



Student Handbook

2026-2027

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STATEMENT OF RIGHTS AND RESPONSIBILITIES

The material in this Student Handbook is designed to inform students of the College's expectations for students' behavior, the community, and services available to students. This Student Handbook is not a contract. It merely presents the College's policies in effect at the time of publication and in no way guarantees that the policies will not change. The policies of Union College are under continual examination and revision, and the College reserves the right to make changes in its policies as educational considerations demand. Such changes may occur from time to time without prior notice, and will be posted to the College's website.

If a physical copy is preferred, the Handbook can be requested from the Dean of Students Office, located in Reamer Campus Center 306. Please note, however, that changes to applicable policies following publication of the print version of this Handbook will take precedence over those set forth in the print version, and students are responsible for keeping themselves informed of changes in policy that may occur over time.

Questions may arise from time to time as to the scope and meaning of policies set forth or described in this Handbook, the applicability of specific policies or provisions to particular situations, the relationship between and priority of multiple policies or provisions potentially applicable to the same situation, and similar matters. The College President, Vice President for Student Affairs and Dean of Students, and/or other responsible College officials have discretionary authority to interpret College policy and resolve any such questions that may arise from time to time.

STATEMENT OF RIGHTS AND RESPONSIBILITIES OF STUDENTS

The Statement on the Rights and Responsibilities of Students at Union College and the Code of Student Conduct set forth the philosophical basis for the governing of student conduct at Union and specify regulations in support of the general welfare of the community. They also delineate areas of responsibility for the students. In all matters of personal conduct, whether in academic work or social life, students are expected to be responsible members of the College community and contribute to the best development of other students and the College.

PREAMBLE

Union College provides a rigorous, holistic, and immersive residential liberal education emphasizing integration, innovation, inclusion, and reflection for every student.

Freedom of inquiry and expression are indispensable to achieving Union College's goals and educational mission. All College community members share the responsibility to cultivate and respect general conditions conducive to enjoying these freedoms. As members of this community, students are encouraged to develop their capacity for critical judgment and for the independent search for truth. They should exercise their freedom in such a way as to preserve the freedom of others and with regard for the good of the whole community.

FREEDOM OF ACCESS TO EDUCATION

IN THE CLASSROOM

Union College is committed to the free and vigorous discussion of ideas and issues. Union College is committed to protecting the academic freedom and freedom of expression of all members of the College community. Policies shall be applied in a manner that protects the academic freedom and freedom of expression of all parties. 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. However, rights of academic freedom and freedom of expression are not without boundaries, and speech or other expression that rises to the level of harassment, threat, defamation, or similar misconduct will be addressed as provided in applicable College policies. See also the Rules of Public Order. The expression of ideas offered in the course of respectful, responsible teaching, learning, working, and academic debate is not a violation of this policy.

STUDENT AFFAIRS

FREEDOM OF ASSOCIATION, INQUIRY, AND EXPRESSION

Students are free to organize and join various groups to promote their common interests. This includes student clubs and organizations recognized by the Student Forum, as well as groups such as Greek letter, theme house, or athletic teams. Student groups may use College facilities and resources when available, so long as their interests and use are compatible with the purposes and function of the College. If student organizations are affiliated with organizations outside Union College, the relationships must not interfere with the objectives and activities of the College. Any club, organization, or group that recruits or selects students for its membership must operate in accordance with all College policies.

Any organized student club, organization, or group on campus must be recognized by the Student Forum. Only recognized clubs are eligible for funding through 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 organization or group will receive funding if they are exclusive in nature. All policies regarding the expenditure of activity fee dollars can be found in the president's and treasurer's handbook, which is available in the Office of Student Activities. By federal Title IX allowances, Greek-letter organizations and athletic teams are exempt from the prohibition on gender discrimination.

Students are free to examine and discuss all questions of interest to them and to express opinions publicly and privately. They are free to support causes by orderly means, including any means of peaceful assembly or advocacy that do not interfere with or disrupt the College's operations, are not defamatory, and do not violate College non-discrimination policies. The College reserves the right to limit the time, place, and manner of such activity.

Actions by individuals or groups to prevent speakers invited to the campus from speaking, to disrupt the operations of the College, or to obstruct or restrain other members of the College community and campus visitors by physical force or impediment are destructive of the pursuit of learning and of a free society. All members of the Union College community are under a strong obligation to protect its processes from these tactics.

Student clubs, organizations, and groups may invite speakers of their choosing. Students and student clubs, organizations, and groups are not authorized to sign contracts on behalf of Union College. In issuing invitations to speakers, student clubs, organizations and groups must adhere to the College's [scheduling policies](#) including allowing appropriate advance notice to allow for adequate preparation for the event. Student clubs, organizations and groups are urged to consult with the Office of Student Activities early in the planning process for programs and/or speakers. While students are expected to follow procedures prescribed by the College with respect to requesting facilities for their programs, the College shall not use its control of facilities as a device for censorship. The College does, however, reserve the right to decline to permit programs and/or speakers under circumstances where the College determines that it is unable to provide adequate safety and security in light of the anticipated nature of the event and/or associated circumstances. The College has affirmed that faculty members and students shall enjoy freedom in their teaching, learning, and research. Speakers are brought to campus to allow consideration of a wide range of opinions in a forum of free inquiry; the appearance of a speaker on campus in no way indicates agreement with their views or endorsement of their position by the College.

STUDENT PARTICIPATION IN INSTITUTIONAL GOVERNMENT

Students are free, as individuals and as groups, to express their views on matters of College policy and on other issues of interest to them. The Student Forum, the campus newspaper, and other organizations provide forums for discussion and orderly means for the communication of opinion to the College authorities. Other avenues for expression and communication may be developed as the need arises.

STUDENT PUBLICATIONS

Union College regards student publications as valuable aids in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on the campus. They are a means of bringing student concerns to the attention of the College community and of formulating student opinions on campus issues and world affairs.

The freedom of student editors and managers entails corollary responsibilities to be governed by the canons of responsible journalism, such as avoiding libel, slander, obscenity, undocumented allegations, and the techniques of harassment and innuendo. For the protection of the editorial freedom of student publications, the College subscribes to the following safeguards:

The student press is free of censorship and advance approval of copy, and its editors and managers are free to develop their own editorial policies and news coverage.

Editors and managers of student publications are protected from arbitrary suspension, removal, or other discipline because of student, faculty, administrative, or public disapproval of editorial policy or content. Only for the causes mentioned above are editors and managers subject to discipline.

STUDENT CODE OF CONDUCT

SCOPE OF THE CODE

The Code of Conduct applies to all behavior by individual students, their guests, and recognized or unrecognized student organizations that occurs on College-owned or operated property, including, but not limited to, in classrooms and at College-sponsored or recognized events and activities, regardless of location. This includes events or activities held by College-recognized student organizations, regardless of location. The College may also hold students and organizations accountable to the Code of Conduct and additional policies for behavior that occurs off-campus. Additional policies exist for the college community, including those listed on the website. Students are responsible for all policies, even those not directly listed below.

For the purposes of enforcing the Code of Conduct, students are accountable to the Code from the time they are notified of their acceptance to the College until they receive their degree, permanently withdraw, or are expelled from the College. This includes conduct that occurs between academic terms, while a student is on a temporary leave (voluntary or involuntary), or has been suspended from the College. An individual who has been awarded their degree, permanently withdrawn, or is otherwise separated from the College may still be held accountable under the Code of Conduct for behavior that occurred while that individual was a student, even if the behavior is not discovered until after the individual has been awarded their degree, permanently withdrawn, or otherwise been separated from the College. The College may proceed with conduct procedures even while a student is on a temporary leave from the College, or after a student has permanently withdrawn from the College.

RIGHTS OF STUDENTS AND ORGANIZATIONS

Union College respects the dignity and rights of each of its students. In all disciplinary processes, students are asked to review their rights and are given the opportunity to ask questions. These rights include:

- The right to be advised of the information compiled, including the nature of the alleged violations, the documentation of those violations, and the information provided by witnesses.
- The right to present one's case and to rebut unfavorable inferences that might be drawn, including the right to pose questions for participating witnesses and participating Complainants (if applicable) to the extent described below.
- Students providing information have the right to remain anonymous; however, anonymous information may have limited uses in the disciplinary process.
- The right to present the information of any witness who has direct, personal knowledge of the incident or conduct in question.
- The right to have an advisor. An advisor must be a current faculty, staff, administrator, or student and member of the College community and may not be an attorney, unless otherwise required by federal or state law or expressly provided in the applicable College policies and procedures. Subject to applicable law and College policy, the advisor also may not be an individual who is already involved in the alleged case.
- The right to delay a hearing for up to five (5) business days if a legitimate excuse has been established in the opinion of the Director of Student Conduct & Conflict Resolution or designee.
- The right to be absent from a hearing, in which case the hearing will proceed and a decision will be rendered based upon the 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 be considered in determining final sanctions, if applicable.
- The right to be advised of the result of the process and the rationale for the decision.

COLLECTIVE RESPONSIBILITY OF CLUBS, ORGANIZATIONS, AND GROUPS

If allegations of violations of College policy involve a club, organization or other group (including Greek organizations and athletic teams) the College will apply collective responsibility (i.e., the club, organization or group will be subject to organizational discipline) if it is reasonable to attribute the actions of at least some of the members to the club, organization or group, including without limitation if any of the following conditions apply:

1. The alleged violation of policy was encouraged or occurred with the explicit or implicit consent of one or more of the club, organization, or group officers.
2. The alleged violation of policy occurred due to a failure to fulfill the reasonable expectation that the officers oversee the conduct of the club, organization, or group.
3. Failure of the officers to ensure the adoption of reasonable precautions to avoid the alleged violation of policy.
4. Any practice or policy of the club, organization, or group that results in violation of any College policy or provision of the Code of Conduct.

STUDENT CONDUCT POLICIES

The following behaviors, or violations of the following policy statements, as applicable, are prohibited by the College under the Code of Student Conduct.

Abuse of the 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 improperly 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 disciplinary body, official, 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 or Academic Honor Code process.
- Attempting to influence the impartiality of a member of a student disciplinary body, official, or administrator prior to and/or during the course of a Student Conduct or Academic Honor Code proceeding.
- Harassment (verbal and/or physical) and/or intimidation of a member of a student disciplinary body, official, or administrator, 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 as an impacted individual, alleged student/Organization, witness, decisionmaker, or in any other capacity.
- Inappropriate sharing of information from a Student Conduct or Academic Honor Code process.

Abuse of Technology

Theft, misuse, or other abuse of technology facilities, technological systems, and resources belonging to the

College, or any individual, or any other violation of the College's [Policy on Acceptable Use of Information Technology Resources](#).

