



RUSSELL SAGE
COLLEGE
ALBANY & TROY

Student Handbook
2021-2022



Table of Contents

I. Calendars

Academic Calendar

Campus Events Information

II. Co-Curricular Information

Student Activities and Programs

Leadership Opportunities & Student Government

Clubs and Organizations

Student Centers & Programming

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

Section Three

Office of Diversity, Equity and Inclusion

Residence Life

Public Safety

Section Four

Academic Advising

Career Planning

Wellness Center

Section Five

Academic Support Center

Accessibility Services

Information Technology

Section Six

Libraries

Bookstores

Dining Services

Section Seven

College Services/Mail Services

Student Services

IV. [State, Federal, and College Policies](#)

[Section One](#)

[Academic Freedom Statement](#)
[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](#)
[Accessibility Services](#)
[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 each year is available for review on the Sage website, and can be accessed directly by clicking the following link: [Sage Academic Calendar](#)

Campus Events Information

Members of the Sage community can access information about upcoming events across Russell Sage College through Passport- [Sage's Online Portal](#). The RSC Signage folder (under more apps) includes posters and information about upcoming events that is also broadcast on campus TVs.

In addition, Student Life Offices post information about upcoming campus events on various social media platforms. Students also receive weekly emails and a monthly newsletter from the student activities office with reminders about upcoming events. Other campus events and activities are advertised through global emails to the entire community. Make sure to stay connected and contact the Student Life offices with any questions.

Co-Curricular Information

Student Activities and Programs

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

Most events and activities are open to all Sage students, regardless of their campus affiliation. For more information on student activities, please contact the Office of Student Life on your campus:

Troy Campus: 244- 2207, rscactivities@sage.edu

Albany Campus: 292-1753, rscactivities@sage.edu

Leadership Opportunities and Student Government

Russell Sage College Undergraduate Student Government Association

The Student Government Association serves as a liaison between the students and the administration. All full-time undergraduate students 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 refer to the RSC Undergraduate Student Government Association Constitution, contact RSCeboard@sage.edu or go to the Student Government webpage at: <https://sites.google.com/sage.edu/rscstudentgov/>.

RSC has over 30 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 regularly throughout the semester. In addition, Student Government boasts four Executive Board members, who participate in leadership training to prepare them for their role after elections. The Activities Board has two elected positions and coordinates many of RSC's most popular annual events. Students may also seek leadership opportunities in a wide variety of class officer positions, which are instrumental in the planning and execution of events and traditions that promote class unity.

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 Ambassadors, Orientation Leaders, Tutors, NaviGators, Student Athletic Advisory Committee (SAAC) Members, 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.

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 Russell Sage College. Involvement and leadership in student organizations are also great resume-builders.

The College has a variety of clubs for students to join; as well as the option to start new clubs by working with the Student Life Offices in Albany and Troy. 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 (Sage faculty or staff member) who can help with the details of organizing and carrying out the long-range objectives of the club;
- Bring the proposal to the Director of Student Activities in 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 director of student activities and other prospective members of the club, the charter and constitution must be submitted to the Student Government for approval;
- Upon approval of club status, you may start conducting official meetings with the club members.

Examples of Recent and Active Clubs at Russell Sage College

Academic Organizations:

- American Institute of Graphic Arts (AIGA)
- Biology Club
- Creative Arts in Therapy Club (CATS)
- Law & Society
- Nursing Club
- Nutrition Club
- Pre-Med/Pre-PA
- Spanish Club

Publications:

- The Rev (Poetry and Literary Circle)
- Vernacular (Literary and Art Magazine)

Service Organizations:

- Circle K (service organization)
- Habitat for Humanity

Social Organizations:

- Baking Club
- Black and Latinx Student Alliance (BLSA)
- Sage Style Club
- Gaming Organization
- Intervarsity Christian Fellowship
- Muslim Student Association
- Newman Club
- Basketball Club
- Sage Dance Ensemble
- Sage Fishing Club
- Sagettes (a cappella singing group)
- Veterans Club
- Democracy Matters
- Student Nursing Association
- Sage Rush Line

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.

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.

Other Academic Honor Societies:

Many academic departments have their own nationally recognized honor societies. Students can consult with faculty department chairs to find out about what opportunities are available in their academic programs.

Student Centers & Programming

McClellan Student Center, McKinstry Hall in Troy

The McClellan Student Center is located in the short wing of McKinstry Hall on the first floor and is adjacent to the McKinstry Courtyard. This is the place to go when you feel like shooting a game of pool, playing ping-pong, playing Wii on the Big Screen TV, taking in a Netflix movie, and much more! There is a candy counter that will satisfy almost any sweet tooth. The Student Center is also the place to go if you want to purchase helium balloons to enhance your event or campus celebration. 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 requests. Please contact the Director of Student Activities rscactivities@sage.edu for reservations or just stop by!

Freddie's Student Lounge, Basement Level, Kahl Campus Center in Albany

Freddie's Lounge 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 Assistant Director of Student Activities rscactivities@sage.edu for reservations or just stop by!

Annual Events

The Student Life Offices support and sponsor many events for students in both Albany and Troy. Events are often created and coordinated by student leaders and adapted to meet student needs and interests each year. Examples of previous popular events include:

Sage Big/Little Ice Cream Social

Juniors known as "Bigs" adopt incoming First Year students known as "Littles" and help guide them through their first 2 years at Russell Sage. Pairs are introduced at the start of the academic year. At the Big/Little Info Session the First Year Class Coordinators (an elected position) gather the incoming first year class to welcome them and tell them about Sage traditions. All students are invited to attend. This event has been traditionally held the night of the first day of classes.

Class Activities

Each class holds annual events to build unity. In the past, there have been formal dinners open to all members of the class, bowling nights, friendly competitions, and other events that help bond classmates.

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, lectures from invited speakers, and a patriotic red, white, and blue sundae bar.

Earth Day

This annual celebration is sponsored by the Student Activities office. All clubs and organizations are invited to set up tables and a picnic lunch is provided for the whole community, along with outdoor entertainment.

Rally Day

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

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.

Sage Formals

Traditionally, Sage has offered several formal events throughout the year that allow students to mingle, dance and enjoy a night of fun. These College activities allow students to forget about classes and coursework and just have a good time.

Alumnae/ Alumni Associations

Russell Sage College consists of over 38,000 alumni. Sage alumni can be found across the U.S. and internationally making a difference in their communities and their career fields. They serve in positions of influence at macro and micro levels. They work in Federal and State agencies, ambassadors, CEOs and presidents, owners and inventors, teachers and health care professionals, authors and artists.

The Office 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 in these and other activities, check out the Alumni webpage at: Sage.edu/alumni or contact the Alumnae/Alumni Relations Office on your campus:

Troy: 518-244-2242 rscalum@sage.edu

Albany: 518-292-1915 sagealumni@sage.edu

Campus Offices and Resources

Section One

Vice President for Student Life

Albany: Kahl Campus Center, Room 145

Troy: 2nd Floor of McKinstry Hall, (518) 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, (518) 244-2207, deanofstudents@sage.edu

Albany: Student Life Offices, Kahl Campus Center Room 145, (518) 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 achieve a quality education dedicated to excellence, leadership and citizenship. The Deans of Students collaborate with faculty and staff across the institution to support student success.

International Students

Russell Sage College welcomes international students from all over the world.

International students are expected to meet the terms of their F-1 status at all times. Designated School Officials (DSOs) are available on the Albany and Troy campuses to serve as resources to all international students and to assist with any issues relating to maintenance of status, and adjustments to life at Sage. All international students must check in with a DSO as soon as they arrive in the U.S.

Status regulations that international students need to be aware of:

- International students must remain in full-time status at all times, 12 credit hours per semester for undergraduates or 9 credit hours per semester for graduates, unless a Designated School Official (DSO) has approved you for less than full-time status.
- International students must consult with and be given permission by a DSO prior to obtaining on-campus employment.
- International students interested in CPT- Curricular Practical Training- must consult with and be authorized by a DSO prior to beginning any internship, practicum, or capstone involving paid off-campus employment or unpaid work at an off campus location.
- Off-campus employment is not authorized for F-1 students.
- A DSO must be informed within 10 days of any change of name and/or address.
- A DSO must be informed of any change of degree and/or major within 10 days of this change.
- Before transferring out of Russell Sage College, international students must notify a DSO as to the name of the school and the date that you will be transferring.
- If, for any reason, international students will not be registering for fall or spring classes, they must notify a DSO before the beginning of that semester.
- If students plan to return to their home country and do not intend to return to Sage, the student must inform a DSO.
- A DSO must be informed of any change of visa type within 10 days.
- An international student must keep their I-20 valid at all times, this includes extensions, travel, etc.
- International students interested in Optional Practical Training (OPT) after graduation, must receive a recommendation from a DSO, and apply for OPT before graduation

PDSO/DSOs at Russell Sage College:

Trish Cellemme, Vice President for Student Life, PDSO, Kahl Campus Center, Suite 145 Albany and McKinstry Hall, 2nd Floor, Troy 518-292-1710, cellep@sage.edu

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

Maria Bathold, Unit Manager for Student Life, DSO, Kahl Campus Center, Suite 145, Albany and McKinstry Hall, 2nd Floor, Troy, 518-292-1710, barthm@sage.edu

Section Two

Athletics and Recreation

Russell Sage College 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: Empire 8

Mascot: Gators

Colors: Sage Green and White

Website: www.sagegators.com

Twitter: @SageAthletics

Currently Offered:

Women: Basketball, Cross Country, Lacrosse, Soccer, Field Hockey, Softball, Tennis, Indoor Track and Field, Outdoor Track and Field, and Volleyball

Men: Basketball, Cross Country, Golf, Soccer, Lacrosse, Indoor Track and Field, Outdoor 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 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 McKinstry Fitness Center for their recreation needs.

Office of Student Activities

Troy: *McKinstry Hall, First Floor, (518) 244-2207*

Albany: *Kahl Campus Center, Freddie's Lounge, (518) 292-1753*

The Director of Student Activities and Assistant Director are charged with creating and robust co- and extra-curricular experience for all students at Russell Sage College: Albany and Troy. 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.
- Advises and supports the Association of Campus Events activities board and provides guidance to all student-run clubs and organizations at Sage.
- Oversees the Freddie's student lounge in the Kahl Campus Center in Albany and the McClellan Student Center in McKinstry Hall in Troy.
- Coordinates programs and services that support commuting students, including commuter lounges, study rooms, lockers and monthly events specifically designed for commuters.

