



# **Student Handbook & Code of Accountability**

## **2024-2025**

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## **III. Student Code of Accountability 2024-2025**

## Section One

### Message from Trish Cellemme, Vice President for Student Life

The Student Handbook is issued by the Student Life Office and is designed to provide students with information about the policies, procedures, and services of Russell Sage College. Student Life staff are available to provide clarification and/or further information when necessary.

All Russell Sage students are expected to be thoroughly familiar with the information presented in the Student Handbook. If you wait until a particular situation arises before reading the Student Handbook, you will have greatly reduced its potential. Continued enrollment at the College is considered as acceptance and expressed consent to adhere to the rules and regulations outlined in this and other publications.

Although we believe the information provided in this document to be accurate and current, changes may occur. The College reserves the right to make changes in regulations, policies, procedures, and other matters as necessary. Students will receive information on any such changes from the appropriate college office. Students enrolled at the College agree to comply with the College's rules and regulations and to accommodate any changes necessary.

I hope the information presented here is helpful to you as you engage in the full co-curricular life of the College. Please address any questions or concerns to [deanofstudents@sage.edu](mailto:deanofstudents@sage.edu) or visit the Student Life Office in McKinstry Hall or Kahl Campus Center.

### Deans of Students' Offices

**Albany:** *Sharon Murray, Kahl Campus Center, Room 205 | (518) 292-1753 | [deanofstudents@sage.edu](mailto:deanofstudents@sage.edu)*

**Troy:** *Stacy Gonzalez, McKinstry Student Center, 1st Floor | (518) 244-2207 | [deanofstudents@sage.edu](mailto:deanofstudents@sage.edu)*

The Deans of Students, located in the student life offices, collaborate with faculty and staff across the institution to support student success. Serving as advocates, the Deans help students connect with resources and navigate campus policies and offices. The Deans of Students' Offices oversee the temporary hiatus (leave of absence) and withdrawal process, and provide individual student support as well as programs and services to students that promote academic excellence and personal development. As leaders on the CARE Team, the Deans of Students provide comprehensive support to students in need. The office continuously seeks to improve the quality of campus life and culture within a diverse community.

There are many resources available on campus to help students thrive at Russell Sage College. We invite you to take advantage of the support and opportunities available through the offices listed below. Also, you can stop by the front desk on the 1st floor of the libraries on both campuses to access ***Solutions at Sage***, where you can get answers to many common questions.



# RS

## Campus Resources

Department	Location(s)	Phone
Academic Advising	Alb: Kahl Campus Center, Room 203	518-292-1719
	Try: Hart Hall, 1st Floor	518-292-1719
<a href="http://www.sage.edu/advising">www.sage.edu/advising</a>		<a href="mailto:academicadvising@sage.edu">academicadvising@sage.edu</a>
Academic Support & Tutoring	Alb: Library, 1st Floor (Solutions)	518-244-2020
	Try: Shea Learning Center, 1st Floor (Solutions)	
<a href="http://www.sage.edu/academics/support/academic-support/">www.sage.edu/academics/support/academic-support/</a>		<a href="mailto:solutions@sage.edu">solutions@sage.edu</a>
Accessibility Services	Alb: Library, 3rd Floor	518-292-8624
	Try: Shea Learning Center, Basement	518-244-6874
<a href="http://www.sage.edu/student-life/wellness-center/accessibility-services/">www.sage.edu/student-life/wellness-center/accessibility-services/</a>		<a href="mailto:accessibility_services@sage.edu">accessibility_services@sage.edu</a>
Bookstores	Alb: 41 Union Drive, Gozzo Student Ctr, Basement	518-694-7378
	Try: Gurley Hall, 1st Floor	518-274-0199
<a href="http://www.thebookstorealbany.com">www.thebookstorealbany.com</a>		<a href="http://www.shopsagetroy.com">www.shopsagetroy.com</a>
Career & Self-Discovery Center	Alb: Kahl Campus Center, Room 101	518-292-1764
	Try: Education Building, Room 103	518-244-2272
<a href="http://Sage.edu/career">Sage.edu/career</a>		<a href="http://sage.joinhandshake.com">sage.joinhandshake.com</a>
Campus Maps	140 New Scotland Ave Albany, NY 12208	* Use these addresses in your GPS for directions to our campuses.
	65 1st St. Troy, NY 12180	
<a href="http://www.sage.edu/about/community-resources/maps-directions/">www.sage.edu/about/community-resources/maps-directions/</a>		
CARE Team	Alb: Kahl Campus Center, Suite 205	518-244-2207
	Try: McKinstry Student Center, Suite 110	518-244-2207
<a href="http://Sage.edu/CARE">Sage.edu/CARE</a>		<a href="mailto:care@sage.edu">care@sage.edu</a>
College Services	Alb: Administration Building, Lower Level	518-292-1779
	Try: John Paine, Lower Level	518-244-2222
<a href="https://russell-sage.atlassian.net/servicedesk/customer/portal/5">https://russell-sage.atlassian.net/servicedesk/customer/portal/5</a>		
Deans of Students	Alb: Kahl Campus Center, Suite 205	518-292-1753
	Try: McKinstry Student Center, Suite 110	518-244-2207
<a href="https://www.sage.edu/student-life/office/">https://www.sage.edu/student-life/office/</a>		<a href="mailto:deanofstudents@sage.edu">deanofstudents@sage.edu</a>
Dining Services	Alb: Kahl Campus Center, 1st Floor	518-244-2377
	Try: McKinstry Dining Hall, 1st Floor	518-244-2377
<a href="https://russellsage.sodexomyway.com/">https://russellsage.sodexomyway.com/</a>		<a href="mailto:david.gaul@sodexo.com">david.gaul@sodexo.com</a>
Diversity, Equity, and Inclusion	Alb: Kahl Camus Center, Room 347	518-244-4720
	Try: McKinstry Student Center, Room 210	518-244-4720
<a href="http://www.sage.edu/about/community-resources/diversity-equity-inclusion/">www.sage.edu/about/community-resources/diversity-equity-inclusion/</a>		<a href="mailto:milleg3@sage.edu">milleg3@sage.edu</a>
Financial Aid	Alb: Library, 1st Floor (Solutions)	518-244-2020
	Try: Shea Learning Center, 1st Floor (Solutions)	
<a href="http://www.sage.edu/admission/financial-aid/">www.sage.edu/admission/financial-aid/</a>		<a href="mailto:solutions@sage.edu">solutions@sage.edu</a>
Information Technology (JIRA)	Alb: Armory, 1st Floor	518-244-4777
	Try: Cowee Hall, 1st Floor	518-244-4777
<a href="https://russell-sage.atlassian.net/servicedesk/customer/portal/1">https://russell-sage.atlassian.net/servicedesk/customer/portal/1</a>		
JIRA	Sage's Online Work Order Portal for IT, College Services, and Maintenance Requests	
<a href="https://russell-sage.atlassian.net/servicedesk/customer/portals">https://russell-sage.atlassian.net/servicedesk/customer/portals</a>		
Libraries	Alb: Albany Library	518-292-1945
	Try: Shea Learning Center	518-244-2431
<a href="https://library.sage.edu/">https://library.sage.edu/</a>		



Department	Location(s)	Phone
<b>Passport Portal</b>	Sage's Online Portal: Access Email, Student Planning, MySageAid, Moodle, Zoom, & More <a href="https://passport.sage.edu">https://passport.sage.edu</a>	
<b>Public Safety</b>	Alb: Armory, 1st Floor	518-244-3177
	Try: John Paine Bldg, 1st Floor	518-244-3177
	<a href="http://www.sage.edu/about/offices-centers/public-safety/">www.sage.edu/about/offices-centers/public-safety/</a>	<a href="mailto:publicsafety@sage.edu">publicsafety@sage.edu</a>
<b>Recreation &amp; Fitness</b>	Alb: FitStop Fitness Center (in the Armory)	518-292-1955
	Try: McKinstry Fitness Center (Ground Floor)	518-244-3171
	<a href="http://www.sage.edu/student-life/wellness-center/recreation-fitness/">www.sage.edu/student-life/wellness-center/recreation-fitness/</a>	<a href="mailto:recreation@sage.edu">recreation@sage.edu</a>
<b>Registrar</b>	Alb: Library, 1st Floor (Solutions)	518-244-2020
	Try: Shea Learning Center, 1st Floor (Solutions)	
	<a href="http://www.sage.edu/academics/academic-resources/registrar/">www.sage.edu/academics/academic-resources/registrar/</a>	<a href="mailto:solutions@sage.edu">solutions@sage.edu</a>
<b>Residence Life</b>	Alb: Kahl Campus Center, Room 205	518-244-2008
	Try: McKinstry Student Center, 2nd Floor	518-244-2008
	<a href="http://www.sage.edu/student-life/residence-life/">www.sage.edu/student-life/residence-life/</a>	<a href="mailto:residencelife@sage.edu">residencelife@sage.edu</a>
<b>Solutions</b> *The place go to find answers to just about any question.*	Alb: Library, 1st Floor (Front Desk)	518-244-2020
	Try: Shea Learning Center, 1st Floor (Front Desk)	
	<a href="http://www.sage.edu/solutions/">www.sage.edu/solutions/</a>	<a href="mailto:solutions@sage.edu">solutions@sage.edu</a>
<b>Spirituality Center</b>	Try: Jane Haight Wells Spirituality Center (adjacent to Roy Court on Troy campus)	<a href="mailto:gundrd@sage.edu">gundrd@sage.edu</a> (Chaplain) For General Questions, email:
	<a href="http://www.sage.edu/student-life/spirituality-center/">www.sage.edu/student-life/spirituality-center/</a>	<a href="mailto:deanofstudents@sage.edu">deanofstudents@sage.edu</a>
<b>Student Accounts</b>	Alb: Library, 1st Floor (Front Desk)	518-244-2020
	Try: Shea Learning Center, 1st Floor (Front Desk)	
	<a href="http://www.sage.edu/academics/academic-resources/student-accounts/">www.sage.edu/academics/academic-resources/student-accounts/</a>	<a href="mailto:solutions@sage.edu">solutions@sage.edu</a>
<b>Student Activities</b>	Alb: Kahl Campus Center, Lower Level	518-292-1929
	Try: McKinstry Student Center, 1st Floor	518-244-2225
	<a href="http://www.sage.edu/student-life/office/student-activities/">www.sage.edu/student-life/office/student-activities/</a>	<a href="mailto:belfat@sage.edu">belfat@sage.edu</a>
<b>Student Success</b>	Alb: Library, 3rd Floor	518-244-2020
	Try: Shea Learning Center, 3rd Floor	
	<a href="http://www.sage.edu/solutions/">www.sage.edu/solutions/</a>	<a href="mailto:solutions@sage.edu">solutions@sage.edu</a>
<b>Title IX</b>	Alb: Kahl Campus Center, Room 202	518-244-4809
	Try: Plum Bldg., 2nd Floor	518-244-4809
	<a href="http://www.sage.edu/student-life/cultural-enrichment-diversity/title-ix/">www.sage.edu/student-life/cultural-enrichment-diversity/title-ix/</a>	<a href="mailto:titleIX@sage.edu">titleIX@sage.edu</a>
<b>Wellness Centers</b>	Kahl Campus Center, Lower Level	518-292-1917
	Kellas Hall, 1st Floor	518-244-2261
	<a href="http://www.sage.edu/student-life/wellness-center/">www.sage.edu/student-life/wellness-center/</a>	<a href="mailto:albanywellnesscenter@sage.edu">albanywellnesscenter@sage.edu</a> <a href="mailto:troywellnesscenter@sage.edu">troywellnesscenter@sage.edu</a>
<b>Women's Institute</b>	Try: Frear House	518-244-2442
<a href="http://www.sage.edu/about/community-resources/womens-institute/">www.sage.edu/about/community-resources/womens-institute/</a>		
<b>Campus Directory</b>	To access contact information for additional offices and faculty/staff members. <a href="http://www.sage.edu/about/offices-centers/campus-directory/">www.sage.edu/about/offices-centers/campus-directory/</a>	

## **Section Two**

### **State, Federal, and College Policies**

## **Academic Freedom, Intellectual Curiosity, and Freedom of Expression**

View Russell Sage College's Academic Freedom, Intellectual Curiosity, and Freedom of Expression statement by visiting the following page in the College Catalog:

<https://catalog.sage.edu/academic-freedom-intellectual-curiosity-and-freedom-of-expression>

## **Appeals of Academic Issues**

In the event that a student has a complaint involving a faculty member or wishes to question a grade, the student should follow the procedures listed in the College Catalog at:

<https://catalog.sage.edu/appeals-of-academic-issues>

## **The Spirit of Learning Statement on Appropriate Conduct on Campus**

All members of the Russell Sage College community are expected to conduct themselves in a way which respects the learning environment. Thus, Sage has the right to remove any student from a classroom, other academic area, or program at any time if the student's behavior is contrary to the spirit of learning or hinders the operation of the program in any way. Violent, disruptive, harassing or intimidating behavior is not tolerated in the classroom or any other place on campus. Any student whose conduct disrupts a class or other learning environment may be required to leave the premises immediately and subjected to disciplinary and/or legal action.

## **Student Assessment of Learning & Teaching**

At the end of each term or session for each class, students are encouraged to complete an assessment of course organization and planning, communication, assignments/exams and graded materials, and instructional methods using the student assessment of learning and teaching survey form delivered via Sage Gmail and/or Moodle (also known as the SALT form). Instructors and the College as a whole value the information. Student responses will be used to help the College evaluate the overall effectiveness of the course and the instructor. Additionally, responses may be used by the instructor to modify and improve this course. These evaluations are anonymous, confidential, and independent.

## **Degree-Seeking Status**

### **Visiting-Student Status (Non-Matriculation)**

Visiting students are those who do not intend to earn a certificate or degree from Sage. They are not eligible for financial aid and are not assigned an academic advisor. Credits accumulated as a visiting student do not necessarily count toward a certificate or degree program.

## **Degree-Seeking Status (Matriculation)**

A student with degree-seeking status (who is matriculated) might be eligible for financial aid, is able to pursue a course of study and will be assigned an academic advisor. Students who do not wish to declare a major at the time of matriculation will enter the Academic Exploration program and will be assigned advisors who specialize in academic and career counseling.

Students in the Academic Exploration program will take a combination of courses in satisfaction of General Education requirements and in areas of potential academic interest. Students may stay in the Academic Exploration up to the completion of 30 credit hours, at which point, they will be expected to declare a major program.

## **Course-Load/Full-Time Study**

For information about full-time and part-time study for undergraduate students, visit the following page in the College Catalog: <https://catalog.sage.edu/semester-course-load>

## **Student Complaint Policy**

The United States Department of Education requires that each accredited institution of higher education maintain a record of student complaints received by the institution ([34 CFR 602.16\(a\)\(1\)\(ix\)](#)). As required by federal regulations, this record is made available to the Middle States Commission on Higher Education. The record will be reviewed by the Commission as part of the institution's Self Study and Periodic Review Report evaluations.

- See Sage.edu, [Student Complaint Reporting Process](#)

## **Student Complaint Policy**

Russell Sage College aims to provide an environment that fosters the personal and intellectual growth and development of all students where concerns can be discussed and resolved in a professional manner. The Russell Sage College complaint process encourages informal resolution through direct communication with the individuals directly involved. Formal complaints will be considered if the student has followed and exhausted the informal processes. Russell Sage College makes every effort to resolve student complaints internally, using policies and procedures outlined in the current Catalogs and Student Handbooks. It is expected that students will fully utilize any and all procedures to address concerns and/or complaints in as timely a manner as possible.

This Policy applies to all students (full time or part time, onsite or online) who are enrolled at Russell Sage College at the time that the complaint is filed. Parents, relatives, employers,



agents, and other persons acting for or on behalf of a Student are not considered students under this policy.

## **Informal Complaints**

Informal complaints (concerns or expressions of dissatisfaction or disagreement) should be handled through direct communication (conversation, email, letter) between the student and the individual or office involved. The majority of student complaints can be addressed through communication with the individual(s) involved.