Aiding and Abetting

Helping or encouraging another person to engage in violations of College policy.

Alcohol

- **Legal Age:** Students who are under the age of 21 may not possess or consume alcohol anywhere on campus
- **Residence Halls and Private Rooms:** Residential spaces are defined as all College-owned and administered living units. Students who are Students over the age of 21 are allowed alcohol in their assigned unit within College residential spaces.

The College reserves the right to limit the amount of alcohol an individual, club, organization, or group may possess. The allowable amount of alcohol allowed in any assigned unit within a College residential space by a single student who is of legal drinking age is limited to:

- Two 24-cases (48 bottles/cans [12 oz.]) of beer, hard seltzer, or similar beverage (e.g., hard cider or mead, etc.) OR,
- Two 750 ml bottles of wine OR,
- One 750 ml bottle of hard alcohol OR
- A reasonable combination of these types that represents a comparable aggregate level of alcohol (not total volume).

Possession of a volume in excess of these limits is a violation of College policy.

- **Alcohol in Public Spaces:**
Possessing or consuming alcohol in any unapproved public area outside the residential spaces, or possessing or consuming alcohol outside individual bedrooms or suites within residential spaces, is prohibited.
- **Common Source or Bulk Source of Alcohol:**
Possessing or distributing, or consuming alcohol from common sources, including but not limited to kegs, pony kegs, beer balls, commercial dispensers, wine boxes, punch bowls, or any other vessel holding more than the designated limit for individual use, is prohibited. This prohibition includes possessing or using a tap system or “regulator”
- **Distribution of Illegal/Controlled Substance(s):**
Furnishing or selling any alcoholic beverages to any person under 21 years of age or any illegal/controlled substance to any person is prohibited.
- **Irresponsible Use of Alcohol:**
Abuse, misuse, sale, and/or distribution of alcohol, or participating in games or other activities (e.g., beer pong, shot parties, use of funnels, chugging contests, or other drinking games) intended for rapid personal consumption, is prohibited.
- **Irresponsible Use of Prescribed Drugs:**
Abuse, misuse, sale, and/or distribution of another person's prescription medications or of the student's own prescription medications is prohibited.
- **Possession/Consumption of Controlled Substance (other than cannabis):**

No person shall possess or use illegal drugs or associated paraphernalia on College property. Students may also not possess, consume, furnish, or sell any synthetic substances that are used for illegal or illicit behaviors and/or practices.

- **Possession/Consumption of Cannabis:**

No person shall possess or use cannabis, any of its derivatives, or associated paraphernalia on College property. Please note that this prohibition applies, without limitation, to possession or use for recreational or medical purposes, even if otherwise permitted by State or local law, because federal laws (including the Controlled Substances Act and the Drug Free Schools and Communities Act) prohibit cannabis products at educational institutions and on the premises of other recipients of federal funds.

- **Unapproved Social Event:**

Any event in violation of the Policy for Student Events Involving Alcohol (including the Social Events with Alcohol Requirements) is prohibited.

- **Underage Possession/Consumption of Alcohol:**

Possessing or consuming any alcoholic beverages by students under the age of 21 years.

Bullying, Threatening, and/or Abusive Behavior

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

- Abusive behavior toward a College employee or agent acting in the performance of their duties.
- Physical violence, actual or threatened, against any individual or group of persons. This includes, but is not limited to: pushing, shoving, punching, hitting (directly or with an object), kicking, poking, and/or tripping another person; assaulting or threatening a physical assault; intentionally damaging a person's work area or personal property; and/or intentionally damaging or destroying a person's work product or other property.
- Verbal/written behavior such as ridiculing, insulting, instigating, or maligning a person either verbally or in writing; or addressing abusive, threatening, derogatory, or offensive remarks to a person.
- Nonverbal behavior, such as directing threatening gestures toward a person, or invading personal space after being asked to move or leave, or under circumstances where the individual initiating proximity should reasonably know it is unwelcome.
- Cyber behavior, 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.
- Abuse, neglect, or unjustified violence toward an animal.

Doxing

Union College prohibits the electronic distribution of personally identifying information about a member of the Union community for the purpose of subjecting that person, or their family or friends, to harassment or placing them in reasonable fear for their safety by or from a third party, or under circumstances in which a reasonable person would expect such consequences to ensue. Similar actions that are intended to or can reasonably be expected to incite or produce unlawful action through the dissemination of personal, private information about another person without their permission are also prohibited.

Dishonesty

Acts of dishonesty include, but are not limited to:

- Furnishing false information or identification to any faculty member, other College official, or office.
- Forgery, alteration, or misuse of any College document, key, or other access control device, or instrument of identification.

Disorderly Conduct

Behavior that intentionally or recklessly causes or 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.

Failure to Comply

Failure to comply with the proper requests of College officials, including but not limited to: 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. Students employed to act on behalf of the College are considered College officials when acting in furtherance of their job duties.

Guests

Host student(s) or student organization(s) assume responsibility for the conduct of their guests.

Hazing

Hazing is a violation of College policy and New York State law and is expressly prohibited. For specifics regarding our Hazing policy, the Stop Hazing Act, and/or our process for investigating claims of hazing, please refer to our policy ([Union College Hazing Policy](#)).

Identification

Failure to carry, or to produce when requested to do so by a College official acting in their official capacity, a Union College ID.

Property Theft, Damage, and Vandalism

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.

Residence Hall Policies

Residence Hall Policies consist of expectations that are specific, or most commonly, found in the living spaces of students. This includes any property that Union College owns (traditional dorm style, apartment, and stand alone houses). For specific policies, please refer to the link found here: [Residence Hall Policies](#).

Smoking

Union College prohibits:

- Smoking, vaping, 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.
- Evidence of smoking, vaping, or 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
- Smoking, vaping, and the use of any tobacco product in College-owned, leased, or rented vehicles.
- The sale of tobacco or vaping products on campus.
- The free distribution of tobacco or vaping products on campus.
- Tobacco or vaping advertisements in College-produced (run) publications.

Violations of College Policy

Violation of any College policy, procedure, rule, or regulation published in hard copy or available electronically on the College website.

Violations of Law

Violation of any local, state, national, or federal law, code, regulation, or ordinance.

Weapons And Hazardous Materials

Possession or use of any type of firearm or any other potentially dangerous weapon on College-owned/controlled property is prohibited. Weapons of any kind are dangerous and have no place in a college community. 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.

POLICY FOR STUDENT EVENTS INVOLVING ALCOHOL

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 (club, organization, and/or group hosting the event) and the Responsible Persons (see [Responsible Persons Agreement](#)) to comply with all requirements of New York State Law and Union College policy. Event Sponsors are required to schedule a meeting with their Reporting Office (the office the club, organization, and/or group reports under) to review Union College’s policies and procedures, which the Event Sponsor will follow. These regulations apply to all College Events where alcoholic beverages will be served.

Social events with alcohol requirements

Below are the requirements for any activity or event sponsored or endorsed by a student group.

1. The student group members and guests must comply with all federal, state, and local laws. No person under the legal drinking age may possess, consume, provide, sell, or be provided with alcoholic beverages.
2. Student group members and guests must follow 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 student group. This prohibition applies, without limitation, to possession or use of cannabis or any of its derivatives for recreational or medical purposes, even if otherwise permitted by State or local law, because federal laws (including the Controlled Substances Act and the Drug Free Schools and Communities Act) prohibit cannabis products at educational institutions and on the premises of other recipients of federal funds.
3. Alcoholic beverages must either be:
 - a. provided and sold on a per-drink basis by Union College Dining (on campus) or a licensed and insured third-party vendor (e.g., restaurant, bar, caterer, etc.) (off campus); or
 - b. brought by individual members and guests through a “bring your own beverage” (BYOB) system that complies with this Policy.

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 Union College Dining (on campus) or a licensed and insured third-party vendor (off campus).

4. Common Sources of alcohol, including bulk quantities, which are not being served by Union College Dining (on campus) or a licensed and insured third-party vendor (off campus), are prohibited.
5. Alcoholic beverages must not be purchased with Student Forum or any other Union College Funding. Clubs and organizations recognized by Student Forum are not allowed to host or cohost events with alcohol.
6. Student groups 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. Student groups must not co-host or co-sponsor an event with a bar, event promoter, or alcohol distributor; however, a student group 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 student group 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 the local fire or building code capacity of the organizational premises or host venue.
 - a. Student groups can apply to have an event that is a non-invite-only event when registering their event. This approval will be based on the type of event, as well as aligning with remaining campus policies.
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 the joining process, including without limitation new member activities, meetings, or initiation into a club, organization, or other student group, such as “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 club, organization, or other student group and must be substance-free. This is in effect for the entire recruitment period. The New Member Education process at Union College is also substance-free.
10. Student group 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. A person can only be considered a Responsible Person(s) if they have received the required training from the Office of Health Promotions or Office of Fraternity and Sorority Life and signed the required paperwork.
 - Responsible Persons should refer to the “Responsible People Agreement” for further guidance.
- Union College students must carry College identification at events. People consuming alcohol at the event must carry valid identification that verifies their date of birth.
- Guests must not have direct access to alcohol; Servers must be used for BYOB events, and any other events must use College Dining (on campus) or a licensed or insured third-party vendor (off campus). Servers must be over the age of 21 years old and have completed the required training with the Office of Health Promotions.
- The entrance to the Event must be staffed by individuals from the Event Sponsor as approved at the time of registration.
- Students appearing to be excessively intoxicated must not be served.

- The volume of all music must follow the Schenectady City Ordinance ([Ord. No. 83-88](#)). Between the hours of 11 PM and 12 noon the following day, no outside noise should be heard. Due to this, all events must take place inside the building.
- The event and all alcoholic beverages must remain indoors unless the hosts receive special permission to hold the event outdoors. Activities associated with the Event may not disturb the surrounding environment. If an event is approved to be outdoors, all alcohol must remain in the designated area.
- Wristbands must be used to identify those who are over 21; a wristband must not be placed on those who are under 21. Only those with validly issued wristbands may be served alcoholic beverages.
- Food and non-alcoholic beverages must be available and easily accessible.
 - Exact amounts will be determined in the planning meeting with the reporting office. This will be based on anticipated attendance and the length of the event.
- The event space and surrounding area must be cleaned and fully reset by those who hosted directly following the event, within 3 hours at the latest – If not, the student group may be subject to disciplinary proceedings and/or restrictions on the ability to host or sponsor future events.

