. The committee will notify students of it decision in writing. The decision will be based on the medical necessity of the accommodation. If the accommodation is not granted, students may appeal the decision to the ADA/504 Coordinator. Students may also reapply for the following trimester.

## Procedure for Requesting Dining/Meal Plan Accommodations

Union College recognizes that some students have dietary needs related to medical and or psychological conditions. The following procedure was developed to ensure that all requests are appropriately considered. Requests for meal plan accommodations are handled by the Union

College Accommodation Requests Committee. It should be noted that Dining Services already has in place many services for students needing special diets. Before taking the time to apply for accommodations, we encourage you to view the Union College Dining website: [www.uniondining.com](http://www.uniondining.com)

Steps for requesting an accommodation:

- Students should begin by completing the appropriate FORM and by contacting:  
Accommodative Services  
Reamer Campus Center 303  
Schenectady, NY 12308  
518-388-8785  
[shinebas@union.edu](mailto:shinebas@union.edu)
- If appropriate and current medical documentation is not on file, then students may be asked to submit a letter from the treating/medical professional. The professional must be currently treating the student for the condition for which the accommodation is requested and cannot be related to the student requesting the accommodation. The letter should have the diagnosis, how it impacts the student's ability to eat in the dining hall and what is recommended. The date of diagnosis, severity and types of medication needed should also be included in the letter.
- The Meal Plan Request Form and medical letter must be returned to Accommodative Services in order for the committee to consider the request. The committee will try to meet within a week of the request although this cannot be guaranteed. Accommodations are not retroactive.
- The committee will notify the student of the decision in writing. This decision will be based on the medical necessity of the accommodation. If an accommodation is not granted, students may appeal the decision to the ADA/504 Coordinator. Students may also be able to reapply for the following trimester.

## **TITLE IX STATEMENT, TITLE IX COORDINATOR AND DEPUTY COORDINATORS**

### **Sex Discrimination, Relationship Violence, Harassment, and Assault: Union College Title IX Coordinators**

Title IX of the Education Amendments of 1972 is a federal law that prohibits sex discrimination in education. It reads:

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”  
--Legal Citation: Title IX of the Education Amendments of 1972, and its implementing regulation at 34 C.F.R. Part 106 (Title IX)



Sex discrimination includes sexual harassment and sexual assault.

While it is often thought of as a law that applies to athletics programs, Title IX is much broader than athletics and applies to many programs at Union College. While compliance with the law is everyone's responsibility at Union, listed below are the staff members who have primary responsibility for Title IX compliance.

### **Title IX Coordinator**

**Dr. Melissa Kelley**, x6865 (518-388-6865); kelleym2@union.edu; 403E Reamer Campus Center; Union College, 807 Union Street, Schenectady NY 12308-3103.

### ***Duties and Responsibilities***

Monitoring and oversight of overall implementation of Title IX compliance at Union College including coordination of training, education, communications, and administration of grievance procedures for faculty, administrative staff, and hourly staff.

Additionally, if you have a complaint against a Union College faculty member, administrator, staff member, or visitor for sexual harassment, sex discrimination, or sexual assault, you should contact the Title IX Coordinator.

### **Title IX Deputy Coordinators**

#### ***For Complaints Related to Athletics Against or By Union Students and Employees***

If you have a complaint against a Union College student, coach, athletics' administrator, or visiting student athlete, coach, or athletics personnel, or visiting spectator for sexual discrimination, harassment, misconduct (including sexual assault), or retaliation, you may contact Senior Associate Director of the Athletic Department who will facilitate the handling of the complaint, the Title IX Coordinator, or one of the other Deputy Coordinators listed below.

#### ***Gender Equity in Athletics***

If you have a complaint about gender equity in Union College athletics programs, you should contact the Senior Associate Director of the Athletic Department who is responsible for Title IX Compliance in matters related to gender equity in Union College athletics programs:

**Joanne Little, Senior Associate Director**, x6433 (518-388-6433); littlej@union.edu; Voice Mail: 518-388-6433; Athletic Department, Alumni Gym, Union College, 807 Union Street, Schenectady NY 12308-3103.