Section Three

Diversity, Equity and Inclusion

Troy *McKinstry Hall 210, (518) 244-4720*

Albany *Kahl Campus Center 346, (518) 244-4720*

The Office of Diversity, Equity 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 transferable skills-sets that help Sage Gators manifest diversity, equity and inclusion as a life practice; and indeed, as our motto goes, “a way of life.”

Our office serves the Russell Sage College community in Albany and Troy. We develop and facilitate educational workshops for faculty, staff, and students in order to educate, 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 Academic Affairs in a concerted effort to deepen and widen our understanding, appreciation, and value of diversity, equity 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 intercultural communication and awareness that inspire transformative social change in and beyond Russell Sage College.

Helping Sage Gators develop themselves as agents of social change is the heart and core of our mission and vision for diversity and inclusion. If you would like more information regarding diversity and inclusion at Sage then please email diversityandinclusion@sage.edu or stop by our offices, which are located in Troy and Albany Campuses.

Residence Life

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

Troy *McKinstry Hall, 2nd Floor, 244-2008*

Residence Life at Russell Sage College 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.

There are twelve distinct residence halls across both campuses 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: multicultural housing, honors housing, pet friendly housing, and gender-affirming housing.

More information on the housing options on each campus can be found at www.sage.edu/reslife

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)*

Safety and Security services at Russell Sage College are provided by the University Heights Association, which also provides 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. For a full list of services and contact information, please visit the University Heights Association website:

<https://www.universityheights.org/>

Section Four

Academic Advising

Troy: *Shea Learning Center, Third Floor, (518) 244-2272, academicadvising@sage.edu
<https://www.sage.edu/academics/support/advising/>*

Albany: *Library, 3d Floor, (518) 292-1719, academicadvising@sage.edu
<https://www.sage.edu/academics/support/advising/>*

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(s) 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 their 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 course 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 (major)

1. Assist students with understanding degree requirements and proactive course planning, including major, general education, and liberal arts requirements that reflects realistic and achievable objectives.
2. Help their advisees understand College policies, procedures and timelines.
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 (major) 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 Faculty Advisor (major)

1. I don't understand the My Progress screen in Student Planning; 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 unsatisfactory advisory course 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, (518) 244-2272, troycareerplanning@sage.edu*

Albany: *Library, Third Floor, (518) 292-1764, albanycareerplanning@sage.edu*

Resources and Events: www.sage.edu/career and sage.joinhandshake.com

Follow us on Facebook @SageOfficeofCareerPlanning
Instagram @SageCareerPlanning

Handshake (*Work-Study/Internship/Job Database and Appointments*): sage.joinhandshake.com

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 online through [Handshake](#), or we also have Walk-In Wednesdays from 1230-430 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 www.sage.edu/career. We encourage students to visit our office and use [Handshake](#) early and often to discover opportunities!

Services include:

- Career advisement and assessment tools (Focus2) 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 Handshake (sage.joinhandshake.com). 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 utilize a secure, user-friendly web portal for submission of your immunization requirements. This system is both HIPAA and FERPA compliant.

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
<https://www.rensco.com/departments/social-services/domestic-violence/>

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
<https://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>

Equinox 24-hour Domestic Violence Hotline at (518) 432 7865

<https://www.equinoxinc.org/page/domestic-violence-services-15.html>

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

Our mission is to assist students in becoming active, responsible, and successful learners.

Website: [Academic Support/Tutoring](#)

For questions, consults, or requests, email: rscacademicsupport@sage.edu

Campus Locations: Albany: Library, Third Floor; Troy: Shea Learning Center, Third Floor

Tutoring: To meet with a peer tutor in-person or virtually, visit our webpage, [Academic Support/Tutoring](#). Subjects include the core sciences, nursing and writing. Students may also request an individual consultation with academic support staff at any time.

Online Tutoring: Smarthinking, our online tutoring platform, can be accessed 24/7 through the Smarthinking link posted on Moodle course pages. Subjects include math, science, nursing, writing, business, and career interviewing.

Accessibility Services

Website: <https://www.sage.edu/student-life/accessibility-services/>

For questions, consults, or requests, email: Katherine Norman, Director of Accessibility Services accessibility_services@sage.edu

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, Russell Sage College is committed to providing support services and reasonable accommodations on an individual basis to students with disabilities (as defined by law).

Accessibility Accommodations for Students

Students requesting accommodations must submit documentation from an appropriate and qualified licensed healthcare professional verifying the need for accommodations and contact the Accessibility Services Office to participate in an intake process and to request accommodations.

Housing Accommodations for Accessibility Students

Russell Sage College is committed to achieving equal educational opportunity and full participation for persons with disabilities. It is the policy that no qualified person with a disability be excluded from participating in any College program or activity or otherwise be subjected to discrimination with regard to any College program or activity. This policy derives

from the commitment to non-discrimination for all persons in employment, access to facilities, student programs, activities and services.

Reasonable housing accommodations are available to eligible students with disabilities 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. We require clear, current, and comprehensive documentation to substantiate a physical or mental impairment that substantially limits one or more major life activities, specifically as it relates to housing needs, as confirmed and well documented by an appropriate and qualified licensed professional. The documentation must be sufficient to establish a direct link between the underlying impairment and the requested housing accommodation(s).

<https://www.sage.edu/wp-content/uploads/2020/05/Housing-Accommodation-Accessibility-Policy-2020.pdf>

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 Russell Sage College. **Requests need to be submitted each year; they do not carry forward.**

The student and an appropriate and qualified licensed healthcare professional, must complete the Accessibility Housing Accommodation Form. The completed form must be submitted to the Director of Accessibility Services.

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

<https://www.sage.edu/wp-content/uploads/2020/05/Service-and-Comfort-Animals-Policy-2020.pdf>

Process for Reviewing Requests for Housing Accommodations

Accommodations for various disabilities and chronic health conditions take time to arrange. The Accessibility Services Office 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 Accessibility Services. All information is considered confidential. Listed below are some of the factors considered when evaluating housing accommodations requests.

Severity of the condition

- Is the 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?

Qualifications of the Provider

- Does the provider have an established and on-going treating relationship with the student?
- Is the provider associated with an internet-based service whereby the availability of documentation for an emotional support animal or other housing accommodations is advertised and such documentation can be purchased on-line?

Feasibility and Availability

- Is space available that meets the student's 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?

If the Director of Accessibility Services reviews the request and accompanying documentation and determines that the student does not meet the criteria for accommodation, then the student will be notified of this decision and/or may be asked to provide additional documentation. If the Director of Accessibility Services reviews the request and approves it based on the documentation provided, then the Residence Life Office will be informed of the housing accommodation need. The Residence Life Office will then work directly with the student, as needed, to make the housing accommodation arrangements.

<https://www.sage.edu/wp-content/uploads/2020/05/Accessibility-Services-Housing-Accommodation-Request-Form-2020.pdf>

Service and Comfort Animal Policy

Please find our policy concerning service and comfort animals on the Russell Sage website:

<https://www.sage.edu/wp-content/uploads/2020/05/Service-and-Comfort-Animals-Policy-2020.pdf>

Information Technology

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

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

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

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

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

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

The items below constitute examples of acceptable and unacceptable use:

Acceptable Use

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

Unacceptable Use

Legal and Regulatory Acceptable Use Restrictions:

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

Institutional Acceptable Use Restrictions:

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

Account Use and Information Access Restrictions:

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

Network Use Restrictions:

- Installing on the network unauthorized network devices and network services
 - wireless access points
 - internet address resolution servers
 - hubs
 - routers
 - switches
- Use of port scanning or other reconnaissance hardware/software is strictly prohibited.

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

Need Help

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

Support Hours:

	Phone Support	Service Desk Support	Password Reset	Knowledgebase
Fall/Spring Semesters	M-F 8AM-6:30PM	Everyday 8AM-10PM	24/7	24/7
Off Semester	M-F 8:30AM-5:00PM	Everyday 8AM-10PM	24/7	24/7
Holiday Hours	M-F 8:30AM-4:00PM	Everyday 8AM-10PM	24/7	24/7

Phone Support -- (518) 244-4777

Service Desk Request -- <https://sc.sage.edu> - Enter a support request to be routed to the proper IT team.

Password Reset -- <https://passport.sage.edu/password/forgot>

Self Help Knowledgebase -- <http://kb.sage.edu> - Useful Articles regarding the most commonly asked IT questions

Walk-in by Appointment Only

IT Office Locations:

Troy Campus: Shea Learning Center, B05 (Basement)

Albany Campus: Armory, Rm 100

Passport.sage.edu

Sage's web-based portal for Russell Sage College, is available to all Sage community members (students, faculty, and administrators). Passport 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 Russell Sage College 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.

Service Available on Passport:

- Password change -- Passport offers an easy and convenient method to change your IT account password.
- SageAdvisor-SelfService -- Our internet based service securely supplies real time information and online functionality to our students (Class schedule, grades,etc.).
- Moodle -- Moodle is Sage's online learning system. If they choose, professors can use Moodle for online classes, testing, homework, wiki, etc.
- Service Desk/Knowledge Base -- The Service Desk is an area where you can find help for all the Technology Issues/questions.

For complete information about the computing environment at Russell Sage College and what services we can offer you visit the IT Menu located in Passport.

Section Six

Libraries

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

Website: <https://library.sage.edu>

Albany: 292-1721

Troy: 244-2249

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

Monday-Thursday	7:30 am – 8:00 pm
Friday	7:30 am – 5:00 pm
Saturday	CLOSED
Sunday	12:00 pm – 8:00 pm

Changes to the hours, including holidays, breaks and summer, will be posted in the libraries and on the Libraries' website [hours page](#). 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 [Schedule a Research Appointment](#) 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 the [Interlibrary Loan page](#) 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 [Library account](#). 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](#).

Printing & Photocopying in the Libraries

Both libraries are equipped for printing and photocopying. In Albany, printers and photocopiers are located on the first floor. 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. Kiosks are also available at both libraries to put funds on your Sage ID as well.

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

m.o.s.s. books and other provisions

51 Congress St.

(At the intersection with 2nd Street)

Troy, NY 12180

Phone: 518-274-0199

Email: russell-sage@bkstr.com

Email: Carol Pett, 1pettc@sage.edu

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)

Albany

University Heights Campus Bookstore

41 Union Drive

Gozzo Student Center

Albany, NY 12208

Phone: 518-694-7378

Email: Bob Kern, 0728mgr@fhg.follett.com

Email: Lynn Mele, 0728txt@fhg.follett.com

Website: www.thebookstore.bkstr.com

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 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. Note that students can find their textbooks for each class at the bookstore that corresponds with the campus where the class is being held. Textbooks can be purchased in person in the stores or ordered online in advance and picked up in the stores or mailed home.