Registration Requirements:

- Any student group that is requesting to host a Social Event with alcohol must have members who have completed the Responsible Person training.
- Events can only take place between week 2 and week 9 each term.
- Events must be registered at least 7 days in advance. However, since some events may require more time to process and (if warranted) approve due to complexity or other factors, student groups are encouraged to submit event registration materials and meet with the appropriate department staff at the earliest possible date. Registration forms are available through UEngage or the campus website.
 - Any event requesting alcohol through Union College Dining must be requested at least 5 weeks in advance. This allows time for a liquor license to be obtained and for other registration requirements.
- Event registrations must include: fully completed guest lists (where required), details of the event (theme, date, time, location, etc.), risk management plan (e.g., food/drinks provided), student leader roles (including Responsible Persons, etc.) and faculty/staff member to be present where applicable.
- Student Leaders may be required to meet with the Office of Health Promotions and Student Wellness during the planning process.
- Fraternity and Sorority organizations that have additional requirements for FIPG and/or Risk Management Policies are required to follow those rules as well.

BYOB Requirements:

- A wristband must be used to identify those of legal drinking age. A hand stamp or hand mark must be used to identify those of non-legal drinking age. Only those with validly issued wristbands may be allowed access to alcoholic beverages.
- Service Distribution Center:
 - There must 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 container if this is not their first request.

- Only one alcoholic beverage may be served at a time and leftover alcohol must be removed at the end of the event by the owner.
- No Common source is allowed. All alcohol must be BOYB. A Common Source is defined as large volume sources or repositories of alcoholic beverages over the 1-person limit listed below, whether empty or full, including but not limited to the following examples: kegs, pony/mini kegs, punch bowls, commercial dispensers, racks of beer, wine boxes, or other containers/ repositories capable of holding an amount of alcohol equivalent to one or more of the foregoing. The College reserves the right to determine whether particular items not referenced above constitute Common Sources.
- Individuals must provide their own alcohol and are limited to 1 six pack of beer, seltzer, or cider or 1 bottle of wine. 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. and should remain locked to prevent ingress (without stopping egress) or monitored.

Third Party Vendors:

Union College does not allow third party vendors at on campus events for the reason of providing alcohol. Student groups that wish to have a cash bar or open bar at an event must use the Union College Dining.

Campus Security and Dean of Students Office:

Responsible Persons may call Union College Campus Safety for assistance with 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, and/or whether other requirements of this policy are being followed. If not, then the event may be shut down and disciplinary charges may be pursued. If Campus Safety and/or the Vice President for Student Affairs and Dean of Students or their designee are notified of a disturbance at an approved event, they or their designee(s) will promptly investigate and may shut down the event, and disciplinary charges may be pursued.

- While Campus Safety and/or the Vice President for Student Affairs and Dean of Students Office will make every effort to work with Responsible Persons to address and remedy alcohol violations or other problems, Campus Safety Officers and/or the Vice President for Student Affairs and Dean of Students or their designee are authorized to close events if serious problems are evident. Absent an imminent risk to health or safety, the decision to close an event will be made in consultation with the Vice President for Student Affairs and 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 and disciplinary charges may be pursued.
- Violations of alcohol regulations or other requirements of this policy discovered by Campus Safety will be reported to the Office of the Dean of Students and appropriate disciplinary action will ensue. Host Organizations and other Event Sponsors are responsible and liable for the conduct of their guests at events. They may face disciplinary action through the College judicial process for alcohol or other policy violations which occur at events they sponsor and, under certain circumstances, may face criminal or civil proceedings under New York State law.

Sanctions and Other Consequences:

- A student group may be held accountable for violations of all College Alcohol Policies which occur at Events they sponsor and, under certain circumstances, may face criminal and/or civil proceedings under the jurisdiction of New York State law.
- A student group responsible for hosting an unregistered event may 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. They may also face criminal and/or civil proceedings under the jurisdiction of New York State law
- College policy holds safety to be the top priority, expecting individuals and student groups to contact Campus Safety over any health concern. The Medical Amnesty Policy encourages individuals to consider safety before any other concerns about violating College rules.
- The student group and Responsible Persons must comply with these and other applicable policies and applicable New York State law. A host student group and Responsible Persons found to be in violation of the Social Events with Alcohol Policy may face disciplinary sanctions pursuant to applicable College procedures. In addition, violations may be taken into account in considering requests to register future events, and/or the Host student group may lose their privilege to register future events as deemed appropriate by the Dean of Students Office or designee. 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 student group:
 - Failure to register the event;
 - Serving or allowing the consumption of hard liquor at the event;
 - Failure to comply with reasonable requests from Campus Safety or a College official;
 - Failure to verify the age of attendees, monitor the serving of alcohol to attendees, and prevent the serving of alcohol to minors;
 - Permitting more alcohol at the event than was approved.

Alcoholic Beverages on College Property:

- Only Union College Dining is authorized to provide alcohol at non-BYOB events on campus. Requests for service must be made through CaterTrax, after approval in UEngage is granted. Requests must be completed not less than 5 weeks prior to the event to allow for all required approvals (e.g., licenses and/or permits) to be acquired. Requesters should be prepared to attend an in-person meeting with Dining and a Student Affairs staff member to determine feasibility, availability, menu, and such.
- 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 forum distribution to student activities and clubs, organizations, and/or other student groups 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/her/their 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.

MEDICAL AMNESTY POLICY:

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 at (518) 388-6911 when an intoxicated student needs medical help.

The Medical Amnesty Policy offers a clear message to students and clubs, organizations and other student groups 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. This exemption is not viewed as an avenue through which a student, club, organization or other student group 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.

In cases of intoxication and/or alcohol poisoning, the primary concern is the health and safety of the individual(s) involved. Individuals [sole or when representing a club, organization or other student group] are strongly encouraged to call for medical assistance for themselves or for a friend/acquaintance who is dangerously intoxicated.

In situations where students call for help for themselves, or a student (or a club, group of students or organization) seek assistance for another student, the student who needs assistance and individuals (or club, group or organization) seeking assistance (for themselves or others) will not be subject to the College's disciplinary actions for violation of alcohol and/or drug policies based on ingestion occurring at or near the time of the incident. This does not waive accountability for other policy violations that may be taking place during the time of the amnesty situation.

The student(s) in crisis may be referred to an educational or developmental program so that they have an opportunity to discuss corrective measures around the student's decisions related to alcohol or other drugs. Students that do not complete the educational or developmental program recommendations may face disciplinary action consistent with College policy. The specific requirements are at the discretion of the Office of Health Promotions or their designee.

Consistent with putting the student's health and safety first, the College will approach serious or repeated incidents with a higher degree of concern and a high level of intervention. Supporting students toward being successful, we may notify parents to the extent permitted by law when medical attention is necessary.

Amnesty for Alcohol/Drug Use Policy Violations in Connection with 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, and/or other forms of gender-based misconduct 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, sexual assault, or other gender-based misconduct to College 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, sexual assault or other gender-based misconduct 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.

THE CONDUCT PROCESS

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

Note: The College's intercollegiate athletic teams are operated by, and exist at the discretion of, the College and its Athletic Department. In the event of suspected violations of College Policy by an intercollegiate athletic team, the Director of Athletics, in consultation with the Vice President for Student Affairs or their designee, may impose consequences on the team as an entity without necessity of formal disciplinary proceedings under the Conduct Process. Such action does not preclude disciplinary action against individual team members.

JURISDICTION

College jurisdiction and discipline are limited to the conduct of students and student clubs, organizations, groups and their guests, that constitute Code of Student Conduct violations (including, but not limited to: violation of 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).

Where the Code of Student Conduct is violated, a student or student club, organization, or group 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 disciplinary proceedings on the same infraction and may impose penalties independent of those imposed by civil and/or criminal authorities. Disciplinary proceedings may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus, at the discretion of the College. Because of the different standards applicable in civil or criminal proceedings and College disciplinary proceedings, disciplinary action will not be altered or precluded on the grounds that civil or criminal charges involving the same incident have been dismissed or reduced.

REPORTING PROCEDURE

Members of the College community are encouraged to report incidents as soon after their occurrence as possible, as the passage of time may impede efforts to investigate allegations and gather evidence.

Potential violations of the Code of Student Conduct can be reported in the following ways:

- By any member of the College community submitting an account of an incident to the College via the [Incident Reporting Form](#). Reports may be filed anonymously; however anonymous reports prevent follow up and support to be offered to the reporting party and may be of limited use in hearings.
- In person, by sharing the details of an incident with the Community Standards Office or Campus Safety.
- By individuals external to the College community by submitting an account of an incident to the College.

Reports of alleged violations of the Hazing Policies, or Title IX, Gender-Based Misconduct, may also be made anonymously via the [Anonymous Hazing Reporting Form](#) or the [Title IX/Gender-Based Misconduct Form](#).

The Director of Student Conduct & Conflict Resolution (or designee), in consultation with other staff as needed, shall review all incident reports and determine the appropriate response. Available options for response include, but are not limited to:

- Determination that no further action is warranted,
- Authorization of an investigation to gather more information,
- Proceeding with charges for potential violations of the Code of Student Conduct, and/or
- Referring the allegations to the appropriate office/designee to address.

If charges proceed after a report and/or an investigation, the Director of Student Conduct & Conflict Resolution (or designee) may refer matters to one of the following judicial processes:

- Administrative Hearing, or
- Judicial Board Hearing.

Decisions about response to reports and referrals to judicial processes are final; there is no appeal process.

STUDENT CONDUCT PROCEDURES

Complaint and Investigation:

The College will investigate reports regarding potential violations of the Code of Student Conduct to the extent reasonably possible with the information provided. An investigation may include, but is not be limited to: interviews, written statements, and searches, and may be conducted by the Office of Campus Safety, Office of Community Standards, Office of Residential Education, other College officials, or qualified individuals retained by the College as appropriate. No form of harassment will be used by investigators in the process of investigating potential violations.

Any Union College student identified as a potential witness must cooperate fully in the course of the investigation or disposition of possible violations of the Code of Student Conduct. Cooperation includes, but is not limited to, meeting or communicating with College officials as requested, and providing truthful and accurate information.

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.

Investigators may serve as witnesses.

Interim Restrictions:

In certain circumstances, the Director of Student Conduct & Conflict Resolution, or designee, may impose interim restrictions on a student, club, organization or group, including but not limited to: a College or residence hall suspension, or restriction of access or privileges, pending completion of the conduct process.

Interim restrictions may be imposed to ensure the safety of members of the Union community or preservation of College property; to ensure a student's own physical or emotional safety; or if the student, club, organization or group poses an ongoing threat of disruption of, or interference with, the normal operations of the College.

If a student, club, organization or group feels an interim restriction has been put in place inappropriately, they may appeal to the Vice President for Student Affairs and Dean of Students, or their designee, in writing through

the [Appeal Form](#). The Vice President for Student Affairs and Dean of Students can assign a designee at their discretion to adjudicate the appeal.

The interim restriction process does not replace the regular conduct process, which shall proceed on the normal schedule, up to and including the appeals process, if applicable.

