

# **UNION** Union College Student Handbook

C O L L E G E

FOUNDED 1795

The material in this handbook is designed to inform students of the College's expectations for students' behavior, community, and the services available. 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. If a physical copy is preferred, the Handbook can be requested from the Dean of Students Office, located in Reamer Campus Center 306.

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# 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 is 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 puts lives at risk, creates legal liability, and will not be tolerated.

Students and officers of fraternal organizations who assume the role of Responsible Persons at the social events with alcohol are expected to fully comply with the requirement for hosting an event. Their failure to

assume these duties and obligations in good faith, which may result in disruptive and dangerous behavior, 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. For more about Union College's expectations involving Social Events with Alcohol, please follow [this link](#).

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 beverages 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 bedrooms 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, distributing, or consuming alcohol from common sources including, but not limited to kegs, beer balls, wine boxes, and punch bowls.
  - 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 flip cup, beer pong, or any other organized games intended for rapid personal consumption.

Students over the age of 21 are allowed alcohol in their residence. The amount of alcohol allowed for students over the age of 21 is listed as follows:

- One 12-pack (twelve 12 oz. bottles/cans) of beer or hard seltzer 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 significant sanctions may 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. More information about sanctioning can be found in the Code of Student Conduct.

Students or organizations 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 conduct system and the criminal justice system where applicable. If found in violation of the Conduct Code, disciplinary sanctions may range from a formal warning 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 more severe disciplinary sanctions 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)

Offense	Fine	Jail Sentence	License Action
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 of license for persons under 21 years of age			
**1 year revocation of license or until person reaches under 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

Offense	Fine	Jail Sentence	License Action
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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)

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

#### Ignition Interlock with Probation

Offense	Fine	License Action
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 of \$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, with a waiver request permitted after at least five years.

### Mandatory Screening

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

### Summary of Federal Drug Law<sup>1</sup>

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.

Federal Trafficking Penalties for Schedules I, II, III, IV, and V (except Marijuana)				
Schedule	Substance & Quantity	Penalty	Substance & Quantity	Penalty
II	Cocaine 500-4,999 grams mixture	First Offense: Not less than five (5) years and not more than forty (40) years. If death or serious bodily injury, not less	Cocaine 5 kilograms or more mixture	First Offense: Not less than ten (10) years and not more than life. If death or serious bodily injury, not less than twenty (20) years or more than life. Fine of not more than \$10 million
II	Cocaine Base 28-279 grams mixture		Cocaine Base 280 grams or more mixture	

<sup>1</sup> Available at: Title 21 Code of Federal Regulations, Part 1308 – Schedules of Controlled Substances

<https://www.deadiversion.usdoj.gov/21cfr/cfr/2108cfr.htm>

Subchapter 1 – Control and Enforcement, Part D. Offenses and Penalties <https://www.deadiversion.usdoj.gov/21cfr/21usc/index.html>

Also available at <https://www.accessdata.fda.gov/scripts/cdrh/cfdocs/cfcr/CFRSearch.cfm>

IV	Fentanyl 40-399 grams mixture	than twenty (20) years or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual.  Second Offense: Not less than ten (10) years and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.	Fentanyl 400 grams or more mixture	if an individual, \$50 million if not an individual.  Second Offense: Not less than twenty (20) years, and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.  2 or More Prior Offenses: Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual
I	Fentanyl Analogue 10-99 grams mixture		Fentanyl Analogue 100 grams or more mixture	
I	Heroin 100-999 grams		Heroin 1 kilogram or more mixture	
I	LSD 1-9 grams mixture		LSD 10 grams or more mixture	
II	Methamphetamine 5-49 grams pure or 50-499 grams mixture		Methamphetamine 50 grams or more pure, or 500 grams or more mixture	
II	PCP 10-99 grams pure or 100-999 grams mixture		PCP 100 grams or more pure, or 1 kilogram or more mixture	

Substance and Quantity	Penalty
<b>Any Amount of Other Schedule I &amp; II Substances</b>	First Offense: Not more than twenty (20) years. If death or serious bodily injury, not less than 20 years or more than Life. Fine \$1 million if an individual, \$5 million if not an individual.  Second Offense: Not more than thirty (30) years. If death
<b>Any Amount of Any Drug Product Containing Gamma Hydroxybutyric Acid</b>	
<b>Flunitrazepam (Schedule IV) 1 gram</b>	

	or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.
<b>Any Amount of Other Schedule III Drugs</b>	First Offense: Not more than 10 yrs. If death or serious bodily injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual. Second Offense: Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual.
<b>Any Amount of All Other Schedule IV Drugs (Other than Flunitrazepam)</b>	First Offense: Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual. Second Offense: Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.
<b>Flunitrazepam (Schedule IV) (Other than 1 gram or more)</b>	First Offense: Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual. Second Offense: Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.
<b>Any Amount of All Schedule V Drugs</b>	First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual. Second Offense: Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.

## Summary of Federal Marijuana Law<sup>2</sup>

Substance and Schedule	Quantity	1st Offense	2nd Offense
<b>Marijuana (Schedule I)</b>	1,000 kg or more marijuana mixture; or 1,000 or more marijuana plants	Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than \$10 million if an individual, \$50 million if other than an individual.	Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.
	100 kg to 999 kg marijuana mixture; or 100 to 999 marijuana plants	Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine not more than \$5 million if an individual, \$25 million if other than an individual.	Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75million if other than an individual.
	More than 10 kgs hashish; 50 to 99 kg marijuana mixture More than 1 kg of hashish oil; 50 to 99 marijuana plants	Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine \$1 million if an individual, \$5 million if other than an individual.	Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if other than an individual.
	Less than 50 kilograms marijuana (but does not include 50 or more	Not more than 5 yrs. Fine not more than \$250,000, \$1 million if other than an	Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than

<sup>2</sup> Available at Title 21 Code of Federal Regulations, Part 1308.11 – Schedules of Controlled Substances: Schedule 1

[https://www.deadiversion.usdoj.gov/21cfr/cfr/1308/1308\\_11.htm](https://www.deadiversion.usdoj.gov/21cfr/cfr/1308/1308_11.htm)

Subchapter 1 – Control and Enforcement, Part D. Offenses and Penalties – Section 841. Prohibited acts A

<https://www.deadiversion.usdoj.gov/21cfr/21usc/841.htm>

Also available at <https://www.accessdata.fda.gov/scripts/cdrh/cfdocs/cfcfr/CFRSearch.cfm?fr=1308.11>

	marijuana plants regardless of weight) 1 to 49 marijuana plants;	individual.	individual.
<b>Hashish (Schedule I)</b>	10 kg or less		
<b>Hashish Oil (Schedule I)</b>	1 kg or less		

## Medical Marijuana

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.

## Controlled Substances: 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 and other controlled substances 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 possession of controlled substances, the ineligibility period is:

First Offense	1 year
Second Offense	2 years
Third Offense	Indefinite

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

First Offense	2 years
Second Offense	Indefinite

## Health Risks of Drug and Alcohol Use

### Alcohol<sup>3</sup>

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

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<sup>3</sup> Available at CDC website: <https://www.cdc.gov/alcohol/fact-sheets/alcohol-use.htm> (last accessed Aug, 13, 2021)



combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and liver.

Drinking too much can harm your health. Excessive alcohol use led to approximately 95,000 deaths and 2.8 million years of potential life lost (YPLL) each year in the United States from 2011 – 2015, shortening the lives of those who died by an average of 29 years. Further, excessive drinking was responsible for 1 in 10 deaths among working-age adults aged 20-64 years. The economic costs of excessive alcohol consumption in 2010 were estimated at \$249 billion, or \$2.05 a drink.

The Dietary Guidelines for Americans defines moderate drinking as up to 1 drink per day for women and up to 2 drinks per day for men. In addition, the Dietary Guidelines do not recommend that individuals who do not drink alcohol start drinking for any reason.

Excessive alcohol use has immediate effects that increase the risk of many harmful health conditions. Over time, excessive alcohol use can lead to the development of chronic diseases and other serious problems including: High blood pressure, heart disease, stroke, liver disease, and digestive problems; Cancer of the breast, mouth, throat, esophagus, liver, and colon; Learning and memory problems, including dementia and poor school performance; Mental health challenges, including depression and anxiety; Social problems, including lost productivity, family problems, and unemployment; Alcohol dependence, or alcoholism. By not drinking too much, you can reduce the risk of these short- and long-term health risks.

## Cigarettes and Other Tobacco Products<sup>4</sup>

Tobacco use is the leading cause of preventable disease and disease in the United States. Cigarettes and other forms of tobacco, including cigars, pipe tobacco, and chewing tobacco contain the addictive drug nicotine.

Nicotine is readily absorbed into the bloodstream, stimulating the central nervous system and increasing blood pressure, respiration and heart rate. Nicotine withdrawal symptoms include irritability, attention difficulties, sleep disturbances, increased appetite and powerful cravings.

In addition to nicotine, tobacco smoke contains a mixture of chemicals, such as carbon monoxide, tar, formaldehyde, and cyanide. These chemicals increase the risk of developing various types of cancer, emphysema, and cardiovascular and heart diseases.

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<sup>4</sup> Adapted from Fordham University, along with sections describing health risks of Cocaine, Amphetamines, Hallucinogens, Steroids, and Heroin: available at [https://www.fordham.edu/info/21684/university\\_regulations/2891/drug-free\\_campus\\_guidelines/14](https://www.fordham.edu/info/21684/university_regulations/2891/drug-free_campus_guidelines/14)

E-cigarettes and vapes are battery operated devices that produce flavored nicotine vapor. Research shows that e-cigarette vapor contains known carcinogens and toxic chemicals; however, the long-term health consequences of e-cigarette or vape use remain unknown.

## Cocaine

The health effects associated with cocaine use include elevated body temperature and blood pressure, increased heart rate, nausea, tremors and muscle twitches, and restlessness. Snorting cocaine may severely damage nasal tissue and the septum and cause the loss of sense of smell, nosebleeds, and a frequent runny nose. Long-term health effects of cocaine use include malnourishment due to decreased appetite, paranoia and hallucinations, and movement disorders, such as Parkinson's disease.

## Amphetamines

Amphetamines, methamphetamine, or other stimulants can cause increased heart and respiratory rates, elevated blood pressure, and dilated pupils. Larger doses cause rapid or irregular heartbeat, tremors, and physical collapse. An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, high fever, heart failure, and death. An individual using amphetamines might begin to lose weight, sweat profusely, and appear restless, anxious, moody, and unable to focus. Extended use may produce psychosis, including hallucinations, delusions, and paranoia.

## Hallucinogens

Hallucinogenic drugs alter perception, thoughts, and feelings and can cause hallucinations. Commonly used hallucinogens include LSD, PCP, Peyote, and psilocybin ("shrooms"), salvia, and others. Short-term effects include increased heart rate, intensified feelings and sensory experiences, dry mouth, sleep problems, excessive sweating, panic, paranoia, and psychosis. Long-term effects of some hallucinogens include persistent psychosis and flashbacks.

## Steroids (anabolic)

Anabolic steroids are synthetic substances related to male sex hormones. Some athletes abuse anabolic steroids to enhance performance. Abuse of anabolic steroids can lead to serious health problems, some of which are irreversible. Short term side effects include depression, hallucinations, paranoia, severe mood swings and aggressive behavior. Major side effects can also include liver tumors and cancer, jaundice, high

blood pressure, kidney tumors, severe acne, and trembling. In males, side effects may include shrinking of the testicles and breast development. In females, side effects may include growth of facial hair, menstrual changes, and deepened voice. In teenagers, growth may be halted prematurely and permanently.

## Heroin

Some signs of heroin use are euphoria, excessive drowsiness, constricted pupils, lack of sex drive and appetite and nausea. Because heroin is generally injected, the use of contaminated needles may result in the contraction of many different diseases, including AIDS and hepatitis. Chronic users may develop collapsed veins, infection of the heart lining and valves, abscesses, constipation and gastrointestinal cramping and liver or kidney disease. If chronic use is abruptly stopped, the user may experience severe withdrawal symptoms, including restlessness, muscle and bone pain, insomnia, diarrhea and vomiting, cold flashes and kicking movements. Users also experience severe craving for the drug during withdrawal, which often precipitates continued abuse and/or relapse. Symptoms of overdose include shallow breathing, clammy skin, convulsions, and coma and may result in death.