If the issue remains unresolved, the informal complaint should be directed to the appropriate supervisor (see the Student Assistance Directory for guidance and contact information for the most common student concerns). Students may also consult with the Dean of Students on their campus if they are unsure about where or how to address a concern.

## **Formal Complaints**

A student may file a formal complaint if (a) the issue remains unresolved after attempting an informal resolution or (b) the student has utilized one of the complaint processes described in point 1 above and believes the student has been unfairly treated, or that College/School procedures or policies have not been followed. Formal complaints must be made in writing and submitted via the [online Student Complaint Form](#) by a student (not by a parent or other agent). Formal complaints must be filed within one year of the occurrence that prompted the complaint.

## **Procedures for Filing a Formal Complaint**

1. Attempt an informal resolution of the matter as noted above.
2. Complete the [online Student Complaint Form](#).
3. A student should expect a preliminary response from a College representative within five (5) business days (when the College is open) to seek any additional information required to address the concern.

## **Formal Complaint Review and Resolution Process**

Formal complaints submitted via the [online form](#) are directed to the Office of the Provost and the Vice President for Student Life. These offices do not act as advocates for any party to a dispute, but are facilitators to ensure a fair process. They will then refer the complaints to the appropriate College official to review and resolve. Any individual who is named in a formal complaint will be notified and asked to provide information related to the complaint.

To comply with federal regulations, Russell Sage College will maintain a record of formal complaints and their resolution, including those complaints reported to external agencies. The

record will be housed within the Office of Institutional Research and made available to the Middle States Commission on Higher Education evaluators for their review.

Retaliation against a student for filing a complaint is harassment and will be addressed as described in Sage's Discrimination and Harassment Policy.

**Source:** <https://www.sage.edu/student-life/office/student-complaint-reporting-policy/>

View the Student Complaint Policy by visiting the following page in the College Catalog:

<https://catalog.sage.edu/student-complaint-policy>

## **E-Mail Policy for Russell Sage College**

Sage considers Sage Gmail (username@sage.edu) the exclusive vehicle for official college e-mail communication. As such, username@sage.edu will be considered the official email address for writing and forwarding electronic correspondence. All users are expected to regularly check their Sage email account (on Gmail) and to acknowledge messages in a timely manner. In addition to general College notices, faculty members frequently use the College's email system to notify and correspond with members of their classes. It is recommended that students frequently access their College assigned email account for information. Any electronic business conducted with the College must be done via a sage.edu account.

View the College's E-Mail Policy by visiting the following page in the College Catalog:

<https://catalog.sage.edu/common-elements-of-a-syllabus>

## **Student Identification Number**

Russell Sage College assigns a unique seven-digit student identification number to each student. This number can be found on your class schedule, statement of student account, Financial Aid award letter and ID Card. It is important to know your ID number and to keep it confidential. To ensure the privacy of your academic, financial and personal information, the College will not release any information unless the student identification number is referenced.

## **Identification Cards**

All Sage students and employees must obtain an identification card. They are required to access a variety of college services and resources and they enable the College to identify persons on campus.

Beginning in the fall of 2024, new students and employees will be issued digital ID cards, which will be viewable through a mobile app. Physical ID cards will only be printed upon request and students are able to submit such requests online through the [RSC Service Center](#).

Students must submit their own photos for use on their Sage Student IDs. Guidelines for submitting personal photos for ID cards and additional information can be found at <https://www.sage.edu/about/public-safety/id-cards/>.

Students should be able to access their ID cards at all times while on campus and must display it to any College official upon demand.

## **Address and/or Name Change**

Students changing their addresses and/or names by marriage or other legal means, or who would like to add a chosen name to their records should contact the Registrar's Office in Shea Learning Center/Library (Troy) or Learning Center/Library (Albany) or go to the Registrar's webpage at <https://www.sage.edu/academics/academic-resources/registrar/change-name-gender/> for more information.

## **Student Hiatus & Withdrawal from the College**

Students wishing to request a temporary hiatus (for up to one year) or permanent withdrawal from the College must:

- Contact the Dean of Students on their home campus to set-up an appointment if you are an undergraduate student or contact the Academic Dean's office if you are a graduate student.
- Meet with the Dean (or their designee) to complete an exit interview and the required paperwork. This may be completed in person or by phone/online.
- Understand that withdrawal from the College does not release students from financial obligations incurred during the period of attendance.

## **Administrative Withdrawal**

Any student who does not appear on the list of registered students three weeks into any semester will be administratively withdrawn from the College, if they are not on an approved hiatus. Students who are withdrawn are required to go through the re- admittance process. This does not release the student from their financial obligations.

## Student Financial Obligations

The College requires that students be financially responsible and not be delinquent in their financial obligations to the College. Students who fail to meet their financial obligations will have a hold placed on their account. Students will not be able to register for classes until such obligations are met and the hold is lifted.

## Weather-Related Emergencies

Weather conditions and other situations occasionally require the delay or cancellation of classes, or the closing of the College. It is important that all members of the Sage community receive this information as quickly as possible, particularly commuter students. Please keep this information easily accessible for guidance on how to access announcements regarding cancellations, delays, or closings at Sage.

## How to Get the News

- For the most timely and accurate information about delays, cancellations and closings, or emergency information Sage utilizes SendWordNow, the Colleges' emergency mass notification system. All students are automatically signed up to receive instant notices of delay, cancellation, closing, timely alerts, or emergency instructions via their Sage email accounts. To register additional email addresses or to sign up for text alerts for up to five phone numbers, students should enroll online at [sage.sendword.com](https://sage.sendword.com) using their SageNet username and password.
- Listen to the following TV and radio stations, which will be notified if the start of the day has been delayed, if classes have been cancelled, or if the Colleges are closed:
  - TV: Channels 6, 9, 10, and 13
  - Radio: WGY (810 AM), WFLY (92.3 FM), WYJB (95.5 FM), WRVE (99.5 FM)
- Important announcements will also be posted on Sage's portal at: [passport.sage.edu](https://passport.sage.edu).

## What the News Means for You

Following are possible actions that Sage could take in case of inclement weather or other emergency, in order of increasing severity:

1. **Classes Delayed** - An announcement that the start of classes has been delayed means that staff and administrators are expected to report at the delayed opening hour indicated. Classes scheduled to begin prior to the delayed opening hour will not be held. Students and faculty are expected to meet for classes held at or after the hour of campus opening.
2. **Classes Cancelled** - An announcement that classes have been cancelled means that students and faculty do not attend classes, but administrative offices are open and staff and administrators are expected to report to work at the usual time. The cancellation of

day classes does not automatically mean that evening (starting at 6:00PM or later) or weekend classes and events or activities are also cancelled. When this is the case, every effort will be made to post a separate message before 3 p.m.; however, the rapid change in a situation may require a later cancellation time. Check TV and radio stations or your Sage email periodically for updates.

3. College Closed - An announcement that the College is closed means that classes have been cancelled, and all public events and activities will not be held. Students, faculty, staff, and administrators should not report to class or work. However, essential personnel (public safety, maintenance, housekeeping and residence hall staff) are expected to report for their usual shift and residence dining services will be provided (but potentially on an adjusted schedule).

Note: The College will only be closed in extreme circumstances. These may require closing after classes have begun for the day. Students, faculty, staff and administrators will be notified of the closing time via the campus alert system and their Sage email accounts.

## **Safety First**

All members of the Sage community are encouraged to exercise their own judgment regarding their ability to safely get to and from the Sage campuses. Sage strives to operate as a business and remain open and accessible as consistently as possible, but does not wish anyone to put themselves at risk needlessly. Staff and administrators may use a personal or vacation day when they determine conditions are unsafe for them to report to work

## **Parking and Snow Removal**

Sage has plans in place for the systematic and efficient removal of snow from both campuses. They may be viewed in the Public Safety folder on Sage's portal. In the event of a snowfall that requires plowing, it is your responsibility to check for headlines on Sage's portal or announced via email or text that will inform you of changes to parking regulations that will facilitate snow removal. Cars may be towed at the owner's expense if necessary to clear campus lots of snow. We appreciate everyone's cooperation in getting the campus cleaned up and operable again as quickly as possible.

The cities of Albany and Troy have snow emergency plans. Please consult them before parking a vehicle on a city street.

## **Emergency Procedures**

If a student discovers a situation which may require emergency action, they should immediately call Public Safety at (518) 244-3177. When prompted, the student should report the location and

nature of the emergency, their name and a contact number should Public Safety have to contact them again.

If a student is advised of a campus emergency via the campus alert system, the student should follow the instructions provided by the alert. Most common instructions include:

Building evacuation, which means to quickly leave the confines of the building and move to a safe area away from the building.

Campus evacuation, which means to leave the campus immediately. Special instructions will be provided for resident students.

Shelter in Place, which means to use the building you are currently occupying to provide protection from whatever emergency threatens.

In the event of a fire alarm, students should leave the building immediately via stairwells. If possible, secure doors and windows prior to leaving. Evacuees should gather in a predetermined location, away from emergency responders, after leaving the building.

## **Guests on Campus**

The College welcomes guests on campus who are furthering the educational purpose of the School or who wish to further their own educational goals. Any guest or other person on RSC premises may be ejected from the premises if they appear to be engaged in misconduct or pose a threat to the safety or wellbeing of others, or are disrupting the normal operations of RSC.

Residents may have no more than 2 guests per resident in their room, to the extent that it does not negatively affect the shared living environment created by the residence hall atmosphere. A guest is any person who intends to visit or sleep in a residence hall room and is not a resident of that room. Rooms may not be used by any person(s) without a resident of the room present.

Overnight guests may stay only a maximum of 5 nights in a one month period. An overnight guest may stay no more than 2 consecutive nights during one visit. The Resident Assistant must be notified of an overnight guest 24 hours prior to the guest's arrival. In addition, the permission of the room's other occupant(s) must be obtained by the hosting student for an overnight guest.

No non-Sage guests are permitted the week preceding an exam period, during exams or during any College recess. Failure to leave upon request may result in legal action.

## **Parking**

All students, staff and faculty who will be parking on either campus must obtain a parking permit. They are available at the College Services office on both the Troy and Albany campuses. Note that individuals must first register their vehicle online prior to obtaining a parking permit.

Information about the parking permit process is available at: <https://www.sage.edu/about/offices-centers/public-safety/parking-at-sage/>

A permit does not guarantee a parking spot, but rather allows the holder to park in an available spot, consistent with the parking regulations for each campus. A permit is valid until August 31 of the year noted on the permit. Temporary Parking Permits are also available for extenuating circumstances, as are Handicapped Permits which allow parking in spaces designated as Handicapped Parking.

Those applying for a parking permit should be prepared to produce a valid Sage ID card and a valid registration for the vehicle they wish to park.

## **Parking Enforcement**

Parking enforcement is intended to free parking spaces for those students and employees who abide by Russell Sage College parking regulations. Vehicle operators are encouraged to familiarize themselves with the parking regulations on each campus.

Cars parked in violation of Sage's parking regulations are subject to fines, towing, and revocation of parking permits. Vehicles parked in reserved spaces, blocking traffic, parked in fire lanes, in front of fire hydrants or in handicapped spaces are subject to immediate towing. Fines are assessed to student accounts.

Failure to pay parking fines may result in a student account hold which prevents class registration. Parking in any Russell Sage College lot is at the owner's risk. Russell Sage College is not responsible for damage to or theft from vehicles parked in its lots.

## **Ticket Appeal Process**

If you wish to appeal a parking ticket you should follow the process outlined here: <https://www.sage.edu/about/offices-centers/public-safety/parking-at-sage/>

## **Event Policies and Procedures**

Students associated with a Russell Sage chartered club or organization may seek to plan and schedule events on campus related to their organization. It is essential that when you schedule meetings, events, programs, fundraisers, parties, speakers, etc., that you start at the Office of Student Life. Students will be guided through the event planning process by the director or assistant director of student activities who can provide a resource guide. Once your event or activity is approved by the Office of Student Life, you may be referred to the Office of Conferences and Events for scheduling. Before any plans are finalized, your date and location must be cleared by this office. This applies to student-planned events in conference rooms, classrooms, outdoor areas, and other programming spaces, or any off campus events/trips.

A Facility Use Requisition (FUR) form is needed to finalize your planning for events on the Troy/Albany campus. Please contact the Office of Conferences and Events at [conferencesandevents@sage.edu](mailto:conferencesandevents@sage.edu) or 518-292-1943 to check the availability of spaces PRIOR to submitting a FUR form. After clearing a space and completing the form, you must get all necessary approvals before the space will be reserved.

If you plan a party or event in a public area, an event form is required.

Further information about planning and scheduling events, including large-scale events (for more than 50 people) that require approval from the deans of students, is available in the Student Government Association Club/Organization Handbook. This can be found on the [RSC Student Government Association website](#).

## **Event Expectations:**

- Sage events include all academic, administrative, faculty, staff, athletic and student events that are directly related to the mission and life of the campus community. Space for College events is available free of charge, however, setup charges may apply if only a 3 hour turnaround time for the next event or off-hours IT, maintenance or security support is required.
- Event space should be requested/reserved at least 5 business days prior for small event setups and 10 business days for big event setups with provided diagrams from the requester. The Conferences Office reserves the right to revoke the request or add an additional last minute fee to be processed if proper notice is not provided.
- The Conferences Office reserves the right to deny last minute requests not written on the FUR form during the event or the organization/club will be charged an additional last minute fee to be processed.
- The Conferences Office reserves the right to move any event if they feel it is not an adequate space anymore for the event planned or the VP/President's office needs the space.
- FUR Forms can only be submitted within one year from the date of request.
- Activities may not be scheduled if they interfere with major Sage events, particularly where attendance by the President, Board members, Provost or Deans is expected.
- All dates should be cleared through the Student Life Office and Conferences and Events office first, before they are published.
- Events must be able to be supported by the campus (facilities/IT/security/others), taking into account other events that may be scheduled at that time. Request for an event may be denied if multiple events are already scheduled on a particular date.

## **Event Regulations**

Student organizations who wish to organize an event must receive the prior approval of the Student Activities Office. The Director or Assistant Director of Student Activities will review the



event guidelines and assist students in planning the activity within these guidelines. Students should contact the Student Activities Office at least three weeks in advance to allow for proper planning time. Large-Scale events will require six or more weeks advance notice, depending on the needs for the event. Note that if payment from the College and vendor procurement is required, a minimum six-week lead time may be necessary.

## Poster Policy

Any recognized student group may hang posters on campus. (These posters must include the name of the sponsoring organization.)

On the Albany and Troy campuses, any group not affiliated with the College must bring its posters to the Student Life Office to be stamped. (This stamp indicates approval.) The office will only approve five (5) posters from off-campus groups or organizations.

## Poster Placement:

- Any student or group who hangs a poster assumes the responsibility to remove it after the event has taken place.
- Posters must be placed **in designated areas and on bulletin boards only**. In order to preserve our attractive campuses and to avoid hazards created by blocking glass, posters cannot be hung on glass, any doors, (interior or exterior) or any painted surfaces.
- Federal regulations require all colleges and universities that receive federal or state funds to refrain from taking a position on candidates for political office. Russell Sage College must comply with these regulations. By permitting sponsored posters, the College takes no position with respect to candidates aspiring to political office.
- Non-compliance with the above regulations will result in removal of the posters in question.

## Photos, Video, and Other Recordings

Russell Sage College reserves the right to use photograph(s), video(s), and sound bite(s) taken of or obtained from students and other people on campus or at college-sponsored events for the purposes of promoting, publicizing, recruiting, or managing marketing involving the college. Such uses could be in the form of print or electronic media, which includes but is not limited to the sage.edu website, college publications (printed admission packages, brochures, magazines, catalogs, video productions, television or radio broadcasts, newspapers, newsletters, marketing emails, digital advertising, social media, etc.), and fundraising publications for college clubs or organizations.

Upon arrival on the Russell Sage campuses in Albany and Troy, people give their implied consent to the college to use these materials in any lawful purpose as detailed above.

Photographs and video footage may be obtained from both informal and formal settings. All negatives, positives, prints, digital image files, and raw footage are the property of Russell Sage College.

Russell Sage College will make our content creators (photographers, videographers, etc.) easily identifiable to the public through an identification badge.