Withdrawal with pending conduct allegations:

Students who withdraw from Union while allegations of misconduct are pending may have a notation placed in the disciplinary record and/or transcript that indicates the student withdrew with pending conduct charges. Students will be required to complete the conduct process prior to being reinstated at Union and the College may report that there are unresolved conduct charges if a student grants another institution or entity access to their disciplinary record, or as otherwise permitted by law.

Withholding Of Diploma; Commencement Participation:

The College may withhold a student's diploma for a specified period of time and/or deny a student's participation in commencement activities if the student has disciplinary charges pending.

HEARING TYPES

Administrative Hearings:

In an Administrative Hearing, a designated hearing officer determines the responsibility of the student(s), club, organization or group for an alleged violation of the Code of Student Conduct based on the information available to them. Administrative Hearings are used when the case would not, in the judgment of the Director of Student Conduct & Conflict Resolution, normally result in a suspension/temporary deactivation or more severe sanction if the student, club, organization or group were found responsible. Possible designated administrators typically include, but are not limited to: the Director of Student Conduct & Conflict Resolution, Community Directors, Area Coordinators, Associate Directors, and Directors. For issues involving multiple students, the Director of Student Conduct & Conflict Resolution can approve a single review when they deem consolidation to be appropriate.

Administrative Hearings are discussions with an individual staff member (or Hearing Officer). The student(s), club, organization or group is/are notified in advance, via Union College email, of the specific charges under consideration. If a student, club, organization or group fails to attend an Administrative Hearing, the Hearing Officer will resolve the case based on the information available to them, without the benefit of the student's, club's, organization's or group's input.

During the review, the Hearing Officer will go over the charges with the student, club, organization or group and provide them with the opportunity to respond. The Hearing Officer will then determine, by a preponderance of the evidence, whether the student, club, organization or group is responsible for each charge and, if the student, club, organization or group is found responsible, will assess appropriate sanctions.

In determining sanctions, the Hearing Officer, in consultation with the Director of Student Conduct & Conflict Resolution, if necessary, will take into account the factors described in the Sanctions section of this Code. If multiple students are subject to the same Administrative Hearing, each student may be subject to different sanctions as the result of different considerations or circumstances. Outcomes from Administrative Hearings are eligible for appeal.

Judicial Board Hearings:

Judicial Board Hearings are meetings with hearing panels composed of representatives from the Student Conduct Judicial Board. Those representatives will determine responsibility and, if appropriate, sanctions. Board hearings are more formal in nature and are typically used for charges that could result in more serious outcomes, including but not limited to: suspension or expulsion from the College (for students) or temporary or permanent deactivation (for clubs, organizations or groups). The Director of Student Conduct and Conflict Resolution or designee determines which cases are referred to the Board.

The Judicial Board is a pool of faculty and staff approved by the Director of Student Conduct and Conflict Resolution and trained to participate in Judicial Conduct Hearings. All Judicial Board members are volunteers and are trained in FERPA, confidentiality, judicial procedures, applicable policies and rules, and the philosophy of the Code of Student Conduct at Union College.

Hearings before Judicial Board hearing panels need not conform to formal rules of criminal or civil procedure and/or proof requirements. The intent of the procedure is to provide the accused party with a fundamentally fair process, including notice of the charges against them and a reasonable opportunity to respond. Within this framework, the hearing panel may conduct hearings as it sees fit and can make modifications to these procedures as it deems appropriate while preserving a fundamentally fair process.

Hearing panels are composed of three (3) members of the Judicial Board. They will determine responsibility for reported violations. In addition, the Director of Student Conduct & Conflict Resolution, or their designee, will serve as a non-voting Chair for each hearing. The Chair is responsible for structuring the hearing, organizing all participants, setting the time/date of the hearing, reserving the appropriate location or virtual meeting link, etc. They are also tasked with providing historical context of the conduct process during the deliberation period. They can answer questions from the parties involved or the Hearing Panel members. However, they cannot make recommendations for responsibility or sanctions. They also do not have a vote in determining responsibility.

APPEAL PROCEDURES

The purpose of an appeal is not to provide a new adjudication. A student, club, organization or group found responsible has the right to appeal decisions based only upon the grounds outlined below with respect to the violation(s) found to have occurred. The appeal is to be submitted by the party seeking the appeal, and no other individual on their behalf. Appeals of decisions must be submitted within five (5) business days of the date listed on the outcome notification letter being appealed. While an appeal is pending, the sanctions imposed will remain in effect unless the Director of Student Conduct & Conflict Resolution decides otherwise.

The Appellate Body will be determined by the level of adjudication for the case. For Administrative Reviews and Judicial Boards where sanctions are non-restricting, the Appellate Body will be the Director of Student Conduct & Conflict Resolution, or a designee. For Judicial Board cases, where suspension or expulsion (for students) or temporary or permanent deactivation (for clubs, organizations, or groups) have been assigned as a sanction, an Appellate Board, made up of three members of the Judicial Board (not involved in the original hearing), will be used. Regardless of the level of adjudication, the Appellate Body will review all materials presented at the hearing (e.g., incident reports, photo evidence, witness statements, investigation notes) as well as any past disciplinary history. They also may consult with the Hearing Chair and/or the Director of Student Conduct & Conflict Resolution (or their designee) on questions of appropriateness of the sanctions and/or of judicial procedure. Appeals may be based only on one or more of the following:

- The Judicial Board Hearing or Administrative Hearing was materially inconsistent with the established judicial procedure, and such inconsistency had a material impact on the outcome;
- New information was discovered after the Board or Administrative Hearing that could not have been readily discovered previously, and which might have had a material impact on the outcome. This information must be new to the hearing panel/officer as well as to the appealing party.
- Sanctions are inappropriate/inconsistent with the nature or severity of the conduct violation.
 - For a student, club, organization or group to appeal on the grounds of sanctioning, the sanction must involve a permanent and/or temporary restriction. Examples of this would be, but are not limited to: Loss of Study Abroad, Suspension, Restriction from Athletic Participation or deactivation of a club, organization or group. In contrast, sanctions that do not place a restriction on the party (e.g., warning, educational reflection, etc.) are not grounds for appeal.

An appeal must set forth concisely the grounds for appeal, as well as any supporting material submitted by the appealing party. A written decision will be rendered and communicated by the Appellate Officer within a reasonable time after receipt of the appeal.

The Appellate Officer/Board may:

- Uphold the original decision,
- Alter the decision as to responsibility,
- Remove or alter a sanction,
- Refer the case to the Hearing Panel or Hearing Officer, or a new Hearing Panel or Hearing Officer, for rehearing/reconsideration in whole or in part,
- Refer the case to the Hearing Panel or Hearing Officer, or a new Hearing Panel or Hearing Officer, to reconsider the sanction.

Appeal outcomes are final, except to the extent that a party seeks review of proceedings ordered on referral.

CONDUCT SANCTIONS

Union College utilizes conduct outcomes 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, clubs, organizations or groups to understand the ramifications and effects that their behavior may have on them, their peers, and the Union College community.

The designated Hearing Officer or, in the case of Judicial Board hearings, the Director of Student Conduct & Conflict Resolution, will assess sanctions after considering some or all of the following factors:

- Prior conduct history (if any), of the party involved,
- Impact of sanctioning (including impact statements),
- Proportionality and consistency (including the nature and severity of, and circumstances surrounding, the violation, and sanctions in previous cases involving similar alleged violations), and
- Any other information deemed relevant.

Considerations:

Impact of Sanctions & Impact Statements

The impact of the sanction on the student, club, organization, or group, the impacted individual (if applicable), and the College community may be considered when determining appropriate sanctions. The impacted individuals and accused party may submit a written statement explaining their conduct to the Chair or Hearing Officer. These statements are open-ended and are intended to help the Judicial Board or Hearing Officer determine sanctions that are most appropriate for the situation and person.

Impact statements are to be submitted to the Director of Student Conduct & Conflict Resolution or the designated administrator, prior to the start of the Board Hearing or Administrative Hearing (as applicable).

Proportionality and Consistency

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

Prior Disciplinary History

A student's, club's, organization's or group's disciplinary history will not be considered when determining responsibility, but is evaluated for relevance and may be considered when determining appropriate sanctions during deliberation.

Other Relevant Information

Hearing Officers and Board Members may consider other information that they or the Director of Student Conduct & Conflict Resolution or their designee deem relevant when determining appropriate sanctions.

Notification:

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

POTENTIAL SANCTIONS

Individuals:

Sanctions that may be imposed upon any student found to have violated the Code of Student Conduct include, but are not limited to, those listed below. More than one of the sanctions listed may be imposed for any single violation.

- **Warning** - A notice in writing to the student that they have violated or are violating the Code of Student Conduct. Warnings may be considered in any further disciplinary proceedings. Warnings are not assigned multiple times for responsible findings.
- **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 will be considered in any further disciplinary proceedings. Restrictions associated with College probation may include, but are not limited to, ineligibility for participation in specified College-sponsored programs or activities, and/or other appropriate actions.
- **Restriction 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, visitation of certain buildings or residential facilities, studying abroad, etc.
- **Fines** – Reasonable fines may be imposed. Such fines are in addition to costs of restitution that are deemed appropriate.
- **Restitution** - Restitution may be billed by the College for services employed or damages resulting from a student's behavior. The College will not facilitate restitution between individual students or private citizens. Such issues will need to be resolved by filing civil legal proceedings and/or a criminal complaint with police.
- **Educational and/or developmental requirements** - Educational and/or developmental requirements are meant to provide individual development, improvement, or education. This option will allow students to

reflect on their actions and the impact. Examples include, but are not limited to: reflection papers, projects, presentations, etc.

- No Contact Order - A written directive prohibiting contact with another person, either directly or through a third party. It may also include a restriction of access to specified areas of the campus and/or other College property.
- 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. There will be no eligibility for return.
- Revocation of Degree - A degree awarded from the College may be revoked for fraud, misrepresentation, or other violations 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.
- Special Action - Other actions appropriate to particular circumstances, but not included in the preceding list. Some examples include, but are not limited to: loss of standing in the College's housing lottery, alteration of housing arrangements, restriction from participation in graduation celebration, and/or other appropriate actions.

In addition to sanctions, the designated administrator or, in the case of Judicial Board hearings, the Director of Student Conduct & Conflict Resolution, may require a student to undertake a behavioral and/or mental health assessment conducted by a qualified practitioner, as well as the completion of any recommendations made as a result of the assessment.

