Table of Contents

I. Calendars
   Academic Calendar
   Campus Events Calendar

II. Co-Curricular Information
   Leadership Programs
      Russell Sage College
      Sage College of Albany
   Clubs and Organizations
      Russell Sage College
      Sage College of Albany
   Resource Centers, Programs, and Traditions
      Russell Sage College
      Sage College of Albany
   Student Government
      Russell Sage College
      Sage College of Albany
   Alumnae/Alumni Association

III. Campus Offices and Resources
   Section One
      Vice President for Student Life
      Dean of Students Offices
      International Students
   Section Two
      Athletics and Recreation
      Office of Student Activities
      Leadership Development
   Section Three
      Office of Diversity and Inclusion
      Residence Life
      Public Safety
   Section Four
      Academic Advising
      Career Planning
      Wellness Center
   Section Five
      Academic Support Center
      Services for Students with Disabilities
Academic Computing and MySage

Section Six
Libraries
Bookstores
Dining Services

Section Seven
College Services/Mail Services
Student Services
Office of Marketing and Communications

IV. State, Federal, and College Policies

Section One
Resolution of Academic Issues
Student Evaluation of Faculty
Degree-Seeking Status
Student Identification Number
Identification Cards
Address and/or Name Change
Withdrawal from the Colleges

Section Two
Weather-Related Emergencies
Emergency Procedures
Guests on Campus
Parking
Event Scheduling Policy
Poster Policy
Photo Usage Policy
Selling and Soliciting

Section Three
Alcohol and Other Drugs Policy
Tobacco Free Policy

Section Four
Religious Policy Statement
Students with Disabilities
Discrimination and Harassment Policy
Sexual Assault Policy
Gender Policy

Section Five
Campus Crime Statistics
Records Policy
Section Six
Residence Policy
Residence Hall Policies

V. Campus Maps
   Albany
   Troy

VI. Student Code of Conduct
Calendars
Academic Calendar

The official academic calendar is set each spring for the upcoming two academic years. Sage's academic years begin in the summer and run through the fall and spring semesters.

The academic calendar for the next year is available for review on the Sage website, and can be accessed directly by clicking the following link: https://www.sage.edu/academics/academic-calendars/

Campus Events Calendar

Members of the Sage community can access information about upcoming events across The Sage Colleges through Sage’s Online Portal. The events calendar is updated frequently and includes events for students, faculty, staff, and the general public.

In addition, the Student Life Offices post information about upcoming campus events on the class Facebook pages. Students are encouraged to join the page associated with their class to access the most up to date information about current events.
Co-Curricular Information
Leadership Programs

Sage offers many leadership development opportunities, both in and out of the classroom. Active participation in college leadership activities prepares students to be effective leaders, role models, and change agents in their careers, families and communities. The goal of our leadership programs are to help every student realize their leadership potential.

For more information on leadership opportunities, please contact the Office of Student Life on your campus:

- Russell Sage College: (518) 244-2207, angrid@sage.edu
- Sage College of Albany: (518) 292-1753, scaactivities@sage.edu

Russell Sage College

Student Government

RSC has over 20 clubs and organizations providing opportunities for students to engage one another, plan events and service programs, serve in leadership roles, and develop leadership skills. In addition, club officers prepare budgets and serve on RSC’s Student Senate, which meets bi-weekly throughout the semester. In addition, Student Government boasts ten Executive Board members who participate in a leadership training to prepare them for their role after elections who coordinate many of RSC’s most popular annual events, including SageFest and the RSC River Cruise. Students may also seek leadership opportunities in a wide variety of class officer positions, which are instrumental in the planning and execution of many of RSC’s most beloved traditions.

Leadership Positions

Russell Sage College prepares students to be leaders and change agents for their multiple roles in the world. A range of academic, experiential, and practical applications allows RSC students to develop their leadership potential both in and out of the classroom.

Resident Assistants, Student Mentors, Orientation Leaders, Tutors, Student Center Assistants and Recreation Supervisors serve as peer leaders and role models for other students on campus and learn valuable skills for their future.

Popular traditions like Rally also serve as a launching pad for students in each class to lead their peers, including many opportunities for seniors who lead the campus in Rally events.
Sage SELECT
The Sage SELECT program is a leadership development program designed for rising sophomore students and second year transfers. The intent is to delve into all aspects of leadership through a series of structured seminars and workshops. Seminars and workshops are facilitated by top administrators, faculty members, and community members. Contact the Office of Career Planning for more information about this engaging program. https://www.sage.edu/student-life/career-planning/sage-select/

Academic Opportunities
Students will find that many of their academic courses can provide leadership and growth opportunities in their specific discipline or career. Also, some departments employ Teaching and Lab Assistants. In addition, Russell Sage’s culminating general education course, WLD 401: Women Changing the World, combines academic and experiential learning through engaging service learning projects to prepare graduates to have an impact on our changing world.

Other Leadership Opportunities:
● Internships
● Athletic teams & club sports
● Spirituality Center
● Regional & National conferences
● Campus events & class activities
● Campus work-study jobs
● Community service

Sage College of Albany

Leadership Positions
Becoming active in your college community can improve self-esteem, increase self awareness, and foster leadership development. At SCA we have a variety of opportunities that provide you with an opportunity to gain these valuable skills. These include; Resident Assistants, Orientation Leaders, Freddie’s Student Center Assistants, Commuter Assistant, Tutors & Recreation Supervisors.
Student Government, Clubs and Organizations

SCA has over 20 clubs and organizations where students can plan events, serve in leadership roles, and practice their leadership skills.

Leadership Symposium

Leadership Symposium is an annual leadership conference. This spring event brings both current and prospective leaders together for team building activities and leadership development. Leadership Symposium is a great chance for students learn to increase their self-confidence, awareness, trust, communication, and teamwork.

Sage SELECT

The Sage SELECT program is a leadership development program designed for rising sophomore students. The intent is to delve into all aspects of leadership through a series of structured seminars and workshops. Seminars and workshops are facilitated by top administrators, faculty members, and community members. Contact the Office of Career Planning for more information about this engaging program. https://www.sage.edu/student-life/career-planning/sage-select/

Other Leadership Opportunities:

● Internships & co-ops
● Athletic teams & club sports
● Regional & National conferences
● Campus events & class activities
● Campus jobs
● Community service

Clubs and Organizations

Clubs and other student-run organizations are a great way to make friends, broaden your horizons, take on a cause, or just have fun during your time at The Sage Colleges. Involvement and leadership in student organizations are also great resume-builders.

Both Russell Sage College and Sage College of Albany have a variety of clubs for students to join; as well as the option to start new clubs by working with the Student Life Office. For more information on clubs, contact the Director of Student Activities in the Student Life Office.
How to Start a New Organization:

To start a new organization or revive an old club, contact the Student Life Office for assistance on how to get organized, find an advisor, recruit members, and complete the Student Government recognition process. Students who have an idea for a new club or would like to reactivate an inactive club should do the following:

- Survey other students on campus to see if there is a reasonable amount of interest for the proposed club. If the club is major-related, contact students taking that particular major;
- Find and designate a club advisor (faculty or staff member at TSC) who can help with the details of organizing and carrying out the long-range objectives of the club;
- Bring the proposal to the Student Life Office and gain assistance with how to draw up a charter and constitution, and how to petition to the College for recognition;
- After working with the club advisor and other prospective members of the club, the charter and constitution must be submitted to the Student Government (RSCeboard@sage.edu) for approval;
- Upon approval of club status, you may start conducting official meetings with the club members.

Russell Sage College

Biology Club
The Biology Club is open to all students who have an interest in learning more about the various aspects of the field of Biology. The Club sponsors speakers, field trips and various other activities related to this scientific field.

Black and Latino Student Alliance
The purpose of the Black and Latino Student Alliance is to bring about better understanding of the diverse cultures existing on campus by unity and also to do away with the misconception that the BLSA is only for students of color. The purpose is also to stimulate interest and participation in activities related to the academic, social and cultural affairs of Black and Latin students.

Creative Arts in Therapy (CATS)
Membership is open to all students of The Sage Colleges who are interested in the creative arts in therapy. The club’s purpose is to inform and educate the community about the Creative Arts in Therapy.
Nursing Club
This organization attempts to promote professional attitudes and interests in Nursing, as well as involve college nursing students in educational and social activities. Members participate in fundraising activities and volunteer work in the community.

Nutrition Club
The Nutrition Club is open to all nutrition majors. Its purpose is to inform students about special issues in nutrition and to guide students to their chosen career path. The club is also focused on community leadership and volunteer activities related to nutrition.

Sage Dance Ensemble
This club is open to all students on campus, but membership is determined through auditions. It performs once a year. Other opportunities include the chance to attend The National Dance Festival.

Sagettes
The Sagettes is a small a cappella singing group of Sage students selected by auditions. Their music, with four-part harmony, ranges from sentimental to popular tunes. This talented group performs at college functions and off campus events.

Spanish Club
Open to all students with an interest in Spanish and Hispanic cultures. The club sponsors cultural activities such as dinners, speakers, presentations, and participates in Hispanic Awareness Week. It also plays an active role in activities with the Spanish House.

Additional Clubs:
- Anime Club
- Bookworms
- Chemistry Club
- Cheerleading Club
- Circle K International
- Habitat for Humanity
- Medusa Poetry Club
- Muslim Student Association
- Newman Club
- OT Club (Occupational Therapy)
- Intervarsity Christian Fellowship

The Sage Colleges
RSC Honor Societies

Athenians
The Athenians is the Russell Sage Academic Honor Society. It is composed of juniors and seniors who have achieved a cumulative average of 3.4 after four terms of work.

Psi Chi
The National Honor Society in Psychology is for students who have a major or minor in Psychology and have obtained at least 12 credits in the field with a 3.0 average. Its purpose is to encourage, stimulate and maintain scholarship, and advance the science of psychology.

Phi Alpha Theta
The Pi Rho Chapter of Phi Alpha Theta, the international honor society in History was established at Russell Sage in 1970. The qualifications include 12 semester hours in History with an average of 3.0 or higher, an overall average of 3.0, and are in the top 35% of the class.

Sage Circle
This society of Russell Sage College recognizes student’s participation, leadership, and service in the College community. Members of Sage Circle are students who exemplify high standards of character, good sportsmanship and conduct. The members are expected to continue to promote and retain interest and service in the College community. The criteria for membership include a class standing of at least a second semester sophomore, a cumulative average of at least a 2.700, the accumulation of a required number of points as prescribed by the Sage Circle Point Sheets, and the overall recognition of high standards exhibited by the student as viewed by the current members of Sage Circle.

Sigma Tau Delta
English Honor Society, Alpha Alpha Sigma Chapter, composed of students majoring or minoring in English who have earned a 3.2 average or higher after at least three semesters of study.
Other Academic Clubs:
- Alpha Kappa Delta
- Honor Society in Sociology
- Phi Lambda Epsilon
- Chemical Honor Society
- Alpha Phi Sigma
- Honor Society in Criminal Science
- Sigma Theta Tau-Delta Phi Chapter
- National Nursing Honor Society
- Beta Beta Beta
- Honorary Society in Biology
- Phi Kappa Phi
- National Honor Society
- Eta Sigma Gamma
- National Professional Honorary Society in Health Science

Sage College of Albany

Academic Organizations:

American Institute of Graphic Arts (AIGA)
AIGA is a national organization whose mission is to further excellence in communication design, advance the education and ethical practice of graphic designers, and provide opportunities for the exchange of ideas and information.
Email: aiga@sage.edu

Biology Club
The Biology Club is an organization for students who are interested in science to meet, exchange ideas, and explore activities, which are not possible during normal class time.
Email: biologyclub@sage.edu

Pre-Med/Pre-PA
Our club is focused on connecting pre-med/pre-PA students and to help push each other toward our career goals. We help students build their resumes for a successful future in the healthcare field.
Email: zamors@sage.edu
Sage Aspiring Leaders (SALT)
SALT encourages members to join if you are majoring or just have an interest in business and management development. The club provides opportunities to visit organizations, work on organized programs, and overall ways to build business careers.
Email: sageleaders@sage.edu

Publications:

Vernacular
The Vernacular is a literary and art magazine entirely organized, edited, designed, and published by SCA students. This annual publication is one of the oldest traditions at SCA and has been a highlight on campus for over 40 years.
Email: vernacular@sage.edu

SCA Social Organizations:

Association of Campus Events (A.C.E.)
A.C.E brings a wide variety of social and cultural entertainment to campus, such as the Activities Fair, Earth Day, speakers, comedians, singers, artists, interactive game shows and novelty acts. Students are encouraged to be a part of A.C.E., not only to improve their social life on campus, but also to assist in choosing performers and events for the upcoming semesters. Members attend conferences and workshops to meet entertainers, review events, and learn a variety of leadership skills.
Email: scaactivities@sage.edu

Gaming Organization
Gaming Organization seeks to create an environment for students who share a common interest in gaming (video game, tabletop, etc.) to interact with one another.
Email: gamingclub@sage.edu

The Gator Serenaders
The Gator Serenaders are the SCA, co-ed acapella performance group that is open to all students. The club provides a community where you are able to express your love, skill, and knowledge of music.
Email: gatorserenaders@sage.edu

The Sage Colleges
Latino Student Union (LSU)
The Latino Student Union is established for the expressed purpose of creating awareness of the Latino culture and promoting unity in the SCA community.
Email: latinostudentsunion@sage.edu

Law & Society
This organization is open to all students who are interested in career information, law, or activities related to the major.
Email: lawandsociety@sage.edu

L.O.V.E.
L.O.V.E. is open to all students and provides support to the LGBTQ+ community at SCA.
Email: scalove@sage.edu

The Navigators (Commuter Relations)
The Navigators provide clear and effective communication between commuter students and the College. All commuter students are encouraged to join and increase their awareness of activities, events, and other forms of involvement in the SCA community.
Email: commutersca@sage.edu

Residence Hall Council
Residence Hall Council builds community through planning activities and proposing improvements for the Residence Hall. Albany resident students are encouraged to get involved in the Residence Hall Council and take an active role in creating a fun and positive environment in the building.
Email: residencehallcouncil@sage.edu

Sage African, Latino, Asian, and Native American (SALANA)
SALANA is committed to celebrating different backgrounds, ethnicities and races by providing multicultural educational programs to the campus community. SALANA sponsors events, such as cultural dinners, performances and workshops. This organization brings successful ALANA speakers to campus and actively participates in social networking events in the area, which promotes leadership development. Furthermore, SALANA recognizes the need for volunteers in the community and reaches out to other organization that share in their mission.
Email: salana@sage.edu
Sage Fishing Club
To provide students of SCA the opportunity to gain knowledge about fishing and provide them with many opportunities to enjoy nature.
Email: scafishing@sage.edu

VEGAH
The mission of this club is to generate a community of students that shares the desire to promote awareness, to educate, and to motivate others about their eating healthier, animal rights, and the importance of maintaining sound and healthy nutrition.
Email: harrij13@sage.edu

Resource Centers, Programs, and Traditions

Russell Sage College

Helen M. Upton Center for Women’s Studies
VDH, First Floor 244-2306

The Upton Center serves as a resource for all women in the College community. The central mission of the Center is the dissemination of knowledge by, for, and about women’s lives and issues. The Center houses the RSC Women’s Studies library collection, sponsors a range of panels, lectures, dinners and events on topics ranging from women in the arts and sciences to women’s equity of all kinds including job, education, race, age, class, sexual orientation, and physical disability. Co-curricular functions include programming for WLD 101/201, WLD 401 Women’s History Month activities (March), conferences, the annual Upton Dinner, Occasional Forums, and workshops on issues of concern to women. The Women’s Studies program offers a minor in women’s studies with courses available from a wide range of disciplines. Consult the RSC catalog for course descriptions and requirements. Students are welcome and encouraged to participate in any of these programs and the Upton Center staff welcomes suggestions for topics to be addressed. Coordinator: Dr. Shealeen Meaney, English and Modern Languages.