## **Special circumstances**

It is the policy of the Office of Marketing and Communications to approach photo/video shoots in private settings, such as a class, in an opt-out manner. If the subject matter or setting is deemed sensitive, we will make ourselves known in advance and allow for ample time to opt-out. Photos/videos obtained solely for advertisements and not also for general editorial purposes require the completion of a digital or print image release form.

If you have concerns, or your likeness is being used in a manner you have questions about, please contact us at [communications@sage.edu](mailto:communications@sage.edu) or reach out directly to the associate vice president for marketing and communications.

## **Minors**

Photographs of minor visitors to campus, such as elementary students, summer campers, and those planning on attending non-Sage sponsored events held on campus should not include identifying information, including name or hometown. Written parental permission is required before using photography that includes identifying information, such as name or hometown. For students attending programs on campus with their school, a photo permission signed for the school is sufficient.

## **Selling and Soliciting**

Classes, clubs and campus organizations recognized by Russell Sage College are permitted to sell merchandise/services on campus to raise funds for the group. These clubs, classes and campus organizations must schedule their fundraising event with the Student Activities Office in Troy or Albany. Unless authorized by the Student Activities Office, outside vendors and students are prohibited from soliciting or selling merchandise/services to students on the Sage campuses. Off-campus solicitation of businesses, alumni, or friends of the College must be approved in advance by the dean of students office. Please note: door-to-door solicitation by students, faculty, staff or outside personnel is not permitted in the residence halls.

## **Technology - Acceptable Use Policy**

The primary purpose of Sage's computing resources and other information technologies is to enhance and support the educational mission of Russell Sage College. These resources include workstations and multi-user computer systems, as well as wireless local area networks and connections to other computer networks.

All students, faculty, and staff are responsible for using Sage's computing resources in a safe, effective, ethical, and lawful manner.

Note: Logging onto or otherwise connecting to the campus network implies acceptance of this policy.

The intent of this statement is to give an overview of acceptable and unacceptable uses of computing resources without exhaustively enumerating all such uses and misuses. This statement is intended as an addition to existing policies concerning academic honesty and the use of facilities. The predominant goal of this policy is to promote honesty, respect for individuals, and respect for both physical and intellectual property. All expectations regarding academic honesty and professional ethics extend to assignments completed in electronic form.

While Sage makes every effort to maintain the security of its systems, no guarantee of privacy can be made for electronically stored information or email. Users of institutional computing resources also should be aware that Sage reserves the right to inspect information stored on its systems when there is reasonable cause to suggest a violation of the institution's policies.

Standards of ethics and behavior while using computing resources should follow such standards as outlined in Russell Sage College handbooks and policy documents. Disciplinary procedures for violations will follow standard institutional procedures and may result in curtailment of network privileges.

The items below constitute examples of acceptable and unacceptable use:

### **Acceptable Use**

- Use consistent with the mission of Russell Sage College.
- Use for purposes of, or in support of, education and research.
- Use related to administrative and other support activities.
- Personal communications as long as these do not interfere with the mission of the institution, infringe on the time of staff or students, or overload system or network resources.

### **Unacceptable Use**

#### **Legal and Regulatory Acceptable Use Restrictions:**

- Use of computers or networks that violate federal, state, or local laws or statutes.

- Providing, assisting in, or gaining unauthorized or inappropriate access to the Sage's computing resources.
- Use of the Sage's computers or networks for unauthorized or inappropriate access to systems, software, or data at other sites.
- Use of Sage's systems or networks to copy, store, display, or distribute copyrighted material in any medium, or to prepare derivative works of such material, without the express permission of the copyright owner, except as otherwise allowed under copyright law.

### **Institutional Acceptable Use Restrictions:**

- Use of the college's name and logos in ways that suggest or imply the endorsement of other organizations, their products, or services without appropriate approval.
- Use of Sage's computers or networks for commercial use or profit-making enterprises except as specifically agreed to with the institution.
- Distribution of obscene, abusive, or threatening messages via electronic media, such as email or instant messaging.

### **Account Use and Information Access Restrictions:**

- Sharing your Sage account or password with anyone.
- Unauthorized access to or disclosure of personal information, or institutional classified information.
- Unauthorized access, or attempting to gain unauthorized access, to other users' accounts, private files, e-mail, or other personal electronic resources.
- Unauthorized access, or attempting to gain unauthorized access, to institutional servers or systems, or external services provided for institutional use.

### **Network Use Restrictions:**

Installing on the network unauthorized network devices and network services

- wireless access points
  - internet address resolution servers
  - hubs
  - routers
  - switches
- Use of port scanning or other reconnaissance hardware/software is strictly prohibited.
  - Distribution of chain letters or broadcasting to lists of individuals in a manner that might cause congestion of the network.

- Installation of software on Russell Sage College owned computers that is not either in the public domain or for which legal licensing has not been acquired by the individual user or the institution via Sage.
- Activities that interfere with the ability of others to use computing resources or other network-connected services effectively.
- Activities that result in unauthorized access to or the loss of another's work.
- Connecting one's personal computer to the network without taking reasonable precautions against viruses.
- Updating all software including browsers.
- Using an updated/supported Operating System (OS).
- Having installed and updated Anti-Virus software.

## **Alcohol and Other Drugs**

Russell Sage College' Alcohol and Other Drugs Policy is subject to change, and, therefore, maintained on the Sage website.

The policy is available for review by clicking the following link:

<https://catalog.sage.edu/policies-on-alcohol-and-other-drugs>

## **Tobacco Free Policy**

Russell Sage College' Tobacco Free Policy is subject to change, and, therefore, maintained on the Sage website.

The policy is available for review by clicking the following link:

<https://catalog.sage.edu/tobaccofree-policy>

## **Religious Policy Statement**

Russell Sage College's Religious Policy Statement is subject to change, and, therefore, maintained on the Sage website.

The policy is available for review by clicking the following link:

<https://catalog.sage.edu/religious-policy-statement>

## **Accessibility Services**

Russell Sage College is committed to promoting self-advocacy and facilitating a positive and inclusive learning environment for students with disabilities. Any student with a documented disability is eligible to receive services from the Accessibility Services Office. In accordance with Section 504 of Rehabilitation Act of 1973 and the Americans with Disabilities Act, support

services and reasonable accommodations are provided when requested by a student who qualifies for them. Students seeking accommodations are required to present a current evaluation for their disability conducted by a licensed professional. Russell Sage College is committed to removing barriers to access for students with disabilities.

Questions or concerns regarding reasonable accommodation of individuals with accessibility needs should be directed to Sage's Section 504 Compliance Officer, Cait York, Director of Accessibility Services, Third Floor of the Library, 518-292-8624 (Albany), 518-244-6874 (Troy).

## **Discrimination and Harassment Policy**

Russell Sage College' Discrimination and Harassment Policy is subject to change, and, therefore, maintained on the Sage website.

The policy is available for review online at: <https://www.sage.edu/student-life/cultural-enrichment-diversity/title-ix/policies-procedures/>

## **Sexual Assault Policy**

Russell Sage College' Sexual Assault Policy is subject to change, and, therefore, maintained on the Sage website.

The policy is available for review online at: <https://www.sage.edu/student-life/cultural-enrichment-diversity/title-ix/policies-procedures/>

## **Trans\* and Gender Inclusion Policy**

Russell Sage College's Trans\* and Gender Inclusion Policy is subject to change, and, therefore, maintained on the Sage website.

The policy is available for review online at: <https://www.sage.edu/about/community-resources/diversity-equity-inclusion/gender-policy-resources/>

## **Campus Crime Statistics**

Russell Sage College Campus Crime Statistics are subject to change, and, therefore, maintained on the Sage website.

The statistics are available for review by clicking the following link:  
<https://www.sage.edu/about/offices-centers/public-safety/crime-statistics/>

Additionally, all reported crimes on campus are made publicly accessible via the "Daily Crime Log" and can be viewed at the Public Safety Office in Troy and Albany.

## Public Safety Committee

Russell Sage College's Public Safety Committee serves as an advisory committee on campus safety and meets all requirements outlined in section 6431 of NYS Article 129-A. The Committee is co-chaired by the Deans of Students and meets at least once each semester. The committee shares meeting minutes and reports findings to the Vice President for Student Life each academic year, and makes such reports available upon request.

The role of the Public Safety Committee is to review current security policies and procedures and make recommendations for improvement. Specifically, the group aims to address:

- Campus education (including for security personnel and those who advise/supervise students) regarding sexual assault, domestic violence, stalking; bias and hate crimes;
- Personal safety and crime prevention;
- Reporting of sexual assault, domestic violence, stalking, and hate crimes, and assisting victims during investigations;
- Referrals to appropriate authorities;
- Counseling victims; and
- Responding to inquiries from concerned persons.

Per New York State regulations, the advisory committee consists of: at least six members, 1/2 female, 1/3 students from list by student gov, 1/3 of faculty from list by faculty governance; 1/3 appointed by the President or his designee. In addition, the Committee aims to ensure representation from both the Albany and Troy campuses.

The following individuals currently serve as Public Safety Committee members.

- **Co-Chairs:** Deans of Students for Albany and Troy
- **Student Representatives:** 2 students identified by Student Government Association
- **Faculty Representatives:** 2 faculty identified by Chair of the Faculty

In addition, the following areas of the College are represented by individuals who attend committee meetings, serving in an advisory capacity.

- **Facilities:** Senior Director of Facilities Maintenance & Planning
- **Residence Life:** Director of Residence Life & Chief Accountability Officer
- **Title IX Office:** Title IX Coordinator and EEO Specialist
- **University Heights Association Public Safety:** Director, Associate Director, Assistant Director, Dispatch Supervisor

Questions regarding the Public Safety Committee can be directed to the deans of students in the student life offices on both campuses and at [deanofstudents@sage.edu](mailto:deanofstudents@sage.edu) or 518-244-2207.

## Records Policy

Russell Sage College Records Policy is subject to change, and, therefore, maintained on the Sage website.

The policy is available for review by clicking the following link:

<https://catalog.sage.edu/student-right-to-know-privacy-records-and-ferpa>

## Residence Policy

At Russell Sage College, all full-time first year students (as defined by credit hour), live in campus residence halls unless they live with parents, guardian(s) or a spouse. Exceptions to this policy (based on age, finances or family circumstances) are considered on an individual basis and must be approved by the Director of Residence Life, or their designee.

Russell Sage College offers intentionally designed residential programs on both the Albany and Troy campuses, accessible to all undergraduate students. First-year students are housed on the campus where their academic program is located to more easily access their classes, study sessions, library, and lab facilities. Special consideration regarding housing placement may also be given to students with academic-adjacent needs regarding housing assignments (HEOP, student athletes, internships, etc.)

Through the residence program, Russell Sage offers a quality living/learning environment designed to maximize student socialization, encourage a strong sense of community and college identification, and assimilate different student cultures, lifestyles, and values. The privilege of living on campus is extended to students who are enrolled in a full-time academic schedule and are in good academic standing. Additionally, all residential students must carry a board plan while they are living on campus.

## Residence Hall Policies

### Residential Living

*The sections which follow are intended to serve as a guideline to students regarding residential regulations and services. Students are responsible for reading and adhering to these policies. For more information, contact your Resident Assistant, Assistant Director, or the Office of Residence Life. The words residence hall or hall are used interchangeably and are in reference to any residential unit on either campus. No differentiation is made between residence halls and houses in the policies and guidelines set forth in this section.*

Life in a residence hall is a very important aspect of a college education. Residence halls are more than just dormitories or places to eat and sleep. They are places where students can develop meaningful friendships, explore new ideas and become involved with the College community as a whole and the local community neighborhood. The residence halls are active living/learning



centers that complement the academic program of the College. Students are provided with opportunities to become involved in their own learning and development throughout the year and to participate in both intellectual workshops and social programs.

Living successfully in the residence halls is dependent upon balancing the greatest possible freedom for the individual with a sensitivity to and respect for the rights of others. A willingness to discuss, negotiate and compromise is essential for all students.

Individual and cultural differences contribute to the unique nature of the residence halls and students are encouraged to take advantage of the opportunity to learn from one another.

## **Housing Eligibility**

On-campus housing at Russell Sage College is designed for traditional-aged college students (18–22 years old), but we accommodate students between the ages of 16 and 24. If you are outside this age range and interested in on-campus housing, please contact us at [residencelife@sage.edu](mailto:residencelife@sage.edu), and we will work with you to explore housing options for your specific situation.

## **Damages to College Property**

Students are held personally responsible for the condition and furnishings of their own room and jointly responsible for public areas. A resident is also responsible for the loss, theft or damage of college and/or personal property by the resident or guest(s).

## **Furnishings**

1. All students in a residence unit will be considered responsible for the furnishings in a public area.
2. Each student room is furnished with a bed, dresser, desk and chair. Students are responsible for furnishing their own pillow and linens. Windows in student rooms are equipped with window shades.
3. Student rooms are furnished by the College. Only small items of furniture may be brought in by the students. The student is held responsible for having the same furnishings in their room at check out that were there upon their arrival; all furniture should be in the same condition, including fully assembled. The resident will be assessed replacement costs for any missing furniture.
4. No furniture may be removed from the public areas of any residence hall.
5. Waterbeds are not permitted.
6. Painting or stenciling of rooms is strictly prohibited and subject to a maintenance fee.

## Fire Safety

### Alarms and Drills

When the fire alarm sounds, all residents must evacuate the residence hall as quickly as possible. Failure to evacuate may result in penalties up to suspension from the residence hall. It is recommended that students close windows; turn off all appliances; wear a coat and shoes and take a towel to aid in breathing in a smoke-filled area; keep to the right of stairs; evacuate quickly and meet at the designated point outside of the building. Students should remain outside the residence hall until the re-entry signal is given.

When personally aware of a fire:

1. Pull the fire alarm.
2. Evacuate the building.
3. Dial the Office of Public Safety (518-244-3177) and describe the location of the fire as clearly as possible.
4. Immediately notify the Resident Assistant on duty or the Assistant Director of Residence Life.

To comply with New York State laws and to familiarize students with evacuation procedures, fire drills are held at least four times each academic year.

### Appliances

1. All appliances must carry the Underwriters Laboratory approval, UL, or Electrical Testing Laboratories, ETL, stamped on the article.
2. These appliances may be used in student rooms: air popcorn popper, coffee pot (no exposed coils), personal computer and printer, microwave (not to exceed 1000 watts), fan, hot pot (not to exceed 1000 watts), television, heating pad (with automatic shutoff) and refrigerator(s) (which may not exceed 4 cu. ft.).
3. These appliances may be used only in kitchens and lounges: air fryers, irons (may be used only in designated locations that have special plugs)
4. The following appliances are prohibited in the residence halls: butane curling iron, hot plate, air conditioner, appliances (with exposed coil heaters), toaster oven/toaster, microwaves (which operate over 1000 watts), candles, refrigerator(s) (over 4 cu. ft. in size), halogen lamps, 5 multi-colored standing floor lamps and portable heaters.
5. If you have questions about the rules regarding an appliance not listed here, please contact the Residence Life Office for more information.

## E-Bike and Scooters

Safety remains a top priority at Russell Sage College for students, faculty and staff. As part of these efforts, RSC prohibits the use, parking, and charging of electric scooters, electric bikes, and similar micro-mobility devices inside any RSC facilities.

Use, parking, and charging of these devices inside presents fire, safety, and accessibility hazards. This includes all on-campus housing, dining halls, academic buildings and other RSC facilities.