Clubs, Organizations and Groups:

Sanctions that may be imposed upon any student club, organization or group found to have violated the Code of Student Conduct include, but are not limited to, those listed above. More than one of the sanctions listed may be imposed for any single violation. In addition, the club, organization or group as a whole may be assigned more tailored sanctions, including but not limited to:

- Restriction of privileges - Denial of specified privileges permanently or for a designated period of time. These privileges can include, but are not limited to: approval to register and host social events, the ability to conduct recruitment activities, participation in College events and/or activities, etc.
- Loss of Housing Status - Loss of privilege to be assigned to a particular residential area. Conditions for return (if permitted) may be specified.
- The club, organization or group may be deactivated. Deactivation includes the loss of all College-recognized privileges, including College recognition. Deactivation may be for a specified period of time or permanent.
 - In the event of deactivation of a fraternity, sorority, or other social organization, students must abide by the Board of Trustees Statement on Membership in a Non-Recognized Fraternity or Sorority. Any student who is uncertain about the legitimacy of any group is encouraged to inquire with the Offices for Greek Leadership or Student Activities.

Fire Code Violations

Union College will impose sanctions as described below for Fire Safety violations such as, but not limited to: open flame, evidence of smoking, tampering with smoke detection/safety equipment, smoking paraphernalia, etc.

If found responsible, the outcomes will be:

- A first offense will result at minimum in a Warning and a Charge of \$50.
- A second offense will result at minimum in Disciplinary Probation and a Charge of \$100.

- A third offense will be adjudicated by a Judicial Board. This means that restrictive sanctioning is more heavily considered (Restrictive Probation, Suspension, etc)

Alleged first and second offenses will be determined by, and sanctions for such offenses will be implemented by, the Director of Student Conduct and Conflict Resolution or their designee.

Notwithstanding the foregoing, the College reserves the right to require adjudication of any alleged violations (including first and second offenses) by a Judicial Board based on the nature, severity and/or consequences of alleged violations.

OFFICE OF COMMUNITY STANDARDS RECORDS RETENTION POLICY

Other than College expulsion or revocation or withholding of a degree, disciplinary sanctions shall not (except for transcript notations as described below) be made part of the student's permanent academic record, but shall become part of the student's disciplinary record. These records can be requested by the student, as some graduate schools, career paths, etc., will ask for them. To request the disciplinary records, the student will need to request them in writing through the [Disciplinary Record Request Form](#), or via email. All disciplinary records will be maintained for a minimum of seven years.

Transcript Notations:

In the event that a student is found responsible for a violation constituting a crime of violence reportable under the Clery Act, the following shall apply:

- Students suspended after a finding of responsibility for said violations will have the following noted on the transcript: "Suspended after a finding of responsibility for a code of conduct violation."
- Students expelled after a finding of responsibility for said violations will have the following noted on the transcript: "Expelled after a finding of responsibility for a code of conduct violation."

Students withdrawing from the College any time prior to the completion of judicial procedures (including an appeal process) with respect to allegations of said violations will have the following noted on the transcript:

- "Withdrew with conduct charges pending."

The Clery Act recognizes the following as crimes of violence:

- Murder/Manslaughter,
- Sex Offenses (rape, fondling, incest, and statutory rape),
- Robbery,
- Aggravated Assault,
- Burglary,
- Motor Vehicle Theft, and
- Arson.

GENERAL CAMPUS POLICIES

Communication:

Union College considers the College's e-mail system (that is, student's username@union.edu address), the standard means of internal communication at the College. All full-time and part-time students are expected to regularly check their Union College e-mail account and to acknowledge messages in a timely manner. In addition to general College notices, faculty members frequently use the College's e-mail system to notify and

correspond with members of their classes. Individuals may choose to have their @union.edu e-mail accounts forwarded to an off-campus account.

Graduating seniors will have access to their College email accounts for one (1) year after graduation.

Additional information is available on this website:

<https://www.union.edu/information-technology-services/information-graduating-seniors>

The College is not responsible for delivery problems to non-official e-mail accounts.

College ID Card

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, as proof of your authorization to be on campus, and to allow you access to dining services and to your residence hall.

All College community members 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 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 transacting College business only. Any ID card which has been replaced is no longer valid and should be destroyed.

HEALTH SERVICES POLICIES

Health Services provides information and instructions for completing Union College's health insurance and immunization requirements. This information can be found on our website: [Health Services | Union College](#).

Health Insurance:

Union College requires that all students have health insurance. Information regarding the health insurance requirements can be found [here](#).

Policy Statement:

New York State law and applicable College policy require that all newly admitted students and transfers:

- Provide documentation from a health care provider showing immunization against measles, mumps, and rubella (MMR), or acceptable evidence of immunity.
- Provide the college with certification that they received the quadrivalent Meningococcal conjugate vaccine (quadrivalent meningococcal conjugate vaccine 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.
- Complete the health requirements listed here:

- https://www.union.edu/sites/default/files/health-services/202504/health-requirement-checklist-25-26_0.pdf

Exceptions to immunization requirements may be granted in the following circumstances:

- 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
- Students born before January 1, 1957, are presumed immune to measles, mumps, and rubella and are not required to submit proof of MMR immunization.

Compliance Deadlines:

Any student entering the College who has failed to complete the Health Services forms listed on the Health Requirements Checklist by June 13th 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. Health Services will notify students of missing requirements and explain how to become compliant 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 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 students not compliant 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.

INFORMATION TECHNOLOGY ACCEPTABLE USE POLICY

Information regarding Union College's Acceptable Use of Information Technology Resources can be found on our websites at

<https://www.union.edu/information-technology-services/policies/policy-acceptable-use-information-technology-resources>.

CAMPUS SAFETY POLICIES

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.

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 campus 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 marked 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 Code of Student Conduct.

Emergency Notification And Alerts:

The Campus Crime Alert (“Alert”) is a timely warning issued pursuant to the Clery Act provided to give students, faculty, and staff timely notification of crimes that may represent a serious or continuing 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 or continuing 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 an alert whenever a report is received of a Clery Act reportable crime against a person or property on the College’s Clery Act geography that represents a serious or continuing threat to the safety of students, faculty, and/or 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 or continuing threat to the safety of students, faculty, and/or 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 Alert 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. A student may add an additional family member to the RAVE Emergency Text Messaging System by visiting the Office of the Registrar.

Messages may be used for situations that pose immediate danger or the closing of the entire campus. Messages about Campus Crime Alerts generally will not be sent using the RAVE system 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.

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. The Campus Safety department will also 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. In addition, the College will notify the custodial parent or guardian of a student who is under 18 years of age and not emancipated within 24 hours of a determination that 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 Department will notify the following College officials:

- Vice President for Student Affairs and Dean of Students
- Director of Residential Education
- Director of Campus Safety

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.

Union College has been a contributor to the Uniform Crime Reporting System since 1991. [Union College's Clery Act 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.

Violent Felony Offense and Hate Crime Investigations:

As required by New York State law, upon receipt of a complaint or report that a violent felony or a hate crime 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 and hate crimes, will be assisted, if requested, in making a report of the incident to the Schenectady Police Department.

POLICY PROHIBITING ON-CAMPUS STUDENT PARTICIPATION IN UNRECOGNIZED ORGANIZATIONS

Pursuant to a 1999 resolution by the Union College Board of Trustees, 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 with Student Activities or the Dean of Students Office.

CRISIS ASSESSMENT AND RISK EVALUATION (CARE) TEAM

The Crisis Assessment and Risk Evaluation (CARE) Team works to assess and manage known potentially unhealthy situations for students on Union's campus. The aim is to intervene early in a principled way to help students showing signs of serious distress or engaging in harmful or disruptive behavior. The team assesses individual cases and develops an appropriate action plan.

The team is composed of administrators from a range of departments so as to collaborate with the greatest amount of information available. The team meets weekly to review cases and incorporate any additional concerns.

The mission of the CARE team is to:

- Eliminate "fragmented care" and information
- Provide a structured positive method for addressing student behaviors that impact the College community and may involve mental health and/or safety issues
- Balance the individual needs of the student and those of the greater campus community
- Initiate appropriate interventions without resorting to punitive measures

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. Union College supports students in such circumstances by providing an opportunity for students to take a leave. A leave can be voluntary, resulting in a temporary departure 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. Requests for voluntary leave are subject to approval by the College. 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 takes a leave 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 leave is effective 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 Vice President for Student Affairs and Dean of Students, the Office of Community Standards, the Office of Civil Rights and Title IX and/or their respective designee(s), 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 - as outlined in the [Student Handbook](#)

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 withdrawal request will result in a transcript hold until the process is complete.

A student may also be permanently withdrawn if they have not returned to Union after two years on voluntary or involuntary 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 through Admissions.

For more information about leaves and returns, please visit the [Frequently Asked Questions page](#) on the Leave Policy website.

Tuition and Fee Policies (refund/deferment):

The Bursar's Office maintains policies related to refunds. Please refer to [Tuition Policies \(refund/withdrawal\)](#) on the Bursar's website for accurate information regarding refunds and refund schedules.

RULES OF PUBLIC ORDER

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 prevent the peaceful and orderly conduct of classes, lectures, and meetings or deliberately interfere with the freedom of any persons to express their views, including invited speakers;
- Enter upon and remain in any building or facility, or in any outdoor location, 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, or any outdoor location, 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;
- 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 that 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 a specific license or invitation, be subject to ejection.
- If a licensee or invitee has authorization to remain upon the campus or other property withdrawn and be 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 is 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, 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 is 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 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, 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 for violation of these rules shall be made and heard in accordance with the provisions of the Faculty Manual regarding dismissal and sanctions.
- 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 Employee 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 the 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 act 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 their 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/or 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.

ACADEMIC INTEGRITY POLICIES AND PROCEDURES

ACADEMIC CONDUCT

Union College recognizes the need to create an environment of mutual trust as part of its educational mission. Trust among students ensures that no student has an unfair advantage over another; trust between faculty and students ensures that the effort both parties put into preparation and evaluation of assigned work is not wasted, but can truly advance understanding and learning for students. Creation of this environment of trust is the responsibility of the entire academic community: faculty, staff, and students. It requires that students

submit work that is prepared in accordance with the course instructor's requirements and that faculty foster an environment of academic honesty. Toward this end, professors will uphold the high ethical standards of their discipline, provide to their students clear guidance on the policy and practice of academic integrity, and fairly evaluate students' work. Matriculation at the College is taken to signify implicit agreement with the Code.

ACADEMIC INTEGRITY

The Academic Honor Code was established in 2012 and reaffirmed by the Faculty in 2016. By joining the Union community, every student agrees to understand and uphold the Academic Honor Code. Information about the Honor Code and Procedures for resolving allegations related to academic misconduct can be found [here](#).

GRADE CHANGES AND APPEALS

Final grades come within the protective domain of the College and are only changed under extraordinary circumstances where a grade was inequitably awarded. Students wishing to appeal a grade must initiate the process no later than the end of the second week of the subsequent term. Information about the allowable grounds for an appeal and step-by-step procedures for resolution can be found in the [Faculty Manual \(Section III, Part II, D\)](#).