## Marijuana<sup>5</sup>

Marijuana is the most commonly used illegal drug in the United States, and marijuana use may have a wide range of health effects on the body and brain.

About 1 in 10 marijuana users may experience some form of addiction. For people who begin using before the age of 18, that number rises to 1 in 6. People who are addicted to marijuana may also be at a higher risk of other negative consequences of using the drug, such as problems with attention, memory, and learning. Some people who are addicted may need to smoke more and more marijuana to get the same high. It is also important to be aware that the amount of tetrahydrocannabinol (THC) in marijuana (i.e., marijuana potency or strength) has increased over the past few decades. The higher the THC content, the stronger the effects on the brain. In addition, some methods of using marijuana (e.g., dabbing, edibles) may deliver very high levels of THC to the user.

In many cases, marijuana is smoked in the form of hand-rolled cigarettes (joints), in pipes or water pipes (bongs), in bowls, or in blunts—emptied cigars that have been partly or completely refilled with marijuana. Smoked marijuana, in any form, can harm lung tissues and cause scarring and damage to small blood

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<sup>5</sup> Available at CDC website: <https://www.cdc.gov/marijuana/factsheets/teens.htm> (last accessed Aug. 13, 2021); <https://www.cdc.gov/marijuana/health-effects.html> (last accessed Aug. 13, 2021).

vessels. Smoke from marijuana contains many of the same toxins, irritants, and carcinogens as tobacco smoke. Smoking marijuana can also lead to a greater risk of bronchitis, cough, and phlegm production. These symptoms generally improve when marijuana smokers quit.

Marijuana use, especially frequent (daily or near daily) use and use in high doses, can cause disorientation, and sometimes cause unpleasant thoughts or feelings of anxiety and paranoia. Marijuana use is associated with temporary psychosis (not knowing what is real, hallucinations and paranoia) and long-lasting mental health challenges, including schizophrenia (a type of mental illness where people might see or hear things that aren't really there).

Marijuana use has also been linked to depression and anxiety, and suicide among teens. However, it is not known whether this is a causal relationship or simply an association.

## MDMA<sup>6</sup>

People who use MDMA usually take it as a capsule or tablet, though some swallow it in liquid form or snort the powder. The popular nickname Molly (slang for “molecular”) often refers to the supposedly “pure” crystalline powder form of MDMA, usually sold in capsules. However, people who purchase powder or capsules sold as Molly often actually get other drugs such as synthetic cathinones (“bath salts”) instead. Some people take MDMA in combination with other drugs such as alcohol or marijuana.

MDMA increases the activity of three brain chemicals:

- Dopamine - produces increased energy/activity and acts in the reward system to reinforce behaviors
- Norepinephrine - increases heart rate and blood pressure, which are particularly risky for people with heart and blood vessel problems
- Serotonin - affects mood, appetite, sleep, and other functions. It also triggers hormones that affect sexual arousal and trust. The release of large amounts of serotonin likely causes the emotional closeness, elevated mood, and empathy felt by those who use MDMA.

Other health effects include:

- Nausea,
- Muscle cramping,
- Involuntary teeth clenching,
- Blurred vision,

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<sup>6</sup> Available at NIH website: <https://www.drugabuse.gov/publications/drugfacts/mdma-ecstasy-molly>

- Chills, and
- sweating.

MDMA's effects last about 3 to 6 hours, although many users take a second dose as the effects of the first dose begin to fade. Over the course of the week following moderate use of the drug, a person may experience irritability, impulsiveness and aggression, depression, sleep problems, anxiety, memory and attention problems, decreased appetite, and decreased interest in and pleasure from sex. It's possible that some of these effects may be due to the combined use of MDMA with other drugs, especially marijuana.

High doses of MDMA can affect the body's ability to regulate temperature. This can lead to a spike in body temperature that can occasionally result in liver, kidney, or heart failure or even death.

## Prescription Opioids<sup>7</sup>

Prescription opioids used for pain relief are generally safe when taken for a short time and as prescribed by a doctor, but they can be misused.

Opioids bind to and activate opioid receptors on cells located in many areas of the brain, spinal cord, and other organs in the body, especially those involved in feelings of pain and pleasure. When opioids attach to these receptors, they block pain signals sent from the brain to the body and release large amounts of dopamine throughout the body. This release can strongly reinforce the act of taking the drug, making the user want to repeat the experience.

In the short term, opioids can relieve pain and make people feel relaxed and happy. However, opioids can also have harmful effects, including drowsiness, confusion, nausea, constipation, euphoria, and slowed breathing. Opioid misuse can cause slowed breathing, which can cause hypoxia, a condition that results when too little oxygen reaches the brain. Hypoxia can have short- and long-term psychological and neurological effects, including coma, permanent brain damage, or death. Researchers are also investigating the long-term effects of opioid addiction on the brain, including whether damage can be reversed.

People addicted to an opioid medication who stop using the drug can have severe withdrawal symptoms that begin as early as a few hours after the drug was last taken. These symptoms include muscle and bone pain, sleep problems, diarrhea and vomiting, cold flashes with goosebumps, uncontrollable leg movements, and severe cravings.

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<sup>7</sup> Available at NIH website: <https://www.drugabuse.gov/publications/drugfacts/prescription-opioids>

An opioid overdose occurs when a person uses enough of the drug to produce life-threatening symptoms or death. When people overdose on an opioid medication, their breathing often slows or stops. This can decrease the amount of oxygen that reaches the brain, which can result in coma, permanent brain damage, or death.

If you suspect someone has overdosed, the most important step to take is to call 911 so he or she can receive immediate medical attention. Once medical personnel arrive, they will administer naloxone. Naloxone is a medicine that can treat an opioid overdose when given right away. It works by rapidly binding to opioid receptors and blocking the effects of opioid drugs. Naloxone is available as an injectable (needle) solution, a hand-held auto-injector (EVZIO®), and a nasal spray (NARCAN® Nasal Spray).

## Specific Dangers from Drug-Facilitated Sexual Assault Drugs<sup>8</sup>

There are three specific drugs that are commonly utilized in drug facilitated sexual assault: Rohypnol®, Ketamine, or GHB (Gamma Hydroxybutyric Acid).

### Rohypnol®

Rohypnol®, also known as flunitrazepam, is not approved in the United States, although it is available for use as a prescription sleep aid in other countries. It is most commonly found as a tablet which is consumed by dissolving it in a drink or swallowing it. The possible short term health effects include drowsiness, sedation, sleep, amnesia, blackout; decreased anxiety; muscle relaxation, impaired reaction time and motor coordination; impaired mental functioning and judgment; confusion; aggression; excitability; slurred speech; headache; slowed breathing and heart rate. When combined with alcohol the possible health effects include severe sedation, unconsciousness, and slowed heart rate and breathing, which can lead to death. At this point the long-term health effects of Rohypnol® are still unknown. Rohypnol® can take between 36-72 hours to leave the body.

### GHB (Gamma Hydroxybutyric Acid)

GHB is a depressant approved for use in treatment of narcolepsy, and commonly goes by the other names of Goop, liquid ecstasy, and liquid X. It is most commonly found as a colorless liquid or white powder which is

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<sup>8</sup> Available at NIH website:

<https://www.drugabuse.gov/drug-topics/commonly-used-drugs-charts#rohypnol-regflunitrazepam>  
<https://www.drugabuse.gov/drug-topics/commonly-used-drugs-charts#ghb>  
<https://www.drugabuse.gov/drug-topics/commonly-used-drugs-charts#ketamine>  
[https://www.dea.gov/sites/default/files/2018-07/DFSA\\_0.PDF](https://www.dea.gov/sites/default/files/2018-07/DFSA_0.PDF)

consumed through swallowing, often in combination with alcohol. The possible short term health effects include euphoria, drowsiness, nausea, vomiting, confusion, memory loss, unconsciousness, slowed heart rate and breath, lower body temperature, seizures, coma, and death. In combination with alcohol the possible health effects include nausea, problems with breathing, and greatly increased depressant effects. At this point in time the long-time effects of GHB are unknown. GHB, unlike Rohypnol, leaves the body between 10-12 hours after consumption.

## Ketamine

Ketamine is a dissociative drug used as a surgical anesthetic, an anesthetic in veterinary practice, and as a prescription for treatment resistant depression under strict medical supervision. It is most commonly found in liquid or white powder and is consumed through swallowing, smoking, snorting, or injections. The possible short term health effects include problems with attention, learning, and memory; dreamlike states, hallucinations; sedation; confusion; loss of memory; raised blood pressure, unconsciousness; and dangerously slowed breathing. If ketamine is consumed with alcohol there is a risk of adverse effects. The possible health effects associated with long term use include ulcers and pain in the bladder; kidney problems; stomach pain; depression; and poor memory.

If an individual believes they or a friend have consumed Rohypnol®, GHB, or Ketamine they should visit a local healthcare facility that can care for survivors of sexual assault and provide a forensic exam. While receiving care the individual who has ingested the drug can request the hospital to take a urine sample for drug toxicology testing, if the individual cannot immediately go to a hospital they should save their urine in a clean, sealable container as soon as possible, and place it in the refrigerator or freezer for future toxicology testing.

## 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 Education. 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-Sandy, 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](mailto:tommella@union.edu)

### Local Resources

[Alcoholics Anonymous Meetings in Schenectady County](#)

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

# Bias Acts, Policy Prohibiting

## 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

### What is an Incident of Bias at Union College?

Under Union's specific definition, a bias incident is action taken that one could reasonably and prudently conclude is motivated, in whole or in part, by the alleged offender's bias against an actual or perceived aspect of diversity, including, but not limited to, age, ancestry or ethnicity, color, creed, disability, gender, gender identity or expression, height, immigration or citizenship status, marital status, national origin, race, religion, religious practice, sexual orientation, socioeconomic status, or weight.

### What is a Hate Crime?

Under federal, state, and local laws, a hate crime is defined as any criminal offense or attempted criminal offense that one could reasonably and prudently conclude is motivated, in whole or in part, by the alleged offender's bias against an individual's actual or perceived age, ancestry or ethnicity, color, creed, disability, gender, gender identity or expression, height, immigration or citizenship status, marital status, national origin, race, religion, religious practice, sexual orientation, socioeconomic status, or weight.

Union College may respond to bias acts through education. 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

### Students with Disabilities

If a student with a disability needs reasonable accommodation in order to participate in any aspect of the student conduct process, then the student should submit a request through the Accommodative Services Office located in Schaffer Library Room 202.

### 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, they will be treated fairly in accordance with our disciplinary procedures.

## If referred to Law Enforcement Agency:

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 (518.388.6911 or 518.388.6178) for assistance.
- **Fill out a [Bias Incident Report Form](#). This form is anonymous, and reporters can include as much information as possible so as to effectively respond to issues on campus.**
  - Reporters may also include photos and other visual evidence. Reports are sent to the Director of Community Standards & Accountability and the Director of Intercultural Affairs, *or designee*.
- 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. They 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 their needs and thoughts on how to best address the matter.

### Addressing the Needs of the Complainant:

The Director of Community Standards & Accountability (or designee) will take the primary responsibility for addressing the needs of the target(s). The Director (or designee) will make referrals to helpful College resources.

### Addressing the Needs of the Respondent:

The Director of Community Standards & Accountability (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 Director of Community Standards & Accountability (or designee) will work with the Office of Intercultural Affairs, the Dean of Students, the residential education staff, and other 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, etc.), 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 Director of Community Standards & Accountability, in consultation with other Student Affairs staff, will determine if an investigation is appropriate. If an investigation is appropriate, a College 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 Director of Community Standards & Accountability 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. The procedures for an Informal or Alternative Resolution can be found in the Code of 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 Alleged student. The procedures for any formal resolution can be found in the Code of Student Conduct.

## 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 their 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

## Complainant:

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

- To be treated with respect by College officials,
- To take advantage of campus support resources,
- To experience a safe living and educational environment,
- To have an Advisor during a Hearing in accordance with the Student Conduct Code,
- To refuse to have an allegation resolved through informal resolution procedures,
- To be free from retaliation.

## Alleged Student:

The Alleged Student who is accused of responsibility for an incident of bias, is entitled:

- To be treated with respect by College officials,
- To take advantage of campus support resources,
- To have an Advisor during a 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 College prohibits retaliation against any person who files a complaint of a bias activity, participates in an investigation, or opposes an alleged bias activity. Further information about the College's policy regarding Retaliation can find that at this location.