## **TUITION REFUND/DEFERMENT POLICY IN THE EVENT OF A WITHDRAWAL**

### **Voluntary Withdrawal | Tuition Refund**

Any student who withdraws voluntarily or takes a leave of absence will be eligible for a refund of the comprehensive fee based on the following schedule which is calculated as of the last day of attendance.

Withdrawal during 1st and 2nd week	75%
Withdrawal during 3rd week	50%
Withdrawal during 4th week	25%
Withdrawal after end of 4th week	No refund

### **Medical Withdrawals**

The tuition policy is the same with involuntary and voluntary medical withdrawals. Students are encouraged to request a voluntary medical withdrawal at any time that they believe that physical or mental health concerns are significantly interfering with the ability to be a successful student and/or that the demands of College life are interfering with recovery or safety. A medical withdrawal must be approved by the Dean of Students in consultation with campus health care professionals in accordance with College policy.

Students medically withdrawn during the term or withdrawn from a course will not receive a tuition refund; however, they may receive a tuition waiver in the future for 4th courses or an additional term to make up for the incomplete course(s) taken during the term of the withdrawal. Charges for room and board will be pro-rated based on the percentage of the term elapsed. Credits for room and board will be applied to the student account at the time of withdrawal.

Should a student be unable to return following a medical leave (involuntary and/or voluntary), the student may be eligible for a tuition refund at the discretion of the Dean of Students. Refunds will be calculated as tuition less scholarships and grants.

### **Suspensions**

Suspensions from the College include withdrawals for poor academic performance, for academic dishonesty, or for disciplinary reasons. Students required to leave during the term will not receive a tuition refund for the current term, but will receive a credit based on Union's medical withdrawal policy (see above).

The current term will be counted towards the student's residency requirement; thus, the student is not required to enroll for an additional term but rather can make up lost courses by enrolling in 4th courses or by transferring credits from other institutions, subject to the 4th course enrollment and transfer credit fees and policies outlined in the Academic Register. Students enrolling for an additional term will be charged regular tuition.

Any student who has been suspended may not transfer in credits from another institution during their suspension. However, students may be eligible to transfer credits taken later, at another

institution, to make up for the incomplete course(s) with pre-approval from the Dean of Studies. The College is not responsible for any costs related to transfer credits. Charges for room and board will be pro-rated based on the percentage of the term elapsed. Credits for room and board will be applied to the student account at the time of withdrawal.

### **Loans**

If a student has loans and withdraws from the College and does not return within six (6) months, they may be contacted to begin repayment. Contact Financial Aid at (518)-388-6123 for more information.

## **UNION COLLEGE WEB SITE**

*(Updated July 26, 2017)*

The user guidelines and policies for College-administered Web sites differ, but given the public nature of the Internet, exercise good judgment regarding what you publish online (most especially to a “union.edu” domain).

### **Guidelines for All Web Sites**

All Union College Web sites are subject to copyright laws and fair use guidelines (available from Schaffer Library).

The College reserves the right to immediately remove any Web site content that violates the College’s codes of conduct, which are available in the Student Handbook, Faculty Manual, and Staff Manual. All sites must also adhere to all local, state, and federal laws, and all College policies.

Complaints about the content of Web pages should be directed to the Office of Communications and Marketing or Office of Information Technology Services. In cases where there is a violation of applicable policies, laws, or established codes of conduct, the Chief Information Officer or Chief Communications Officer may remove the site from the network and suspend individual access privileges. The matter will then be referred to the appropriate campus judicial body.

Union College supports the World Wide Web Consortium’s Web Accessibility Initiative and encourages Web developers to follow the consortium’s Web Content Accessibility Guidelines, which are available at: <http://www.w3.org/TR/WCAG/>

The Guidelines help make web pages accessible to people with disabilities.

### **Types of Web Sites**

#### ***The Official College Web Site***

The official College Web site, [www.union.edu](http://www.union.edu), is administered out of the Office of Communications and Marketing and includes the homepage, secondary pages, office sites and most academic departments.

