Please Note: Copy for this Handbook was revised in the summer of 2005. The information contained in this publication applies to the academic years 2005-2006, and 2006-2007 but this Handbook is not to be regarded as a contract between the student and the University. The University reserves the right to change requirements, policies, rules and regulations without prior notice in accordance with established procedures. The University also reserves the right to publish the Handbook in an electronic version and make changes to the electronic version that takes precedence over the print copy.
To Students:

Colgate prepares students for lives marked by personal success and engaged citizenship. Invest yourself, become yourself, learn to walk across difference and embrace the Colgate traditions of community, character, and the liberal arts.

A liberal arts education develops and connects the heart, mind, body, and spirit by providing the gifts of insight and vision. The liberal arts impart skills and values that uniquely prepare people for lives marked by personal success and engaged citizenship. This education also gives one the ability to appreciate and engage with the wonders of the world. It is an education of boundless opportunity. It is an education that allows us each to embrace what makes us human.

Colgate offers a liberal arts education within a university context. We offer a broad, varied, and far-reaching learning experience. In return, we expect students to make good use of Colgate’s many opportunities. We have high expectations for you.

This Handbook is a resource guide. It has been developed to help you understand and maximize the range of educational opportunities available to you at Colgate. There are lots of ways to get involved. There are lots of resources to help you.

I encourage you to read the section on the organization of the university and the section on university standards. Colgate has an academic honor code. We take that code very seriously and we expect you to do the same.

We ask you to do four things during your time at Colgate:

Invest Yourself: Being a student at Colgate is about engaging in your education and in your world. We expect you to be a successful student in the classroom and in the community. Use your talents. Focus on your passions and ambitions. Make the most of your four years.

Become Yourself: Take advantage of your Colgate education and you will leave as a capable citizen of the world. Take healthy risks, test yourself and strive for success but not at the expense of personal growth and real learning. Take classes you never knew existed. Pick up a new sport or instrument. Learn a new hobby. Join a student group that enables you to examine yourself, invent yourself, and reinvent who you are and what you believe. Think about the personal and shared values that you want to guide your life and your communities. Begin to live with these values and to encourage others to do the same.

Walk Across Difference: Your four years at Colgate will present you with opportunities to learn to walk across the difference. Find joy, humor, and insight in the different musical tastes of your roommates or the political ideologies of your classmates. Accept the person who looks, dresses, or prays differently from you. The ability to understand and celebrate difference will be a fundamental skill of the Twenty-first Century.
**Embrace the Colgate Traditions of Community and Character:** Colgate is a place where we care about things larger than themselves. We join, belong, challenge, and contribute. It is a place where we say “hello.” At Colgate, we respect ourselves and each other, and make good decisions based on this respect. We hold ourselves and others to high standards: we are honest, we have integrity and we strive for excellence in the classroom, on the athletic field, in the residential halls, on stage, and in the village.

If you need assistance with any academic or personal difficulties, please contact your academic or administrative adviser. They will be important resources for you as you navigate your four years at Colgate.

Finally, I want to thank Dean Alan Glos, Dean Noël Bisson, Michele Carney, and Susan Dunshee for their help in compiling and editing this edition of the *Colgate University Student Handbook*.

Adam S. Weinberg
Dean of the College

June 2005
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Introduction

The College

Colgate University is an independent liberal arts college currently enrolling 2800 undergraduates leading to the degree of Bachelor of Arts. The University also has a small graduate program leading to the Master of Arts in Teaching, and a few select students may enroll in Master of Arts programs in academic subjects. After 150 years as an all-male institution, Colgate accepted women as entering students in 1970. Women currently comprise approximately half of the undergraduate enrollment.

The University developed from the Baptist Education Society of the State of New York, which was founded in 1817 by “13 men with 13 dollars, 13 prayers, and 13 articles” — hence the lucky-13 tradition at Colgate. Since that first meeting in the home of Deacon Jonathan Olmstead (still in use on its hilltop site just south of the campus), the Hamilton Literary and Theological Institution was recharted as Madison University in 1846 and renamed Colgate University in 1890 in recognition of the long service and generosity of members of the Colgate family.

Colgate publications that provide useful information about particular aspects of campus life include the Colgate University Catalogue, Colgate Student Handbook and The Colgate University Academic Honor Code booklet. Information contained in these publications as well as much else can be found at www.colgate.edu. Other publications include So This Is Colgate, an information booklet for new students; the Colgate Maroon News, a weekly student newspaper; the weekly Colgate This Week, which lists activities and events on campus; The Colgate Scene, the alumni publication which is published six times a year; the Staff Directory; and the Incunabulum, the first-year student directory and picture book, and the Salmagundi, the college yearbook, which are both available for purchase.

Minutes of meetings of the Board of Trustees are available in Case Library, the Office of the Dean of the Faculty, and other administrative offices.


The Community

The Village of Hamilton, founded in 1795 and incorporated in 1816, is named for Alexander Hamilton. The site of the village is in territory ceded by the Iroquois Indians to the State of New York following the Revolution. Elisha Payne, who led the first settlers from New England, is remembered as the village’s founder.

By the 1820s the village was a thriving trading center for an extensive farming area, with two taverns, stores, schoolhouse, church, newspaper, gristmill and sawmill. The Chenango Canal, completed in 1836, put the village on the water route between the Erie Canal at Utica and the Susquehanna River at Binghamton. The railroad, which replaced the canal in the 1870s, was supplanted by the highway in the 1940s.

The largest employer has been Colgate University, and Hamilton remains a small and essentially rural community, little changed in size and character in the past 100 years. The current population of the village is estimated to be between 2100-2400 (excluding Colgate students). The local newspapers are The Mid-York Weekly and the Chenango Valley News.
Organization of the University

- The Board of Trustees
- The President
- Academic Administration
- Non-Academic Administration

Trustees
The Board of Trustees is a body of thirty-five members. It has final responsibility for the conduct of the University. The President of the University is a member of the Board of Trustees and an ex officio member of its standing committees including the Executive Committee.

The full Board meets four times during each academic year, including one that has a period of time set aside to permit faculty, students, staff and alumni to address the Board. Questions about the Board of Trustees should be directed to the Secretary of the College.

President
The President of the University is appointed by the Board of Trustees and is responsible to it for the conduct and well-being of the University. He/she presides at such meetings of the campus constituencies and organizations as may be appropriate and has final responsibility for the preparation and administration of the annual budget of the University.

Academic Administration
The Dean of the Faculty and Provost is the chief academic officer of the college and has primary responsibility for faculty personnel, curriculum, and supervision of instructional budgets. He/she is chair of the Academic Affairs Board and presides at Faculty meetings in the absence of the President. As Provost he/she is the chief officer of the University in the President’s absence.

The Dean’s Advisory Council, which is composed of the Dean/Provost, the five Division Directors, and the Associate Dean of the Faculty, meets regularly during the academic year and advises the Dean of the Faculty on matters of academic administration. When it meets on tenure and promotion decisions, it is composed of the four academic division directors and the Dean of the Faculty, who meet in the presence of the elected Faculty Committee on Promotions and Tenure.

Divisions and Academic Departments The five divisions into which the University is divided are: the Humanities; Natural Sciences and Mathematics; Social Sciences; University Studies; and Physical Education, Recreation and Athletics. Each Division Director is responsible to the Dean of the Faculty and supervises the various departments and programs in the division. Listed below are the academic departments in the Divisions.

Humanities
The Classics, English, Art and Art History, German, Music, Philosophy and Religion, Romance Languages and Literatures, and Russian and East Asian Languages and Literatures.
Natural Sciences and Mathematics
Biology, Chemistry, Computer Science, Geology, Mathematics, Physics and Astronomy, and Psychology.

Social Sciences
Economics, Education, Geography, History, Political Science, and Sociology and Anthropology.

The Director of the Division of University Studies is responsible to the Dean of the Faculty and supervises the following: Liberal Arts Core Curriculum, First-Year Seminars, Africana and Latin American Studies, Asian Studies, Environmental Studies, Peace Studies, Women’s Studies, Native American Studies, Jewish Studies, Medieval and Renaissance Studies, Film and Media Studies, Middle Eastern and Islamic Civilization Studies, and the Interdisciplinary Writing Department.

The Director of the Division of Physical Education, Recreation and Athletics is responsible to the Dean of the Faculty and supervises the Department of Physical Education, the intercollegiate athletic program, intramural and club sports, the recreation program, and the management of athletic facilities.

Non-Academic Administration

Student Affairs
The Dean of the College has primary responsibility for all matters relating to students and student activities. The following persons or offices report in full or part to the Dean of the College: Dean of Student Affairs, Administrative Advisers, Campus Safety, Career Services, Center for Leadership and Student Involvement, Counseling and Psychological Services, First Year Programs, Sophomore Year Programs, Student Health Service, Residential Life, University Standards and Student Conduct, International Student Programs, Multicultural Affairs, University Chaplain, and Center for Outreach, Volunteerism and Education (COVE).

Admission
The Dean of Admission has responsibility for the admission of first-year students, transfer students, and visiting/special students. Admission decisions are made by the Dean and a staff of Associate and Assistant Deans. The Dean works in cooperation with the Director of Financial Aid in awarding grants and other forms of financial assistance to entering students. The Faculty/Student Committee on Admission and Financial Aid meets with the Dean of Admission throughout the year to advise, assist, and remain informed about the admission process.

University Relations
Alumni Affairs The Vice President for Alumni Affairs is responsible for the Office of Alumni Affairs which serves as the liaison between the university and alumni throughout the world.

Institutional Advancement The Vice President of Institutional Advancement is responsible for the Office of Institutional Advancement which includes annual giving, reunion giving, capital support, gift stewardship, and special events. The Office of Corporate, Foundation and Government Relations reports jointly to the Vice President for Institutional Advancement and the Vice President and Senior Philanthropic Adviser.
Public Relations and Communications  The Vice President for Public Relations and Communications oversees the office responsible for dissemination of news and information as well as official university publications including *The Colgate Scene* and the catalogue.

Business and Finance

The Financial Vice President and Treasurer  The Financial Vice President and Treasurer is responsible for the financial management of the University, and works closely with campus and trustee committees on budget planning, endowment management and other aspects of business operations. The Financial Vice President oversees the activities of the University’s investment managers, arranges long-term financing, handles the University’s insurance and risk management program, and supervises the Office of Accounting & Control, Budget & Decision Support, Financial Aid, and Financial Analysis & Investments.

Administrative Services

The Vice President for Administration leads the division responsible for administration of human resources (non-faculty), environmental health, safety, and conservation, physical plant, construction and renovation of facilities, purchasing, printing and mail services, bookstore operations, dining operations, and other miscellaneous auxiliary services. The Vice President serves as the Secretary to the Committee on Buildings and Grounds of the Board of Trustees.

*Note:* Organization charts of the entire University are available for review in the Office of Human Resources.
University Governance

- Faculty Governance
- Colgate Governance System
- Student Governance System

Several groups of decision-makers exist at Colgate and interact to produce University policies. These groups include: the Board of Trustees; the President and the President’s staff, the Dean of the Faculty and the Dean’s Advisory Council; the Dean of the College; the Faculty; the Academic Affairs Board; the Student Affairs Board; the academic departments; and the Student Senate, which has primary responsibility for allocating to various student organizations monies raised by the student activities fee. These several groups of trustees, administrators, faculty, and students interact in the elective process of campus governance referred to as the Colgate Governance System.

Faculty Governance System

The Faculty Meeting  The Faculty meets during the academic year generally on the first Monday of the month during the fall term and the last Monday of the month during the spring term. The President presides; in her absence, the Provost and Dean of the Faculty presides. The President of the Student Government Association has the privilege to attend and speak (but not vote) at these meetings. The function of Faculty meetings in University governance is to establish academic policy, programs and standards. It is accomplished through a structure of committees and boards.

Faculty Committees  In addition to the Academic Affairs Board, the Student Affairs Board, Residential Life Committee, and the several committees created by the Constitution of the Colgate Governance System, faculty members serve on the following standing committees of the Faculty:

1. Committee on Faculty Affairs;
2. Committee on Promotion and Tenure;
3. Faculty Nominating Committee;
4. Faculty Committee on Affirmative Action Oversight

Ad hoc Faculty committees are also created in various areas to investigate and report on specific items of interest and concern to the Faculty. (For a detailed description of the standing committees of the Faculty, consult the Colgate Faculty Handbook.)

Colgate Governance System

The Colgate Governance System was adopted by the Colgate Faculty on April 16, 1979 and began operation in the fall of 1979. The major components of the system are: an Academic Affairs Board and a Student Affairs Board, on which faculty, students, and administrators sit; a Conference Board, which may be called into existence by the President when the occasion warrants; Liaison Committees in five defined areas; and in extraordinary circumstances, special Task Forces appointed by the President of the University.

CONSTITUTION OF THE COLGATE GOVERNANCE SYSTEM

Preamble  The Colgate Governance System is a mechanism through which the campus community deals with matters of significance to on-campus groups. It functions consistently with the Bylaws of the Colgate University Board of Trustees and does not
pre-empt the prerogatives of the Trustees, the President of the University, the Faculty, or Committees of the Faculty.

I. Academic Affairs Board

The Board’s responsibilities include long-range academic planning, the curriculum, academic advising, registration, academic calendar, graduation requirements, the granting of credits, and other matters directly related to the academic functions of the University.

The Academic Affairs Board has two functions: (1) Legislative. The Board proposes legislation to the Faculty, which has the power to approve, reject, or amend such proposals. Amendments by the faculty deemed substantive by the Chair are referred back to the Academic Affairs Board. The Board may accept the faculty amendment(s) to the original legislation, which means the legislation becomes policy; or it may ask the Faculty to reconsider, suggesting any revisions the Board wishes, which would require another majority Faculty vote on the amendment(s) and main motion before the legislation became policy. All legislative action taken by the Board is reported to the Faculty for action at its next regularly scheduled meeting. (2) Advisory. The Board also acts in an advisory capacity to the Provost and Dean of the Faculty on academic matters.

A faculty member, chosen by the elected faculty members of the Board, reports to the Faculty on a regular basis and conveys sense-of-the-Faculty resolutions and agenda items to the Academic Affairs Board. A student, chosen by the student members of the Board, reports to the Student Senate on a regular basis and conveys sense-of-the-Senate resolutions and suggested agenda items to the Board.

The membership of the Academic Affairs Board is as follows:*  
Dean of the Faculty (Chair)  
7 Faculty  
5 Division Directors (1/2 vote each)  
University Librarian (1/2 vote)  
4 Students  
President of the Student Government Association (1/2 vote)**  
Associate Dean of the Faculty (ex officio, non-voting)  
Dean of the College (ex officio, non-voting)

A majority by one full vote is needed for any motion to succeed. The Chair is entitled to vote on all matters. No proxy votes may be cast. If the President exercises the right to vote, it is in place of the Dean of the Faculty.

† Legislation Flow Chart:  
1. Academic Affairs Board passes legislation; sent to the Faculty.  
2. Faculty:  
   May pass the legislation, which means the legislation becomes University policy.  
   May reject the legislation; the legislation does not become University policy.  
   May amend and vote to remand the legislation. If the amendments are deemed substantive by the Chair of the Faculty Meeting, the legislation is remanded to the Academic Affairs Board.  
3. Academic Affairs Board receives amended legislation:  
   May accept the Faculty amendments by a majority vote, which means the legislation becomes University policy.  
   May ask the Faculty to reconsider the original legislation; sent back to Faculty.  
   May revise the original legislation and Faculty amendments; sent back to Faculty.  
4. Faculty:  
   May vote to approve the revised legislation suggested by the Academic Affairs Board by a majority vote, in which case the legislation becomes University policy.  
   May vote to approve its original action on the amendments and main motion by majority votes, in which case the legislation becomes University policy. If neither vote succeeds, the legislation is considered rejected.  

N.B.: No substantive amendments are allowed at this stage.

* The President of the University sits as an ex officio, voting member on all Boards and Committees.

** By action of the AAB on March 30, 1983, the President of the Student Government Association is considered a permanent invited guest with speaking privileges at the Academic Affairs Board. In the absence of the President, the Vice President of the Student Government Association is granted this status.
The seven faculty members are elected by the Faculty, in such a way that divisional
representation is maintained, for three-year terms, which are renewable once.*** The
seven faculty members are chosen in such a way that at least four members will have
been granted tenure by the time their terms begin. For the four student representatives,
three are elected at-large by the Student Senate for one-year terms, which may be
renewed as long as the student remains matriculated. The fourth student is the Chair of
the Student Government Association (SGA) Academic Affairs Committee. The Board
may appoint non-voting consultants, as it deems appropriate.

The Academic Affairs Board has the power to establish, reconstitute, and abolish ad
hoc and standing committees. At least one member of each ad hoc and standing
committee is drawn from the membership of the Academic Affairs Board. Ad hoc
committees must be renewed annually by the Board and given a further formal charge.
The need for each standing committee must be reviewed every three years. All standing
committees created by the Board consist of faculty members elected by the Faculty,
students elected by the Student Senate, and other members as deemed appropriate by
the Board.

The Board is created with four standing committees:

A. The Committee on Academic Advising The Committee on Academic Advising
is responsible for all aspects of Colgate’s programs for academic advising. The Commit-
tee will (a) respond to questions and requests proposed to it by the Board; (b) review
proposed changes in policies and programs affecting academic advising; (c) review
existing academic advising policies and programs and make recommendations to the
Board as seems desirable to the Committee. The Committee will meet at least once each
semester.

The membership of the Committee on Academic Advising will consist of:
The Chair of Academic Advising, a faculty member appointed to a three-year
renewable term by the Dean of the Faculty
3 Faculty members, representing each of the academic divisions, elected to
staggered, three-year terms by the Faculty
2 Students elected by the Student Senate
1 Faculty member, appointed by the Chair, who is teaching a first-year seminar
course and/or advising sophomores subsequent to such teaching
A representative of the Academic Affairs Board
The Dean of First-Year Students (ex officio)
The Director of Academic Program Support (ex officio)
The Registrar (ex officio)

Consultants to the Committee (as specific circumstances require) may include: the
Director of Undergraduate Studies, a representative of the Health Sciences Advisory
Committee, a representative of the Department of Education certification programs, the
Director of Career Services, the Chair of the Committee on Standards and Academic
Standing, and the Director of First-Year Seminars.

B. The Committee on Athletics The Committee’s responsibilities include physical
education, intercollegiate athletics, club sports, intramural athletics, and recreational
activities. The Committee (1) develops policy legislation for consideration by the
Academic Affairs Board and (2) acts as an advisory body to the Director of the Division
of Physical Education and Athletics. The Committee reports its activities on a regular
basis to the Academic Affairs Board, Faculty, and Student Senate.