## 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 alleged. 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 any 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

## Introduction

The Campus Safety Department is the College's authorized security force tasked with enforcing its rules, regulations and policies. Enforcement procedures include issuing parking tickets and summary fines, filing conduct charges, performing citizen's arrests and providing vehicle registration and ID card services.

The Campus Safety Department works closely with federal, state, county and local authorities in the investigation and prosecution of crimes and in fire, safety and health-related issues.

## 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)

## 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 First-Year Students. 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.

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

## Emergency Notification and Alerts

(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 using your Union College login username and password at: [GetRave](#) and using your Union College login username 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 visitors have equal access to safe egress and to effectively alert, evacuate and/or shelter them during an emergency.

Please refer to the "[Emergency Evacuation Voluntary Referral Form](#)."

## Campus Identification

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.

**All College personnel must carry their ID card with them and must produce it upon request of a member of the Campus Safety Department or other authorized agents of the College. Refusal or failure to produce an 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.

## Environmental Health & Safety – Fire Safety Reporting Information

The Office of Environmental Health & Safety at Union College is responsible for programs related to fire safety. EHS 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.

## Missing Persons 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 filling 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.

No 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 Residential Education
- Director of 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.

## Student Right-To Know Information (Crime Statistics – CLERY)

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. Individuals can obtain a print copy of this report by contacting the Department of Campus Safety. Three year statistics can be found at:

[www.union.edu/clery](http://www.union.edu/clery)

## 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.

## 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 BY STUDENTS, POLICY PROHIBITING

For the Policy Prohibiting Discrimination, Harassment, Bias and Retaliation in Employment, please consult the title IX website, or visit [this link](#).

## 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 a student's protected characteristics. This Policy does not cover misconduct committed by third parties (including parties who are not current students, faculty, or staff). Where a respondent is a third party, contact Campus Safety, the Dean of Students Office, the Office of Intercultural Affairs or a Chief Diversity Officer. Please note that this Policy does not apply to complaints of Title IX violations or Gender-Based Misconduct, including sexual harassment. For any complaints alleging a Title IX violation or Gender-Based Misconduct, including sexual harassment, see the Title IX Policy and/or Gender-Based Misconduct Policy.

## Protected Characteristics

Protected characteristics for the purpose of this policy are 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

Discrimination is considered the adverse or different treatment of an individual based on a protected characteristic, rather than individual merit, which is sufficiently severe that it interferes with, limits, or denies the ability to participate in, or benefit from, a program or activity. 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 characteristics.
- 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

Harassment is the unwelcome verbal, visual, or physical conduct which is directed at a person based on a protected characteristic and violates this policy 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 classroom and living 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.

## Retaliation

Retaliation is considered any conduct, whether or not workplace, employment, or education-related, that is directed at a student 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 a student and could well dissuade a reasonable 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 including, but not limited to: clubs, organizations, and athletic teams; 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).

## Students with Disabilities

If a student with a disability needs a reasonable accommodation in order to participate in any aspect of the judicial process, then the student must submit a request through [Accommodative Services](#) (518.388.8785).

## 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

All concerns of discrimination, harassment or retaliation by a student should be reported immediately to the Office of Community Standards. Complaints may be verbal or in writing.

The College offers both informal and formal resolution options which apply to complaints by a student against another student or by an employee against a student. A student with concerns about behavior by an employee should contact the Office of Title IX and Equal Opportunity.

Allegations of violations of this policy are resolved through the disciplinary procedures described in the Code of Student Conduct section of this Handbook, or may be found on the Community Standards website. These procedures may include investigation, informal and formal methods of resolution, and mediation.

### 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 participates 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

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.

# 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,
- VII. 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. Requests 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 comprises the Interfraternity Council, the College Panhellenic Council, and the Multicultural Greek Council.

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 fraternities currently present on the Union campus. This 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 readily identify 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 altogether. 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 alleged 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 the constitution and bylaws.
- Not maintaining detailed chapter development plans.
- Not active in the 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 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 Associate Director for Greek Leadership.

## Risk Management Guidelines

### 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.

Please note that these prohibited acts are in addition to the college’s prohibited conduct detailed in the Code of Student Conduct.

## 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 organizations, 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.
- Sleep-overs and lock-ins are prohibited.
- All new member education events must occur on campus unless approved. Initiation must be completed by week 9.

## Fraternities & First-Year Students

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 a standard social events practice for the start of the Fall term of each academic year. Specifically:

- Weeks 1 and 2 : Fraternities and sororities will not host social events with alcohol on campus. All on-campus houses will be dry. This period coincides with the College-established recruitment window and guidelines (See “Dry Recruitment.”)
- Weeks 3 through 9: Fraternities and sororities may host registered social events with alcohol under the following guidelines:
  - 9 PM - 11 PM: Mixers/Invite-only - Fraternities and sororities may host either a mixer (meaning an event between fraternity and sorority members) or an invite-only event. In both cases, a “guest list” must be submitted along with the event registration.
  - 11 PM - 1 AM: Open event - Following the conclusion of the mixer/invite only event, fraternities and sororities may open their registered social events to additional campus community members.
- Week 10/Finals Week: Fraternities and sororities will not host social events with alcohol.

**During this period, fraternity and sorority chapters are strongly encouraged to**

- 1. host alternative events that do not include alcohol, AND**
- 2. attend College-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 North American Interfraternity Conference’s Alcohol & Drug Guidelines (NIC) Risk Management Policy. If the NIC requirements are more stringent than the College requirements, the NIC requirements shall be followed. You can download a copy of the [NIC Guidelines here](#).

# RESPONSIBLE CITIZEN & MEDICAL AMNESTY

Formerly known as “Good Samaritan”

The College holds a fundamental commitment to the safety of its community. As a result, the College seeks to advance through the system two fundamental responsibilities of students – respect and appreciation for the safety of self and others, and for the law and College policy. It is vital for students to call Campus Safety when an intoxicated student needs medical help.

The Responsible Citizen and Medical Amnesty Policy offer 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. These exemptions are not viewed as an avenue through which a student or organization may escape responsibility, but rather, the means by which they will be challenged and supported to discern their responsibilities and to be accountable as members of the Union community.

## Responsible Citizen

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 to the student 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 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. Organizations are not subject to this limitation.

## Medical Amnesty

Students that seek emergency attention if they are intoxicated to a degree where their personal safety is compromised may not be subject to formal disciplinary action at the discretion of the Director of Community Standards & Accountability or their designee (not the responding Campus Safety officer), based on the safety issues involved.

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 reflects the College's priority on safety and does not rule out an educational response to the incident. 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.

## Amnesty for Minor Violations and Title IX and/or Gender-based Misconduct

The health and safety of every student at the College is of utmost importance. Union College recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking, or sexual assault occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. Union College strongly encourages students to report domestic violence, dating violence, stalking, or sexual assault to institution officials. A bystander acting in good faith or a reporting individual acting in good faith that discloses any incident of domestic violence, dating violence, stalking, or sexual assault to College officials or law enforcement will not be subject to Union College's code of conduct action for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking, or sexual assault.



# 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 within 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.
  - a. Such activities may include, but are not limited to:
    - i. Line ups
    - ii. Wearing of apparel in public which is conspicuous and not in good taste
    - iii. Forced chores
    - iv. Forced, or strongly encouraged drinking
    - v. Keeping individuals awake
    - vi. Paddling in any form
    - vii. Branding
    - viii. 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 adversely affect 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.

## 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.

## Education and Prevention

### Educational Programs

Union College Athletics, Greek Leadership, 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 Associate Director of Residential Education for Greek Leadership. In deciding whether to approve the program, the Associate Director of Residential Education for Greek Leadership 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 Associate Director of Residential Education for Greek Leadership.

### 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 Associate Director of Residential Education for Greek Leadership 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 Associate Director of Residential Education for Greek Leadership.
- 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 Associate Director of Residential Education for Greek Leadership. 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 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 Associate Director of Residential Education for Greek Leadership, Athletic Director, coaches, advisors, Deans or other College officials who have responsibilities for student organizations. Reports can also be made electronically and anonymously via our [Anonymous Hazing Report Form](#).

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 Associate Director of Residential Education for Greek Leadership, 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 Associate Director of Residential Education for Greek Leadership, 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 Director of Community Standards & Accountability. The members of the Advisory Committee consist of the Associate Director of Residential Education for Greek Leadership, the Director of Student Activities, the Director of Campus Safety, and the Athletics Director.

## 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 according to the Student Conduct Code. The Organizational Misconduct Committee is responsible for adjudicating cases involving organizations alleged of Hazing Policy violations.

Organizations found responsible for violations of this Policy should be prepared for organizational sanctions in accordance with our procedures 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 Organizational Misconduct Committee will review and determine responsibility for policy violations in accordance with our accountability procedures. More information about the disciplinary process can be found in the Code of Student Conduct.

## Outcomes

### 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.

### 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 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 with the Meningococcal quadrivalent (MCV4) vaccination.

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; or evidence of immunity by history of disease or serological evidence.
- 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.
- All newly admitted students and transfers must complete the health requirements listed [here](#).

## Compliance Deadlines

Any student entering the College who has failed to complete the Health Center forms listed on the Health Requirements checklist by August 1st before the Fall Term, by week five of the Fall Term for the Winter Term, 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 at the Health Services office.

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 are as follows:

- If a licensed physician, nurse practitioner, or physician's assistant 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](#).

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

Angela Stefanatos MS FNP-BC, PMHNP-BC

Health Center Director

Wicker Wellness Center Union College

(518) 388-7119

(518) 388-6572

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

# INFORMATION TECHNOLOGY SERVICES

Students and student groups or organizations who would like information about what support services are available to them can contact the ITS Help Desk at [helpdesk@union.edu](mailto:helpdesk@union.edu) or by calling 518.388.6400.

# INTERNATIONAL STUDENT ADVISING

(Updated August 25, 2023)

We consider each international student and scholar a valuable member of the Union community with specific and unique needs. Our office supports all international students in making the most out of the opportunities available 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. We are located in Reamer Campus Center 303, and staff is available to meet with students during scheduled appointments and drop-in hours. More information can also be found on our website:

[www.union.edu/international-advising](http://www.union.edu/international-advising).

# INTERCOLLEGIATE ATHLETICS

Student athletic policies, including the guidelines for participation, can be found in the Student-Athlete Handbook: [www.unionathletics.com/sports/2006/6/19/Compliance.aspx](http://www.unionathletics.com/sports/2006/6/19/Compliance.aspx)

## 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): [www.unionathletics.com/sports/2006/6/19/Compliance.aspx](http://www.unionathletics.com/sports/2006/6/19/Compliance.aspx)

# LEAVE POLICY

## Taking Some Time Away From Union College

There are times in a college student's journey where they might need some time to step away from their education for many reasons, including to address personal health and well-being, work around family issues, access professional and academic opportunities, and/or take an intentional pause to regroup academically. We at Union College want to support students through such circumstances by providing an opportunity for students to take a leave. A leave can be voluntary, resulting in a temporary withdrawal or a permanent withdrawal (such as a transfer) from the College. A student may also be required to take an involuntary leave, should a student be unable to meet expectations set forth by the College.

## Voluntary Leave

**A *voluntary leave*** can be initiated by the student for a variety of reasons including personal reasons, family emergencies, professional/academic opportunities, health reasons (both physical and mental health), and academic reasons. Students must meet with their Class Deans and all approvals will go through the Class Deans office. *Current term requests* can be made by the posted deadline and will be effective the date a student submits their request to their Class Dean. If a student withdraws by the withdrawal deadline (the last day of classes), a grade of W will be assigned for each course the student is enrolled in *except if the student withdrew before the end of the drop period*. The W grade does not factor into a student's GPA and credit is not earned.

Students may also opt to take a planned leave after the completion of a term and indicate that they do not intend to return for the following term(s). *Future term requests* will be effective on the day after the end of the last term attended.

## Involuntary Leaves & Other Separations from the College

A student may be placed on an ***involuntary leave*** when the student demonstrates behavior that:

- harms, or threatens to harm, the health or safety of anyone within the Union College community, including the student; and/or

- causes, or threatens to cause, significant property damage; and/or
- is significantly or consistently disruptive to the educational, residential, and other activities of the Union College community.

