



**Student Handbook
& Code of Accountability
2026-2027**

Table of Contents

I. Introduction & Overview of Resources

[Message from Trish Cellemme, Vice President for Student Life](#)
[Deans of Students' Offices](#)
[Russell Sage College Resources Chart](#)
[Campus Maps](#)

II. State, Federal, and College Policies

A. Student Identity & Records Policies

[Student Identification Number](#)
[Identification Cards](#)
[Email Policy for Russell Sage College](#)
[Degree-Seeking Status](#)
[Student Name Policy](#)
[Address Change Procedure](#)
[Records Policy](#)
[Student Hiatus & Withdrawal from the College](#)
[Student Financial Obligations](#)

B. Academic & Classroom Policies

[Academic Freedom, Intellectual Curiosity, and Freedom of Expression](#)
[The Spirit of Learning Statement on Appropriate Conduct on Campus](#)
[Student Assessment of Learning and Teaching](#)
[Religious Observance Policy Statement](#)
[Course Recording Policy](#)
[Appeals of Academic Issues](#)

C. Campus Facilities, Activities & Residence Hall Policies

[The Sage Shuttle and CDTA Access](#)
[Parking & Parking Enforcement](#)
[Single-Occupancy Restrooms/Facilities](#)
[Event Policies and Procedures](#)
[Poster Policy](#)
[Alcohol and Other Drugs](#)
[Tobacco Free Policy](#)
[Residence Policy](#)
[Residence Hall Policies](#)

D. Campus Communications & Marketing Policies

[Photos, Video, and Other Recordings](#)
[Selling and Soliciting](#)
[Credit Card Marketing Policy](#)

E. Campus Safety & Wellbeing Policies

[Technology - Acceptable Use Policy](#)
[Public Safety Committee](#)
[Campus Crime Statistics](#)
[Campus Hazing Policy](#)
[Maintenance of Public Order Policy](#)
[Missing Persons and Missing Students Policy](#)
[Guests on Campus](#)
[Weather-Related Emergencies](#)
[Emergency Procedures](#)
[Athletic Training Injury Reporting & Secondary Insurance Policy](#)

F. Fair Treatment Policies

[Accessibility Services](#)
[Non-Discrimination and Anti-Harassment Policy](#)
[Policy Prohibiting Sexual Offenses Under Title IX and Article 129-B](#) [Student Complaint Policy](#)

III. Student Code of Accountability 2026-2027

Section One: Introduction & Overview of Resources

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 or visit the Student Life Office in McKinstry Hall or Kahl Campus Center.

Deans of Students' Offices

Albany: *Grace Giancola*, Kahl Campus Center, Room 205 | (518) 292-1753 | deanofstudents@sage.edu

Troy: *Stacy Gonzalez*, McKinstry Student Center, 1st Floor | (518) 244-2207 | 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 for undergraduates, and provide individual student support as well as programs and services to students that promote academic excellence and personal development. On the Gator Support Team and Behavioral Intervention Team, the Deans of Students provide comprehensive support and advocacy for 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 libraries on both campuses to access ***Solutions at Sage***, where you can get answers to many common questions. The Solutions Desks are on the 3rd floor of the library in Albany and on the 1st floor of the library in Troy.



RS

Campus Resources

Department	Location(s)	Phone
Academic Advising	Alb: Kahl Campus Center, Room 104	518-292-1719
	Try: Hart Hall, 1st Floor	
www.sage.edu/advising		academicadvising@sage.edu
Academic Support & Tutoring	Alb: Library, 3rd Floor (Solutions)	518-244-2421
	Try: Shea Learning Center, 1st Floor (Solutions)	
www.sage.edu/academics/support/academic-support/		solutions@sage.edu
Accessibility Services	Alb: Library, 3rd Floor	518-292-8624
	Try: Shea Learning Center, Basement	518-244-6874
www.sage.edu/student-life/wellness-center/accessibility-services/		accessibility_services@sage.edu
Bookstores	Alb: 41 Union Drive, Gozzo Student Ctr (ACPHS)	518-694-7378
	Try: Gurley Hall, 1st Floor	518-274-0199
www.thebookstorealbany.com		www.shopsagetroy.com
Career & Self-Discovery Center	Alb: Kahl Campus Center, Room 101	518-292-1773
	Try: Education Building, Room 103	518-244-6866
Sage.edu/career		careercenter@sage.edu
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	
www.sage.edu/about/community-resources/maps-directions/		
College Services	Alb: Administration Building, Lower Level	518-292-1779
	Try: John Paine, Lower Level	518-244-2222
https://russell-sage.atlassian.net/servicedesk/customer/portal/5		
Deans of Students	Alb: Kahl Campus Center, Suite 205	518-292-1753
	Try: McKinstry Student Center, 1st floor	518-244-2207
https://www.sage.edu/student-life/office/		deanofstudents@sage.edu
Dining Services: <i>Capital Eats</i>	Alb: 41 Union Drive, Gozzo Student Ctr (ACPHS)	518-694-7349 (phone)
	Try: McKinstry Dining Hall, 1st floor	518-244-8861 (text)
https://dineoncampus.com/capitaleats		capitaleatsny@gmail.com
Financial Aid	Alb: Library, 3rd Floor (Solutions)	518-244-2020
	Try: Shea Learning Center, 1st Floor (Solutions)	
www.sage.edu/admission/financial-aid/		solutions@sage.edu
Information Technology (JIRA)	Alb: Armory, 1st floor	518-244-4777
	Try: Cowee Hall, 1st floor	
https://russell-sage.atlassian.net/servicedesk/customer/portal/1		
JIRA	Sage's Online Work Order Portal for IT, College Services, and Maintenance Requests	
https://russell-sage.atlassian.net/servicedesk/customer/portals		
Libraries	Alb: Albany Library	518-292-1945
	Try: Shea Learning Center	518-244-2431
https://library.sage.edu/		
Passport Portal	Sage's Online Portal: Access Email, Self-Service, Canvas, Zoom, & More	
https://passport.sage.edu		
Public Safety	Alb: Armory, 1st floor	518-244-3177
	Try: John Paine Bldg, 1st Floor	
www.sage.edu/about/offices-centers/public-safety/		publicsafety@sage.edu



RS

Campus Resources

Department	Location(s)	Phone
Recreation & Fitness	Alb: FitStop Fitness Center (in the Armory)	518-292-1955
	Try: McKinstry Fitness Center (ground floor)	518-244-3171
www.sage.edu/student-life/wellness-center/recreation-fitness/		recreation@sage.edu
Registrar	Alb: Library, 3rd Floor (Solutions)	518-244-2020
	Try: Shea Learning Ctr, 1st Floor (Solutions)	
www.sage.edu/academics/academic-resources/registrar/		solutions@sage.edu
Residence Life	Alb: Kahl Campus Center, Room 205	518-244-2008
	Try: McKinstry Student Center, 2nd Floor	
www.sage.edu/student-life/residence-life/		residencelife@sage.edu
Solutions *The place go to find answers to just about any question*	Alb: Library, 1st Floor (Front Desk)	518-244-2020
	Try: Shea Learning Ctr, 1st Floor (Solutions)	
www.sage.edu/solutions/		solutions@sage.edu
Spirituality Center	Try: Jane Haight Wells Spirituality Center	gundrd@sage.edu (Chaplain)
	(adjacent to Roy Court on Troy campus)	For General Questions, email:
www.sage.edu/student-life/spirituality-center/		deanofstudents@sage.edu
Student Accountability	Kahl Campus Center, Suite 205	518-292-1753
www.sage.edu/student-life/office/code-of-accountability		studentaccountability@sage.edu
Student Accounts	Alb: Library, 3rd Floor (Solutions)	518-244-2020
	Try: Shea Learning Ctr, 1st Floor (Solutions)	
www.sage.edu/academics/academic-resources/student-accounts/		solutions@sage.edu
Student Activities	Alb: Kahl Campus Center, Lower Level	518-292-1929
	Try: McKinstry Student Center, 1st Floor	518-244-2225
www.sage.edu/student-life/office/student-activities/		belfat@sage.edu
Student Success	Alb: Library, 3rd Floor	518-244-2421
	Try: Shea Learning Center, 3rd Floor	
www.sage.edu/solutions/		solutions@sage.edu
Title IX/Title VI	Alb: Kahl Campus Center, Room 202	518-244-4809
	Try: Cowee Hall, Room 207	
www.sage.edu/student-life/cultural-enrichment-diversity/title-ix/		titleIX@sage.edu
Wellness Centers	Alb: Kahl Campus Center, Lower Level	518-292-1917
	Try: Kellas Hall, 1st floor	518-244-2261
www.sage.edu/student-life/wellness-center/		albanywellnesscenter@sage.edu troywellnesscenter@sage.edu
Women's Institute	Try: Finard House	518-244-2306
www.sage.edu/about/community-resources/womens-institute/		