## General Fire Safety Information

1. No open flames or any incendiary devices are permitted in the residence halls, or apartments. This includes incense and candles.
2. The storage or use of flammable liquids or substances, such as gasoline, kerosene, etc. is strictly prohibited.
3. Only overcurrent protected power surge power strips are permitted in the residence halls. These power strips should not be placed under furniture or rugs.
4. Light bulbs cannot exceed 100 watts. On multiple socket lamps, where there is more than one bulb per unit, maximum wattage for each bulb is 60 watts. **Halogen lamps are strictly prohibited.**
5. Bicycles may not be kept in hallways/stairwells, attached to fire equipment, or placed in any manner that interferes with exiting from the building.
6. Drying racks, trunks, suitcases, trash, or other obstacles (including shoes) may not be placed in hallways, steps, doorways, or other exit routes.
7. Newspapers and other papers should not be piled up in rooms or common spaces.
8. Cooking is prohibited in all hallways.
9. No one may be on the fire escapes at any time except for emergency exiting.
10. Smoking Policy - Smoking is strictly prohibited in all residence halls and on the Russell Sage campuses.
11. Tampering with any fire safety equipment (i.e. exit signs, safety lights, fire extinguishers and smoke detectors) is strictly prohibited.
12. Only artificial trees and garland may be used in the residence halls from December 1<sup>st</sup> through the end of the fall semester. All decorations must be removed before leaving for winter break.
13. Small, UL or ETL approved, string or LED lights may be used in the residence halls between December 1st and until the end of the fall semester. All lights must be battery operated and removed before leaving for winter break. Plug-in string lights are not permitted. Lights cannot be hung around window or door frames.
14. Lofts are not allowed in the residence halls, unless they are provided by Russell Sage College.
15. Tapestries and flags are prohibited and may not be hung up in any residence hall room.
16. Plug-in air fresheners may not be used in the residence halls.
17. If you are found to have a fire code violation by the New York State Fire Marshal, you will be given an appropriate amount of time to rectify the cited problem. If you do not

make the needed corrections by the deadline given and Russell Sage College is fined by New York State, you will be held financially responsible for this fine.

## **Tampering with Fire Safety Equipment**

Fire extinguishers, alarm systems and conduit, detectors, sprinkler heads, strobes, devices, and exit signs shall not be tampered with or tested by unauthorized persons, nor should anything cover, be attached to, or hung from any piece of fire safety equipment. Students tampering with fire safety equipment are financially responsible for any charges assessed as a result of the tampering.

## **Keys and Locks**

Each resident student is issued one room key and entrance key or fob when they check in. The College strongly advises each student to lock their room whenever they leave and when they are sleeping. If a student's keys are lost or stolen, they must immediately notify their resident assistant, the Residence Life Office or the Public Safety Office.

The cost for the replacement of a fob is \$25. In addition, a room lock change will automatically occur at a cost of \$110 per door. The cost of a replacement mailbox key is \$10. If a student has paid the replacement cost for a lost key(s) and then finds the original key(s), the key replacement cost will be refunded in full, **but only if a lock change has not yet occurred.**

Any form of lock picking or unauthorized room entrance is prohibited on Russell Sage College campuses.

**Students are not to loan any residence key to any other person, or to have another person's key(s) in their possession. In addition, students may NOT have duplicate keys made.**

## **Room Changes**

Sometimes the need for a room change occurs. All room changes are a part of the Residence Life housing process and must be approved by the office. Students may not move their rooms until Move Week. Move Week is the third week of each semester. This is a time when students can move without prior mediation to a different advertised location. All room changes which occur during Move Week must be approved by the Office of Residence Life before any move occurs. Any room change that occurs outside the Move Week period, as a result of extenuating circumstances, must be pre-approved by the Office of Residence Life.

The Office of Residence Life reserves the right to change any room assignment or consolidate students whose roommates have not arrived or have moved out (See Residence Contract). No student may move before Move Week or without obtaining the authorized signature from the Office of Residence Life if outside of the Move Week period. Students who make unauthorized room changes will be subject to disciplinary action.

## **Opening and Closing of Residence Halls**

Opening and closing dates and times for room occupancy are specified in the college calendar and must be observed. Residents must vacate their rooms during vacation periods when the residence hall is officially closed. When the residence halls are closing, information will be distributed to residents regarding appropriate closing procedures.

Failure to follow these procedures will result in charges for improper checkout. At the end of each term, the student is expected to vacate their room within 24 hours of their last exam or at the final closing deadline, whichever comes first.

## **Storage**

Space at Russell Sage College is limited and therefore, storage is not available to residents during the academic year or the summer. In the case of international residents, you may make arrangements through the Office of Residence Life.

## **Pets**

Out of consideration for people with allergies, because of possible health hazards, and in consideration of state and local health standards, only fish kept in an unheated bowl or aquarium are permitted in most residence halls. This policy applies to residing as well as visiting pets.

The exception to this policy is the designated "small pet friendly housing" residence hall, available by application only, on the Troy campus. Hamsters, gerbils, guinea pigs, rats, mice, rabbits, chinchillas, and cats are considered small pets, and must be properly registered with and approved by The Office of Residence Life before residing on campus. The acquisition of a cat, purchased, fostered, adopted, or stray, while a student at Sage, is prohibited.

Animals must be registered prior to the Room Reservation process, typically in April of each year. Registration does not mean that you will be accepted into pet-friendly housing, and, in the event that the number of registered animals exceeds the number of spaces available, room assignment will proceed according to a student's lottery number.

The cost to live in pet-friendly housing is an additional \$150.00 per semester applied to a student's account.

More information on pet-friendly housing can be found at:

<https://www.sage.edu/student-life/residence-life/special-housing-applications/>

## **Gender-Affirming Housing**

Gender-affirming housing is an option that allows students to live together regardless of biological sex, gender, or gender-identity. This allows students of any gender identity to live together regardless of sex assigned at birth.

Gender-affirming housing is available only on the Troy campus. Interest in the program will determine the building selected for this program.

More information on gender-affirming housing can be found at:

<https://www.sage.edu/student-life/residence-life/special-housing-applications/>

## **Quiet and Courtesy Hours**

Creation of an environment conducive to study is a primary objective in the residence hall. This requires that each resident shows consideration for others by keeping the noise level low and contained within the space of their room so that students who are studying will not be disturbed.

Quiet hours are standard as follows: weeknights 11pm-8am; weekends 12am-8am.

Courtesy hours (students are required to be considerate of the needs of others and govern the noise level of their music, gatherings, and personal activities) exist at all times.

Strict quiet hours, known as study hours, (24-hour quiet hours) will be in effect during reading days and examination periods.

## **Sunbathing**

Sunbathing is prohibited on all decks, fire escapes, and roofs.

## **Room Entry/Inspection**

The College respects a student's right to privacy, but when the interests of the college community require, or when safety, repair, or maintenance necessitates, the college reserves the right to inspect any college room.

## **UHCS College Suites Policies and Procedures**

For a complete list of policies and procedures please contact UHCS College Suites:

[www.uhcollegesuites.com/](http://www.uhcollegesuites.com/) or call (518) 694-9000

## **Residence Hall Staff**

Each residence hall has a professional and student staff to develop a living environment which promotes close interpersonal relationships, a strong self-identity, individual growth, and a sense of community and individual responsibility.

The Assistant Director of Residence Life and Graduate Resident Director are responsible for management of the building, advising of the residents, supervision of the resident assistant staff, and development of hall programs.

The Resident Assistants provide information, peer counseling and programs for the residents. In addition, staff members have been trained to deal with emergency situations and to protect individual and institutional rights through the enforcement of College policies.

## **On-Call Information**

Depending on the day, either one or two Resident Assistants on each campus are scheduled on duty during the evening as an information resource and for help with medical, security, or maintenance concerns. In addition, a trained administrative professional is available each night to assist in emergency situations. The on-call schedule listing names, room numbers and contact information is posted on resident assistants' doors and other public areas of the residence hall.

The resident assistant on-call hours are as follows: Weekdays 5:00 p.m. to 8:00 a.m.

Weekends 8:00 a.m. to 8:00 a.m.

The professional on-call is contacted through the resident assistant. For any emergencies, the Office of Public Safety is also available 24 hours a day at 518-244-3177.

## **Laundry Facilities**

Laundry facilities are located in all residence halls. Washers and dryers are for residential student use only. Ironing boards are available in the laundry room. Fire regulations prohibit ironing in student rooms.

## **Theft or Loss**

The College is not responsible for the loss, theft or damage to the personal property of the student. It is strongly recommended that the student provide insurance coverage for all items of personal property.

Large sums of money or other valuables should not be kept in residence hall rooms. In the event of a theft, the student should notify the resident assistant and the Office of Public Safety.

## **Vacation Housing/Early, Late Housing**

The housing contract provides housing for students only when college is in session. Students who need to arrive early or remain over vacation times due to special circumstances must request to do so in the Residence Life Office. Requests should be in writing before the published deadline. Students will receive permission based on the criteria listed below (please note that, in all circumstances, additional charges may be applied to a student's account):

### **I. *Early Arrivals***

Permission will be granted based on the following criteria:

- A. International students
- B. Students who are asked to stay at the College's request (on campus employment, athletic teams, internships, etc.)
- C. Academic requirements

### **II. *Vacation Housing***

Generally, the college does not offer vacation housing. Students with special needs must contact the Office of Residence Life for further assistance.

### **III. *End of the Spring Semester***

The residence halls close for all residents not involved in graduation. Students may request to remain until the following Sunday at 11:00 AM. Permission will be granted based on approval from the Residence Life Office. No one may remain past 11:00 AM on the Sunday after graduation.

## **Overnight Guest Policy**

Overnight guests are defined as non-Sage College resident students remaining in the residence halls past 2AM. Sage students who are not residents of the room they will be a guest in, must have permission from the roommate(s) of the host.

A roommate contract must be signed by all roommates upon moving into the residence halls that states that all roommates agree to allow overnight guests. Contracts will be reviewed at the six-week interval of each semester with the Resident Assistant to ensure that all parties are still in agreement with the previously discussed guest policy. At any time during the semester, a roommate may change their mind about having overnight guests and must discuss this with their Resident Assistant. A roommate must agree to a guest's stay, and sign off on the guest pass, each and every time they remain overnight in the room.

Students will be permitted to have overnight guests a maximum of five times per month.



**No student may have a guest overnight for more than two consecutive nights.** A maximum of two guests per host, per night will be in effect. The host for a guest is responsible for ensuring that their guest knows and abides by the college rules and regulations and state and federal laws.

**All Sage students are responsible for their guest(s) actions and must escort them at all times.**

## **Campus Maps**

Russell Sage College Campus Maps are subject to change, and, therefore, maintained on the Sage website. The maps are available for review by clicking the following link:

<https://www.sage.edu/about/community-resources/maps-directions/>

## **Maintenance of Public Order Policy**

Pursuant to Article 129-A, Section 6430 of the New York State Education Law, the Russell Sage College Board of Trustees has adopted Rules for the Maintenance of Public Order, which can be found on the College's Policies and Procedures web page and at the link below.

<https://www.sage.edu/student-life/office/policies-procedures/maintenance-of-public-order-policy-may-2024-docx/>

## **Missing Persons and Missing Students Policy**

The Clery Act mandates that all institutions with on-campus housing must establish a missing student notification policy. Russell Sage College has such a policy and it is available to access online at: <https://www.sage.edu/rsc-missing-persons-policy-updates-01-13-2025/>.

## **Policy for the Prevention of Campus Hazing**

In compliance with applicable federal, state, and local laws, Russell Sage College ("RSC") is committed to the prevention of and transparency about hazing incidents in its program. The complete policy is available to access online at: <https://www.sage.edu/hazing-policy/>.

## **Course Recording Policy**

This policy that establishes guidelines for students to adhere to for recording in college learning environments is available online at: <https://www.sage.edu/rsc-course-recording-policy-06-2025/>

## **Section Three**

# **Student Code of Accountability**

## **2024-2025**

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## *I. Student Code of Accountability*

Russell Sage College (“RSC”) reaffirms the principle of student freedom coupled with an acceptance of full responsibility for individual action and the consequences of such action. Thus, this Student Code of Accountability has been written to set forth the terms of the relationship between the student and RSC with respect to disciplinary matters. It is an outgrowth of the duty of RSC to protect their educational purposes by setting standards of scholarship and behavior. Membership in RSC’s community necessitates compliance with regulations and procedures established by governing bodies. These regulations are essential for the maintenance of an atmosphere of learning in which the community’s academic and social standards can be upheld. Students, faculty, and administrators share, according to RSC governance, the responsibility for the legislation, implementation, and enforcement of these RSC regulations. Each member of the RSC community, both in residence and those taking online and hybrid courses, is expected to uphold this individual and community responsibility, and must take action to uphold RSC regulations. All individuals in RSC’s community are expected to maintain integrity in all endeavors and respect the rights of others.

**NOTE: This Student Code of Accountability DOES NOT APPLY to proceedings that are processed and/or handled under the Title IX Grievance Policy, which is available online at: <https://www.sage.edu/student-life/cultural-enrichment-diversity/title-ix/policies-procedures/>. However, if, during the Title IX Grievance Procedure, RSC finds that a violation of the Student Code of Accountability occurred, RSC reserves the right to discipline a student under the Student Code of Accountability for such violation.**

## *II. Non-discrimination*

RSC applies the protections set forth in these policies and procedures regardless of race, color, actual or perceived national origin, religion, creed, age, physical or mental disability, sex, actual or perceived gender identity or expression, sexual orientation, citizenship or immigration status, familial status, pregnancy, marital status, genetic predisposition and carrier status, military or veteran status, status as a victim of a sexual assault, relationship violence, and/or stalking, criminal conviction, or any other characteristics protected under federal or state law. Students may exercise civil rights and practice religion without interference by RSC’s investigative, criminal justice or judicial, accountability, or conduct process.

## *III. No Retaliation*

Students have the right to be free from retaliation. Threats or other forms of intimidation, coercion or retribution against a student who files a complaint or grievance, reports a conduct violation, requests an administrative remedy, participates in an investigation, appears as a witness at an administrative accountability hearing, or opposes an unlawful act, discriminatory practice or policy, are prohibited and subject to College disciplinary procedures. Any student who feels that someone has subjected him or her to retaliation as a result of a report or participation in an

investigation of a report should contact the Title IX Coordinator immediately, at: [titleix@sage.edu](mailto:titleix@sage.edu), or (518) 244- 4809.

## *IV. Definitions*

1. The term “**accused**” means a person accused of a violation who has not yet entered RSC’s judicial, accountability, or conduct process.
2. “**Affirmative consent**” is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant’s sex, sexual orientation, gender identity, or gender expression.
  - Consent to any sexual activity between or with any party does not necessarily constitute consent to any other sexual act.
    - Whether through words or actions that clearly display consent, each party must affirmatively consent to participating in each sexual activity. Consenting to one type of sexual activity is not blanket consent to any and all types of sexual activity.
  - Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol.
  - Consent may be initially given but withdrawn at any time.
  - Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by the lack of consciousness or being asleep, being involuntarily restrained, being under the age of consent, or if an individual otherwise cannot consent.
    - Minors who cannot consent under New York’s laws covering age of consent are considered incapacitated. Under New York law, the age of consent is 17 years old. Students and employees are encouraged to review New York State Penal Law Article 130 for additional details regarding New York’s age of consent.
    - Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent. This does not mean that individuals cannot

affirmatively consent to sexual activity or contact when they have been drinking or using drugs, however. Such individuals may still affirmatively consent through words or actions that clearly indicate interest in engaging in the activity.

- Incapacitation is to be determined by a student accountability or investigation process based on available evidence, acknowledging that in almost no cases will scientific evidence of alcohol or drug level (such as a breathalyzer taken at the time of the assault) be available. There is no single standard or number of drinks that leads to incapacitation. This level varies for different people, and may depend in part on their age, gender, height, weight, metabolism and whether and how much they have recently eaten.
  - Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.
  - When consent is withdrawn or can no longer be given, sexual activity must stop.
    - Consent can “no longer be given” when a party to a sexual act or sexual contact initially consents to the activity, but during the course of the activity falls asleep or otherwise becomes unconscious or incapacitated. At that point, the other party must stop the sexual activity or contact.
3. The term “**Appellate Board**” means any one or more persons authorized by the Vice President for Student Life to consider an appeal from a Student Accountability Board’s determination, and from the sanctions imposed by the Student Accountability Administrator. Such board shall be appointed by the Vice President for Student Life on a case-by-case basis and consists of a panel of administrator(s), faculty member(s) (chosen from a list of RSC faculty who have been designated by Faculty Governance or other sources to serve in this capacity), or other sources, and student(s) (chosen from a list of candidates submitted by the applicable student government or other sources).
  4. The term “**bias-related or hate crime**” means a criminal act that intentionally targets a victim based on the victim’s actual or perceived race, color, national origin, ancestry, gender, gender identity or expression, religion, religious practice, age, disability, or sexual orientation.
  5. The term “**bystander**” means a person who observes a crime, impending crime, conflict, potentially violent or violent behavior, or conduct that is in violation of rules or policies of RSC. A bystander is not a “reporting individual” (as defined below), even if the bystander brings forth a report.
  6. The term “**cheating**” is defined in appendix A.