All users of the [www.union.edu](http://www.union.edu) content management system must adhere to the policies and style guidelines accessible here:

<http://www.union.edu/Resources/Technology/Web/CMSUserGuide/>

Though a valuable student resource, [www.union.edu](http://www.union.edu) is not a Web publishing platform for students.

Contact: [ucco@union.edu](mailto:ucco@union.edu) or (518) 388-6131

### ***Course Web Sites***

The College encourages faculty to create Web sites for as many of their courses as possible. Union College's Learning Management System (LMS) is called Nexus ([nexus.union.edu](http://nexus.union.edu)) and is the ideal platform for creating, managing, and maintaining such sites for your students. If a public-facing course Web site is needed, the College's Muse ([muse.union.edu](http://muse.union.edu)) platform is available to help faculty create a beautiful and well-organized site that helps faculty showcase Union College's high level of scholarship and rigor to an external audience. Faculty may request assistance from ITS in setting up their course sites in Nexus and/or Muse.

Contact: [helpdesk@union.edu](mailto:helpdesk@union.edu) or (518) 388-6400

### ***Student Club and Organization Web Sites***

Student organizations and clubs are encouraged to create Web sites to promote and document their activities through Union College's Muse platform. As with departmental Web sites, student organization/club Web sites represent the College, and require regular updates with current and valid information. Given that Web sites maintained by students necessarily change hands at least once every few years, it is important that each student site has at least one faculty or staff sponsor enrolled as a site administrator. This requirement reduces the risk of a Muse site becoming orphaned and inaccessible due to a student site administrator graduating and leaving the College. Orphaned sites, or sites with invalid or outdated information may be unlinked from the Union web site or taken down altogether.

Student club Web sites residing on Union College owned systems or served through the Union College network are permitted but shall include the disclaimer that: "Union College does not monitor or endorse student club web sites residing in the Union College domain. The College is not responsible for the contents of student club web sites or electronic mail communications. Views and opinions expressed on student club web sites or in e-mails are strictly those of the authors."

Student clubs and organizations may use the Muse platform, with a faculty or staff sponsor. The faculty or staff sponsor should contact ITS directly and request a Muse website be setup for a student organization or club. The requesting faculty or staff sponsor will be added to the Muse site as a site administrator, as will the requested student(s).

Contact: [helpdesk@union.edu](mailto:helpdesk@union.edu) or (518) 388-6400

### ***Personal Web Sites***

All members of the campus community are encouraged to express themselves on the Web creatively and responsibly. Muse site administrators and web developers of other public-facing websites (e.g., Minerva, Virtual Union, etc.) are encouraged to remember that their sites are available worldwide, and are interpreted as representative of the College. Remember that potential visitors include prospective students, parents, professional colleagues, potential employers, and the general public.

Personal Web sites residing on Union College owned systems or served through the Union College network are permitted but shall include the disclaimer that: “Union College does not monitor or endorse the personal Web sites residing in the Union College domain. The College is not responsible for the contents of personal Web sites or electronic mail communications. Views and opinions expressed on personal Web sites or in e-mails are strictly those of the authors.”

The contents of personal Web sites are the sole responsibility of the individual; Union College accepts no liability for personal web sites. Union College notes that, while faculty, staff, and students must assume responsibility for their personal web sites being accurate and up-to-date, the College reserves the right to remove a site from the web site if that site is egregiously out of date or out of use (until compliance is agreed upon and achieved).

Faculty or staff may simply contact ITS for assistance setting up his/her own personal website through Muse. Students may use a Muse Web site for a personal project, research, etc., with a faculty or staff sponsor. The faculty or staff sponsor should contact ITS directly and request a personal Muse website be setup for a student project, research, etc. The requesting faculty or staff sponsor will be added to the Muse site as a site administrator, as will the requested student.

Contact: helpdesk@union.edu or (518) 388-6400

### ***Social Media Sites***

Union College supports the engagement of its students, faculty and staff in the social media space, both individually and as part of their work for the college. To make that experience most beneficial to all involved, the Office of Communications & Marketing has posted social media best practices at: <http://www.union.edu/communications/>

Contact: ucco@union.edu or (518) 388-6131

### **Amendments**

The College reserves the right to amend these policies and procedures.