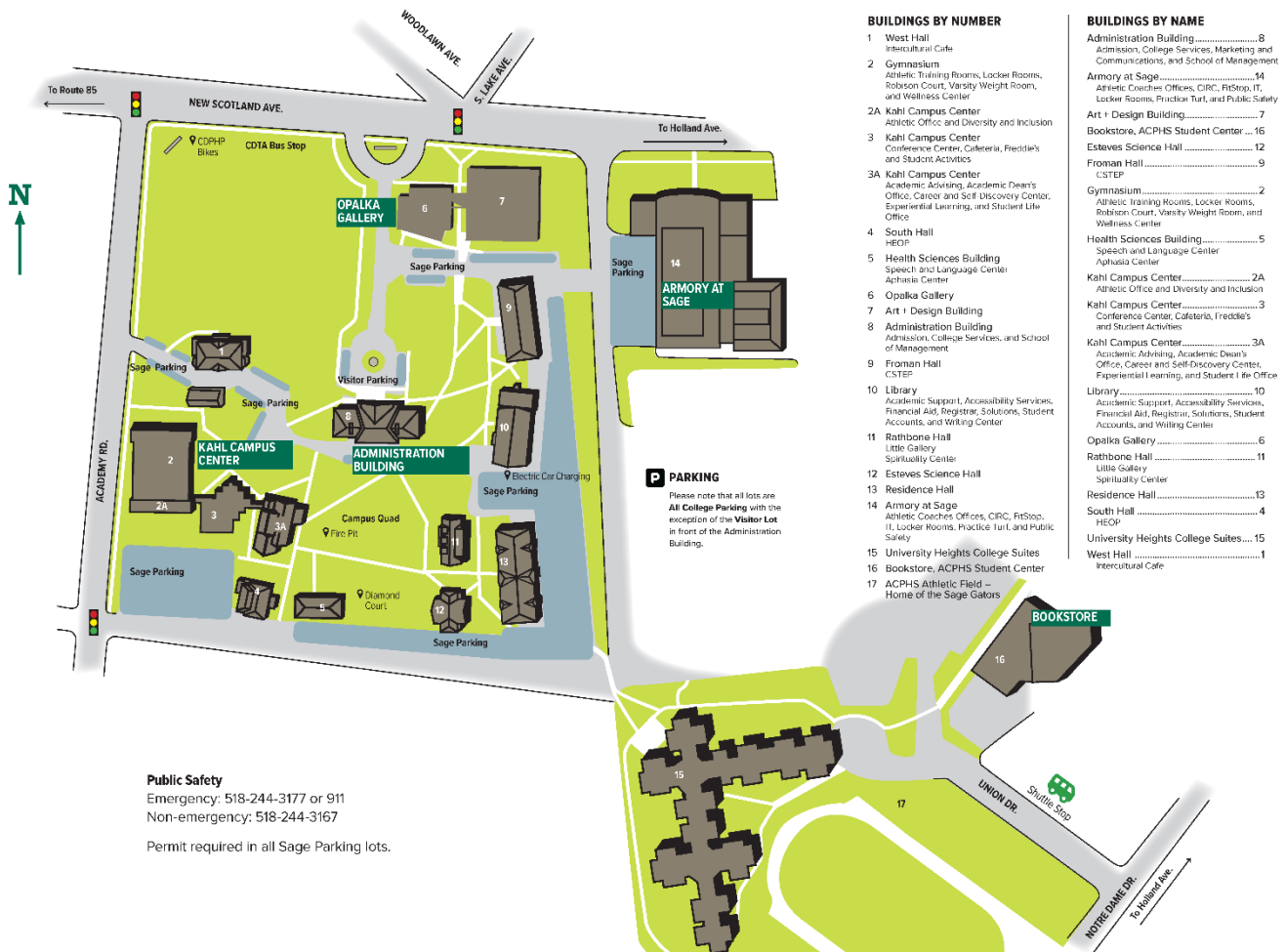
Campus Directory	To access contact information for additional offices and faculty/staff members.
www.sage.edu/about/offices-centers/campus-directory/	

CAMPUS MAPS

Printable and interactive campus maps are available online at:
<http://www.sage.edu/about/community-resources/maps-directions/>

RS RUSSELL SAGE COLLEGE
 BE. KNOW. DO.

ALBANY CAMPUS



BUILDINGS BY NUMBER

- 1 Admission House
Admission, Marketing and Communications
- 2 German House
- 3 Gale and Spicer House
- 4 McMurray House
- 5 Cowee Hall
IT, Human Resources, and MIS
- 6 Alumnae House
- 7 Hart Hall
(Vanderheyden House)
Academic Advising, Academic Dean's Office, Computer Lounge, CS 109, HECOP, Dance Studio
- 8 Roy Court
- 9 Spirituality Center
Intercultural Cafe
- 11 Lorraine Walker Center
- 12 Wool House
- 13 Slocum Hall
- 14 Kellas Hall
Wellness Center, Esports Arena, Nursing and Health Sciences Sim Lab
- 16 Meyer Gym
- 17 Robison Athletic and Recreation Center/The Aggie Multipurpose Room
- 18 Little Theater
- 19 McKinstry Student Center
Dean of Students, Diversity & Inclusion, Fitness Center, Residence Life, Sim Lab, and Student Center
- 20 McKinstry Dining Hall
- 21 Schacht Fine Arts Center
- 22 Vall House
- 26 Bush Memorial Center
- 27 Lorraine Walker Education Building
Esteeves School of Education, Career and Self-Discovery Center
- 28 Sage Hall
- 29 Buchman Pavilion
- 30 Gurley Hall
M.O.S.S. Bookstore and Veterans Lounge
- 31 Plum Building
- 32 John Paine Building
College Services, Public Safety, and Physical/Occupational Therapy Labs
- 33 Mueller Science Hall
- 34 Shea Learning Center & Library
Academic Support, Accessibility Services, Financial Aid, Registrar, Solutions, Student Accounts, Student Success, and Writing Center
- 35 Adkerman Hall
- 36 Esteeves House
- 36a French House Annex
- 37 Spanish House
- 38 McCrea House
- 39 Neff House
- 40 Scrimshaw House
- 41 Carriage House
- 42 Finard House
Denise Taber Finard '80 Women's Institute
- 43 River Street Field



BUILDINGS BY NAME

- | | |
|---|-----|
| Adkerman Hall..... | 35 |
| Admission House..... | 1 |
| Admission, Marketing and Communications..... | |
| Alumnae House..... | 6 |
| Buchman Pavilion..... | 29 |
| Bush Memorial Center..... | 26 |
| Carriage House..... | 41 |
| Cowee Hall..... | 5 |
| IT, Human Resources, and MIS..... | |
| Esteeves House..... | 36 |
| Esteeves School of Education..... | |
| Hardley Building..... | 27 |
| Career and Self-Discovery Center..... | |
| Finard House..... | 42 |
| Denise Taber Finard '80 Women's Institute..... | |
| French House Annex..... | 36a |
| Gale and Spicer House..... | 3 |
| German House..... | 2 |
| Gurley Hall..... | 30 |
| M.O.S.S. Bookstore and Veterans Lounge..... | |
| Hart Hall (Vanderheyden House)..... | 7 |
| Academic Advising, Academic Dean's Office, Computer Lounge, CS 109, HECOP, Dance Studio..... | |
| John Paine Building..... | 32 |
| College Services, Public Safety, and Physical/Occupational Therapy Labs..... | |
| Kellas Hall..... | 14 |
| Wellness Center, Esports Arena, Nursing and Health Sciences Sim Lab..... | |
| Little Theater..... | 18 |
| Lorraine Walker Center..... | 11 |
| McCrea House..... | 38 |
| McKinstry Dining Hall..... | 20 |
| McKinstry Student Center..... | 19 |
| Dean of Students, Diversity & Inclusion, Fitness Center, Residence Life, Sim Lab, and Student Center..... | |
| McMurray House..... | 4 |
| Meyer Gym..... | 16 |
| Mueller Science Hall..... | 33 |
| Neff House..... | 39 |
| Plum Building..... | 31 |
| River Street Field..... | 43 |
| Robison Athletic and Recreation Center/The Aggie Multipurpose Room..... | 17 |
| Roy Court..... | 8 |
| Sage Hall..... | 28 |
| Schacht Fine Arts Center..... | 21 |
| Scrimshaw House..... | 40 |
| Shea Learning Center & Library..... | 34 |
| Academic Support, Accessibility Services, Financial Aid, Registrar, Solutions, Student Accounts, Student Success, and Writing Center..... | |
| Slocum Hall..... | 13 |
| Spanish House..... | 37 |
| Spirituality Center..... | 9 |
| Intercultural Cafe..... | |
| Theatre Institute..... | |
| Little Theater..... | 18 |
| Schacht Fine Arts Center..... | 21 |
| Vall House..... | 22 |
| Wool House..... | 12 |

Public Safety

Emergency: 518-244-3177 or 911
Non-emergency: 518-244-3167

Permit required in all Sage parking lots.