CLASS RECORDING POLICY

Use of technology to record class sessions is only permitted when authorized by the explicit written consent of the instructor, or when audio recordings have been approved through the disability accommodation process. No such authorized recordings may be shared, distributed, or posted online in any way without explicit written permission of the instructor. The college encourages faculty to provide students with syllabus statements describing their rules surrounding recordings. For students without audio recording accommodations, course instructors can provide, deny, or selectively limit recording permission. For students with audio recording accommodations: students can be authorized, through the disability accommodation process, to make audio recordings of class sessions for their personal academic use. Students with audio recording accommodations are required to sign and adhere to the [Student Agreement for Audio Recording Class Lectures](#).

EQUAL OPPORTUNITY, HARASSMENT, AND NONDISCRIMINATION

The Title IX Office has complete information regarding all policies related to equal opportunity, harassment and non-discrimination. Those policies can be found [here](#).

Title IX and/or Gender-Based Misconduct Policy:

The Union College [Title IX Policy](#), [Gender-based Misconduct Policy](#), and the [Policy Prohibiting Discrimination, Harassment and Retaliation in Employment](#) detail the College's procedures in ensuring that students and employees are protected against unlawful acts of sexual violence, sexual harassment, sexual exploitation, domestic violence, dating violence, stalking, and other forms of gender-based discrimination

BIAS POLICY

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 Bias Acts Policy 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 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 that do not violate College policy. Specifically, this policy establishes:

- A reporting process for any student who believes that he/she/they has/have 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

At Union College, a bias act is an action taken that is motivated, in whole or in part, by bias against an individual's actual or perceived age, ancestry or ethnicity, color, creed, physical or mental disability, gender, pregnancy, gender identity or expression, height, immigration or citizenship status, marital or domestic partnership status, national origin, race, religion, religious practice, sexual orientation, socioeconomic status, weight, familial status, genetic predisposition, veteran or military status, status as a victim of domestic violence, or any other category protected by applicable law.

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

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 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, physical or medical disability, gender, gender identity or expression, height, immigration or citizenship status, marital or domestic partnership status, national origin, race, religion, religious practice, sexual orientation, socioeconomic status, weight, familial status, genetic predisposition, veteran or military status, status as a victim of domestic violence, or any other category protected by applicable law.

Students with Disabilities

If a student with a disability needs reasonable accommodation in order to participate in any aspect of the bias response 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 (or perceived bias act) 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 (*i.e.*, the person alleged to be responsible for committing the act), they will be treated fairly in accordance with the College's 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 cooperate with that agency as reasonably requested. 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 the occurrence of a bias act (or perceived bias act):

- 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 may be submitted anonymously, and reporters are encouraged to include as much information as possible so as to enable the College to effectively respond to issues on campus.**
 - Reporters may also include photos and other visual evidence. Reports are sent to the Director of Student Conduct & Conflict Resolution and the Chief Diversity Officer, or designee.
- If applicable, the Campus Safety Officer responding to the incident is to, if possible, photograph physical injuries, offensive graffiti, evidence of vandalism, and/or similar evidence that may aid in determining whether a bias incident or hate crime occurred, and facilitating a response. In addition, he/she/they 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 alleged perpetrator(s), if available. Officers should also retain any physical evidence of the incident, if possible. In the case of a hate crime, the officer should turn the incident over to public law enforcement officials in accordance with New York State law and the terms of the College's Memoranda of Understanding with law enforcement authorities.
- Reasonable efforts will be made by Union College to preserve privacy and confidentiality in the course of the investigation and/or adjudication of the matter.

Union College's Response:

All reported bias acts will be responded to in an efficient and professional manner, taking into account the impact on the complainant and/or victim and the Union College community. Incident response will incorporate, to the extent appropriate, input from the complainant and/or victim and other community members affected on their needs, safety concerns, and/or thoughts about how harm(s) can best be repaired.

At any point, the Director of Student Conduct & Conflict Resolution, or any other official referred to in this policy, may delegate their authority to another, more appropriate person. Further, the Director of Student Conduct & Conflict Resolution 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 Director of Student Conduct & Conflict Resolution, in consultation with the Vice President for Student Affairs and Dean of Students, determines is most appropriate.

Addressing the Needs of the Complainant and the Respondent:

The Director of Student Conduct & Conflict Resolution (or designee) will take primary responsibility for understanding and working to meet the needs of the complainant and/or victim, as well as the needs of the respondent. The Director (or designee) will make referrals to applicable College resources.

Addressing the Needs of the Union College Community:

The Director of Student Conduct & Conflict Resolution (or designee) will work with the Office of Intercultural Affairs, the Vice President for Student Affairs and Dean of Students, the Residential Education staff, and other community members as appropriate to assess and address the needs of the communities affected by a bias act or perceived bias act. Options for response include but are not limited to supportive measures, referrals to confidential and other supportive resources, and engaging students in peer dialogue and reflection on issues regarding inclusiveness and civility.

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.), Union will respect the jurisdiction of the agency and will cooperate as reasonably requested.

By Union College

Independent of a law enforcement investigation (if any), the Director of Student Conduct & Conflict Resolution, in consultation with other staff as appropriate, will determine if an internal investigation is appropriate. If so, a College staff member will be appointed to conduct the investigation and will report back in a timely fashion to the Director of Student Conduct & Conflict Resolution, who will proceed according to the procedures outlined in the Code of Student Conduct.

Statement of Student Rights Related to Bias Reports:

Complainants and Victims

The complainant, a student who reports an incident of bias, and the victim, the student who experienced the incident (if different from the complainant), are 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 Code of Student Conduct,
- To refuse to have an allegation resolved through informal resolution procedures,
- To be heard in accordance with the Code of Student Conduct, and
- To be free from retaliation.

Respondents

The respondent, a 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 experience a safe living and educational environment,
- To have an advisor during a hearing in accordance with the Code of Student Conduct,
- To refuse to have an allegation resolved through informal resolution procedures,
- To be heard in accordance with the Code of Student Conduct, and

- To be free from retaliation.

Retaliation:

Union College prohibits retaliation against any person who files a good-faith report of a bias incident or perceived bias incident, participates in an investigation, or opposes an alleged act of bias. For further information about the College's policy regarding retaliation, please see the Code of Student Conduct.

False Reports

It is a violation of these procedures to file a false 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 respondent. That person, too, has rights that must be preserved and protected. Any person who abuses these procedures by knowingly filing a false complaint will be subject to referral for disciplinary action if the Chief Diversity Officer determines that the complaint was filed in bad faith. This provision is not meant in any way to discourage legitimate complaints.

DISCRIMINATION, HARASSMENT, AND RETALIATION

For the Policy Prohibiting Discrimination, Harassment, Bias and Retaliation in Employment, which governs conduct by College faculty and staff, 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 the Chief Diversity Officer. Please note that this policy does not apply to 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, veteran or 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 increases) because of their protected characteristics.

- Failing or refusing to admit an individual to a club, organization or group because of their protected characteristic.
- Terminating an individual from an educational program based on their protected characteristic.

Harassment

Harassment is unwelcome verbal, written, visual, or physical conduct which is directed at a person based on a protected characteristic 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. such conduct is 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 protected characteristic (e.g., racial or ethnic jokes)
- Disparaging remarks to a person about a 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 protected characteristic
- Electronic communications such as derogatory e-mail, text messaging, websites, and postings on social media based on a protected characteristic.

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 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 harassment, or participated in an investigation or adjudication proceeding 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 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 groups, can engage in retaliation and will be held accountable under 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 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.

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 that are 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.

One or more College policies or procedures may apply to the types of incidents described above in a particular situation, among other reasons due to the involved persons' status as students or employees. The College reserves the right to determine the appropriate policy or procedure to address the types of incidents described above in each situation.

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.

APPENDICES

APPENDIX I: UNION COLLEGE POLICY ON STUDENT RECORDS AND THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include the following:

1. The right to inspect and review the student's education records.

Students should submit to the Office of the Registrar a written request that identifies the record(s) they wish to inspect. A College official will make arrangements for access and notify the student of the time and place at which the records may be inspected. If the records are not maintained by the Office of the Registrar, that office will advise the student of the correct College official to whom the request should be addressed. Access will be provided within a reasonable time, not to exceed 45 days.

The right to inspect and review education records does not apply to the following:

1. Financial records of parents.
2. Confidential letters and statements of recommendation placed in education records prior to January 1, 1975.
3. Confidential letters and statements of recommendations for admission, employment, or honorary recognition placed in education records after January 1, 1975, for which students have waived their right of access.

2. The right to provide written consent before the College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure of personally identifiable information without consent, such as:

- A. To school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic (including emeritus faculty), research or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, service provider, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his, her or their tasks. A school official is deemed to have a legitimate educational interest if the official needs to review an education record in order to fulfill his, her or their professional responsibilities for the College.
- B. To officials of another school in which a student seeks or intends to enroll, or where the student is already enrolled, if the disclosure is for purposes related to the student's enrollment or transfer.
- C. To parents or legal guardians of dependent students as that term is defined in the Internal Revenue Code. In general, the College does not make education records available to the parents of a student. However, where the College believes it is in a dependent student's best interest, information from the student's education records may, at the College's discretion, be released to the parents or legal guardians of such a dependent student. Such disclosure generally will be limited to information about a student's official status at the College, but parents or legal guardians of a dependent student may also be notified upon the authorization of the Vice President for Student Affairs and Dean of Students or his, her or their designee in other circumstances, including but limited to the following:
 - When a student has voluntarily withdrawn from the College or has been required by the College to withdraw;
 - When a student has been placed on academic warning;
 - When the student's academic good standing or promotion is at issue;
 - When a student engages in alcohol – or drug-related behavior that violates Union policies;
 - When a student has been placed on disciplinary probation or restriction;
 - In exceptional cases when a student otherwise engages in behavior calling into question the appropriateness of the student's continued enrollment in the College.
 - All students are requested to sign an annual statement at the start of each academic year to confirm their dependency status. Students who are financially independent and do not wish to permit their parents or legal guardians' access to their education records should advise the Office of the Registrar in writing.
- D. 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.
- E. 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.
- F. 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; or to accrediting organizations if the information is necessary to carry out accrediting functions.
- G. To comply with a judicial order or lawfully issued subpoena.
- H. To appropriate parties in a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.
- I. To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, the final results of a disciplinary proceeding concerning such offense.
- J. To the general public, the final results of a disciplinary proceeding, if the College determines the student has committed a crime of violence or non-forcible sex offense.