7. The term “**co-complainant**” means the member of the College community who may have initiated the complaint.
8. The term “**College**” means RSC.
9. The term “**complainant**” means the College on behalf of an individual or department in the RSC community.
10. The term “**crime of violence**” means murder, manslaughter, rape, fondling, incest, statutory rape, robbery, aggravated assault, burglary, motor vehicle theft, and arson, as defined below.
  - Criminal Homicide/Manslaughter by Negligence: The killing of another person through gross negligence.
  - Criminal Homicide/Murder and Nonnegligent Manslaughter: The willful (nonnegligent) killing of one human being by another.
  - Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
  - Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental incapacity.
  - Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
  - Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent. Under New York law, the age of consent is 17 years old. See New York State Penal Law Article 130.
  - Robbery: The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
  - Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

- Burglary: The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.
  - Motor Vehicle Theft: The theft or attempted theft of a motor vehicle.
  - Arson: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
11. The term “**faculty member**” means any person hired by RSC to conduct classroom activities.
  12. The term “**may**” is used in the permissive sense.
  13. The term “**misconduct**” means conduct that violates this Code of Accountability.
  14. The term “**member of the College community**” includes any person who is a student, faculty member, RSC official or any person employed by RSC. A person’s status in a particular situation shall be determined by the Vice President for Student Life.
  15. The term “**organization**” means any number of persons who have complied with the formal requirements for RSC recognition.
  16. The term “**plagiarism**” is defined in appendix A.
  17. The term “**policy**” is defined as the written regulations of RSC as found in, but not limited to, the Student Code of Accountability, Residence Life policies, Student Life policies, the Student Handbooks, and RSC Catalog.
  18. The term “**residence life violation**” means any violation of the Residence Life policies.
  19. The term “**respondent**” means a person accused of a violation who has entered RSC’s judicial, accountability, or conduct process.
  20. The term “**RSC**” means Russell Sage College, including Russell Sage College, Sage Graduate Schools, and Sage College of Albany.
  21. The term “**RSC premises**” includes all land, buildings, facilities, vehicles, and other property used, or in the possession of, or owned or controlled by RSC (including adjacent streets and sidewalks.)



22. The term “**RSC official**” includes any person employed by RSC, performing assigned administrative or professional responsibilities.
23. The term “**sexual activity**” means “sexual act” and “sexual contact” as provided in 18 U.S.C. § 2246(2) and 18 U.S.C. § 2246(3), and therefore includes the following:
- contact between the penis and the vulva or the penis and the anus, and for purposes of this definition contact involving the penis occurs upon penetration, however slight;
  - contact between the mouth and the penis, the mouth and the vulva, or the mouth and the anus;
  - the penetration, however slight, of the anal or genital opening of another by a hand or finger or by any object, with an intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person;
  - the intentional touching, not through the clothing, of the genitalia of another person who has not attained the age of 16 years with an intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person; or
  - the intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or buttocks of any person with an intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person.

Individuals must obtain affirmative consent prior to engaging in any of the activity referenced above.

24. The term “**shall**” is used in the imperative sense.
25. The term “**student**” includes all persons taking courses at RSC, both full-time and part time, online or in-person, pursuing undergraduate, graduate or professional studies, commuting to campus or residing in College residence halls. Persons who withdraw after allegedly violating the Student Code of Accountability, who are not officially enrolled for a particular term but who have a continuing relationship with RSC or who have been notified of their acceptance for admission, are considered “students.” Any individual who has been awarded a degree from the College will be considered a “student” to the extent that, prior to receiving the degree, the individual committed fraud, misrepresentation, or another violation of RSC standards in obtaining the degree, or committed other serious misconduct prior to receiving the degree.

26. The term “**Student Accountability Administrator**” means a member of the faculty or professional staff authorized on a case-by-case basis by the Vice President for Student Life to impose sanctions upon students found to have violated the Student Code of Accountability. Nothing shall prevent the Vice President for Student Life from authorizing the same Student Accountability Administrator to impose sanctions in more than one case.
27. The term “**Student Accountability Board**” means any one person or persons authorized by the Vice President for Student Life to determine whether a student has violated the Student Code of Accountability and, if so, to recommend imposition of sanctions. Such panel shall be appointed on a case-by-case basis, and, if consisting of more than one person, may consist of a Student Accountability Administrator, one or more, but not more than three, faculty members from a list of candidates provided by Faculty Governance or other sources and one or more, but not more than three, students from a list of candidates provided by the applicable student government and other sources. In cases of a Student Accountability Board of more than one person, the Student Accountability Administrator shall serve as chair with one vote. (In the case of residence life/student life violations, the Student Accountability Board may consist solely of students.) The total number of members of the Student Accountability Board must be an odd number.
28. The term “**student life violation**” means any violation of the Student Life policies.
29. The “**Vice President for Student Life**” is the senior officer designated by the President of RSC to be responsible for the administration of the Student Code of Accountability. The Vice President, or his or her designee, is responsible for the day-to-day administration of the Student Code of Accountability.

## *V. Students’ Bill of Rights*

All students have the right to:

1. Make a report to local law enforcement and/or state police;
2. Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously;
3. Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure by RSC;
4. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;

5. Be treated with dignity and to receive from RSC courteous, fair, and respectful health care and counseling services, where available;
6. Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;
7. Describe the incident to as few RSC representatives as practicable and not be required to unnecessarily repeat a description of the incident;
8. Be protected from retaliation by RSC, any student, the accused and/or the respondent, and/or their friends, family and acquaintances within the jurisdiction of RSC;
9. Access to at least one level of appeal of a final determination;
10. Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial or conduct process including during all meetings and hearings related to such process; and
11. Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of RSC.

## *VI. Student Amnesty Policy*

The health and safety of every student at RSC is of utmost importance. RSC recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking, or sexual assault occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. RSC strongly encourages students to report domestic violence, dating violence, stalking, or sexual assault to RSC officials. A bystander acting in good faith or a reporting individual acting in good faith that discloses any incident of domestic violence, dating violence, stalking, or sexual assault to RSC's officials or law enforcement will not be subject to RSC's Code of Accountability 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. Nothing in this section shall be construed to limit RSC's ability to provide amnesty in additional circumstances.

## *VII. Jurisdiction of Russell Sage College*

1. Generally, RSC jurisdiction and discipline may be imposed for conduct which occurs on the College's premises or as part of College's sponsored or sanctioned off-premises activities, such as College-sponsored housing (ex. University Heights College Suites), co- curricular activities, extracurricular activities, internships, field placements, co-curricular or off-campus trips, study abroad, general research, or for

conduct which in and of itself adversely affects RSC community and/or the pursuit of its objectives. Students enrolled in a course offered in the online or hybrid formats are subject to the same jurisdiction and discipline as students attending class in an RSC classroom.

2. It is RSC's intent to leave action with respect to off-campus offenses of students to civil and/or criminal law enforcement authorities. It must be noted, however, that there are certain off campus offenses that by their very nature are in the interest of RSC to investigate, adjudicate, and, where warranted, impose disciplinary action. . In such cases, which shall be determined solely at the discretion of RSC, RSC reserves the right to assert jurisdiction and take appropriate action.
3. Further, any guest on RSC premises may be ejected from the premises if they appear to be engaged in misconduct, poses a threat to the safety or wellbeing of others, or is disrupting the normal operations of RSC.

### *VIII. Interplay between the Code of Accountability and Criminal Justice Process*

1. RSC disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Student Code of Accountability without regard to the pendency of civil or criminal litigation in court or criminal arrest or prosecution. RSC encourages students to report alleged crimes promptly to local law enforcement agencies and/or state police. All persons have the right to file with law enforcement, as well as the right to decline to file with law enforcement. The decision not to file shall not be considered as evidence that there was not a violation of RSC policy.
2. Generally, proceedings under this Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus at the discretion of the Vice President for Student Life.
3. When a student is charged by federal, state or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before a Student Accountability Board or Appellate Board under the Student Code of Accountability, however, the College may advise off-campus authorities of the existence of the Student Code of Accountability and of how such matters will be handled internally within the College community.
4. RSC will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campuses and in the conditions imposed by criminal courts for the rehabilitation of student violators (provided that the conditions do not conflict with campus rules or sanctions). Individual members of

the College community, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

5. Where an interim suspension is imposed in a case involving the arrest of the respondent, the College may require the matter to be resolved in full prior to the pending Student Code of Accountability case being heard on its merits.
6. Nothing in RSC's Code of Accountability limits the rights of reporting individuals and other students to pursue cases through the criminal justice system. There are significant differences between the two systems because they have different, important goals. In the criminal justice system, prosecutors pursue cases when they believe there is sufficient evidence to prove, beyond a reasonable doubt, that an individual has committed a criminal act. A person who is convicted of a crime will face criminal penalties, such as incarceration, probation, or the imposition of a fine. RSC's disciplinary process seeks to determine whether an individual has violated College policy. In this process, a preponderance of the evidence standard of proof is used to determine responsibility. A person who is found to have violated RSC policy may be suspended, expelled or otherwise restricted from full participation in the RSC community. A document that further explains the differences between the two systems can be found in **Appendix B** to this Code of Accountability.

## *IX. Prohibited Conduct*

A violation of College policy occurs when there is evidence of a student having committed actual misconduct, attempting to commit misconduct but not completing the violation (i.e. offering to sell illegal substances to an individual who does not buy them or trying to steal an item but stopping or being stopped before removing the item from its location), assisting or convincing another person to commit misconduct, and misconduct or attempted misconduct by a student's guest. Any student found to have committed misconduct including, but not limited to, the following, is subject to the disciplinary sanctions set forth in this document.

### **1. Acts of Dishonesty**

Acts of dishonesty, including, but not limited to, the following:

- a. Cheating, plagiarism, multiple submission, unauthorized collaboration, sabotage, falsification, bribery or use of purchased research service reports without appropriate notation, or other forms of academic dishonesty.
- b. Furnishing false information to any College official, faculty member or office.
- c. Forgery, alteration, or misuse of any College recognized student organization's name, emblem, symbols, facilities, or property.
- d. Tampering with the election of any College recognized student organization.

- e. Computer theft, unauthorized use of computers or accounts, or allowing others access to an account.
- f. Illegal or improper use of the College's phone system.
- g. Forgery, alteration, or misuse of any College document.

## 2. **Acts of Disruption**

Disruption or obstruction of teaching, learning, research, administration, disciplinary proceedings, or other RSC activities, including its public-service functions on or off-campus, or other authorized non-College activities, when the act occurs on RSC premises.

## 3. **Commitment of a Bias-Related or Hate Crime**

A criminal act that intentionally targets a victim based on the victim's actual or perceived race, color, national origin, ancestry, gender, gender identity or expression, religion, religious practice, age, disability, or sexual orientation.<sup>1</sup>

## 4. **Discrimination**

Discrimination on the basis of race, color, gender, gender characteristics and expression, sex, sexual orientation, age, religion, actual or perceived national origin, citizenship or immigration status, actual or perceived gender identity, familial status, pregnancy, marital status, military or veteran status, physical or mental disability, status as a victim of a sexual assault, relationship violence, and/or stalking, genetic predisposition and carrier status, previous convictions as specified by law, or any other characteristics protected by applicable law (the "Protected Characteristics").<sup>2</sup>

## 5. **Harmful Speech**

Any form of speech or verbal abuse that falls into some or all the following criteria: speech that is targeted at a specific group, speech that promotes fear, speech that is

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<sup>1</sup> Bias-Related or Hate Crimes based on gender, gender identity or expression, or sexual orientation that constitute sex discrimination and sex-based harassment under Title IX will be handled under the College's Title IX Grievance Policy and/or Sexual Offense Policy & Procedures for Students and Employees, which is available online at: <https://www.sage.edu/student-life/cultural-enrichment-diversity/title-ix/policies-procedures/>. If allegations are initially investigated under the Title IX Policies, but are determined not to meet the standard for prohibited conduct under those policies, the College may continue to investigate the allegations under this Code.

<sup>2</sup> Sex discrimination as defined under Title IX will be handled under the College's Title IX Grievance Policy rather than this Code.

false, speech that harms (directly or indirectly) a person or individual, and speech that promotes prejudice or violence against a specific group.

**6. Harassment**

Any behavior (verbal, written, or physical, including through the use of technology) that abuses, assails, intimidates, demeans, and/or victimizes.<sup>3</sup>

**7. Harmful Conduct**

Actual or threatened physical violence, intimidation, or coercion, and other forms of physical abuse that directly or indirectly threatens, endangers, or interferes with the health or safety of any person or group, or which adversely affects the RSC community and/or the pursuit of its objectives.

**8. Theft and Vandalism**

Attempted or actual theft of and/or damage to property or services of RSC or any other person or entity.

**9. Hazing**

Hazing, defined as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a person or persons, or involves the forced consumption of liquor, drugs, or other substances, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing is also considered misconduct.

**10. Failure to Cooperate**

Failure to cooperate with directions of any RSC officials, University Heights Public Safety Officers, or law enforcement officers acting in the performance of their duties and/or failure to identify oneself to these persons when requested to do so.

**11. Unauthorized Entry and Misuse of Keys**

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<sup>3</sup> Sex-based harassment as defined under Title IX will be handled under the College's Title IX Grievance Policy and/or Sexual Offense Policy & Procedures for Students and Employees, available online at: <https://www.sage.edu/student-life/cultural-enrichment-diversity/title-ix/policies-procedures/>. If allegations are initially investigated under the Title IX Policies, but are determined not to meet the standard for prohibited conduct under those policies, the College may continue to investigate the allegations under this Code.

Unauthorized possession, duplication, or use of keys or electronic access cards to any of RSC premises or unauthorized entry to, or use of, RSC premises or any other entity.

12. **Violation of COVID-19 and Other Communicable Disease Policy (Appendix C)**

Any violation of such policy shall be addressed as set forth in Appendix C.

13. **Violation of Other RSC Policies**

Violation of other RSC policies, rules or regulations, published in hard copy or available electronically on RSC's website including, but not limited to, alcohol and drug policies, tobacco free policy, selling and soliciting policy, parking regulations, residence hall policies, library regulations, technology acceptable use policy, and student life policies.

14. **Violation of Federal, State, or Local Law**

Conduct which could be construed to be a violation of federal, state, or local law.

15. **Illegal Drugs**

- a. Use of heroin, narcotics, illicit drugs or other controlled substances except as expressly permitted by law. This includes prescription drugs being used or possessed by an individual without a valid prescription for that drug.
- b. Possession of heroin, narcotics, illicit drugs or other controlled substances except as expressly permitted by law. This includes prescription drugs being used or possessed by an individual without a valid prescription for that drug.
- c. Manufacture of heroin, narcotics, illicit drugs or other controlled substances except as expressly permitted by law. This includes prescription drugs being used or possessed by an individual without a valid prescription for that drug.
- d. Distribution of heroin, narcotics, illicit drugs or other controlled substances except as expressly permitted by law. This includes prescription drugs being used or possessed by an individual without a valid prescription for that drug.

16. **Marijuana**

The use, possession, sale, or other distribution, or cultivation of marijuana for recreational or medical purposes is not allowed in any RSC housing or at any other RSC property; nor is it allowed at any RSC-sponsored event or activity off campus.



New York State's Cannabis Law allows individuals who are 21 years of age and older to possess, purchase, display, obtain, or transport certain quantities of marijuana for recreational use. New York State law also permits certain patients to use medical marijuana under a medical marijuana program. For information from the Office of Cannabis Management, see <https://cannabis.ny.gov>, and for information on the medical marijuana program, see [https://www.health.ny.gov/regulations/medical\\_marijuana/](https://www.health.ny.gov/regulations/medical_marijuana/).