There may also be times when a student will be ***administratively withdrawn*** for administrative reasons, due to lack of registration for the current term or failure to clear the balance on a student account before the posted deadline. *Administrative withdrawals are temporary* and may be initiated by the Bursar or the Registrar's Office and communication will be sent by these offices.

Other processes of separation from the College due to academic or conduct issues are initiated by the Dean of Studies, the Dean of Students, and the Office of Community Standards and communication in each instance will be sent by the appropriate office.

For further information regarding involuntary leaves and other separation processes, see the following:

- Involuntary Health Leave
- [Academic Dismissal](#)
- Conduct Dismissal

## Permanent Withdrawal

While we want every student to enjoy their Union experience, we understand that there may be circumstances in which a student makes the decision not to return to Union College. This includes those who decide to transfer to other institutions. As a result, the student will be permanently withdrawn from the College. The intent to permanently withdraw must be received by posted deadlines, even if the student intends to finish the remainder of the currently enrolled term. Failure to submit a leave request will result in a transcript hold until the process is complete.

A student may also be permanently withdrawn if there has been no communication with the College for a period of two years while on leave.

A student in good standing who has voluntarily permanently withdrawn may contact the Class Deans office to request to return. Students requesting to return after permanently withdrawing may be required to reapply to the College.



## Deadlines for requesting a leave/withdrawal:

Last day of classes, each term.

*\*A student requesting a leave during the winter term will not be permitted to return in the spring term due to the short turnaround between winter and spring terms, depending upon the circumstances for taking a leave. Thus, it is imperative to talk to your Class Dean to ensure you make the decision that is best for you.*

*\*\*If a student who is requesting a leave is involved in any conduct/academic integrity issues, the request will not be processed until the matter is resolved. If a student takes a leave without resolving any pending conduct/academic integrity issues, this will impact any information requested for students seeking to transfer.*

## Tuition Refund

Refunds (if any) of the comprehensive fee (specifically tuition, room and board fees) for a student who takes a leave or withdraws from the College are subject to the refund policy and schedule that can be found here on the Bursar's website.

## Returning from a Temporary Leave/Withdrawal

Once a student is ready to return from a temporary leave or withdrawal, students should notify their respective Class Dean by the appropriate deadlines that they intend to return. We want to ensure that each student's return is successful and sets them up for a smooth transition back to Union so as a result, requests to return must be received by posted deadlines.

**All students requesting to return from a leave (voluntary or involuntary)** must submit the following and meet with their Class Dean in order to request approval to return:

- Request to return form
- Statement attesting to what they have done during time away and how they have prepared to return to Union
- Academic plan for the remainder of their time at Union as well as goals/plans for a successful transition back to Union
- Any documentation required by the appropriate offices that can assess their readiness to return, such as doctor's recommendation to Wicker Wellness

[PDF guide - prompts for a statement indicating readiness to return; academic plans]

All return requests for students on **voluntary leaves/withdrawals are subject to approval** by the Class Deans. Prior to clearing the student to return, the Class Deans will ensure that any relevant supporting documents have been submitted to the appropriate offices relevant to students' leave reasons.

All return requests for students on **involuntary leaves, administrative withdrawals, and other separations from the College** are subject to approval by the office/department that originated the leave. (Dean of Studies for Academic Dismissals; Bursar for Financial Administrative Withdrawals; Director of Community Standards for Conduct Dismissals; and check with Class Deans for all other involuntary leaves.)

*Students interested in returning to Union after being administratively withdrawn should contact the Class Deans office.*

## Deadlines for requesting a return:

By the end of Week 6 of the term prior\*

\*For certain voluntary leaves and all involuntary leaves/separations from the College, this will *solely* be for the purposes of registration and housing as applicable. Final documentation must be submitted 45 days prior to the start of the term and the student must have obtained official confirmation from their Class Dean and/or the appropriate College office(s) that the student is cleared to return.

## Involuntary Health Leave of Absence

The Union College community depends upon each member's acceptance of individual responsibility and respect for the rights of others as they live and thrive in a diverse academic, living, and learning community.

As such, Union is committed to ensuring each student's health, safety, well-being, and the academic community. In circumstances where a student's actions are such that they could pose a threat to the health, safety, or well-being of others *and/or* consistently disrupt the community, Union reserves the right to impose a leave of absence upon that student.

## Procedure

In most cases, Union College seeks to resolve these concerns with the student's cooperation and to have the issue(s) addressed while the student remains enrolled or by assisting the student in voluntarily withdrawing for a period of time. If a student declines a voluntary leave of absence or refuses to cooperate

with necessary efforts to evaluate the nature of the student's behavior, the student may be separated from the college without their consent.

Union may place a student on an involuntary leave when the student exhibits behavior(s) that:

- harms, or threatens to harm, the health or safety of anyone within the Union College community, *including the student*; and/or
- causes, or threatens to cause significant property damage; and/or
- is significantly or consistently disruptive to the Union College community's educational, residential, and/or other activities.

The decision to impose an involuntary leave of absence is made case-by-case. Each student's situation will be provided an individualized assessment, and each student's circumstances will be considered.

When notified about a student of concern, relevant Union College CARE Team members will assess the student's situation. The assessment will be based on the student's demonstrated behavior and may involve consultation with appropriate professionals (e.g., faculty, residential education staff) regarding the student's circumstances.

Except in emergency circumstances (e.g., the student is hospitalized, unable to give consent, etc.), the student will be given the opportunity to be heard by members of the CARE team or other appropriate Union personnel and to provide additional information for consideration before an involuntary leave is imposed. In an emergency, the student will be given this opportunity shortly after any imposition of the leave (usually within a few days).

If Union College decides to require an involuntary leave of absence, the student will receive written notification of the decision, the effective date of the leave, the minimum length of the separation from Union College, and the conditions under which the student may seek to be re-enrolled. The letter will also ordinarily request additional information from the student before a readmission decision will be made, including written documentation from a licensed mental health or medical professional attesting to the students' readiness to return to full-time study (3 courses unless a reduced course load is indicated) and readiness to return to campus housing in a residential college setting. If new or additional information comes to the College's attention, these requirements may be changed, including new requirements added.

An involuntary leave of absence mandates that a student be withdrawn from Union for a defined period to address the behavior(s) that necessitated the leave of absence so that they can be successful upon returning to campus.

If the Union College CARE Team or case management team determines that the student may remain enrolled but subject to conditions, the student will be informed of the conditions and the consequences of violating the conditions.

## Appeal

A student placed on involuntary leave, denied re-enrollment after an involuntary leave, or whose continued enrollment or re-enrollment is made subject to conditions may appeal the decision to the Vice President of Student Affairs/Dean of Students within five business days of receipt of the written communication notifying the student of the decision. The appeal must be in writing, delineating the reason(s) why the student believes the decision is inappropriate, and must be accompanied by any information the student would like considered. The Vice President of Student Affairs/Dean of Students will review the student's appeal and may uphold, reverse, or alter the CARE Teams' decision. The decision will be communicated to the student in writing and considered final.

If placed on an involuntary leave of absence, the student will leave the campus (or abroad program) immediately and be granted grades of "W" in all enrolled courses (even if the regular deadline for withdrawal without academic penalty has passed). Further, students must adhere to the re-enrollment requirements outlined below if they want to return to Union College. The policy on refunds contained on the [Bursar's Webpage](#) will apply. While on involuntary leave, the student must remain away from campus (or study abroad program) unless otherwise noted in their written notification.

## Re-enrollment Decision

The student must have their licensed mental health provider complete and return the [Community Provider Form](#) to the Counseling Center. The student must also submit the Request to Return form by posted deadlines indicating they would like to return to campus. Students returning from an involuntary leave will also be required to meet (in-person, zoom, or phone call) with their class dean to discuss housing and class schedule). Furthermore, students will have to meet any additional conditions placed on them prior to the readmission. Members of the Union College CARE Team, along with the class dean, will determine if there is reasonable assurance that the student can make a successful return to Union College, with or without

reasonable accommodation. The complete readmission materials should be received by the end of week six in the term before the desired enrollment date. If a student has not met all criteria for readmission until after these deadlines but does so before the start of the upcoming trimester, the application will be considered on a case-by-case basis and will depend upon many factors, including course and housing availability. Ordinarily, students will only be admitted if they meet these published deadlines; however, if they are approved for return, housing and course selection could be limited due to the timing of the decision allowing the return. The student should direct any questions about the involuntary leave process and the readmission application to their class dean.

A student may appeal a decision denying re-enrollment or a re-enrollment with conditions in accordance with the procedure outlined above under the section entitled "Appeal Option."

When a student is re-enrolled after an involuntary leave, they are expected to maintain regular contact with their class dean and take responsibility for ensuring compliance with all of the re-enrollment decisions. Similarly, it is often advisable for the student to continue with or establish professional relationships with appropriate support and professional resources on or off campus to address the issue(s) that necessitated the involuntary leave of absence.

## Pending Student Conduct Action

A leave of absence does not absolve students of disciplinary responsibility for their actions (such as engaging in threats of violence, property damage, retaliatory behaviors, etc.). If a student's conduct subjects them to the disciplinary process, Union College may do any of the following:

1. require the disciplinary process to conclude before approving the leave;
2. hold the disciplinary process (or decisions about pursuing disciplinary action) in abeyance until a later point in time; or
3. allow the leave of absence to serve as an alternative to a disciplinary consequence by allowing the student to address their behavior as a matter of self-help and self-improvement.

The Office of Community Standards & Accountability, in consultation with the Assistant Vice President for Student Affairs, Campus and Community, Living and Learning will determine how pending disciplinary matters will be handled on a case-by-case basis.

# RESIDENTIAL EDUCATION AND HOUSING

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 Education website, and the Student Handbook. 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, and are financially responsible for the housing portion of their bill during the term.

All students, except those assigned to rooms previously designated for single occupancy, should expect a roommate. The Office of Residential Education 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 Education 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 and encouraged 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 Education professional staff member.

## Fire Alarms & 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:

[www.union.edu/offices/safety/reports/clery/](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

Fire Alarm Inspection Date: August 2023

Sprinkler System Inspection Date: June 2023

## 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

## 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.

Hallways, stairwells, lounges, or other common spaces are not designated storage areas for personal items and may be removed without warning.

## 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 who are locked out of their residence may contact a member of the Residential Education staff or Campus Safety to access their space with no charge, as long as it is their first lock-out.
  - **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 beverages 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 bedrooms 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.
- 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 flip cup, beer pong or water pong, or any other organized games intended for rapid personal consumption.

Students over the age of 21 are allowed alcohol in their residence. The amount of alcohol allowed for students over the age of 21 is listed as follows:

- One 12-pack (twelve 12 oz. bottles/cans) of beer, hard cider or seltzer 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 Cans

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 regardless of resident age. 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 after each use. Before the end of each term, the kitchen must be completely cleaned and all food disposed of properly. If the kitchen is not cleaned to acceptable standards, Facilities Services will clean the kitchen at the residents’ expense.

## Damages and 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 Education 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 on 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, CAs, etc.) All students moving in early must obtain permission from the Office of Residential Education.

Students with extenuating 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 Education) and/or pay a fee of \$100 per day for each day prior to the actual move-in date.

## Misuse or Removal of 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 or damaged 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 the misuse or removal of common area furniture.**

## Guests

Students may have no more than two overnight guests/visitors in their rooms for no more than two consecutive nights and only if they obtain approval of all roommates. Guests/visitors 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/visitor's conduct, both in the halls and/or on campus. Any conduct violation for which the guest/visitor is documented will result in the identical conduct charge being brought against the host.**

**Guests** are defined as individuals, invited or not invited, who are not currently enrolled Union College students.

**Visitors** are defined as currently enrolled Union College students who are not assigned to the room, suite, apartment, theme house, Minerva, residence hall, or Fraternity/Sorority house that they are visiting.

## 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 [www.union.edu/fix](http://www.union.edu/fix).

## Lofts

Lofted beds are essentially a bunk bed without the bottom bunk. Lofts allow students more floor space by allowing for furnishings to be placed under the bed. Loft kits are available through Union College facilities for all buildings EXCEPT Garnet Commons, Minerva Houses and College Park Hall. Students who want to loft a bed should contact facilities or submit a request form through Residential Education. Visit the [Residential Education home page](#) and look for the loft request form under the quick links section.