- K. To parents of a student regarding the student's violation of any federal, state, or local law, or of any rule or policy of the College, governing the use or possession of alcohol or a controlled substance if the College determines the student committed a disciplinary violation and the student is under the age of 21 at the time of disclosure.
- L. The disclosure of information concerning sex offenders and other individuals required to register pursuant to the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act provided to the College pursuant to the Act.
- M. If the disclosure is limited to directory information. Union College has defined directory information to include the following: name, address (campus, home, email), telephone numbers, date and place of birth, academic fields of study, dates of attendance, enrollment status, photographs, participation in recognized activities and sports, degrees earned and awards received, weight and height of athletic team members, most previous educational agency or institution attended, or other similar information the disclosure of which would not generally be considered harmful or an invasion of privacy. 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. Currently enrolled students may request that directory information be withheld from disclosure by making a request, in writing, to the Dean of Students Office or Office of the Registrar. Once a student has submitted such a request, the student's directory information will not be disclosed (unless disclosure is otherwise permitted by FERPA) until the student provides written instruction to change this status.

3. The right to request amendment of a student education record.

Students have a right to challenge the content of their education records if they consider the information contained therein to be inaccurate, misleading, or in violation of their rights of privacy. A student who wishes to ask the College to amend a record should write to the Office of the Registrar or Dean of Students, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of the 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 of a hearing. If the hearing results in a final determination not to amend the record, the student will be permitted to place a statement with the record commenting on the contested information, stating his, her or their disagreement with the decision not to amend the record.

The right to challenge information in education records does not include a right to contest grades or other substantive matters accurately reflected in the records. Thus, this procedure may not be used to change a grade in a record unless the grade assigned was inaccurately recorded, in which case the record will be corrected.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Union College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520
Rev. 09/01/2018

APPENDIX II: 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.

APPENDIX III: HEALTH RISKS OF DRUGS AND ALCOHOL USE

Alcohol

Alcohol consumption causes a number of marked changes in behavior³. Even low doses significantly impair judgment and coordination. Statistics show that alcohol use is involved in a majority of violent behaviors on college campuses, including sexual assault, vandalism, physical and verbal fights and incidents of drinking and driving. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effect just described. Alcohol combined with other drugs, even over-the-counter and prescribed medication, can cause a variety of effects including, but not limited to, respiratory depression, cardiac arrest, and death.

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

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 in the United States 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 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 Products⁴

Tobacco use is the leading cause of preventable 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.

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.

Marijuana⁵

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 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.

MDMA⁶

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,
- 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 Opioids²

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.

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 Drugs⁸

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 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, accountability, harm reduction and support resources 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. Alcohol and other drug education begin with online educational modules assigned prior to our students' arrival on campus and continue into new student orientation. Educational programming including lectures and speakers in a variety of venues are sponsored by the Office of the Dean of Students, Office of Residential Education & Housing, Office of First Year Experience, Wicker Wellness Center and various student organizations. Students found in violation of the Alcohol and Drug Policy may be required to meet with the Assistant Director for Health Promotion and Student Wellness 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.

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

⁴ 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

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

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

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

⁸ 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

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)

Local Resources

Alcoholics Anonymous Meetings in Schenectady County

<https://nenyaa.org/meetings/?tsml-region=schenectady-county>

Narcotics Anonymous Meetings in Schenectady Country

<https://www.narcotics.com/na-meetings/new-york/schenectady/>

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

(800) 989-6446

Conifer Park (Outpatient Treatment)

600 Franklin Street

Schenectady, NY 12305

(518) 372-7031

New Choices Recovery Center

728 State Street

Schenectady, NY 12307

(518) 346-4436

St. Peter's Addiction Recovery Center (Outpatient Treatment)

2925 Hamburg Street

Schenectady, NY 12303

(518) 357-2909

APPENDIX IV: LEGAL PENALTIES FOR ALCOHOL AND DRUG VIOLATIONS

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

The ABC Law addresses issues pertaining to students under the age of twenty-one 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
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

Zero Tolerance Law - A driver who is less than 21 years of age and who drives with a .02 BAC to .07 BAC violates the Zero Tolerance Law. In New York State, the penalties for an alcohol or drug-related violation include the loss of driving privileges, fines, and a possible jail term.

- **First Offense** for driving while intoxicated or driving while abilities impaired is \$500-\$1000 fine, up to one year in jail and a six-month revocation of license.

For a full detail of penalties please see the New York State Department of Motor Vehicles [website](#).

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 Law¹

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	

¹ 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/cfcfr/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.	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	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.	LSD 10 grams or more mixture	
II	Methamphetamin e 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

Any Amount of Other Schedule I & II Substances	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.
Any Amount of Any Drug Product Containing Gamma Hydroxybutyric Acid	
Flunitrazepam (Schedule IV) 1 gram	Second Offense: Not more than thirty (30) years. If death

	or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.
Any Amount of Other Schedule III Drugs	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.
Any Amount of All Other Schedule IV Drugs (Other than Flunitrazepam)	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.
Flunitrazepam (Schedule IV) (Other than 1 gram or more)	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.

First Offense: Not more than 1 yr. Fine not more than
\$100,000 if an individual, \$250,000 if not an individual.
Any Amount of All Schedule V Drugs
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 Law²

Substance and Schedule	Quantity 1st Offense	2nd Offense
Marijuana (Schedule I)	Not less than 10 yrs. or more than life. If death or serious 1,000 kg or more marijuana bodily injury, not less than 20 mixture; or 1,000 or more yrs., or more than life. Fine marijuana plants 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.
	Not less than 5 yrs. or more than 40 yrs. If death or 100 kg to 999 kg marijuana serious bodily injury, not less mixture; or 100 to 999 than 20 yrs. or more than life. marijuana plants 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, \$75 million if other than an individual.

	Not more than 20 yrs. If More than 10 kgs hashish; death or serious bodily injury, not less than 20 yrs. or 50 to 99 kg marijuana mixture More than 1 kg of more than life. Fine \$1 hashish oil; 50 to 99 million if an individual, \$5 marijuana plants 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 Not more than 5 yrs. Fine not marijuana (but does not more than \$250,000, \$1 include 50 or more million if other than an	Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than

² 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
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 individual. of weight) 1 to 49 marijuana plants; 10 kg or less 1 kg or less	individual.
Hashish (Schedule I)		
Hashish Oil (Schedule I)		

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 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

APPENDIX V: HAZING POLICY

Anti-Hazing Policy Statement

Hazing is abusive, degrading, psychologically damaging, and may be life-threatening. In accordance with the federal Stop Campus Hazing Act and New York State law, Union College has zero tolerance for any and all forms of hazing. Students, student groups, organizations, and athletic teams are important contributors to a vibrant and positive campus life and are expected to act in accordance with Union College's Student Handbook (including without limitation the Student Code of Conduct) and other applicable policies and procedures, and to treat others with respect. Hazing by any individuals, student groups, student organizations and/or athletic teams is prohibited in any form both on campus and off campus. The College takes an active role in prevention and awareness programs regarding Hazing, which are outlined below.

Definitions

1. Hazing

Any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, that:

- Is committed in the course of recruitment, new member education practices, an initiation into, an affiliation with, or the maintenance of membership in, a student organization (whether or not officially recognized by the College); and
- Causes or creates a risk, above the reasonable and inherent risk encountered in the course of participation in the College or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury. The following are non-exhaustive examples of conduct that may constitute hazing:
 - Whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body, or similar activity;
 - Causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity;
 - Causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances;
 - Causing, coercing, or otherwise inducing another person to perform sexual acts;
 - Any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;
 - Endangering the physical health of an individual or causing mental distress to an individual through, for example, humiliating, intimidating, or demeaning treatment;
 - Degrading or humiliating games or activities;
 - Any activity against another person that includes a criminal violation of applicable local, New York State, Tribal, or Federal law; and
 - Any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, State, Tribal, or Federal law.

Under the New York State Penal Law, a person may be charged with hazing if, during another person's initiation into or affiliation with any organization, they intentionally or recklessly engage in conduct that creates a substantial risk of and/or causes physical injury to another person. A criminal charge of hazing may result in a violation or misdemeanor. In addition, offenders may be charged with other criminal offenses depending on the nature of the acts constituting hazing (including but not limited to assault and/or harassment offenses), which may constitute felonies.

2. Student Organization

A club, organization, or group, whether or not officially recognized/sponsored by the College (such as a club, society, association, intercollegiate athletic team, club sports team, fraternity, sorority, band, or student government) in which two or more of the members are students enrolled at the College.

Reporting Incidents of Hazing

Union College encourages the reporting of incidents of hazing and takes every such report seriously. Employees receiving such reports must share them with a College Official (Office of Community Standards, Office of Title IX, Campus Safety, Human Resources) who is responsible for determining whether the alleged behavior must additionally be reported to law enforcement authorities. The College will investigate all reports diligently and thoroughly in accordance with the Student Handbook (including without limitation the Student Code of Conduct) and/or other applicable policies and procedures.

Any person may report hazing in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Office of Community Standards, Office of Title IX, or Campus Safety or by utilizing the online reporting forms:

- Office of Community Standards
 - 518-388-5555
- Office of Title IX
 - 518-388-5555
- Campus Safety
 - 518-388-6381
- Hazing Report form
 - https://cm.maxient.com/reportingform.php?UnionCollege&layout_id=2

Allegations of hazing, including anonymous allegations, may be reported 24 hours a day through the anonymous report form accessible above, and also on the Fraternity and Sorority Life, Athletics, Dean of Students, Community Standards, Title IX, or Campus Safety websites. Union College students and employees are encouraged to notify appropriate College officials of any perceived instance of hazing as soon as feasible.

Please note that although the College works to investigate all reports, including anonymous reports, the nature of anonymous reports makes investigation, determination, and remediation more difficult, and sometimes even impossible. As a result, reporting parties are encouraged to provide their name and contact information.

Private and Confidential Reporting

Union College will respect the privacy of reporters, but cannot guarantee confidentiality for hazing reports. The information you provide to a non-confidential resource will be relayed only as necessary to investigate and/or seek a resolution, to address imminent risks to health or safety, and/or to comply with other appropriate Union College policies and procedures, and any federal, state and/or local laws, rules and regulations. Union College will limit the disclosure as much as possible, even if the College determines that the request for confidentiality cannot be honored.

Offices and officials who are confidential resources will not report to law enforcement or College officials without a complainant/reporting party's permission, except for extreme circumstances, such as a health and/or safety emergency. Union College offices that are considered confidential are as follows:

- Wicker Wellness Center (Health Center and the Eppler-Wolff Center)
 - 518-388-6120

The College maintains a Campus Hazing Transparency Report that summarizes findings concerning any student organization recognized or sponsored by the College that is found to have committed a hazing violation within

the meaning of College policy. This Report can be found on Campus Safety's Clery Website (<https://www.union.edu/campus-safety/clery-act>) and will be updated no less than twice a year and will be maintained for a period of five calendar years from the date of publication for each update/incident.