However, under the Controlled Substances Act, marijuana is still classified as a controlled substance. Additionally, under the Drug Free Schools and Communities Act, in order to receive federal funding and other financial assistance, RSC is required to prohibit the use, possession, and/or cultivation of illegal drugs, including marijuana, on campus. Therefore, students are prohibited from possessing or using marijuana, whether recreational or medical, on any RSC property or at any program or activity sponsored by RSC. In compliance with the Drug-Free Schools and Communities Act, RSC prohibits all recreational marijuana use, and students may be subject to disciplinary action for its use even though there may be state laws that permit its use.

Students who hold valid medical marijuana registry identification cards may petition the Director of Residence Life for a waiver of RSC's requirement that all full-time first year and sophomore students live on campus. Students and employees seeking reasonable accommodations related to their status as medical marijuana registry identification cardholders and/or any underlying medical conditions may contact Cait York, Director of Accessibility Services, [yorkc@sage.edu](mailto:yorkc@sage.edu).

## 17. **Drug Paraphernalia**

- a. Use of drug paraphernalia (such as, but not limited to, pipes, bongs, hookahs and scales), including, but not limited to, all items used for the purpose of preparing, injecting, ingesting, inhaling or otherwise using illegal drugs, or in the illicit use of legal drugs.
- b. Possession of drug paraphernalia (such as, but not limited to, pipes, bongs, hookahs and scales), including, but not limited to, all items used for the purpose of preparing, injecting, ingesting, inhaling or otherwise using illegal drugs, or in the illicit use of legal drugs.
- c. Manufacture of drug paraphernalia (such as, but not limited to, pipes, bongs, hookahs and scales), including, but not limited to, all items used for the purpose of preparing, injecting, ingesting, inhaling or otherwise using illegal drugs, or in the illicit use of legal drugs.

- d. Illegal purchase of drug paraphernalia (such as, but not limited to, pipes, bongs, hookahs and scales), including, but not limited to, all items used for the purpose of preparing, injecting, ingesting, inhaling or otherwise using illegal drugs, or in the illicit use of legal drugs.
- e. Distribution of drug paraphernalia (such as, but not limited to, pipes, bongs, hookahs and scales), including, but not limited to, all items used for the purpose of preparing, injecting, ingesting, inhaling or otherwise using illegal drugs, or in the illicit use of legal drugs.

## 18. **Alcohol**

- a. Use of alcoholic beverages except as expressly permitted by the law and RSC regulations. Alcoholic beverages may not, in any circumstance, be used by any person under twenty one (21) years of age.
- b. Possession of alcoholic beverages except as expressly permitted by the law and RSC regulations. Alcoholic beverages may not, in any circumstance, be possessed by any person under twenty-one (21) years of age.
- c. Manufacture of alcoholic beverages except as expressly permitted by the law and RSC regulations. Alcoholic beverages may not, in any circumstance, be manufactured by any person under twenty-one (21) years of age.
- d. Illegal purchase of alcoholic beverages except as expressly permitted by the law and RSC regulations. Alcoholic beverages may not, in any circumstance, be purchased by any person under twenty-one (21) years of age.
- e. Distribution of alcoholic beverages except as expressly permitted by the law and RSC regulations. Alcoholic beverages may not, in any circumstance, be distributed by/to any person under twenty-one (21) years of age.
- f. Being below 21 years of age and in the presence of alcohol within an RSC residence hall.

## 19. **Binge Drinking Paraphernalia**

- a. Items and substances used to dispense and ingest alcohol at a rapid manner such as, but not limited to, beer bongs, funnels, Jell-O shots, etc. are prohibited.
- b. Drinking games and contests such as quarters, beer pong, altered board games etc. are also prohibited even if alcohol is not present.
- c. Paraphernalia related to excessive drinking is prohibited including, but not limited to, beer pong tables.

- d. The display of empty alcohol containers is prohibited in spaces where occupants are under 21 years of age.

**20. Public Intoxication**

Conduct which demonstrates public intoxication or signs that indicate the use of alcohol, drugs, or other harmful substances.

**21. Possession of a Firearm**

Possession of any firearm, pistol, revolver, rifle, shotgun, assault weapon, stun gun, explosive, or incendiary device.

**22. Possession of a Dangerous Instrument**

Possession of any dangerous instrument, toxic or poisonous substance, or chemical other than for use in a supervised academic setting. This policy is also inclusive of BB guns, pellet guns, martial arts weapons, and any other instrument that could be reasonably assumed to pose a threat to the health and safety of another person.

**23. Arson**

Any attempt to start a fire intentionally or recklessly, cause an explosion, and/or contribute to an unauthorized fire.

**24. Filing a False Report**

Falsely reporting any incident via in person or electronic means, including an emergency, such as falsely reporting a bomb, fire or other emergency in any building, structure or facility on College premises or at any College related function by activating a fire alarm or by any other means.

**25. Participation in a Disruptive Demonstration**

Participation in a campus demonstration which disrupts the normal operations of RSC and infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.

**26. Obstruction of Traffic**

Obstruction of the free flow of pedestrian or vehicular traffic on RSC premises or at College sponsored or supervised functions.

**27. Reckless Driving**

Operating a motor vehicle on RSC premises in a manner that exhibits a disregard for traffic laws and poses a significant risk of harm to oneself, passengers, pedestrians, property, and other drivers.

28. **Disorderly Conduct**

Conduct which is disorderly, lewd, indecent, or a breach of the peace (i.e. conduct which is disruptive, disturbing, or offensive to others); or aiding, assisting, or encouraging another person to breach the peace on RSC premises or at functions sponsored by, or participated in by, RSC or members of the academic community.

29. **Uncivil Conduct**

Engaging in conduct which has the intent to demean, annoy, or alarm another person; including, but not limited to: initiating communication via mechanical or electronic means, social network communication, telephone, telegraph, mail, computer, electronic mail or other form of written or pictorial communication, texting, or by making a telephone call or calls whether or not a conversation ensues, with no purpose of legitimate conversation.

30. **Unauthorized Surveillance**

Unauthorized surveillance, including, but not limited to, any unauthorized use of electronic or other devices to make an audio or video record of any person while on RSC premises without their prior knowledge, or without their effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, non-consensual photo or video taking or sharing, or audio taping of sexual activity or other intimate parts of another person without knowledge or consent; or surreptitiously taking pictures of another person in a gym, locker room, or restroom or any other place where there is a reasonable expectation of privacy.

31. **Abuse of the RSC Network**

Theft or other abuse of computer or telephone systems or time, including but not limited to:

- a. Unauthorized file access, to use, read, or change the contents, or for any other purpose.
- b. Unauthorized transfer of a file.
- c. Unauthorized use of another individual's identification and password or allowing another person use and/or access to one's Sage account identification or password.

- d. Use of computing or telephone facilities to interfere with the work of another student, faculty member or RSC official.
- e. Use of computing or telephone facilities to send obscene, threatening, harassing, or abusive messages.
- f. Use of computing or telephone facilities to interfere with the normal operation of RSC computing system.
- g. Use of computer or telephone facilities in any way which could be construed to be in violation of federal or state laws.
- h. Use of computer or telephone facilities in any way which could be construed as copyright infringement.
- i. Any violation of the RSC Acceptable Use Policy.

**32. Abuse of the Student Accountability System**

Abuse of the Student Accountability System, including but not limited to:

- a. Failure to appear before a Student Accountability Board or Appellate Board or College official if requested, or willful failure or refusal to cooperate as a witness, unless doing so would incriminate oneself. .
- b. Falsification, distortion, or misrepresentation of information before a Student Accountability Board or Appellate Board.
- c. Disruption or interference with the orderly conduct of a Student Code of Accountability proceeding.
- d. Initiation of a Student Code of Accountability proceeding knowingly without cause.
- e. Attempting to coerce an individual from proper participation in, or use of, the Student Accountability System.
- f. Attempting to influence the impartiality of a member of a Student Accountability Board or Appellate Board prior to, and/or during the course of, a Student Code of Accountability proceeding.
- g. Harassment (verbal or physical) and/or intimidation of a member of a Student Accountability Board or Appellate Board prior to, during, and/or after a Student Code of Accountability Hearing.

- h. Failure to comply with the sanction(s) imposed under the Student Code of Accountability.
- i. Influencing or attempting to influence another person to commit an abuse of the Student Accountability System.
- j. Institution of a Student Code of Accountability proceeding in bad faith.

**33. Gambling**

All gambling or betting activities, with the exception of small, private card or other games, which do not involve monetary bets or involve monetary bets of very small amounts.

**34. Irresponsible Social Conduct**

Failing to engage in responsible social conduct that reflects credit upon the RSC community and to model good citizenship in any community, including both incidents that occur in person and online.

**35. Acts of Complicity**

Acts of complicity; aiding, abetting, attempting, conspiring, hiring, willfully encouraging or being an accessory to any violation of RSC Code of Accountability.

**36. Smoking**

Smoking, the use of any tobacco product, and the use of e-cigarette and other electronic smoking or “vaping” methods are strictly prohibited. RSC is dedicated to providing a healthy, comfortable, and productive living and work environment for our faculty, staff, administrators, and students; and a healthy, comfortable, and safe environment for our visitors. The Tobacco Free Policy prohibits the use of any and all tobacco products on RSC’s institute facilities or property. For the purpose of this policy, tobacco is defined as any type of tobacco product, including, but not limited to, cigarettes (commercial, handmade or electronic), cigars, cigarillos, pipes, hookahs, oral tobacco (spit and spitless, smokeless, chew, snuff), or any other smoking material or device.

**37. Retaliation**

Engaging in threats or other forms of intimidation or retribution against a student who files a complaint or grievance, reports a conduct violation, requests an administrative remedy, participates in an investigation, appears as a witness at an

administrative accountability hearing, or opposes an unlawful act, discriminatory practice or policy, is prohibited and subject to College disciplinary procedures.<sup>4</sup>

**38. Tampering with Fire Equipment**

Fire extinguishers, alarm systems and conduit, detectors, sprinkler heads, strobes, devices, and exit signs shall not be tampered with or tested by unauthorized persons, nor should anything cover, be attached to, or hung from any piece of fire safety equipment. Students tampering with fire safety equipment are financially responsible for any charges assessed as a result of the tampering.

## *X. Student Accountability Charges*

**1. Incidents**

- a. Any member of RSC community or the College on its own may request that RSC file charges against any student for misconduct. Requests to file charges shall be prepared in writing and directed to the Vice President for Student Life or designee as soon as possible. Any member of RSC community or the College on its own may file a complaint with a Student Life staff member, with the Office of Public Safety, or online at <https://www.sage.edu/student-life/office/code-of-accountability/file-a-report/>. As part of their daily responsibilities, campus police officers and student life staff may submit reports of violations. Reports of student violations may also occur at student activity events, athletic events and club sports, off-campus student residences, public and private commercial establishments, and online.
- b. The College reserves the right to hold all students responsible for the Student Code of Accountability whether the incident occurs on or off RSC premises, including study abroad locations. Normally, the same process will be followed for on campus or off-campus violations. Evidence confiscated during a campus investigation will be retained by the Office of Public Safety until the conclusion of the student accountability process. Students may forfeit ownership of confiscated materials.
- c. The Vice President for Student Life or designee will determine: (a) whether or not the alleged incident is within the purview of the Student Code of Accountability; (b) whether to file charges, and (c) if charges are filed, the appropriate student accountability response to the charges.

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<sup>4</sup> Retaliation as defined under Title IX will be handled under the College's Title IX Grievance Policy and/or Sexual Offense Policy & Procedures for Students and Employees, available online at: <https://www.sage.edu/student-life/cultural-enrichment-diversity/title-ix/policies-procedures/>. If allegations are initially investigated under the Title IX Policy, but is determined not to meet the standard for prohibited conduct under those policies, the College may continue to investigate the allegations under this Code.

- d. All charges shall be presented to the respondent in written form.

## **2. Student Accountability Responses**

### **a. Educational Conference (Informal Adjudication)**

- i. During this conference, a discussion will occur as to the student's involvement in the incident and the circumstances surrounding the incident. Together, the student and the Student Accountability Administrator will determine what violations of the Code occurred.
- ii. If a student accepts responsibility for the violations, the remainder of the conference will be spent discussing what sanctions are appropriate. The student then signs the educational conference form indicating agreement with the charges and proposed actions, thus waiving the right to appeal this decision.
- iii. If the student does not accept responsibility for the violations with which they are charged or does not agree to the sanction(s) imposed, the case will then be referred to a different Student Accountability Administrator for a student accountability hearing.

### **b. Student Accountability Hearing (Formal Adjudication)**

- i. Student Accountability Hearings are more structured than educational conferences. A Student Accountability Hearing generally occurs when one or more of the following situations exists: 1) a resolution does not occur during the educational conference, 2) the student fails to attend an educational conference or to respond to a request for an educational conference, or 3) the severity of the alleged violation or the student's prior conduct history warrants a Student Accountability Hearing.
- ii. The student will be notified in writing of the charges of violations of the Student Code of Accountability. In the charge letter, the student will be given the date, time, and location of the hearing or will be asked to schedule an appointment. Administrative hearings are held before either before one or more Student Accountability Administrators.
- iii. During the hearing, the student will be expected to respond to the charges listed in the charge letter. The student will be asked to explain their involvement in the incident and, if found responsible, what sanctions would be appropriate.

### **c. Alternative Resolutions**



- i. Certain cases may be referred to alternative resolution pathways if the parties involved are willing to participate, and the Vice President for Student Life or designee deems the pathway an appropriate resolution option.
- ii. Alternative resolution pathways include but are not limited to: educational conversation, conflict coaching, mediation, or restorative practices, such as conferences or circles. Restorative practices are processes designed to facilitate an intentional conversation where targeted persons, or harmed parties, can share the harm they experienced and be an active decision-maker for determining resolutions for the harm to be addressed. A full list of Alternative Resolutions and their definitions can be found in Appendix D.
- iii. Additionally, in a restorative process, the alleged offender, the persons who caused harm, may answer questions such as why they caused the harm and discuss steps they will take to repair the harm. Normally a restorative process concludes with an agreement between all parties involved that addresses how the respondent and other community members can repair the harm caused, rebuild trust, and restore any broken relationships.

## *XI. Interim Measures Pending Student Accountability Hearings*

1. Interim Suspension – In certain circumstances, the Vice President for Student Life, or a designee, may impose a College Suspension prior to the hearing before a Student Accountability Board.
  - a. Interim suspension may be imposed only: a) to ensure the immediate safety and well-being of members of RSC community or preservation of RSC property; or b) to ensure the student's own immediate physical or emotional safety and well-being; or c) if the student poses an immediate threat of disruption of, or interference with, the normal operations of RSC. The student should be notified in writing of the interim suspension and the reasons for the suspension. The notice should include the time, date, and place of a subsequent hearing at which the student may show cause why their continued presence on the campus does not constitute a threat and at which time they may contest whether a campus rule was violated.
  - b. During an interim suspension, students shall be denied access to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible, as the Vice President for Student Life or his or her designee may determine to be appropriate.
  - c. In the case of residence hall violations where the Vice President for Student Life or other designee determines that interim suspension from the residence hall is

warranted, the Vice President for Student Life may allow the student to attend classes and participate in campus activities that are not conducted in the residence hall.

## *XII. Student Accountability Hearings*

### **A. Designation of an Appropriate Hearing Body**

Upon receipt of a request for charges or complaint, the Vice President for Student Life may designate a Student Accountability Administrator to conduct an investigation to determine if the request for charges has merit and/or if the charges can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Student Accountability Administrator. Any mutually acceptable disposition of charges, including any agreed-upon penalty, must be confirmed in writing and signed or electronically acknowledged by the student and the Student Accountability Administrator. Such disposition shall be final and there should generally be no subsequent proceedings. If the charges are not admitted and/or cannot be disposed of by mutual consent, the Vice President for Student Life can designate a Student Accountability Board to hear the charges. The Student Accountability Administrator may serve in the same matter as the Student Accountability Board or a member thereof. If the student admits violating institutional rules, but sanctions are not agreed to, subsequent process, including a hearing if necessary, shall be limited to determining the appropriate sanction(s).