## 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 PM. 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 Community Advisor, Community Director, House Coordinator, House Manager, or contact Facilities Services directly at 518.388.6181 or via the internet at [www.union.edu/fix](http://www.union.edu/fix).

Any maintenance emergency should be directed immediately to Facilities (or to Campus Safety Monday - Friday after 5:00 PM 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.

## 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. **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 PM - 8:00 AM, Sunday through Thursday and 1:00 AM - 10:00 AM, Friday and Saturday. Residents may collectively agree to extend or adjust 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 Education or their designee.
- Students experiencing problems with a living situation should first consult with their Community 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 Education before any moves take place.
- The Director of Residential Education or their designee 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.**

## Roommate Intimidation and/or Discouragement

Residents may not intimidate or discourage potential or newly assigned occupants from living in a residence hall space. The intentional discouraging of a potential roommate through any means is a violation of our student conduct code and will not be tolerated.

## 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 Education staff member, or complete an "Express Checkout" form at the Office of

Residential Education. 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 Education 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.

## Roof Access

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 Education 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 Community Advisor/Community Director/Office of Residential Education 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 Education 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.

## 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 request to do so in accordance with the College's Leave Policy. The student will be held responsible for payment of their room charges in accordance with the refund schedule published by the Bursar.

**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 of confirmation.**



# Life Safety Policies

(Updated August 2023)

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 or via email. This notice may be delivered by a Community Advisor, placed under a student's door if they are not present, 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 Education professional staff member. If a student does not contact the Office of Residential Education within five 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.

## 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, including 3D printers. 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. Electric blankets with an automatic shutoff are allowed. 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 are not permitted in residence halls 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 Education Office. [You can find this form at this location.](#) If approved, it must be installed by Facilities Services.
- Arrangements for installation must be made by the students by contacting Facilities at 518.388.6181 or [www.union.edu/fix](http://www.union.edu/fix).

## 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/apartment 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.

## 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.

Students may incur fines or the cost of cleaning their space or the repair of any damage.

## 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/Smoke Detectors

Tampering with fire safety equipment, including fire doors, exit signs, fire extinguishers, smoke detectors, heat detectors, or fire alarms is prohibited. The act of covering a smoke detector is considered tampering with fire safety equipment, and will be addressed via conduct charges and possible fines. Fire safety equipment that is malfunctioning should be reported to Campus Safety immediately.

**Do not dismantle, remove, or attempt to repair any fire equipment. This includes intentionally covering a fire alarm, smoke detector, or sensor.**

## 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 and 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 Education 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, including but not limited to removing the screen to install an air conditioner, 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 includes e-cigarettes and vaporizers of any kind.

In an effort to maintain a healthy environment for all its students, faculty, staff and visitors, Union College is a tobacco/smoke-free environment. The initiative, which bans tobacco use within the buildings and/or on the ground owned or leased by the College, is the product of a combined student, faculty and staff task force.

Union College recognizes that smoking, breathing second hand smoke, or using tobacco products constitutes a significant health, safety, and environmental hazard for students, employees, visitors and campus facilities. The College is committed to promoting health, wellness, and prevention within its

community, as well as providing a healthy learning and working environment for administration, faculty, staff, students, visitors, contractors, and vendors.

All areas of the College campus, all campus properties, and all campus vehicles are designated as smoke/tobacco free.

For the purpose of this policy, smoking and tobacco use is defined as using any type of tobacco product including, but not limited to, cigarettes (commercial, handmade, or electronic), cigars, cigarillos, pipes, hookahs, vape pens, oral tobacco (spit and spitless, smokeless, chew, snuff), or any other similar smoking material or delivery device including anything that simulates smoking.

The Smoke/Tobacco Free Policy strictly prohibits:

1. Smoking or the use of any other tobacco product in all College campus buildings, on the College grounds, and on properties owned, leased, or rented by the College.
2. Smoking and the use of any tobacco product in all College owned, leased, or rented vehicles.
3. The sale of tobacco products on campus.
4. The free distribution of tobacco products on campus.
5. Tobacco advertisements in College-produced (run) publications.

Organizers and attendees at events, such as conferences, meetings, public lectures, social and sporting events, using College facilities, will be required to abide by the College's Smoke/Tobacco Free Policy.

Organizers of such events are responsible for communicating and enforcing this policy.

# 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

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.

### Campus Safety

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 AM to 3:30 PM 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: [www.union.edu/safety](http://www.union.edu/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 6:00 PM to 2:00 AM Sunday through Thursday and 6:00 PM to 4:00 AM 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: [www.union.edu/campus-safety/services](http://www.union.edu/campus-safety/services)

## Dean of Academic Departments and Programs

Olin 210 Suite | (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

Olin 210 Suite | (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

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

306 Reamer Campus Center | (518) 388-5555

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 Associate Vice President for Student Affairs, Director of Community Standards and Project Coordinator for the OVW Grant.. Students who have questions or problems of any sort and are unsure of which office is best suited to assist them should stop by Reamer 306 for a 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: [www.union.edu/handbook](http://www.union.edu/handbook) or in hard copy by request.

### BECKER (STANLEY R.) CAREER CENTER

The Becker Career Center is committed to teaching students how to develop and achieve their career 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 four 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. Handshake, the Becker Career Center's web and mobile-based career resource, allows students to access and apply to internship and job postings and register for upcoming Career Center events and much more.. The alumni database provides students with the opportunity to identify alumni with whom they can network, learn, and build genuine relationships from which valuable opportunities often emerge.

For more information regarding the Becker Career Center, visit the Career Center website: [www.union.edu/career](http://www.union.edu/career) or call the center at 518-388-6176.

## BURSAR

McKean House | (518) 388-6039

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

The Bursar's office provides online billing and payment support to students 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 statements 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.

## CLASS DEANS

At Union, the Class Deans steer students to resources in all areas of student and academic life. The Dean of First-Year Students provides guidance as students navigate the transition into college. Then, after the first year, each class is assigned a Class Dean who will stay with them through the remaining three years of their academic program.

Class Deans support students with all aspects of their academic & student life experience at Union. They serve as the first point of contact for faculty with concerns about student in their classes in addition to working closely with families who have concerns about their students.

Class Deans are available to discuss the following with students:

- Getting connected to campus resources
- Academic Difficulty
- Extended absences/leaves
- Graduation progress
- Making social & co-curricular connections

Class Deans encourage all students to be proactive and to make an appointment to introduce themselves before they need help or support.

## COMMUNITY STANDARDS & ACCOUNTABILITY

306 Reamer Campus Center | (518) 388-5555

The Office of Community Standards & Accountability oversees the student conduct and accountability process, from low-level policy violations to larger-scale incidents that warrant a more formal procedure. The Office educates students about the policies, procedures, and expectations of behavior while enrolled at Union College, and are supported as they navigate the challenges that await them, and includes regular training, programming initiatives, and awareness campaigns targeted for students to learn more about the accountability process.

The accountability process is designed to work with students to examine 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 Office of Community Standards is also responsible for the Student Code of Conduct, which governs the mechanisms of the accountability process and the hearing bodies tasked with its administration. You can find the full Code of Conduct, as well as more information about the Office of Community Standards at its [website](#).

## COUNSELING CENTER

Wicker Wellness Center | (518) 388-6161

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 & HOSPITALITY

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. 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. Union Hospitality specializes 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](#).

## ACCOMMODATIVE SERVICES

Schaffer Library, Room 222 | (518) 388-8785

[Accommodative 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.

## INTERCULTURAL AFFAIRS

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

At Union College, we strive to enhance our vibrant learning and working community that promotes [diversity, equity, inclusion](#) (DEI) and a sense of belonging both inside and outside the classroom. In order to accomplish this goal, a team of diversity officers has been appointed to lead and assess the DEI effort at the College. The diversity officers work collaboratively with other departments to ensure all policies related to discrimination, harassment and Americans with disabilities (ADA) are in compliance with state and federal government. At Union, students are encouraged and empowered to lean into discomfort to learn about diversity and contribute in building an inclusive and equitable campus. Intercultural Affairs provides support and resources for students from different identities. These offices also provide a broad spectrum of opportunities for students to participate throughout the academic year and allow students to engage with people from all walks of life; and to learn about other cultures, identities and perspectives.

## INTERNATIONAL ADVISING

Reamer Campus Center 303

(518) 388-8003 | International Advising

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.

[www.union.edu/internationaladvising](http://www.union.edu/internationaladvising)

## ENVIRONMENTAL HEALTH & SAFETY (EHS)

ISEC 183A | (518) 388-6442

EMERGENCIES – (518) 388-6911

The College's Environmental Health and Safety (EHS) Office is located on the first floor of ISEC. 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: [muse.union.edu/unionehs](http://muse.union.edu/unionehs)

## GREEK LEADERSHIP

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 16 active Greek Chapters.

[www.union.edu/greeks](http://www.union.edu/greeks)

## HEALTH CENTER

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, immunization, laboratory services, gynecological care, and sexually transmitted disease (STD) testing. We have a pharmacy that delivers to the Health Center on weekdays. We have therapy dogs on site. 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

[www.union.edu/health-services](http://www.union.edu/health-services)

## HEALTH INSURANCE

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 parents/responsible party's insurance may opt out and waive enrollment by visiting [www.gallagherstudent.com/union](http://www.gallagherstudent.com/union) or [webadvising.union.edu](http://webadvising.union.edu) The waiver must be completed annually by August 10th.

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

Old Chapel, Third Floor | (518) 388-6002

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: [www.union.edu/international](http://www.union.edu/international)

## KENNEY COMMUNITY CENTER

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 after school 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: [www.union.edu/kenney](http://www.union.edu/kenney) or [www.facebook.com/kenneycenter](http://www.facebook.com/kenneycenter)

## MAIL SERVICE

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

Mail and packages to Union should be addressed as follows:

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

## Package Pick-Up Instructions

When a student receives a package, they will receive an email from the mailroom stating they have a pick up. The mailroom will make three (3) attempts to contact the students before a shipment is returned to the sender. It is the responsibility of the student to pick up the package within two (2) weeks.

- 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.

## Disclaimer

If shipment tracking is required, it is strongly suggested that either UPS or FedEx be used. USPS delivery confirmation has proven to be less reliable. The College will only be financially responsible for insured incoming packages, letters, etc., that require a signature.

Please be advised that a signature is not required for USPS Delivery Confirmation and Priority Mail.

The Mailroom staff can assist 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 the “ship it home” program.

Although not a U.S. Post Office, postal services are available as well as UPS and FedEx shipments. The College is not responsible for outgoing packages or mail.

The Schenectady Post Office is located downtown on Jay Street, only a short walk from campus. This is also a good place for passport information.

## MINERVA PROGRAMS

Reamer Campus Center 403 | (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.

[www.union.edu/minerva-office](http://www.union.edu/minerva-office)

## 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 one of the two main dining halls. The Dean of Students Office, Community Standards, Title IX Office, Strauss Unity Lounge and the Women's Resource Center are located on the third floor. The Office of Student Activities, the Office of Residential Education, and the Concordiensis (the College newspaper) is located on the fourth floor.

## RELIGIOUS AND SPIRITUAL LIFE

Located in Reamer Campus Center 203

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 EDUCATION

Reamer Campus Center 409 | (518) 388-6117

The Residential Education Staff works with students to facilitate a positive living/learning experience within the Union residential community through personal interactions and programming. The Residential Education Office selects, trains, and works throughout the year with over forty-one student staff members to make the residential experience positive and rewarding. Residential Education 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 Education 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:

[www.union.edu/reslife](http://www.union.edu/reslife)

## SPECIAL EVENTS AND CONFERENCES

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: ([www.union.edu/eventservices](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 AM - 4:30 PM.

## STUDENT ACTIVITIES

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.

[www.union.edu/fun](http://www.union.edu/fun)

## TITLE IX COORDINATOR

Reamer Campus Center 307 | (518) 388-6865

The Title IX Coordinator oversees all complaints of sexual harassment, sexual or gender-based violence and/or misconduct 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 or gender-based misconduct. Union College takes all incidents of sexual harassment, sexual or gender-based misconduct 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.

[www.union.edu/tix](http://www.union.edu/tix)

# 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 is 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 violates 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 the 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 hereinbefore 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.

# TITLE IX and/or GENDER-BASED MISCONDUCT POLICY

You can find more information about the Title IX Policy and/or the Gender-Based Misconduct Policy, as well as associated procedures for Students, Faculty, and Employees on the Title IX portion of Union College's website.