P PARKING OPTIONS

- All College Parking: **A, B, C, G, H**
- Commuter Student Parking: **E, I**
- Resident Student Parking: **J**
- Employee Parking: **D, F, H**
- Visitor Parking: **I**

Student Identity & Records Policies

Student Identification Number

Russell Sage College assigns a unique seven-digit student identification number to each student. This number can be found in the User Profile screen in your Self-Service account, as well as in Student Planning, the financial aid and student accounts portals and on your Student ID (digital or printed 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 register for 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.

Students and employees are issued digital ID cards, which are viewable through the mobile app, ID123. 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.

Note that Russell Sage College complies with New York State's Student Lifeline Act, which stipulates that the 988 Suicide and Crisis Lifeline and the Crisis Text Line at 741741 be printed on College Student ID Cards. These numbers can also be found in the College's digital ID platform, ID123.

Email Policy for Russell Sage College

Sage considers Sage Gmail (username@sage.edu) the exclusive vehicle for official college email 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.

This policy is reinforced on the page in the College Catalog that includes all of the common elements found in course syllabi: <https://catalog.sage.edu/common-elements-of-a-syllabus>

Degree-Seeking Status

Students may enroll either as a visiting-student (non-matriculated) or as a degree-seeking (matriculated) student. More information is available regarding what constitutes such statuses in the College Catalog at:

- Visiting-Student Status: <https://catalog.sage.edu/visitingstudent-status-nonmatriculation>
- Degree-Seeking Status: <https://catalog.sage.edu/degree-seeking-status-matriculation>

Student Name Policy

Russell Sage College students may request a name change by submitting the form linked below to the Registrar's office for processing.

<https://www.sage.edu/academics/academic-resources/registrar/name-change-request/>

1. Chosen Name Policy

Every student at the College has the right to be addressed by the name of their choice. Students are not required to provide legal documentation evidencing their name in order to be addressed by the name of their choice.

Students who do not have official documentation can submit a chosen campus name change form to the Registrar's Office. This name will be the first name used on all non-official records, such as identification card, email address, rosters, and graduation programs. A chosen campus name is not used for official academic record purposes. Student email addresses and identification cards will not automatically change with the submission of the Change of Name Form, and students are directed to contact College Services and the IT Help Desk at sc.sage.edu to request this change.

Students are directed to complete the Chosen Name section on the Change of Name Form and submit to the Registrar's Office for purposes of updating their chosen name on non-official records.

2. Legal Name Change Policy

All students currently enrolled at the College are granted the opportunity to

change their names on institutional records upon the production of legal documentation evidencing their name change. The documentation and the accompanying Change of Name Form may be submitted directly to the Registrar's Office.

Once the student name is changed it will be viewable on the student information system and consistent throughout the College's information systems.

Examples of legal documents that may be considered for the legal name change are:

- Court order;
- Certified copy of marriage license or dissolution decree reflecting the name in full; or
- Current passport or other government issued official proof of identity (Driver's License or State ID are acceptable).

Address Change Procedure

Students are able to make updates to their home addresses on their own through Self-Service or by emailing the Registrar's office at registrar@sage.edu. For assistance, students can stop by the Solutions Desks on either campus or contact the Registrar's office.

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>

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 (deanofstudents@sage.edu) on their home campus to complete paperwork if you are an undergraduate student or contact the Academic Dean's office (RSCdean@sage.edu) if you are a graduate student.
- Meet with the Dean to complete an exit interview and the required paperwork. This may be completed in person or by phone/email.

- Understand that withdrawal from the College does not release students from financial obligations incurred during the period of attendance.

Administrative Withdrawal

Any undergraduate student who does not appear on the list of registered students six weeks into any semester will be administratively withdrawn from the College by the registrar's office, if they are not on an approved hiatus. Graduate students will be administratively withdrawn from the College if they fail to register during a 24-month period of time.

Undergraduate students will be provided with instructions regarding whom to contact to discuss a potential temporary hiatus. Students who wish to request a temporary hiatus must submit a completed request within the designated timeframe to avoid administrative withdrawal.

Graduate students who wish to avoid administrative withdrawal must register by the established deadline.

Students who fail to respond, fail to submit a completed request for an approved hiatus within the designated timeframe, or, in the case of graduate students, fail to register by the established deadline, will be administratively withdrawn by the Registrar's Office. Students who are administratively withdrawn will lose access to their Sage email and other institutional accounts.

Students who are withdrawn are required to go through the re-admittance process if they wish to return their studies at Russell Sage. Withdrawal from the College 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.

Academic & Classroom 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>

The Spirit of Learning Statement on Appropriate Conduct on Campus

View Russell Sage College's Spirit of Learning Statement on Appropriate Conduct on Campus by visiting the following page in the College Catalog, which includes all of the common elements found in course syllabi: <https://catalog.sage.edu/common-elements-of-a-syllabus>

Student Assessment of Learning & Teaching

View Russell Sage College's Student Assessment of Learning & Teaching statement by visiting the following page in the College Catalog, which includes all of the common elements found in course syllabi: <https://catalog.sage.edu/student-assessment-of-learning-teaching>

Religious Observance Policy Statement

Russell Sage College recognizes the value of participation in and observance of religious obligations and practices by individual students.

Students can view the College's Religious Observance Policy statement by visiting the following page in the College Catalog, which includes all of the common elements found in course syllabi: <https://catalog.sage.edu/common-elements-of-a-syllabus>

Course Recording Policy

This policy establishes Russell Sage College's guidelines for students to adhere to for recording in college learning environments. This policy balances interests including academic freedom, student privacy under the Family Educational Rights and Privacy Act, and the integrity of the learning environment.

Russell Sage College's Course Recording Policy is subject to change, and, therefore, maintained on the Sage website and viewable via the link below.

<https://www.sage.edu/rsc-course-recording-policy-06-2025/>

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>

Campus Facilities, Activities & Residence Life Policies

The Sage Shuttle and CDTA Access

The Sage Shuttle carries students and employees between the Troy and Albany campuses for classes, events, weekend shopping trips, and other activities. The shuttle operates during the fall and spring semesters only when undergraduate day classes and final exams are in session. The Shuttle Schedule is posted at the shuttle stops and available to download. Changes to the number of shuttles available or schedule times will be communicated via Sage email. View the shuttle schedule online at: <https://www.sage.edu/student-life/office/the-sage-shuttle/>

The shuttle operates between campuses Monday – Friday, 7:15 a.m. – 9:30 p.m. and on Saturday – Sunday, 10:30 a.m. – 5:30 p.m. it operates between campuses & local shopping centers. Students should plan for 25-30 minutes of travel time between campuses. You may be asked to show your Russell Sage College ID to ride the shuttle. Shuttle seating is not guaranteed. You may need to ride an earlier shuttle to secure a seat and arrive on time for class. Questions or concerns about the shuttle can be directed to Solutions.

Ride CDTA Buses for Free

Russell Sage College has partnered with the Capital District Transit Authority (CDTA) to provide free CDTA bus transportation throughout the Capital District. This ridership program is available to full-time, matriculated undergraduate students (who pay a transportation fee to access this service). The service area for CDTA includes Albany, Rensselaer, Schenectady, and Saratoga counties.

Both the physical Russell Sage ID cards and the CDTA Navigator app can be used to ride the bus until October 9, 2026. After this date, students will need to use the CDTA Navigator app to access free transportation on one of the buses.