McClellan Student Center located in McKinstry Hall
The Student Center is located in the short wing of McKinstry on the first floor and is adjacent to the McKinstry Courtyard. Here you can rent movies and games. There is also a candy counter that will satisfy almost any sweet tooth. This is also the place to go when you feel like shooting a game of pool, playing ping-pong, playing Wii on the Big Screen TV, take in a Netflix movie, and much more! Is it someone’s birthday, anniversary, or are they ill? Why not send them some balloons? The Student Center is the place to go and we have many balloons to choose from. Have a programming event? Come use our space to host that event! Also, join in on the fun programming events that we host for you! Join us for anything from bingo to a band. Have an idea for a program? Let us know and we will do our best to suit your needs and request. Just give us a call at 244-2305! One floor above are our class offices and spaces for clubs and organizations to meet.

**RSC Campus Events & Traditions**

**Opening Convocation**
This traditional welcome of new students to the Russell Sage Community is our first formal introduction to Sage. New students are invited on stage to sign the matriculation book and state their name and hometown to the audience.

**Sage Engaged**
This community service event is sponsored by the Career Planning office and takes place in the fall semester. All members of the Sage community are invited to take part in the day and provide service to community agencies and projects.

**Sage Sisters**
Juniors known as Big Sisters adopt incoming First Year students known as Little Sisters and help guide them through their first 2 years at Russell Sage. Sisters are introduced at the start of the academic year.

**Slippin’ into the Semester Picnic**
A campus picnic held the first day of classes.

**Big/Little Sister Information Session and Ice Cream Social**
The First Year Class Coordinators gather the incoming first year class to teach class songs and other Russell Sage songs to their Little Sisters. All students are invited to attend to learn about the traditions of RSC. The info session is followed by an Ice Cream Social where First Year’s will meet their “Big” sisters from the Junior Class. This traditional event is held the night of the first day of classes.
Banner Ceremony
Each class has an individual class name and color, which is passed down from the graduated class to the incoming First Years. The incoming Class of 2021 will be known as the Blue Angels (Class of 2018 are the Purple Cows, Class of 2019 are the Red Devils, Class of 2020 are the Golden Horseshoes). The Junior Class President presents the First Year Class with their banner, which is handmade by their big sisters at this candle lit ceremony in McKinstry Courtyard.

Class Dinners
Each class holds a formal dinner open to all members of the class. First Year dinner is held in March, the Sophomore dinner is in October, the Junior dinner (a.k.a. The Ring Dinner) is in early November and celebrates the students receiving their College ring, the Senior dinner is held in late April.

Constitution Day
This day brings an opportunity for students to register to vote while allowing them to participate in a series of educational programming. Events provided on this day can range from each student receiving a pocket copy of the United States Constitution, specialized classroom events, and a speaker.

Founders Convocation
This convocation celebrates the founding of Russell Sage College. A notable speaker is invited to address the College community at this event and is followed by a campus wide picnic in McKinstry Courtyard.

Family Weekend
A fun-filled weekend is planned for our students and their families. The weekend highlights, SageFest, various athletic events, and entertainment on campus.

SageFest
First Street is transformed into a street fair when RSC and the Troy Community mesh to enjoy live entertainment, street vendors, fun and games.

The Spirit of Sage Cruise
This happens within the first couple weeks of school where all members of the community are welcomed to participate in this celebration to open up the new academic year and encourage everyone to mingle and dance the night away.

**Song & Skit Night/ Sage Circle Tapping**
This annual fall event, sponsored by SRA, is a fun, light-hearted competition allowing floor/house/hall residents the opportunity to unite and display their creative spirit in a variety of ways (song, skit, dance, etc.). Newly elected Sage Circle members are tapped that evening.

**Secret Sophomore Week**
Groups of Sophomores are matched with groups of First Years to trick and/ or treat for a week. This lighthearted event joins the two classes harmoniously and allows the students to get to know each other.

**Color Night**
Color Night gives the First Year Students a chance to show their colors and class spirit through songs and skits, which they perform, about their transitions into college life. The newly elected officers of the First Year Class are announced.

**Sagettes Holiday Concert**
Held in early December the Sagettes kick-off the holiday season and demonstrate their talents in a magical performance of a cappella song.

**Senior Caroling**
Seniors and underclassmen full of holiday spirit serenade the campus with holiday songs.

**Winter Formal**
This event gives students the opportunity to dress-up for an evening of dancing, dining and socializing in elegant surroundings and is held during early spring semester.

**Sweater Night**
The Junior class assists their Little Sisters in putting on their Class Sweaters for the first time. This is done after the ringing of the bell on Science Hall at midnight.

**Rally Day**

The Sage Colleges
Rally is two weeks of fun, light-hearted competition between the classes to gain their year on the Skin. All activities promote class spirit and raise money for local and national charities. Rally Day happens on the last Friday.

**Sage Circle Tapping**
Outstanding Russell Sage students are chosen to be members of the non-academic honor society, Sage Circle. Students are selected for their participation and leadership in campus life. Students are chosen twice a year, during Song and Skit Night and Rally Day.

**Fudgesicle Concert**
This annual concert presented by the Sagettes during the month of April. All attendees receive a fudgesicle at the end of the performance.

**Russell Sage Honors Convocation**
An event to acknowledge recipients of honors and scholarships in many departments. This event features an Alumna speaker selected by the Senior Class.

**Class Day**
The traditional “Moving Up” ceremony of the College. The seniors present their Class Gift and Slide Show to the College followed by the changing of the Class Flag in McKinstry Courtyard. All classes rise in status closed by the Seniors singing the Alumnae Song.

**Baccalaureate**
This ceremony for RSC students is held the afternoon before Commencement. The Valedictorian and Salutatorian are the speakers and families are invited to attend. Graduating students process in their caps and gowns.

**WORLD Series Cultural Convocations**
The WORLD Series is a lecture and events series for all students enrolled in a WLD 101 and WLD 201 with a focus on agency, the arts and sciences, the global lives of women, and leadership.

**Sage Formal**
This is sponsored by both SCA/RSC Student Governments. This annual formal event allows students, faculty and administrators to mingle, dance and enjoy a night of fun.
This College activity allows students to forget about classes and coursework and just have a good time.

*Take Back the Night March*
Russell Sage students march each year in celebrating Take Back the Night and ending violence against women.

*Commencement*
This graduation ceremony for all of The Sage Colleges takes place every May. It celebrates those who have completed their degrees that May, or in the prior December or August. This is the culmination of the hard work and dedication to academic pursuits where students are honored for their success.

**Sage College of Albany**

**Resource Centers:**

*Freddie’s Student Lounge*
Basement Level, Kahl Campus Center

Freddie’s Lounge was recently remodeled in 2013 for the student community. It is a comfortable area open to students for gathering, studying, grabbing a snack, or just relaxing between classes. Freddie’s Lounge offers a wide variety of equipment for students, which includes a pool table, ping pong table, and the latest video game technology. Sage ID is required. WiFi is available.

Freddie’s Lounge can also be reserved for clubs and events throughout the semester. Please contact the Director of Student Activities ([liebek@sage.edu](mailto:liebek@sage.edu)) for reservations.

**Programs and Traditions:**

*Opening Convocation*
The traditional welcome of new students to the Sage College of Albany community.
Students are invited up to sign the matriculation book and state their name and hometown to the audience.

*Baccalaureate*
This event is held each year during Commencement Weekend to recognize the academic and leadership achievements of graduating students. A graduating student is selected to address the class and awards are given by each academic department.

**The BFA Student Exhibition**
This exhibition features the capstone work of Sage students completing the requirements for BFA degrees in the Art + Design Department. The exhibition is open to the public, and the entire Sage community, family and friends are encouraged to attend the opening of the exhibition, which occurs near Commencement weekend.

**Commencement**
This is our spring graduation ceremony of all The Sage Colleges, to celebrate those who have completed their studies. This is the culmination of hard work and dedication to academic pursuits where students are honored for their success.

**Constitution Day**
This day brings an opportunity for students to register to vote while allowing them to participate in a series of educational programming. Events provided on this day can range from online quizzes to game shows to lectures on the Constitution.

**Disabilities Awareness Day**
This day is scheduled on both the Albany and Troy campuses to educate and sensitize the campus community on disability related issues. Information is provided on the Americans with Disabilities Act, types of disabilities and success stories of individuals with disabilities. Ribbons are worn on that day by the Sage community to show their support for students with disabilities.

**Earth Day**
This is a campus-wide annual celebration sponsored by the Biology Club. The event raises awareness of many environmental issues through student made exhibits. There is also a series of activities, music, and food during this celebration. This event is one of the main highlights of the spring semester.

**Gator Day**
This full day of events invites family, friends, and alumni to come on campus and get an overview of the many events and areas that students experience on campus.
**International Food Festival**

This is an annual SCA event in the fall semester that celebrates diversity and ethnic heritage. Come and enjoy the food, music and the sharing of many traditions.

**Sage Engaged**

This is a community service event that takes place in the Fall semester. This day all members of the Sage community are engaged to take part of their day and provide service in the city park to help with fall cleanups projects.

**Sage Formal**

This is sponsored by the SCA Student Governments. This annual formal event allows students, faculty and administrators to mingle, dance and enjoy a night of fun. This College activity allows students to forget about classes and coursework and just have a good time.

**Sage Votes**

This provides nonpartisan information that helps enable the Sage community to become a more informed voter. The events do not necessarily address headline issues but address the issues and concerns of our community.

**Town Meeting**

This is a SCA tradition that celebrates the beginning of the academic year. This opening community gathering is an opportunity for students, faculty and administrators to participate in a campus-wide academic discussion of issues relating to higher education.

**World AIDS Day**

This nationally recognized day that is dedicated to advocating, educating and engaging the community about HIV and AIDS and the impact it has on local, national, and global accounts.

**Other Campus Events**

The Albany campus provides a wide variety of diverse, inclusive, social, and educational programming throughout the academic year. These events and others help foster and build our community on and off campus. Ideas for new traditions are always welcomed. Please contact the Student Activities Office in the Kahl Campus Center, Freddie’s Lounge.

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**The Sage Colleges**
Student Government

Russell Sage College

The Russell Sage College Student Government is an organization which is designed to promote and work for the needs of the students and the community. Every registered student at Russell Sage is a member of Student Government, which includes the RSC Student Senate (comprised of the President and Treasurer of every chartered RSC student club/organization and every Class officer) and the Executive Board. The 10 members of the Executive Board are elected by the RSC student body. More specifically, the individual duties and responsibilities of each position are listed below.

President
Acts as an executive leader in student affairs and as spokesperson for the concerns of the students; acts as a liaison to the students, faculty, and administration; presides over all meetings of the Executive Board and Student Senate; makes all appointments to positions authorized by the Student Senate, subject to the approval of the Executive Board of Student Government; meets weekly with the RSC Dean of Students as advisor to RSC Student Government.

Vice President
Assumes all duties of the President of Student Government in the event of her absence. Attends all meetings of Executive Committee; serves as a representative of the students in affiliations with organizations outside the Sage Community; convenes meetings of Executive Board to review and revise the Student Government Constitution when deemed necessary; coordinates and supervises Student Government elections; acts as a liaison between Executive Board and all student-run clubs/organizations for the purpose of review and approval of charters and the establishment of new clubs/organizations.

Treasurer
Attends all meetings of Executive Board and Student Senate; presides over all meetings of Finance Committee; keeps all financial records and disburses funds of Student Government; and receives proposed budgets from all student organizations with sanctioned standing for the upcoming year in the spring semester.
Secretary
Attends, records and distributes all minutes of all meetings of Executive Board, Student Senate, and Finance Committee; keeps lists and attendance records of all members of Student Senate; keeps a current record of all clubs, classes, and Student Government officers; keeps a permanent record of all minutes taken at Student Senate and Executive Board meetings; disperses, to all voting members, minutes taken at Student Senate; carries out all the necessary correspondence and publicity for RSC Student Government.

Sage Recreation Association:
Attends all meetings of Executive Board, Student Senate, Sage Recreation Association and Finance Committee; acts as a liaison between Sage Recreation Association and Executive Board; acts in coordinating all College recreational activities; works closely with the Director of Student Activities in the Student Life office.

Social Chair
Attends all meetings of Executive Board, Student Senate, and Finance Committee; acts as a coordinator of all social activities sponsored by Student Government; meets with representatives of area colleges to coordinate social activities; is responsible for the weekly posting of any notices of social activities to Sage students; works closely with the Director of Student Activities in the Student Life office.

Academic Chair
Attends all meetings of Executive Board, Student Senate, Finance Committee, RSC Curriculum Committee; meets on a regular basis with the Academic Dean; receives, acts upon, and reports academic concerns and their solutions to the student body, faculty, administration; and acts as a liaison to the academic community of Student Government.

Public Safety Representative
Attends all meetings of Executive Board, Student Senate, Finance Committee, regular safety meetings with the Director of Public Safety and other members of the College who strive for continuing to make Russell Sage a safe campus.

Commuter Representative
Attends all meetings of Executive Board, Student Senate, Finance Committee, and meets regularly with the Director of Student Activities. Leads the Commuter Student Board, which plans activities for commuting students and brings issues related to commuting at Sage to the attention of the RSC Student Senate and the Student Life office.

The Sage Colleges
**Intercampus Coordinator**

Attends all meetings of Student Senate, Executive Board and Finance Committee. Acts as a liaison to Executive Board; informs them of the Sage College of Albany’s activities and plans programs with SCA. Acts as a liaison to a standing committee of Student Government.

**Sage College of Albany**

The Student Government Association serves as a liaison between the students and the administration. All full-time students at SCA are members of the Student Government Association and are welcome to attend meetings. Student Government Association meetings are an opportunity for students to voice issues, concerns, and plan upcoming events to improve their Sage experience. For additional information contact: scastudentgovernment@sage.edu.

**President of the Student Government Association**

A junior or senior (completed 45 or more credits) who has a G.P.A. of at least 2.5 at the time of his or her election, and is responsible for maintaining a grade point average of at least 2.5 during his or her term. He or she presides over all meetings of the Student Government Association and is the official representative and spokesperson for the student body of Sage College of Albany. The President conducts regularly scheduled office hours, ensures that the Roberts Rules of Order and the SGA constitution are followed, and works closely with the vice president. The President only votes in the Senate/Executive Board in the event of a tie, and attends the following annual meetings as the SGA representative: Finance Committee, Board of Trustees (upon invitation only), Donor Dinners (upon invitation only), Additional Campus Life Committees (upon invitation only).

**Vice President of the Student Government Association**

The Vice President shall have a G.P.A. of at least 2.5 at the time of his or her election and maintain a grade point average of at least 2.5 during his or her term. He or she shall serve as a member of the Executive Board, be a voting member of the Student Government Association, and conduct regularly scheduled office hours. The Vice President will also act as the Executive Board representative at Curriculum Committee and Alumni Board (upon invitation only) meetings, and preside over the Executive Board in the President’s absence. The Vice President is also responsible for the development and maintenance of the SCA class officer structure as well as for conducting spring and special Executive
Board and class officer elections. He or she serves as the chairperson of the Constitution Committee and meets weekly with the SGA president.

**Social Vice President of Campus Activities**
The Social Vice President has a G.P.A. of at least 2.5 at the time of his or her election and maintains a grade point average of at least 2.5 during his or her term. He or she serves as both a member of the Executive Board and as a voting member of the Student Government Association. The social vice president has regularly scheduled office hours and works with the Association of Campus Events committee to plan campus events. He or she acts as a liaison between all clubs and the Executive Board for campus events and works closely with the Advertising Director of the Student Government Association to help classes and club organizations plan and promote meetings and events. The social vice president meets weekly with both the ACE advisor and the SGA President.

**Treasurer of the Student Government Association**
The Treasurer has a G.P.A. of at least 2.5 at the time of his or her election and must maintain a grade point average of at least 2.5 during his or her term. He or she serves as both a member of the Executive Board and as a voting member of the Student Government Association. The Treasurer has regularly scheduled office hours and will temporarily assume the duties of the President if for any reason the President and Vice President are unable to fulfill the duties of the office. He or she acts as chairperson of the Finance Committee, and is responsible for overall budget management in conjunction with the Student Government Association Advisor. He or she keeps all financial records and authorizes requests of Student Government Association funds in addition to providing club organizations and classes with formal monthly budget statements (informal statements will be available upon request.) The Treasurer works with the business office to assure allocations and payments have been distributed accurately, and meets weekly with the Student Government Association President.