The bookstores 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.

In addition, the bookstores 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, 292-8641

Troy Office: McKinstry Dining Room, 244-2377

Catering Office, McKinstry Dining Room, 244-2387

Dining Services at Russell Sage College is managed by Sodexo Education. Offering a wide variety of services on both 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 Albany first year and sophomores participate in a meal plan of their choice. Commuter and graduate students may select any resident board plan (which offers 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. You can monitor your meal plan activity (check balances, transaction histories, and even make deposits to declining dollars) by downloading the **GET** app from Apple iTunes Store or Google Play Store.

Troy Dining Locations

McKinstry Dining Room

This relaxing location offers dine 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 for 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.

Major Credit & Debit Cards are accepted at the access point to McKinstry Dining room. In addition, deposits can be made - minimum \$25 - to declining balance funds with a valid ID card at the McKinstry Dining Office or with the **GET** Mobile App.

The Buchman Pavilion

This location offers two a la carte dining outlets and is focused on a Better Tomorrow! The Buchman 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 Starbucks coffees and serving Island Oasis smoothies, as well as PEPSI products and Hydration Station: Fruit Infused Waters. This cafe is known for its routinely changing specials and offers.

The Buchman Cafe is open daily for breakfast, lunch, and dinner! 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, soups, fruit, and assorted beverages including Green Mountain Coffee. Located in the Shea Library, it's a comforting space to hang out, study, or just grab something quick on your way to your next class.

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. Build Your Own 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 and Declining Dollars, Credit Cards, Flex Dollars, and Meal Plan Equivalency Swipes.

Hazel's Café

Just like Lucile's Cafe on the Troy campus, this location offers Simply To Go packaged snacks, sandwiches, salads, baked goods, soups, fruit, and assorted beverages including Green Mountain Coffee. Unique to Hazel's, you can also grab a frozen shake or smoothie from our f'Real display.

For additional Dining Information go to:

<https://russellsage.sodexomyway.com/my-meal-plan/>

And follow us on facebook and Instagram for daily specials, dining news, and photos!

<https://www.facebook.com/thesagecollegesdining>

<https://www.instagram.com/sagecollegedining/>

Section Seven

College Services: Mail Services, Printing, College IDs & Parking Permits

Troy: *John Paine Building, Basement, Phone: (518) 244-2222, Fax: (518) 224-4545*

Albany: *Administration Building, Basement, Phone: (518) 292-1779*

College Services Hours

Academic Year:

8:30am – 5:00pm, Monday through Friday

Summer hours:

8:30am – 4:00pm, Monday through Friday

On the Troy campus, student mailboxes and packages are accessible outside office hours anytime the John Paine Building is open.

Contact Us

For general inquiries or print requests, submit a ticket through the College Services Service Desk at jira.sage.edu.

Mail Services

All full-time resident students in Troy and Albany are assigned on-campus mailboxes which they maintain throughout their enrollment at the college. Student mailboxes are located in the basement of the John Paine Building in Troy and in the basement of the Administration Building in Albany. New students can expect an email at the beginning of their first semester with information regarding their mailbox assignment. If a student has not been assigned a mailbox and would like one, they can make an inquiry for one through the Service Desk.

College Services can mail outgoing letters or packages via the United States Postal Service (USPS), UPS, FedEx, and DHL and will receive incoming letters and packages from these carriers for students. Packages are scanned as they are received, and students are notified via email that they have a package to pick up. A college ID or other identification must be presented in College Services in order to pick up a package. Mail is taken to the U.S. Post Office by 4:00 p.m. daily, Monday through Friday. All incoming mail received must have the student's full name, box number, city, state, and zip code. All mail must also include a return address.

Use the following address format for mail delivered to campus:

Troy Campus

Your Name

Russell Sage College

Box XXXX

65 1st Street

Troy, NY 12180

Albany Campus

Your Name

Russell Sage College

Box XXXX

140 New Scotland Avenue

Albany, NY 12208

U.S. Postal Service mail is delivered to the college once a day. It is anticipated that mail is sorted and in mailboxes by 3:00 p.m. Packages are delivered throughout the day. Students should refrain from inquiring about delivered packages until they have received notice from College Services that their package is ready for pickup.

The department continues to receive mail over semester breaks and will hold all mail for students until their return. A student may pick up mail over holiday breaks as long as the college is open. Before the end of the academic year in May, students should notify senders of their summer address. Subscriptions should be cancelled 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 over the summer or who will be living at an address different from their permanent address must notify College Services of their intention *by the Monday following finals week*. The office will begin forwarding mail the first business day after commencement. If not notified, all mail will be forwarded to the student's permanent address.

The department offers an intra- and inter-campus mail service to deliver mail within the Troy and Albany campuses and between them. Students are permitted to utilize the service for college-related use.

Copying and Printing Services

College Services offers the following print and finishing services: black/white and color printing, cutting, folding, hole-punching, binding, perforating, scoring, laminating, and color poster printing on a wide variety of paper stocks and colors. These services are available to students, but must be paid for with personal funds. An exception is made for academic research posters. In this case, print funds allocated through the software program, PaperCut, may be applied. Print requests may be submitted via hard copy at the front counter, by USB flash drive, or by electronic request on the College Services Service Desk at jira.sage.edu. PDF is the preferred file format.

Identification Cards

All students must obtain a college identification card. College IDs enable college personnel to identify persons on campus and are required to access numerous campus services and resources. All IDs are processed and printed in the College Services offices.

Students must upload their own photo for use on their college ID through the [Sage Portal](http://www.sage.edu/about/public-safety/id-cards/). Instructions can be found at <http://www.sage.edu/about/public-safety/id-cards/>.

To upload a photo, click on Manage Account and then the photo placeholder at passport.sage.edu. Once a photo has been submitted, students will receive an email when their photo has passed moderation and a second email when the ID has been printed and is ready for pickup.

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

Parking Permits

All students are eligible for parking privileges, but must obtain a parking permit in order to park in a lot on either campus. 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 single permit authorizes parking on both the Albany and Troy campuses. Parking permits are processed and can be picked up from the College Services offices. A permit is valid until August 31 of the year noted on the permit. Permits for handicapped parking and temporary parking permits are also available.

There's a two-step process for applying:

- 1.) Register your vehicle online at garage.sage.edu. Note that you'll need your VIN (vehicle identification number) and license plate number.
- 2.) Proceed to "My Permits" to purchase your permit. Permits for the full year cost \$50.00, but decrease in price incrementally as the year progresses. The cost of a parking permit is included in the tuition of all full-time undergraduate students. **Students for which this applies must still proceed to the checkout page and select "Full Time Undergraduate Students (Free)" under Select Permit Plan.** Permits may be paid for online by credit card or in person at the time of pickup.

Parking violations, appeals, and privilege revocation notifications are handled by the Office of Public Safety. For more information about parking permits, including violation enforcement and the appeals process, visit: <https://www.sage.edu/about/offices-centers/public-safety/parking-at-sage/>.

Student Services

The Office of Student Services include the following departments and locations:

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 support the following services:

Financial Aid

At Russell 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:

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 Russell Sage College, 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/academic-resources/registrar/>

Student Accounts

Tuition and Fees: Russell Sage College

The deposits, tuition, room, board and fees for the current academic year are subject to change without prior notice by Russell Sage College Board of Trustees and are available online at:

<https://www.sage.edu/academics/academic-resources/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.

Payment Due Dates

Fall 2021
Spring 2022

August 2, 2021
December 1, 2021

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

Hours

8:30 am - 5:00 pm Monday through Friday

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

State, Federal, and College Policies

Section One

ACADEMIC FREEDOM, INTELLECTUAL CURIOSITY, and FREEDOM of EXPRESSION at RUSSELL SAGE COLLEGE

Because Russell Sage College is committed to free and open inquiry in all matters, it offers all members of the Russell Sage College community the broad latitude to speak, write, listen, challenge, and learn. Except insofar as limitations on that freedom are necessary to the functioning of the institution, Russell Sage College fully respects and supports the freedom of all members of the Russell Sage College community “to discuss any problem that presents itself.”

Of course, the ideas of different members of the Russell Sage College community will often and quite naturally conflict. But it is not the proper role of Russell Sage College to attempt to shield individuals from ideas and opinions they find unwelcome, disagreeable, or even deeply offensive. Although Russell Sage College greatly values civility, and although all members of the Russell Sage College community share in the responsibility for maintaining a climate of mutual respect, concerns about civility and mutual respect can never be used as a justification for closing off discussion of ideas, however offensive or disagreeable those ideas may be to some members of our community.

The freedom to debate and discuss the merits of competing ideas does not, of course, mean that individuals may say whatever they wish, wherever they wish. Russell Sage College may restrict expression that violates the law, that falsely defames a specific individual, that constitutes a genuine threat or harassment, that unjustifiably invades substantial privacy or confidentiality interests, or that is otherwise directly incompatible with the functioning of Russell Sage College. In addition, Russell Sage College may reasonably regulate the time, place, and manner of expression to ensure that it does not disrupt the ordinary activities of the institution. But these are narrow exceptions to the general principle of freedom of expression, and it is vitally important that these exceptions never be used in a manner that is inconsistent with Russell Sage College's commitment to a completely free and open discussion of ideas.

In a word, Russell Sage College's fundamental commitment is to the principle that debate or deliberation may not be suppressed because the ideas put forth are thought by some or even by most members of the Russell Sage College community to be offensive, unwise, immoral, or wrong-headed. It is for the individual members of the Russell Sage College community, not for Russell Sage College as an institution, to make those judgments for themselves, and to act on those judgments not by seeking to suppress speech, but by openly and vigorously contesting the ideas that they oppose. Indeed, fostering the ability of members of the Russell Sage College community to engage in such debate and deliberation in an effective and responsible manner is an essential part of Russell Sage College's educational mission.

As a corollary to Russell Sage College's commitment to protect and promote free expression, members of the Russell Sage College community must also act in conformity with the principle of free expression. Although members of the Russell Sage College community are free to criticize and contest the views expressed on campus, and to criticize and contest speakers who

are invited to express their views on campus, they may not obstruct or otherwise interfere with the freedom of others to express views they reject or even loathe. To this end, Russell Sage College has a solemn responsibility not only to promote a lively and fearless freedom of debate and deliberation, but also to protect that freedom when others attempt to restrict it.