*** Temporary replacements of faculty members on all Boards and elected committees: at the general elections in May, the Faculty will
elect replacements to fill all known forthcoming faculty vacancies on all Boards and elected committees (e.g., vacancies which occur
because of resignations or anticipated leaves). Vacancies which develop on the two Boards after the May elections will be filled
through election at the next Faculty Meeting. Similar vacancies on the elected committees will be filled by temporary replacements
appointed by the other elected faculty members of a committee to serve until the next general election.
The membership of the Committee on Athletics is as follows:
- Director of the Division of Physical Education and Athletics
- 4 Faculty (one each from the Division of Humanities, Natural Sciences & Mathematics, Physical Education, and Social Sciences; elected by the faculty for three-year terms, which are renewable)
- 1 Elected Faculty Member of the Academic Affairs Board (elected by members of the Academic Affairs Board for a one-year term, which is renewable)
- 3 Students (elected by the Student Senate for one-year terms, which are renewable)
- President of the Student Athlete Advisory Committee
- NCAA Faculty Athletics Representative
- Dean of the Faculty
- Dean of the College

The Chair of the Committee on Athletics is elected annually by the membership of the Committee.

**C. The Curriculum Committee** This committee deals with questions and problems of all parts of Colgate’s curriculum. The Committee will (a) respond to questions and requests proposed to it by the Board; (b) review proposed changes in policies affecting the curriculum and make recommendations to the Board; (c) review existing curricular policies and make recommendations to the Board as seems desirable to the Committee.

The membership of the Curriculum Committee is as follows:
- 3 Faculty (elected at a Faculty meeting with one representative each from the Humanities, Natural Science and Mathematics, and Social Science divisions)
- 1 Faculty Member representing the Division of University Studies (selected by the Academic Affairs Board from the faculty at large)
- 1 Student representative from the Academic Affairs Board
- 1 Student (elected by the Student Senate)
- The Associate Dean of Faculty (*ex officio*, non-voting)

The Chair of the Curriculum Committee is a faculty member elected by the Curriculum Committee.

**D. The Committee on Information Technology** This committee serves as a principal means of communication among faculty, students, administrators, and staff on all matters relating to the use of information technology. It reviews college policies, plans, and priorities relating to computing, networking, and information technology resources, and when it deems appropriate, suggests revisions.

The committee is a liaison committee, serving in an advisory capacity to the Provost. A faculty chair is appointed by the Dean of the Faculty/Provost from among the membership of the committee for a three-year term. Membership includes:
- 4 Faculty members, one from each division (Humanities, Natural Sciences, Social Sciences, and PERA), elected by the faculty for three-year terms
- Chief Information Officer
- University Librarian
- Representative from Computer Science Department, appointed by Dean/Provost
- Representative of the Core Curriculum appointed by the Dean/Provost
- 2 Students, elected at large by the Student Senate for a one-year, renewable term
- 3 Non-faculty employees, appointed by the Provost, including one member of the support staff

**II. Student Affairs Board** The Board’s responsibilities include student services and activities, residences, student conduct and procedures for discipline, and other matters directly related to the extracurricular life of students of the University.

The Student Affairs Board has two functions: (1) *Legislative*. The Student Affairs Board enacts appropriate legislative policies in the area of student affairs with the
exception of major policy decisions or departures as defined by the President of the University, which are referred to the Conference Board (see below). (2) **Advisory.** The Board acts as an advisory group for the Dean of the College and the Dean’s staff, including the areas of residential life, fraternities and sororities, and leadership and student involvement. In its advisory role, the Board acts to review proposed policy changes in its area of responsibility.

The Vice President of the Student Government Association reports issues under consideration and decisions by the Student Affairs Board to the Student Senate. Sense-of-the-Senate resolutions and suggested agenda items are conveyed to the Student Affairs Board by the same officer. A faculty member, chosen by the elected faculty members of the Board, reports to the Faculty on a regular basis and conveys sense-of-the Faculty resolutions and suggested agenda items to the Student Affairs Board. Other agenda items relating to administrative policy changes may be brought to the Board by the Dean of the College, or the chair.

Legislation passed by the Student Affairs Board is reported to the Student Senate by the Vice President of the Student Government Association. The Student Senate may, if it wishes, express disagreement and request the Board to reconsider the legislation, pass it in amended form, or reject it. In either of the first two cases, the action of the Board will become official University policy immediately unless remanded to the Conference Board by the President.

The membership of the Student Affairs Board is as follows:

- Dean of the College
- President of the Student Government Association or Vice President of the Student Government Association
- 4 Students
- 4 Faculty

The four faculty members are elected at-large by the Faculty for three-year terms, which are renewable once. The four students are elected at-large by the Student Senate for one-year terms, which may be renewed as long as a student remains matriculated. The Dean of the College annually appoints four staff members to serve as non-voting consultants. The Board may appoint other non-voting consultants, as it deems appropriate.

The Chair is elected yearly by the membership of the Board and is entitled to vote on all matters. No proxy votes may be cast. If the President exercises the right to vote, it is in place of the Dean of the College.

The Student Affairs Board has the power to establish, reconstitute, and abolish *ad hoc* and standing committees. At least one member of each *ad hoc* and standing committee is drawn from the membership of the Student Affairs Board. *Ad hoc* committees must be renewed annually by the Board and given a further formal charge. The need for each standing committee must be reviewed every three years. All standing committees created by the Board consist of faculty members elected by the Faculty, students elected by the Student Senate, and other members as deemed appropriate by the Board.

**III. Conference Board** The Conference Board is called into existence infrequently and only for extraordinary issues. The President may convene the Conference Board to consider unusually significant matters confronting the University. The Board has the responsibility of advising the President on the matter in question.

Also, decisions made by the Student Affairs Board, which are declared by the President to be major policy decisions, or departures affecting the overall nature of the University are remanded to the Conference Board. The Conference Board is empowered to make University policy on such issues, consistent with the Bylaws of the Trustees. Sufficient time should elapse in the Conference Board’s discussions of any issues so that the Faculty and Student Senate may pass independent sense-of-Faculty and sense-of-Senate resolutions if so desired by each body.
The membership of the Conference Board includes the President of the University (who chairs the Conference Board), all voting members of the Academic Affairs and Student Affairs Boards, and the Chair of the Faculty Affairs Committee. All members of the Conference Board have one full vote. The Associate Dean of the Faculty serves as non-voting secretary.

IV. Liaison Committees The Liaison Committees have two main functions: (1) Liaison. The committees meet regularly with the responsible administrative officers to review and discuss matters that arise in each area and report directly to the Faculty and Student Senate. (2) Advisory. These committees function as advisory bodies to the administrative officers involved. These committees may, on occasion, find it desirable to make proposals of a legislative and policy nature. Such proposals are referred to the appropriate Board.

Membership on Liaison Committees is defined as below, but when issues emerge, the existing members of each committee may appoint additional members or consultants, as they deem appropriate. Information and issues are discussed as determined by the administrative officers and members of the Committees. It is the responsibility of the members of the Committees to be informed about the issues in their area with the cooperation of the administrative officers. The Committees report their activities on a regular basis to the Faculty and Student Senate.

A. The Committee on Campus Planning and Physical Resources This committee is concerned with the use and renovation of existing facilities and other physical resources, and with the planning of new facilities. The membership of the Committee is as follows:

- Vice President for Administration
- 3 Faculty (elected at-large by the Faculty for three-year terms)
- 2 Students (elected at-large by the Student Senate for one-year terms)
- President of the Student Government Association
- Provost (or designate)
- Dean of the College (or designate)

The Chair is elected annually by the membership of the Committee.

B. The Committee on Admission and Financial Aid This Committee is concerned with the policies and implementation of policies governing the admission of students and the rewarding of grants and financial aid. Legislative or policy proposals of the Committee are referred to the Academic Affairs Board. The membership of the Committee is as follows:

- Dean of Admission
- Assistant or Associate Dean of Admission (Secretary)
- Director of Financial Aid
- 4 Faculty (elected at-large by the Faculty for three-year terms)
- 3 Students (elected at-large by the Student Senate for one-year terms)

The Chair is one of the faculty members, elected for a two-year term by members of the Committee.

C. The Committee on Budget and Financial Planning This Committee is concerned with long-range financial planning and projections, and the preparation of yearly budgets. It has the responsibility of advising the President on yearly budgets and matters related to financial planning and projections. The Committee normally functions as an advisory committee on budget issues during the fall term and on financial planning issues during the spring term. The membership of the Committee is as follows:
The Committee on ALANA (African American, Latin American, Asian American, Native American) Affairs  The Committee on ALANA Affairs serves as a resource for students of color on campus. In its commitment to promoting multicultural awareness for the entire campus, the Committee seeks to improve the quality of life of those groups at Colgate by considering issues related to their well-being and by representing their concerns to the administration and the faculty through the formal governance structure.

The membership of the Committee is as follows:
- Dean of the College (or designate)
- 4 Faculty (elected at-large by the Faculty for three-year terms)
- 4 Students (elected at-large by the Student Senate for one-year terms)

The following individuals serve as consultants to the Committee:
- Director of Affirmative Action
- Director of the Office of Undergraduate Studies (or designate)
- Director of the ALANA Cultural Center

The Committee is chaired by the Dean of the College unless the Committee votes to elect one of its other members as Chair.

The Committee on Student Rights and Responsibilities  This Committee is a standing committee of the University governance system and is concerned with the Code of Student Rights and Responsibilities, the Code of Student Conduct, the University Student Conduct Board, and other policies and mechanisms dealing with conduct and standards of behavior. The Committee may recommend changes in these areas to the Student Affairs Board.

The membership of the Committee is as follows:
- Dean of the College (or designate)
- 3 Faculty members (elected at-large by the Faculty for three-year terms)
- 2 Students (elected at-large by the Student Senate for one-year terms)
- 3 Members from the University Student Conduct Board (one faculty member and one student and one administrator elected at-large by the Disciplinary Board for one-year terms)

The Committee is chaired by the Dean of the College (or his/her designate)

The Committee on Residential Life  The Committee gathers and evaluates information about residential programs, facilities, and the quality of student life in the university residential system, including residence halls, residential centers, University college houses, fraternities, sororities, and off campus residences. The Committee reports at least once per semester to the Faculty and the Student Senate. The membership of the Committee is as follows:
- Director of Residential Life (Chair)
- Assistant Director of Residential Life/Director of Fraternity and Sorority Affairs
- 4 Faculty (elected at large by the faculty for staggered three-year terms)
- 4 Students (elected at large by the Student Senate for one year terms)

Student membership should reflect a variety of residential, gender, and ethnic/racial constituencies.
G. The Committee on Standards and Academic Standing  The Committee has several roles and meets in several different modes during the year. The Full Group with expanded faculty representation meets at the end of each semester in Academic Review mode to hear petitions from students dismissed for academic reasons who ask to be reinstated on Academic Warning. The Full Group is also convened occasionally to consider policy questions related to matters of academic standing and to recommend changes to the appropriate body in the University governance system. A subset of the Full Group (the Small Group) meets weekly during the school year to hear petitions from students seeking exceptions to all academic deadlines, rules, and policies outside of the purview of the Petitions Committee. See “Petitions Committee” elsewhere in this Handbook. The membership of the Committee is as follows:

- Administrative Advisers
- Associate Dean of the Faculty
- Director of Undergraduate Studies
- Director of Academic Program Support
- 5 Faculty members (appointed by the Dean of the Faculty for staggered two-year terms) representing the five academic divisions
- Registrar
- Director of Financial Aid

The Committee is chaired by the Associate Dean for Administrative Advising.

V. Task Force  The Colgate Governance System has been developed to deal with issues which are of a recurring nature and/or which can be associated with a particular area of concern within the University. At times, however, significant issues arise which are all-University in nature or which encompass several areas of responsibility. In these cases, the President of the University may find it desirable to appoint ad hoc Task Forces that report directly to the President. Such an action has official standing within the proposed governance system. Task Forces are appointed only for a specific period of time and have two functions: (1) they serve as advisory groups to the President of the University, and (2) they make legislative proposals to the Academic and/or Student Affairs Boards if appropriate. The President appoints the Chair and membership of the Task Forces.

VI. Amendments  Proposals for amending the Governance System will be directed to either the Academic Affairs Board or Student Affairs Board, as appropriate. Proposals receiving a majority vote from either board will be referred to the Faculty. Before acting on a proposed amendment, the Faculty will allow at least two weeks for the Student Senate to consider and react to the proposed amendment. Ratification by the Faculty requires a two-thirds vote by those present and voting at a regularly constituted Faculty Meeting.

Student Governance System

Student Government Association  Upon entering Colgate, each student becomes a member of the Student Government Association. The governing body of this Association is the Student Senate, composed of one senator from each residential unit (See Article VI, Section 3) and 10 senators at large. Each senator is elected by and from the Student Government Association under rules laid down in the Constitution of that Association.

The Student Senate holds regular meetings, open to all students, at which matters concerning the entire University community come under consideration. The function of Student Senate meetings in University Governance is:
1. To supervise all class elections and elections of all officers of the Association;
2. To allocate funds of the Association in such a manner, as it deems advisable;
3. To interpret the Constitution of the Association and amend it as necessary;
4. To vote sense-of-the-Senate resolutions;
5. To bring up and air matters which should be studied by one of the boards or one of the Standing or Liaison Committees, to consider any matter under discussion by any of them, and to receive regular reports from the various Boards and Committees of the Governance System;
6. To direct the Student Affairs board to initiate a study in any matter under its jurisdiction and to inform the Student Senate of its findings;
7. To direct the Student Affairs Board to act upon any matter within the Board’s jurisdiction;
8. To review legislation passed by the Student Affairs board and request, when it wishes, that the board reconsider a decision;
9. To elect a Committee to consult with the Faculty Committee on Promotion and Tenure to devise procedures for determining student opinion regarding the evaluation of instruction;
10. To elect, through the Electoral College (all Senators and alternates), student representatives to the various Boards and Committees of the Colgate Governance System and other Committees. The Student Senate shall fill any unexpired terms that may fall vacant during the course of the year.

A full description of the Student Governance System is contained below in “The Constitution of the Student Government Association of Colgate University,” the “Special Rules of Order of the Student Senate of Colgate University,” and the “Election Procedures of the Student Government Association of Colgate University.”

THE CONSTITUTION OF THE STUDENT GOVERNMENT ASSOCIATION OF COLGATE UNIVERSITY

ARTICLE I. NAME
This organization shall be known as the Student Government Association of Colgate University.

Section 1: Form of Organization
This organization shall be known as the Student Government Association of Colgate University. This organization’s leadership shall consist of a President and Vice President, an Executive Board of officers, a Student Senate, a Budget Allocations Committee, a body of representatives from all SGA-recognized student groups, and a Governance Board Legislature.

ARTICLE II. PURPOSE
The purpose of this Association shall be to promote the general welfare of the student body and of the University as a whole, and to provide general and specific policies for the student body and the University.

ARTICLE III. MEMBERSHIP
The membership of this Association shall include all undergraduate and graduate students of Colgate University who have paid the designated Student Activities fee (which shall be set by the Student Senate).

ARTICLE IV. OFFICERS
Section 1: Titles and Offices
The Officers of this Association shall be, in order of rank:
- President, holding the title and office of Student Government Association President
• **Vice President**, holding the title and office of Student Government Association Vice President
• **Treasurer**, holding the title and office of Student Government Association Treasurer
• **Parliamentarian**, holding the title of Student Government Association Parliamentarian
• **Liaison**, holding the title of Student Government Association Liaison to Student Groups
• **Recording Secretary**, holding the title of Student Government Association Recording Secretary
• **Communications Director(s)**, holding the title and office of Communications Director(s) of the Student Government Association
• **Representative**, holding the title and office of Representative of the Student Government Association
• **Corresponding Secretary**, holding the title of Student Government Association Corresponding Secretary
• **Elections Commissioners**, each holding the title and office of Elections Commissioner of the Student Government Association
• **Any ad hoc** positions seen by the Student Government Association President

Section 2: Powers and Responsibilities

The SGA’s Executive Board:
1. Oversees the daily operations of the SGA;
2. Carries forth to reach specific goals as listed within this Constitution;
3. Are often delegated responsibilities by the President to take charge on each particular issue and project;
4. Serve as liaisons to Student Government Association’s Student Senate’s subcommittees on behalf of the SGA Executive Board in order to promote consistency and to provide guidance to Committee Chairs;
5. Hold two office hours per week where they will fulfill SGA responsibilities and answer any questions of those individuals who come to the SGA Office;
6. Has the responsibility to support and promote all SGA endeavors.

The powers and responsibilities of the Student Government Association President shall be to:
1. Appoint the officers of his or her SGA Executive Board, with the exceptions of the Vice President, the Treasurer of the SGA, the Parliamentarian of the SGA, and the Liaison to Student Groups of the SGA, with appointments subject to Senate approval;
   a. The incoming-President shall, however, have the authority to approve or to reject the publicly announced nominations for the following year by the present Executive Board member (Parliamentarian, Treasurer, and Liaison) before that nominee comes before the Student Senate. If the incoming President does not approve the nomination, another nominee must be chosen by the respective outgoing Executive Board member.
2. Represent the Colgate student body at student government conferences;
3. Sit in on legislative bodies of which he/she is a member;
4. Organize the orientation of the SGA Executive Board members, Senators, Governance Legislature members, and Senate Committee members; and
5. To represent the best interests of the student body to the other members of the Colgate community – the faculty, the Administration, and Trustees – and to the general public to the best of his or her abilities.

The powers and responsibilities of the Student Government Association Vice President shall be to:
1. Chair the Student Senate and to carry out all duties connected therewith;
2. Set the agenda for each week’s Senate meeting;
3. Carry out responsibilities specified within this Constitution; and
4. Assume all Presidential responsibilities in the event that the President is unavailable for administration of his/her duties for more than a period of ten days or in the event of a Presidential impeachment;
5. Fill in at any Governance Board meeting that the President cannot attend;
6. Meet with the Chairs of the Senate sub-committees on a regular basis in order to set their agendas, help prevent redundant work, and organize efficient timetables for work completion; and
7. Represent the best interests of the University and the student body.

The responsibilities of the Student Government Association **Treasurer** shall be to:
1. Chair the Budget Allocations Committee;
2. Freeze the Budget of a Student Government Association Organization which is not in compliance with the Student Government Association financial guidelines;
3. Work with the SGA Liaison to Student Groups to make sure the BAC process is transparent to all student groups and all groups are working in accordance with the Student Group By-Laws;
4. Manage all financial matters connected with the Student Government Association and duties designated by the President;
5. Fulfill the duties and responsibilities of Treasurer of all Student Government Association accounts;
6. Provide a report to Senate and the student body at the end of each semester as to where the BAC’s allocations went during the most recent semester;
7. Report the weekly allocations to Senate and answer any questions regarding such allocations;
8. Maintain all Budget Allocation by-law procedures within the workings of the BAC; and
9. Represent the best interests of the student body and University.