**Commuter Relations Director**
The Commuter Relations Director has a G.P.A. of at least 2.5 at the time of his or her election, and maintains a grade point average of at least 2.5 during his or her term. He or she serves as both a member of the Executive Board and as a voting member of the Student Government Association. The Commuter Relations Director has regularly scheduled office hours and serves as a voting member on the Association of Campus
Events (A.C.E.) committee. He or she meets with the Dean of Students monthly to
discuss ways to improve student life for commuter students, and works with the Social
Vice President of Campus Activities to plan social activities, gatherings and trips. The
Commuter Relations Director also serves as a member of the food committee, and is the
chairperson of the Commuter Relations Committee who is responsible for organizing
monthly meetings with the commuter students to discuss their scholarly concerns and to
plan activities and special events. He or she also meets with the Student Government
Association President.

**Secretary of the Student Government Association**
The Secretary of the Student Government Association has a G.P.A. of at least 2.5 at the
time of his or her election, and must maintain a grade point average of at least 2.5 during
his or her term. He or she serves as a member of the Executive Board and as a voting
member of the Student Government Association. The Secretary holds regularly scheduled
office hours, distributes an agenda for each meeting, two days prior to the meeting, and is
responsible for recording and distributing the minutes of each meeting held by the
Student Government Association. He or she handles all Student Government Association
related correspondence, and meets with the President to review biweekly agendas. The
Secretary should also be familiar with the Roberts Rules of Order and is responsible for
reviewing them during the first Executive Board meeting and the first Senate meeting. He
or she must also have current knowledge of computer technology including Microsoft
Word, Microsoft Excel, and Campus Cruiser.

**Advertising Director**
The Advertising Director has a G.P.A. of at least 2.5 at the time of his or her election, and
maintains a grade point average of at least 2.5 during his or her term. He or she serves as
a member of the Executive Board as well as a voting member of the Student Government
Association. The Advertising Director holds regularly scheduled office hours, and is
responsible for advertising all Student Government Association events and help classes
and club organizations advertise events. He or she is also responsible for updating the
Student Government Association website monthly and is expected to attend weekly
Executive Board meetings. The Advertising Director meets weekly with both the
President and the Secretary of the Student Government Association.

**Inter-Campus Coordinator**
The Inter-campus Coordinator shall have a G.P.A. of at least 2.5 at the time of his or her
election. A grade point average of at least 2.5 shall be maintained during his or her term.
Shall serve as a member of the Executive Board. They shall serve as a liaison to connect
Sage College of Albany with Russell Sage College and communicate with the intercampus coordinator on the Russell Sage frequently. Shall be responsible for meeting weekly to plan and coordinate campus events. Shall attend at least two senate meetings at the sister campus. Shall be responsible for keeping the sister campus updated on events at home campus and vice versa. Shall meet bi-weekly with the Student Government Association President.

**Traditions Coordinator**

The Traditions Coordinator shall have a G.P.A. of at least 2.5 at the time of his or her election. A grade point average of at least 2.5 shall be maintained during his or her term. Shall serve as a member of the Executive Board. The purpose of this position is to plan, organize, and maintain annual programs that will inspire a sense of unity and pride in the student body at SCA. Will create and stand as the chairperson for committees needed for traditions events. Shall serve as the chairperson of the formal committee. Shall have one representative at every bi-weekly Student Government Senate meeting. Shall meet bi-weekly with the Student Government Association President.

**Alumnae/ Alumni Associations**

The Sage Colleges consist of over 32,000 alumni. The Offices of Alumnae/Alumni Relations provide a variety of programs and opportunities for alumni to stay connected to Sage. Methods of continuing involvement include:

- Taking advantage of personal and/or professional development seminars that are offered to alumni, students, and faculty/staff throughout the academic year
- Participating in social and networking events throughout the Capital District and beyond
- Supporting community outreach efforts such as Relay for Life, the Regional Food Bank and Go Red for Women, benefitting the American Heart Association.
- Participating in Career Services activities such as internships, job shadowing, and career week. Alumni share their professional experiences with students as well as provide their unique perspective on career options and future job trends.
- Supporting the Admissions Office recruitment efforts through participation in open houses, college fairs, and referral programs. Alumnae/i are often the best ambassadors for The Sage Colleges by promoting the College and representing their alma mater in distinguished professional settings
- Participating in student activities such as Rally, the Student Art Show, Sagefest, Sagettes Concerts, and Commencement.

The Sage College Offices of Alumnae/Alumni Relations encourage students to become involved in activities sponsored by the Association during their time on campus. If you would like more information about how you can become involved with these and other activities, please call the Alumnae/Alumni Relations Office on your campus:

- Russell Sage College: Joan Clifford, 244-2410, cliffj3@sage.edu
- Sage College of Albany: Katie Falso, 292-1915, falsok@sage.edu
Campus Offices and Resources
Section One
Vice President for Student Life

Troy: Plum Building 3rd Floor, 292-1710
Albany: Kahl Campus Center, Room 145, 292-1710

The Vice President for Student Life guides the work of the Deans of Students, Wellness Centers, Residence Life, Student Conduct, Commuter Life, Career Planning, Disability Services, Athletics and Recreation and Fitness. The Vice President for Student Life supports these offices in creating connections for students in and out of the classroom, and in providing a community where learning and personal development can occur in a safe, supportive community.

Dean of Students Offices

Troy: Student Life Office, McClellan Student Center, 1st Floor of McKinstry Hall, 244-2207, deanofstudents@sage.edu

Albany: Student Life Offices, Kahl Campus Center Room 145, 292-1753, deanofstudents@sage.edu

The Student Life Division provides programs, services, opportunities and environments for every student to become engaged in educationally purposeful experiences outside of the formal classroom. The Division, led by the Vice President for Student Life oversees two Dean of Students Offices, and works with a team of professionals in creating living and learning environments which are both challenging to, and supportive of students.

Specifically, the Dean of Students Offices oversee the leave of absence and withdrawal process, and provides individual student support as well as programs and services to students that promote academic excellence, and personal development. The office continuously seeks to improve the quality of campus life and culture within a diverse community and serves as an advocate for students. The office works to minimize obstacles for students helping them to achieving a quality education dedicated to excellence, leadership and citizenship. The Dean of Students collaborates with faculty and staff across the institution to support student success.
International Students

The Sage Colleges welcomes international students from all over the world. Designated School Officials (DSO) and Responsible Officers (RO), on the Albany and Troy campuses serve as resources to all international students.

International students are expected to meet the terms of their F-1 and J-1 visa status at all times. DSOs and ROs are available to assist international students with any issues relating to maintenance of status, as well as help them adjust to life at Sage. All international students must check in with a DSO/RO as soon as they arrive in the U.S.

The following is a list of the DSOs/ROs at The Sage Colleges:

Trish Cellemme, Vice President for Student Life, PDSO/RO, Kahl Campus Center Room 145, 518-292-1710, cellep@sage.edu

Stacy Gonzalez, Dean of Students RSC, DSO. McClellan Student Center, 1st Floor of McKinstry Hall 518-244-2207, gonzas@sage.edu

Maria Bathold, Unit Manager for Student Life, DSO. Student Life Offices, Kahl Campus Center 518-292-1710, barthm@sage.edu
Section Two
Athletics and Recreation

The Sage Colleges has many opportunities for students to participate in NCAA Division III intercollegiate athletics, club and intramural sports, and fitness and recreation programming using excellent facilities on both campuses. Student-athletes interested in competing for Sage athletics should visit our website and contact the appropriate team's head coach or call the Athletic Department at (518) 244-2283.

Athletics at Sage:

Affiliations: NCAA Division III
Conference: Skyline
Mascot: Gators
Colors: Sage Green and White
Website: https://www.sagegators.com/landing/index
Twitter: @SageAthletics

Currently Offered:

- Women: Basketball, Cross Country, Lacrosse, Soccer, Softball, Tennis, Track and Field, and Volleyball
- Men: Basketball, Cross Country, Golf, Soccer, Tennis, Track and Field, and Volleyball

Recreation

The Recreation department offers a variety of options for students of all interests and abilities. Throughout the year, we encourage you to participate in intramurals, open gym and group fitness classes such as Zumba and Karate Fitness. Usage of fitness centers and classes are free for Sage students and staff with IDs. For more information about Sage recreation, call (518) 244-2416 or visit our website at https://www.sage.edu/student-life/recreation-fitness/

Facilities

Sage is proud to have two separate athletic and recreation facilities. On both campuses, students have access to complete strength training circuits, free weight sections and a variety of cardio machines. In Albany, varsity and recreation activities are held in the
Kahl Campus Center in the Kahl gym and FitStop fitness center. In 2015, the Gators added the Sage Armory to its list of facilities. The 18,000 square foot space includes indoor turf and running/walking lanes that accommodate the fitness and practice needs of the entire Sage community. In Troy, students use the Ellis H. and Doris B. Robison Athletic Center and the new McKinstry Fitness Center for their recreation needs.

Office of Student Activities

Troy
*McKinstry Hall, First Floor, 244-2207*

Enrichment of student life at Sage is achieved through blending academic experiences with co-curricular opportunities for involvement, leadership, social interaction, and community. The Student Center in Troy houses student organization offices and meeting rooms along with social, recreational, and study areas for all Sage students.

The Office of Student Activities coordinates programs and services that support commuter students including commuter lounges, study rooms, lockers. At RSC, special efforts are made to complement classroom learning with co-curricular activities. Events such as Family Weekend and Earth Day provide fun and learning for the entire campus community. Elected student governments function as legislative advisory groups to address student concerns and issues. The student governments on each campus allocate funds to student organizations, clubs, and classes and also coordinate social, cultural, and educational programming. Russell Sage College, offers students opportunities for off-campus trips and tours. It also sponsors campus events such as Rally Day and other class events. In addition, student publications, religious organizations, special interest clubs, community service organizations, art, theater, and music groups thrive. Nearly all academic disciplines are hosts to clubs and societies which foster out-of-class learning.

Albany
*Kahl Campus Center, Freddie’s Lounge, 292-1753*

The mission of the Office of Student Activities is to create a well-rounded college experience through a full range of activities that are both recreational and co-curricular. The office evaluates, plans, and develops goals for fostering student involvement and service improvements. Specifically, the Office of Student Activities:
● Provides students with the opportunities to grow as a student with the use of community involvement, leadership, social, educational and diverse programming from orientation to graduation.
● Works with students, clubs, offices, faculty, and outside community members to provide a growing and active Sage community.
● Supervises the Association of Campus Events and provides guidance to all student run clubs and organizations at SCA.
● Oversees the Freddie’s student lounge and the Family Day Series.

Leadership Development

*Troy: Student Development Office, McKinstry Hall, Second Floor, 244-2207

*Albany: Student Life Office, Kahl Campus Center, First Floor, 292-1753

Sage prides itself on both the number and quality of leadership opportunities available. These positions are important to the success of all our students and provide the candidates with an opportunity to gain valuable leadership experience. At Sage, students have the opportunity to explore leadership in a variety of ways, which have a positive impact on their community.

You can see the complete listing of leadership opportunities described in the Co-Curricular Information section.

In addition to the opportunities in the co-curricular section, Sage offers the “Sage SELECT Leadership Program”.

The Sage SELECT leadership program is designed for rising sophomore students who either hold a leadership position on campus (RA, Student Mentor, Orientation Leader, Student Government or Executive Board member, Admission Ambassador-Leaders, Athletic Team Captain) are recommended by an administrator or faculty member, or select select Sage SELECT participants commit to a three-semester program, consisting of two consecutive semesters of workshops and culminating in a “capstone” experience of their choosing where Sage SELECT students collaborate to identify a community need and develop a project to address it.
Students who participate in the SAGE Leaders program:

- Gain valuable information about themselves, their leadership styles and preferences, and begin to develop their own “brand” of leadership through Self-assessment
- Gain knowledge about the expectations, standards, and acceptable behavior in the workplace through training, Experience, and practical application as a campus leader
- Gain the skills necessary to successfully resolve conflicts, intervene when needed, and speak out in the face of incivility or injustice through Leadership workshops
- Gain an understanding of the need for leaders to be civically minded and socially responsible through Engagement with our greater community
- Gain perspective on how cultural awareness plays a role in becoming a successful leader and building a personal leadership style through Cultural sensitivity training
- Gain an understanding of how to form and lead successful, healthy and resilient teams through Teamwork and exercises on mental toughness
Section Three
Diversity and Inclusion

Troy
210 McKinstry Hall, 244-4720

Albany
Kahl Campus Center 346, 244-4720

The Office of Diversity and Inclusion celebrates the power of cultural differences in meaningful and substantial ways. Through collaborative programming, educational workshops, and community engagement initiatives, we foster critical dialogues and cultivate transferrable skill-sets that help Sage Gators manifest diversity and inclusion as a life practice; and indeed, as our motto goes, “a way of life.”

Our office service The Sage Colleges, writ large. Through our SAGE ALLIES Program--and guided by the various cultural heritage months--we develop and facilitate educational workshops for faculty, staff, and students in order to document and illuminate how the intersections between history, politics, culture, social literacy, and intellectual development remains crucial for self-affirmation, emotional resilience, collective understanding, and shared empowerment.

In this work, we reach across the divisions of Student Life, Athletics, Sage Libraries, Human Resources, Health & Wellness, Title IX, and the various components of Academic Affairs in a concerted effort to deepen and widen our understanding, appreciation, and value of diversity and inclusion with the expressed desire to address the imperatives of social and restorative justice. Indeed, through our educational workshops and programming we aim to promote cultural competencies and inter-cultural awareness that inspire transformative social change in and beyond the Sage Colleges.

Helping Sage Gators develop themselves as agents of social change lay is the heart and core our mission and vision for diversity and inclusion. If you would like more information regarding diversity and inclusion at Sage then please email Dr. David B. Green Jr. at greend8@sage.edu or stop by our offices, which are located at both Russell Sage College and Sage College of Albany.
Residence Life
Troy
*McKinstry Hall, 2*nd* Floor, 244-2008*

Residence Life on the Troy campus is dedicated to fostering community and creating an additional learning environment outside the classroom. In this atmosphere, an individual has the opportunity to explore her or his potential and develop an attitude of personal responsibility for her or his actions. By participating in stimulating programs and through interactions with other residents with diverse backgrounds and values, each student has an opportunity to explore new areas of intellectual thought and personal growth. These living and learning centers are supported by trained paraprofessional students and experienced administrators and faculty to encourage students to practice life-skills such as decision-making, leadership, conflict resolution and teamwork. The residence halls offer a variety of community experiences and living options on the Troy Campus.

In Troy, there are ten distinct residence halls that offer a variety of living options for both graduate and undergraduate students. These halls vary from traditional dormitory style to Victorian brownstones and smaller houses that include single, double or triple sized rooms. A unique component to resident living provides students the option to live in special interest housing areas. These blend specific programmatic goals with living communities to create purposeful, focused living opportunities. These special interest areas include: language housing, honors housing, pet friendly housing, and gender-affirming housing.

Albany
*Kahl Campus Center, 145, 244-2008*

Residence Life on the Albany campus is dedicated to fostering community and creating an additional learning environment outside the classroom. In this atmosphere, resident students have the opportunity to explore their potential and develop an attitude of personal responsibility for their own actions. By participating in stimulating programs and through interactions with other residents with diverse backgrounds and values, each student has an opportunity to explore new areas of intellectual thought and personal growth. These living and learning centers are supported by trained paraprofessional student staff and experienced administrators to encourage students to practice life-skills such as decision-making, leadership, conflict resolution and teamwork.

Albany Campus Residence Hall
The residence hall provides housing for students who are in good academic standing. The small size of this hall encourages a strong sense of community and incorporates the
educational mission of SCA in its programs. This coed hall helps students develop and utilize leadership qualities as well as enhance life-long learning skills which support their academic, social and personal growth.

**University Heights College Suites (UHCS)**

This privately owned apartment style housing allows upperclassman students to reside in four bedroom units, each with their own kitchen and living rooms along with private baths. A Resident Assistant also resides in the apartment complex and provides guidance and leadership to upperclassman students. Any student residing at UHCS agrees to abide by all Sage College rules and regulations in addition to the UHCS rules and regulations.