Below are the instructions to download, set up your account, and how to use the app.
<https://russell-sage.atlassian.net/wiki/x/NxGT2>

If you have any questions or issues with the app, please open a Service Request with College Services at sc.sage.edu. Visit the [CDTA website](#) for a complete listing of schedules and routes.

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/>

Single-Occupancy Restrooms/Facilities

Single-occupancy restrooms are a benefit to many people and can accommodate and ensure accessibility for all students, regardless of physical differences, gender identity, or family/caretaker responsibilities.

A single-occupancy restroom is a bathroom intended for use by no more than one occupant at a time or for family or assisted use and which has a door for entry into and egress from the restroom that may be locked by the occupant to ensure privacy and security.

All single-occupancy restroom facilities at the College shall be designated as gender neutral for use by no more than one occupant at a time or for family or assisted use. No student or employee shall be required to use a single-occupancy restroom, and students and employees

shall have access to and may use the restroom most closely aligning with their accessibility needs.

Single-occupancy and/or private changing rooms or locker rooms are available for student use, upon request. No student will be required to utilize such private changing rooms; however, the College is committed to making such spaces available for student use upon request.

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 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) or off campus trips, which 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.)

All posted materials must support the value and educational mission of the College, and must not violate any College policies including, without limitation, this Student Handbook & Code of Accountability, or any local, state, or federal laws.

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.

- All posted information must include the name and contact information of the sponsoring student organization, department, or responsible individual.
- 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.

Alcohol and Other Drugs

Russell Sage College's 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>

Residence Policy

At Russell Sage College, all full-time first year and sophomore 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.

Students who are or will be juniors are not bound by this residency requirement and may request to live off campus starting their junior year. For the purpose of this policy, juniors are defined as students who have completed or will have completed 54 or more credits before the semester in which they plan to begin commuting. All students granted commuter status must reside within a 30-mile radius of the Sage campus.

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

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.

On-campus housing at Russell Sage College is designed to support the needs of our student community. If you have particular housing needs that are not met by our current offerings, please contact us at residencelife@sage.edu so we can work with you to explore housing options that best fit your situation.

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, 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.

Failure to comply with evacuation requirements may result in disciplinary action under the Student Code of Accountability.

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),
3. fan, hot pot (not to exceed 1000 watts), television, heating pad (with automatic shutoff) and refrigerator(s) (which may not exceed 4 cu. ft.).
4. These appliances may be used only in kitchens and lounges: air fryers, irons (may be used only in designated locations that have special plugs)
5. The following appliances are prohibited in the residence halls: butane curling iron, hot plate, air conditioner, appliances (with exposed coil heaters), toaster oven/toaster,
6. 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.
7. 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 1st 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
 - a. 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
 - b. 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
 - a. 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.

This policy applies to pets only, and does not include the policies relating to service animals or comfort/emotional support animals. For more information on service and comfort/emotional support animals, please refer to the College's "Service and Comfort Animals Policy" available at: <https://www.sage.edu/student-life/wellness-center/accessibility-services/request-for-a-service-animal-on-campus/>

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 10PM - 9AM weeknights; 12AM - 9AM weekends.

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 final 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/ 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.

Residence Hall Guest Policy

A guest is any person who intends to visit or sleep in a residence hall room and is not a resident of that room. Overnight guests are defined as non-Sage resident students remaining in the residence halls past 2AM. Rooms may not be used by any person(s) without a resident of the room present.

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 nights 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.

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.

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

Campus Communications & Marketing Policies

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 or reach out directly to the 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.

Credit Card Marketing Policy

Russell Sage College's Credit Card Marketing Policy is subject to change, and, therefore, maintained on the Sage website and viewable via the link below.

<https://www.sage.edu/about/community-resources/consumer-information/credit-card-marketing-policy/>

Campus Safety & Wellbeing Policies

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 Sage's computing resources.
- Use of 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 any College recognized student organization's name, emblem, symbol, facilities, or property 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, email, 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.

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, ½ 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 (or their designee) who attend committee meetings, serving in an advisory capacity.

- **Facilities:** Assistant Vice President of Facilities
- **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 or 518-244-2207.

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.

Campus Hazing Policy

In compliance with applicable federal, state, and local laws, Russell Sage College is committed to the prevention of and transparency about hazing incidents in its program. RSC is required under section 485(f) of the Higher Education Act, otherwise known as the Clery Act to report campus crime data, support victims of violence, and publicly outline the policies and procedures that have been established to improve campus safety. On December 23, 2024, the Stop Campus Hazing Act was signed into law, and amended the Clery Act to include crime reporting requirements and policy implementation related to hazing.

In accordance with the Clery Act and Hazing Act, RSC has posted its Prevention of Campus Hazing online at: <https://www.sage.edu/hazing-policy-june-2025/>

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/maintenance-of-public-order-policy-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 via the link below.

<https://www.sage.edu/rsc-missing-persons-policy-updates-01-13-2025/>

Guests on Campus

The College welcomes guests on campus who are furthering the educational purpose of the institution 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. Failure to leave upon request may result in legal action. All Sage students are responsible for the actions of their guest(s) and must escort them at all times.

The Residence Hall Policies section of this Handbook contains further information about guests in residence halls.

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 Alert Media, 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, go to the Campus and Personal Safety tab in Passport for instructions.
- 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.

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.

Athletic Training Injury Reporting & Secondary Insurance Policy

Student-Athletes should view the Athletic Training Injury Reporting & Secondary Insurance Policy by visiting the following page on the Sage Athletics website.

https://sagegators.com/information/athletic_training/index

Fair Treatment Policies

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 the Director of Accessibility Services and Section 504 Compliance Officer at 518-244-6874 or email accessibility_services@sage.edu.

Russell Sage College's Accessibility Services 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/services-for-students-with-accessibility-needs>

Non-Discrimination and Anti-Harassment Policy

Russell Sage College' Non-Discrimination and Anti-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/>

Policy Prohibiting Sexual Offenses Under Title IX and Article 129-B

Russell Sage College's Policy Prohibiting Sexual Offenses Under Title IX and Article 129-B 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/>

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](#)

Russell Sage College and National Council for State Authorization Reciprocity Agreements Complaint Policy:

Complaint Process

Russell Sage College is dedicated to providing the best-possible student experience throughout your college years. When an issue is brought to our attention, Russell Sage College will intervene in the matter to seek resolution. Most complaints can be resolved utilizing the internal processes available.

To submit a student complaint relating to consumer protection laws please complete **the Student Complaint form** available below. Your form will then be sent to the appropriate office for review and you will be contacted in a timely manner with a resolution to your complaint.

[Student Complaint Form](#)

A student has the right to lodge a complaint or grievance. Russell Sage College ensures that all concerns and complaints of students are addressed fairly and are resolved promptly. Student complaints relating to consumer protection laws offered under the terms and conditions of the State Authorization Reciprocity Agreement (SARA), must first be filed with the institution to seek resolution.

In the event that the complaint is not resolved utilizing the internal complaint processes the SARA consumer protection provisions require the institution's home state, through its SARA State Portal Entity, to investigate and resolve allegations of dishonest or fraudulent activity including the provision of false or misleading information. [NC-SARA complaint process](#) provides the student with a diagram of how the complaint process should be handled. SARA policies **do not** cover complaints related to grades or student conduct violations.

For Russell Sage College; the SARA State Portal Entity is New York State SARA portal. Students may appeal the institution decision to the SARA State Portal Entity in New York State within two years of the incident about which the complaint is made. [New York State Education Department Complaint Webpage](#). If you are an online or distance-education student, contact NYSED.

Andrea Richards

Supervisor of Higher Education Programs
Office of College and University Evaluation
New York State Education Department
518-474-1551 | IHEauthorize@nysed.gov

Complaint Process Non-SARA State

Please see below for complaint information if you reside in California.

California

Status: Russell Sage College is not required to seek approval from the Bureau for Private Postsecondary Education and can offer 100% online programs to residents of California with no restrictions. Internships, externships and clinical placements are permitted in California for online and campus-based courses and programs.