Paper copies of either the Title IX Policy or the Gender-Based Misconduct Policy may be printed directly from the Union College [Title IX website](#).



# SOCIAL EVENTS WITH ALCOHOL POLICY

(Updated August 20, 2019)

## 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 where alcoholic beverages will be served.

## Definitions

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

### Campus Facilities

The Campus Facilities include: Old Chapel, the Rathskeller, 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.

## Group Residence

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

## Host Organization

A student organization recognized by the College or the Student Forum.

## Registered Social Event

A function attended by invitation only that is registered with the Dean of Students (or their 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 facilities.

## 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 they are at least 21 years of age and has had adequate and approved 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 a group residence involving fewer than 40 participants and normally involving faculty and students with explicit approval of the Dean of Students or their designee, subject to the conditions imposed by the Dean of Students or their designee.

## 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 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.

## Social Event Guidelines

In any activity or event sponsored or endorsed by a club, organization, or other student group, including those that occur on or off College premises:

1. The organization, members, and guests must comply with all federal, state, provincial, and local laws. No person under the legal drinking age may possess, consume, provide, sell or be provided alcohol beverages.
2. Organizations, members, and guests must follow the federal law regarding illegal drugs and controlled substances, No person may possess, consume, provide, distribute, sell, and/or

manufacture illegal drugs or other controlled substances while on College premises, or at any activity or event sponsored or endorsed by the organization.

3. Alcohol beverages must either be:

- a. provided and sold on a per-drink basis by a licensed and insured third-party vendor (e.g., restaurant, bar, caterer, etc.); or
- b. brought by individual members and guests through a “bring your own beverage” (BYOB) system.

*The presence of alcohol products above 15% alcohol by volume (“ABV”) is prohibited on any organizational premises or at any event, except when served at an event by a licensed and insured third-party vendor.*

4. Common sources of alcohol, including bulk quantities, which are not being served by a licensed and insured third-party vendor, are prohibited (i.e., amounts of alcohol greater than what a reasonable person should consume over the duration of an event).
5. Alcoholic beverages must not be purchased with organizational funds or funds pooled by members or guests (e.g., admission fees, cover fees, collecting funds through digital apps, etc.).
6. An organization must not co-host or co-sponsor, or in any way participate in, an activity or event with another group or entity that purchases or provides alcohol, illegal drugs, or controlled substances.
7. An organization must not co-host or co-sponsor an event with a bar, event promoter, or alcohol distributor; however, an organization may rent a bar, restaurant, or other licensed and insured third-party vendor to host an event.
8. Attendance by non-members at any event where alcohol is present must be by invitation only, and the organization must utilize a guest list system. Attendance at events with alcohol is limited to a guest-to-member ratio not to exceed 3:1 and must not exceed local fire or building code capacity of the organizational premises or host venue.
9. Any event or activity related to the new member joining process (e.g., recruitment, intake, rush, etc.) must be substance free. No alcohol or drugs may be present if the event or activity is related to new member activities, meetings, or initiation into an organization, including but not limited to “bid night,” “Big/Little” activities or events, “family” events or activities, and any ritual or ceremony. “Recruitment” is defined as any period of time where potential new members are recruited by the organization, and must be 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).

10. Organizations, members, or guests must not permit, encourage, coerce, glorify, or participate in any activities involving the rapid consumption of alcohol, such as drinking games.

#### Additional Requirements:

- The Responsible Person(s) 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.
- 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) must be used.
- All alcoholic beverages must remain indoors. It is imperative that the activities of the Event not disturb the surrounding environment.
- 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 volume of all music must be lowered at 2:00 AM 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 AM.
- Responsible Persons should refer to the “Social Event Policy Compliance Checklist” for further guidance.
- Social events with alcohol can only be scheduled for a Friday or Saturday.
- Social events must be contained to the inside of the event space/house.
- Wristbands must be used to identify those who are over 21; a wristband must not be placed on those who are under 21.
- Food must be available and easily accessible.
- Every social event with alcohol must have, at its start:
  - Five 24-packs of bottled water (16.9 oz)
  - 100 individual chip bags
- During the event, the host must always have behind the bar/available to guests:

- Two 24-packs of bottled water (16.9 oz)
- 25 individual chip bags
- The host must keep refilling the supply behind the bar. If the event is out of water/chips, you must shut down the event. If there are not two 24-packs of bottled water and 25 individual chip bags behind the bar and available, the event can be shut down.
- 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 the event will be shut down.
- The event space and surrounding area must be cleaned by those who hosted by Monday, 7:00 AM following the event, at the latest – If not, the organization will be sanctioned.
- All Registered Social Events must abide by the Social Event protocols set up by the Dean of Students or their designee.
- One should call Campus Safety (518.388.6911) if there are problems.

## BYOB Events & Guidelines

- A wristband must be used to identify those of legal drinking age. An X on the hand or other hand stamp must be used to identify those of non-legal drinking age.
- Service Distribution Center:
  - There should be one centralized area for the distribution of all alcoholic beverages.
  - Anyone who wishes to acquire an alcoholic beverage that they brought to the event must 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 leftover alcohol may be picked up the next day.
- Hard liquor is prohibited at BYOB events.
- Entrance:
  - There must be only one entrance to the event where the guest list and Responsible Persons will be present.
  - Several exits must be available due to fire codes and laws; however, exits cannot be used as entrances.
  - Party guests must remain in the designated party space and are prohibited from the residential areas of the building.

## 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 Dean of Students Office and, in the case of a Registered Greek Leadership 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 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 their 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 their 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 their 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 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 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 Responsible Person Policy (formerly Good Samaritan and Medical Amnesty 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 Director of Community Standards or their designee to be significant may lose their privilege to register or face other sanctions as deemed appropriate. 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.

## 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 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 2023)

## 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 and 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 lifestyles, 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 the College's 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 Conduct 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 Conduct procedures. Capitalized terms have the meanings set forth below in the section entitled "Definitions."

## Definitions

### Alleged

The Alleged is the student who is responding to the Complaint and charges they are alleged to have violated..

### Administrative Review

This term refers to a judicial process described in this document.

### Advisor

An Alleged/Complainant may bring any person they want to the hearing as a consultant (known as an "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 Alleged 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.

### Board Hearing

A hearing is a structured meeting designed to elicit the relevant information while providing the Alleged with the opportunity to challenge the statement of the Complainant.

### Chair

The Chair is the chairperson of the Hearing Board who is not 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.

This also includes information regarding the type of violation that will subject a student to discipline and the procedures (the judicial process and its procedures).

## 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); Title IX Policy, Gender-based 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.

## 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 College's standard of proof to that information, and makes a determination about the Alleged's behavior with respect to the alleged violation. (See Deliberation for a more substantial understanding of this topic.)

## Director of Community Standards & Accountability

The Director of Community Standards & Accountability Is the College official in charge of administering the Conduct Code. The Director of Community Standards & Accountability, with the assistance of College Counsel, trains all the members of each Board, assures adherence to procedure, and answers questions about the 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.”

## Guest

Guests are defined as individuals, invited or not invited, who are not currently enrolled Union College students.

## Hearing Board

There are three Hearing Boards with the authority to hear Conduct Code cases: Judicial Hearing Board, Student Conduct Committee and the Organizational Misconduct Committee. The Vice President for Student Affairs, or their designee, is authorized to refer matters to any one of the three Boards.

## Hearing Coordinator

The Director of Community Standards *or designee* who coordinates the case.

## Information

Information is any knowledge, facts, or data brought to the hearing; whether furnished by witnesses, 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, excluding cases involving hazing and alleged violation of the Title IX or Gender-Based Misconduct Policy.

## Member of the College Community

A current, matriculated student or a full-time employee of the College.

## Office

The Office of Community Standards & Accountability is the central location for matters involving the Code of Student Conduct.

## Organizational Misconduct Committee

The Organizational Misconduct Committee hears cases of alleged violations of the Conduct Code involving any group, team, or organization recognized by the College, including potential violations of the Hazing Policy.

## Responsible Student

When the Alleged is found responsible for a violation of the Conduct Code.

## Sanction

A sanction is a required action based on the outcome of either an Administrative Review or determined by the Director of Community Standards & Accountability, or their designee, 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 refers to any individual who is enrolled in the College on either a full-time or part-time basis. The status begins when they first engage in official College activities, such as Orientation or athletic participation, and ends when withdrawal from the College occurs or their enrollment is terminated. An individual on a leave from the College is not considered an active student for the duration of their leave.

Individuals attending the College conditionally prior to their enrollment are also considered students for purposes of the Conduct Code, although modifications may be made to account for developmental maturity and their limited time on campus. It also includes any individual who is auditing a course at the College or who withdraws for any reason, including circumstances involving a potential violation of 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 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 Committee

The Student Conduct Committee consists of students whose selection has been approved by the Student Forum. The Director of Community Standards & Accountability, or designee, will assist the Student Conduct Committee. The Committee hears cases of alleged violations of the Code of Conduct.

## Witness

A witness provides information to the appropriate conduct process and must be a member of the College community. However, an exception may be made by the Director of Community Standards & Accountability to allow a non-member of the College community to be permitted to testify upon written petition from the Alleged or Complainant to the Director of Community Standards & Accountability, 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 Alleged 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.

## Visitor

Visitors are defined as currently enrolled Union College students who are not assigned to the room, suite, apartment, theme house, Minerva, residence hall, or Fraternity/Sorority house that they are visiting.



## 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 following:

### 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.)

### Bullying, Threatening, and/or Abusive Behavior

Engaging in, or threatening to engage in, behavior(s) that, by virtue of their intensity, repetitiveness, or otherwise, endanger or compromise the health, safety or well-being of oneself, another person, or the general College community, or that disrupt the effective continuation of the academic/educational process for individual students or for the general College community.

This includes, but is not limited to, threatening, tormenting, mocking, intimidating, maliciously or inappropriately ridiculing another's work or comments beyond the scope of scholarly inquiry, and exploiting known psychological or physical vulnerabilities or impairment, including, but not limited to:

- Abusive behavior toward a College employee or agent acting in performance of their duties.
- Physical violence, actual or threatened, against any individual or group of persons. Includes pushing, shoving, kicking, poking, and/or tripping another person; 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: Includes ridiculing, insulting, instigating, spreading rumors about, 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: Includes directing threatening gestures toward a person or invading personal space after being asked to move, leave the space, or step away.
- “Cyber”: Defined as bullying an individual using any electronic form including, but not limited to the Internet, interactive and digital technologies, social media, or mobile phones.
- Unjustified abuse, neglect, or violence toward an animal.

## 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 guests. In cases where the information is known, the home institution and/or the guardian of the guest will be notified.

## 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.)

## 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 performing 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 firearm, explosive, 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.

## 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 hardcopy or available electronically on the College website, including, but not limited to, violation of the policies listed under Bullying, Threatening, and/or

Abusive 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.
- Inappropriate sharing of information used in a Conduct Code proceeding.

## 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.

## Reporting Procedure

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

- By any member of the College community submitting an account of an incident to the College.
- By external members of the College community submitting an account of an incident to the College.

Reports of alleged violations must be submitted via the Incident Reporting Form. Reports of alleged violations of the Title IX Policy, Gender-Based Misconduct Policy or Hazing Policy may be done so anonymously by use of a hotline (see the Title IX Policy, Gender-Based Misconduct Policy, and Hazing Policy) or via the Anonymous Hazing Reporting Form, Title IX Reporting Form, or Gender-Based Misconduct Form. 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 Director of Community Standards & Accountability, 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 Director of Community Standards & Accountability, 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;
- Informal Resolution;
- Conduct Conference (for organizations only, not individual students);
- Hearing by the Judicial Hearing Board.

## Rights of Students and Organizations

Union College respects the dignity and rights of each of its students. In all 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 remain anonymous, as individuals providing information in the case of student organizations, provided the College and the investigators know their identities. Investigators may serve as witnesses.
- The right to present the information of any qualified and competent witness who has direct, personal knowledge of the incident or conduct in question.
- The right to have an Advisor who is a member of the College community, unless otherwise provided for and/or required by federal or state laws.
- 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 Community Standards to be considered in determining final sanctions.

- The right to delay a hearing for up to five (5) 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.