Amnesty Related to Hazing Reports

Union College recognizes that students are sometimes reluctant to report hazing activity, due to a fear of potential consequences for their own conduct. For this reason, the College has adopted an amnesty policy for situations when a student acts in good faith to report activity that may fall within the definition of hazing and/or a hazing victim cooperates fully as a witness in the investigation. Although the College has adopted an amnesty policy, the reporting individual and/or witnesses may still be subject to a disciplinary process. Their engagement, as listed above, may be considered as a mitigating factor in any disciplinary proceeding. This amnesty does not apply to organization violations or sanctions. In addition, the College has adopted an alcohol/drug amnesty policy, which can be found in the Student Handbook.

In the event amnesty is granted for self-reported behaviors, if information is presented that the student has continued to engage in hazing behaviors, or has knowledge of hazing activity that was not reported, they may be held accountable for past behavior, including behavior for which amnesty was previously provided. Students who choose to report and request amnesty for their own conduct should know that amnesty does not apply to any criminal or civil action that may be taken by any law enforcement agencies or private individuals (i.e., victims of their families).

Retaliation

No person may intimidate, threaten, coerce, or discriminate against any individual because the individual made a good faith report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this Hazing Policy and/or corresponding provisions of the Student Handbook. Complaints alleging retaliation may be filed with the Office of Community Standards and/or the Director of Equal Opportunity and Title IX Coordinator.

Investigation Process

After a report is received, Union College will quickly review the submission and determine the next appropriate actions. If a report is criminal in nature, Campus Safety and/or local law enforcement may be contacted and a separate investigation may be conducted by the appropriate authorities in accordance with local, New York State, and/or federal laws. Union College will also conduct its own investigation to prevent a recurrence of the alleged hazing and to determine if there are potential violations of the Student Handbook (including without limitation the Student Code of Conduct) and/or any other applicable policies depending upon the nature of the complaint.

The Office of Community Standards, or their designee, will conduct the investigation following the processes outlined in the Student Handbook. Investigations may additionally be referred to the Office of Title IX, if allegations include any alleged violations under the Title IX or Gender Based Misconduct policies. The College may also work with any national organizations, governing bodies, and/or departments/offices that may have oversight of the students and/or organizations involved.

Any Union College student or employee identified as a potential witness must cooperate fully in the course of the investigation or disposition of possible violations of this Policy and/or other provisions of the Student Handbook (including without limitation the Student Code of Conduct). Cooperation includes, but is not limited to, meeting or communicating with Campus Safety, the Associate Director of Residential Education of Greek Leadership, the Office of Student Activities, Deans, or other College officials as requested, and providing truthful and accurate information.

Hazing allegations will be investigated and adjudicated in accordance with the applicable provisions of the Student Handbook.

Individuals found responsible for committing, soliciting, encouraging, directing, aiding, or recklessly permitting hazing to occur will be subject to the judicial process, and may face sanctions up to and including suspension or expulsion.

Student Organizations found responsible for violations of this Policy should be prepared for organizational sanctions in accordance with our procedures. Depending upon the nature and severity of the violation, sanctions may include, but are not limited to: educational programming, being placed on probation, suspension, expulsion, 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/or deactivation. The full range of possible sanctions for clubs, organizations and groups violating this Policy can be found in the section of the Student Handbook that describes the conduct process. In addition, an organization recognized or established by the College that is found responsible for a hazing violation will be included in the Campus Hazing Transparency Report.

Notwithstanding the foregoing, the College's intercollegiate athletic teams are operated by, and exist at the discretion of, the College and its Athletic Department. In the event of suspected violations of this Policy by an intercollegiate athletic team, the Director of Athletics, in consultation with the Vice President for Student Affairs or their designee, may impose consequences on the team as an entity without necessity of formal disciplinary proceedings under the Student Handbook. Such action does not preclude disciplinary action against individual team members under the Student Handbook (including without limitation the Code of Student Conduct).

Hazing Prevention and Awareness Programs Policy

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.

To educate students and promote community standards of behavior, Union College has organized several prevention strategies and modules. All incoming students (First Year, International, and Transfer) are required to complete an online module that discusses hazing. It outlines the definitions, provides examples, and walks students through ways to address hazing concerns, as well as reporting this conduct. This training is provided by United Educators.

In addition, Union College provides in-person and online training for populations on campus that have a high impact on a large group of students. This includes, but not limited to, Athletics, Fraternity and Sorority Life, Residence Education and Housing student staff, Club and Organization Leaders, and Orientation Leaders. These presentations serve as an additional way to help students identify concerning behaviors and feel confident enough to report those when observed. The curriculum of our current Hazing Prevention Presentations is adapted from StopHazing. In addition, the Office of Title IX provides yearly training to all campus populations surrounding sexual misconduct, prevention and bystander intervention, and will include forms of hazing.

APPENDIX VI: POLICY ON POSTING & SOLICITATION

Posting Policy

Specific policies for posting in the [Reamer Campus Center](#) and in the [Residence Halls](#) define the steps for approval of posters and fliers in those areas. However, there also are expectations that no posting will damage property or violate College policies, regardless of location.

In addition, the following conditions apply to posting anywhere on campus:

- Temporary signage must not interfere with the educational mission or activities of Union College or result in interference with the programs of the College.
- The Dean of Students or a representative may limit the time, place, and/or manner for distribution of literature and will work to ensure the protection of free speech consistent with College policy.
- All posters, advertisements, announcements and other postings must include a remove by date, in the case of events that date must be no later than 24 hours after the event. Postings without such a date will be removed immediately.
- Postings must not obscure or be adhered to pre-existing postings.
- All event advertisements on campus must include identifying information of the sponsoring organization or individual (i.e., logo, name, etc.). Event advertisements must include date, time, and location of the event.
- All posted items must be removed within 24 hours of their expiration.
- Signs must be attached using materials that will not damage property and must otherwise comply with any building-specific policies (e.g., Reamer Campus Center or Residential Education and Housing posting policies).
- All advertisements must comply with the College Policy Prohibiting Discrimination, Harassment and Retaliation and the Gender Based Misconduct Policy.
- Postings (of any kind) are not permitted on:
 - external building surfaces
 - outdoor furniture or fixtures (e.g., benches, statues, light poles, etc.)
 - wood trim
 - entry and exit doors of buildings
 - painted or acoustical surfaces
 - concrete walkways
 - stair risers

The College also has policies that govern the way individuals on our campus interact with one another that allow for the free exchange of ideas while also defining unacceptable behavior such as bullying and discrimination. Postings on campus are subject to compliance with all such policies.

Postings made in violation of College these requirements or other College policies may be removed without prior notice, and may result in disciplinary proceedings against responsible individuals and/or organizations.

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 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 or other locations 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 College policies, including those 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 or events.

Painting the “U”

There is a College tradition of painting a statue that stood in a location east of the Achilles Center since 1876, but was removed in 2020 to prevent further damage to a significant cultural artifact. The “U” that replaced the statue continues to be painted by students. The “U” cannot be reserved and students may paint on the surface of the U itself but not surrounding trees, buildings or light poles. Activities are not vetted by the administration. Students should respect their peers by not painting over the U for at least 24 hours after a student or group paints it. Students and student organizations are advised that any messages painted on the U must comply with all Union College policies. Failure to do so may result in disciplinary action. Solicitation on campus is prohibited except under the circumstances defined within this [policy](#).

Appendix VII: Title IX Statement, Title IX Coordinator and Deputy Coordinators

Title IX Coordinator

Sex Discrimination, Relationship Violence, Harassment, and Assault

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.

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.

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.

Appendix VIII: BEAU’S LAW

New York State Education Law §6438-d (Beau’s law)

(Notification of Parent, Guardian, or Emergency Contact
for Alcohol and Controlled Substance Violations)

Policy Summary

Notification of Parent, Guardian, or Emergency Contact for Alcohol and Controlled Substance Violations

Union College is committed to protecting student health and safety while respecting student privacy.

In accordance with FERPA and New York State Education Law §6438-d (Beau’s law), Union College maintains the following policy regarding when a parent, guardian, or designated emergency contact may be notified if a student, under the age of 21, is involved in certain alcohol or controlled substance-related incidents

Purpose

Effective July 1, 2026, and in accordance with FERPA and New York State Education Law §6438-d, this policy establishes the framework under which Union College may notify a student’s parent(s), guardian(s), or designated emergency contact(s) when a student, under the age of 21, is involved in certain alcohol or controlled substance-related violations or incidents.

The purpose of this policy is to:

- Promote student health and safety;
- Ensure transparency regarding notification practices; and
- Clarify how Union College exercises its discretion under FERPA and applicable New York State law.

Scope

This policy applies to:

- All students enrolled at Union College who are under the age of 21; and
- Involved in alcohol and controlled substance-related incidents, whether occurring on or off campus, which are addressed through institutional processes.

Policy Statement

Union College maintains a policy regarding the notification of a student's parent(s), guardian(s), or emergency contact(s) when a student, under the age of 21, is involved in certain alcohol or controlled substance-related violations or incidents.

Notification decisions are made by authorized institutional offices and are guided by considerations of student health, safety, and welfare, as well as compliance with applicable federal and state laws.

Incidents Subject to Notification

A parent, guardian, or emergency contact may be notified when a student, under the age of 21, is involved in one or more of the following, including but not limited to:

- Alcohol or controlled substance-related medical emergencies, including:
 - Hospitalization/Transport by Medical Professionals (regardless of Medical Amnesty process);
 - Overdose; or
 - Other situations that present a serious risk to the student's health or safety.
- Second violations of institutional rules or policies related to the use or possession of alcohol and/or a controlled substance that have a finding of Responsible

Notification Authority and Process

- Notification determinations are made only by designated institutional offices, which may include Student Affairs, Residential Education and Housing, Office of Community Standards, Campus Safety, Health Services, Counseling Services, or other authorized officials.
- Individual faculty or staff members do not contact parents, guardians, or emergency contacts unless specifically authorized.
- Notifications are made on a case-by-case basis, considering the totality of the circumstances

Student Notification

When feasible and appropriate, students will be informed that a parent, guardian, or emergency contact has been or may be notified, unless such notification compromises health or safety or interferes with an ongoing investigation.

Confidentiality and Privacy

All notifications under this policy are handled with sensitivity and respect for student privacy. Information shared is limited to what is necessary to address health, safety, or welfare concerns. All disclosures made pursuant to this policy are documented.

Questions

Questions regarding this policy or its implementation should be directed to:

- Union College Office of Community Standards
- Email: communitystandards@union.edu
- Phone: 518-388-5555