More information on College Suites Housing can be found on the University Heights College Suites website: www.uhcollegesuites.com

**Public Safety**

*Albany: The Armory at Sage, Suite 114, 244-3177; (non-emergency 244-3177)*

*Troy: John Paine Building, First Floor, 244-3177; (non-emergency 244-3177)*

Security services at the Sage Colleges are provided by the University Heights Association, which also provides security services to the Albany College of Pharmacy and Health Sciences, the Albany Law School and the University Heights College Suites. Public Safety Officers in Albany are certified by the State of New York as security guards. On the Troy campus, many Public Safety Officers are off-duty Troy Police Officers. Public Safety provides a variety of services and activities to optimize campus safety to include: proactive foot, vehicle and bicycle patrols, on-going security and risk assessment, personal and property safety classes, responding to campus emergencies, monitoring access control and electronic security measures and providing other customer related services such as lock-out assistance, escorts and stand-bys. The Department of Public Safety is committed to providing the highest degree of customer service for all students, faculty, staff and visitors.
Section Four
Sage provides academic and course planning assistance to students through a faculty-based advising system. Students work closely with faculty advisors to create an academic plan to ensure that their educational and career goals are met. Faculty advisors are experienced in assisting students with academic decisions, support services, internships and career decision-making. The Office of Academic Advising provides support and information to students and faculty advisors about academic policies, procedures, course planning, timelines/deadlines and programs of study.

At Sage, each student is assigned upon admission a faculty advisor from his/her major department. Careful and advance planning will ensure students’ progress toward degree completion (graduation) is achieved.

While students are responsible for knowing and understanding College policies and their degree requirements, there are many tools and resources available to help. Academic advisors can assist students in navigating the catalog and understanding academic policies and degree requirements and students can access their own academic record, including all final grades, transfer credit reports and program evaluations (degree audits), at any time online via their SageAdvisor accounts and Student Planning. Students should access this information often and should contact their faculty advisor(s) or the advising office with any questions. Students are bound to the requirements in the College Catalog from the year in which they entered Sage. The Catalog contains information about degree requirements and academic policies at: https://www.sage.edu/academics/courses-catalogs/

I. Role of Faculty Advisor

1. Assist students with understanding degree requirements and proactive course planning that reflects realistic and achievable objectives.

2. Help his/her advisee understand College policies and procedures.
3. Explain options and encourage use of campus/support services.
4. Provide students with opportunities that will strengthen their educational objectives.
5. Present information about related career fields.

II. Student Responsibilities

1. Learn college policies and degree requirements as outlined in the College Catalog and the Student Handbook at www.sage.edu.
2. Discuss with your faculty advisor your academic goals, plans and progress.
3. Review academic information and course schedule in SageAdvisor and Student Planning in preparation for meeting with your faculty advisor.
4. Ensure that all degree requirements and necessary paperwork are completed.
5. Make your academics a priority; consult regularly with your faculty advisor and make note of important academic timelines.

Top 10 Questions You Should Ask Your Advisor

1. I don’t understand my academic evaluation report; can you help me?
2. I am having a difficult time in a course; where can I get help? Should I withdraw from the course? Will withdrawing from this course affect my graduation date or my financial aid/college loans?
3. I have written down some courses I think I need to take next term; could you make sure they are what I need? Will I be able to handle taking these courses in the same term?
4. I am interested in an internship. When I am eligible? How do I find an approved internship site?
5. I received a undergraduate advisory grades; how serious is this? What do you recommend?
6. What are the important skills and abilities I need to be in this major or career field? Will the courses I am taking now be helpful?
7. I will be furthering my studies after I finish my Sage degree. Could you recommend programs or schools that I should apply to for graduate school?
8. What type of work experiences or activities do you recommend I pursue?
9. I am thinking about changing my major; whom should I talk to?
10. How did you get into this field? Can you tell me more about your educational and work background?

Career Planning

Troy: Shea Learning Center, 244-2272, troycareerplanning@sage.edu

Albany: Library, Third Floor, 292-1764, albanycareerplanning@sage.edu

Resources and Events: https://www.sage.edu/student-life/career-planning/ and Follow us on Facebook at @SageOfficeofCareerPlanning

SAGELink (Work-Study/Internship/Job Database):
linkhttps://sage-csm.symplicity.com/students/?signin_tab=0&signin_tab=0

In Career Planning, we offer career advisement, programs, and services designed to help students understand themselves, their career goals, and gain Career Ready Skills over their Sage experience in and outside of the classroom. Students can make 1:1 appointments by contacting our office, or we also have Walk-In Wednesdays from 12-4 p.m. Our four-year Career Ready guide provides students with a guideline of how to gain skills and be successful at Sage each year by combining components of Career Development throughout the Academic and Co-Curricular pieces of the collegiate experience. Students can access many career resources and guides such as resume, cover letter, etc. by visiting our website at: https://www.sage.edu/student-life/career-planning/
We encourage students to visit our office early and often to discover opportunities!

Services include:

- Career advisement and assessment services (including the Strong Interest Inventory Focus2, and Myers Briggs Type Indicator) to help with choosing a career path and exploring careers

- Hands on coaching services with job search techniques and necessities, including resume writing, cover letters, networking and interviewing

- Mock Interviews with detailed feedback
- Assistance in locating work-study on and off-campus, internships, volunteer and community service, and opportunities/jobs of interest

- Opportunities to network and meet alumni and employers on-campus through career education events and recruitment

We also work directly with employers to share with them the value of our students and maintain a work-study/full-time/part-time job/internship database specific to Sage students called SAGELink (sage.edu/sagelink). Students are actively encouraged (and often required) to complete internships as part of their major. Please speak with your academic advisor/department about your requirements. We support and enhance these initiatives by coaching students in improving their resumes, cover letters, and interviewing skills, and aid them in finding/securing opportunities of interest.

**Wellness Center**
*Troy: First floor of Kellas Hall, 244-2261, troywellnesscenter@sage.edu*
*Albany: Lower Level Kahl Campus Center, 292-1917, albanywellnesscenter@sage.edu*

The Wellness Center assists students in reaching an optimal level of health and wellness by providing preventive, psychological and supportive services. Department personnel provide direct service and treatment to students and implement health and wellness promotion projects that empower students to increase their sense of well-being, satisfaction and self-esteem.

Resource materials are available in the Wellness Center on a wide range of emotional, physical and mental health issues.

All current students are eligible to use our services. Counseling services are free of charge and there is a zero to nominal fee for physical health services. To schedule an appointment or get more information on services, please call the center (see contact information above)

**Counseling Services**

Confidential, individual, professional short-term counseling is available regarding a wide range of personal issues and concerns. Professionals provide counseling by appointment. Consultation and referrals to off-campus professionals and agencies are also provided.
**Health Insurance**

All full-time undergraduate Sage students must provide documentation of health insurance or purchase health insurance at Student Services. See the Student Services section for complete details. Sage students can utilize the Wellness Centers regardless of what type of health insurance they have.

**Health Services**

Services include evaluation and treatment of acute illness, gynecological exams, health counseling, health education outreach programs, routine physicals and referrals to other health professionals when necessary. Pregnancy testing and counseling as well as emergency contraception are also available. Flu clinics are held periodically; clinic dates and times are posted on the Wellness Center website and on campus announcements.

**Hours**

The Wellness Centers are open Monday-Friday from 8:30AM to 5PM. When the Center is closed, students should refer to the After Hours Care tab on the Wellness Center website for alternative options. Non-urgent care should wait until the Center reopens to avoid unnecessary bills. Should the student be directed or wish to seek care at the Emergency Room, transportation can be arranged.

**Immunization Requirements**

Students born on or after January 1, 1957 must comply with New York State immunization requirements as a condition of enrollment. We are now utilizing Med+Proctor for verification of your immunization requirements. Med+Proctor will send an invitation to your Sage email to set up your account with your student ID number.

**Medical Excuse Policy**

The Wellness Center does not provide documentation of student medical illness/injury. Students who miss class due to illness/injury are encouraged to notify their faculty directly, preferably before missing a class. Most faculty members accept your word that you have a legitimate reason for missing class, an exam, or an assignment deadline. All decisions about the impact of your absence on your grade, as well as any arrangements for making up work, rest with your professor.
Sexual Assault Support Services

The following are 24 hour hotlines offering support and advocacy through medical, police, and court procedures, crisis intervention, and free and short-term counseling for victims of sexual assault, their families and friends. Services are available regardless of whether or not the crime was reported to police and regardless of when the assault occurred:

Troy

Rensselaer County Sexual Assault Care Center's 24-hour Hotline at (518) 271-3257

In Troy, a sexual assault counselor from the Sexual Assault and Crime Victims Assistance Program for Rensselaer County is able to come to the Troy Wellness Center and provide counseling. Please call the Troy Wellness Center to schedule this type of appointment.

Unity House of Troy 24-hour Domestic Violence Hotline at (518) 272-2370
http://www.unityhouseny.org/services/domestic-violence-services/

Albany

Albany County Crime Victim & Sexual Violence 24 Hour Hotline at (518) 447-7716
http://www.albanycounty.com/cvsvc
*link must be copied and placed in browser

Equinox 24-hour Domestic Violence Hotline at (518) 432 7865
http://www.equinoxinc.org/whatwedo/dv.php
*link must be copied and placed in browser

Wellness Center Website

The Wellness Center’s website is a great resource for students and can be reached by clicking the link or scanning the QR code below:

https://www.sage.edu/student-life/wellness-center/
Section Five
Academic Support Center

*Albany: Library, Third Floor, (518) 292-1764, scaacademicsupport@sage.edu | https://www.sage.edu/academics/academic-support/

*Troy: Shea Learning Center, Third Floor, (518) 244-2272, RSCAcademicSupport@sage.edu |

The Academic Support Centers at the Sage Colleges are committed to helping all undergraduate students develop the skills they need to become independent and successful learners. The Centers on both campuses offer individual consultations with academic support staff, peer tutoring, and study skills workshops.

Both SCA and RSC students are welcome to utilize both Academic Support Centers. In general, students should seek out academic support on the Albany campus for classes offered on the Albany campus and visit the Academic Support Center in Troy for classes offered on the Troy campus. Online tutoring is available through Moodle course pages by clicking the Smarthinking Online Tutoring link.

The Academic Support Center at Sage College of Albany, located on the third floor of the Library, boasts a Tutorial in which students can seek specialized support. Students may utilize individual and small group tutoring, learning labs, and tutorial support for most classes.

The Academic Support Center in Troy is located on the third floor of the Shea Learning Center. Students may participate in small drop-in group tutoring sessions for many 100- and 200-level courses, particularly in mathematics and the sciences. The tutoring schedule is available online. Students may also make an appointment to work with a trained undergraduate or graduate peer tutor for assistance with writing assignments for any course. All Writing Studio appointments are scheduled in advance on the online sign-up document.

**Services for Student with Disabilities**

**Katherine Norman, Director of Disabilities Services**
Troy Campus: Shea Learning Center, 518 244-2272
Albany Campus; 3rd floor Library, 518 292-1810

In compliance with the Americans with Disabilities Act (ADA 1990), ADA Amendments Act (2008), and Section 504 of the Rehabilitation Act of 1973, the College is committed to providing support services and reasonable accommodations on an individual basis to students with disabilities (as defined by law).
Students requesting accommodations must submit appropriate documentation verifying the need for accommodations and contact the Disabilities Services Office to participate in an intake process and to request accommodations. [https://www.sage.edu/student-life/disabilities-services/](https://www.sage.edu/student-life/disabilities-services/)

**Disability Housing Accommodations**

The College is committed to the full participation of students with disabilities in all aspects of college life, including residential life. In accordance with the ADAAA (Americans with Disabilities Act Amendments Act 2008) and Section 504 of the Rehabilitation Act of 1973, the college has established procedures to ensure that students with documented disabilities receive housing assignments that reasonably meet their needs and provide access to residential living as required by law.

Reasonable housing accommodations are available to eligible students with verified disability documentation who: (i) have met all eligibility requirements and payment deadlines for housing; and (ii) have submitted satisfactory documentation of a qualifying disability and a substantiated need for reasonable housing accommodations.

**Requests for Reasonable Accommodations in Housing**

Requests for residence hall accommodations should be made as soon as the student has decided to attend or continue at The Sage Colleges. Requests need to be submitted each year; they do not carry forward.

The student and licensed professional must complete the Disability Housing Accommodation Form. The completed form must be submitted to the Director of Disabilities Services.

Any request for a service animal or comfort animal in residential housing must also comply with The Sage Colleges’ policy on service animals and comfort animals.

[www.sage.edu/.../Disability_Housing_Accommodations_Request_Form.pdf](www.sage.edu/.../Disability_Housing_Accommodations_Request_Form.pdf)

**Review Process**

Accommodations for various disabilities and chronic health conditions take time to arrange. The Office of Disabilities Services receives many requests, all of which affect the allocation of limited housing resources.
All requests are reviewed and prioritized according to severity of need. Every effort will be made to meet the student’s needs. However, a large number of high priority needs, limited residence hall spaces and availability may mean that not all requests will be met immediately. If the request cannot be honored for the upcoming semester, the student will be put on a waiting list for consideration as openings occur.

Documentation supporting a request will be reviewed and determined by the Director of Disabilities Services. All information is considered confidential. Listed below are some of the factors considered when evaluating housing accommodations requests.

Severity of the condition:

- Is impact of the condition life threatening if the request is not met?
- Is there a negative health impact that may be permanent if the request is not met?
- Is the request an integral component of a treatment plan for the condition in question?
- What is the likely impact on academic performance if the request is not met?
- What is the likely impact on social development if the request is not met?
- What is the likely impact on the student’s level of comfort if the request is not met?

Feasibility and Availability:

- Is space available that meets the students needs?
- Can space be adapted to provide the requested need without creating a safety hazard (electrical load, emergency egress, etc?)
- Are there other effective accommodations that would achieve similar benefits as the requested accommodations?
- How does meeting their request impact housing commitments to other students?

The Director of Disabilities Services will inform the Director of Residence Life, or his/her designee, to notify each student of the decision that has been made regarding any requests for housing accommodations.

**Service and Comfort Animal Policy**

Please find our policy concerning service and comfort animals on the Sage website: [https://www.sage.edu/student-life/disabilities-services/](https://www.sage.edu/student-life/disabilities-services/)

The Sage Colleges
Information Technology and MyPortal

The Sage Help Desk is committed to providing timely support to the campus community.

Need IT Assistance? - Contact Us:

24/7 Phone Support
(518)244-4777

24/7 Self Help
http://kb.sage.edu - Useful Articles regarding the most commonly asked IT questions

24/7 Submit an IT Workorder Request
https://sc.sage.edu - Enter a support request to be routed to the proper IT team.

Walk-in Hours:
Monday: 8:30am - 5pm
Tuesday: 8:30am - 5pm
Wednesday: 8:30am - 5pm
Thursday: 8:30am - 5pm
Friday: 8:30am - 5pm

IT Office Locations:
Shea Learning Center B05, Troy Campus
Armory Rm 100, Albany Campus

Services Provided:

MyPortal
Sage's web-based portal for The Sage Colleges, is available to all Sage community members (students, faculty, and administrators). MyPortal is a dynamic application offering easy access to Sage services such as Moodle, SageAdvisor, Emergency Alerts, Announcements, Campus Calendars, and much more.
Each student of The Sage Colleges is issued an IT account and password through which these services may be accessed. It is a violation of the Student Conduct
Code to share your IT account password with anyone else. Students who lose or forget their account information or password can get a replacement by contacting the Service Center.

MyPortal offers an easy and convenient method to changing your IT account password. To utilize this feature go to http://password.sage.edu and follow the prompts.

The MyPortal web address (URL) is http://myportal.sage.edu. IT account username and passwords, for new students, will be emailed to their non-sage email address on file

Sageadvisor
Our internet based service securely supplying real time information and online functionality to our students (Class schedule, grades..). The Sageadvisor web address (URL) is http://sageadvisor.sage.edu.

Internet Access
Sage has a large wireless network that all students can access. To access the wireless network you need to use your IT account username and password.