## Students with Accommodation Needs

If a student needs a reasonable accommodation in order to participate in any aspect of the judicial process, then the student must submit a request through Accommodative Services (518.388.8785).

## DISCIPLINARY PROCEDURES

This section of the Code of Student Conduct is designed to provide students and student organizations with information regarding the procedures that can be expected after a possible violation of College policy. This information will instruct and guide students, faculty, and staff involved in the various stages of the conduct process properly. These procedures are intended to ensure a safe, fair, and equitable process for all students and student organizations.

Any member of the College community may submit an account of a student or recognized student organization for violating the Code of Student Conduct.

Persons who are not members of the College community may submit an account of a student or recognized student organization violating the Code of Student Conduct.

A charge shall be prepared in writing and directed to the Director of Community Standards & Accountability. There is no time limit for the submission of charges; however, it is preferable that a charge be submitted as soon as possible after the event takes place, as the passage of time may impede efforts to investigate allegations and gather evidence.

Reports of alleged violations must be submitted via an Incident Reporting Form.

If an incident involves an alleged violation of a policy not subject to this Code, the Incident Reporting Form may serve as a general intake form.

The Director of Community Standards & Accountability, or their designee, shall review all incident reports in consultation with appropriate staff to determine whether a student or student organization will be

charged with violating the Code of Student Conduct, authorize an investigation to determine if the charges have merit, and/or if they can be referred to an Informal Resolution process by mutual consent of the parties involved on a basis acceptable to the Director of Community Standards & Accountability.

Such disposition shall be final and there shall be no subsequent proceedings.

The Director of Community Standards & Accountability, or their designee, will designate an administrator to investigate the charges. In the event of allegations of behavior in violation of the College's Title IX Policy or Gender-based Misconduct Policy, the Director will refer the matter to the Title IX Coordinator. The Director, or their designee, will make a good faith effort to notify the student or student organization that they are subject to an investigation, and that charges have been or may be submitted, if, when and to the extent consistent with the need to maintain the integrity of the investigation.

A matter involving a violation of the Code of Student Conduct may be referred to one of the following hearing bodies and/or processes:

- Administrative Review;
- Informal Resolution;
- Conduct Conference;
- Hearing by the Judicial Hearing Board, Student Conduct Committee, or Organizational Misconduct Committee (a "Hearing").

All charges shall be presented to the Alleged Student or organization in written form. A time shall be set for a Hearing, if one is to occur, not less than one (1) nor more than seven (7) business days after the student or organization has been notified. Maximum time limits for scheduling of Hearings may be extended at the discretion of the Director of Community Standards & Accountability.

## Hearings

Hearings shall be conducted by the applicable Hearing Board or Committee according to the following guidelines;

- Hearings shall be conducted in private.
- The Complainant, Alleged Student or permitted organizational representative(s) (as applicable), and their advisors, if any, shall be allowed to attend the entire portion of the Hearing at which information is received (excluding deliberations).



- Admission of any other person to the Hearing shall be at the discretion of the Director of Community Standards & Accountability, or their designee.
- In Hearings involving more than one Alleged Student, the Director of Community Standards & Accountability, or their designee, in their discretion, may permit the Hearing concerning each Student to be conducted either separately or jointly.

## Advisors

The Complainant and the Alleged Student or organization have the right to be assisted by an advisor they choose.

- The advisor must be a member of the College community, and may not be an attorney.
- The Complainant and/or the Alleged Student or permitted organizational representative(s) is/are responsible for presenting their own information, and therefore, advisors are not permitted to speak or to participate directly in the Hearing.
- A student or organization should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the Hearing. Delays will not normally be allowed due to the scheduling conflicts of an advisor.

## Witnesses

The Complainant, the Alleged Student or organization, and the applicable Hearing Board or Committee may arrange for witnesses to present pertinent information to the Board or Committee.

- The College will try to arrange the attendance of possible witnesses, if reasonably possible, and who are identified by the Complainant and/or Alleged Student or organization at least two weekdays prior to the Hearing.
- Parties and witnesses may be asked to provide information to and answer questions from the Board or Committee.
- Questions may be suggested by the Alleged Student or organization and/or Complainant to be answered by each other or by other witnesses who are present. This will be conducted by the Board or Committee with such questions directed to the Chairperson, rather than to the party or witness directly; the Chairperson will then pose those questions they deem to be appropriate. This method is used to preserve the educational tone of the Hearing and to avoid creation of an adversarial environment.

- Questions of whether potential witnesses or information will be received shall be resolved in the discretion of the Chairperson.

## Other Considerations

- Pertinent records, exhibits, and written statements (including Impact Statements) may be accepted as information for consideration by a Board or Committee at the discretion of the chairperson or Director of Community Standards & Accountability.
- Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in Code proceedings. All procedural questions are subject to the final decision of the Chairperson of the Board or Committee.
- After the portion of the Hearing concludes in which all pertinent information has been received, the Board or Committee shall deliberate privately and determine whether the Alleged Student or organization has violated each section of the Code which the student or organization is charged with violating (a student or organization may be found responsible for an alleged violation only if a majority of those Board or Committee members participating in the deliberations determine that the student or organization is responsible).
  - Hearing panels make their decisions based on the majority vote of the votes cast.
  - In cases where a majority vote is not obtained, the student will receive a finding of no determination.
- In order to determine that a student or student organization violated the Code of Student Conduct, it must be determined by a preponderance of the evidence that BOTH a violation has occurred AND that the student or student organization committed that violation.
- There shall be a single verbatim record, such as an audio and/or audiovisual recording, of all Hearings before a Board or Committee (not including deliberations). Deliberations shall not be recorded. The record shall be the sole property of the College. Administrative Reviews, Conduct Conferences and Informal Resolution meetings are not recorded.
- If an Alleged Student or organizational representative does not appear before a Hearing, the information in support of the charges shall be presented and considered even if the Alleged Student or organizational representative is not present.
- The Board or Administrator may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the Complainant, Alleged Student, organizational representative(s) and/or witnesses during the Hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, video conference, closed circuit television, audio and/or

audiovisual recording, written statement, or other means, where and as determined in the sole judgment of the Director of Community Standards & Accountability to be appropriate.

## Standard of Proof

In order to determine that the student has violated the Student Conduct Code, a majority of the Student Conduct Committee or Organizational Misconduct 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.

## Types of Resolution

### Administrative Reviews

Administrative Reviews are informal discussions between a student alleged to be in violation of Code of Student Conduct and the Director of Community Standards & Accountability (or a designated administrator including, but not limited to, Community Directors, Deans, or Directors), and would not (in the judgment of the Director of Community Standards & Accountability) normally result in a suspension or more severe sanction if the student were found responsible.

In these proceedings, the Director of Community Standards & Accountability, or their designee, determines the responsibility of an Alleged Student for a violation of Code of Student Conduct, based on the information available to them.

The Alleged Student will be notified by email of specific violations under consideration in advance of this discussion. If the violation involves multiple students (e.g., students who reside in the same dwelling) and if all the students consent and the consent is documented, all the students may be subject to the same Review at the discretion of the Director of Community Standards & Accountability.

The Director of Community Standards & Accountability, or their designee, will review the charges with the Complainant and Alleged Student(s) and give them an opportunity to respond. The Director or designee will then determine, by a preponderance of the evidence, whether the Alleged student is responsible for each charge and, if the student is found responsible, will assess appropriate sanctions.

If a student fails to attend an Administrative Review, the Director or their designee may resolve the case without benefit of the student’s input.

In determining sanctions, the Director, or their designee, will take into account the factors described in the Sanctions section of this Code.

- If multiple students are subject to the same Administrative Review, each student may be subject to different sanctions as a result of different considerations or circumstances.

Outcomes from Administrative Reviews are subject to appeal.

### Informal Resolution

Informal Resolutions are typically discussions between a student alleged to be in violation of the Code of Student Conduct and the Director of Community Standards & Accountability (or a designated administrator including, but not limited to, Community Directors, Deans, and Directors), where a finding or responsibility would not (in the judgment of the Director of Community Standards & Accountability) normally result in a suspension or more severe sanction.

In these proceedings, the Director of Community Standards & Accountability, or their designee, and the student may agree to the fact that a violation occurred. If the student does not agree, the case may be forwarded to an Administrative Review or a Hearing.

The Alleged student will be notified by email of specific violations under consideration in advance of this discussion. If the violation involves multiple students (e.g., students who reside in the same dwelling) and if all the students consent and the consent is documented, all the students may be subject to the same Informal Resolution process at the discretion of the Director of Community Standards & Accountability.

The Director of Community Standards & Accountability, or their designee, will review the charges with the Complainant and the Alleged student(s) and give them an opportunity to respond. If the student accepts responsibility, the Director, or their designee, will issue the appropriate sanction(s).

Outcomes from Informal Resolutions are not subject to appeal.

### Conduct Conference

An organization that admits responsibility may request to forgo an Organizational Misconduct Committee Hearing and have its case decided by the Director of Community Standards & Accountability or their designee in a Conduct Conference. If the Director agrees to a Conduct Conference, they or their designee will meet with the organization's president or designated spokesperson, and may impose any sanction(s)

appropriate to the circumstances. Organizations admitting to disciplinary allegations and requesting a Conduct Conference may not have an Advisor or observer present.

Outcomes of Conduct Conferences are not subject to appeal.

If the Director denies the request for a Conduct Conference or if the organization prefers an Organizational Misconduct Committee Hearing, the case will be heard according to standard procedures.

## Panels

### *Judicial Hearing Board*

Composed of three (3) members from a pool of faculty and staff who will determine the responsibility of any student(s) alleged to have violated the Code of Student Conduct. In addition, the Chair of this Board will be the Director of Community Standards & Accountability, or their designee, who will not have a vote. The pool of faculty and staff members will be approved by the Vice President of Student Affairs. The Judicial Hearing Board will adjudicate cases involving allegations of the Code of Student Conduct that may result in suspension or expulsion as referred by the Vice President of Student Affairs.

### *Student Conduct Committee*

Composed of five (5) members from a pool of students, and the Director of Community Standards & Accountability, or designee, who will be present throughout the Hearing and the deliberations of the Student Conduct Committee, but who will not have a vote. The student members of the pool are selected by a process approved by the Student Forum. The chairperson and vice-chairperson will be elected annually by the members of the Student Conduct Committee. If the chairperson is unable to preside at a Hearing, the vice-chairperson will serve in their stead.

### *Organizational Misconduct Committee*

Composed of four (4) members from the Committee on Hazing, made up of the following; the Director of Campus Safety, the Associate Director of Greek Leadership, the Director of Student Activities, and the Director of Athletics. Three (3) of these members will be present throughout the Hearing and the deliberations, and will each have a vote on responsibility. In addition, the Director of Community Standards & Accountability, or their designee, will be present as the Chair, but will not have a vote.

## General Matters

All Judicial Hearing Board, Student Conduct Committee, and Organizational Misconduct Committee members will serve as volunteers and will be trained in FERPA, confidentiality, procedures, applicable policies and rules of the College and the philosophy of the Code of Student Conduct at Union College.

Hearings before these bodies need not conform to formal rules of criminal or civil procedure and/or proof requirements. The intent of the procedure is to provide the Alleged student or organization with a fundamentally fair process, including notice of the charges against them and a reasonable opportunity to respond. Within this framework, the Board or Committee may conduct the Hearing as it sees fit, and make necessary modifications to these procedures as it deems appropriate in particular circumstances while still providing a fundamentally fair process.

## Sanctions

Following a Hearing or other conduct proceeding, the student or organization found responsible and, with respect to a crime of violence as defined by FERPA, the Complainant (if the Complainant was subjected to such conduct), will be notified in writing that based on the information presented:

- A violation of the Code of Student Conduct was determined to have occurred, and that the Alleged Student or organization was responsible; or
- A determination was reached that a violation of the Code of Student Conduct did not occur, and/or that the Alleged Student or organization was not responsible.

In the event that the Alleged Student or organization is found responsible following a Judicial Hearing Board, Student Conduct Committee, or Organizational Misconduct Committee Hearing, it is the responsibility of the Director of Community Standards & Accountability, or their designee, to determine reasonable sanctions to impose as a result of the decision of responsibility.

## Notification of Sanctions

The notification of this determination will be sent electronically to the Responsible Student or organization. If the Board or Committee determined that a crime of violence as defined by FERPA occurred, the Complainant (if the Complainant was subjected to such conduct), will also be notified of the sanction. Notification to others will occur at the discretion of the College, consistent with applicable law (including without limitation FERPA).