The responsibilities for the Student Government Association **Parliamentarian** shall be to:
1. Advise the Vice President and Representative in matters of order and Constitutionality during Senate and Governance Legislature sessions, respectively;
2. To make rulings at Senate meetings according to the Robert’s Rules of Order, Special Rules of Order of the Student Government Association of Colgate University, and the Student Government Association Constitution as found in the Senator Handbook or in the latest fully-distributed publication.
3. All rulings of the Parliamentarian may be appealed by a simple majority of the Senate, as called into question by any member of the Student Government Association.
4. The Parliamentarian of the Student Government Association will be responsible at the beginning of each academic year during Senator Orientation to instruct Senators and Executive Board members as to the SGA’s modified Robert’s Rules of Order. Another brief orientation should be held at the beginning of the spring academic semester.
5. To make rulings on the Constitutionality of the actions of other SGA Executive Board members and the Student Senate with the responsibility of reporting such violations to the Student Senate; and
6. Rule over any impeachment proceedings that may occur within the bounds of the Student Government Association;
7. Carry out duties designated by the President;
8. Notify the President of the Student Government Association of any observed violations of student rights, as prescribed within the Student Handbook;
9. Shall draft all submitted legislation in accordance with procedural guidelines and have ready for distribution in the SGA Office two days prior to Senate and for Senators during the weekly meeting;
10. Recommend to Senate the formation of a subcommittee whose purpose would be to evaluate large-scale Constitutional revisions and inconsistencies; and
11. Represent the best interest of the student body and the University.

The responsibilities of the Student Government Association’s **Liaison to Student Groups** shall be to:

1. Hold monthly meetings with the presidents or the designees from all SGA-approved organizations;
2. Promote inter-group communication and collaboration;
3. Serve as a bridge between the Student Senate, SGA Executive Board, and the involved student body;
4. Carry out the duties designated by the President;
5. Serve as the direct SGA-liaison to Colgate’s Center for Leadership and Student Involvement;
6. Represent the best interests of student groups when participating in all SGA-related debate; and
7. Represent the best interests of the student body and the University.

The responsibilities of the Student Government Association’s **Recording Secretary** shall be to:

1. Take, prepare, and submit minutes of Senate meeting to the entire Colgate and Village of Hamilton communities;
2. Submit to the Senate at the first Senate meeting of every month, as well as the last meeting of every semester, a list of all past resolutions which are still being debated in the governance system, and the level at which they are at that time;
3. Keep weekly records of attendance, and to inform delinquent Senators of absenteeism and to remind Senators to leave proxies;
   a. Notify delinquent Senators of probation status and, if need be, dismissal from the Student Senate;
   b. In the case of a Senator who must be dismissed from the Student Senate, the Recording Secretary is responsible for notifying the Senator’s representative body of the newly created vacancy; and
4. Carry out duties designated by the President and Vice President;

The responsibilities of the **Communications Directors** shall be to:

1. Relay the sense of the Senate to the Administration, Faculty, Alumni and Parents with the goal of opening and maintaining an open dialogue through the distribution of passed resolutions, along with attached explanations, to those relevant individuals;
2. Manage and maintain the weekly SGA column within the *Maroon News*, noting all resolutions brought before Senate and the results of the debate, and utilize the resources of WRCU and CUTV to effectively communicate current issues the SGA is dealing with to the Colgate and Village of Hamilton communities;
3. Enforce student advertising policies;
4. Update all media outlets (web-pages, bulletin boards, etc) to represent current Student Government Association issues;
5. Chair the monthly meeting of the SGA Media Board as a non-voting participant and report the Media Board’s actions and decisions to the Student Senate;
   a. Bring all SGA communications to the SGA Media Board in an effort to best communicate with the student body, keeping them informed of all SGA occurrences;
6. Carry out the duties designated by the President and Vice President; and
7. Represent the best interest of the student body and the University.

The responsibilities of the **Representative** shall be to:

1. Vote in the Senate on the behalf of the Executive Board Officers, excluding the President and Vice President;
2. Maintain contact with Colgate alumni, faculty, and administration on behalf of the Student Government Association;
3. Chair the SGA Governance Legislature, report the Legislature’s decisions and notices to the Student Senate and bring any communications/issues of discussion from the Student Senate to the Governance Legislature;
4. Carry out the duties designated by the President and Vice President;
5. Represent the best interests of the student body and the University.

The responsibilities of the Corresponding Secretary shall be to:
1. Maintain contact with other universities in order to gather information that will aid the Student Government Association in better carrying out its duties and goals;
2. Participate in the activities of the national organization that the Student Government Association is involved with;
3. Bring before Senate national issues affecting college-aged individuals for discussion and debate;
   a. Work with other Universities to represent the best interests of students across the nation;
4. Carry out the duties designated by the President and Vice President; and
5. Represent the best interests of the student body and the University.

The responsibilities of the Elections Commissioners shall be to:
1. Oversee Student Government Association President and Vice Presidential elections, Class Council elections, and Governance Board elections according to the rules established herein;
   a. Set yearly election rules guidelines before the start of any race. Such rules must first be approved by the SGA President and checked by the SGA Parliamentarian for Constitutionality issues;
      i. These guidelines shall not supersede those established within the Elections bylaws of the Student Government Association as described within this Constitution;
      ii. These yearly procedural guidelines must be in written form and distributed to every candidate;
2. Carry out the duties designated by the President and Vice President; and
3. Represent the best interests of the student body and the University.

At any time, the President may designate a member of the Executive Board to carry out duties in addition to those enumerated by the SGA Constitution.

**Section 3: Executive Vacancy**

When the President is forced to leave office before the completion of his or her term, the Vice President shall immediately assume the office of President. The Vice President shall nominate, and the Senate shall confirm, a person to fill the soon-to-be vacant office of Vice President no later than two University weeks after the position has been vacated for any reason.

When the Vice President is forced to leave office before the completion of his or her term, the President shall immediately nominate, and the Senate shall confirm, a person to fill the office of Vice President no later than two University weeks after the position has been vacated for any reason.

The Parliamentarian of the Student Government Association shall assume the office of President if both the President and Vice President are forced to leave office; he/she shall call a special election to fill the office of the Vice President and Parliamentarian to take place no later than three weeks after the positions have been vacated.

**Section 4: Student Government Association Executive Board Officer Removal**

1. Officer Removal Procedure for the President of the Student Government Association:
   a. The President may bring forth to Senate any member of the Executive Board that he or she appointed for removal at any time without the suspension of Senate rules as discussed within IV.4.2 of this Constitution;
b. The Senate shall be given an explanation for dismissal by the President;
c. The Senate will then vote on the removal of said officer. A majority vote is needed for dismissal by the President;
d. This procedure does not apply to the positions of Vice President, Parliamentarian, Treasurer, or Liaison to Student Groups. For the removal of these non-current-President appointed persons, the procedure will follow the standard “Officer Removal Procedure” as stated in IV.4.2 of this Constitution;

2. Officer Removal Procedure:
   a. Any Student Government Association member may bring forth a complaint against any SGA Executive Board member to the Parliamentarian of the SGA who shall preside as an unbiased Chair.
      i. If the Parliamentarian faces the complaint, the Vice President, or next highest non-involved Executive Board Officer from there down, as prescribed within this Constitution, shall Chair the proceedings;
   b. The Parliamentarian will then have the responsibility to arrange a meeting with all parties involved within a week of receiving the complaint to establish communication and to resolve any possible miscommunications/misunderstandings. If after said meeting the position of both parties have not changed, the Parliamentarian will present the claim before Senate within two University weeks, notifying all parties involved of the complaint and the proceedings to take place;
      i. All persons involved in the complaint will be required to attend the set Senate meeting for the following to occur;
         1. If in the event extenuating circumstances arise, the procedure will take place at the next available Senate meeting;
   c. As the first item on the Senate agenda, the rules of the Student Senate shall be temporarily suspended, the Parliamentarian shall Chair, notifying Senate of the order of the meeting, and the Senate shall be presented with the evidence of the accusers and the complaint involved, as written down by the accusers;
      i. Minutes shall continue to be taken by the Recording Secretary. If in the case that the Recording Secretary has a conflict of interest, the next highest ranking non-involved Executive Board member shall carry out his or her recording duties until regular Senate order resumes;
      ii. The Parliamentarian will serve to call order and to inform the accused and accusers of speaking privileges;
   d. Each party will then be granted an equal amount of time to present his or her case;
   e. Following both testimonies, both parties will be dismissed from the room and an internal discussion will be run;
      i. The Parliamentarian during this time will take note of Senators with relevant questions;
   f. After such discussion comes to a close, the Parliamentarian will invite both parties back in and will ask the Senators to ask their questions to the respective parties. Any new questions, based upon the answers to the prior set of questions, will then be fielded by the Student Senate;
   g. The Parliamentarian shall then ask all parties involved and all non-Senators or Executive Board members to leave the room. The Senate will then debate and vote on the removal of the discussed officer. A three-fourths vote is required for dishonorable discharge of duties.

ARTICLE V. SELECTION OF OFFICERS

Section 1.
The President and Vice President shall be elected by a majority of the votes cast by Student Government Association members according to the procedures established in the Election Bylaws of the Student Government Association. Any candidate seeking the
position of SGA President or SGA Vice President who places first in the election and receives twenty five percent margin of victory shall be declared the winner of said election and a run-off will not take place. The Election schedule shall be announced two weeks before the mid-term recess of the Spring semester. The petitions for President and Vice President shall be due on the day before mid-term recess of the Spring semester is to commence.

Section 2.
The President-elect and the Vice President-elect shall take office on the last day of classes, assuming full responsibility at that time from the incumbent administration.

Section 3.
The President-elect shall appoint, and the Senate shall confirm, the Officers of the Student Government Association no later than two weeks following the election of the President and Vice President.

ARTICLE VI. THE STUDENT SENATE
Section 1.
The Student Senate shall be the supreme governing body of the Student Government Association.

Section 2:
The powers of the Student Senate shall be to:
1. Legislate on all student matters.
2. Supervise all class elections and elections of all officers of this Association.
3. Allocate funds of this Association; to allocate funds of this Association in such a manner as it deems advisable.
4. Present the sentiment of the student body to the Faculty, Administration, Trustees, and the general public.
5. Elect students to fill positions of the joint Student-Faculty and Trustee bodies to approve nominations by the President for student positions on joint Student-Faculty and Trustee committees.
6. Recommend the size of the student activities fee.
7. Create, when necessary, special investigatory committees to report to the Senate within a reasonable amount of time (stated at their inception).
8. Research matters of particular concern to the student body.
9. Interpret its constitution and its Bylaws.

Section 3.
The voting members of Senate will be one Senator for each residential unit: one from each dormitory, one from each special interest house including 118 Broad Street and the Cushman House, one from each of the three apartment complexes, one from each fraternity and sorority, and one to represent the students living off-campus. Also the President of the Student Government Association, the Representative of the Student Government Association Executive Board, and a Representative from each of the Class Councils will be a voting member of the Senate. There will also be 10 at-large positions open to students who are members of the Student Government Association. Senators will be elected according to the Student Government Association guidelines overseen by the Student Government Association Vice President. Senators will be expected to serve a one-year term unless a vacancy is created.

All Senators will be elected by the third Monday of each semester. Nominations for off-campus and apartment senators, consisting of a petition with twenty five valid signatures, will be received by the Elections Commissioners at least one week prior to the election. Each Senator will be elected for a term of one semester and each living unit will determine their own representative elections process.
Section 3-A: Attendance
All Senators are required to attend each meeting of the Student Senate, and each meeting of the committee on which he/she sits. One excused absence and two proxies, or a total of three proxies and no unexcused absences (including committee and Senate absences) will be permitted during the course of each semester. A third proxy when accompanied by an unexcused will be considered an unexcused absence. After one unexcused absence or two proxies, the Senator in question will be notified by the Recording Secretary that he or she has missed one meeting or has used two proxies. A second unexcused absence or fourth proxy will result in the Senator’s expulsion from the Student Senate. The Recording Secretary will notify the head of the living unit involved that a replacement election must be held. In the case of off-campus Senators, the Vice President and President of the SGA will publicize the vacancy(ies) in the campus media and will recommend replacement(s) to the Senators for confirmation.

Senators who fail to meet minimum requirements for attendance and participation in Senate meetings shall be placed on probation by the Recording Secretary of the SGA. The terms of Student Senate probation are as follows:
1. Loss of voting privileges for a period of two weeks.
2. The probation shall be recorded in Senate minutes and made public knowledge.
3. Notification of further violation of Senate attendance policy shall result in expulsion from the Student Senate.

Definitions –
1. Excused Absence – an absence whereby the recording secretary has been notified in advance of said absence and a proxy has been obtained.
2. Unexcused Absence – an absence whereby either the Recording Secretary has not been notified in advance or whereby a proxy has not been obtained.

Section 4.
The Senators shall be responsible for attending the committee meetings they are assigned to, reporting back to their constituents at regular intervals, and representing their constituents.

Section 5.
The Student Government Association Vice President may only vote in the case of a tie in Senate. No member of the Executive Board Committee, nor any of the Class Presidents, nor the First-Year Class Representative to Senate may hold more than one seat in the Senate.

Section 6.
Any Student Government Association officer, Executive Board Member, or student members of joint Student-Faculty and Trustee committees may be removed from office for improper discharge of activities by a 3/4 vote of the entire Senate. The student in question shall be presented with evidence and the accusers, and tried by Senate. The Student Government Association officer in question may not preside over the meeting.

ARTICLE VII. COMMITTEE STRUCTURE
Section 1.
The Student Senate shall operate under a committee structure composed of the Academic Affairs Committee, the Student Government Association Affairs Organizations Committee and one standing committee: the Governmental Affairs Committee. In addition, the Student Government Association Vice President has the authority to recommend the formation of a Select Committee to the Student Senate. These committees shall meet at different times to be determined by the Senate or by the members of the respective committees.

Each Senator must serve on one committee, and may serve as a voting member on
two regular committees. Committee chairs will be responsible for setting and an- 
ouncing agendas for upcoming meetings. All Senators shall be allowed to attend any 
committee meeting, although only official members may vote on committee business. 

It is the responsibility of all committee chairpersons to meet with the Executive 
Board a minimum of two times a month or seven times in a semester. The purpose of 
these meetings shall be to inform the executive board of actions that the committee plans

to take and also for the Executive Board to offer suggestions about those future actions. 
Failure to do so will result in the removal of the chairperson and appointment of a new 
chairperson by the committee.

Section 2: Committee Functions
The Academic Affairs Committee shall be responsible for addressing all matters of an 
aademic nature.

The Student Affairs Committee shall be responsible for addressing all aspects of 
student life outside of academics.

The Student Government Organizations Committee shall be responsible for hearing 
all proposals to either recognize new Student Government Association Organizations, 
consolidate organizations, or terminate organizations.

The Governmental Affairs Committee shall be responsible for addressing constitu-
tional amendments, executive nominations, impeachments, Student Senate Rules, 
Student Government Association policy, and constitutions of Student Government 
Association Organizations.

Section 3.
The purpose of the committee system is to stimulate more positive and creative action 
in a more effective and efficient Senate. All legislation and resolutions must be passed 
by the appropriate committee before it will be debated on the floor of Senate. If 
legislation or a resolution is defeated in committee, an appeal of two-thirds of Senate 
will allow debate to take place in committee as a whole. A report of legislation passed 
or defeated shall be made at the next senate meeting. In addition, printed statements of 
the committee’s actions shall be presented to the Senate when the legislation is 
substantive in character. Select committees may stand for up to one semester dealing 
with specific issues as seen fit by the SGA Vice President, at the request of the SGA 
President, and by a simple majority vote of the Senate. The terms may be extended for 
subsequent semesters by a simple majority vote of the Senate.

Section 4.
The committee shall meet according to the following schedule: on an individual basis, 
at the request of the Vice President of the Student Government Association, or the Chair 
of the Committee, or by simple majority vote of the Committee membership present at 
the preceding meeting.

The Academic Affairs Committee shall meet at 6:45 p.m., immediately preceding the 
Student Senate meeting, which immediately follows the regular meeting of the Acad-
emic Affairs Board. The committee shall meet at other times, on an individual basis, 
at the request of the President of the Senate or the Chair of the Committee, or by a simple 
majority vote of the Committee membership present at the preceding meeting.

The Student Affairs Committee shall meet at 6:45 p.m., immediately preceding the 
Student Senate meeting, which immediately follows the regular meeting of the Student 
Affairs Board. The committee shall meet at other times, on an individual basis, at the 
request of the President of the Senate or the Chair of the Committee, or by a simple 
majority vote of the Committee membership present at the preceding meeting.

Section 5.
The Budget Allocations Committee (BAC) shall be chaired by the Student Government 
Association Treasurer and shall consist of six full members to be selected as outlined in
the bylaws and confirmed by the Senate. The duties of the BAC shall be to distribute the Student Activities Fee funds to recognized Student Government Association Organizations from the Fund Allocation Pool of the Student Government Association. The functions and workings of BAC shall be maintained in a system of Bylaws. Please see “Bylaws of the Budget Allocation Committee” below.

**ARTICLE VIII. SENATE ELECTIONS**

*Section 1.*
Candidates for Student-Faculty and Trustee bodies shall submit a 100-word statement in which they shall declare their qualifications and goals if elected to a position. This statement shall be submitted to the Student Government Association office by Friday preceding the election. Statements by the candidates shall be included in the Senate packet mailed to the Senators and the Alternate Senators before the next Electoral College. Candidates shall be given opportunity to speak to the Senators before the vote is held. The Senators may cast a number of votes corresponding to the number of positions to be filled on a respective body. The candidate with the most votes, but not filling a position, shall be designated as the alternate member for that committee. A run-off election shall be held on the event of a tie between or among those candidates vying for the final vacancy. No student may simultaneously serve on both the Academic Affairs Board and the Student Affairs Board, except for the Student Government Association President.

*Section 2.*
Each board and committee member shall be responsible for alerting the President or the Senate to forthcoming issues; informing the Senate of Board meeting times and locations; reporting the content of all discussions to the Senate; and accurately voicing student concerns during board meetings.

*Section 3.*
A senate representative for each Student-Faculty and Trustee body will be elected by a simple majority vote of the Senate during the regular elections for boards and committees. That representative shall be required to attend a monthly Senate meeting to outline issues under discussion on their board or committee according to the guidelines established by the Student Government Association Vice President.

*Section 4.*
The Executive Committee members shall meet with the Student Government Association Officers every two weeks to develop agenda topics for the Senate and to keep the officers of the Senate informed about the status of current issues within the University Governance system.

**ARTICLE IX. REFERENDA**
The Senate shall serve as an active communications center for students and other members of the Colgate community specifically interested in student affairs. The Senate shall also take the responsibility for the administration of referenda as it deems necessary to elicit student sentiment.