Moodle
Moodle is Sage's online learning system. If they choose, professors can use Moodle for online classes, testing, homework, wiki, etc. Students use their MySage username and password to access Moodle. The Moodle web address (URL) is https://moodle.sage.edu/login/index.php

Knowledge Base
In the Knowledge Base you'll find 'How-to' instructions for many of our online services and technology. The Knowledge Base web address (URL) is http://kb.sage.edu/.

For complete information about the computing environment at The Sage Colleges and what services we can offer you visit the IT Menu located in MyPortal.
Section Six
Libraries

Members of the Sage community have access to both campus libraries.

Contact

Website: https://library.sage.edu/
Albany: 292-1721
Troy: 244-2249

Hours for Both Libraries in Albany and Troy (Fall & Spring semesters)

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday-Thursday</td>
<td>7:30 am – 8:00 pm</td>
</tr>
<tr>
<td>Friday</td>
<td>7:30 am – 5:00 pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>CLOSED</td>
</tr>
<tr>
<td>Sunday</td>
<td>12:00 pm – 8:00 pm</td>
</tr>
</tbody>
</table>

Changes to the hours, including holidays, breaks and summer, will be posted in the libraries and on the Libraries’ website https://library.sage.edu/about-us/hours/ Users may also call the libraries via the phone numbers above.

What You Will Need

A valid Sage ID is required to borrow library materials, print, photocopy, and scan. For our users’ safety, all members of the Sage community must have their Sage ID and a key fob to enter the Troy and Albany Libraries after 5 pm during open hours.

Key Fobs: Commuters, graduate and UHA residence students may obtain key fobs at either library circulation desk. Residence life students’ key fobs are enabled for the libraries already.

What You Will Find

- Library collections focused on Sage degree programs (both print & electronic)
- Computer workstations
- Full wireless access
- Photocopying, printing and scanning
- Study spaces for both independent and group study
- Popular fiction & DVDs collection
Library Catalog and Databases

The Sage Libraries Catalog and databases may be found on the library website. There are five tabs in the center that link to the library catalog and other resources.

Use the Databases tab to access the libraries’ databases to search for journal articles. They are organized by academic subject as well as by individual title. Use the Journals tab to locate a specific journal. Users may also use this tab to browse journal titles.

Library Services

- Ask a Librarian: Reference Librarians are available to assist library patrons via virtual chat, email, and phone. Librarians are also available for in-person consultation on a walk-in basis or by appointment. For more information, visit https://library.sage.edu/contact-us/ask-us/ on the library website.
- Interlibrary Loan (ILL): Use your Interlibrary Loan account to request items (books and journal articles) that are not available in the Sage Libraries. Also use your ILL account to request items from the opposite campus or from storage. For more information and log on, visit https://library.sage.edu/services/ill/ on the library website.
- Direct Access Program (DAP): Obtain a DAP card from the Circulation Desk to borrow items from participating libraries throughout the Capital District. See library staff for more information.
- Renew Library Items: Sage owned materials may be renewed in person, by phone or via a user’s https://library.sage.edu/accounts/. Contact the Interlibrary Loan Borrowing office to renew ILL items.

Sage Libraries from Home

Connect to the library website to access the Libraries’ electronic resources that include journals and ebooks from home. In order to access the databases available by subscription, you will be prompted to enter your MySage username and password. Please note: Some firewalls can prevent access to the Sage Libraries website. If you experience connection difficulties, please call 292-1721 or 244-2249.

You may also connect with a Reference Librarian from off campus or from home via the 24/7 Question Point Reference Chat at https://library.sage.edu/chat/
Printing & Photocopying in the Libraries

Both libraries are equipped for printing and photocopying. In Albany, printers and photocopiers are located on the first floor and in the basement computer lab. In Troy, they are located on the first floor. A Sage ID loaded with print quota must be used to print or photocopy. You may put cash funds on your Sage ID at the library circulation desks.

All full-time undergraduate students are automatically provided with $25 of non-refundable Print Quota on the first day of classes of the fall and spring semesters.

More information can be found on the Printing page of the library website or talk with a Library staff member.

Bookstores

Troy                                      Albany

m.o.s.s. books and other provisions       University Heights Campus Bookstore
51 Congress St.                           41 Union Drive
(At the intersection with 2nd Street)    Gozzo Student Center
Troy, NY 12180                            Albany, NY 12208
Phone: 518-274-0199                       Phone: 518-694-7378
Fax: 518-272-3698                         Fax: 518-694-7241
Email: russell-sage@bkstr.com             Email: Bob Kern, 0728mgr@fheg.follett.com
Email: Carol Pett, lpettc@sage.edu        Email: Lynn Mele, 0728txt@fheg.follett.com
Website:                                  
https://www.bkstr.com/russellsagestore/home
Regular Hours: (M-F) 8:30 am - 4:00 pm
(with special extended hours during first 2
weekends of semester)

Website: https://www.bkstr.com/efollettstore/home

Regular Hours: (M-TH) 8:30 am-4:30 pm;
Friday 8:30 am-4:00 pm (with special extended
hours during first 2 weekends of semester)

Each Sage bookstore offers a full selection of books and course materials in use at their
respective campuses. These include new and used textbooks, study guides, related reference
books, school supplies, and information to order software offered at special low academic prices.

We carry an array of imprinted clothing and gifts, greeting cards and snacks. The stores accept
credit cards and checks for purchase amounts with valid ID. The bookstores cannot cash checks
and do not accept third party or business checks. All texts and select store merchandise may be
ordered online at our websites.

We offer Textbook Rentals for eligible titles with savings up to 50% or more. Refunds on
textbooks are given with the purchase receipt as needed for 7 days following the first day of
classes. Current edition textbooks may be sold back to the stores (Sage ID is required) at any
time with prices paid ranging up to half of the purchase price.

Dining Services

Albany Office: Kahl Campus Center, 292-8609

Troy Office: McKinstry Dining Room, 244-2377

The Sage Colleges
Sage Dining, managed by Sodexo Education, offers a wide variety of services on the Sage campuses in Troy and Albany. Dining Services encourages students to interact with management through discussions, food committees, comment boards, and e-mail. Students impact menu selections, hours of operation, and special events. We would like you to feel at home. Bring in your favorite recipe, and we will be sure to serve it; maybe the friend or relative who created the recipe would join you as our guest. Looking for a special diet, catered meal, surprise package for a friend, or a favorite menu to be served? JUST ASK! Stop by the Dining Services Office at any time.

The privilege, convenience and value of a meal plan is available to all students, and meal plans can be charged to student accounts for direct billing. Meal Plan purchases are tax free for students and provide additional discounts for savings of 8% to 20%.

All Troy undergraduate resident students and SCA first year and sophomores participate in a meal plan of their choice. Commuter and graduate students may select any resident board plan (which offer maximum access and value), the Block 75 Plan, or one of several declining balance plans.

Additional Meal Plan Custom Add Ons are available including dorm room stocking, increased declining balance funds, and special delivery packages.

Requests to change meal plans must be submitted to the Office of Residence Life via an online form, and meal plan changes can be made until the Friday after each term begins.

A Sage ID must be presented to use meal plans or munch money at any dining facility. A lost or stolen ID should be reported immediately at any dining location to prevent unauthorized use. Replacement IDs require a $15 processing fee.

**Troy Dining Locations**

**McKinstry Dining Room**
This relaxing location offers eat in dining seven days a week for the entire campus community! Open continuously on weekdays from breakfast through dinner (Brunch & Dinner on Weekends), resident students enjoy one all you care to eat meal for each swipe, while Commuters, Faculty, and Staff access McKinstry Dining Room with meal
swipes (if board or faculty plan is purchased), guest meals (if accompanying the bearer of the board plan), declining balance or cash.

Regardless of how you paid your entry, once there, enjoy all you care to eat formats including: pizza, pasta, deli, grill, wellness-traditional-vegetarian hot entrees, salad bar, soups, desserts, and beverages. Check out the daily specials, demonstration cooking sessions and theme cuisine events! Vegan – Gluten Free – Low Sodium – Halal options are mainstreamed into the McKinstry program.

NOTE: Major Credit & Debit Cards are not accepted at the access point to McKinstry Dining room, but can be used to make deposits - minimum $25 - to declining balance funds with a valid ID card at the McKinstry office.

**The Buchman Pavilion**

This location offers two a la carte dining outlets and is focused on a Better Tomorrow! Thyme for All Seasons Cafe is a fresh food bakery cafe featuring Fruit, Vegetable Snacks, Pastries and Desserts, Soups, Salads, Paninis and Entrees with Sides that can be purchased cold, hot or ready to microwave. Proudly brewing Starbuck's coffees and serving Island Oasis smoothies, as well as PEPSI products and Hydration Station: Fruit Infused Waters. The foods are fresh and healthy.

Thyme Grille and Specialty Sandwiches is open daily for lunch! Try our premium angus burgers, crispy chicken tenders or our weekly specials. Purchases may be made with declining balance funds, cash, and major credit and debit cards.

**Lucile’s Café**

This location offers Simply To Go packaged snacks, sandwiches, salads, baked goods, fruit, and assorted beverages.

**Albany Dining Locations**

**Kahl Campus Center Café**

This location at the heart of the Kahl Campus Center offers a little of everything in an a la carte format. Sage Pizza, Sandwiches, Wraps & Subs, Salad Bar, Demonstration Cooking and Theme Cuisine, Baked Goods, Cereals, Snacks, and Beverages, Pasta Entrees, Traditional Entrees, Theme Meals and More. Kahl Campus Center Accepts: Cash, Commuter Points, Resident Dining Bonus Points, and Meal Plan Equivalency Swipes.
Hazel’s Café

This location offers Simply To Go packaged snacks, sandwiches, salads, baked goods, fruit, and assorted beverages in the Albany Library.

For additional Dining Information go to:
https://thesagecolleges.sodexomyway.net/

And follow us on facebook for daily specials and dining services news!
https://www.facebook.com/thesagecollegesdining
Section Seven
College Services/ Mail Services

*Troy: John Paine Building, Basement, Phone: 244-2222, Fax: 224-4545

*Albany: Administration Building, Basement, 292-1779

College Services Hours:

Academic Year:
8:30 am - 5:00 pm Monday through Friday
*Summer hours:
8:30 am – 4:00 pm Monday through Friday

Beyond the above hours, student and faculty mailboxes are accessible in the Mail Lobby any time the John Paine Building is open.

Mail Services

All full-time RSC resident and commuter students and all resident SCA students have mailboxes on campus. Students maintain the same mailbox number while enrolled at the college. RSC student mailboxes are located in the John Paine Building. College Services will mail outgoing letters or parcels via the United States Postal Services, UPS, Federal Express or DHL. as well as receive incoming parcels and letters for students. SCA resident student mailboxes are located in the mailroom on the lower level of the Administration Building. College Services will mail any outgoing letters or parcels for students. Mail from the Albany campus will be taken to the Troy facility to be processed. Mail is taken to the U.S. Post Office by 4:00 p.m. daily Monday-Friday. Postage due mail is also picked up in College Services. All incoming mail received from the U.S. Postal Service must have the students full name, box number, city, state and zip code. A return address must be on all mail.

Correct way to address mail:

**RSC (Troy)**
Jane Jones
Russell Sage College
Box XXXX
65 1st Street
Troy, NY 12180

**SCA (Albany)**
Joe Student
Box XXXX
Sage College of Albany
140 New Scotland Avenue
Albany, NY 12208
Intercampus mail may be used by any member of the College community including faculty, students, staff and administrators. Intercampus mail to students must have the student’s full name and box number. In addition, intercampus mail should have a return address in case of a problem with delivery. U.S. Postal Service mail is delivered to the College once a day. It is anticipated that mail is sorted and in mailboxes by noon in Troy and in the Albany Residence Hall boxes by 5:00 p.m.

Intercampus mail will be sorted throughout the day. Packages too large to be placed in a mailbox are recorded as they are received and students are notified with package slips placed in their mailboxes. To pick up a package, a College ID or other identification along with the package slip must be presented in College Services. During the semester breaks, all mail, including newspapers and magazines, is saved in College Services and subsequently delivered. Before the end of the academic year in May, students should attempt to notify those sending them mail of their summer address. Subscriptions should be canceled or a change of address sent to the subscription company at least six weeks prior to the change taking effect. Students who will be staying on campus for summer or who will have a summer address different from their permanent address must notify College Services ONE WEEK BEFORE GRADUATION of their intention. We will begin forwarding mail the day after graduation. If not notified, all mail will be forwarded to the student’s home address.

**Copying and Printing Services**

The department offers the following services to students, faculty and administration: Color and black and white copies and prints, COLOR POSTER PRINTING and PRESENTATION PRINTING, fax service, binding, lamination, cutting, folding, hole punching, carbonless forms, and a wide variety of paper stocks and colors. Jobs can be submitted via hard copy at the office, by email at college_services@sage.edu or dropped off at the office on a cd or flash drive. PDF is the preferred file format.
Student Services

Albany: Administration Building, First Floor,
Student Accounts 518-292-1788
Financial aid  518-292-1783
Registrar 518-292-1949

Troy: Cowee Hall, First Floor,
Student Accounts 518-244-2205
Financial aid  518-244-4525
Registrar 518-244-2341

The Office of Student Services supports the following service needs for students:

Financial Aid
At Sage we know how important the role of financial aid is in helping you to continue your education. We are here to provide all students with the information and guidance you need to successfully navigate the financial aid process. We can provide assistance in helping you with the financial aid application process or to discuss the right financing for your education. There are many rules, guidelines and requirements when working with financial aid, and the Financial Aid Staff is here as a resource to help you through the process.

For more information go to:
https://www.sage.edu/admission/financial-aid/

Registrar
The Registrar's Office is responsible for all matters pertaining to students' academic records and registration for classes at The Sage Colleges, including setting the academic calendar each year.

For more information on Pass/Fail Grades, Registration, Verification Requests or Transcript Requests go to: https://www.sage.edu/academics/registrar/
Student Accounts

Tuition and Fees: The Sage Colleges
The deposits, tuition, room, board and fees for the current academic year are subject to change without prior notice by The Sage Colleges Board of Trustees and are available online at: https://www.sage.edu/academics/student-accounts/. All policy statements and other information related to student accounts, payment schedules, etc. are also available on this webpage.

Payments
All payments for tuition, room, board and fees are due in full by the following dates. Students that register beyond these payment deadlines are expected to pay in full at the time of registration.

<table>
<thead>
<tr>
<th>Payment Due Date</th>
<th>Fall 2018</th>
<th>August 1, 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Spring 2019</td>
<td>December 10, 2018</td>
</tr>
</tbody>
</table>

For more information on Student Accounts, including Cost and Aid, Tuition Liability, Payment Options, please go to: https://www.sage.edu/academics/student-accounts/

Hours
8:30 am - 5:00 pm Monday through Friday.
Summer Hours: 8:30 – 4:00 Monday through Friday.

Office of Marketing and Communications
90 1st Street, Troy Campus, 244-2246

E-mail: communications@sage.edu

Online: https://www.sage.edu/news-events/marketing-and-communications/

An Overview of Our Office
The Office of Marketing and Communications exists to enhance the image and reputation of The Sage Colleges, both within and outside the institution. Our overall goals are to:

The Sage Colleges
- increase awareness of Sage’s capabilities among target audiences
- implement a consistent college-wide branded image in support of these goals
- stimulate and enable the sharing of information among the Sage community

We operate as an in-house service agency, and are here to help you crystallize your message and present it in a way that is compelling, professional, and fits the Sage brand. We strive to anticipate the needs and reactions of your target audience. We want to make sure that your material is well organized, the writing is clear and easy to understand, the claims are sound and well supported, and the language and imagery is appropriate and engaging.

Services our Office provides include:

- **Graphic Design & Production** - consistency of institutional image; internal and external collateral for all areas of the College
- **Advertising & Marketing** – coordinates and places advertising for various campus constituents, as well as direct-marketing pieces for admission
- **Media Relations** - press releases; advisories; pitches; news conferences; hometown releases; media tracking (gathering and distribution)
- **Special Writing Projects** - writing/editing for admission; recruitment marketing; development; event promotion; institutional publications and presentations
- **Web Development** – maintains the institutional website, [www.sage.edu](http://www.sage.edu); coordinates online communication tools, including social media, e-blasts, etc.