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 Russell Sage College community are expected to conduct themselves in a way which respects the learning environment. Thus, Sage has the right to remove any student from a classroom, other academic area, or program, at any time if the student's behavior is contrary to the spirit of learning or hinders the operation of the program in any way. Violent, disruptive, harassing, or intimidating behavior is not tolerated in the classroom or any other place on campus. 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 Undergraduate 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

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

Identification Cards

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

Students must 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/academic-resources/registrar/change-name-gender/> for more information.

Withdrawal from the Colleges

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

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

Administrative Withdrawal

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

Student Financial Obligations

The College requires that students be financially responsible and not be delinquent in their financial obligations to the College. Students who fail to meet their financial obligations 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 College. It is important that all members of the Sage community receive this information as quickly as possible, particularly commuter students. Please keep this information easily accessible for guidance on how to access announcements regarding cancellations, delays, or closings at Sage.

How to Get the News

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

What the News Means for You

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

1. **Classes Delayed** - An announcement that the start of classes has been delayed means that staff and administrators are expected to report at the delayed opening hour indicated. Classes scheduled to begin prior to the delayed opening hour will not be held. Students and faculty are expected to meet for classes held at or after the hour of campus opening.
2. **Classes Cancelled** - An announcement that classes have been cancelled means that students and faculty do not attend classes, but administrative offices are open and staff and administrators are expected to report to work at the usual time. The cancellation of day classes does not automatically mean that evening (starting at 6:00PM or later) or weekend classes and events or activities are also cancelled. When this is the case, every effort will be made to post a separate message before 3 p.m.; however, the rapid change in a situation may require a later cancellation time. Check TV and radio stations or your Sage email periodically for updates.
3. **College Closed** - An announcement that the College is closed means that classes have been cancelled, and all public events and activities will not be held. Students, faculty, staff, and administrators should not report to class or work. However, essential

personnel (public safety, maintenance, housekeeping and residence hall staff) are expected to report for their usual shift and residence dining services will be provided (but potentially on adjusted schedule).

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

Safety First

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

Parking and Snow Removal

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

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

Emergency Procedures

If a student discovers a situation which may require emergency action, he/she should immediately call Public Safety at (518) 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 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. You must have your vehicle identification number (VIN) available to register. This can be found on your vehicle's registration card. Information about the parking permit process is available at: <https://www.sage.edu/about/offices-centers/public-safety/parking-at-sage/>

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

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

Parking Enforcement

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

Cars parked in violation of Sage's parking regulations are subject to fines, towing, and revocation of parking permits. Vehicles 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 Russell Sage College 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/offices-centers/public-safety/parking-at-sage/>

Event Scheduling Policy

Students associated with a Sage chartered club or organization may seek to plan and schedule events on campus related to their organization. It is essential that when you schedule meetings, events, programs, fundraisers, parties, speakers, etc., that you start at the Office of Student Life. Students will be guided through the event planning process by the director of student activities who can provide a resource guide. Once your event or activity is approved by the Office of Student Life, you may be referred to the Office of Conferences and 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 (518-244-2020) or Albany (518-292-1943) to check the availability of spaces PRIOR to submitting a FUR form. After clearing a space and completing the form, you must get all necessary 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.

Event Expectations:

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

Event Regulations

Student organizations who wish to organize an event must receive the prior approval of the Student Activities Office. The Director 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. Note that if payment from the College and vendor procurement is required, a minimum six-week lead time may be necessary.

Poster Policy

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

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

Poster Placement:

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

Photo Usage Policy

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

Section Three

Alcohol and Other Drugs

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

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

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

Tobacco Free Policy

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

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

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

Section Four

Religious Policy Statement

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

The policy is available for review by clicking the following link:
<https://catalog.sage.edu/religious-policy-statement>

Accessibility Services

Russell Sage College is committed to promoting self advocacy for students with disabilities and facilitates a positive and adaptive learning environment for such students. Students seeking accommodations are required to present documentation of their disability from an appropriate and qualified licensed health care provider. In accordance with Section 504 of Rehabilitation Act of 1973 and the Americans with Disabilities Act, support services and reasonable accommodations are provided when requested by a student who qualifies for them. It is extremely important upon admission into the college that you contact the Director of Accessibility Services. *Russell Colleges' Accessibility Services Policy is subject to change, and, therefore, maintained on the Sage website.

The policy is available for review by clicking the following link:
<https://www.sage.edu/student-life/wellness-center/accessibility-services/>

Discrimination and Harassment Policy

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

The policy is available for review by clicking the following link:
<https://www.sage.edu/wp-content/uploads/2020/08/Discrimination-and-Harassment-Policy-2020.pdf>

Sexual Assault Policy

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

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

Trans* and Gender Inclusion Policy

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

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

[Trans* and Gender Inclusion Policy](#)

Section Five

Campus Crime Statistics

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

The statistics are available for review by clicking the following link:

<https://www.sage.edu/about/offices-centers/public-safety/crime-statistics/>

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

Records Policy

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

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

<https://catalog.sage.edu/student-right-to-know-privacy-and-records-policies-0>

Section Six

Residence Policy

Residence Policy

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

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

Through the residence program, Russell Sage offers a quality living/learning environment designed to maximize student socialization, encourage a strong sense of community and college identification, and assimilate different student cultures, lifestyles, and values. The privilege of living on campus is extended to students who are 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 (518-244-3177) and describe the location of the fire as clearly as possible.
4. Immediately notify the Resident Assistant on duty or the Assistant Director of Residence Life.

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

Appliances

1. All appliances must carry the Underwriters Laboratory approval, UL, 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 Russell Sage campuses.
11. Tampering with any fire safety equipment (i.e. exit signs, safety lights, fire extinguishers and smoke detectors) is strictly prohibited.
12. Only artificial trees and garland may be used in the residence halls from December 1st through the end of the fall semester. All decorations must be removed before leaving for winter break.
13. Small, UL 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 Russell Sage College.
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 Russell Sage College is fined by New York State, you will be held financially responsible for this fine.

Tampering with Fire Safety Equipment

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

Keys and Locks

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

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

Room Changes

Sometimes the need for a room change occurs. All room changes are a part of the Residence Life housing process and must be approved by the office. Students may not move their rooms until Move Week. Move Week is the third week of each semester. This is a time when students can move without prior mediation to a different advertised location. All room changes which occur during Move Week must be approved by the Office of Residence Life before any move occurs. Any room change 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 Russell Sage College is limited and therefore, storage is not available to residents during the academic year or the summer. In the case of international residents, you may make arrangements through the Office of Residence Life.

Pets

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

The exception to this policy is 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/special-housing-applications/>

Gender-Affirming Housing

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

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

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

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

Quiet and Courtesy Hours

Creation of an environment conducive to study is a primary objective in the residence hall. This requires that each resident 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: www.uhcollegesuites.com/ or call (518) 694-9000

Residence Hall Staff

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

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

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

On-Call Information

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

The resident assistant on-call hours are as follows:

Weekdays 5:00 p.m. to 8:00 a.m.

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

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

Laundry Facilities

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

Theft or Loss

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

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

Vacation Housing/Early, Late Housing

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

I. Early Arrivals

Permission will be granted based on the following criteria:

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

II. Vacation Housing

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

III. End of the Spring Semester

The residence halls close for all residents not involved in graduation. Students may request to remain until the following 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

Campus Maps

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

The maps are available for review by clicking the following link: [Campus Map](#)

Student Code of Conduct

2021-2022

Table of Contents

<u>I.</u>	<u>Student Conduct Code</u>	1
<u>II.</u>	<u>Non-discrimination</u>	1
<u>III.</u>	<u>No Retaliation</u>	2
<u>IV.</u>	<u>Definitions</u>	2
<u>V.</u>	<u>Students' Bill of Rights</u>	9
<u>VI.</u>	<u>Student Amnesty Policy</u>	10
<u>VII.</u>	<u>Jurisdiction of Russell Sage College</u>	11
<u>VIII.</u>	<u>Interplay between the Code of Conduct and Criminal Justice Process</u>	11
<u>IX.</u>	<u>Prohibited Conduct</u>	13
<u>X.</u>	<u>Student Conduct Charges</u>	23
<u>XI.</u>	<u>Interim Measures Pending Student Conduct Hearings</u>	25
<u>XII.</u>	<u>Student Conduct Hearings</u>	28
<u>XIII.</u>	<u>Sanctions</u>	39
<u>XIV.</u>	<u>Appeals</u>	42
<u>XV.</u>	<u>Academic Records</u>	46
<u>XVI.</u>	<u>Interpretation and Revision</u>	47
	<u>Appendix A - Academic Honesty</u>	48
	<u>Appendix B - A Plain Language Explanation of Distinctions Between the New York State Penal Law and RSC's Disciplinary Processes</u>	53
	<u>Appendix C - COVID-19 and Other Communicable Disease Policy</u>	58
	<u>Appendix D - Alternative Resolutions</u>	67

I. Student Conduct Code

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

NOTE: This Student Conduct Code DOES NOT APPLY to proceedings that are being handled under the Title IX Grievance Procedure, available here: <https://www.sage.edu/wp-content/uploads/2020/08/Grievance-Policy-for-Addressing-Formal-Complaints.pdf>. However, if, during the Title IX Grievance Procedure, RSC finds that a violation of the Student Conduct Code occurred, RSC reserves the right to discipline a student under the Student Conduct Code for such violation.

II. Non-discrimination

RSC 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 RSC’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 RSC’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.
 - 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 RSC faculty who have been designated by Faculty Governance or other sources to serve in this capacity), or other sources, and student(s) (chosen from a list of candidates submitted by the applicable student government or other sources).
- In cases involving one or more Sexual Offense charges: any three or more persons authorized by the Vice President for Student Life to consider an appeal from the determination of the Title IX Coordinator or other trained investigator that no Sexual Offense violation occurred, and from a Student Conduct Board's final determination regarding responsibility and sanctions. Such board shall be appointed by the Vice President for Student Life on a case-by-case basis and consists of a panel of administrator(s), faculty member(s) (chosen from a list of RSC faculty who have been designated by Faculty Governance or other sources to serve in this capacity), and/or student(s) (chosen from a list of candidates submitted by the applicable student government or other sources). Members of the Appellate Board in a case involving a Sexual Offense must receive annual training on issues related to conducting investigations of sexual violence, the effects of trauma, impartiality, the rights of the respondent, including the right to a presumption that the respondent is "not responsible" until a finding of responsibility is made, how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability, RSC's policies and procedures, and other issues including, but not limited to domestic violence, dating violence, stalking and sexual assault.
4. The term "**bystander**" means a person who observes a crime, impending crime, conflict, potentially violent or violent behavior, or conduct that is in violation of rules or policies of RSC. A bystander is not a "reporting individual" (as defined below), even if the bystander brings forth a report.
 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 term "**College**" means RSC.