**ARTICLE X. CLASS OFFICERS**

*Section 1.*
Class Officers for the Senior, Junior, and Sophomore years shall be elected by the members of their respective class in accordance with the election by-laws of the Student Government Association. The respective titles of President, Vice President, Secretary, and Treasurer will be recognized as elected officers. They shall constitute, along with the class council, the primary planning body for the class.
Section 2.
The general duties of the Class Officers are as follows: the President is the executive officer of the class. It is his/her duty to preside over all formal class meetings, as well as organizational meetings of the officers.

Furthermore, it is the Senior Class President’s duty to help plan and organize, in conjunction with the Class Secretary and the Alumni Secretary, all class reunions following graduation. The Vice President is to function as the executive officer of the class in the absence of the President.

The Secretary is responsible for keeping records and maintaining all correspondence relating to class business during the school year. Following graduation, it is the Senior Class Secretary’s duty to maintain correspondence with the class in the form of Alumni News section of the Colgate Scene. Also, the Senior Class Secretary will aid the Senior Class President in the planning of class reunions.

The Treasurer is responsible for all funds and finances concerning the class. His/her duties include formulating a budget and recording all financial transactions. Upon graduation, the Senior Class Treasurer shall be the coordinator of the fundraising activities of the class.

Section 3.
A reunion chairperson shall be appointed by the Senior Class officers to help in planning and organizing such activities.

Section 4.
The Student Government Association President shall meet with the class President and the First-Year Class Council in a regular meeting schedule to discuss individual class functions and to aid in the planning of events. The meeting is simply designed to ensure participation, and the Class Councils’ proposals shall not be called into question unless clear violations of the Student Government Association Constitutions are involved. The President shall make a report to the Senate on the content of these meetings.

Section 5.
All Class Councils shall be composed of five students, in addition to the class officers. The entering first-year class shall have a class council comprised of nine members of the class elected by a simple majority vote. The council shall have the same duties as the class officers described above and shall choose a President from amongst themselves by November 1. The council shall be elected by the first week of October.

Section 6.
Impeachment of any class officer can be initiated by a 3/4 vote of the entire Student Senate, or by a written petition containing at least 1/3 of the total membership of the class submitted to the Senate for approval. If either action occurs, a referendum vote conducted by the Student Government Association Elections Commissioners must be taken. In order to pass the referendum, 2/3 of the class must vote to remove the officer from his/her position. If the Senate determines a referendum vote to be inappropriate, Commissioners, containing signatures of 2/3 of the members of the class submitted to the Senate.

ARTICLE XI. PARLIAMENTARY AUTHORITY
The rules contained in the current edition of “Robert’s Rules of Order” shall govern the Senate in all cases in which they are applicable and in which they are not inconsistent with those by-laws and special rules of order that the Senate may adopt. All special rules needed to supplement, modify, or clarify procedures included in “Robert’s Rules of Order” shall be attached to this constitution in a special document for that purpose entitled Special Rules of Order of the Student Senate of Colgate University.
ARTICLE XII. NON-DISCRIMINATION
The Student Government Association shall not discriminate, nor by its actions encourage discrimination, on the basis of sex, race, creed, national origin, physical disability, or sexual orientation.

ARTICLE XIII. AMENDMENT
An Amendment to this Constitution or by-laws shall be adopted by a two-thirds vote of all members of the Senate one week after all Senators have consulted their constituencies and polled these constituencies for their opinion.

ARTICLE XIV. DATE OF IMPLEMENTATION
This Constitution will go into effect on April 1, 1986.
This Constitution was amended on May 8, 1991.
This Constitution was amended on December 3, 1991.
This Constitution was amended on April 12, 1994.
This Constitution was amended on November 8, 1994.
This Constitution was amended on April 25, 1995.
This Constitution was amended on February 13, 2001.
This Constitution was amended on September 28, 2004.
This Constitution was amended on February 1, 2005.
This Constitution was amended on April 26, 2005.

ELECTION PROCEDURES OF THE STUDENT GOVERNMENT ASSOCIATION OF COLGATE UNIVERSITY

ARTICLE I. DEFINITION OF TERMS
“Candidate means a person seeking office, by virtue of his or her qualifications according to this code and rules established hereunder as listed by the elections commissioners on the official ballot.
“Campaign” means urging the candidacy of, endorsing the candidacy of, aiding the candidacy of, or advertising the candidacy of any candidate.

ARTICLE II. REQUIREMENT FOR CANDIDACY
The candidate:
Must properly complete a Student Government Association election petition;
Must plan to be in residence (on campus or in Hamilton, NY) for the duration of his or her term;
May not serve in more than one office within Senate;
Must be a member of his/her class to hold a class council position;
And must have served on Student Senate or as an officer of the SGA for at least one semester to be eligible for the position of the Student Government Organization Vice President.

ARTICLE III.
The Candidate shall:
Be responsible for obtaining a petition and completing it;
Acquaint themselves with and abide by election guidelines, rules, and regulations;
Assume the office so declared by their petition if elected;
Supply verification for meeting election requirements;
Maintain control and assume responsibility for all campaigning done on their behalf;
And turn in his/her petition with a 100-word statement (the position paper) to be
made available by the elections commissioners to all voters on the day of elections.
Candidates for SGA President and Vice President are required to submit a 150-word
statement.

ARTICLE IV.
The Elections Commissioners shall:
Agree when appointed not to, campaign for or verbally support any candidate, but
shall not relinquish the right to vote;
Create computer programs for elections;
Establish the hours and procedures for casting votes;
Void any petition which does not fulfill the election code and regulations;
Establish and publish all election deadlines and announce the final results;
Present the rules to the candidates and insure the adherence to all election rules;
Resign their post if they are a candidate in an election (the remaining commissioner,
the Student Government Association President, and the Vice President will
appoint a member of the Student Government Association to fill the vacancy at
the earliest time);

ARTICLE V. THE SGA PRESIDENT AND VICE PRESIDENT TICKET
A. The SGA President and Vice President will be elected together on the same ticket.
B. To establish a ticket:
• The Elections Commissioners shall hold an information session for all interested
  parties for either the President or Vice President positions before the 28th of
February. At this meeting, candidates may announce their ticket of join together
  with other “unattached” candidates. The current SGA President and Vice
  President should also attend this meeting to explain their duties and responsi-
  bilities.
• The Elections Commissioners shall hold another information session during the
  first week of March in which petitions are distributed to candidates and tickets
  are officially declared.
C. All other requirements stated in Article III shall be applied to the ticket.

ARTICLE VI. PETITIONS
Each candidate must complete a petition in order to be placed on the ballot. The
information required is as follows: Name, position desired, box and telephone
number, signature certifying that all the information is valid and the candidate will
abide by rules, and number of signatures.
Candidates for SGA President and Vice President must obtain 150 signatures from
Colgate Student Government Association members, of which no more than 15 can
be obtained from each candidate’s own living unit.
A living unit shall be defined as any University recognized dormitory, special interest
house, fraternity, sorority, or, in the case of University apartments, the University
Court, Newell, or Parker complexes. Petitions must be returned to the Student
Government Association office by the deadline established by the Elections Com-
missioners.

ARTICLE VII. FINANCES
Candidates for SGA President and Vice President may not spend more than $150
combined, during the course of the campaign. This will be a grant by the Student
Government Association.
Class presidential candidates may not spend more than $50 during the course of the
campaign. This will be a grant by the Student Government Association.
All receipts must be presented to the Elections Commissioners 48 hours before voting
takes place.
ARTICLE VIII. SCHEDULES AND DEADLINES
All elections will be announced, and publicized by the Elections Commissioners in the Maroon News, WRCU, CUTV, and Student Distribution Email at least two weeks prior to the voting date.
Petitions will be available the day after the first announcement.
The position paper will be due along with the petition, which will be due by the date established by the Elections Commissioners and not to exceed two weeks.
Failure to hand in required materials by the appointed deadlines will prohibit the candidate from (a) participating in the debate as a candidate, and (b) being listed on the ballot.
There will be a meeting with candidates as soon as possible following the deadline for the submission of the petition and the petition paper.
Voting will span a two-day period to be determined by the Elections Commissioners.
Most elections will be held in the spring, with notable exception of First-Year Class Council. The SGA President and Vice Presidential election process will begin in the second week prior to spring term-recess.
Information sessions or debates will be scheduled by the Elections Commissioners after consultation with the candidates.

ARTICLE IX. BALLOTS AND VOTING PROCEDURES
The Elections Commissioner will establish the times of voting and will make public the candidate’s position papers for the voters.
The commissioners shall ensure accurate verification of those persons voting.
Unless otherwise specified by the Elections Commissioner, voting will take place electronically.
The candidates will be listed on the ballot in alphabetical order (according to the name of the candidate listed on the petition). In the President/Vice President contests, the last name of the presidential candidates shall determine the listing.
Tabulation will take place the evening of the last day of voting and the candidates will be notified of the results at the earliest time.
In the event of a tie, a run-off will be held between the top two vote-getters. Additionally, a run-off election will be held in the event that no candidate receives more than 25% of the total vote; this run-off election will be run between the top two vote-getters.
Run-off elections shall be conducted in accordance with the customary rulers and regulations governing all Student Government Association elections except where specified and shall take place the week following the general elections. Any penalties incurred during the original elections will be carried over to the run-off election.
Members of the Student Government Association who are off-campus for the election shall be sent the candidates’ position papers and shall be contacted as soon as all the petitions have been collected. Every effort shall be made to contact the interested parties and record their voted by the day of elections.
Regular election procedures should be carried out unless the constraints of time force the election commissioners, in consultation with other officers of the Student Government Association, to adopt extraordinary rules and procedure.

ARTICLE X. CAMPAIGN MATERIAL
Candidates may publicize themselves in nearly any manner so long as it is within University regulations.
Candidates shall campaign in accordance with the outline procedures and must inform their respective staff to do so likewise.
Posting information on campus is first come first serve. Posters advertising campus events or another’s candidacy must not be covered or torn down. Appropriate forms and authorization must be obtained at the Center for Leadership and Student Involvement in order to put up posters.
Candidates are reminded that “campaigning” is promoting one’s name as specified in Article I, Section B. Violation of this rule will result in the disqualification for that day’s votes cast for that candidate.

Candidates are permitted to send mass emails to groups they are participants in; however, if not, they are required to email only the group leader.

Candidates are allowed to send one campus distribution email via the Elections Commissioner.

**ARTICLE XI. APPEALS**

Any member of the Student Government Association may lodge a complaint in reference to violations in these procedures.

A written complaint must be submitted to the Elections Commissioners no later than 48 hours after the closing of the polls.

The Student Government Association President and Vice President, in consultation with the other SGA Officers will decide the validity of the complaint and try to rectify the situation. If the problem remains unresolved, the Senate will be the final arbitrator.

For violations of the elections procedures by a candidate, the SGA Officers may take an appropriate deduction of up to fifty percent of a candidate’s funds, the removal of a candidate from the ballot, of the deduction of a percentage of a candidate’s vote, depending on the situation in question.

Any candidate may request a recount when the election is decided by a margin of less than three percent of the votes cast, if the election is not held electronically.

**ARTICLE XII. MISCELLANEOUS ITEMS**

The President of the University sits as an ex officio, voting member on all Boards and Committees.

The President of the Student Government Association is considered a permanent invited guest with speaking privileges at the Academic Affairs Board. In the absence of the President, the Vice President of the Student Government Association is granted this status.

**BYLAWS OF THE BUDGET ALLOCATIONS COMMITTEE**

**ARTICLE I. OBJECT**

The object of the Budget Allocations Committee (BAC) shall be to distribute the Student Activities Fee funds to recognized Student Government Association (SGA) Organizations from the Fund Allocation Pool of the SGA.

**ARTICLE II. MEMBERS**

**Section 1: Membership.**

The Budget Allocations Committee (BAC) shall be chaired by the Student Government Association Treasurer and shall consist of six full members.

**Section 2: Definition of Members.**

A full member of the BAC shall be a member with full voting rights in good standing. For the purposes of these bylaws, the Treasurer is not to be considered a member unless otherwise specified.

**Section 3: Duties and Responsibilities.**

A. The duties of BAC members shall be to attend meetings, discuss, and pass decision on the distribution of funds from the Fund Allocation Pool as outlined in Article III, Procedure.
B. All members of the BAC must attend a training session (see Article II, Section 5:B:a) at the start of each semester to be run by the Treasurer.

C. BAC members are to attend each meeting of the BAC as set forth by the Treasurer. Failure to appear at three (3) BAC meetings in an academic semester shall result in the immediate dismissal from the BAC. Dismissal on the grounds of attendance shall be automatic and does not require Senate approval.
   a. If a dismissed member of BAC has an extended leave of absence (e.g. medical leave) he/she may be reinstated at the beginning of the subsequent semester (if applicable, see Article II, Section 4:H) at the discretion of the Treasurer.
   b. If a dismissed member of BAC does not have an extended leave of absence, he/she will be ineligible for future participation in or application to the BAC.

Section 4: Selection.
A. New BAC members shall be chosen at the end of each academic semester.
B. A campus-wide announcement shall be given including instructions on applying to the BAC.
C. Application shall be open to all students with the exception of the SGA Executive Board members.
D. Applications must be submitted to the SGA by the published deadline as determined by the Elections Commissioners.
   a. Applicants must submit a résumé and a one page statement of interest. All applicants must also submit a list of all past and present activities and groups with which they have been affiliated on campus (and feel comfortable disclosing). This list will be used throughout the application process to aid in assuring that a diversity of interests is manifested in BAC members.
E. The Treasurer and the Election Commissioners shall choose the ten (10) most eligible candidates at their discretion that best represent the Colgate Community.
F. Upon selection, a BAC selection committee shall be formed consisting of the Treasurer, the SGA President, the SGA Vice President, and the two (2) Elections Commissioners as members; each individual shall have one vote to be weighted equally. The Director of the Center for Leadership and Student Involvement (CLSI) shall be included as a non-voting participant.
   a. The selection committee shall schedule interviews with the candidates at their convenience. All selection committee members must be present for all meetings.
      i. The selection committee shall evaluate each candidate based on their abilities and qualifications.
      ii. The selection committee should also convey during the interviews the importance of BAC positions and that it would be a priority in scheduling conflicts.
G. The selection committee shall recommend one individual for each vacant full position to the SGA Senate. The Senate shall confirm all recommendations for appointments to the BAC.
   a. A simple majority shall be required for approval.
   b. If the Senate does not approve of a recommendation, the selection committee shall be charged with making a new recommendation.
H. BAC members shall be chosen to serve terms of two consecutive semesters. Half of the BAC members shall serve in a Spring-Fall term of office and the other half shall serve in a Fall-Spring term of office.
I. The Senate has the power to remove any full member of the BAC. The Treasurer and the Director of CLSI shall review the case and make a presentation to the Senate at the behest of the Treasurer or the Senate. A three-fourths (3/4) majority in Senate shall be required to remove a member of the committee. This process is separate from the automatic dismissal which shall occur as described in Article II, Section 3:C and does not require Senate approval.
a. Upon the resignation of a member of BAC or the removal of a member of the BAC by the Senate or for neglect of duties by the Treasurer, the selection committee shall be convened as soon as possible to recommend a new member to the Senate as described prior.

Section 5: Treasurer.
A. The duties of the Treasurer shall be to aid in the selection of BAC members as outlined in Article II, Section 4 and to enforce the duties and responsibilities of members as outlined in Article II, Section 3.
B. The Treasurer shall begin his/her tenure by arranging to meet with the Director of CLSI or an appointee to discuss the overall functions and processes of the BAC.
   a. The Treasurer shall work with the Director of CLSI or an appointee to design and initiate a training program for the members of the BAC at the beginning of each semester.
   b. A “Treasurer’s Handbook” and a “BAC Member Handbook” shall be maintained for the purposes of aiding those persons.
      i. Such handbooks shall be considered ‘unofficial guides.’ They should be written to reflect the bylaws explicitly or to offer suggestions; anything stated in such handbooks need not be followed unless it is also contained in the SGA Constitution or Bylaws. The only official guidelines and procedures for the BAC shall be the SGA Constitution and the Bylaws of the BAC.
C. The Treasurer shall be a non-voting chair of the BAC.
   a. If a member of the BAC is absent the Treasurer shall cast the sixth vote.
   b. If all six BAC members are present and a 3-3 tie is reached, the Treasurer shall cast the deciding vote.
D. The Treasurer shall ensure that the procedures of the BAC are followed as described in Article III.
E. The Treasurer shall never allocate funds in any way outside of the processes described in the SGA Constitution and Bylaws of the BAC.
F. If extenuating circumstances arise, the Treasurer may request an unscheduled meeting of the BAC to consider a request. The rules of Procedure as outlined in Article III shall still apply. Additionally, the Treasurer may utilize ‘e-mail’ in order to poll the BAC members for a request. This clause should be utilized with restraint.

ARTICLE III. PROCEDURE
Section 1: Yearly Budget Requests.
A. Select groups can justify requiring budgets for their yearly expenditures (e.g. Maroon News, CUTV, WRCU, etc).
B. The Treasurer shall carefully keep and maintain a history of which groups have received yearly budgets and the amount (in dollars) they have received.
C. Towards the end of each academic year, the Treasurer shall call a special meeting whose purpose shall be to evaluate yearly budget requests.
   a. All groups requesting a yearly budget shall be required to submit an outline of their justifications for doing so, along with their anticipated needs and expenses.
   b. The BAC shall evaluate the request.
      i. If the BAC feels the request overestimates expenditures or that a yearly budget is unnecessary for a group, the BAC shall meet with the group in order to discuss their concerns.
      ii. The BAC shall use the procedures described in the remainder of Article III to approve or deny any portion of a request.

Section 2: Requests for Funding.
A. Requests for funding must be submitted prior to the weekly deadline established by the Treasurer at the beginning of each semester.
B. Upon receipt, the Treasurer shall verify that the groups submitting requests are SGA approved groups and that they are currently eligible to receive funds per SGA guidelines and requirements.
C. Upon verification, the Treasurer shall distribute copies of the requests to the BAC no later than twenty-four (24) hours before the BAC meeting time.