### **B. Rules Applicable to Student Accountability Hearings**

1. The standard of evidence used to evaluate a charge or complaint is a “preponderance of the evidence.” Under this standard, a determination must be made on the basis of whether it is more likely than not that the respondent violated the Code of Accountability.
2. If any disciplinary action is pending against a student, degrees, grade reports, and transcripts will not be issued until the matter is resolved.
3. If the student withdraws from RSC while student accountability proceedings are in process, the student does so with charges pending. The College reserves the right to adjudicate those charges when/if the student returns to RSC.
4. A time shall be set for a hearing, not less than five (5) nor more than fifteen (15) business days after the student has been notified. Minimum and maximum time limits for scheduling of hearings may be modified at the discretion of the Vice President for Student Life.

5. Hearings normally shall be conducted in private.
6. The complainant, respondent, the co-complainant, and their advisor(s), if any, shall be allowed to attend the entire portion of the Student Accountability Board Hearing at which information is presented.
7. After the portion of the Student Accountability Board Hearing concludes in which all pertinent information has been received, the Student Accountability Board shall determine (by majority vote if the Student Accountability Board consists of more than one person) whether the respondent has violated each section of the Student Code of Accountability which the student is charged with violating. The Student Accountability Board's determination shall be made on the basis of whether it is more likely than not that the respondent violated the Student Code of Accountability.
8. If a respondent, with notice, does not appear at a Student Accountability Board Hearing, the information in support of the charges shall be presented and considered, even if the respondent is not present.
9. The Student Accountability Board may accommodate concerns for the personal safety, well-being and/or fears of confrontation of the complainant, co-complainant, respondent, and/or other witness during the hearing by providing separate facilities, by using a visual screen, and/or permitting participation by telephone, video tape, written statement or other means, where and as determined in the sole judgment of the Vice President for Student Life to be appropriate.
10. If the respondent or the co-complainant wishes to challenge the placement of any member(s) of the Student Accountability Board, they must raise this issue at the start of the Student Accountability Board Hearing. The Student Accountability Administrator, as chair, will hear the reasons for any such challenge. If the Student Accountability Board consists of only one individual, that individual must bring the challenge to the attention of the Vice President for Student Life, who will hear the reasons for such challenge. Any deliberations before the Student Accountability Board as to the challenge should be made without the respondent or the co-complainant present. The Student Accountability Administrator, or, if applicable, the Vice President for Student Life, will determine whether to support the challenge. Any member(s) so removed will be replaced as quickly as possible by the Vice President for Student Life, or, in the case of a Student Accountability Board made up of multiple individuals, the Student Accountability Board Hearing may simply proceed without the removed member, at the discretion of the Vice President for Student Life.

11. Formal rules of process, procedure, and/or technical rules of evidence, such as those which are applied in criminal or civil court, are not used in Student Code of Accountability proceedings.
12. There shall be a single verbatim record, which could include a tape recording, of all Student Accountability Board Hearings before a Student Accountability Board (not including deliberations). The record shall be the property of RSC.
13. When requested, a student must appear before a Student Accountability Board, Appellate Board, or College official for the purposes of providing information relevant to a Student Code of Accountability proceeding. Failure to appear or willful failure or refusal to provide such information, unless it will result in self-incrimination, may result in student accountability action, at the discretion of the Student Accountability Administrator. The Student Accountability Board may draw a negative inference from the failure or refusal to provide information, even if such failure or refusal is due to concerns about self-incrimination.
14. Any co-complainant and the accused have the right to be assisted during a hearing by an advisor who is a member of the College community, but who is not an attorney. The co complainant and/or the respondent is responsible for presenting his or her own information, and therefore, advisors are not permitted to speak or to participate directly in any Student Accountability Board Hearing before a Student Accountability Board. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the Student Accountability Board Hearing because delays will not normally be allowed due to the scheduling conflicts of an advisor. The selection of an advisor is the responsibility of the co-complainant or respondent.
15. The respondent and the Student Accountability Board may arrange for witnesses to present pertinent information to the Student Accountability Board at the discretion of the Student Accountability Administrator. RSC will try to arrange the attendance of possible witnesses who are members of the RSC community, if reasonably possible, and who are identified by the complainant, respondent, and/or the co-complainant, at least two weekdays prior to the Student Accountability Board Hearing. Witnesses will provide information to and answer questions from the Student Accountability Board. Questions may be suggested by the respondent, co-complainant, and/or complainant to be answered by each other or by other witnesses. This will be conducted by the Student Accountability Board with such questions directed to the Student Accountability Administrator, rather than to the witness directly. This method is used to preserve the educational tone of the

hearing and to avoid creation of an adversarial environment. Questions of whether potential information will be received shall be resolved at the discretion of the Student Accountability Administrator.

16. Pertinent records, exhibits, and written statements (including Student Impact Statements, written statements made by members of the College's community dealing with the impact that the respondent's conduct has had on a particular student or students or upon RSC students in general) may be accepted as information for consideration by a Student Accountability Board at the discretion of the Student Accountability Administrator.
17. The complainant or co-complainant may be permitted to withdraw his or her complaint subsequent to its submission to the Vice President for Student Life, if, and only if, the Vice President for Student Life is satisfied that the co-complainant's decision is not the result of pressure or intimidation.
18. Admission of any person to the Student Accountability Board hearing other than the complainant, respondent, the co-complainant, and their advisor(s) shall be at the discretion of the Student Accountability Board and/or its Student Accountability Administrator.
19. In Student Accountability Board Hearings involving more than one respondent, the Student Accountability Administrator, at his or her discretion, may permit the Student Accountability Board Hearings concerning each student to be conducted either separately or jointly.
20. All procedural questions are subject to the final decision of the Student Accountability Administrator at their discretion.
21. If a complaint is withdrawn, no Student Accountability Board Hearing will be held. In the event that the complaint is allowed to be withdrawn after a Hearing has been completed, the Hearing shall cease and no determination will be made. In the event that the complaint is allowed to be withdrawn after the Hearing has been completed, any determination or sanctions will be reversed automatically. If the Vice President for Student Life does not allow the complaint to be withdrawn, the Student Accountability Board Hearing will proceed under the normal process; the Board will disregard the attempted withdrawal of the complaint in making its determinations and recommending sanctions.

### *XIII. Sanctions*

1. In each case in which a Student Accountability Administrator determines that a student has violated the Student Code of Accountability, the

sanction(s) shall be determined and imposed by the Student Accountability Administrator.

2. In cases decided by a Student Accountability Board, the recommendation of all members of the panel shall be considered by the Student Accountability Administrator in determining and imposing the sanction(s). Following the hearing, the Student Accountability Administrator or Student Accountability Board shall advise the respondent in writing of the determination and of the sanction(s) imposed, if any. The Vice President for Student Life shall receive a copy of this letter.
3. The following sanctions may be imposed upon any student found to have committed any violation of the Student Code of Accountability other than academic dishonesty:
  - a. Warning - A notice in writing to the student that the student is violating or has violated institutional regulations.
  - b. Disciplinary Probation - A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the period.
  - c. Loss of Privileges - Denial of specified privileges for a designated period of time.
  - d. Fines - Previously established fines may be imposed.
  - e. Restitution - Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
  - f. Discretionary Sanctions - Work assignments, service to the College, written apology, or other related discretionary assignments.
  - g. Parental/Guardian Notification - In certain circumstances the College reserves the right to notify or require the student themselves to notify parents/guardians of dependent students when College policies have been violated.
  - h. Residence Hall Suspension - Separation of the student from the residence halls for a definite period of time, without refund, after which the student is eligible to return. Conditions for readmission may be specified.

- i. Residence Hall Expulsion - Permanent separation of the student from the residence halls, without refund.
- j. College Suspension - Separation of the student from the College for a definite period of time, without refund, after which the student is eligible to return. Conditions for readmission may be specified.
- k. Expulsion - Permanent separation from the College, without refund.
- l. Revocation of Degree - RSC may revoke an issued degree due to fraud, misrepresentation, or other violation of RSC standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.
- m. Withholding Degree - RSC may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Code of Accountability, including the completion of all sanctions imposed, if any.
- n. Prohibition from Professional Practice - RSC may take any and all steps it deems necessary to prohibit, limit, or monitor the current or future practice of a profession by an individual found to have committed misconduct (i.e. notifying the appropriate agency overseeing the profession).
- o. Mandatory Transcript Notations – If a student is found responsible for a crime of violence, RSC must make a notation on the student’s transcript that s/he was “suspended after a finding of responsibility for a code of accountability violation” or “expelled after a finding of responsibility for a code of accountability violation.” If a student withdraws from RSC while such conduct charges related to crimes of violence are pending against the student, and declines to complete the disciplinary process, RSC must make a notation on the student’s transcript that s/he “withdrew with conduct charges pending.” These transcript notations can be appealed by contacting the Provost see [https://www.sage.edu/academics/academic-resources/registrar/academic\\_record/transcript-request-notations/](https://www.sage.edu/academics/academic-resources/registrar/academic_record/transcript-request-notations/). Transcript notations for violence-related suspensions shall not be removed prior to one year after conclusion of the suspension. Transcript notations for violence-related expulsions shall never be removed from a student’s transcript. If a finding of responsibility is vacated for any reason, however, the transcript notation must be removed.

4. Sanctions for academic dishonesty may include:

- a. A written reprimand
  - b. A zero or “F” on the assignment(s) involved
  - c. An “F” in the class involved
  - d. Revocation or a change of grade
  - e. Suspension from the College for one term
  - f. Suspension from the College for one year
  - g. Permanent dismissal from the College
  - h. Revocation of degree
- 5. More than one of the sanctions listed above may be imposed for any single violation.
  - 6. If a student is found responsible for repeat violations of the same or similar charges, sanctions issued will be more severe in light of the repeat nature of the offense.
  - 7. The following sanctions may be imposed upon groups or organizations:
    - a. Those sanctions listed above in Section 4, (a) through (f).
    - b. Deactivation - Loss of all privileges, including RSC recognition, for a specified period of time.

## *XIV. Appeals*

### **A. Grounds for an Appeal**

- 1. Appeals can be requested for one or more of the following reasons:
  - a. To determine whether the penalty is inappropriate to the finding (including where a student admits to wrongdoing, and an agreement is reached on responsibility, but no agreement is reached regarding penalty);
  - b. To determine whether the finding is supported by the evidence;
  - c. To determine whether the student’s procedural rights as specified in the Student Code of Accountability were violated; and



- d. To determine whether new evidence, which was unavailable at the original proceeding, has been discovered.

**B. Appeals From Decisions of a Student Accountability Administrator**

1. A final determination by a Student Accountability Administrator may be appealed by the respondent(s), the co-complainant, or the complainant to an Appellate Board within two (2) business days of the decision. Such appeals shall be in writing and shall be delivered to the Vice President for Student Life. Upon receipt of an appeal, the Vice President for Student Life will confirm that the appeal is supported by one of the reasons listed in section XIV(A)(1)(a)-(f), above.
2. If no appeal is submitted to the Vice President of Student Life within two (2) business days of the decision, the determination of the Title IX Coordinator or Student Accountability Administrator will become final, unless:
  - a. An appeal is filed by the respondent(s), the co-complainant, and/or the complainant after the deadline, and
  - b. The appellant can establish good cause for the delay in filing the appeal.
3. If a proper appeal and submission are filed, the Vice President for Student Life shall appoint an Appellate Board. The transcripts and all case documentation shall be delivered to each member of the Appellate Board.
4. The Vice President for Student Life shall convene an Appellate Board within ten (10) days of receiving the appeal. The Appellate Board shall reach a determination within ten (10) business days of receiving the appeal.
5. In cases involving appeals by respondents to the Appellate Board, review of the sanction by the Appellate Board may not result in more severe sanction(s) for the respondent.
6. In cases involving appeals by persons other than students accused of violating the Student Code of Accountability, the Appellate Board may, upon review of the case, find that a violation of the Student Code of Accountability did occur, reduce or increase the sanctions imposed by the Student Accountability Board, remand the case to the original officer or Student Accountability Board, recommend the appointment of a new Student Accountability Administrator or Board, affirm or reverse the judgment of the original Student Accountability Administrator or Board, or dismiss the case in its entirety.

**C. Appeals From Decisions of a Student Accountability Board**

1. A final determination by a Student Accountability Board may be appealed by the respondent(s), the co-complainant, or the complainant to an Appellate Board within two (2) business days of the decision. Such appeals shall be in writing and shall be delivered to the Vice President for Student Life. Upon receipt of an appeal, the Vice President for Student Life will confirm that the appeal is supported by one of the reasons listed in section XIV(A)(1)(a)-(f), above.
2. If no appeal is submitted to the Vice President of Student Life within two (2) business days of the decision, the determination of the Title IX Coordinator or Student Accountability Administrator will become final, unless:
  - a. An appeal is filed by the respondent(s), the co-complainant, and/or the complainant after the deadline, and
  - b. The appellant can establish good cause for the delay in filing the appeal.
3. If the Vice President for Student Life determines that the appeal falls within one of the above-listed categories, a copy of the official record of the hearing will be made available to the appellant as soon as it is available.
4. Once the appellant receives the hearing record, the appellant will have five (5) business days from his or her review of the hearing record to present their reasons for the appeal with supporting documentation. The other party must be provided with notice of the appeal, with access to the same evidence made available to the appellant (including the hearing record), and with the same opportunity to submit supporting documentation. However, the other party is not required to submit supporting documentation.
5. If the appellant fails to submit supporting documentation within five (5) business days after review of the hearing record, the determination of the Title IX Coordinator, Student Accountability Board, or Student Accountability Administrator will become final, unless:
  - a. The appellant's submission is filed after the deadline, and
  - b. The appellant can establish good cause for the delay in filing the submission.
6. If a proper appeal and submission are filed, the Vice President for Student Life shall appoint an Appellate Board. The submission, hearing record, and

all case documentation shall be delivered to each member of the Appellate Board.

7. The Vice President for Student Life shall convene an Appellate Board within ten (10) days of receiving the appellant's submission. The Appellate Board shall reach a determination within ten (10) business days of receiving the appellant's submission.
8. In cases involving appeals by respondents to the Appellate Board, review of the sanction by the Appellate Board may not result in more severe sanction(s) for the respondent.
9. In cases involving appeals by persons other than students accused of violating the Student Code of Accountability, the Appellate Board may, upon review of the case, find that a violation of the Student Code of Accountability did occur, reduce or increase the sanctions imposed by the Student Accountability Board, remand the case to the original officer or Student Accountability Board, recommend the appointment of a new Student Accountability Administrator or Board, affirm or reverse the judgment of the original Student Accountability Administrator or Board, or dismiss the case in its entirety.

**D. Appeals From a Faculty Member Decision on Grading**

See Appendix A.

## *XV. Academic Records*

1. Other than cases involving College suspension or expulsion, prohibition from professional practice or revocation of degree, or crimes of violence disciplinary sanctions shall generally not be made part of the student's permanent academic record, but shall become part of the student's confidential record. Upon graduation, the student's confidential record may be expunged of disciplinary actions other than actions related to crimes of violence, residence-hall expulsions, College suspensions, or College expulsions, upon application to the Vice President for Student Life. Cases not involving crimes of violence, , residence hall expulsions, College suspensions, or College expulsions shall generally be expunged from the student's confidential record 2 years after final disposition of the case or upon graduation-whichever shall last occur.
2. In situations involving both a respondent(s) and a student(s) claiming to be the victim of another student's conduct, the records of the process and of the sanctions imposed, if any, shall be considered to be the educational records of both the respondent and the student claiming to be the victim

because the educational career and chances of success in the academic community of each may be impacted.

## *XVI. Interpretation and Revision*

1. Any question of interpretation regarding the Student Code of Accountability shall be referred to the Vice President for Student Life for final determination.
2. The Student Code of Accountability shall be reviewed every three years in consultation with appropriate College official(s) under the direction of the Vice President of Student Life. Recommendations for changes in policies or regulations, or in their enforcement, may be addressed to the Vice President for Student Life.