**Let’s Chat**

To gain an understanding of your materials request and to allow a reasonable amount of time to do a quality job, it is important that we discuss your project needs as early as possible.

It is important that you submit a project request (through our webpage), where we ask that you provide as much information and text as possible. It is also helpful if you can attach or bring copies of materials you have used in the past or samples of work that you like.

We will need to know:

- Your target audience(s)
- What quantities you need (for printed pieces)
- Budget amount and source (if applicable)
- Date required
Printed Marketing Materials
Our team provides writing, editing, graphic design, template creation, and project consulting support. If you have budget allocated for specific printed projects, we can help you with the following:
- Brochures
- Banners
- Consultation on Sage visual identity
- Program identity creation
- Covers for research reports, presentations, CDs, etc.
- Invitations
- Postcards
- Posters/signs
- Specialty items (mouse pads, CD holders, t-shirts, mugs, etc.)
- Template documents

Text
In most cases, we prefer to receive text for the pieces (in MS Word). If you need help composing the text, we can try to work with you within the capacities of the staff workload.

Design
Sage is working to achieve an institutional look that projects a unique, consistent look to our various audiences. The look visually reflects some of the key qualities of The Sage Colleges: empowerment, innovation, and professionalism. For more information, visit the Communications Resources site at: https://www.sage.edu/news-events/
To complement the clean, professional look of our new materials, we ask that artwork and photography provided be clear, sharp images with a strong focal point, uncluttered graphics, and bold, highly saturated colors wherever possible.

Production
Our design staff is responsible for coordinating production with outside vendors or College Services as appropriate. Trust their expertise and relationships with these vendors to achieve high quality, low cost, and timely delivery.

Here are some of the key strategies we use:
- Obtain multiple price quotes on each job
- Recommend printing more copies than you think you need (there is often a cost-savings for printing). This encourages more creative ways to distribute and use
the materials, and is more cost-efficient in that it avoids another printing set-up fee

- Avoid rush jobs whenever possible
- Allow enough time to complete a piece. Note: a standard brochure typically takes six to eight weeks to produce
State, Federal, and College Policies
Section One
Resolution 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 below:

1. Meet with the instructor involved. In the best interests of both parties, resolution ideally should be reached at this stage.
2. Meet with the instructor’s department chairperson or program director, if resolution is not reached between the student and instructor.
3. Meet with the Dean of the College, only in the event that the student feels procedures were not followed.
4. The Provost is the final decision-making authority.

The Spirit of Learning Statement on Appropriate Conduct on Campus

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

Student Evaluation of Faculty

The Student Assessment of Learning and Teaching (SALT) is made available to students in the last weeks of each course. The evaluation form asks you to rate your instructor on such areas as preparedness, effective use of class time, concern for student learning, organization, presentation skills, effort required to complete the course, willingness to provide assistance, clarity of goals and course requirements, use of learning activities, fairness of grading and an overall evaluation. Instructors will not see the results of the survey until after grades for the semester are due, and the process is anonymous. It is very important that you try to provide an honest and objective assessment of your experience in the class. Results of the survey are used in the evaluation of faculty. The faculty is expected to take this feedback seriously and use it to improve or refine their course content and teaching techniques. Please contact the Academic Dean’s Office if you have not had an opportunity to complete an evaluation.
Degree-Seeking Status

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

Degree-Seeking Status (Matriculation)
A student with degree-seeking status (who is matriculated) might be eligible for financial aid, is able to pursue a course of study and will be assigned an academic advisor. Students who do not wish to declare a major at the time of matriculation will enter the Academic Exploration program and will be assigned advisors who specialize in academic and career counseling. Students in the Academic Exploration program will take a combination of courses in satisfaction of General Education requirements and in areas of potential academic interest. Students may stay in the Academic Exploration up to the completion of 30 credit hours, at which point, they will be expected to declare a major program.

Course-Load/Full-Time Study
Full-time student - 12 or more credits per semester
Part-time student - fewer than 12 credits per semester

The usual full-time semester load is 15-16 credits. Students of proven ability, as well as seniors in their last semester, may enroll for more credit with the permission of the Dean of the College. Additional tuition is charged for credits over and above 18 per fall or spring term. Consult the current College Catalog section on "Tuition and Fees" for relevant information.

Student Identification Number

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

All Sage students and employees must obtain an identification card. They are required to access a variety of college services and resources and they enable the college to identify persons on campus. They are available in the College Services Offices on both the Troy and Albany Campuses.

Student may now submit their own photos for use on their Sage Student IDs. Instructions for submitting personal photos for ID cards can be found at https://www.sage.edu/about/public-safety/id-cards/

Students should carry their ID cards at all times while on campus, and must display it to any College official upon demand. Replacement cards for those lost or damaged are available for a fee of $15.

Address and/or Name Change

Students changing their addresses and/or names by marriage or other legal means, or who would like to add a chosen name to their records should contact the Registrar’s Office in Cowee Hall (Troy) or Administration Building (Albany) or go to the Registrar’s webpage at https://www.sage.edu/academics/registrar/ for more information.

Withdrawal from the Colleges

Commuting or residential students wishing to withdraw from the College must:
- Contact the Dean of Students on his or her campus to set-up an appointment.
- Meet with the Dean of Students (or his or her designee) to complete an exit interview and the required paperwork.
- Understand that withdrawal from the College does not release students from financial obligations incurred during the period of attendance.

Leave of Absence

Commuting or residential students wishing to suspend their studies for a specific period of time, (up to one academic year), may request a leave of absence. In order to do so, the student must:
- Contact the Dean of Students on his or her campus to set-up an appointment.
● Meet with the Dean of Students (or his or her designee) to complete the required paperwork.
● Please note the leaves of absence are not granted automatically. Students should be prepared to state the reason(s) (e.g. medical, personal, financial) and should be prepared to provide proper documentation for those reasons, if requested.
● The decision to grant a leave of absence is determined by the Dean of Students in consultation with other administrators.
● Financial adjustments, if applicable, are made according to the published schedule. Students should also be aware that changing their status might affect their financial aid eligibility, as well as progress toward degree completion. The Dean of Students can provide a summary prepared by the Financial Aid office indicating a student’s current financial situation. Students must be aware that taking a leave of absence may have future financial aid implications and are encouraged to visit with the Financial Aid office to be sure they understand how a leave of absence may impact their aid.

**Administrative Withdrawal**

Any student who does not appear on the list of registered students three weeks into any semester will be administratively withdrawn. Students who are withdrawn are required to go through the re-admittance process. This in no way releases 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 shall not be issued transcripts, allowed to register, or receive a diploma until such obligations are met.
Section Two
Weather-Related Emergencies

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

How to Get the News

- For the most timely and accurate information about delays, cancellations and closings, or emergency information Sage utilizes SendWordNow, the Colleges’ emergency mass notification system. All students are automatically signed up to receive instant notices of delay, cancellation, closing, timely alerts, or emergency instructions via their Sage email accounts. To register additional email addresses or to sign up for text alerts for up to five phone numbers, students should enroll online at sage.sendwordnow.com using their SageNet username and password.

- Listen to the following TV and radio stations, which will be notified if the start of the day has been delayed, if classes have been cancelled, or if the Colleges are closed:
  - TV: Channels 6, 9, 10, and 13
  - Radio: WGY (810 AM), WFLY (92.3 FM), WYJB (95.5 FM), WRVE (99.5 FM)

- Important announcements will also be posted on Sage’s portal at myportal.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. Colleges Closed - An announcement that the Colleges are 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 adjusted schedule).

Note: The Colleges 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, he/she should immediately call Public Safety at 244-3177. When prompted, he/she should report the location and nature of the emergency, his or her name and a contact number should Public Safety have to contact them again.

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

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

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

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

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

Guests on Campus

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

Residents may have no more than 2 guests per resident in their room, to the extent that it does not negatively affect the shared living environment created by the residence hall atmosphere. A guest is any person who intends to visit or sleep in a residence hall room and is not a resident of that room. Rooms may not be used by any person(s) without a resident of the room present.
Overnight guests may stay only a maximum of 5 nights in a one month period. An overnight guest may stay no more than 2 consecutive nights during one visit. The Resident Assistant must be notified of an overnight guest 24 hours prior to the guest’s arrival. In addition, the permission of the room’s other occupant(s) must be obtained by the hosting student for an overnight guest.

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

**Parking**

All students, staff and faculty who will be parking on either TSC campus must obtain a parking permit. They are available at the College Services Office on both the Troy or Albany campuses. Note that individuals must first register their vehicle online prior to obtaining a parking permit. Information about this process is available at: [https://www.sage.edu/about/public-safety/parking-at-sage/](https://www.sage.edu/about/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 TSC 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 TSC parking regulations. Vehicle operators are encouraged to familiarize themselves with the parking regulations on each campus.

Cars parked in violation of TSC parking regulations are subject to fines, towing, and revocation of parking permits. Vehicles 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 referral to a collection agency. Parking in any TSC lot is at the owner’s risk. The 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/public-safety/parking-at-sage](https://www.sage.edu/about/public-safety/parking-at-sage)

**Event Scheduling Policy**

It is essential that when you schedule meetings, events, programs, fundraisers, parties, speakers, etc., you start the process with the Office of Conferences and Facilities 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 call the Office of Conferences and Facilities Scheduling in Troy (244-2020) or Albany (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 signatures before the space will be reserved.

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

There will be times that security will be required for your event. The cost of this is the responsibility of the sponsoring group or organization.

Publicity for your event is your responsibility. Posters put up for events are your responsibility to take down.

**Internal Groups**

- 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 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 diagram from the requester. Conferences reserves the right to revoke the request or add an additional last minute fee to be processed if proper notice is not provided.
Conferences 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.

Conferences 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 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 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.

Sage Co-sponsored events, conferences or meetings involve two entities; a College academic school/department, administrative unit or student organization and an outside organization.

- The event must fit into the mission of the College and the sponsoring department and be approved by the appropriate Dean or Vice President.
- The event must be scheduled via a FUR form
- A departmental representative must be present at the event and responsible for the event.
- Non-profit organizations with which Sage has active partnerships or are consistent with Sage’s mission may be granted use of campus space free of charge. While space for co-sponsored events may be provided free of charge, a setup/service fee will be applied depending on the space provided and the level of support required. All non-profit events that charge an entry fee will be charged a setup/service fee.
- In the event that Sage provides the space free of charge, Sage should be recognized as a co-sponsor in any printed or online materials promoting the event.

Event Regulations

Student organizations in Troy/Albany who wish to organize an event must receive the prior approval of the Student Activities Office (except residence hall room parties, see Residence Life Policy). The 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 (3) weeks in advance, as
necessary College officials signatures and additional permits must be obtained in advance of the events.

**Poster Policy**

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

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

**Poster Placement:**

- Any student or group who hangs a poster assumes the responsibility to remove it after the event has taken place. Any recognized student group may hang posters on campus. (These posters must include the name of the sponsoring organization.)

- 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. The Sage Colleges must comply with these regulations. By permitting sponsored posters, The Sage Colleges 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.

**Photo Usage Policy**

The Sage Colleges reserves the right to use photograph(s), video(s) and soundbite(s), taken of or obtained from people/students on campus and/or at College-sponsored events for the purpose of promoting, publicizing, recruiting or public relations involving the Colleges. This could be in the form of print or electronic media, which includes, but is not limited to, such things as the sage.edu web site, College publications (printed

The Sage Colleges
admission packages, brochures, magazines, catalogues, video productions, television/radio broadcasts, newspapers, newsletters, social media, etc.) and/or fundraising publications for College clubs or organizations.

Upon arrival on Sage's campuses, people give their implied consent to the College to use these materials in any lawful purpose as detailed above. Photograph(s) and video footage may be obtained from both informal and formal settings. All digital image files, negatives, positives, prints and raw footage are the property of The Sage Colleges. If anyone wishes to withdraw his or her consent to the College for photography or videography usage, he or she may contact the Communications and Public Relations office at 518-244-2246.

Photo Credits
In general, the web site and most publications do not include credits. When credits are used in College publications, however, photo credits to individual photographers will be included in the form of "Name of Photographer." When photos are supplied to external organizations, photo credits will be included in the form of "The Sage Colleges/Name of Photographer."

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 The Sage Colleges 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 offices listed here. Please note: door-to-door solicitation by students, faculty, staff or outside personnel is not permitted in the residence halls of The Sage College.
Section Three
Alcohol and Other Drugs

The Sage Colleges’ 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: Alcohol and Other Drugs

Tobacco Free Policy

The Sage Colleges’ 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: Tobacco Free Policy
Section Four
Religious Policy Statement

The Sage Colleges’ Religious Policy Statement is subject to change, and, therefore, maintained on the Sage website.

The policy is available for review by clicking the following link:
https://catalog.sage.edu/content.php?catoid=32&navoid=1607#Religious_Policy

Students with Disabilities

The Sage Colleges’ Students with Disabilities 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/content.php?catoid=32&navoid=1607#Services_for_Students_with_Disabilities

Discrimination and Harassment Policy

The Sage Colleges’ Discrimination and Harassment 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/content.php?catoid=33&navoid=1668#Discrim_and_Harass

The Sage Colleges’ Sexual Assault Policy is subject to change, and, therefore, maintained on the Sage website.

The policy is available for review on the Title IX webpage:
https://www.sage.edu/student-life/title-ix/policies-procedures/

Gender Policy

The Sage Colleges’ Gender Policy is subject to change, and, therefore, maintained on the Sage website.

The policy is available for review by clicking the following link:
Section Five
Campus Crime Statistics

The Sage Colleges’ 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/public-safety/crime-statistics/](https://www.sage.edu/about/public-safety/crime-statistics/)

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

Records Policy

The Sage Colleges’ 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/content.php?catoid=22&navoid=1219#Student_Right_to_Know___Privacy___Records_Policies](https://catalog.sage.edu/content.php?catoid=22&navoid=1219#Student_Right_to_Know___Privacy___Records_Policies)
Section Six
Residence Policy

The Sage Colleges is committed to the values and benefits of residential living in the college experience. This distinctive aspect of the Sage environment enriches the growth and development of both the individual student and the college community. Because of this strong commitment, the college residence policy requires that full time students, who do not live with parents or spouses, live in campus residence halls.

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 his/her designee. Part-time students, i.e., those students carrying fewer than 12 credits each semester and less than a total of 24 credits for the year, may submit a written request seeking permission to live on-campus. This request should be submitted to the Director of Residence Life.

Through the residence program, 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 in the Residence Hall is extended to students who are in good academic standing.

Residence Hall Policies

Residential Living

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

Life in a residence hall is a very important aspect of a college education. Residence halls are more than just dormitories or places to eat and sleep. They are places where students can develop meaningful friendships, explore new ideas and become involved with the College community as a whole and the local community neighborhood. The residence halls are active living/learning centers that complement the academic program of the
College. Students are provided with opportunities to become involved in their own learning and development throughout the year and to participate in both intellectual workshops and social programs.

Living successfully in the residence halls is dependent upon balancing the greatest possible freedom for the individual with a sensitivity to and respect for the rights of others. A willingness to discuss, negotiate and compromise is essential for all students. Individual and cultural differences contribute to the unique nature of the residence halls and students are encouraged to take advantage of the opportunity to learn from one another.

**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 his/her room at check out that were there upon his/her 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 (3177) and describe the location of the fire as clearly as possible.
4. Immediately notify the Resident Assistant on duty or the Resident Director.

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

**Appliances**
1. All appliances must carry the Underwriters Laboratory approval, UL, 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 750 watts), fan, hot pot, television, heating pad and refrigerator(s) (which may not exceed 4 cu. ft.).
3. These appliances may be used only in kitchens and lounges: irons (may be used only in designated locations that have special plugs).
4. The following appliances are prohibited in the residence halls: butane curling iron, electric blanket, hot plate, air conditioner, appliances (with exposed coil heaters), toaster oven/toaster, microwaves (which operate over 750 watts), candles, refrigerator(s) (over 4 cu. ft. in size), halogen lamps, 5 multi-colored standing floor lamps and portable heater.
5. If you have questions about the rules regarding an appliance not listed here, please contact the Residence Life Office for more information.