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

- Burglary: The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.
 - Motor Vehicle Theft: The theft or attempted theft of a motor vehicle.
 - Arson: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
10. The term “**faculty member**” means any person hired by RSC 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, RSC official or any person employed by RSC. A person’s status in a particular situation shall be determined by the Vice President for Student Life.
 14. The term “**organization**” means any number of persons who have complied with the formal requirements for RSC recognition.
 15. The term “**plagiarism**” is defined in appendix A.
 16. The term “**policy**” is defined as the written regulations of RSC as found in, but not limited to, the Student Conduct Code, Residence Life policies, Student Life policies, the Student Handbooks, and RSC 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 RSC’s judicial or conduct process.
20. The term “**RSC**” means Russell Sage College, including Russell Sage College, Sage Graduate Schools, and Sage College of Albany.
21. The term “**RSC premises**” includes all land, buildings, facilities, vehicles, and other property used, or in the possession of, or owned or controlled by RSC (including adjacent streets and sidewalks.)
22. The term “**RSC official**” includes any person employed by RSC, performing assigned administrative or professional responsibilities.
23. The term “**sexual activity**” means “sexual act” and “sexual contact” as provided in 18 U.S.C. § 2246(2) and 18 U.S.C. § 2246(3), and therefore includes the following:
 - contact between the penis and the vulva or the penis and the anus, and for purposes of this definition contact involving the penis occurs upon penetration, however slight;
 - contact between the mouth and the penis, the mouth and the vulva, or the mouth and the anus;
 - the penetration, however slight, of the anal or genital opening of another by a hand or finger or by any object, with an intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person;
 - the intentional touching, not through the clothing, of the genitalia of another person who has not attained the age of 16 years with an intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person; or
 - the intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or buttocks of any person with an intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person.

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

24. The term “**Sexual Offense**” means “sexual assault,” “nonconsensual sexual activity,” “relationship violence,” and “stalking,” as those are defined in RSC’s Sexual Offense Policies & Procedures For Students and Employees (the “Sexual Offense Policy”), <https://www.sage.edu/student-life/title-ix/policies-procedures/>
25. The term “**shall**” is used in the imperative sense.
26. The term “**student**” includes all persons taking courses at RSC, both full-time and part-time, online or in-person, pursuing undergraduate, graduate or professional studies, commuting to campus or residing in College residence halls. Persons who withdraw after allegedly violating the Student Conduct Code, who are not officially enrolled for a particular term but who have a continuing relationship with RSC or who have been notified of their acceptance for admission, are considered “students.” Any individual who has been awarded a degree from the College will be considered a “student” to the extent that, prior to receiving the degree, the individual committed fraud, misrepresentation, or another violation of RSC standards in obtaining the degree, or committed other serious misconduct prior to receiving the degree.
27. 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.
28. 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.

29. The term “**student life violation**” means any violation of the Student Life policies.
30. The term “**Title IX Coordinator**” means the individual designated by RSC to serve as the Title IX Coordinator/EEO Specialist. The Title IX Coordinator’s responsibilities include coordinating RSC’s compliance with Title IX, and other applicable nondiscrimination laws and regulations. This includes coordinating RSC’s grievance procedures for resolving Title IX complaints. The Title IX Coordinator, and his or her designee, receive annual training on: (1) issues related to sexual assault, relationship violence, and stalking, (2) how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability, (3) how to conduct investigations of sexual violence, (4) the effects of trauma, (5) impartiality, (6) the rights of the respondent, including the right to a presumption that the respondent is “not responsible” until a finding of responsibility is made, and (7) RSC’s policies and procedures, and other issues.
31. The “**Vice President for Student Life**” is the senior officer designated by the President of RSC to be responsible for the administration of the Student 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 RSC;

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

VI. Student Amnesty Policy

The health and safety of every student at RSC is of utmost importance. RSC recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking, or sexual assault occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. RSC strongly encourages students to report domestic violence, dating violence, stalking, or sexual assault to RSC officials. A bystander acting

in good faith or a reporting individual acting in good faith that discloses any incident of domestic violence, dating violence, stalking, or sexual assault to RSC's officials or law enforcement will not be subject to RSC's Code of 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 Russell Sage College

1. Generally, RSC jurisdiction and discipline may be imposed for conduct which occurs on the College's premises or as part of College's sponsored or sanctioned off-premises activities, such as College-sponsored housing (ex. University Heights College Suites), co-curricular activities, extracurricular activities, internships, field placements, co-curricular or off-campus trips, study abroad, general research, or for conduct which in and of itself adversely affects RSC community and/or the pursuit of its objectives. Students enrolled in a course offered in the online or hybrid formats are subject to the same jurisdiction and discipline as students attending class in a RSC classroom.
2. It is RSC's intent to leave action with respect to off-campus offenses of students to civil and/or criminal law enforcement authorities. It must be noted, however, that there are certain off-campus offenses that by their very nature are in the interest of RSC to investigate, adjudicate, and, where warranted, impose disciplinary action. Such offenses may include, but are not limited to, Sexual Offenses. In such cases, which shall be determined solely at the discretion of RSC, RSC reserves the right to assert jurisdiction and take appropriate action.
3. Further, any guest on RSC premises may be ejected from the premises if 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 RSC.

VIII. Interplay between the Code of Conduct and Criminal Justice Process

1. RSC disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Student 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 RSC rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.
3. When a student is charged by federal, state or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before a Student 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. RSC will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campuses and in the conditions imposed by criminal courts for the rehabilitation of student violators (provided that the conditions do not conflict with campus rules or sanctions). Individual members of the College community, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.
5. Where an interim suspension is imposed in a case involving the arrest of the respondent, other than an arrest related to a charge or complaint of a Sexual Offense,

the College may require the matter to be resolved in full prior to the pending Student Conduct Code case being heard on its merits.

6. Nothing in RSC's Code of 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. RSC's disciplinary process seeks to determine whether an individual has violated College policy. In this process, a preponderance of the evidence standard of proof is used to determine responsibility. A person who is found to have violated RSC policy may be suspended, expelled or otherwise restricted from full participation in the RSC community. A document that further explains the differences between the two systems can be found in **Appendix B** to this Code of 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 College's phone system.
- g. Forgery, alteration, or misuse of any College document.

2. **Acts of Disruption**

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

3. **Commitment of a Sexual Offense**

Committing a Sexual Offense, as defined above, and in RSC's Sexual Offense Policy, available at <https://www.sage.edu/student-life/title-ix/policies-procedures/>

NOTE: If a student is disciplined under the Title IX Grievance Procedure <https://www.sage.edu/wp-content/uploads/2020/08/Grievance-Policy-for-Addressing-Formal-Complaints.pdf> for Title IX Sexual Harassment that constitutes a Sexual Offense, the student will not be subject to discipline under the Student Conduct Code for the same conduct. However, the student may be disciplined for conduct that is investigated during such a proceeding but falls outside the scope of the Title IX Grievance Procedure.

4. **Harmful Speech**

Any form of speech or verbal abuse that falls into some or all the following criteria: speech that targeted at a specific group, speech that promotes fear, speech that is false, speech that harms (directly or indirectly) a person or individual, and speech that promotes prejudice or violence against a specific group.

5. **Harassment**

Harassment, whether verbal, written, or otherwise, including, but not limited to, sexual and other harassment as defined in RSC's Discrimination and Harassment Policy & Procedure for Students and Employees
https://catalog.sage.edu/content.php?catoid=33&navoid=1668#Discrim_and_Harass

NOTE: If a student is disciplined under the Title IX Grievance Procedure <https://www.sage.edu/wp-content/uploads/2020/08/Grievance-Policy-for-Addressing-Formal-Complaints.pdf> for Title IX Sexual Harassment, the student will not be subject to discipline under the Student Conduct Code for the same conduct. However, the student may be disciplined for conduct that is investigated during such a proceeding but falls outside the scope of the Title IX Grievance Procedure.

6. Harmful Conduct

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

7. Theft and Vandalism

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

8. 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.

9. Failure to Cooperate

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

10. Unauthorized Entry and Misuse of Keys

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

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

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

12. Violation of Other RSC Policies

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

13. Violation of Federal, State, or Local Law

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

14. Illegal Drugs

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

15. Marijuana

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

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

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

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

16. 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.

17. Alcohol

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

18. Binge Drinking Paraphernalia

- a. Items and substances used to dispense and ingest alcohol at a rapid manner such as, but not limited to, beer bongs, funnels, Jell-O shots, etc. are prohibited.
- b. Drinking games and contests such as quarters, beer pong, altered board games etc. are also prohibited even if alcohol is not present.
- c. Paraphernalia related to excessive drinking is prohibited including, but not limited to, beer pong tables.
- d. The display of empty alcohol containers is prohibited in spaces where occupants are under 21 years of age.

19. Public Intoxication

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

20. Possession of a Firearm

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

21. Possession of a Dangerous Instrument

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

22. Arson

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

23. Filing a False Report

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

24. Participation in a Disruptive Demonstration

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

25. Obstruction of Traffic

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

26. Disorderly Conduct

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

27. 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.

28. 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 RSC 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.

29. Abuse of the RSC Network

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

- a. Unauthorized file access, to use, read, or change the contents, or for any other purpose.
- b. Unauthorized transfer of a file.
- c. Unauthorized use of another individual's identification and password or allowing another person use and/or access to one's 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 RSC official.
- e. Use of computing or telephone facilities to send obscene, threatening, harassing, or abusive messages.
- f. Use of computing or telephone facilities to interfere with the normal operation of RSC computing system.
- g. Use of computer or telephone facilities in any way which could be construed to be in violation of federal or state laws.
- h. Use of computer or telephone facilities in any way which could be construed as copyright infringement.
- i. Any violation of the RSC Acceptable Use Policy.

30. 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 RSC.
- 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.

31. 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.

32. Irresponsible Social Conduct

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

33. Acts of Complicity

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

34. Smoking

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

35. Retaliation

Engaging in threats or other forms of intimidation or retribution against a student who files a complaint or grievance, reports a conduct violation, requests an administrative remedy, participates in an investigation, appears as a witness at an administrative conduct hearing, or opposes an unlawful act, discriminatory practice or policy, is prohibited and subject to College disciplinary procedures.

36. 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. Incidents

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

- charges, and (c) if charges are filed, the appropriate student conduct response to the charges.
- d. All charges shall be presented to the respondent in written form.