## Purpose

Union College utilizes disciplinary consequences as opportunities for introspection, understanding, growth, and learning. Deliberate consideration is paid to the assessment of appropriate and meaningful sanctions in order to provide the best opportunity for students or organizations to understand the ramifications and effects that their behavior may have on themselves, their peers, and the Union College community.

The Director of Community Standards & Accountability, or their designee, will assess sanctions that carefully consider the following:

- Impact of Sanctioning and Impact Statements and/or,
- Proportionality and Consistency and/or,
- Prior Disciplinary History and/or,
- Other information.

## Impact of Sanctions & Impact Statements

The impact of the sanction on the student or organization, the Complainant (if applicable) and the College community may be considered when determining appropriate sanctions.

Complainants and Alleged student(s) or organizations may offer a statement explaining their conduct to the decision-maker.

These statements are open-ended, and are intended to help the decision-maker determine sanctions that are most appropriate.

Impact Statements are to be submitted to the Director of Community Standards & Accountability, or the Hearing Officer, prior to the start of the hearing.

## Proportionality and Consistency

Sanctions will be proportionate to the nature and severity of, and circumstances surrounding, the violation, and consistent with sanctions imposed in prior cases at the College arising from similar facts and circumstances.

## Prior Disciplinary History

The student's or organization's prior disciplinary history may be relevant to consider when determining appropriate sanctions.

A student's or organization's history will not be considered when determining responsibility.

## Other Relevant Information

There may be other information deemed relevant by the Director of Community Standards or their designee to consider when determining appropriate sanctions.

## Rationale

When a student or organization is assigned sanctions, any notification will include a rationale detailing how and why the sanctions that are assigned were determined.

## Available Sanctions for Individual Students

Sanctions that may be imposed upon any student found to have violated the Code of Student Conduct include but are not limited to:

- Warning - A notice in writing to the student that the student has violated or is violating the Code of Student Conduct. Warnings may be considered in any further disciplinary proceedings.
- Probation - A written reprimand for violation of the Code of Student Conduct. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate the Code of Student Conduct during the probationary period. Probation may be imposed with or without restrictions. Probation may be considered in any further disciplinary proceedings. Restrictions associated with College probation may include, but are not limited to, ineligibility for participation in designated College-sponsored programs or activities, and/or other appropriate actions.
- Loss of privileges - Denial of specified privileges permanently or for a designated period of time. These privileges can include, but are not limited to: attending College events, club or organization membership, athletic participation<sup>9</sup>, visitation of certain buildings or residential facilities, etc.

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<sup>9</sup> Restrictions of participation in intercollegiate athletics as a sanction under these procedures are separate and distinct from consequences that may be imposed by the College's Department of Athletics under the Student-Athlete Code of Conduct



- Fines – In some circumstances, reasonable fines may be imposed. Such fines are in addition to costs of restitution that are deemed appropriate.
- Restitution - Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
- Discretionary sanctions - Work assignments, essays, service to the College, or other assigned tasks.
- Educational and developmental outcomes - Educational requirements are meant to provide individual development, improvement or education.
- Residence Hall suspension - Separation of the student from the residence halls for a definite period of time, after which the student is eligible for return. Conditions for return may be specified.
- Behavioral Plan - A plan that clearly defines additional behavioral expectations, standards, and/or obligations that a student is required to follow.
- No Contact Order - A written directive prohibiting contact with another person, either directly or through a third party.
- Residence Hall expulsion - Permanent separation of the student from the residence halls.
- College suspension - Separation of the student from the College for a definite period of time, after which the student is eligible for return. Conditions for return may be specified.
- College expulsion - Permanent separation of the student from the College.
- Deferred College suspension - In cases of suspension, there may be circumstances that mitigate against the immediate separation of the student from the College. For example, a student may be allowed to complete the current trimester's coursework and begin their suspension period at the term's end. However, should the student be found in violation of the Code of Student Conduct in the time period between the decision to suspend and when the suspension is effective, the suspension will take effect immediately and remain in effect until the specified expiration date of the original suspension.
- Revocation of Degree - A degree awarded from the College may be revoked for fraud, misrepresentation, or other violation of College standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.
- Withholding degree and/or diploma - The College may withhold awarding a degree and/or diploma otherwise earned for a specified period of time or until the completion of the process set forth in this Code, including the completion of other sanctions imposed, if any.<sup>10</sup>

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<sup>10</sup> In addition, the College may withhold a degree and/or diploma, and/or deny a student the ability to participate in commencement exercises, pending a final determination in a case subject to these procedures.

- Behavioral and/or Mental Health Assessment - A health assessment conducted by a qualified practitioner, as well as the completion of all recommendations made as a result of the assessment.
- Special Action - Other actions appropriate to particular circumstances, but not included in the preceding list. Some examples include, but are not limited to, prevention of participation in intramural athletics or College-associated organizations, ineligibility for participation in designated College-sponsored programs, and/or other appropriate actions.

More than one of the sanctions listed above may be imposed for any single violation.

- Maintenance and Keeping of Disciplinary Records
  - Other than College expulsion or revocation or withholding of a degree, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's disciplinary record. Upon graduation, the student's disciplinary record may be expunged of disciplinary actions other than residence hall expulsion, College suspension, College expulsion, or revocation or withholding of a degree, upon application to the Director of Community Standards & Accountability. Cases involving the imposition of sanctions other than those identified shall be expunged from the student's disciplinary record seven years after final disposition of the case.

### Available Sanctions for Organizations

Sanctions that may be imposed upon any student organization found to have violated the Code of Student Conduct include but are not limited to:

- Warning - A notice in writing to the organization that the organization has violated or is violating the Code of Student Conduct. Warnings may be considered in any further disciplinary proceedings.
- Probation - A written reprimand for violation of the Code of Student Conduct. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the organization is found to violate the Code of Student Conduct during the probationary period. Probation may be imposed with or without restrictions. Probation may be considered in any further disciplinary proceedings. Restrictions associated with College probation may include, but are not limited to, loss of privileges of College-associated organizations, ineligibility for participation in designated College-sponsored programs or activities, and/or other appropriate actions.
- Fines - In some circumstances, reasonable fines may be imposed. Such fines are in addition to costs of restitution that are deemed appropriate.
- Restitution - Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.

- Discretionary sanctions - Work assignments, essays, service to the College, or other assigned tasks.
- Educational and developmental outcomes - Educational requirements are meant to provide individual and organizational development, improvement or education.
- Loss of Housing Status - Separation of the organization from housing for a definite period of time, after which the organization is eligible for return. Conditions for return may be specified.
- Behavioral Plan - A plan that clearly defines additional behavioral expectations, standards, and/or obligations that an organization and its members are required to follow.
- More than one of the sanctions listed above may be imposed for any single violation.
- Loss of selected rights and privileges for a specified period of time.
- The organization may be deactivated. Deactivation includes the loss of all College-recognized privileges, including College recognition, for a specified period of time. Organizational deactivation may be for a specified period of time or permanent.
  - No student may rush, pledge, perpetuate, engage in initiation activities, or become a member of a fraternal, social, or student organization not recognized by the College. Anyone engaging in those activities, either as a member, recruiter, or potential new member, 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, social, or student organization shall be covered by this rule if:
    - its leadership and/or a significant number of its members are Union College students, or
    - 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 with the Offices for Greek Leadership or Student Activities.

## Appeals

The purpose of an appeal is in response to procedure, not to provide a student with a new hearing. A student found responsible has the right to appeal any decision 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, and no other individual on their behalf. There is no option for an appeal of sanctions issued through an Informal or Alternative Resolution. Appeals of decisions must be submitted within five (5) business days of receiving the hearing results.

The Appellate Body may review all materials presented at the hearing and may consult with the chair of the appropriate Hearing Board and/or the Director of Community Standards (or their designee) on questions of appropriateness of the sanctions and/or of judicial procedure.

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 was discovered after the hearing that could not have been readily discovered before the hearing and which might have had an effect on the outcome of the hearing;
- Sanctions are grossly disproportionate to the conduct violation.

An appeal must set forth concisely the grounds for appeal, as well as any supporting material submitted by the Alleged Student.

A written decision will be rendered and communicated by the Appellate Body within ten (10) business days of receipt of the appeal.

The Appellate Body may:

- Uphold the original decision,
- Remove, add, or alter a Sanction,
- Remand the case to the appropriate body for rehearing,
- Remand the case to the appropriate body to reconsider sanction recommendation.

The outcome of the appeal is final.

# 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 treasures handbook which is available in the Office of Student Activities.

## 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 approximately 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: [www.union.edu/getinvolved](http://www.union.edu/getinvolved)

## ACE (Association of Campus Events)

ACE is responsible for planning and coordinating late-night, weekend programming each week of the academic term, occurring either on Friday or Saturday nights. Their mission is to execute traditional programs, innovative ideas, cultural events, publicity and promotions, and intellectual programs. ACE is advised by the Assistant Director of Student Activities.

## Chalking

Union College strives to create an engaged community that respects the right of individual free speech and thought while valuing individual difference. The exchange of information and ideas is important to Union College as we believe it opens a dialogue for constructive engagement. The below chalking policy has been designed to promote these efforts while also allowing the campus community to advertise events and initiatives.

Chalking is permitted only on concrete sidewalks. Chalking on buildings is not permitted. Only water-soluble sidewalk chalk may be used. Aerosol spray is not permitted. All chalking must be registered with the Office of Student Activities and be in compliance with the college policies regarding acts of bias. All chalking on campus will be subject to routinely scheduled removal. It is recommended that you check with the Events Office regarding your location prior to chalking. Chalking may be removed unexpectedly or earlier than planned due to facilities renovations, repairs, or other projects.

# STUDENTS WITH DISABILITIES

(Updated August 25, 2023)

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.

For more information about Accommodative Services at Union College, including more detailed information about policy and procedures regarding accommodations, please visit the Office of Accommodative Services, at [this link](#) or in the Schaffer Library, Room 222.

# TITLE IX STATEMENT, TITLE IX COORDINATOR AND DEPUTY COORDINATOR

## Sex Discrimination, Relationship Violence, Harassment, and Assault: Union College Title IX Coordinator

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

To contact the Title IX Coordinator, please email [titleix@union.edu](mailto:titleix@union.edu).

### 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.

#### 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 the Title IX Coordinator.

#### Gender Equity in Athletics

If you have a complaint about gender equity in Union College athletics programs, please contact the Compliance Coordinator, who is responsible for Title IX Compliance in matters related to gender equity in Union College athletics programs.

# 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 before the first day of classes - 100% refunded
- Withdrawal during 1st and 2nd week - 75% refunded
- Withdrawal during 3rd and 4th week - 50% refunded
- Withdrawal during 5th and 6th week - 25% refunded
- Withdrawal after end of 6th week - No Refund

Students suspended/expelled for academic or social conduct will not be entitled to any refund of the Comprehensive Fee. Students placed on involuntary leave for reasons other than academic or social conduct will follow the refund policy for voluntary withdrawals.

Please note, this refund policy applies only to withdrawal from the college, not to individual course withdrawals. Students are required to vacate their college residence within 24 hours of their last date of attendance in class.

Students who receive financial aid and withdraw during a trimester will have their aid reevaluated, possibly necessitating repayment of a portion of aid received. This obligation may differ depending on the type of aid received.

For example, the [Financial Aid Withdrawal Policy](#) is applicable to any Title IV Funds received by students. In some cases these adjustments to financial aid may result in the student's bill not being fully paid, even after giving effect to refunds made pursuant to this policy, and the student will remain responsible for the resulting balance.

You can consider these [ways to make up credits](#) to remain on course for your expected graduation date if you are contemplating withdrawing from a term.

## Tuition Refund Insurance

Union College has partnered with GradGuard to provide families with peace of mind about tuition costs if students withdraw for health or personal reasons. Please familiarize yourself with Union's Tuition Refund/Withdrawal Policy above. For more information on purchasing tuition insurance, please visit [GradGuard](#).

## Delinquent Accounts

Delinquent accounts are referred to credit bureaus and a collection agency. If any overdue obligation is referred to an outside agency or to an attorney for collection efforts and/or legal suit, the debt is increased to cover all reasonable costs of collection, including interest, penalties, collection agency fees, court costs and attorney fees.