**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 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 Sage campuses.

11. Tampering with any fire safety equipment (ie: 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 approved, indoor/outdoor lights may be used in the residence halls between December 1st and until the end of the fall semester. All lights must be removed before leaving for winter break. Lights cannot be hung around window or door frames.

14. Lofts are not allowed in the residence halls, unless they are provided by The Sage Colleges.

15. If you are found to have a fire code violation by the New York State Fire Marshall, you will be given an appropriate amount of time to rectify the cited problem. If you do not make the needed corrections by the deadline given and The Sage Colleges 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 his/her 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 The Sage Colleges 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 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 in Week, must be approved by the Office of Residence Life before any move occurs. Any room change which 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 his/her room within 24 hours of his/her last exam or at the final closing deadline, whichever comes first.

Storage

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

Pets

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

The exception to this policy is Manning Hall on the Troy campus which is classified as “small pet friendly” housing. Hamsters, gerbils, guinea pigs, rats, mice, rabbits, chinchillas, and cats are considered small pets, and must be properly registered with and approved by The Office of Residence Life before residing on campus. The acquisition of a cat, purchased, fostered, adopted, or stray, while a student at Sage, is prohibited.

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

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

More information on pet-friendly housing can be found at: https://www.sage.edu/student-life/residence-life/pet-friendly-housing/
Gender-Affirming Housing
Gender-affirming housing is an option that allows students to live together regardless of biological sex, gender, or gender-identity. This allows students of any gender identity to live together regardless of sex assigned at birth.

Gender-affirming housing is available only on the Russell Sage campus. Interest in the program will determine the building selected for this program. Upper-class students from the Albany campus may request to live in the building while still remaining SCA students.

More information on gender-affirming housing can be found at: https://www.sage.edu/student-life/residence-life/gender-affirming-housing/

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

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

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

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

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

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

UHCS College Suites Policies and Procedures
For a complete list of policies and procedures please contact UHCS College Suites: http://www.uhcollegesuites.com/ or call (518) 694-9000
Residence Hall Staff
Each residence hall has a professional and student staff to develop a living environment which promotes close interpersonal relationships, a strong self identity, individual growth, and a sense of community and individual responsibility.

The Assistant Director of Residence Life and Graduate Resident Director are responsible for management of the building, advising of the residents, supervision of the resident assistant staff, and development of hall programs. The Resident Assistants provide information, peer counseling and programs for the residents. In addition, staff members have been trained to deal with emergency situations and to protect individual and institutional rights through the enforcement of College policies.

On-Call Information
One resident assistant on each campus is 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 ext. 3177.

Laundry Facilities
Laundry facilities are located in all residence halls. Washers and dryers are for residential students 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 Saturday at 5:00 PM. Permission will be granted based on approval from the Residence Life Office. No one may remain past 5:00 PM on the Saturday of graduation.

**Overnight Guest Policy**

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

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

Students will be permitted to have overnight guests a maximum of five times per month. **No student may have a guest overnight 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 her guest knows and abides by the college rules and regulations and state and federal laws.

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

The Sage Colleges’ Albany Campus Map is subject to change, and, therefore, maintained on the Sage website.

The map is available for review by clicking the following link: https://www.sage.edu/about/maps-directions/

Troy Campus Map

The Sage Colleges’ Troy Campus Map is subject to change, and, therefore, maintained on the Sage website.

The map is available for review by clicking the following link: https://www.sage.edu/about/maps-directions/
Student Code of Conduct
I. **Student Conduct Code**

The Sage Colleges ("TSC") 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 Conduct Code has been written to set forth the terms of the relationship between the student and TSC with respect to disciplinary matters. It is an outgrowth of the duty of TSC to protect their educational purposes by setting standards of scholarship and behavior. Membership in TSC’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 TSC governance, the responsibility for the legislation, implementation, and enforcement of these TSC regulations. Each member of the TSC 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 TSC regulations. All individuals in TSC’s community are expected to maintain integrity in all endeavors and respect the rights of others.

II. **Non-discrimination**

TSC applies the protections set forth in these policies and procedures regardless of race, color, national origin, religion, creed, age, disability, sex, gender identity or expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, criminal conviction, or any other characteristics protected under federal or state law. Students may exercise civil rights and practice religion without interference by TSC’s investigative, criminal justice, or judicial or conduct process.

III. **No Retaliation**

Students have the right to be free from retaliation. 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 conduct hearing, or opposes an unlawful act, discriminatory practice or policy, are prohibited and subject to College disciplinary procedures. Any student who feels that someone has subjected him or her to retaliation as a result of a report or participation in an investigation of a report should contact the Title IX Coordinator immediately, at: titleix@sage.edu, or (518) 244-4809.
IV. Definitions

1. The term “accused” means a person accused of a violation who has not yet entered TSC’s judicial 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 conduct 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.
  o 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. “Appellate Board” means:

- In cases that do not involve any 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 TSC 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 TSC 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, TSC’s policies and procedures, and other issues including, but not limited to domestic violence, dating violence, stalking and sexual assault.

4. 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 TSC. A bystander is not a “reporting individual” (as defined below), even if the bystander brings forth a report.
5. The term “cheating” is defined in appendix A.

6. The term “co-complainant” means the member of the College community who may have initiated the complaint.

7. The terms “College” and “Colleges” mean any one of The Sage Colleges: (TSC)-Russell Sage College, Sage Graduate Schools, or Sage College of Albany.

8. The term “complainant” means the College on behalf of an individual or department in the TSC community.

9. The term “crime of violence” means murder, manslaughter, rape, fondling, incest, statutory rape, robbery, aggravated assault, burglary, motor vehicle theft, and arson, as defined below.

   o **Criminal Homicide/Manslaughter by Negligence:** The killing of another person through gross negligence.
   o **Criminal Homicide/Murder and Nonnegligent Manslaughter:** The willful (nonnegligent) killing of one human being by another.
   o **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.
   o **Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
   o **Incest:** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
   o **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.
   o **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.
   o **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.
   o **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.

10. The term “faculty member” means any person hired by TSC to conduct classroom activities.

11. The term “may” is used in the permissive sense.

12. The term “misconduct” means conduct that violates this Code of Conduct.

13. The term “member of the College community” includes any person who is a student, faculty member, TSC official or any person employed by TSC. A person’s status in a particular situation shall be determined by the Vice President for Student Life.

14. The term “organization” means any number of persons who have complied with the formal requirements for TSC recognition.

15. The term “plagiarism” is defined in appendix A.

16. The term “policy” is defined as the written regulations of TSC as found in, but not limited to, the Student Conduct Code, Residence Life policies, Student Life policies, the Student Handbooks, and TSC Catalog.

17. 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.

18. The term “residence life violation” means any violation of the Residence Life policies.

19. The term “respondent” means a person accused of a violation who has entered TSC’s judicial or conduct process.

20. 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.

21. The term “Sexual Offense” means “sexual assault,” “nonconsensual sexual activity,” “relationship violence,” and “stalking,” as those are defined in TSC’s Sexual Offense Policies & Procedures For Students and Employees, available at https://www.sage.edu/student-life/title-ix/policies-procedures/

22. The term “shall” is used in the imperative sense.

23. The term “student” includes all persons taking courses at TSC, 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 Conduct Code, who are not officially enrolled for a particular term but who have a continuing relationship with TSC or who have been notified of their acceptance for admission, are considered “students.” Any individual who has been awarded a degree from the Colleges will be considered a “student” to the extent that, prior to receiving the degree, the individual committed fraud, misrepresentation, or another violation of TSC standards in obtaining the degree, or committed other serious misconduct prior to receiving the degree.

24. The term “Student Conduct 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 Conduct Code. Nothing shall prevent the Vice President for Student Life from authorizing the same Student Conduct Administrator to impose sanctions in more than one case.
25. The term “Student Conduct Board” means any one person or persons authorized by the Vice President for Student Life to determine whether a student has violated the Student Conduct Code 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 Conduct 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 Conduct Board of more than one person, the Student Conduct Administrator shall serve as chair with one vote. (In the case of residence life/student life violations, the Student Conduct Board may consist solely of students.) The total number of members of the Student Conduct Board must be an odd number.

26. The term “student life violation” means any violation of the Student Life policies.

27. The term “Title IX Coordinator” means the individual designated by TSC to serve as the Title IX Coordinator/EEO Specialist. The Title IX Coordinator’s responsibilities include coordinating TSC’s compliance with Title IX, and other applicable nondiscrimination laws and regulations. This includes coordinating TSC’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) TSC’s policies and procedures, and other issues.

28. The term “TSC” means The Sage Colleges, including Russell Sage College, Sage Graduate Schools, and Sage College of Albany.

29. The term “TSC premises” includes all land, buildings, facilities, vehicles, and other property used, or in the possession of, or owned or controlled by TSC (including adjacent streets and sidewalks.)

30. The term “TSC official” includes any person employed by TSC, performing assigned administrative or professional responsibilities.

31. The “Vice President for Student Life” is the senior officer designated by the President of TSC to be responsible for the administration of the Student Conduct Code. The Vice President, or his or her designee, is responsible for the day to day administration of the Student Conduct Code.
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 TSC;

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 TSC 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 TSC representatives as practicable and not be required to unnecessarily repeat a description of the incident;

8. Be protected from retaliation by TSC, any student, the accused and/or the respondent, and/or their friends, family and acquaintances within the jurisdiction of TSC;

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 TSC.

VI. Student Amnesty Policy

The Sage Colleges
The health and safety of every student at TSC is of utmost importance. TSC 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. TSC strongly encourages students to report domestic violence, dating violence, stalking, or sexual assault to TSC 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 TSC’s officials or law enforcement will not be subject to TSC’s Code of Conduct action for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking, or sexual assault.

VII. Jurisdiction of The Sage Colleges

1. Generally, TSC jurisdiction and discipline may be imposed for conduct which occurs on the Colleges’ premises or as part of Colleges’ 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 TSC 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 a Sage classroom.

2. It is TSC’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 TSC 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 TSC, TSC reserves the right to assert jurisdiction and take appropriate action.

3. Further, any guest on TSC premises may be ejected from the premises if he or she appears to be engaged in misconduct, poses a threat to the safety or wellbeing of others, or is disrupting the normal operations of TSC.

VIII. Interplay between the Code of Conduct and Criminal Justice Process
1. TSC disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Student Conduct Code without regard to the pendency of civil or criminal litigation in court or criminal arrest or prosecution.

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 TSC 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 Conduct Board or Appellate Board under the Student Conduct Code, however, the College may advise off-campus authorities of the existence of the Student Conduct Code and of how such matters will be handled internally within the College community.

4. TSC 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.

The Sage Colleges
6. Nothing in TSC’s Code of Conduct 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. TSC’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 TSC policy may be suspended, expelled or otherwise restricted from full participation in the TSC community. A document that further explains the differences between the two systems can be found in Appendix B to this Code of Conduct.

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, 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 Colleges’ 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 TSC activities, including its public-service functions on or off-campus, or other authorized non-college activities, when the act occurs on TSC premises.

3. **Commitment of a Sexual Offense**
   Committing a Sexual Offense, as defined above, and in TSC’s Sexual Offense Policies & Procedures for Students and Employees, available at [https://www.sage.edu/student-life/title-ix/policies-procedures/](https://www.sage.edu/student-life/title-ix/policies-procedures/)

4. **Verbal Abuse**
   Verbal abuse of any person.

5. **Harassment**
   Harassment, whether verbal, written, or otherwise, including, but not limited to, sexual and other harassment as defined in TSC’s Discrimination and Harassment Policy & Procedure for Students and Employees: [http://catalog.sage.edu/content.php?catoid=23&navoid=1277#Discrim_and_Harass](http://catalog.sage.edu/content.php?catoid=23&navoid=1277#Discrim_and_Harass)

6. **Threatening Conduct**
   Actual or threatened conduct that directly or indirectly threatens, endangers, or interferes with the health or safety of any person, or which adversely affects the TSC community and/or the pursuit of its objectives.

7. **Theft**
   Attempted or actual theft of and/or damage to property or services of TSC or any other person or entity.

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

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

11. **Unauthorized Use of Keys**
Unauthorized possession, duplication, or use of keys or electronic access cards to any of TSC premises or unauthorized entry to, or use of, TSC premises or any other entity.

12. **Violation of Other TSC Policies**
Violation of TSC policies, rules or regulations, published in hard copy or available electronically on TSC’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.

13. **Violation of Federal, Stare, or Local Law**
Conduct which could be construed to be a violation of federal, state or local law.

14. **Illegal Drugs**
   a. Use of marijuana, 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 marijuana, 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 marijuana, 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 marijuana, 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.

15. 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.

16. Alcohol
   a. Use of alcoholic beverages except as expressly permitted by the law and TSC 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 TSC 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 TSC 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 TSC 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 TSC 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 a TSC residence hall.

17. **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 also not permitted.

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

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

20. **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.

21. **Arson**
   Any attempt to intentionally or recklessly start a fire or cause an explosion and/or contribute to an unauthorized fire.
22. **Filing a False Report**
Falsely reporting 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.

23. **Participation in a Disruptive Demonstration**
Participation in a campus demonstration which disrupts the normal operations of TSC 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.

24. **Obstruction of Traffic**
Obstruction of the free flow of pedestrian or vehicular traffic on TSC premises or at College sponsored or supervised functions.

25. **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 TSC premises or at functions sponsored by, or participated in by, TSC or members of the academic community.

26. **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.

27. **Unauthorized Surveillance**
Unauthorized surveillance, including, but is not limited to, any unauthorized use of electronic or other devices to make an audio or video record of any person while on TSC premises without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, 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.

28. **Abuse of the TSC 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 MySage or voicemail account identification or password.
d. Use of computing or telephone facilities to interfere with the work of another student, faculty member or TSC 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 TSC 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 TSC Acceptable Use Policy.

29. **Abuse of the Student Conduct System**

Abuse of the student conduct system, including but not limited to:

a. Failure to appear before a Student Conduct 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 conduct proceedings regarding Sexual Offenses that they report to TSC.
b. Falsification, distortion, or misrepresentation of information before a Student Conduct Board or Appellate Board.
c. Disruption or interference with the orderly conduct of a Student Conduct Code proceeding.
d. Initiation of a Student Conduct Code proceeding knowingly without cause.
e. Attempting to coerce an individual from proper participation in, or use of, the student conduct system.
f. Attempting to influence the impartiality of a member of a Student Conduct Board or Appellate Board prior to, and/or during the course of, a Student Conduct Code proceeding.
g. Harassment (verbal or physical) and/or intimidation of a member of a Student Conduct Board or Appellate Board prior to, during, and/or after a Student Conduct Code Hearing.
h. Failure to comply with the sanction(s) imposed under the Student Conduct Code.
i. Influencing or attempting to influence another person to commit an abuse of the student conduct system.
j. Institution of a Student Conduct Code proceeding in bad faith.

30. 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.

31. Irresponsible Social Conduct
Failing to engage in responsible social conduct that reflects credit upon the TSC community and to model good citizenship in any community.

32. Acts of Complicity
Acts of complicity; aiding, abetting, attempting, conspiring, hiring, willfully encouraging or being an accessory to any violation of TSC Code of Conduct.

33. Smoking
Smoking, the use of any tobacco product, and the use of e-cigarette and other electronic smoking or “vaping” methods are strictly prohibited. The Sage Colleges are 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 Sage’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, cigarellos, pipes, hookas, oral tobacco (spit and spitless, smokeless, chew, snuff), or any other smoking material or device.
34. **Retaliation**

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 conduct hearing, or opposes an unlawful act, discriminatory practice or policy, are prohibited and subject to College disciplinary procedures.

35. **Tampering with Fire Equipment**

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

**X. Student Conduct Charges**

1. Any member of TSC community or the Colleges on their own may request that TSC 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 as soon as possible.

2. The Vice President for Student Life will respond promptly to any request to file charges.

3. The Vice President for Student Life will determine a) whether or not the alleged misconduct is within the purview of the Student Conduct Code; b) whether to file charges, and c) if charges are filed, the appropriate body to hear the charges.