Section 3: Guidelines for Funding.
In order to be funded, a request must fall within the following guidelines:
A. The submission must be from an SGA-recognized group. That group must have a constitution on file and be eligible for funding as stipulated by the SGA.
B. The BAC can never provide funds for:
   a. alcohol;
   b. events “after the fact;”
   c. events to take place within two (2) weeks of the BAC meeting date;
   d. events specifically for a non-SGA-approved group regardless of its affiliation or relationship to an SGA-approved group (an SGA-approved group cannot provide an ‘umbrella’ for which individual non-SGA-approved organizations may seek funding);
   e. activities or banquets for closed groups or any type of closed event (closed is defined as neither open to nor benefiting, all Colgate students).
C. The BAC supports:
   a. events open to the Colgate student body;
   b. projects and services designed to benefit the Colgate community. Trips and conferences for group members can be supported if they can be shown to later aid and/or affect the overall Colgate community;
   c. necessary and essential supplies to aid groups in achieving either (a) or (b).
D. Other factors the BAC should take into account:
   a. That the request furthers the SGA organization’s mission as outlined in their constitution. The BAC is not convened to express likes or dislikes towards requests/events but rather to determine eligibility and practicality;
   b. The organization’s past programming. Specifically, their ability to follow through on their recent events/projects as described in their proposals;
   c. The amount of funds an organization has received recently and/or how many events an organization has sponsored or plans to sponsor in a given semester;
   d. The BAC should recognize contractual obligations. If an event requested is of a contractual nature the BAC should recognize the need to approve funds for contractual obligations (e.g. required meals, lodging, travel expenses) along with the proposal if deemed appropriate;
   e. The advantages present in collaboration;
   f. To have a successful event, a reasonable allocation of funds should be given, if requested, in order to provide for advertising. To eliminate all advertising funds is to limit the success of the event.
E. The Treasurer shall be responsible for informing the Presidents (or Treasurers as appropriate) of SGA-approved organizations of the guidelines for funding (Article III, Section 3) at the start of each semester. The Treasurer shall also post the guidelines in proximity to the location of the BAC Funding Request Forms.

Section 4: Meetings.
A. Meetings shall be held weekly and must commence within two (2) weeks of the start of each academic semester.
B. The last two (2) meetings of each semester shall accept proposals for funds pertaining to the subsequent academic semester.
C. Quorum for BAC meetings shall be five (5) members and the Treasurer.
   a. If quorum cannot be met the meeting shall be postponed.
   b. If a member is absent, the Treasurer shall cast the sixth vote.
D. BAC members will review proposals before meeting with the applicants.
E. Once the applicants have arrived, introductions will be made and the representa-
tives will be asked to make the case for their request.
   a. BAC members are to engage in a respectful and courteous dialogue with the
      representative(s) to ensure funding is appropriate as stipulated in Article III,
      Section 3 prior and to obtain a clearer understanding of the proposal and its
      function.
F. Upon verification that the proposal meets the Requirements for Funding outlined in
   Article III, Section 3, the BAC is charged with deciding if the event merits the amount
   of funds requested. The BAC may apportion any amount less than the requested
   amount as it deems fit.
   a. If all six BAC members are present and a 3-3 tie arises, the Treasurer shall cast the
      deciding vote.
   b. If five of the six BAC members are present, the Treasurer shall cast the sixth vote.
      In the rare case that a 3-3 tie arises under these circumstances, the proposal will
      be tabled until such time as the absent BAC member can be briefed on the issue.
      At the soonest possible date the absent member of BAC shall then cast the
      deciding vote.
   c. Any event approved for more than $20,000 by the BAC shall be automatically
      forwarded to Senate for a confirmation vote. A simple majority in Senate shall be
      required for confirmation.
G. Minutes must be kept during all meetings that convey the overall discussion on
   specific requests. The names of BAC members need not be attached to specific
   discussion points. The minutes shall be maintained by the Treasurer who shall also
   act as Secretary. The minutes shall be released publicly to allow for overall transpar-
   ency of the BAC process.

Section 5: SGA Senate Officer Reports (Treasurer).
A. The Treasurer shall be charged with listing all groups which appeared before BAC
   since his/her last officer report. When listing the groups, the Treasurer shall
   announce the amount of funding requested and the amount of funding received as
   applicable.
B. If the BAC approved any group for an amount over $20,000, the Treasurer shall
   outline the project and the justifications for BAC’s decision to approve the event. The
   Senate shall be asked to confirm that decision by a simple majority vote. Failure to
   receive Senate confirmation shall take precedence over any prior BAC decisions.

Section 6: Approval/Denial.
A. Upon approval of funding by the BAC (and SGA as applicable), the Treasurer shall
   inform the SGA group of the decision within two (2) days and arrange for a transfer
   of funds.
   a. Any group subsequently found to exceed their budget shall be responsible for
      covering the additional costs.
B. Upon approval or denial of funding by the BAC (or SGA as applicable), the
   Treasurer shall inform the SGA group of the decision within two (2) days, provide
   the organization with a completed set form (to be created by the Treasurer and
   approved by the Senate at the beginning of the semester) explaining the reason for
   the approval/denial of funding, and relate the minutes of the meeting in order to
   convey how the decision was arrived at.

ARTICLE IV. AMENDMENT OF BYLAWS
Amendment to the bylaws shall be carried out in the Senate as described in The
Constitution of the Student Government Association of Colgate University.
BYLAWS FOR STUDENT ORGANIZATIONS

ARTICLE I. BASIS FOR THE APPROVAL OF STUDENT ORGANIZATIONS

Section 1: Constitution.
A. Each student organization must write a constitution in the manner set by SGA.
B. The mission of the organization must be clear in the constitution.

Section 2: Purpose.
A. The organization must be beneficial and necessary to the enrichment of the Colgate community.
B. The organization must fill a unique niche within the Colgate community.
C. The organization must be open to anyone who wishes to participate.
D. The organization’s activities and funding needs must be eligible for funding from the BAC.

Section 3: Communication.
A. There must be a liaison from the organization present at the Legislative Affairs Committee to answer questions.
B. The mission of the organization must be clear in conversation with the organization’s liaison.
C. The organization must be willing and able to participate in events that are mandatory for SGA recognized groups.

Section 4: Student Senate Approval.
A. Each organization must be approved by a majority vote in the Student Senate.
B. The Student Senate should consider the approval of new organizations in at least one Senate meeting per month, with specific dates established in the Senate and published in a calendar at the beginning of each academic semester.

ARTICLE II. RESPONSIBILITIES OF STUDENT ORGANIZATIONS

Section 1: Required Paperwork.
A. Organizations are required to submit Student Organization Recognition Information sheets into the CLSI by September 15 of every fall semester.
   a. Student Organization Recognition Information sheets include the name and purpose statement, their contacts, the number of members, their meeting days and times, their meeting location, and the approximate date of the next election of officers.
B. Organization member lists need to be turned into the CLSI by October 15 of every fall semester.
   a. Exceptions to this requirement will be made when the anonymity of an organization’s members is necessary.
   b. Failure to register with the CLSI office on the approved date will result in the loss of the group’s slush fund.
   c. If the student organization still fails to comply pending the loss of its slush fund, then it will forfeit its privilege to access of BAC funds for the entire Spring Semester.
C. If student organizations fail to register with CLSI by December 15, their SGA recognition will be withdrawn; however, they will be allowed to resubmit their constitution for consideration the following fall semester.
D. Failure to fulfill these responsibilities will result in the suspension of access to BAC funding.

Section 2: Other Responsibilities.
A. One member of the Executive Board required to attend all President meetings.
   a. Failure to attend two presidents’ meetings will result in the loss of access to BAC funds for one semester.
B. Recognized organizations are required to turn in a report by the second and fourth presidents’ meetings of each semester, which includes a description of what the event/project was (or will be), how much they received from the BAC, and how many people participated in the event. This will be due at the end of each of the aforementioned meetings and will be reviewed, if necessary, by the Legislative Affairs Committee.

   a. Failure to submit one of these reports updating the group’s activities will lead to the loss of access to BAC funds for six University weeks.
   b. If student organizations continuously fail to hand in these bi-semester reports, their SGA recognition may be withdrawn; however, they will be allowed to resubmit their constitution for consideration the following semester.

ARTICLE III. PRIVILEGES OF STUDENT ORGANIZATIONS

Section 1: SGA-Recognized Organizations.
A. SGA-recognized organizations are those that have fulfilled the steps to gaining SGA approval and have been approved by a majority vote in the Student Senate.
B. SGA-recognized organizations have the following privileges:
   a. Use of Colgate’s name.
   b. Use of Colgate’s facilities, including the sponsoring or presenting of a public performance on Colgate property.
   c. Use of Colgate vans.
   d. Fundraising.
   e. Use of the Colgate Print Shop.
   f. Use of the CLSI copy machine.
   g. An email account.
   h. Funding from the BAC.
   i. First choice for Coop tables or tables at the Student Involvement Fair.

Section 2: Provisional Organizations.
A. Provisional organizations are those that have fulfilled the steps to gaining SGA approval, but have not yet been approved by a majority vote in the Student Senate.
B. Provisional organizations have the following privileges:
   a. Use of Colgate’s facilities.
   b. An email account.
   c. Use of Colgate vans.

SPECIAL RULES OF ORDER OF THE
STUDENT SENATE OF COLGATE UNIVERSITY

PURPOSE
The purpose of these rules shall be to facilitate the smooth functioning of the Student Senate. In accordance with Article XIII of the Constitution of the Student Government Association of Colgate University, this section shall consist only of those rules which serve to supplement, modify or clarify “Robert’s Rules of Order.”

TIME AND PLACE OF MEETING
The Vice President of the Student Government Association shall determine the meeting place of the Senate. The Senate meeting will be held on every Tuesday evening at 7:15 p.m. unless otherwise ordered by the Vice President of the Student Government Association.

OPENNESS OF MEETINGS
Meetings shall be open to all members of the Student Government Association and any member may participate in discussion on an equal footing. Further, by Senate resolu-
tion, Spring 1987, the Secretary of the Faculty Meeting shall also be afforded speaking rights at meetings of the Student Senate.

NOTIFICATION OF MEETINGS
Agendas and resolutions must be received by Senators 48 hours prior to the Senate meeting. Agendas shall also be available on the day of the meetings in the Coop and the Student Union.

RESOLUTION
Resolutions may be introduced by all members of the Student Government Association. They must be turned in no later than the Thursday night preceding the next Senate meeting and must be printed up and sent out with the agenda and past minutes. Resolutions shall also be available on the day of meetings in the Coop and Student Union.

The Senate may debate, but shall not act on, resolutions or motions not circulated in advance as here prescribed.

The chair has the power to make exceptions to these provisions in cases deemed necessary.

DEBATES
Debates will alternate between a speaker for and a speaker against. Parliamentary procedure will be observed carefully.

Whereas cloture rules are antithetical to the spirit of Senate meetings, a 2/3 majority of the Senate is needed to close debate on a resolution. In addition the chair may rule all motions for the question out of order.

ATTENDANCE
In order to maintain an efficient and effective Student Senate, all Senators are required to attend each meeting of the Student Senate, and each meeting of the committee on which he/she sits. One excused absence and two proxies, or a total of three proxies and no unexcused absences (including committee and Senate absences) will be permitted during the course of each semester. A third proxy when accompanied by an unexcused absence will be considered an unexcused absence. After one unexcused absence or two proxies, the Senator in question will be notified by the Recording Secretary that he or she has missed one meeting or has used two proxies. A second unexcused absence or fourth proxy will result in the Senator’s expulsion from the Student Senate. The Recording Secretary will notify the head of the living unit involved that a replacement election must be held. In the case of off-campus Senators, the Vice President and President of the SGA will publicize the vacancy(ies) in the campus media and will recommend replacement(s) to the Senators for confirmation.

PROXY VOTES
When a Senator or alternate is unable to attend a meeting or is forced to leave a meeting but wishes his or her support or opposition to resolutions and motions to be registered, he or she may exercise the prerogative of delegating to another Senator his or her vote to be cast in a proxy. He or she may not, however, specify how that vote is to be cast on specific matters. No Senator or alternate may have more than two proxy votes designated to him or her. Proxy votes shall be revoked in all cases when a meeting no longer has a quorum of members in actual attendance. The right of proxy also exists at meeting of the Electoral College.

ADJOURNMENT
The chair shall advise the Senate when the time has reached 8:15 p.m. and each successive half-hour thereafter. Meetings shall be expected to last until 8:15 p.m., and when business remains on the floor, the chair may rule all motions for adjournment out of order.
PRESIDENTIAL APPOINTMENTS
The President of the Student Government Association shall publicize all vacancies occurring in appointed positions at least one week prior to each appointment. The President shall have adequately publicized the vacancy(ies) if announcements have been made in at least two of the following media: campus newspapers, campus radio station, visible position at the O’Conner Campus Center and the Student Union, and announcements in Senate.

AMENDMENTS
These rules of order may be amended or added to by a 2/3 vote of all members of the Senate one week after all the Senators have consulted with their constituencies and polled these constituencies for their opinion.
The Dean of the College, members of the Dean’s staff and numerous other offices and departments are concerned with the quality of student life beyond the classroom. Extracurricular activities at the University are intended to complement and enhance a student’s academic experience, and a wide range of programs and services is conducted for this purpose.

**Administrative Advisers**

Although Colgate is a relatively small institution, it is nevertheless quite complex because of the wide range of educational opportunities available to students. Because of this complexity, the University has established the administrative adviser structure to help students in making decisions concerning their academic careers.

Under this system, there are five administrative advisers. Each student at Colgate is assigned an administrative adviser to whom he or she may turn for advice and assistance. During the first year, students share a common administrative adviser, who works with members of that class and the special problems and issues that pertain to that group. After their first year, students are assigned to another administrative adviser for their upper-class years.

Administrative advisers serve in many ways to supplement the faculty advising system. Routinely, students see an administrative adviser when they have questions about policy and procedures that cannot be answered by reading the Catalogue, Student Handbook, or other publications. These questions commonly deal with graduation requirements, attendance patterns, personal or academic leaves of absence, withdrawal from the University, disciplinary matters, or emergencies or problems that may impact the quality of a student’s academic work. Personal problems may also be discussed, and at the request...
of the student, the administrative adviser may contact others in the Colgate community or elsewhere who can assist the student in resolving these problems.

Instructors and faculty advisers may also confer with the student’s administrative adviser on questions of University policy, or on an individual student’s progress in a course. Other areas of mutual concern between a faculty member and an administrative adviser include authorization of incomplete grades, verification of prolonged absence from a class, and inquiries about academic standing. In this regard, at the midpoint of each semester, faculty members are asked to report students whose academic absences from class are excessive and/or students who are experiencing academic difficulty in a course. Course warnings may be sent to a student’s administrative adviser, who in turn advises the student and the student’s faculty adviser of inadequate classroom performance. An administrative adviser may also request a specific progress report at any time if the adviser feels that the student’s academic status is in question. Because of the limited experience of first-year students, the College is especially concerned with their academic progress.

The administrative adviser is a member of the Committee on Standards and Academic Standing, a committee that takes action on student petitions regarding policy exceptions and academic dismissal. This Committee meets regularly throughout the school year and in special session at the end of each term to review petitions from students who fail to meet minimum academic standards.

The University will as a matter of policy deal with students as adults and will expect them to take responsibility for their academic and personal lives at Colgate. However, when in the judgment of the student’s administrative adviser the student’s Colgate career may be in jeopardy for health, academic or disciplinary reasons, the University will normally contact the student’s parents, guardian or next of kin.

The administrative adviser structure helps to personalize the bureaucracy and to steer students through the system. The system allows for continuity, both in terms of advisory relationships and in the interpretation of University policies. Therefore, it is important for students to know that an entry point for questioning administrative procedures or for expressing their concern about the University is their administrative adviser.

Residential Life
For all policies and information pertaining to Residential Life, please consult the following chapter, “Residential Life,” as well as the Office of Residential Life website.

Center for Leadership and Student Involvement (CLSI)
Recognizing the importance of social, cultural and recreational activities, the University provides a wide range of opportunity for students to become involved in such programs. The Director of the Center for Leadership and Student Involvement is generally responsible for events sponsored by student organizations, but officers of various clubs and organizations are expected to demonstrate responsible leadership and are held accountable for their actions. Section 6 of the Code of Student Rights and Responsibilities, entitled Student Organizations and Groups (see Index), provides a more detailed description of the relationship of student activities to the University.

There is a close working relationship between the Director and officers of the Student Government Association. Together, their purpose is to promote and encourage co-curricular activities that meet the continued and emerging interests of the student body. As a result of this joint effort, numerous student organizations initiate a variety of programs with financial support from the Student Activity fee.

Although the University does not require a faculty adviser, many student organizations welcome the advice and assistance of faculty members with mutual interests. All
recognized organizations have an adviser from the CLSI staff who is available to assist them with a myriad of issues. A detailed directory of student organizations is available through the office of the Director of the Center for Leadership and Student Involvement, located in the O’Connor Campus Center (Coop). For an abbreviated list of student activities, consult the Directory of Student Organizations in the University Catalogue.

The Center for Outreach, Volunteerism, and Education (The COVE)
The COVE is Colgate’s center for community service and public work. Housed in East Hall, the COVE supports volunteer teams, community based learning and research classes, internship programs, Residential Life initiatives, and social change oriented career counseling.

While recognizing the need for direct service, the COVE challenges its students to move beyond the immediate needs of the community to explore the underlying factors creating these needs. Through workshops, speakers and focused exercises, the COVE strives to give students the necessary skills for collaborative community building and problem solving.

The COVE’s goal is to help America meet its two most pressing challenges: to create healthy communities that meet the multiple needs of all people, and to create an activated citizenry of community builders who are committed to democracy.

Student Health Service
The University Student Health Service is organized to provide routine medical care and to promote wellness through education to registered Colgate students.

Location  The main Health Center is located on Broad Street, between Reid Athletic Center and Community Memorial Hospital. The Satellite Clinic is located on the lower level of the Curtis Complex. Phone: Main Clinic 228-7750; Satellite Clinic 228-7715.

Hours  The main Health Center is open seven days a week and students are encouraged to call for appointments. The Satellite Clinic is open weekdays as a walk-in facility for minor illnesses needing limited care.

During those hours when the Health Center is not open, staff members are available by contacting the Colgate University Operator at 228-1000.

Cost  There is no charge for visits to the Health Center or Satellite Clinic. Students (or their health insurers) are responsible for bills relating to emergency room visits, laboratory and X-ray tests, visits to specialists, and certain medications.

Services  The Student Health Service staff consists of a physician director, physician assistants, nurse practitioners, and staff nurses. The Health Service is designed to provide the general range of services that one would expect to receive from the family physician. Services include, but are not limited to, general medical problems, treatment of trauma and injuries, birth control counseling and examinations, gynecological services, minor surgery, and wellness evaluation. Laboratory tests and x-rays are available at Community Memorial Hospital. Referrals to specialists, both in the local community and in neighboring cities, can be arranged as the need arises.

The Student Health Service stocks a supply of informational material that can be obtained by students free of charge. Topics include birth control, first aid, and explanations of medical problems. The staff is also available to facilitate discussions in residential units or other campus settings.
Medications  Many medications are dispensed to students, either at minimal or no charge. Other prescriptions may be filled, at the student’s expense, in one of the local pharmacies. Crutches and other medical supplies are also available on loan. Allergy serums may be stored in the Health Center and are administered by a staff nurse by appointment.

Confidentiality  A student’s medical records at the Student Health Center are confidential, and information from them is only released with the student’s request and written permission. Records are kept for ten years after graduation and are then destroyed.

Transportation  Students without transportation and unable to walk to and from the Health Center are encouraged to utilize the shuttle bus or contact Campus Safety.