Student Complaint Process Contact:

California Bureau of Private Postsecondary Education
PO Box 980818
West Sacramento, CA 95798-0818
bppe@dca.ca.gov

- [Filing a Complaint](#)

Resources for military students, veterans and their dependents

- Military Students using TA benefits and Military Dependents using MyCAA may contact the [Military OneSource Postsecondary Education Complaint System](#)
- Montgomery or Post 9/11 GI Bill recipients may contact the [Department of Veterans Affairs](#)
- Federal financial aid (e.g. Pell Grant) recipients may contact the Department of Education: ComplianceComplaints@ed.gov
- Private student loan recipients may contact the [Consumer Financial Protection Bureau](#)

Student Code of Accountability

2026-2027



Table of Contents

Student Code of Accountability

I.	<u>Student Code of Accountability</u>
II.	<u>Non-discrimination</u>
III.	<u>No Retaliation</u>
IV.	<u>Definitions</u>
V.	<u>Students' Bill of Rights</u>
VI.	<u>Student Amnesty Policy</u>
VII.	<u>Jurisdiction of Russell Sage College</u>
VIII.	<u>Interplay between the Code of Accountability and Criminal Justice Process</u>
IX.	<u>Prohibited Conduct</u>
X.	<u>Student Accountability Charges</u>
XI.	<u>Interim Measures Pending Student Accountability Hearings</u>
XII.	<u>Student Accountability Hearings</u>
XIII.	<u>Sanctions</u>
XIV.	<u>Appeals</u>
XV.	<u>Academic Records</u>
XVI.	<u>Interpretation and Revision</u>
Appendix A	<u>Academic Integrity</u>
Appendix B	<u>Distinctions Between NYS Penal Law and RSC's Disciplinary Processes</u>
Appendix C	<u>Communicable Diseases Policy</u>
Appendix D	<u>Alternative Resolutions</u>

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 Procedure in Appendix A of the Sexual Offense Policy (the “Title IX Procedure”), which is available online at: <https://www.sage.edu/student-life/cultural-enrichment-diversity/title-ix/policies-procedures/>. However, if, during the Title IX 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 them 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, 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:

- In cases that do not involve any charges arising out of an investigation under the Article 129-B Procedure in Appendix B of the Sexual Offense Policy (“Sexual Offense charges”): any one or more persons authorized by the Vice President for Student Life to consider an appeal from a Student Conduct Board’s determination, and from the sanctions imposed by the Student Conduct 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).
- In cases involving one or more Sexual Offense Charges: any three or more persons authorized by the Vice President for Student Life to consider an appeal from the determination of the Title IX Coordinator or other trained investigator that no Sexual Offense violation occurred, and from a Student Conduct Board’s final determination regarding responsibility and sanctions. 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), and/or student(s) (chosen from a list of candidates submitted by the applicable student government or other sources). Members of

the Appellate Board in a case involving a Sexual Offense must receive annual training on issues related to conducting investigations of sexual violence, the effects of trauma, impartiality, the rights of the respondent, including the right to a presumption that the respondent is “not responsible” until a finding of responsibility is made, how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability, RSC’s policies and procedures, and other issues including, but not limited to domestic violence, dating violence, stalking and sexual assault.

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, criminal sexual contact, 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.
 - Criminal Sexual Contact¹: The intentional touching of the clothed or unclothed body parts without consent of the victim for the purpose of sexual degradation,

¹ The FBI National Incident-Based Reporting System (“NIBRS”) updated and replaced the definition of “fondling” with “criminal sexual contact.”

sexual gratification, or sexual humiliation; or, the forced touching by the victim of the actor's clothed or unclothed body parts, without consent of the victim for the purpose of sexual degradation, sexual gratification, or sexual humiliation. This offense includes instances where the victim is incapable of giving consent because of their age or incapacity due to temporary or permanent mental or physical impairment or intoxication for the purpose of sexual degradation, sexual gratification, or sexual humiliation.

- 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 “**hazing**” refers to any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate that: (i) was committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, a student organization; and (ii) causes or creates a risk, above the reasonable risk encountered in the course of participation in the

institution of higher education or the organization (such as physical preparation necessary for participation in an athletic team), of physical or psychological injury.

Examples of hazing may include:

- Whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body, or similar activity;
- Causing, coercing, or otherwise including sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity;
- Causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances;
- Causing, coercing, or otherwise inducing another person to perform sexual acts;
- Any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;
- An activity against another person that includes criminal violation of local, State, Tribal, or Federal law; and
- Any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, State, Tribal, or Federal law.

13. The term “**may**” is used in the permissive sense.
14. The term “**misconduct**” means conduct that violates this Code of Accountability.
15. 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.
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 “**reporting individual**” means a victim of a Sexual Offense, survivor of a Sexual Offense, complainant of a Sexual Offense, claimant of a Sexual Offense, or witness of a Sexual Offense with victim status.
19. The term “**residence life violation**” means any violation of the Residence Life policies.

20. The term “**respondent**” means a person accused of a violation who has entered RSC’s judicial, accountability, or conduct process.
21. The term “**RSC**” means Russell Sage College, including Russell Sage College, Sage Graduate Schools, and Sage College of Albany.
22. 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.)
23. The term “**RSC official**” includes any person employed by RSC, performing assigned administrative or professional responsibilities.
24. 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.

25. The term “**Sexual Offense**” means “sexual assault,” “nonconsensual sexual activity,” “relationship violence,” and “stalking” under Article 129-B, as those terms are defined in the Article 129-B Procedure in Appendix B of the Policy Prohibiting Sexual Offenses Under Title IX and Article 129-B (the “Article 129-B Procedure”), which is accessible online at: <https://www.sage.edu/student-life/cultural-enrichment-diversity/title-ix/policies-procedures/>
26. The term “**shall**” is used in the imperative sense.

27. 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.
28. 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.
29. 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.
30. The term “**student life violation**” means any violation of the Student Life policies.
31. The term “**student organization**” means an organization at RSC (such as a club, society, association, varsity or junior varsity athletic team, club sports team, fraternity, sorority, band, or student government) in which two or more of the members are students enrolled at RSC, whether or not the organization is established or recognized by RSC.
32. The term “**Title VI Coordinator**” means the individual designated by RSC to serve as the central point of contact for coordinating and overseeing a centralized process for compliance with Title VI of the Civil Rights Act of 1964.
33. The term “**Title IX Coordinator**” means the individual designated by RSC to serve as the Title IX Coordinator/EEO Specialist. The Title IX Coordinator’s

responsibilities include coordinating RSC's compliance with Title IX, and other applicable nondiscrimination laws and regulations. This includes coordinating RSC's grievance procedures for resolving Title IX complaints. The Title IX Coordinator, and his or her designee, receive annual training on: (1) issues related to sexual assault, relationship violence, and stalking, (2) how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability, (3) how to conduct investigations of sexual violence, (4) the effects of trauma, (5) impartiality, (6) the rights of the respondent, including the right to a presumption that the respondent is "not responsible" until a finding of responsibility is made, and (7) RSC's policies and procedures, and other issues.

34. 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. Such offenses may include, but are not limited to, Sexual offenses. 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, pose a threat to the safety or wellbeing of others, or disrupts 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. For Sexual Offense charges or complaints, however, the judicial or conduct process will run concurrently with a criminal justice investigation and proceeding, except for temporary delays as requested by external municipal entities while law enforcement gathers evidence, which should not last more than 10 days except when law enforcement specifically requests and justifies a longer delay. The Title IX Coordinator is responsible for determining whether a delay is justified. Determinations made or sanctions imposed under this Student Conduct Code shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of RSC rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.
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, other than an arrest related to a charge or complaint of a Sexual Offense, the College may require the matter to be resolved in full prior to the pending Student Conduct Code 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 Sexual Offense**

Committing a Sexual Offense, as defined above, and in RSC's Policy Prohibiting Sexual Offenses under Title IX and Article 129-B, available at <https://www.sage.edu/student-life/cultural-enrichment-diversity/title-ix/policies-procedures/>.

NOTE: A Sexual Offense may meet the definition of Title IX Sexual Harassment under the Title IX Procedure (available on the [Title IX website](#)), and be appropriately addressed under that policy. If a student is disciplined under the Title IX Grievance Procedure, the student will not be subject to discipline under the Student Code of Accountability for the same conduct. However, the student may be disciplined for conduct that is investigated during such a proceeding but falls outside the scope of the Title IX Procedure.