2. Student Conduct Responses

a. Educational Conference (Informal Adjudication)

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

b. Student Conduct Hearing (Formal Adjudication)

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

c. Alternative Resolutions

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

XI. Interim Measures Pending Student 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 RSC community or preservation of RSC property; or b) to ensure the student's own immediate physical or emotional safety and well-being; or c) if the student poses an immediate threat of disruption of, or interference with, the normal operations of RSC. The student should be notified in writing of the interim suspension and the reasons for the suspension. The notice should include the time, date, and place of a subsequent hearing at which the student may show cause why 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, RSC must subject the accused or respondent to interim suspension pending the outcome of a judicial or conduct process. Upon request, RSC will provide both the 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, RSC will issue a “no contact order.” This “no contact order” is an RSC 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 RSC’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 RSC, 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 Supportive Measures – in order to help ensure safety, prevent retaliation, and avoid an ongoing hostile environment, RSC offers reasonable and available interim measures and accommodations to reporting individuals of Sexual Offenses that could effect changes in respondents’ academic, housing, employment, transportation or other applicable arrangements. These interim measures may include: support services (victim advocacy, housing assistance, academic support, counseling, health and mental health services, legal assistance); changing work assignments and situations (for employees); changing living arrangements, course schedules, assignments, or test schedules (for students); no contact orders, campus escorts, transportation assistance, or targeted interventions; providing increased monitoring, supervision, or security; and/or providing an escort. Upon request, RSC will provide both the respondent and the reporting individual a prompt review, reasonable under the circumstances, of the need for and terms of any such interim measure and accommodation that directly affects 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: Trish Cellemme, Vice President for Student Life cellep@sage.edu or 518-292-1710. If a request for review is received from one party, the other party will be notified of the request for review. The Vice President for Student Life will issue a determination in response to the request, and notify both parties of the determination.

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

2. Cases Involving Sexual Offense Charges

a. Cases Involving Initial or Ongoing Investigations

Upon receipt of a request for charges or complaint for which an investigation under RSC's Sexual Offense Policy or Title IX Grievance Procedure has not already been initiated, the Title IX Coordinator, or other trained investigator who does not have a conflict of interest, will promptly meet with the complainant to discuss the complainant's right to file a Formal Complaint under the Title IX Grievance Procedure.

If a Formal Complaint is filed, the Title IX Grievance Procedure <https://www.sage.edu/wp-content/uploads/2020/08/Grievance-Policy-for->

[Addressing-Formal-Complaints.pdf](#) will apply, and this procedure will not apply, unless the Formal Complaint is dismissed, but the investigator determines that a violation of the Code of Conduct may have occurred.

The Investigation and Disciplinary Procedures for Sexual Offense Cases Handled Outside of the Title IX Grievance Procedure (the “Sexual Offense Procedure”) <https://www.sage.edu/wp-content/uploads/2020/08/Grievance-Policy-for-Addressing-Formal-Complaints.pdf> will apply when:

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

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

Following an investigation, the Title IX Coordinator or other trained investigator will prepare written findings of fact and recommendations, with respect to whether it is more likely than not that the incident of sexual assault, relationship violence, or stalking occurred, appropriate disciplinary actions, if any, and/or other appropriate remedial measures. The parties will be informed, in writing, of the result of the investigation, any recommended sanctions, the rationale for the result and any recommended sanctions, the findings of fact, whether the disciplinary process will continue, information regarding sanctions that may be imposed as a result of the continuation of the disciplinary process, and any potential rights to

appeal at that time. Delivery of this outcome will not be delayed to either party, and should occur as nearly simultaneously as possible, without unnecessarily bringing those in conflict into close proximity to each other.

- If the Title IX Coordinator or other trained investigator determines that it is more likely than not that the student violated RSC's Sexual Offense Policy, or any other provision of the Code of Conduct, the Title IX Coordinator will make a recommendation regarding any appropriate sanctions, and the Title IX Coordinator will refer the conduct charges to a Student Conduct Board for a hearing.
- If the Title IX Coordinator or other trained investigator determines that the student did not violate RSC's Sexual Offense Policy, or any other provision of the Code of Conduct, the Title IX Coordinator will not refer the conduct charges to a Student Conduct Board for a hearing, and the charges will be dismissed. Upon receipt of the Title IX Coordinator's written determination, the co-complainant shall have the right to appeal the Title IX Coordinator's decision to an Appellate Board within two (2) business days of the decision, pursuant to the procedures set forth in § XIV(B) (below).

b. Cases Involving Completed Title IX Coordinator Investigations

If a request for charges or complaint is received after a Title IX Coordinator has completed an investigation into the incident under the Sexual Offense Policy 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 or other violation of the Code of Conduct, the Vice President for Student Life will refer the charges to a Student Conduct Hearing. If the Title IX Coordinator determines that the student did not commit a Sexual Offense or other violation of the Code of Conduct, the Vice President for Student Life will not refer the charges to a Student Conduct Hearing, will dismiss the charges, and will inform the co-complainant of his or her right to appeal the Title

IX Coordinator's decision to an Appellate Board within two (2) business days of the decision, pursuant to the procedures set forth in § XIV(B) (below).

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

B. Rules Applicable to All Student 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 RSC while student conduct proceedings are in process, the student does so with charges pending. The College reserves the right to adjudicate those charges when/if the student returns to RSC.
4. A time shall be set for a hearing, not less than five (5) nor more than fifteen (15) business days after the student has been notified. Minimum and maximum time limits for scheduling of hearings may be modified at the discretion of the Vice President for Student Life.

5. Hearings normally shall be conducted in private.
6. The complainant, respondent, the co-complainant, and their advisor(s), if any, shall be allowed to attend the entire portion of the Student 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. RSC will simultaneously provide co-complainants and the respondent with reasonable advance written or electronic notice of:
 - any meeting they are required to or are eligible to attend,
 - the specific rule, rules, laws, and Code of 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. RSC may provide notice of the date, time, location and factual allegations that have been reported, specific code provisions reported to have been violated, and associated sanctions in multiple notices and/or separate communications. Nothing prohibits RSC from holding students accountable for violations that are not referenced in the initial charge letter but are learned about from evidence, testimony, or admission at a hearing or during the investigatory process, consistent with RSC policies and due process, where applicable.
3. The respondent is presumed to be “not responsible” until RSC has established evidence, testimony or information that would allow the decision maker to find the accused responsible pursuant to the Code of 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 RSC, that may be used in a hearing or investigation and/or may exonerate or show responsibility in the case. RSC may place reasonable restrictions on access to evidence, such as time, place and manner restrictions, heightened restriction for sensitive information that is not directly relevant to the questions raised in the investigation or hearing, and a limit on students or their advisors of choice engaging in “fishing expeditions” of all records maintained by RSC that in any way relate to any of the parties. Co-complainants, the respondent, and their advisors are not entitled to generalized pre-hearing discovery, or to copies of all available evidence, but are instead entitled to access the evidence directly relevant to the specific case, as reasonably determined by RSC.
6. The co-complainant and the respondent may select any advisor of their own choosing, including an attorney, who must be permitted to assist and advise a co-complainant, accused, or respondent throughout the process, including during all meetings and hearings related to such process. The co-complainant and/or the respondent is responsible for presenting his or her own information, and therefore, advisors (including an attorney, when applicable), are not permitted to speak or to participate directly in any hearing before a Student Conduct Board. The selection of an advisor is the responsibility of the co-complainant or respondent. Any costs associated with the advisor are at the expense of the student. Advisors who violate institution policies may be removed from a hearing or meeting. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the Student Conduct Board Hearing because delays will not normally be allowed due to the scheduling conflicts of an advisor. RSC is not required to recess the hearing or allow the student to replace the banned advisor with a new advisor. RSC is not required to limit its capacity to conduct its judicial or conduct process due to scheduling or other delays (whether genuine or tactical) by an advisor of choice.

7. Student Conduct Board hearings must be conducted by Student Conduct Board members who do not have a conflict of interest and who have received annual training on issues related to conducting investigations of sexual violence, the effects of trauma, impartiality, the rights of the respondent, including the right to a presumption that the respondent is “not responsible” until a finding of responsibility is made, how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability, RSC’s policies and procedures, and other issues including, but not limited to domestic violence, dating violence, stalking and sexual assault.
8. Timeframes for hearings involving one or more charges may be extended for good cause upon written notice to the accuser and the accused.
9. At any hearing conducted by the Student Conduct Board, the respondent will be offered an opportunity to present evidence and testimony. RSC will try to arrange the attendance of witnesses who are members of the RSC community, if reasonably possible, and who are identified by the complainant, respondent, and/or the co-complainant, at least two weekdays prior to the Student Conduct Board Hearing.
10. Students will be provided with the opportunity to exclude (1) their own prior sexual history with persons other than the other party in the conduct process, and (2) their own mental health diagnosis and/or treatment from admittance in any stage of the disciplinary proceeding where responsibility is determined (including determinations by the Title IX Coordinator, Student Conduct Board, and Appeals Board). However, past findings of domestic violence, dating violence, stalking, or sexual assault may be admissible in disciplinary stages that determine sanctions. Further, if a co-complainant engaged in sexual activity with more than one partner in a short time period (as reasonably determined by the institution) and RSC alleges that the co-complainant sustained injuries during non-consensual sexual activity with the accused, the fact of consensual or non-consensual sexual activity with the unrelated individual may be admitted for the limited purpose of addressing how injuries were sustained. Such evidence may not be used to show a pattern of engaging in sexual activity by the co-complainant or to allege that if the co-complainant consented to activity with the unrelated individual, 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 RSC. The respondent and complainant will be given reasonable access to the full and fair record of the hearing, and RSC will maintain a copy of the record for at least five years after the hearing. If a participant requests an official transcript, RSC may choose to allow licensed court reporters to make transcripts of a hearing or proceeding, at the expense of the participant in the hearing who requests an official transcript. If one participant creates an official transcript, RSC may be required to provide that official transcript to the other participant(s) upon request.
12. At the conclusion of the Student Conduct Hearing, the parties will be informed, in writing, of the result of the investigation, any sanctions imposed, the rationale for the result and the actual sanctions imposed, and the findings of fact. They will also be informed of their right to appeal the decision to an Appellate Board within two (2) business days of the decision, pursuant to the procedures set forth in § VIII (E) (below).
13. Students have the option to choose whether to disclose or discuss the outcome of the Student Conduct Hearing.
14. Unless otherwise required by law, RSC will protect all information obtained about students during the course of the disciplinary process from public release, until the Appeals Board makes a final determination.
15. The co-complainant must be permitted to withdraw from RSC's Student Conduct proceeding process at any time. If the co-complainant chooses to withdraw, however, RSC may choose to proceed with Student Conduct charges, without the co-complainant's participation. If RSC continues an investigation or takes action after a co-complainant withdraws, the co-complainant has the right to participate as much or as little as the co-complainant wishes.