Absence from Class and Medical Excuses  The College recognizes that students will occasionally have significant medical illnesses or injuries that prevent them from attending classes or completing assignments or exams. The student is responsible for contacting the professors and administrative adviser concerning any make-up work, withdrawals, extensions or incompletes that might be necessary. With the student’s permission, the Health Service will verify these prolonged absences. The Health Service does not notify professors and administrative advisers about minor illnesses (that will resolve within a few days). Students will be expected to contact their professors directly about these brief days of missed course work.

Counseling and Psychological Services

Telephone  228-7385

Location  Colgate University’s Counseling & Psychological Services is in Conant House, located just above the Bryan Complex and behind Drake Hall.

Office Hours  The Center is open from 8:30 to 5:00, Monday through Friday. During this time students may call or drop in to make an appointment.

Emergency Service  For assistance with emergencies after hours and on weekends, call the University Switchboard (228-1000) and ask for the staff member on call to be paged.

Services  The staff is available to assist with psychological, interpersonal, alcohol and/or other substance use/abuse, or academic problems, which may interfere with the educational or personal development of students. Individual and group psychotherapy and counseling, individual evaluation and discussion groups on psychological and personal development topics are offered to all students. Staff members are also available for consultation to student organizations, faculty, and staff. Services are provided at no charge.

Library  The John Martire Library and Reading Room are housed in Conant House. The library includes resources in psychology and current mental health issues; students and staff of the university are welcome to use these resources.

Referral  Referral procedures are informal. Frequently students recognize a need for assistance and come to the center on their own. Faculty, administrative advisers, staff, residence hall advisors and peers may help make initial contacts. Members of the Dean of
the College staff and Health Services staff often assist in referrals when psychological help seems indicated.

**Confidentiality** Information obtained from counseling is held in the strictest confidence and will not be communicated to anyone unless requested by the student. The only exception would be the rare instance when the student is a clear and imminent danger either to self or others. Information would be released, however, only after careful deliberation, and then only to appropriate persons. Written records are equally confidential. Records of all contacts at the center are destroyed after seven years.

**Office of the Chaplains**
The Office of the Chaplains coordinates and supports religious life on campus, assisting various groups and individuals in religious practice as well as in the exploration of religious issues. University religious communities include: 1) the University Church, an ecumenical Christian congregation which carries forward the work of Colgate’s Protestant founders, 2) the Newman Community, a Roman Catholic ministry, 3) the Colgate Jewish Union which draws members from various branches of American Judaism and which is located in the Saperstein Jewish Center. The Saperstein Center has a kosher kitchen and a Judaica library, and serves as the context for Services, lectures, and other social and cultural events. The above student congregations are served by ordained clergy on the Chaplaincy staff, and each community has its own program of weekly worship, education, mission and social service, outreach, and social activities. 4) The Muslim Student Association (MSA) is a vital group of committed students. Muslims meet for prayer in the MSA prayer room and have a full social and educational program life and are led by student officers with the support and assistance of the University Chaplain. 5) Eastern Orthodox Christians 6) the Hindu Student Association are newer groups with increasing social and religious programs. Chaplains and student boards work together in leadership in all of the Colgate religious communities and 7) the Buddhist Student Association. Also important to Colgate religious life are two Student Association organizations, Intervarsity Christian Fellowship/Campus Christian Fellowship which provides midweek worship and program activities, and the Sojourners Gospel Choir which ministers in the African American Gospel Tradition and has its home in University Church.

Members of the Chaplaincy staff include the University Chaplain, the Jewish Chaplain, and the Catholic Chaplain. In addition to serving religious communities, all of the chaplains are available for assistance in religious life and the exploration of religious questions. They are available for educational programs, counseling on a wide variety of issues, crisis intervention and interfaith understanding. The Office of the Chaplains is able to assist students who wish to participate in the parish life of local congregations (Baptist, Methodist, Episcopal, Catholic, Society of Friends, Hamilton Bible Fellowship, and other churches). The Office of the Chaplains is located in the Garden Level of Memorial Chapel. Students who wish assistance or information from the Chaplains are encouraged to come to the Office of the Chaplains or telephone (315) 228-7682.

**ALANA Cultural Center**

**Multicultural Learning Outside the Classroom** Colgate’s ALANA Cultural Center plays a significant role in bringing together the African, Latin, Asian, and Native American (ALANA) communities as well as all Colgate students. It serves as a learning center and home where all students may come to understand the cultures, achievements and contributions of ALANA peoples. It plays an advising and facilitating role for ALANA student organizations and collaborates with faculty and administrators on speakers,
performances, exhibitions, cultural dinners, field trips, debates, forums and just plain fun events.

**Multiple Resource Opportunities** The Cultural Center offers a variety of resources including a multipurpose room where lectures, meetings, discussions and open houses take place. There is a kitchen, a seminar room where various classes meet, and a computer room. The Lounge (formerly the library) functions as shared resource space for student organizations, a social area of group gatherings and study space, which is conducive to individual and group study. On permanent display in the Multipurpose Room is the Underground Railroad “Faces” exhibit and a multicultural mural painted by members of the Colgate student community. Student monitors, called “ambassadors,” develop and coordinate programs and activities for the center and Colgate community.

**Important History – Important Mission** First established through the efforts of the Association of Black Collegians in 1969, the Center was rededicated in a new building in the Spring of 1989. One important purpose is to enhance the quality of life of students of color at Colgate. In preparing students for a diverse workplace, collaborations among various members of the Colgate community and service learning in the wider community are crucial. Toward that end, the Center is used by diverse groups throughout the campus, including the Interfraternity-Sorority Council, Volunteer Colgate, yoga classes and the Office of Residential Life. As one alumnus said, “It is a community that is open to everyone.”

**Office of Undergraduate Studies**
The Office of Undergraduate Studies (OUS) is a center for academic assistance, providing special academic programs and a variety of learning resources which can contribute significantly to students’ intellectual and personal development while complementing and supporting the curriculum. Services include academic assessment, academic counseling, professional tutoring, peer tutoring, course-based study groups, assistance with reading and study skills, and mentoring programs.

Special programs administered by OUS include a five-week pre-first-year summer session that assists selected students with the transition from secondary school to the challenges awaiting them at Colgate. Eligibility for admission to Colgate under the auspices of OUS or the Higher Education Opportunity Program (HEOP) is determined at the time of admission and **no separate application is necessary**.

For more information about the services and programs, please contact the OUS office at (315) 228-7375. For information about admission through OUS and HEOP, please contact the Office of Admission, James B. Colgate Hall.

**Center for Career Services**
315-228-7380
Hours: 8:30 a.m. - 5:00 p.m., Monday-Friday

**Spear House – “The Gateway to Your Future”** The Center for Career Services, located in Spear House, supports students of all class years and concentrations in translating their liberal arts education into diverse summer learning experiences and postgraduate opportunities. We provide career advising; workshops, programs, and special events; printed and on-line resources; a top Recruiting program; and access to alumni to aid students in exploring, making informed decisions about, and securing their goals. To maximize the skill- and knowledge-building benefits of our services, students are encouraged to visit Spear House and engage in programs through all four years at Colgate.
Our in-house Stanley Kinney Career Library offers students an extensive collection of printed materials on defining and researching potential career paths that fit with an individual’s unique strengths and interests; identifying career paths and job search resources by concentration and industry; conducting successful job/summer learning experience searches; directories of employers and professional associations; and employment bulletins for a large number of career fields. Trade publications from several professions and industries, as well as leading magazines and daily newspapers can also be found in our library. Print information on graduate schools and postgraduate programs is available on the second floor of Spear House. The Student Resource Room located on the lower level serves as a résumé production and research center, with campus-networked computers providing access to the World Wide Web.

Workshops, Programs and Special Events Career Services coordinates a broad range of platforms and opportunities for students to learn more about and develop the skills, processes and strategies they need for today’s job markets and to explore the myriad of possibilities available to them. A sample of our programming includes:

- Weekly résumé and cover letter workshops
- On-going workshops and programs on developing the other self-marketing materials and techniques for job and internship searches
- Alumni and other guest speakers from the for-profit, non-profit and government sectors
- Employer information sessions, presented by recruiters and/or alumni from companies recruiting at Colgate
- “A Day in the Life” job shadowing program
- Networking receptions with alumni
- Fellowships and scholarships information sessions
- Pre-law information sessions and a Law School Fair
- Blackboard discussions with alumni/ae on specific career fields
- Workshops on applying to graduate and professional schools
- Mock interviews with Career Services staff and alumni guests
- Intensive courses on self-assessment and career exploration for students of all class years
- Real World, a three-day program for seniors co-sponsored by Senior Class Council and Center for Leadership and Student Involvement

Summer Learning Experiences Our office guides first-year, sophomore, and junior students on visualizing, seeking, creating and applying for internships and summer jobs. Many internships are offered by Colgate alumni/ae and parents who develop rewarding career experiences for students. In addition, Career Services distributes the eInternshipFinder with more than 350 postings a year and collaborates with the Liberal Arts Career Network (LACN) consortium to offer students a database with thousands of opportunities. We recommend that students take advantage of our individual or group advising to identify the experiences and skills they want to gain during the summer and to learn how to define and develop a strategy to secure the desired experience. Our comprehensive Summer Learning Experience publication complements our advising on the process.

Postgraduate Opportunities Career Services manages a robust Recruiting Program, with more than 100 organizations actively seeking out Colgate students for both career and summer positions in diverse areas such as advertising, communications, finance, education, science and research business health, government, law, consulting, public policy and more. The eJobFinder, distributed electronically, contains hundreds of entry-level career
opportunities and position postings. Many of the positions available through the Recruiting Program and ejobfinder are promoted by Colgate alumni. Students can also participate in four highly-selective, off-campus recruiting consortia.

In addition to the published opportunities, Career Services consult with students individually to create and execute search strategies to attain their specific goals. Advising on fellowship/scholarship programs that fund postgraduate study, travel, and research, including the Rhodes, Fulbright, Watson, Churchill, Marshall, Carnegie, and Truman, is also provided.

**Graduate and Professional Schools** Career Services staff works closely with faculty and academic departments to support students’ effort to gain acceptance into all types of graduate and professional programs. Career Services houses the Pre-law Advising program and serves as contributing members to the Health Sciences Advising committee. Our programs include helping students explore the options of graduate school, preparing for and managing the application process, and discovering the resources for funding a graduate or professional school education.

**The Colgate Connection** More than 4,000 alumni/ae volunteers assist Colgate students in becoming more aware of career fields and options, building skills to be successful in job and internship searches, and making important connections in the world of work. Our dedicated Colgate Connection volunteers commit their time, energy and expertise in providing career advice and direction, informational interviews, input on employment interviewing, access to networking opportunities and industry contacts, and much more.

**Office Publications** The Center produces how-to guides for résumé writing, job search correspondence, interviewing, finding a summer learning experience, and applying to graduate school. We also e-publish the monthly PathFinder (for underclassmen) and Senior Pathfinder with information on current trends and issues in the professional marketplace, ideas and tips on marketing the liberal arts education and experiential roles, and internal and external counsel on job/graduate school/ and internship searches.

**Career Services Website** Found at http://offices.colgate.edu/career/, our website is the best place to learn more about available services and upcoming programs. The site includes further information on how our office works with students; a calendar of events and programs; self-assessment tools and exercises; resources for exploration of and research on career fields; databases and weblinks for finding a summer learning experience or full-time job; details on the Recruiting Program, and access to other valuable web-based resources.

**Campus Safety**
The Campus Safety Department is located at 88 Hamilton St. and is in operation 24 hours a day during the entire year. **Phone: 228-7333 for routine business, 911 for emergencies or 228-7911 from cell or off-campus telephones.** The office itself is open 24 hours a day.

**Motor Vehicles** All students who have a motor vehicle on campus are required to register the vehicle and receive a registration decal at the Campus Safety Department within 24 hours of arrival at Colgate. All students receive a copy of The Colgate University Motor Vehicle Handbook via campus mail. Failure to abide by the University’s motor vehicle rules and regulations may lead to fines, the towing of one’s motor vehicle and/or disciplinary action.
Parking There is an overnight parking ban from 3:00 a.m. to 7:00 a.m. for all parking lots and roadways on campus with the exception of: the first-year lot behind the Community Memorial Hospital, the parking lots behind the University Apartment complexes and Broad Street Houses. This ban includes faculty, staff and students. Violators may be towed, particularly during snow removal months. Also bear in mind that the number of vehicles registered exceeds the number of parking spaces available and a campus vehicle registration does not guarantee a parking space. Students are responsible for insuring that their visitors and guests obtain temporary parking permits and park legally.

Speed Limits The maximum allowable speed on campus is 25 mph. A speed limit of 15 mph applies to Academic Drive, Alumni Drive and Oak Drive from Academic Drive to the Observatory.

Identification Cards (I.D. Cards) The Campus Safety Department issues and maintains official Colgate student identification cards. The card, with a color picture of the student, student identification number and date of birth, is the sole instrument for personal identification and for admission to Colgate events, and for use in checking out books and other materials from the library and other organizations on campus. The card is issued free of charge, but a fee is assessed to replace lost, mutilated or stolen cards. Students may be required by University Officials to produce their I.D. cards to verify personal identification, and should carry their I.D. cards at all times. Students are reminded that forgery or alteration of the Colgate I.D. card, presenting another student’s identification card to falsely identify oneself or to obtain services and/or products is considered a violation of the Code of Student Conduct and may result in disciplinary and/or criminal action against those involved.

Weapons It is a violation of University regulations to possess on campus or in university housing, revolvers, pistols, replica weapons, chemical weapons (including mace), knives over six inches in length, gas, or spring-powered pellet or “BB” guns, sling-shot devices, paint guns, or any other substance or device designed to harm or incapacitate. Rifles, shotguns and paint guns are not permitted on campus or in University buildings but may be safely stored at the Campus Safety Department. This restriction does not apply to law enforcement personnel authorized by law to be in possession of such weapons. Other exceptions related to educational programs can only occur with written authorization by the Director of Campus Safety.

The discharging of weapons on the Colgate campus or in the Village of Hamilton is illegal and poses an obvious threat to the lives and safety of residents and will result in severe disciplinary and/or legal action against those responsible.

Lockouts Students who lock themselves out of their rooms in University residences should seek entrance by contacting the building custodian if the “lock-out” occurs during the hours of 7:00 a.m. to 3:30 p.m. on weekdays. At all other times they should call the Campus Safety Department, and the staff person will admit them when time permits. This service is provided free once per year, and students are charged for subsequent lockouts.

Lost & Found The Campus Safety Department accepts lost and found property; contact the department to report lost property, and to turn in any found property.

Solicitation on Campus All persons soliciting on campus must possess written credentials from the Office of CLSI. Any strangers or solicitors without clearance should be reported promptly to the Campus Safety Department.
Fire Safety  Fire safety procedures have been posted in all residence halls; please read and follow instructions closely. All university fire alarms are directly connected to the Campus Safety Department. Remember: evacuate a building whenever a fire alarm is sounded; failure to do so could result in the loss of life. A room-by-room evacuation check is conducted during every fire alarm. Individuals who fail to evacuate a University building during a fire alarm will be subject to University discipline. The sending of a false alarm undermines fire safety, is illegal and is a hazard to firefighters and to occupants. Individuals sending such alarms are subject to state criminal penalties and will also be subject to University discipline.

Intentionally setting a fire in or on University property or causing a fire through gross negligence is strictly forbidden, and students responsible will be subject to arrest and/or University discipline.

Fire safety is a matter of urgent concern for all members of the community, a fact observed in the University’s scheduling of fire drills and fire safety checks in all residential areas. Fire alarms and fire fighting equipment are in University buildings for the community protection of life safety. Any tampering with or misuse of such equipment is a violation of New York criminal law and may result in University disciplinary action, a fine, and/or criminal prosecution. A fine (per person, per incident) may be assessed for persons who tamper with fire safety equipment. This fine may be assessed in addition to the cost of other restorative measures (repairing or replacing damaged or stolen equipment, resetting alarms, recharging fire extinguishers, etc.). For University residences, where no individual or individuals accept responsibility, the Office of Residential Life, at their discretion, may assess a fine to a floor or building on a pro-rata basis.

Fireworks are illegal in New York State, and possession or detonation of fireworks is strictly forbidden. Students who possess or detonate fireworks will be subject to disciplinary action, a fine, and/or criminal prosecution.

Taylor Lake  Swimming, wading, or boating in or on Taylor Lake without the permission, given in advance, by the Director of Campus Safety is prohibited at all times. Similarly, for safety and environmental reasons, the throwing of persons or objects into the lake is prohibited at all times. Ice skating in designated areas will be permitted when conditions so permit and at the skater’s own risk. Fishing in Taylor Lake and Payne Creek is permitted for members of the Community who possess a valid New York State fishing license.

Emergency Medical Services  Immediately telephone Campus Safety at 911 to report any type of medical emergency. Officers will respond and provide first response treatment, and will summon an ambulance when needed. Campus Safety provides non-emergency transportation to the Health Center or local hospital emergency room for those who become ill or injured on campus; dial ext. 7333 for this service.

Theft Prevention  While theft at Colgate is generally rare, experience has shown that rooms and offices cannot be left unlocked for even very short periods of time without the possibility of a theft occurring. A few elementary precautions and safeguards can decrease losses due to theft. These include the following:

1. Never leave wallets or purses on top of desks or in plain sight; keep them in a locked cabinet or a closed drawer.
2. Never lend keys or equipment to strangers; do not divulge your building’s access code or card to others.
3. When leaving your room, make sure that all windows that are accessible from the outside are closed and locked. All valuable items should be stored out of sight if possible. Doors should be locked even if you plan to be away for only a few minutes.
4. Never prop an outside door open for someone who does not have a key (or access code or card) to the building. This destroys the best security plans and is an open invitation for crime to occur. Instead, set a time to meet your visitor in front of the building.
5. Record serial numbers, model and brand names, and descriptions of valuable items in your room. Keep a duplicate list in a separate location.
6. Engrave name, Social Security Number or other personal identifications on valuable items (audio equipment, cameras, etc.) to make them less attractive to theft. An engraving instrument for marking personal belongings is available for loan at no cost from Campus Safety.

In case of theft, all details should be immediately reported to Campus Safety. In many cases, parents’ homeowner insurance policies may cover belongings while enrolled at college, and students may be able to make claims against these policies if theft occurs.

**Personal Security** While Hamilton and Colgate have historically been relatively safe communities, a few common sense practices will help you from becoming a victim of crime. Avoid walking alone after dark in unlighted areas of the Village or the campus. On campus, you may call Campus Safety for a personal safety escort. Similarly, do not study alone in the late night study areas provided in classrooms. Last, make it a practice to lock your room at night. To help yourself and other members of the community, report any suspicious persons to the Campus Safety Department immediately.

**Emergency Telephones** Emergency telephones are located throughout campus. These telephone boxes are clearly identified by a blue light.