Adapted from The Journal of College and University Law, Volume 31, Fall 2004. Revised: May 2005, July 2008, June 2009, June 2010, July 2011, June 2012, July 2013, May 2014, May 2015, July 2015, July 2016, September 2017, June 2019, August 2020, August 2021, August 2023, August 2024.

## *Appendix A*

### *Academic Integrity*

Academic integrity is a core value at RSC and is a necessary element to the learning process. It is also fundamental to the atmosphere of inquiry and intellectual curiosity that RSC seeks to foster. It is assumed that learning is taken seriously by students and that the academic work that students produce is a direct result of students' commitment to learning. As part of the Student Code of Accountability that all students are responsible to uphold, the following is the section related to academic integrity.

#### **Academic Dishonesty/Misconduct**

Academic dishonesty and misconduct violate the essential mission of an academic institution. Academic dishonesty and misconduct in any of its forms will not be tolerated at RSC. Examples of academic dishonesty/misconduct include:

- a. Using material not authorized by the instructor to complete an exam;
- b. Knowingly doing another person's academic work;
- c. Presenting the written ideas, representations, or words created by another person or artificial intelligence (AI) without citing the appropriate sources;
- d. Failing to cooperate in the investigation of any student being accused of academic dishonesty/misconduct.

#### **Academic Dishonesty/Misconduct Definitions:**

##### **1. Cheating**

Obtaining or attempting to obtain, or aiding another to obtain credit for work, or any improvement in evaluation of performance, by any dishonest or deceptive means. Cheating includes, but is not limited to: lying; copying from another's test or examination; discussion at any time of answers or questions on an examination or test, unless such discussion is specifically authorized by the instructor; taking or receiving copies of an exam without the permission of the instructor; using or displaying notes, "cheat sheets," or other information devices inappropriate to the prescribed test conditions; allowing someone other than the officially enrolled student to represent same.

Cheating includes, but is not limited to:

- a. Use of any unauthorized assistance, including unauthorized use of artificial intelligence (AI) tools in taking quizzes, tests, or examinations;
- b. Consulting or copying from any source beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;

- c. The acquisition, without permission, of tests or other academic material belonging to a member of RSC community;
- d. Disclosing, distributing, making accessible, or improperly accessing confidential information acquired in the conduct of course work, on- or off-campus employment, internships, field placements, or serving as a research assistant;
- e. Failing to obtain Institutional Review Board (IRB) approval before beginning any research, including surveys or questionnaires, with human subjects, or failing to comply with IRB requirements;
- f. Unauthorized use of computer equipment or software.

## **2. Plagiarism**

The act of using the ideas or work of another person, persons, or artificial intelligence (AI) as if they were one's own without giving proper credit to the source. Such an act is not plagiarism if it is ascertained that the ideas were arrived through independent reasoning or logic or where the thought or idea is common knowledge. Acknowledgement of an original author or source must be made through appropriate references; i.e., quotation marks, footnotes, or commentary. Refer to the course syllabus for how to cite the use of artificial intelligence (AI) in assignments.

Examples of plagiarism include, but are not limited to the following:

- a. the submission of a work, either in part or in whole completed by another;
- b. failure to give credit for ideas, statements, facts or conclusions which rightfully belong to another;
- c. failure to use quotation marks (or other means of setting apart, such as the use of indentation or a different font size) when quoting directly from another, whether it be a paragraph, a sentence, or even a part thereof; close and lengthy paraphrasing of another's writing without credit or originality;
- d. use of another's project or programs or part thereof without giving credit.

## **3. Multiple Submissions**

Submitting substantial portions of the same academic work for credit more than once without authorization.

## **4. Complicity in Academic Dishonesty/Misconduct**

Intentionally helping or attempting to help another commit an act of academic dishonesty/misconduct; unauthorized collaboration on any academic work.

## **5. Abuse of Materials**

Damaging, destroying, stealing, or in any way obstructing access to library or other academic resource material or academic record.

## **6. Alteration**

Changing or attempting to change a grade or signature given by an instructor.

### **Process for Responding to Academic Dishonesty/Misconduct**

1. A faculty member may take any of the following disciplinary actions when a student engages in an act of academic misconduct:
  - a. A written reprimand;
  - b. A zero or “F” on the assignment(s) involved;
  - c. An “F” in the course involved;
  - d. Revocation or a change of grade.
2. Any sanction, other than those listed here, may be issued by RSC only, not by an individual faculty member. A faculty member imposing discipline on a student for academic dishonesty/misconduct should take the following steps:
  - a. Determine whether it is more likely than not that the student is responsible for academic dishonesty and/or misconduct.
  - b. Faculty members are encouraged to consult with the respondent in an effort to informally address the alleged academic dishonesty/misconduct.
  - c. Notify the respondent of the charge of academic dishonesty/misconduct. The student must be notified in writing with a copy to the Academic Dean and the Dean of Students. The written notification should include a brief description of the alleged misconduct that forms the basis of the charge, the sanction to be imposed (limited to the four (4) penalties listed above), and a description of the appeal options available to the student.

3. If the violation warrants consideration of a more severe remedy, the faculty member should contact the Vice President for Student Life to file formal charges and request the initiation of the Student Accountability Hearing process.
4. In cases where more than two students are involved in the same alleged violation, the faculty member **must** forward the case directly to the Vice President for Student Life. The Vice President for Student Life will review the matter and determine if it is of an extraordinary nature. After review, the Vice President for Student Life will either refer the case back to the faculty member for immediate action, or refer it to a Student Accountability Board. **In either case, the assignment of final grades is determined by the faculty member.** As with all other grades, the academic appeal process is available to a student who wishes to question the grade assigned.
5. If the matter is referred to a Student Accountability Board, the faculty member and the College will serve as co-complainants and the matter will move forward as described in the Student Code of Accountability.
6. In the case of repeat academic dishonesty/misconduct, the Academic Dean of the College may contact the Vice President for Student Life to request that charges be filed against the student. The Dean of the College may serve as co-complainant in any resulting Student Accountability Board Hearing.

## Appeals

1. If a student wishes to appeal a grade assigned by a faculty member, based on a finding that the student engaged in academic dishonesty/misconduct, the student may utilize the academic appeals process. The process is as follows:
  - a. The student should submit a formal written appeal, with rationale, within 2 business days of receiving the decision from the faculty member to the department chair/program coordinator in the subject area. The department chair/program coordinator has 10 days to make a decision on this appeal.
  - b. If the student is not in agreement with the decision from the department chair/program coordinator, they may appeal, within 2 business days, to the Dean of the College. The Dean has 10 days to make a decision on this appeal.
  - c. If the student is not in agreement with the decision from the Dean, a final appeal may be made, within 2 business days, to the Provost of RSC.
2. If a student wishes to appeal a sanction imposed through the Student Accountability Board Hearing process, the student may utilize the appeals process set forth in the Student Code of Accountability in Section XIV.



## *Appendix B*

### *A Plain Language Explanation of Distinctions Between the New York State Penal Law and RSC's Disciplinary Processes<sup>1</sup>*

	<b>Criminal Justice System</b>	<b>RSC Disciplinary System</b>
<b>Goals.</b>	Public safety, deterrence, and punishment.	Education; safety; safe and supportive campus environment.
<b>Governing Law.</b>	New York State Penal Code; New York State Rules of Criminal Procedure (or another state's rules if the crime took place there), Federal Criminal Law, and Rules of Evidence.	Title IX; The Clery Act as amended by the Violence Against Women Act; NYS Education Law sections 129-A and 129-B. More specific rules govern particular colleges and universities.

<sup>1</sup> Originally published by Chantelle Cleary, Title IX Coordinator, University at Albany; Lori Fox, General Counsel, Teachers College; Rachel J. Nash, Associate General Counsel, City University of New York; Andrea Stagg, Deputy General Counsel, Barnard College; and Joseph Storch, Associate Counsel, State University of New York on October 28, 2015.

<b>How to report and whether there must be action once a report is made.</b>	Crimes involving sexual violence may be reported to campus police (if the campus has police officers), the local police agency, or to the New York State Police. Certain crimes may also be reported to federal law enforcement agents. Once a report is made, the decision whether to investigate is made by the police/law enforcement agency, often in consultation with a District Attorney or other prosecuting agency. An investigation may be conducted without the consent or participation of a reporting individual. The ultimate decision of whether to initiate a criminal prosecution is initially made by a prosecutor. In cases involving felony charges, the final charging decision is made by a Grand Jury.	Victims may disclose sexual violence to various college employees who are designated confidential resources or to others who will try to ensure privacy to the extent consistent with the institution's obligation to provide a safe educational environment. Disclosures made to a confidential resource will not trigger an investigation. When a report is made to the Title IX Coordinator (TIXC) or another Non-Confidential resource, the TIXC will determine whether an investigation is necessary by weighing a request for confidentiality by the reporting individual against the continuing safety of that person and the safety and best interests of the campus community.
<b>Who investigates?</b>	Police or other law enforcement officials.	Investigators employed or retained by RSC; these individuals may work for different departments within RSC, including, but not limited to, the police/public safety department, student affairs and academic affairs.
<b>Procedures.</b>	See Governing Law. Procedures established by police departments, prosecutors' offices, etc.	RSC policies and Bylaws, which generally incorporate requirements of Governing Law. Collective bargaining agreements may impact some procedures.
<b>Standard of Evidence.</b>	Crimes must be proven "Beyond a Reasonable Doubt"	A violation of disciplinary rules must be found by a "Preponderance of the Evidence" (more likely than not) standard.

<b>Confidentiality.</b>	Law enforcement agencies offer some confidential assistance, but a criminal charge and trial must be public.	RSC offers confidential resources, but a disciplinary proceeding requires that relevant information be shared with those involved.
<b>Privacy.</b>	Criminal trials must be public.	Disciplinary proceedings are kept as private as possible, but information must be shared with certain individuals within the college, the parties, and pursuant to law.
<b>Who are the parties?</b>	The prosecution and defendant. The victim/survivor is not a party, but often the critical witness for the prosecution	RSC and the respondent are parties, and the reporting individual has certain rights to participate, as the law provides.
<b>Participation in the process.</b>	In limited circumstances, a criminal prosecution can proceed without the participation or cooperation of the reporting individual, but without a reporting individual's participation, it is generally more difficult to prove a crime beyond a reasonable doubt.	Reporting students cannot be required to participate in the RSC process. However, RSC will be limited in its ability to respond if a reporting individual does not participate.
<b>Who initiates the proceedings?</b>	A prosecutor, acting on behalf of the state (or the United States in federal cases).	RSC initiates proceedings. While rules vary from school to school, they most provide an active role for the reporting individual.
<b>Testimony.</b>	In a court, testimony is generally public. Other parties are, through counsel, entitled to cross-examine witnesses.	RSC provides for alternative approaches that permit students to testify without having other parties in the room and/or to ask cross-examination questions only through the disciplinary panel, investigator, or representative of the reporting individual and/or respondent.

<b>Role of attorneys.</b>	Both the state and the defendant are represented by counsel; counsel may question witnesses.	Parties may be advised by attorneys, but the attorneys' roles are limited to quietly speaking with their clients or passing notes.
<b>Mental Health and Sexual History.</b>	In New York, a reporting individual's prior sexual and mental health history is generally, but not always, inadmissible in a criminal case. There are limited circumstances under which directly relevant evidence of that kind may be admitted.	Generally not admissible, but subject to quite limited exceptions. Education Law 129-b permits parties to exclude information about their prior sexual history with persons other than the other party and also to exclude evidence of their own mental health history in the fact finding phase of the disciplinary process.
<b>Possible Results.</b>	<p>If a prosecution takes place, the defendant may</p> <ul style="list-style-type: none"> <li>• plead guilty or "no contest"</li> <li>• have the case dismissed by the judge (on legal grounds)</li> <li>• be found "guilty" or "not guilty" by a judge or jury</li> </ul>	In cases that do not involve sexual assault, mediation or similar procedures are permitted if the parties agree. If there is a formal proceeding, the respondent may be found "responsible" or "not responsible" for violations of the institution's rules. Respondents may also accept responsibility before a finding by an adjudicator.

<b>Sanctions.</b>	An individual found guilty may be fined, imprisoned, or both. In some courts, alternative sanctions are sometimes used.	An individual found responsible for violating RSC policy may be given a range of sanctions (depending on the severity of the conduct and other factors, such as prior judicial history), ranging from a warning to suspension or expulsion from the institution.
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## *Appendix C*

### *COVID-19 and Other Communicable Disease Policy*

RSC recognizes that instances of communicable infectious disease may require students to follow additional institutional policies to ensure the safety and wellbeing of the entire RSC community. The VPSL or designee reserves the right to activate some or all of these provisions with respect to other communicable diseases, for all or part of a semester or academic year, based on regional, national, and global circumstances.

As part of the Student Code of Accountability that all students are responsible to uphold, the following is the section related to communicable disease policy. All sections of this policy apply to the COVID-19 pandemic. This policy applies to all students, including those who reside on campus and commuter students, and covers student accountability both on and off campus.

#### **Communicable Diseases**

Communicable diseases are defined as an infectious disease transmissible from person to person by direct contact with an affected individual or the individual's bodily fluids, or by indirect means (as by a vector). The Wellness Center is a resource for protecting and treating students from infectious disease and will work with area resources (CDC, local health departments, etc.) to triage and deliver care in the manner appropriate to a specific illness/disease.

COVID-19 is a highly infectious and easily transmissible disease. Please refer to the Center for Disease Control (“CDC”) and NYS Department of Health (“DOH”) websites for additional information.

**Updated Information Regarding RSC’s Response to the COVID-19 Pandemic** All information related to RSC’s operations and policies in response to the COVID-19 pandemic can be found at: <https://www.sage.edu/student-life/wellness-center/covid-19-guidance/>. All students are expected to review and familiarize themselves with that information and any amendments and/or updates thereto.

## *Appendix D*

### *Alternative Resolutions*

RSC subscribes to the ideal that resolutions for conflict should be as unique as the types of incidents and students involved. To this end, a spectrum of alternative resolutions has been adopted to promote resolution at the lowest level possible. These alternative resolutions include the following:

#### **1. No Conflict Management**

Administration intentionally refrains from initiating involvement in a campus conflict to make space for student learning achieved by direct and independent engagement in an emerging issue.

#### **2. Dialogue**

Students engage in a conversation to gain understanding or to manage a conflict independent of administrator intervention or third-party facilitation.

#### **3. Conflict Coaching**

Students seek out counsel and guidance from administration to engage a conflict more effectively and independently.

#### **4. Facilitated Dialogue**

Students access administration for facilitation services to engage in a conversation to gain understanding or to manage a conflict. In a facilitated dialogue, parties maintain ownership of decisions concerning the conversation or any resolution of a conflict.

#### **5. Mediation**

Students access administration to serve as a third party to coordinate a structured session aimed at resolving a conflict and/or constructing a go-forward or future story for the parties involved.

#### **6. Restorative Practices**

Through a diversion program or as an addition to the adjudication process, administration provides space and facilitation services for students taking ownership for harmful behavior and those parties affected by the behavior to jointly construct an agreement to restore community.

### ***a. Restorative Circles***

The goal of restorative circles is to restore the sense of peace and community, to defuse tensions and conflicts, and to explore mutual responsibility and impact. Restorative circles can also be used to negotiate rules of engagement between individuals or groups.

### ***b. Check-In Circles***

Check-in circles may be useful for students in recovery programs or who are healing from trauma. It is a communication tool that allows group members to check in with one another on how they are doing with the recovery process. It differs from group therapy in that no one provides therapy or has greater power than any of the others in the circle. Members provide mutual support as well as share observations and concerns about each other.

Check-in circles can also be used in smaller communities, like residence hall floors or living units, to ensure that any lingering concerns, hurts, resentments, and other emotions after an incident are attended so that there is peace.

## **7. Shuttle Diplomacy**

Administration actively negotiates an agreement between two parties who do not wish to directly engage with one another. This method may be an alternative to a formal adjudication process or part of the process associated with the conduct code.

Schrage, J. M., & Giacomini, N. G. (Eds.). (2020). *Reframing Campus Conflict: student conduct practice through the lens* (2nd ed.). STYLUS Publishing.