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

**XI. Interim Measures Pending Student Conduct 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 Conduct Board.

   a. Interim suspension may be imposed only: a) to ensure the immediate safety and well-being of members of TSC community or preservation of TSC 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 TSC. 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 his or her continued presence on the campus does not constitute a threat and at which time he or she 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, TSC must subject the accused or respondent to interim suspension pending the outcome of a judicial or conduct process. Upon request, TSC will provide both the 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 a 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. Mandatory No Contact Order – Upon receipt of a report of a Sexual Offense by a student, TSC will issue a “no contact order.” This “no contact order” is a TSC document that does not have the legal effect of orders of protection, which are obtained through a court. Under the no contact order: (1) the accused’s continued intentional contact with the reporting individual is a violation of TSC’s policy that is subject to additional conduct charges; and (2) if the accused or respondent and a reporting individual observe each other in a public place, it is the responsibility of the accused or respondent to leave the area immediately and without directly contacting the reporting individual. This may include establishing a schedule of attendance for the accused and respondents to access certain locations at TSC, such as academic buildings, libraries, athletics or
fitness facilities, and dining halls. Responsibility to stay away falls upon the person subject to the no contact order ("covered person"), not the protected individual. A covered person may be a respondent or accused or a third party who is the subject of a no contact order. If the covered person and protected person are in the same place accidentally, it is incumbent upon the covered person to remove himself or herself in a reasonable time and manner. Upon request, both the respondent and the reporting individual are entitled to a prompt review, reasonable under the circumstances, of the need for and terms of the no contact order, including potential modification, in which they are allowed to submit evidence in support of their requests. Requests to review a no contact order 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.

3. **Additional Interim Measures and Accommodations** – in order to help ensure safety, prevent retaliation, and avoid an ongoing hostile environment, TSC offers reasonable and available interim measures and accommodations to reporting individuals of Sexual Offenses 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, TSC 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 him or her, in which he or she is allowed to submit evidence in support of his or her request. Requests to review interim measures and accommodations should be submitted to: Dishpaul S. Dhuga, Title IX Coordinator/EEO Specialist, at titleix@sage.edu, or (518) 244-4809. 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 Conduct 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. 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 TSC’s Sexual Offense Policies & Procedures For Students and Employees, available at https://www.sage.edu/student-life/title-ix/policies-procedures/ has not already been initiated, the Title IX Coordinator, or other trained investigator who does not have a conflict of interest, will promptly conduct a fair, complete, thorough, and impartial investigation that provides a meaningful opportunity to be heard, pursuant to TSC’s Sexual Offense Policies & Procedures For Students and Employees (the “Sexual Offense Policies”).

   Upon receipt of a request for charges or complaint for which an investigation under the Sexual Offense Policies 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 Sexual Offense Policies, 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 TSC’s Sexual Offense Policies, 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 TSC’s Sexual Offense Policies & Procedures For Students and Employees, 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 § VIII (E) (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 Sexual Offense Policies by a Title IX Coordinator 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, 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, 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 § VIII (E) (below).
B. **Rules Applicable to All Student Conduct 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 Conduct.

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 TSC while student conduct proceedings are in process, the student does so with charges pending. The Colleges reserve the right to adjudicate those charges when/if the student returns to TSC.

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 Conduct Board Hearing at which information is presented.

7. After the portion of the Student Conduct Board Hearing concludes in which all pertinent information has been received, the Student Conduct Board shall determine (by majority vote if the Student Conduct Board consists of more than one person) whether the respondent has violated each section of the Student Conduct Code which the student is charged with violating. The Student Conduct Board’s determination shall be made on the basis of whether it is more likely than not that the respondent violated the Student Conduct Code.

8. If a respondent, with notice, does not appear at a Student Conduct Board Hearing, the information in support of the charges shall be presented and considered, even if the respondent is not present.

9. The Student Conduct 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 Conduct Board, he or she must raise this issue at the start of the Student Conduct Board Hearing. The Student Conduct Administrator, as chair, will hear the reasons for any such challenge. If the Student Conduct 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 Conduct Board as to the challenge should be made without the respondent or the co-complainant present. The Student Conduct 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 Conduct Board made up of multiple individuals, the Student Conduct 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 Conduct Code proceedings.

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

1. TSC 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 Conduct 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. TSC 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 TSC 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 TSC policies and due process, where applicable.

3. The respondent is presumed to be “not responsible” until TSC has established evidence, testimony or information that would allow the decision maker to find the accused responsible pursuant to the Code of Conduct.
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 TSC, that may be used in a hearing or investigation and/or may exonerate or show responsibility in the case. TSC 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 TSC 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 TSC.

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. TSC is not required to recess the hearing or allow the student to replace the banned advisor with a new advisor. TSC 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, TSC’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. TSC will try to arrange the attendance of witnesses who are members of the Sage 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 TSC 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, she or he was 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 TSC. The respondent and complainant will be given reasonable access to the full and fair record of the hearing, and TSC will maintain a copy of the record for at least five years after the hearing. If a participant requests an official transcript, TSC 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, TSC 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, TSC 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 TSC’s Student Conduct proceeding process at any time. If the co-complainant chooses to withdraw, however, TSC may choose to proceed with Student Conduct charges, without the co-complainant’s participation. If TSC 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 Conduct Board Hearings before a Student Conduct Board (not including deliberations). The record shall be the property of TSC.

2. When requested, a student must appear before a Student Conduct Board, Appellate Board, or College official for the purposes of providing information relevant to a Student Conduct Code proceeding. Failure to appear or willful failure or refusal to provide such information, unless it will result in self-incrimination, may result in student conduct action, at the discretion of the Student Conduct Administrator. The Student Conduct 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 Conduct Board Hearing before a Student Conduct Board. 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. The selection of an advisor is the responsibility of the co-complainant or respondent.

4. The respondent and the Student Conduct Board may arrange for witnesses to present pertinent information to the Student Conduct Board at the discretion of the Student Conduct Administrator. TSC will try to arrange the attendance of possible witnesses who are members
of the Sage 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. Witnesses will provide information to and answer questions from the Student Conduct 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 Conduct Board with such questions directed to the Student Conduct 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 Conduct Administrator.

5. Pertinent records, exhibits, and written statements (including Student Impact Statements, written statements made by members of the Colleges’ community dealing with the impact that the respondent’s conduct has had on a particular student or students or upon TSC students in general) may be accepted as information for consideration by a Student Conduct Board at the discretion of the Student Conduct Administrator. The Board will hear one character witness and will accept one letter supporting the character of the respondent.

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 Conduct Board hearing other than the complainant, respondent, the co-complainant, and their advisor(s) shall be at the discretion of the Student Conduct Board and/or its Student Conduct Administrator.

8. In Student Conduct Board Hearings involving more than one respondent, the Student Conduct Administrator, at his or her discretion, may permit the Student Conduct 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 Conduct Administrator at his/her discretion.

10. If a complaint is withdrawn, no Student Conduct 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 Conduct Board Hearing will proceed under the normal process; the

The Sage Colleges
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 Conduct Administrator determines that a student has violated the Student Conduct Code, the sanction(s) shall be determined and imposed by the Student Conduct 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.

1. The following sanctions may be imposed upon any student found to have committed any violation of the Student Conduct Code 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 Colleges, educational activities, 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.

l. **Expulsion**
Permanent separation from the College, without refund.

m. **Revocation of Degree**
TSC may revoke an issued degree due to fraud, misrepresentation, or other violation of TSC standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.
n. **Withholding Degree**  
TSC may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Conduct Code, including the completion of all sanctions imposed, if any.

o. **Prohibition from Professional Practice**  
TSC 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).

p. **Mandatory Transcript Notations**  
If a student is found responsible for a crime of violence, TSC must make a notation on the student’s transcript that they were “suspended after a finding of responsibility for a code of conduct violation” or “expelled after a finding of responsibility for a code of conduct violation.”

If a student withdraws from TSC while such conduct charges related to crimes of violence are pending against the student, and declines to complete the disciplinary process, TSC must make a notation on the student’s transcript that he or she “withdrew with conduct charges pending.” These transcript notations can be appealed by contacting the Provost see [https://www.sage.edu/academics/registrar/academic-record/transcript-request-notations/](https://www.sage.edu/academics/registrar/academic-record/transcript-request-notations/).

Transcript notations for violence-related suspensions shall not be removed prior to one year after conclusion of the suspension. Transcript notations for violence-related expulsions shall never be removed from a student’s transcript. If a finding of responsibility is vacated for any reason, however, the transcript notation must be removed.

4. Sanctions for academic dishonesty may include:

   a. A written reprimand
   b. A zero or “F” on the assignment(s) involved
   c. An “F” in the class involved
   d. Revocation or a change of grade
   e. Suspension from the College for one term
   f. Suspension from the College for one year

**The Sage Colleges**
g. Permanent dismissal from the College
h. Revocation of degree

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

6. If a student is found responsible for repeat violations of the same or similar charges, sanctions issued will be more severe in light of the repeat nature of the offense.

7. The following sanctions may be imposed upon groups or organizations:
   a. Those sanctions listed above in Section B1, (a) through (f).
   b. Deactivation - Loss of all privileges, including TSC 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 Conduct Code 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 Conduct Administrator

The Sage Colleges
1. A final determination by a Title IX Coordinator or Student Conduct 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 XIII(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 Conduct 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 Conduct Code, the Appellate Board may, upon review of the case, find that a violation of the Student Conduct Code did occur, reduce or increase the sanctions imposed by the Student Conduct Board, remand the case to the original officer or Student Conduct Board, recommend the appointment of a new Student Conduct Administrator or Board, affirm or reverse the judgment of the original Student Conduct 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 Conduct Board

1. A final determination by a Student Conduct 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 XIII(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 Conduct 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 his/her 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 Conduct Board, or Student Conduct 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 Conduct Code, the Appellate Board may, upon review of the case, find that a violation of the Student Conduct Code did occur, reduce or increase the sanctions imposed by the Student Conduct Board, remand the case to the original officer or Student Conduct Board, recommend the appointment of a new Student Conduct Administrator or Board, affirm or reverse the judgment of the original Student Conduct 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 Conduct Code shall be referred to the Vice President for Student Life for final determination.

2. The Student Conduct Code 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.

Appendix A

Academic Honesty

Academic honesty is a core value at The Sage Colleges and is a necessary element to the learning process. It is also fundamental to the atmosphere of inquiry and intellectual curiosity that TSC seeks to foster. It is an assumption that learning is taken seriously by students and that the academic work that students produce is a direct result of the commitment of the student toward learning as well as the personal knowledge gained. As part of the Student Code of Conduct 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 The Sage Colleges. 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 of another 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:

- Use of any unauthorized assistance in taking quizzes, tests, or examinations;
- Consulting or copying from any source beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
- The acquisition, without permission, of tests or other academic material belonging to a member of TSC community;
- 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;
- 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;
- Unauthorized use of computer equipment or software.

2. Plagiarism

The act of using the ideas or work of another person or persons 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.

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

- the submission of a work, either in part or in whole completed by another;
- failure to give credit for ideas, statements, facts or conclusions which rightfully belong to another;
- 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;
- use of another's project or programs or part thereof without giving credit.
3. Multiple Submissions

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

4. Complicity in Academic Dishonesty/Misconduct

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

5. Abuse of Materials

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

6. Alteration

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

Process for Responding to Academic Dishonesty/Misconduct

1. A faculty member may take any of the following disciplinary actions when a student engages in an act of academic misconduct:
   
   a. A written reprimand;
   
   b. A zero or “F” on the assignment(s) involved;
   
   c. An “F” in the class involved;
   
   d. Revocation or a change of grade.

   Any sanction, other than those listed here, may be issued by TSC only, not by an individual faculty member. A faculty member imposing discipline on a student for academic dishonesty/misconduct should take the following steps:
a. Determine whether it is more likely than not that the student is responsible for academic dishonesty and/or misconduct.

b. Faculty members are encouraged to consult with the respondent in an effort to informally address the alleged academic dishonesty/misconduct.

c. Notify the respondent of the charge of academic dishonesty/misconduct. The student must be notified in writing with a copy to the Academic Dean and the Dean of Students. The written notification should include a brief description of the alleged misconduct that forms the basis of the charge, the sanction to be imposed (limited to the four (4) penalties listed above), and a description of the appeal options available to the student.

2. 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 conduct hearing process.

3. 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 Conduct 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.

4. If the matter is referred to a Student Conduct 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 Conduct.

5. 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 Conduct 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 in which the course resides. 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 The Sage Colleges.

2. If a student wishes to appeal a sanction imposed through the Student Conduct Board Hearing process, the student may utilize the appeals process set forth in the Student Conduct Code in Section XIII.
Appendix B

*A Plain Language Explanation of Distinctions Between the New York State Penal Law and TSC’s Disciplinary Processes*

<table>
<thead>
<tr>
<th></th>
<th>Criminal Justice System</th>
<th>TSC Disciplinary System</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Goals.</strong></td>
<td>Public safety, deterrence, and punishment.</td>
<td>Education; safety; safe and supportive campus environment.</td>
</tr>
<tr>
<td><strong>Governing Law.</strong></td>
<td>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.</td>
<td>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.</td>
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</tbody>
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1 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.
<p>| <strong>How to report and whether there must be action once a report is made.</strong> | 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. |
| <strong>Who investigates?</strong> | Police or other law enforcement officials. | Investigators employed or retained by TSC; these individuals may work for different departments within TSC, including, but not limited to, the police/public safety department, student affairs and academic affairs. |
| <strong>Procedures</strong> | See Governing Law. Procedures established by police departments, prosecutors’ offices, etc. | TSC policies and Bylaws, which generally incorporate requirements of Governing Law. Collective bargaining agreements may impact some procedures. |
| <strong>Standard of Evidence.</strong> | 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) |</p>
<table>
<thead>
<tr>
<th>Confidentiality.</th>
<th>Law enforcement agencies offer some confidential assistance, but a criminal charge and trial must be public.</th>
<th>TSC offers confidential resources, but a disciplinary proceeding requires that relevant information be shared with those involved.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Privacy.</td>
<td>Criminal trials must be public.</td>
<td>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.</td>
</tr>
<tr>
<td>Who are the parties?</td>
<td>The prosecution and defendant. The victim/survivor is not a party, but often the critical witness for the prosecution</td>
<td>TSC and the respondent are parties, and the reporting individual has certain rights to participate, as the law provides.</td>
</tr>
<tr>
<td>Participation in the process.</td>
<td>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.</td>
<td>Reporting students cannot be required to participate in the TSC process. However, TSC will be limited in its ability to respond if a reporting individual does not participate.</td>
</tr>
<tr>
<td>Who initiates the proceedings?</td>
<td>A prosecutor, acting on behalf of the state (or the United States in federal cases).</td>
<td>TSC initiates proceedings. While rules vary from school to school, they most provide an active role for the reporting individual.</td>
</tr>
<tr>
<td><strong>Testimony.</strong></td>
<td>In a court, testimony is generally public. Other parties are, through counsel, entitled to cross-examine witnesses.</td>
<td>TSC 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.</td>
</tr>
<tr>
<td><strong>Role of attorneys.</strong></td>
<td>Both the state and the defendant are represented by counsel; counsel may question witnesses.</td>
<td>Parties may be advised by attorneys, but the attorneys’ roles are limited to quietly speaking with their clients or passing notes.</td>
</tr>
<tr>
<td><strong>Mental Health and Sexual History.</strong></td>
<td>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.</td>
<td>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.</td>
</tr>
<tr>
<td><strong>Possible Results.</strong></td>
<td>If a prosecution takes place, the defendant may</td>
<td>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.</td>
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<tr>
<td></td>
<td>• plead guilty or “no contest”</td>
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<td></td>
<td>• have the case dismissed by the judge (on legal grounds)</td>
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<td></td>
<td>• be found “guilty” or “not guilty” by a judge or jury</td>
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</tr>
<tr>
<td><strong>Sanctions.</strong></td>
<td>An individual found guilty may be fined, imprisoned, or both. In some courts, alternative sanctions are sometimes used.</td>
<td>An individual found responsible for violating TSC 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.</td>
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</tbody>
</table>