Persons may use these telephones 24 hours a day to report emergencies or to report suspicious persons or behavior. These phones ring directly at the Campus Safety Department Office. The dispatcher will immediately dispatch an officer to assist you.

**Emergency Phone Numbers**
- Campus Safety Emergency .............. 911 or 228-7911 from cell or off-campus telephones
- Campus Safety Business ................................................................. 228-7333
- Hamilton Police Dept. ................................................................. 824-3311
- Madison County Sheriff ........................................................... 366-2311
- New York State Police:
  - Morrisville ................................................................. 684-9550
  - Oneida ................................................................. 366-6000

**Student Financial Aid**
All financial aid at Colgate is based on need as determined through the analysis of the Free Application for Federal Student Aid (FAFSA), and Financial Aid PROFILE of the College Scholarship Service. The analysis of these documents takes many factors into account: annual income, assets, number of dependents, age of parents, medical expenses, emergency expenses, number of children in college, and numerous other individual circumstances. Signed copies of the parents’ and student’s federal income tax return are required for each student receiving financial aid in order to verify income figures. Students are also expected to contribute to the cost of the education from earnings, savings, trust funds, and any other available resources, and because students’ earning potential tends to increase each year, earnings expectations may be increased.

**Financial Aid** All financial aid at Colgate is based on need as determined through the analysis of the PROFILE form submitted through the College Scholarship Service, the FAFSA (Free Application for Federal Student Aid) and signed copies of parents’ and
student’s federal tax returns. Additionally, Colgate offers athletic scholarships in selected intercollegiate sports beginning with the Class 2008.

**Financial need** is determined by subtracting the total expected family contribution, as determined by Colgate, from the total cost of attendance. Students applying for financial aid are automatically considered for all available federal, state and university aid. A financial aid package may include institutional funds, federal and/or state grants, federal loans, and a job.

**Eligibility** for financial aid is limited to students in full-time attendance. University grant aid is applicable only to resident student programs and Colgate directed off-campus programs. University grant aid is limited to a maximum of eight terms for students who matriculate as first-year students. Courses transferred to complete Colgate degree requirements will reduce this eligibility. Increased grant assistance is not available to students who marry or who voluntarily declare themselves independent of their parents. Colgate will not offer assistance if parents decide that they no longer wish to support their child who is a matriculated student. Financial aid is not available to international students who did not receive Colgate grant aid as an entering student nor is it available for visiting students.

Students receiving federal financial aid must maintain satisfactory academic progress for continuance of such aid.

**Continuation of Aid** Financial Aid awards are reviewed and renewed annually, so long as it is justified by demonstrated need. A student must apply for financial aid each year. Students returning from academic dismissal or disciplinary suspension will see the composition of their aid package change. Maximum loan levels in the federal loan program and a work-study job will be packaged first. Colgate Grant will be awarded to meet remaining need.

**Application instructions and forms** are available on line only at [www.colgate.edu/financialaid/apply](http://www.colgate.edu/financialaid/apply). Financial aid applications with all required additional forms should be submitted to the Office of Financial Aid by April 1 of each year.

The staff of the Office of Financial Aid is available Monday through Friday during normal University business hours to answer questions and assist in financial aid planning or by email at finaid@colgate.edu.

**Finances**

**Payment of Bills** The bill for tuition, room and board must be paid in advance of the beginning of each term (August 1st for the Fall term, and January 1st for the Spring term). Refer to the current University Catalogue for charges for tuition, fees, room and board. Past due amounts are subject to a late payment fee. Students with significant balances may be prohibited from registering for classes.

In cases where scholarship or other financial aid is expected, credit may be taken on term bills provided official notification of the award is received by the Office of Accounting & Control before classes begin. Students or parents who anticipate difficulty in meeting payments should consult with the Office of Financial Aid or the Office of Accounting & Control well in advance of the scheduled dates of payment.

A student is expected to satisfy promptly all bills due the University and to demonstrate a proper regard for all financial obligations. If a tuition is overpaid resulting in a credit,
Colgate reserves the right to apply the tuition credit to outstanding miscellaneous financial obligations. Delinquency may result in cancellation of enrollment and loss of academic credit. The University reserves the right to withhold the academic records from any student who has not satisfied, or made provision to satisfy, accounts due to the University. In any term, students who fail to make satisfactory arrangements and enter courses without registering will be required to leave the University and forfeit all deposits and any academic credit for that term. Unpaid accounts may be submitted to an external agency for collection. Collection costs can be as high as 50% of the balance and will be added to the amount of indebtedness.

**Refund Policy**

**On Campus**  Students must notify and receive permission from an administrative adviser to withdraw officially or to take a leave of absence from Colgate. The official date of withdrawal is determined by the student’s administrative adviser. A student who officially withdraws or is granted a leave of absence from Colgate will receive a refund on tuition, fees, room, and board based on the percentage of time enrolled. The same percentage of refund will be applied against federal aid programs and institutional grant and cash payments. After 60% of the enrollment period has passed, no refund of expenses or payment resources will be made. This policy applies only to tuition, fees, room, and board charged by Colgate University to a student’s tuition account. A sample of this refund policy is available by contacting the Office of Financial Aid at (315) 228-7431.

**Off-Campus Study Groups**  A student who has officially been withdrawn from a Colgate study group by his/her administrative adviser is also eligible for a refund according to the above schedule. For refund purposes, the first day of classes for each study group is the official starting date of the group, as announced in study group pre-departure materials.

**Billing Schedule**

<table>
<thead>
<tr>
<th>Term</th>
<th>Billing Date</th>
<th>Payment Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>July 1</td>
<td>August 1</td>
</tr>
<tr>
<td>Spring</td>
<td>December 1</td>
<td>January 1</td>
</tr>
</tbody>
</table>

**Matriculated Undergraduate Students**  A matriculated undergraduate student is defined as a student who is working toward a Colgate degree.

Tuition is charged by the term, and no student who completed his or her degree requirements in eight terms will be billed for more than (or less than) the equivalent of four full years’ tuition. There is no additional tuition charged for course overloads (5 courses in the fall or spring terms) nor is there a reduction for an underload in any term.

Students who have completed the requirements for their degree may request, in advance, permission from their administrative adviser to attend an extra term as a Special Student. Students granted such permission are billed each term, for one-half annual tuition, or for one-eighth annual tuition per course, whichever is less.

Students with advance placement or transfer credits may wish to consult their administrative adviser to determine if they can complete their Colgate degrees in seven terms.

**Visiting Students and Special Students**  are students who are not working toward a Colgate degree (non-matriculated). They will be billed each term for one-half annual tuition, or for one-eighth annual tuition per course, whichever is less.
Half-time Students  Many financial aid programs require that a student be “at least a half-time student” to be eligible to receive the benefits of the program. Any student enrolled for two or more Colgate courses meets the definition of “at least a half-time student.”

Special Charges  A late registration fee is assessed to all students who fail to register at the beginning of each term within the deadlines established and published by the Registrar. Permission to register late must be obtained from the student’s administrative adviser who may, if the circumstances are extenuating and beyond the student’s control, waive the payment of the fee.

A fee will be assessed for processing a course change after the announced deadline for the drop/add period; however, there is no fee for an approved withdrawal after the deadline.

Registrar Services, Academic Records and Transcripts

The Office of the Registrar is the repository for all student academic records and is the office that generates a student’s official college transcript. Official copies of the transcript, bearing the college seal and the Registrar’s signature, may be sent to other academic institutions, government agencies, prospective employers, and the like, but only upon signed, written request.

Orders for transcripts are usually processed within 3 to 5 working days after receipt of written request. Requests should be directed to the Registrar’s Office and should include the following:

1. Colgate class year
2. Name on file as a student
3. Colgate ID number or Social Security Number
4. Current daytime telephone number or email address
5. Full mailing addresses for transcript recipients
6. Signature

It is the policy of the University that transcripts cannot be released for anyone whose account with the Student Aid Office or the Accounting and Control Office is not fully paid or current.

Academic records are sealed upon graduation, withdrawal, or permanent dismissal from Colgate University. No changes or additions to a student’s undergraduate transcript will be permitted after this date. This includes major or minor concentrations, cross-listed courses, additional transfer credits, or additional courses taken at Colgate following graduation.

Food Service Program

The University contracts an extensive food service program with the Sodexho Services. Meals are served in two dining halls, Curtis Frank Hall and, the Edge Café (Bryan Complex) and meal hours are posted in each location.

To accommodate varying food preferences, three entree selections are offered at each meal, and there are unlimited seconds on all items except some special meals. Students are encouraged to meet and work with the food service managers in each of the various units. Comments and suggestions make an important contribution to overall dining hall operations.

Meal Plans  Board contracts are required of all students living in University residence halls. The dining hall plans provide you with “all you care to eat” at Frank Hall and the Edge Café, along with a value access at the Coop. This value access allows you to eat
breakfast, lunch, dinner or late night at the Coop for any specific meal period. The value access dollars varies with each meal. You are allowed one access per dining period.

Should you exceed the maximum “value access” for the dining period, you can either use your Gate Card or cash.

<table>
<thead>
<tr>
<th>Meal Time</th>
<th>Access Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>7:30 a.m. – 11:00 a.m.</td>
</tr>
<tr>
<td>Lunch</td>
<td>11:00 a.m. – 5:00 p.m.</td>
</tr>
<tr>
<td>Dinner</td>
<td>5:00 p.m. – 9:00 p.m.</td>
</tr>
<tr>
<td>Late Night</td>
<td>9:00 p.m. – Midnight</td>
</tr>
</tbody>
</table>

Description of Meal Plans

Premier Unlimited 7:30 a.m. – 9:00 p.m. This plan is required for first-year students and is recommended for all students who prefer the flexibility of dining as often as they like. This plan allows for unlimited access to Frank and the Edge Café, with five dining accesses to the Coop each week. This plan is available to first-year, sophomores, juniors and seniors.

Classic Unlimited 11:00 a.m. – 9:00 p.m. This plan allows unlimited access to Frank and the Edge Café starting from 11:00 a.m., with three dining accesses to the Coop each week. This plan is available to sophomores, juniors and seniors.

14 Meal Plan This plan allows up to three meals per day (one per dining period) for a maximum of fourteen meals per week. You have the flexibility of using this plan at Frank, the Edge Café or the Coop. This plan is available to sophomores, juniors and seniors.

10 Meal Plan This plan allows up to three meals per day (one per dining period) for a maximum of ten meals per week. You have the flexibility of using this plan at Frank, the Edge Café or the Coop. This plan is available to juniors and seniors only.

5 Meal Plan This plan allows up to three meals per day, Monday through Friday, for a maximum of five meals per week. You have the flexibility of using this plan at Frank, the Edge Café or the Coop. This plan is available to any student not residing in a resident hall.

Special Services Items such as birthday cakes, food for residence hall parties and special dinners are available. Agreements for such special services may be made through the Main Office in the Frank Dining Hall.

Behavior Students are expected to conduct themselves with decorum while in the dining halls. All students have the right to dine in a quiet and orderly atmosphere.

The removal of dishware from a dining hall is forbidden. Such practices are costly and cause inconvenience and dining delays. Cooperation in this matter is both expected and greatly appreciated.

O’Connor Coffee Shop (Coop) The Coop is located in the O’Connor Campus Center and provides snack and a la carte service daily. The menu and hours of operation are posted.

The Libraries

Construction at Case Library During the 2005-2006 academic year, Case Library will be refurbished, expanded, and updated with the latest information technologies, including a three-story library automated storage and retrieval system capable of housing approximately 500,000 volumes. The new facility will be a distinctive space for creative learning and groundbreaking research, and will transform learning at Colgate. Case Library will be closed until August 2006, but services, study spaces, computers and access to collections are being provided in James C. Colgate Hall during construction. Information about hours, collections and services may be found on the libraries’ website: http://exlibris.colgate.edu.
Collections The Everett Needham Case Library houses collections in the Humanities and Social Sciences, and the George R. Cooley Library maintains collections in the Natural Sciences and Mathematics. The combined collections contain more than 680,000 volumes, 20,000 periodicals (print and digital), 40,000 sound recordings, extensive collections of government documents, and a wealth of electronic resources. The Special Collections Department houses manuscripts, the University’s archives, rare books, first editions, letters and other primary source materials. The libraries add new resources in all formats including more than 14,000 volumes each year. Students are encouraged to submit requests for materials that will help them in their courses and they may borrow materials not owned by either library through interlibrary loan.

Access to Information Colgate’s online catalog, known as Mondo, includes records for the holdings of both libraries and can be used to locate reserve readings. The libraries’ website (http://exlibris.colgate.edu) provides access to Mondo from any computer in the world with an Internet connection as well as to a wide variety of bibliographic, full-text and other databases. A special remote access connection provides off-campus access to most of Colgate’s subscription databases as well.

Facilities Both libraries provide study space and access to networked computers; they also have wireless networking and network ports available for laptops. The new facility will also bring Information Technology Services and the Library together under one roof where the combined expertise of both staffs can be best utilized. Three computer classrooms, multi-media workrooms, collaborative work areas, an audio and video studio, and a video conference center are combined with traditional seminar rooms and a café to provide an exciting and dynamic place for scholarship and learning.

Borrowing Privileges Students may borrow an unlimited number of books. Periodicals, reference materials and special collection materials may be used only in the libraries. All course reserve reprints are available online. All other reserve material may be borrowed with a Colgate I.D. card from the Case or Cooley Library Circulation Desk. Circulation staff send courtesy notices by e-mail for overdue materials and can answer all questions about loan periods and circulation policies. Students may view their own circulation records and due dates in Mondo and renew books electronically.

Educational Services Reference librarians are available in both libraries during the day and at Case Library Sunday through Thursday evening until 10 p.m. to help students with research assignments and projects. Students working on major research projects or requiring extended assistance are encouraged to make an appointment with one of the librarians. Workshops, courses and classes are available, often as part of regular course work. Instruction can also be made available for groups on request.

Information Technology Services Information Technology Services (ITS) provides a wide array of computing and telecommunications services to the Colgate community to develop, enhance, and support electronic resources that foster the exchange of information and ideas between faculty, students and staff.

Classroom Technology More than 78% of Colgate’s 93 classrooms are technology enhanced. Several wireless/laptop locations are in place, with more wireless initiatives underway. Specialized facilities on campus include a Remote Collaboration Facility,
which offers global two-way audio and video conferencing, and the W.M. Keck Humanities Resource Center, providing technologies for language learning and other humanities applications.

**Instructional Support** The Collaboration for Enhanced Learning (CEL), which has recently changed its name to the Innovative Technology Solutions for Learning group (ITSL), provides coordinated support to faculty who wish to rethink courses and curricular approaches using current and emerging technologies to enhance student learning. ITSL is a resource for faculty who want to develop more creative connections between teaching and learning and using technology. Faculty, staff and students have access to an extensive media collection consisting of more than 10,000 films, videotapes, audiotapes, slide sets, video laserdiscs, and DVDs. Access to facilities for media editing and viewing are also available. Members of the Colgate community also have access to high-end laptops, digital cameras, and digital video cameras for on- and off-campus curricular work and research. Training in a variety of formats is offered throughout the year. ITS also provides support for general computing problems or questions, technology planning, and course-related projects and research.

**Internet, Intranet, and Web Services** The campus network supports more than 7,750 active network ports and offers high-speed connection to the Internet. Colgate’s campus-wide information system ([http://www.colgate.edu](http://www.colgate.edu)) provides anywhere/anytime access to a variety of Web-based services, including portal; email; calendar; news and events; announcements; course registration and records; directories; textbook orders; online technology training courses; and Library catalogues, indexes, databases, and full-text resources. Free Web authoring space is available to faculty, staff, and students for academic or personal use.

**Public Computing and Departmental Labs** More than a dozen public computing facilities and a number of departmental computer labs offer students access to more than 500 Windows and Macintosh computers connected to the local Colgate network, the Internet, and dozens of software applications. The labs also house scanners, CD-RW burners and DVD players, and color laser printers. Additionally, many academic departments provide access to advanced software and specialized equipment specific to the course of study.

**Telephone and Other Services** Local and long distance telephone services and voicemail are available to students and employees. Emergency phones in strategic locations and courtesy phones in all academic buildings are available for public use. Additionally, standard/basic cable television, Internet, and campus network connections for personal computers are provided free of charge in all residence hall rooms.

**Computing Policy** The policies governing access to network services, repairs, e-mail hardware and software, security, responsible use of networks and facilities, noncompliance and sanctions, and other areas are outlined at [http://computing.colgate.edu/policy/](http://computing.colgate.edu/policy/) and is subject to change through established procedures.

**University Mail**

**U.S. Mail**

a. **Services** A contract station of the U.S. Postal Service is operated by the University on the lower level of the O’Connor Campus Center. Postal services provided include: money orders, registered mail, certified mail, express mail, parcel post (ordinary and insured), and the sale of all necessary postal supplies.
b. **Hours** During the academic year, Colgate Station is open from 10:00 a.m. to 4:30 p.m. on Monday, 10:00 a.m. to 5:00 p.m. Tuesday through Friday, and 9:00 a.m. to noon on Saturdays. The Station is closed in accordance with the University holiday schedule. Hours of operation are 10:00 a.m.-4:00 p.m. Monday through Friday when school is not in session.

c. **How to Address Mail** All incoming U.S. Mail for employees and students is processed through Colgate Station. Each registered student is assigned a mail box in Colgate Station. Box numbers are printed in the Student Directory, which is published in the Fall term. To facilitate delivery, all student mail should contain the Colgate box number and the following information in the following format:

Jane Doe  
Colgate University A123  
13 Oak Drive  
Hamilton, NY 13346-1399

**Campus Mail**

a. **Services** In addition to the U.S. Mail, the Mail Service distributes official University mail and notices to employees and students. Students may use the campus mail to exchange personal correspondence with other students or employees.

b. **How to Use Campus Mail** All items placed in the Campus mail for distribution must clearly identify the originator and the name and Colgate box number of the addressee.

c. **Restrictions** The following materials will **not** be delivered via Campus mail:

- Advertising, solicitations, or promotional material for commercial or private activities or for personal gain
- Bulk mailings of materials that do not identify the originator and are not addressed to the recipient by name and box number
- Any type of material, correspondence or literature that would be illegal for distributions through the U.S. Postal Service (e.g., chain letters)

Campus mail is not protected by U.S. Postal Service regulations. Items, other than official University mail, may be delayed, or stopped, if it appears they are in violation of the above rules.

Sealed material may be held until the originator can be contacted to open and verify the contents or to withdraw it from the mail system. If necessary, it may be opened by the Supervisor of Mail Services to determine the nature of the contents and/or the originator. If the originator cannot be identified, material will be held for one week. It will then be turned over to the Campus Safety for further investigation or destroyed.

**Distribution** Student organizations needing to make a distribution of notices or other material must seek approval in advance from the Director of Student Activities (Student Union Building) and must coordinate their needs with the Supervisor of Mail Services. Bulky or other nonstandard items (boxes of candy, “free sample” items, etc.) are of special concern due to the size limitations of mail boxes.