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 RSC.
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. RSC will try to arrange the attendance of possible witnesses who are members of the RSC community, if reasonably possible, and who are identified by the complainant, respondent, and/or the co-complainant, at least two weekdays prior to the Student 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 College's community dealing with the impact that the respondent's conduct has had on a particular student or students or upon RSC students in general) may be accepted as information for consideration by a Student Conduct Board at the discretion of the Student Conduct Administrator.
6. The complainant or co-complainant may be permitted to withdraw his or her complaint subsequent to its submission to the Vice President for Student Life, if, and only if, the Vice President for Student Life is satisfied that the co-complainant's decision is not the result of pressure or intimidation.
7. Admission of any person to the Student 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 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.
4. 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 College, written apology, or other related discretionary assignments.
- g. Parental/Guardian Notification - In certain circumstances the College reserves the right to notify or require the student themselves to notify parents/guardians of dependent students when College policies have been violated.
- h. Residence Hall Suspension - Separation of the student from the residence halls for a definite period of time, without refund, after which the student is eligible to return. Conditions for readmission may be specified.
- i. Residence Hall Expulsion - Permanent separation of the student from the residence halls, without refund.
- j. College Suspension - Separation of the student from the College for a definite period of time, without refund, after which the student is eligible to return. Conditions for readmission may be specified.
- k. Expulsion - Permanent separation from the College, without refund.

- l. Revocation of Degree - RSC may revoke an issued degree due to fraud, misrepresentation, or other violation of RSC standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.
 - m. Withholding Degree - RSC may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Conduct Code, including the completion of all sanctions imposed, if any.
 - n. Prohibition from Professional Practice - RSC may take any and all steps it deems necessary to prohibit, limit, or monitor the current or future practice of a profession by an individual found to have committed misconduct (i.e. notifying the appropriate agency overseeing the profession).
 - o. Mandatory Transcript Notations – If a student is found responsible for a crime of violence, RSC must make a notation on the student’s transcript that s/he was “suspended after a finding of responsibility for a code of conduct violation” or “expelled after a finding of responsibility for a code of conduct violation.” If a student withdraws from RSC while such conduct charges related to crimes of violence are pending against the student, and declines to complete the disciplinary process, RSC must make a notation on the student’s transcript that s/he “withdrew with conduct charges pending.” These transcript notations can be appealed by contacting the Provost see <https://www.sage.edu/academics/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.
5. Sanctions for academic dishonesty may include:
- a. A written reprimand
 - b. A zero or “F” on the assignment(s) involved

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

XIV. Appeals

A. Grounds for an Appeal

- 1. Appeals can be requested for one or more of the following reasons:
 - a. To determine whether the penalty is inappropriate to the finding (including where a student admits to wrongdoing, and an agreement is reached on responsibility, but no agreement is reached regarding penalty);

- b. To determine whether the finding is supported by the evidence;
- c. To determine whether the student's procedural rights as specified in the Student 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

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 XIV(A)(1)(a)-(f), above.
2. If no appeal is submitted to the Vice President of Student Life within two (2) business days of the decision, the determination of the Title IX Coordinator or Student 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 XIV(A)(1)(a)-(f), above.

2. If no appeal is submitted to the Vice President of Student Life within two (2) business days of the decision, the determination of the Title IX Coordinator or Student 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.

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

Appendix A

Academic Honesty

Academic honesty is a core value at RSC and is a necessary element to the learning process. It is also fundamental to the atmosphere of inquiry and intellectual curiosity that RSC seeks to foster. It is 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 RSC. Examples of academic dishonesty/misconduct include:

- a. Using material not authorized by the instructor to complete an exam;
- b. Knowingly doing another person's academic work;
- c. Presenting the written ideas, representations, or words 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:

- a. Use of any unauthorized assistance in taking quizzes, tests, or examinations;
- b. Consulting or copying from any source beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
- c. The acquisition, without permission, of tests or other academic material belonging to a member of RSC community;
- d. Disclosing, distributing, making accessible, or improperly accessing confidential information acquired in the conduct of course work, on- or off-campus employment, internships, field placements, or serving as a research assistant;
- e. Failing to obtain Institutional Review Board (IRB) approval before beginning any research, including surveys or questionnaires, with human subjects, or failing to comply with IRB requirements;
- f. Unauthorized use of computer equipment or software.

2. Plagiarism

The act of using the ideas or work of another person 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:

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

3. Multiple Submissions

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

4. Complicity in Academic Dishonesty/Misconduct

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

5. Abuse of Materials

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

6. Alteration

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

Process for Responding to Academic Dishonesty/Misconduct

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

Any sanction, other than those listed here, may be issued by RSC only, not by an individual faculty member. A faculty member imposing discipline on a student for academic dishonesty/misconduct should take the following steps:

- a. Determine whether it is more likely than not that the student is responsible for academic dishonesty and/or misconduct.
 - b. Faculty members are encouraged to consult with the respondent in an effort to informally address the alleged academic dishonesty/misconduct.
 - c. Notify the respondent of the charge of academic dishonesty/misconduct. The student must be notified in writing with a copy to the Academic Dean and the Dean of Students. The written notification should include a brief description of the alleged misconduct that forms the basis of the charge, the sanction to be imposed (limited to the four (4) penalties listed above), and a description of the appeal options available to the student.
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 RSC.
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 XIV.

Appendix B

A Plain Language Explanation of Distinctions Between the New York State Penal Law and RSC's Disciplinary Processes¹

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

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.

How to report and whether there must be action once a report is made.	<p>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.</p>	<p>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.</p>
Who investigates?	<p>Police or other law enforcement officials.</p>	<p>Investigators employed or retained by RSC; these individuals may work for different departments within RSC, including, but not limited to, the police/public safety department, student affairs and academic affairs.</p>

Procedures.	See Governing Law. Procedures established by police departments, prosecutors' offices, etc.	RSC policies and Bylaws, which generally incorporate requirements of Governing Law. Collective bargaining agreements may impact some procedures.
Standard of Evidence.	Crimes must be proven "Beyond a Reasonable Doubt"	A violation of disciplinary rules must be found by a "Preponderance of the Evidence" (more likely than not)
Confidentiality .	Law enforcement agencies offer some confidential assistance, but a criminal charge and trial must be public.	RSC offers confidential resources, but a disciplinary proceeding requires that relevant information be shared with those involved.
Privacy.	Criminal trials must be public.	Disciplinary proceedings are kept as private as possible, but information must be shared with certain individuals within the college, the parties, and pursuant to law.
Who are the parties?	The prosecution and defendant. The victim/survivor is not a party, but often the critical witness for the prosecution	RSC and the respondent are parties, and the reporting individual has certain rights to participate, as the law provides.
Participation in the process.	In limited circumstances, a criminal prosecution can proceed without the participation or cooperation of the reporting individual, but without a reporting individual's participation, it is generally more difficult to prove a crime beyond a reasonable doubt.	Reporting students cannot be required to participate in the RSC process. However, RSC will be limited in its ability to respond if a reporting individual does not participate.

Who initiates the proceedings?	A prosecutor, acting on behalf of the state (or the United States in federal cases).	RSC initiates proceedings. While rules vary from school to school, they most provide an active role for the reporting individual.
Testimony.	In a court, testimony is generally public. Other parties are, through counsel, entitled to cross-examine witnesses.	RSC provides for alternative approaches that permit students to testify without having other parties in the room and/or to ask cross-examination questions only through the disciplinary panel, investigator, or representative of the reporting individual and/or respondent.
Role of attorneys.	Both the state and the defendant are represented by counsel; counsel may question witnesses.	Parties may be advised by attorneys, but the attorneys' roles are limited to quietly speaking with their clients or passing notes.
Mental Health and Sexual History.	In New York, a reporting individual's prior sexual and mental health history is generally, but not always, inadmissible in a criminal case. There are limited circumstances under which directly relevant evidence of that kind may be admitted.	Generally not admissible, but subject to quite limited exceptions. Education Law 129-b permits parties to exclude information about their prior sexual history with persons other than the other party and also to exclude evidence of their own mental health history in the fact finding phase of the disciplinary process.

Possible Results.	<p>If a prosecution takes place, the defendant may</p> <ul style="list-style-type: none"> • plead guilty or “no contest” • have the case dismissed by the judge (on legal grounds) • be found “guilty” or “not guilty” by a judge or jury 	<p>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.</p>
Sanctions.	<p>An individual found guilty may be fined, imprisoned, or both. In some courts, alternative sanctions are sometimes used.</p>	<p>An individual found responsible for violating RSC policy may be given a range of sanctions (depending on the severity of the conduct and other factors, such as prior judicial history), ranging from a warning to suspension or expulsion from the institution.</p>

Appendix C

COVID-19 and Other Communicable Disease Policy

RSC recognizes that instances of communicable infectious disease may require students to follow additional institutional policies to ensure the safety and wellbeing of the entire RSC community. For the 2020-2021 academic year, until further notice, this policy has been activated by the Vice President for Student Life, (“VPSL”) or their designee with respect to the COVID-19 pandemic. The VPSL or designee reserves the right to activate some or all of these provisions with respect to other communicable diseases, for all or part of a semester or academic year, based on regional, national, and global circumstances.

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

Communicable Diseases

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

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

Updated Information Regarding RSC’s Response to the COVID-19 Pandemic

All information related to RSC’s operations and policies in response to the COVID-19 pandemic can be found at: sage.edu/covid19. All students are expected to review and familiarize themselves with that information and any amendments and/or updates thereto.

Expectations for Students

1. Personal Protective Equipment (“PPE”)

Personal protective equipment, commonly referred to as “PPE,” is equipment worn to minimize exposure to communicable diseases that may cause serious illnesses. Personal protective equipment may include items such as face coverings, gloves, eye protection, and gowns.

A. Face Coverings

Vaccinated students do not need to wear a face covering on campus, whether indoors or outdoors. Students may choose to wear a face covering in certain circumstances depending on their comfort level.

All non-vaccinated students with an approved medical or religious exemption are required to wear cloth face coverings at all times both outside on RSC property and inside RSC facilities, such as in classrooms, residence hall facilities, libraries, and dining facilities. Exceptions will apply only when a student is eating, drinking, or alone in their room at the campus residence. Individuals should wash their hands frequently, refrain from touching their face covering, and follow Centers for Disease Control policies for proper use, removal, and washing of face coverings.