NOTE: In certain circumstances, a complaint may allege multiple acts of misconduct, some of which may appropriately be defined as sexual harassment under Title IX, and other conduct that does not meet that definition of sexual harassment under Title IX, and instead must be appropriately addressed under an alternative College policy. In such circumstances, a concurrent investigation and adjudication under both the Title IX Procedure, the Article 129-B Procedure, and/or this Code may be necessary. See the Sexual Offense Policy for Allegations Falling Under Two Policies for additional information, available here: <https://www.sage.edu/student-life/cultural-enrichment-diversity/title-ix/policies-procedures/>

4. **Commitment of a Bias-Related or Hate Crime**, as defined above.

5. Sexual Exploitation

Sexual exploitation occurs when an individual takes non-consensual, unfair, or abusive advantage of another for their own advantage, benefit, entertainment or profit. Examples include, but are not limited to:

- Electronically recording, photographing, or transmitting intimate or sexual utterances, sounds or images of another person, whether authentic or created or enhanced through technology, without such person's knowledge or consent.
- Voyeurism, which includes the intentional use or installation of an imaging device to surreptitiously view, broadcast or record a person dressing or undressing or the sexual or other intimate parts of such a person at a place and time when such person has a reasonable expectation of privacy, without such person's knowledge or consent.
- The disrobing or exposure of another person without their consent.
- Knowingly transmitting a sexually transmitted infection, including HIV, to another person.

6. 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").

In accordance with Title VI of the Civil Rights Act of 1964, the College expressly prohibits discrimination and harassment based on a person's race, color, or national origin, including shared ancestry or ethnic characteristics, and citizenship or residence in a county with a dominant religion or distinct religious identity and association with national origin/ancestry. Complaints relating to discrimination based on race, color, or national origin may be referred to the College's Title VI Coordinator for adjudication through the Non-Discrimination and Anti-Harassment Policy and Procedure for Students and Employees, and/or this Code, as applicable. (Such policies are available on the [Title IX website](#).)

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

8. **Harassment**

Any behavior (verbal, written, or physical, including through the use of technology) that abuses, assails, intimidates, demeans, and/or victimizes. Harassment or Discrimination based on the Protected Characteristics that involves students and employees will be adjudicated through the Title IX Procedure, the Article 129-B Procedure, the Non-Discrimination and Anti-Harassment Policy and Procedures for Students and Employees, and/or this Code, as applicable. (Such policies are available on the [Title IX website](#).)

9. **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.

10. **Theft and Vandalism**

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

11. **Hazing**, as defined above.

12. **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.

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

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.

14. **Violation of Communicable Disease Policy (Appendix C)**

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

15. **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.

16. Violation of Federal, State, or Local Law

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

17. 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.

18. 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/.

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 the Director of Accessibility Services at accessibility_services@sage.edu.

19. 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.

20. 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.

21. 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.

22. Public Intoxication

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

23. Possession of a Firearm

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

24. **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.

25. **Arson**

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

26. **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.

27. **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.

28. **Obstruction of Traffic**

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

29. **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.

30. **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.

31. 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.

32. 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, recordings from wearable technology, 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.

33. Unauthorized Recording of Course Content, as outlined in the Course Recording Policy, which is available online at: <https://www.sage.edu/rsc-course-recording-policy-06-2025/>

34. 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.

35. 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. However, this provision does not apply to reporting individuals who choose not to participate in student accountability proceedings regarding Sexual Offenses that they report to RSC.
- 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.

36. **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.

37. **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.

38. **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.

39. **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.

40. **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.

41. **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.

42. Failure to Evacuate

All students located in buildings owned or controlled by the College must evacuate when a fire alarm sounds. Failure to cooperate to evacuate during a fire alarm; causing a false alarm, and inappropriate behavior which results in the activation of a fire alarm system is prohibited and can result in disciplinary action.

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.
- 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. **Informal and/or Alternative Resolutions**

- i. Reports of conduct falling under this Code of Accountability may be resolved through an informal resolution process if the parties involved consent to informal resolution, and the Vice President for Student Life, the Title IX Coordinator, or designee determine that

informal resolution is appropriate. RSC encourages informal resolution of complaints when the parties wish to resolve a report cooperatively, whether or not the conduct in question rises to the level of a Policy violation. Informal resolution may include inquiry into the facts, but typically does not involve an investigation and will not result in a determination whether the Policy has been violated unless agreed by both parties. Informal resolution is not permitted to resolve allegations that an employee sexually harassed a student.

- ii. Participation in the Informal Resolution process is voluntary, and all parties involved must agree in writing to participate. Before initiation of the informal resolution process, the Title IX Coordinator or designee will provide the parties with a written notice explaining the allegations, the opportunity to present evidence, and the requirements of the informal resolution process.
- iii. Alternative resolution pathways include but are not limited to: administrative resolution, restorative justice, joint or separate mediation discussions, separation of the parties, referral to counseling programs, targeted education and training programs, or any other steps agreed to by the parties. A full list of Informal or Alternative Resolutions and their definitions can be found in Appendix D.
- iv. The Vice President for Student Life, the Title IX Coordinator, or designee will provide all parties with written notice of another party's interest in pursuing the Alternative or Informal Resolution process. The parties each have five (5) business days to respond to the informal resolution request. In the instance when a party does not reply to the notice or a party does not voluntarily agree to participate in the informal resolution process, the College will instead pursue formal adjudication of the conduct charge.
- v. Informal or alternative resolution is grounded in voluntary participation of all parties and there is no right of appeal associated with informal or alternative resolution.

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. Mandatory Interim Suspension- If a student accused of a Sexual Offense is determined to present a continuing threat to the health and safety of the community, RSC must subject the accused or respondent to interim suspension pending the outcome of a judicial or conduct process. Upon request, RSC will provide both the accused/respondent and the reporting individual a prompt review, reasonable under the circumstances, of the need for and terms of this mandatory interim suspension, including potential modification, in which they are allowed to submit evidence in support of their request. Requests to review a mandatory interim suspension should be submitted to: Trish Cellemme, Vice President for Student Life cellep@sage.edu or 518-292-1710. If a request for review is received from one party, the other party will be notified of the request for review. The Vice President for Student Life will issue a determination in response to the request and notify both parties of the determination.
 - c. 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.
 - d. 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.
2. No Contact Order – In certain circumstances, the Vice President for Student Life, or a designee, may impose a No Contact Order upon receipt of certain allegations of misconduct under this Code of Accountability.
- a. Mandatory No Contact Order- A “no contact order” may be used by RSC as an interim or supportive measure to protect students following a report of Prohibited Conduct. This “no contact order” is an RSC document that does not have the legal effect of an order of protection, which is obtained through a court.

Under the no contact order: (1) the complainant and/or respondent's continued intentional contact with one another may be a violation of RSC's Policy that is subject to additional conduct charges; and (2) if the complainant and respondent observe each other in a public place, it is the responsibility of the party that arrived second to leave the area immediately and without directly contacting the other individual. This may include establishing a schedule of attendance for the accused or respondent to access certain locations at RSC, such as academic buildings, libraries, athletics or fitness facilities, and dining halls.

Upon request, both the complainant and respondent are entitled to a prompt review, reasonable under the circumstances, of the need for and terms of the mandatory no contact order, including potential modification, in which they are allowed to submit evidence in support of their requests. Requests to review a mandatory no contact order should be submitted to: Trish Cellemme, Vice President for Student Life at cellep@sage.edu. If a request for review is received from one party, the other party will be notified of the request for review. The Vice President for Student Life will issue a determination in response to the request, and notify both parties of the determination.

To make a request to impose an RSC "no contact order," you can contact: Amanda M. Bastiani, Title IX Coordinator/EEO Specialist, bastia@sage.edu or titleix@sage.edu, (518) 244-4809.

3. Additional Supportive Measures – in order to help ensure safety, prevent retaliation, and avoid an ongoing hostile environment, RSC offers reasonable and available interim measures and accommodations to reporting individuals of Sexual Offenses and/or Discrimination and Harassment that could effect changes in respondents' academic, housing, employment, transportation or other applicable arrangements. These interim measures may include: support services (victim advocacy, housing assistance, academic support, counseling, health and mental health services, legal assistance); changing work assignments and situations (for employees); changing living arrangements, course schedules, assignments, or test schedules (for students); no contact orders, campus escorts, transportation assistance, or targeted interventions; providing increased monitoring, supervision, or security; and/or providing an escort. Upon request, RSC will provide both the respondent and the reporting individual a prompt review, reasonable under the circumstances, of the need for and terms of any such interim measure and accommodation that directly affects them, in which they are allowed to submit evidence in support of his or her request. Requests to review interim measures and accommodations should be submitted to: Trish Cellemme, Vice President for Student Life cellep@sage.edu or 518-292-1710. If a request for review is received from one party, the other party will be notified of the request for review. The Vice President for Student Life will issue a determination in response to the request, and notify both parties of the determination.

XII. Student Accountability Hearings

A. Designation of an Appropriate Hearing Body

1. Cases Not Involving Sexual Offense Charges

Upon receipt of a request for charges or complaint, the Vice President for Student Life may designate a Student Conduct 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 Conduct 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 Conduct 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 Conduct Board to hear the charges. The Student Conduct Administrator may serve in the same matter as the Student Conduct 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).

2. Cases Involving Sexual Offense Charges

a. Cases Involving Initial or Ongoing Investigations

Upon receipt of a request for charges or complaint for which an investigation under RSC's Policy Prohibiting Sexual Offenses Under Title IX and Article 129-B has not already been initiated, the Title IX Coordinator, or other trained investigator who does not have a conflict of interest, will promptly meet with the complainant to discuss the complainant's right to file a complaint under the Title IX or 129-B Grievance Procedures.

If a Formal Complaint alleging a Title IX violation is filed, the Title IX Procedure will apply, and this procedure will not apply, unless the Formal Complaint is dismissed, but the investigator determines that a violation of the Code of Conduct may have occurred

If a complaint alleging a non-Title IX Sexual Offense is filed, the Article 129-B Procedure may apply, including when:

- an individual files a Formal Title IX Complaint with RSC alleging a

Sexual Offense, but the Formal Title IX Complaint is dismissed, or.

- RSC becomes aware of a Sexual Offense by or against an employee or student or that has a reasonable connection to RSC, and the Title IX Coordinator informs the complainant of his or her right to file a Formal Complaint, but the complainant chooses not to file a Formal Complaint, and the Title IX Coordinator determines it is not necessary to file a Formal Complaint under the Title IX Procedure where no Title IX Formal Complaint has been filed.

Upon receipt of a request for charges or complaint regarding a Sexual Offense for which an investigation under the Article 129-B Procedure has already been initiated, the Title IX Coordinator or other investigator who is conducting the investigation will be informed that the disciplinary charge or complaint is pending, and instructed to investigate the charge or complaint as part of his or her investigation pursuant to the Article 129-B Procedure, and to make a preponderance of the evidence determination regarding the charges.

Following an investigation, the Title IX Coordinator or other trained investigator will prepare written findings of fact and recommendations, with respect to whether it is more likely than not that the incident of sexual assault, relationship violence, or stalking occurred, appropriate disciplinary actions, if any, and/or other appropriate remedial measures. The parties will be informed, in writing, of the result of the investigation, any recommended sanctions, the rationale for the result and any recommended sanctions, the findings of fact, whether the disciplinary process will continue, information regarding sanctions that may be imposed as a result of the continuation of the disciplinary process, and any potential rights to appeal at that time. Delivery of this outcome will not be delayed to either party, and should occur as nearly simultaneously as possible, without unnecessarily bringing those in conflict into close proximity to each other.

- If the Title IX Coordinator or other trained investigator determines that it is more likely than not that the student violated RSC's Article 129-B Procedure, or any other provision of the Code of Conduct, the Title IX Coordinator will make a recommendation regarding any appropriate sanctions, and the Title IX Coordinator will refer the conduct charges to a Student Conduct Board for a hearing.
- If the Title IX Coordinator or other trained investigator determines that the student did not violate RSC's Article 129-B Procedure, or any other provision of the Code of Conduct, the Title IX Coordinator will not refer the conduct charges to a Student Conduct Board for a hearing, and the charges will be dismissed. Upon

receipt of the Title IX Coordinator's written determination, the co-complainant shall have the right to appeal the Title IX Coordinator's decision to an Appellate Board within two (2) business days of the decision, pursuant to the procedures set forth in § XIV(B) (below).

b. Cases Involving Completed Title IX Coordinator Investigations

If a request for charges or complaint is received after a Title IX Coordinator has completed an investigation into the incident under the Article 129-B Procedure and issued a written determination to the parties (as outlined below), the Title IX Coordinator will determine whether to bring charges to the Student Conduct Board, based on the Title IX Coordinator's determination. If the Title IX Coordinator determines it is more likely than not that the student committed a Sexual Offense or other violation of the Code of Conduct, the Vice President for Student Life will refer the charges to a Student Conduct Hearing. If the Title IX Coordinator determines that the student did not commit a Sexual Offense or other violation of the Code of Conduct, the Vice President for Student Life will not refer the charges to a Student Conduct Hearing, will dismiss the charges, and will inform the co-complainant of his or her right to appeal the Title IX Coordinator's decision to an Appellate Board within two (2) business days of the decision, pursuant to the procedures set forth in § XIV(B) (below).

If a request for charges or complaint is received after a Formal Complaint has been investigated under the Title IX Procedure, the request will not be granted, unless the Formal Complaint is dismissed but the investigator determines that it is more likely than not that the student committed a Sexual Offense or other violation of the Code of Conduct. In such a case, the Vice President for Student Life will refer the charges to a Student Conduct Hearing. If the investigator determines that the student did not commit a Sexual Offense or other violation of the Code of Conduct, the Vice President for Student Life will not refer the charges to a Student Conduct Hearing, will dismiss the charges, and will inform the co-complainant of his or her right to appeal the Title IX Coordinator's decision to an Appellate Board within two (2) business days of the decision, pursuant to the procedures set forth in § XIV(B) (below).

B. Rules Applicable to All 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.

C. Rules Applicable to Cases Involving One or More Sexual Offense Charges Only

1. RSC will simultaneously provide co-complainants and the respondent with reasonable advance written or electronic notice of:
 - any meeting they are required to or are eligible to attend,
 - the specific rule, rules, laws, and Code of Accountability provisions alleged to have been violated;
 - the date, time, location and factual allegations concerning the violation;
 - in what manner the specific rule, rules or laws are alleged to have been violated; and
 - any possible sanctions.
2. RSC may provide notice of the date, time, location and factual allegations that have been reported, specific code provisions reported to have been violated, and associated sanctions in multiple notices and/or separate communications. Nothing prohibits RSC from holding students accountable for violations that are not referenced in the initial charge letter but are learned about from evidence, testimony, or admission at a hearing or during the investigatory process, consistent with RSC policies and due process, where applicable.
3. The respondent is presumed to be “not responsible” until RSC has established evidence, testimony or information that would allow the decision maker to find the accused responsible pursuant to the Code of Accountability.
4. Co-complainants and the respondent will be given the opportunity to offer evidence during any investigation into any Sexual Offense charges.

5. Co-complainants and the respondent will be given reasonable access to review and present available evidence in the case file, or otherwise in the possession or control of RSC, that may be used in a hearing or investigation and/or may exonerate or show responsibility in the case. RSC may place reasonable restrictions on access to evidence, such as time, place and manner restrictions, heightened restriction for sensitive information that is not directly relevant to the questions raised in the investigation or hearing, and a limit on students or their advisors of choice engaging in “fishing expeditions” of all records maintained by RSC that in any way relate to any of the parties. Co-complainants, the respondent, and their advisors are not entitled to generalized pre-hearing discovery, or to copies of all available evidence, but are instead entitled to access the evidence directly relevant to the specific case, as reasonably determined by RSC.
6. The co-complainant and the respondent may select any advisor of their own choosing, including an attorney, who must be permitted to assist and advise a co-complainant, accused, or respondent throughout the process, including during all meetings and hearings related to such process. The co-complainant and/or the respondent is responsible for presenting his or her own information, and therefore, advisors (including an attorney, when applicable), are not permitted to speak or to participate directly in any hearing before a Student Conduct Board. The selection of an advisor is the responsibility of the co-complainant or respondent. Any costs associated with the advisor are at the expense of the student. Advisors who violate institution policies may be removed from a hearing or meeting. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the Student Conduct Board Hearing because delays will not normally be allowed due to the scheduling conflicts of an advisor. RSC is not required to recess the hearing or allow the student to replace the banned advisor with a new advisor. RSC is not required to limit its capacity to conduct its judicial or conduct process due to scheduling or other delays (whether genuine or tactical) by an advisor of choice.
7. Student Conduct Board hearings must be conducted by Student Conduct Board members who do not have a conflict of interest and who have received annual training on issues related to conducting investigations of sexual violence, the effects of trauma, impartiality, the rights of the respondent, including the right to a presumption that the respondent is “not responsible” until a finding of responsibility is made, how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability, RSC’s policies and procedures, and other issues including, but not limited to domestic violence, dating violence, stalking and sexual assault.
8. Timeframes for hearings involving one or more charges may be extended

for good cause upon written notice to the accuser and the accused.