Students are further required to wear cloth face coverings off campus, at all times and under all circumstances required by law, Executive Order of the Governor, or other government directive. This includes, but is not limited to, all times when social distancing, as defined below, cannot be or is not maintained.

B. Other PPE

Students may be required to use other PPE for specific activities.

2. Respiratory Etiquette

All students are required to practice respiratory etiquette, including: covering coughs and sneezes with a tissue or using the inside of the elbow, disposing of used tissues in the trash, and washing hands immediately with soap and water for at least 20 seconds. If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used.

3. Social Distancing and Maximum Occupancy

All students may be required to maintain a social distance of at least three feet between people in all indoor and outdoor areas on campus. Students are required to adhere to maximum occupancy signage posted in common areas like lounges, elevators, laundry rooms, bathrooms, and kitchens.

Social distancing must also be maintained off campus, including but not limited to any off-campus gathering of two or more students, under all circumstances required by law, Executive Order of the Governor, or other government directive.

4. Cleaning and Disinfection

All students are encouraged to use RSC-provided cleaning products to disinfect high touch surfaces after use, including, but not limited to: sinks, toilets, showers, lab equipment, computer equipment, classroom tables and desks, fitness center equipment, and dining tables and chairs.

5. Symptom Monitoring and Reporting

All students are responsible for monitoring themselves for symptoms that correspond to the prevalent disease of concern and reporting symptoms to RSC via the system developed by the Wellness Center. Students must comply with all required daily health screening and temperature checks and reporting of the results to the Wellness Center.

For COVID-19, symptoms to be monitored may include:

- Cough
- Shortness of breath or difficulty breathing
- Fever or chills
- Congestion or runny nose
- Muscle or body aches
- New loss of taste or smell
- Sore throat
- Fatigue
- Headache
- Nausea or vomiting

- Diarrhea

6. Other Reporting Requirements

Students must immediately report to the Wellness Center:

- a) any positive COVID-19 test result or other communicable disease test result;
- b) any close contact within the past 14 days with a person who is known to have COVID-19; and
- c) any travel within the past 14 days to a state or country for which a state or federal travel advisory has been issued.

7. Quarantine for Resident Students

- A. Exposure: Students who reside in a campus residence who have been exposed to the COVID-19 virus or other communicable disease and are within the incubation period **but have not tested positive and are asymptomatic**, will have the option to leave campus or be required to quarantine in their residence hall rooms for the duration of the incubation period. During this period, students in quarantine will be required to remain in their residence hall rooms at all times, except for using the restroom, and report symptoms to the Wellness Center daily. Students will remain in quarantine until given clearance to return to normal activity by the Wellness Center. This requirement may not apply to fully vaccinated students.
- B. Positive Test Result or Symptomatic: Students who reside in a campus residence and **test positive or are symptomatic** for the COVID-19 virus or other communicable disease, will have the option to leave campus or be required to quarantine in a designated isolation space. During this period, students in isolation will be required to remain in their temporary space at all times, and report symptoms to the Wellness Center daily. Students will remain in isolation until given clearance to return to normal activity by the Wellness Center. This may require full abatement of symptoms, negative test result, and any other return to school guidance established by federal, state or local authorities. The application of this may vary depending on the students vaccination status.

- C. Travel: Students who have returned from travel to a state or country for which a federal or state travel advisory has been issued will have the option to leave campus or be required to quarantine in their residence hall room for the duration of the incubation period. During this period, students in quarantine will be required to remain in their residence hall rooms at all times, except for using the restroom, and report symptoms to the Wellness Center daily. Students will remain in quarantine until given clearance to return to normal activity by the Wellness Center. The application of this may vary depending on the vaccination status of the student.
- D. Response to Policy Violation: Resident students who are found to have violated this policy may be required to quarantine pending the outcome of any required COVID-19 test result, as set forth in the Process for Responding to Violations of COVID-19 and other Communicable Disease Policy section of this policy, below.

8. Campus Exclusion for Non-Resident Students

Any non-resident student who:

- tests positive for the COVID-19 virus or other communicable disease; or
- is symptomatic; or
- has had close contact within the last 14 days with a person who has tested positive for COVID-19; or
- has returned from travel to a state or country for which a state or federal travel advisory has been issued.

will be excluded from campus until cleared by the Wellness Center to return. During the period of exclusion, such student may not be present anywhere on campus, and may not attend any class, campus event or function, except remotely.

Non-resident students who are found to have violated this policy may be excluded from campus pending the outcome of any required COVID-19 test result, as set forth in the Process for Responding to Violations of COVID-19 and other Communicable Disease Policy section of this policy, below.

9. Tampering with Health and Safety Equipment

Plexiglass dividers, sneeze guards, hand-sanitizer and hand-washing stations, disinfectant supplies, personal protective equipment (face coverings/gloves/face shields, etc.) shall not be tampered with or tested by unauthorized persons, nor should anything cover, be attached to, or hung from any piece of health and safety equipment. Students tampering with health and safety equipment are financially responsible for any charges assessed as a result of the tampering.

10. Off-Campus Gatherings

Students may not attend off-campus gatherings which are prohibited by federal, state or local government directives. At present, there are no such orders in place. That, however, is subject to change based on regional or state-wide conditions. Students may further need to comply, depending on current orders, with social distancing requirements and wear a face mask at off-campus gatherings of any size that are in compliance with the maximum attendance limit.

11. COVID-19 Vaccination Policy

- A. All RSC community members (faculty, staff, and students), who do not apply and qualify for a medical or religious exemption, will be required to be fully vaccinated against the COVID-19 virus prior to the start of the fall term.
- B. Students who are not fully vaccinated, who do not apply and qualify for a medical or religious exemption, and/or do not present vaccination documentation will not be permitted on campus, including: attending/teaching class, visiting/working in an office, using recreational or academic facilities, or entering residence hall facilities.
- C. Students who are not fully vaccinated, who do not apply and qualify for an exemption, and/or do not present vaccination documentation will be disenrolled after 30 days as the College considers the vaccination requirement a health and safety mandate for all members of the community.

12. Testing

All non-fully vaccinated students, including but not limited to students with an approved

medical or religious exemption, and students who are “in progress,” must provide proof of an acceptable negative test result for COVID-19 upon arrival on campus at the start of each semester. Such students must also participate in periodic surveillance testing, as directed.

Process for Responding to Violations of COVID-19 and other Communicable Disease Policy

The Office of Student Conduct will normally take a progressive discipline approach to violations of sections 1-10 of this policy, but reserves the right, following any required hearing, to impose any sanction permitted by the Code of Conduct, including suspension or expulsion from some or all campus activities, for any violation of this policy that is found to be intentional or flagrant, or that results in any campus spread of COVID-19.

- 1. First Violation:** The Office of Student Conduct may take any of the following disciplinary actions when a student violates any provision of the COVID-19 and Other Communicable Disease Policy:
 - a) A written reprimand
 - b) An educational course at student cost on COVID-19
 - c) A letter of apology to the complaining party.

Any sanction, other than those listed here, must be issued following a student conduct mediation and/or hearing. A Student Conduct Administrator imposing discipline on a student for a first violation of the COVID-19 and Other Communicable Disease Policy should take the following steps:

- a) Determine whether it is more likely than not that the student is responsible for the violation.
- b) Student Conduct Administrators are encouraged to consult with the respondent in an effort to informally address the alleged violation.
- c) Notify the respondent of the charge of violation. The student must be notified in writing with a copy also submitted to the Chief Conduct Officer (conduct@sage.edu). The written notification should include a brief description of the alleged misconduct that forms the basis of the charge, the sanction to be imposed, and a description of the appeal options available to the student.

- 2. Second Violation:** A second violation of the COVID-19 and Other Communicable Disease

Policy will result in a Student Conduct Mediation between the student and a Student Conduct Administrator. If found responsible for the second violation, students may be sanctioned with any of the following disciplinary actions:

- a) A written reprimand
- b) An educational course at student cost on COVID-19
- c) A letter of apology to the complaining party
- d) Disciplinary probation
- e) Loss of privileges
- f) Parental/guardian notification.

3. Third Violation: A third violation of the COVID-19 and Other Communicable Disease Policy will result in a Student Conduct Hearing. If found responsible for the third violation, students may be sanctioned with any of the following disciplinary actions:

- a) A written reprimand
- b) An educational course at student cost on COVID-19
- c) A letter of apology to the complaining party
- d) Disciplinary probation
- e) Loss of privileges
- f) Parental/guardian notification
- g) Residence hall suspension
- h) College suspension.

4. Fourth Violation: A fourth violation of the COVID-19 and Other Communicable Disease Policy will result in a Student Conduct Hearing. If found responsible for the fourth violation, students may be sanctioned with any of the following disciplinary actions:

- a) A written reprimand
- b) An educational course at student cost on COVID-19
- c) A letter of apology to the complaining party
- d) Disciplinary probation
- e) Loss of privileges
- f) Parental/guardian notification
- g) Residence hall suspension
- h) Residence hall expulsion
- i) College expulsion.

Appeals

If a student wishes to appeal a violation decision made by a Student Conduct Administrator, based on a finding that the student was responsible for violating sections 1-10 of the COVID-19 and Other Communicable Disease Policy, the student should follow the process outlined in Section XIV of the Student Code of Conduct.

Mandatory Testing and Quarantine / Campus Exclusion Directive

In addition to the above-stated consequences, following any violation of sections 1-10 of this policy, or to ensure the safety of the campus community, RSC may require a student to:

- obtain a COVID-19 test and provide the result to RSC; and
- comply with the applicable quarantine or campus exclusion requirements set forth in this policy, pending receipt of such test result.

Any such directive may be issued by the VPSL and shall not be subject to any appeal process. Failure to comply with a required COVID-19 test shall be deemed an intentional violation of this policy.

Automatic Exclusion

Violations of sections 11-12 of this policy are not subject to the disciplinary process set forth above, and may result in automatic non-admission to, or exclusion from campus. Presentment of either proof of vaccination or a negative COVID-19 test result at the start of each semester is a mandatory prerequisite for qualification to be present on campus.

Revised August 2021

Appendix D

Alternative Resolutions

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

1. **No Conflict Management**

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

2. **Dialogue**

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

3. **Conflict Coaching**

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

4. **Facilitated Dialogue**

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

5. **Mediation**

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

6. **Restorative Practices**

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

a. *Restorative Circles*

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

b. *Check-In Circles*

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

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

7. *Shuttle Diplomacy*

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

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