9. At any hearing conducted by the Student Conduct Board, the respondent will be offered an opportunity to present evidence and testimony. RSC will try to arrange the attendance of 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 Conduct Board Hearing.
10. Students will be provided with the opportunity to exclude (1) their own prior sexual history with persons other than the other party in the conduct process, and (2) their own mental health diagnosis and/or treatment from admittance in any stage of the disciplinary proceeding where responsibility is determined (including determinations by the Title IX Coordinator, Student Conduct Board, and Appeals Board). However, past findings of domestic violence, dating violence, stalking, or sexual assault may be admissible in disciplinary stages that determine sanctions. Further, if a co-complainant engaged in sexual activity with more than one partner in a short time period (as reasonably determined by the institution) and RSC alleges that the co-complainant sustained injuries during non-consensual sexual activity with the accused, the fact of consensual or non-consensual sexual activity with the unrelated individual may be admitted for the limited purpose of addressing how injuries were sustained. Such evidence may not be used to show a pattern of engaging in sexual activity by the co- complainant or to allege that if the co-complainant consented to activity with the unrelated individual, they were also consenting to sexual activity with accused.
11. There shall be a single verbatim written record, an unofficial transcript, of all Student Conduct Board Hearings before a Student Conduct Board (not including deliberations). The record shall be the property of RSC. The respondent and complainant will be given reasonable access to the full and fair record of the hearing, and RSC will maintain a copy of the record for at least five years after the hearing. If a participant requests an official transcript, RSC may choose to allow licensed court reporters to make transcripts of a hearing or proceeding, at the expense of the participant in the hearing who requests an official transcript. If one participant creates an official transcript, RSC may be required to provide that official transcript to the other participant(s) upon request.
12. At the conclusion of the Student Conduct Hearing, the parties will be informed, in writing, of the result of the investigation, any sanctions imposed, the rationale for the result and the actual sanctions imposed, and the findings of fact. They will also be informed of their right to appeal the decision to an Appellate Board within two (2) business days of the decision, pursuant to the procedures set forth in § VIII (E) (below).

13. Students have the option to choose whether to disclose or discuss the outcome of the Student Conduct Hearing.
14. Unless otherwise required by law, RSC will protect all information obtained about students during the course of the disciplinary process from public release, until the Appeals Board makes a final determination.
15. The co-complainant must be permitted to withdraw from RSC's Student Conduct proceeding process at any time. If the co-complainant chooses to withdraw, however, RSC may choose to proceed with Student Conduct charges, without the co-complainant's participation. If RSC continues an investigation or takes action after a co-complainant withdraws, the co-complainant has the right to participate as much or as little as the co-complainant wishes.

D. Rules Applicable to Cases Involving Charges Other Than Sexual Offenses Only

1. 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.
2. 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.
3. 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.

4. 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.
5. 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.
6. 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.
7. 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.
8. 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.
9. All procedural questions are subject to the final decision of the Student Accountability Administrator at their discretion.
10. 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 that do not involve Sexual Offenses that are decided by a Student Conduct Board, the recommendation of all members of the panel shall be considered by the Student Conduct Administrator in determining and imposing the sanction(s). Following the hearing, the Student Conduct Administrator or Student Conduct 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. In cases involving Sexual Offenses that are decided by a Student Conduct Board, the Student Conduct Board shall determine and impose the sanction(s). In cases involving a Sexual Offense charge or complaint, the respondent and complainant must be offered an opportunity to make an impact statement during the point of the hearing where the Student Conduct Board is deliberating on appropriate sanctions. Following the hearing, the Student Conduct Board shall advise the respondent and complainant simultaneously in writing of the determination and of the sanction(s) imposed, if any, the findings of fact, and the rationale of the Student Conduct Board for the decision and sanction. The Vice President for Student Life shall receive a copy of this letter.
4. 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, including sexual violence, RSC must make a notation on the student's transcript that the student 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 the student "withdrew with conduct charges pending." These transcript notations can be appealed by contacting the Provost. See the [Registrar's office webpage regarding transcript notations](#) for more information. 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.

- p. Discretionary Transcript Notations- If a student is found responsible for a violation of this Code, for misconduct other than crimes of violence or Sexual Offense, RSC may at its discretion make a notation on the student's transcript which states "Disciplinary Suspension."

5. Sanctions for academic dishonesty may include:

- a. A written reprimand
- b. A zero on the assignment(s) involved
- c. An "F" on the assignment(s) involved
- d. An "F" in the class involved
- e. Revocation or a change of grade
- f. Suspension from the College for one term
- g. Suspension from the College for one year
- h. Permanent dismissal from the College
- i. Revocation of degree

- 6. More than one of the sanctions listed above may be imposed for any single violation.
- 7. 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.
- 8. The following sanctions may be imposed upon Student 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;
 - d. To determine whether new evidence, which was unavailable at the original proceeding, has been discovered;
 - e. To review a Title IX Coordinator's final determination that no Sexual Offense violation occurred; and
 - f. To review any portion of a Student Conduct Board's final determination regarding a Sexual Offense charge or complaint.

B. Appeals From Decisions of a Title IX Coordinator or Student Accountability Administrator

- 1. A final determination by a Title IX Coordinator or 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.
7. In cases involving Sexual Offenses, the parties will be informed, in writing, of the result of the appeal, the Appellate Board's recommended sanctions, the rationale for the result and for the Appellate Board's recommended sanctions, and the Appellate Board's findings of fact. Delivery of this outcome will not be delayed to either party, and should occur as nearly simultaneously as possible, without unnecessarily bringing those in conflict into close proximity to each other.

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.
10. In cases involving Sexual Offenses, the parties will be informed, in writing, of the result of the appeal, the Appellate Board's recommended sanctions, the rationale for the result and for the Appellate Board's recommended sanctions, and the Appellate Board's findings of fact. Delivery of this outcome will not be delayed to either party, and should occur as nearly simultaneously as possible, without unnecessarily bringing those in conflict into close proximity to each other.

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 (including but not limited to Sexual Offenses), 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, including a Sexual Offense, 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, other than situations involving a Sexual Offense charge or complaint, 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, July 2025, August 2026.

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 on the assignment(s) involved;
 - c. An “F” on the assignment(s) involved;
 - d. An “F” in the course involved;
 - e. 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 five (5) 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 Processes²

	Criminal Justice System	RSC Disciplinary System
Goals.	Public safety, deterrence, and punishment.	Education; safety; safe and supportive campus environment.
Governing Law.	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.
How to report and whether there must be action once a report is made.	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.
Who investigates?	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.

Procedures.	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.
Standard of Evidence.	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.
Confidentiality.	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.
Privacy.	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.
Who are the parties?	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.
Participation in the process.	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.
Who initiates the proceedings?	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.
Testimony.	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.

Role of attorneys.	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.
Mental Health and Sexual History.	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.
Possible Results.	If a prosecution takes place, the defendant may plead guilty or "no contest" have the case dismissed by the judge (on legal grounds) be found "guilty" or "not guilty" by a judge or jury	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.
Sanctions.	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.

² 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

Appendix C

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 Vice President for Student Life or designee reserves the right to activate special provisions with respect to communicable diseases, for all or part of a semester or academic year, based on regional, national, and global circumstances, to help mitigate the spread of disease.

The College may implement reasonable health and safety measures consistent with applicable federal, state, and local laws and public health guidance. Depending on the circumstances, such measures may include, but are not limited to, the use of face coverings or other personal protective measures, physical distancing, temporary modifications to instructional operations, isolation or exclusion from campus when appropriate, vaccination or testing requirements where legally permissible, and communication of relevant health information and guidance to the College community.

The College will assess the need for such measures based on the nature and severity of the communicable disease, public health recommendations, operational considerations, and applicable legal requirements. Measures may be implemented, modified, or discontinued as conditions change. The College will strive to provide reasonable notice and clear guidance regarding any measures that affect members of the campus community.

All students are expected to comply with such provisions, including those who reside on campus and commuter students. Required stipulations may cover student accountability both on and off campus.

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, State and local health departments, etc.) to triage and deliver care in the manner appropriate to a specific illness/disease.

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.