**United Parcel Services (UPS)/FED EX**

a. **Incoming Packages** All UPS packages for students, whether addressed to a box number or a dorm, are delivered to the Colgate Station. Students are notified by e-mail that a package is waiting. This notice and picture I.D. must be presented at the package window during regular hours to pick up the package.

b. **Outgoing Packages** Students wishing to send packages via UPS must make their own arrangements directly with UPS. The Mail Service will provide the proper phone number to contact UPS.
Bookstore

The Colgate Bookstore, Central New York’s largest independent bookstore and one of the premier small college bookstores in the nation, is located in the center of historic downtown Hamilton. Located one mile from campus at the main intersection, the bookstore serves a wide range of student, faculty, and community needs. Students will find all required and optional course books for classes and nearly 30,000 paperback and hardcover books of general and scholarly interest, including a unique international book collection and books written by Colgate professors and alumni. The bookstore offers an impressive selection of high quality Colgate clothing, gifts, and memorabilia, more than 12,000 music CDs and DVDs, a wide array of school, room, art and office supplies, and a full service computer sales and repair department that offers hardware, software, and supplies at educational pricing. Rounding out this impressive facility is a full service café, comfortable seating, wireless Internet access, an art gallery, a well-appointed conference room, and a community room that hosts hundreds of events each year from Pulitzer Prize winning authors to yoga classes.

Store Hours / Contact Information

Open 7 days/week: 9 a.m. to 6 p.m., Monday-Saturday; 11 a.m. to 5 p.m. Sundays. Store hours are extended during all special weekends at Colgate as well as during textbook rush. Bookstore phone number: (315) 228-7480. Fax number (315) 228-7471. Toll-free catalog line: (877) 362-7666. Website: www.colgatebookstore.com.

Special Services & Information

Campus Shuttle  The free campus shuttle conveniently stops at the Bookstore every 15 to 30 minutes during business hours, and a special Bookstore Express Shuttle runs on a continuous loop from Frank Dining Hall to the bookstore during textbook rush each semester.

Campus Convenience Store  Located in the O’Connor Campus Center, the C-Store offers a wide variety of bottled drinks, snacks, candy, dairy and frozen food items, microwaveable dinners, film developing, health and beauty items, greeting cards, school supplies, and other convenience items that students use on a daily basis. The C-Store is open daily during the academic calendar year and hold extended hours during finals week each semester. C-Store phone number: (315) 228-7492. C-Store fax number: (315) 228-6882. Website: www.colgatebookstore.com.

Online Textbook Ordering  Colgate students can reserve and purchase their textbooks online through the bookstore’s website by using their Colgate I.D. The website brings up only those courses that the student has registered for and lists all new and used books for each course. Books are then pulled by the bookstore staff, charged to a credit card through a secure server, and stored in the bookstore for fast and easy pickup when students arrive in August. Detailed information about purchasing textbooks at Colgate is provided on the bookstore website at www.colgatebookstore.com.

Competitively Priced Textbooks  The bookstore stocks large quantities of used textbooks each semester at 25% off new textbook prices. In addition, students never pay shipping and handling on textbooks or special orders for their courses.

Textbook Buyback  Buyback takes place in the bookstore once per semester during finals week and is an opportunity for students to sell their books back to the bookstore for cash.
In recent years, textbook buyback has morphed into a fun event for students, which includes valuable bookstore coupons, themed games with prizes, and free food to help relieve some of the stress of finals week. Books that are being used during the following term are purchased from students at 50% off the new price. Titles not currently in use at Colgate are also purchased during buyback, though at the distributor’s prices.

**Online General Book, Clothing, and Gift Ordering**  The bookstore’s website features a 3 million book database, complete with cover art and book reviews, in addition to nearly 700 clothing and gift items. Orders may be picked up at the Bookstore or shipped at no cost to the student’s campus mailbox.

**Computer Sales and Service Department**  The bookstore offers competitively priced laptop and desktop computer packages, experienced technical support, reliable repair and upgrade services, and a laptop loaner program that ensures that students are never without a computer when they need it most. Orders may be placed online at [www.colgatebookstore.com](http://www.colgatebookstore.com), by phone at (315) 228-7776, by fax at (315) 228-7481, or in the store throughout the year.

**Specialty Dorm Supplies**  At the beginning of each semester, the third floor event room is transformed into a “dorm marketplace” filled with rugs, desk lamps, pillows, colorful tapestries, alarm clocks, storage crates, extension cords, shower totes, posters, cork boards, mirrors, even futons, which makes settling into a new semester that much easier.

**Book and Merchandise Return Policy**  Returns in saleable condition will be fully refunded if accompanied by the cash register receipt within the time frame specified by each department. Shrink-wrapped books and computer software packets are non-returnable once opened, and course packets, art material, special orders, and sale items are non-returnable. Exceptions to this policy may be made by the Bookstore managers.

**Payment Options**  The bookstore accepts The Gate Card, Colgate Bookstore gift cards, MasterCard, Visa, American Express, Discover, cash, personal checks, traveler’s checks, and Bookstore gift certificates. Gift certificates and gift cards are available in any denomination and may be purchased in person or by phone at (315) 228-7480.

**Reserving Rooms and Facilities**  For information regarding offices to contact to reserve rooms and facilities, consult the Colgate Faculty-Staff Directory published annually.
Residential Life

- Residential Life Staff
- Community Standards
- Policies and Procedures

As a residential university, Colgate is concerned with bridging academic and residential learning. The University provides rich and diverse options for campus living in traditional residence halls, independent living houses, and apartments and townhouses. Colgate’s approach to residential education is centered on providing students with the resources and support necessary to build self-governing, independent and diverse communities that enhance the academic program and promote individual growth and personal development.

Residential Life Staff

The Office of Residential Life, located in Drake Hall, is staffed by the Director of Residential Life, two Assistant Directors, six Residential Education Coordinators (RECs), and two administrative assistants. Office hours are 8 a.m. to 5 p.m. Monday through Friday (closed noon to 1 p.m. for lunch). Additionally, one member of the professional staff is on call at all times when the college is in session.

An REC is assigned to each living community on campus. RECs are full-time staff members who live in student residential areas to provide mentorship and counsel to student residents. RECs are responsible for helping students to establish and maintain healthy communities that promote educational, cultural, social, and personal development. Each REC supervises a team of undergraduate student Resident Advisors and Community Coordinators.

Resident Advisors (RAs) and Community Coordinators (CCs) are student peer mentors assigned to live in each community and assist students in making their Colgate experience as fulfilling as possible. They assist the community in establishing guidelines and living agreements that are reasonable for everyone.

Community Standards

Students who come to Colgate agree to be part of the Colgate community. Membership in this community, and in the smaller communities of each residential area, is a privilege that comes with certain expectations. Students must be prepared to conduct themselves at all times in a way that will not infringe on the rights and privileges of others and in accordance with Colgate’s Code of Student Conduct. The right of students to sleep and study in their rooms has the highest priority at all times.

Students must act responsibly in the use of their rooms, apartments, townhouses and common facilities, respecting the rights of others at all times. At the beginning of the fall semester students in each living unit (e.g., house, suite, apartment, townhouse or floor) are expected to come together as a group to determine the standards and expectations for their community. These standards and expectations must be in accordance with Colgate policy but may also clarify specific concerns of the particularly community. The standards and expectations are then documented in an Agreement of Community Expectations (ACE), which constitutes the guidelines by which that community agrees to live. Students are expected to reassess the ACE agreement throughout the year to determine if modifications need to be made. In addition to establishing guidelines for the community, this decision-making process provides an opportunity for each resident to take responsibility for his/her community and to participate actively in developing guidelines for that community.
Policies and Procedures

Alcohol and Drugs See “Policy on Alcohol and Drugs” elsewhere in this Handbook. Students and their guests must comply with University policy on alcohol and drugs.

Bicycles Bicycles must be kept in student rooms, on bicycle racks, or in areas designated for bicycle storage. Improperly stored bicycles will be removed. Riding a bicycle indoors is also prohibited. To discourage theft, students are advised to lock bikes using a high quality lock, keep a record of the bicycle’s make and serial number, engrave bikes with name and social security number (contact Campus Safety for assistance), and report thefts to Campus Safety.

Campus Solicitation See “Policy on Campus Solicitation and Concessions” elsewhere in this Handbook.

Checking In and Out of Rooms Students are responsible for picking up their room/apartment key at the time of check-in; students who fail to do so will be fined.

Students are responsible for checking the condition of their rooms and furnishings thoroughly and submitting a complete Room Condition Report at the beginning of each term. Students shall be held responsible for loss and/or damage to University property beyond normal wear and tear. If two or more students reside within an area where damage has occurred, the charges will be divided evenly among the responsible individuals.

Students must complete another Room Condition Report and follow the proper checkout procedures with their RA or CC. Failure to check out properly will result in a fine.

Contract Terms for Student Residences Upon signing a Residential Life contract, a student agrees to follow the policies and guidelines contained in this Handbook. Non-compliance may result in disciplinary action. A serious or repeat violator may be required to vacate their room or apartment and/or may lose the privilege of living in University housing.

Residence hall contracts are for the entire academic year. A contract may be broken in most circumstances only if the student will be off campus due to a leave of absence, study group, or graduation. Should special circumstances arise that warrant a contract release, a student must submit such reasoning in writing to the Director of Residential Life for consideration. Only in rare circumstances are such releases granted.

The contract guarantees the student a space on campus, not a particular room or apartment. The University reserves the right to reassign students to new spaces as it deems necessary. Whenever possible, the Office of Residential Life will honor requests of groups who wish to share a room or apartment, and will attempt to consult with students in making changes in room assignments. Students requesting a room change must receive permission from the Office of Residential Life prior to making this change.

Custodial Operations Students are responsible for cleaning the interiors of their rooms/apartments/suites. All common areas (including bathrooms) within University residences are cleaned on a regular basis by the custodial staff. Vacuum cleaners and other cleaning products are available from the RA or CC assigned to your area.

Damage Billing Damage to University residential facilities should be reported immediately to Residential Life staff. Additionally, regular inspections of all University residences will be carried out to ensure that damage is reported. Students are responsible for avoidable damages (damage that is the consequence of careless, willful, or malicious
actions) and losses that occur in student residence halls. Damage fees shall be determined by Buildings and Grounds on the basis of labor and material costs. Charges are assigned equally to all occupants of the designated room, floor, building, or residential area, unless the person(s) responsible for the damage assumes the full charge.

When individual responsibility for damage and loss in public areas (e.g., bathrooms, lounges, etc.) cannot be determined, a charge will be made to all students within a reasonably defined area (e.g., room, floor, building, etc.) following the same procedures as above. Common area damage assessments cannot be appealed.

Students are not allowed to paint, renovate, or modify their rooms, and must hang decorations and/or art in accordance with stated protocols. Damage resulting from violations of stated protocols will result in fines.

The Director of Residential Life may refuse, revoke, suspend, or reassign housing for a student or group of students based on inappropriate behavior or damages.

**Door Locks and Codes** The entrances and exits to all residence buildings are regularly locked at 11 p.m. every evening. Entrances to the college houses are locked 24 hours a day. Telephones can be found on the exterior of residences and can be used to contact someone in the building if you are locked out of a building and need access. The distribution of, or public display of door codes is prohibited. Do not share door codes with non-residents. In order to ensure the safety and security of all residents, propping or otherwise interfering with the closure of any exterior door is prohibited.

**Fire Safety** See “Fire Safety” elsewhere in this Handbook.

**Fire Alarms & Drills** Fire drills in each residential area are scheduled regularly and are conducted by Campus Safety in accordance with state and local fire codes. Fire drills are intended to orient the residents of the building with fire evacuation procedures and emergency exit locations. Students must comply with fire alarms and evacuate when the alarm sounds. Failure to do so may result in disciplinary action.

**Fire Doors** Stairwell fire doors must be kept closed at all times.

**Fire Extinguishers and Other Fire-Safety Devices** Every residence is equipped with fire extinguishers and smoke detectors. Tampering with any fire safety equipment (including but not limited to fire extinguishers, covering smoke detectors or fire sprinklers) or obstructing other fire-safety devices is considered a serious offense that may lead to disciplinary action and fines.

**Items prohibited for Reasons of Fire Safety** The following items are prohibited from residence halls:

1. Candles (even for decoration and unlit), incense, potpourri burners, halogen lamps, and neon signs. Students wishing to use candles as part of religious observance should contact the Office of Residential Life for approved designated locations for candle use.
2. Flammable liquids (including but not limited to turpentine, paint, gasoline, propane, kerosene, charcoal lighter fluid, and ether) and equipment that uses combustible fuel (e.g. motorcycles, mopeds) cannot be stored in a residential building.
3. Fireworks.
4. Gas or charcoal grills are not permitted in the residence halls. Students may use the installed outdoor grills located throughout the residential areas. Students living in the apartments may use gas grills provided that they are used and stored outside at all times.
5. Natural Christmas trees are prohibited from student rooms but allowed in common areas if a charged fire extinguisher is in plain sight and within 15 feet of the tree. The tree must be watered regularly and the lights (UL-approved lights only) may be used only when people are present. Trees cannot be located at the bottom of a stairwell, in an egress, or within 25 feet of an exit. All holiday decorations must be removed prior to semester breaks.

**Furniture, Lounge Furniture and University Property**

1. Furniture must remain in the room/apartment to which it is designated. The beds in suite rooms may not be reconfigured in order to create a common room within the suite.
2. No University property may be removed from residence halls, college houses, or apartments at any time.
3. No University furniture or property may be removed from lounges, conference rooms, or other community areas for use in student rooms.
4. Waterbeds are not permitted in University residences.
5. Failure to observe these regulations will likely result in a fine.

**Lofts and Repositioning of Beds/Furniture**

Limited lofting is available. Students will be charged for this service. Cinder blocks used to raise room furniture are permitted, however they must be removed when students vacate their room. Students will be charged for leaving cinder blocks in or near their residence hall room.

**Guests**

Any nonresident of a room or apartment is considered to be a guest and must be sponsored by a host who is a resident of the hall, house, or apartment. Although occasional overnight guests are permitted, the right of one’s roommate(s) to appropriate expectations of privacy and to sleep and study in the room must be respected at all times.

No overnight guest will be permitted in any room before:

1. Each room occupant has given his or her consent.
2. Any conditions on the guest’s stay are understood by all concerned
3. These arrangements are confirmed and approved by all parties involved.
4. The host is responsible for his/her guest’s behavior during their entire stay on campus.

Residence hall rooms can comfortably accommodate only those students assigned to them, and occupancy is strictly limited to the students assigned to that room. Thus, the duration of a guest’s stay may not exceed three (3) days.

**Holiday Decorations/Lights**

See “Fire Safety” above.

**Holidays/Breaks in the Semester**

The University observes several breaks throughout the year. The halls are officially closed, and students may not be in the facilities during Thanksgiving, winter and spring breaks. Please be aware that there are no dining facilities available to students when the halls are closed during breaks.

**Early Arrivals**

Students may not return to campus early in August or January without the permission of the Office of Residential Life. Only pre-approved students are allowed to return to campus prior to the opening of the halls. Students who arrive early without permission may be subject to fines and University discipline, will not be issued a key, will not be able to drop off belongings in their room, and will be asked to vacate the premises by University officials.

**Late Stays**

Students are required to vacate their rooms by the posted closing time for inter-term breaks and at the end of each term within 24 hours after their last exam. Students who
fail to leave within this time frame may be subject to fines and University discipline, and will be asked to vacate the premises by University officials.

Travel plans should be made well in advance; exemptions will not be made because of poor planning. In extreme circumstances, students may request a contract extension to stay after the halls officially close at the end of each term. Such requests must be made in writing to the Office of Residential Life two weeks ahead of time and will result in additional occupancy charges. Only a limited number of requests will be allowed.

**Insurance**  The University is not responsible for theft or destruction of personal property. Personal Property Insurance information is mailed to each student over the summer, and is also available by contacting the Treasurer’s Office. Students are strongly encouraged to secure coverage through either a Homeowner’s Insurance policy or a Personal Property Insurance policy (commonly known as renter’s insurance.)

**Keys**  See “Checking In and Out of Rooms” above. Keys are the property of the University and their duplication is expressly forbidden. Students who lose their keys will be charged a fine to cover labor and replacement costs. Keys must be returned to the Office of Residential Life at the time of checkout. Failure to return keys will result in lock replacement charges.

**Lockouts**  See “Lockouts” elsewhere in this Handbook.

**Mail**  See “Mail” elsewhere in this Handbook. Student mail is delivered to the mailboxes in the basement of O’Connor Campus Center. Apartment residents must also use their campus mailboxes. Mail addressed to apartment street addresses will be returned as undeliverable.

**Maintenance Concerns**  The Buildings and Grounds Office addresses power and plumbing failures, as well as any general repairs. Any damage or malfunction in a student room or common area should be reported immediately to Buildings and Grounds between 7:00 a.m. and 4:00 p.m. on weekdays. For emergency maintenance during the weekends or evenings, please contact the Heating Plant.

**Noise**  Students who are in their rooms in residential halls on campus must keep noise levels down while classes are in session.

**Quiet Hours**  Minimum quiet hours in all residences are 12:00 a.m. to 8:00 a.m., Sunday through Thursday. Quiet hours on Friday and Saturday nights are 1:00 a.m. to 8:00 a.m. Residents are permitted to extend quiet hours through their Agreement of Community Expectations, but may not abbreviate quiet hours from those outlined above. During quiet hours, any noise (e.g., stereos, TVs, radios, and verbal interactions) must be kept at a level such that it cannot be heard by neighboring residents. Please note that throughout final exam period (from the end of the last class until the end of the last final exam); 24-hour quiet hours are in effect.

**Off-Campus Housing/Living Off Campus**  Consistent with Colgate’s four-year approach to residential education, the University allows a small number of seniors to live off campus in apartments and other private housing units. The option to live independently

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1 Although the opportunity to live off campus is normally limited to seniors through a lottery system, the Office of Residential Education may grant off-campus permission to undergraduate students for compelling personal reasons.
off campus is intended to provide students with the opportunity to develop the skills needed to manage a household and live as part of a broader community, and to accept the responsibilities attendant to this privilege. The experience that students gather through negotiating a lease, paying rent, managing routine expenses, maintaining a kitchen, and living among neighbors of varied ages and backgrounds can be invaluable in preparing them for life after college.

For a variety of reasons, living off campus is not the right choice for all students. For many, the opportunity to live in Broad Street houses or to develop on campus communities in Colgate owned apartments or townhouses better meets their interests. Moreover, Colgate is acutely aware of the impact that off-campus students can have on the local residential community. As such, Colgate normally limits the number of students allowed to live off campus to 250 members of the senior class.

The following rules govern off-campus living for enrolled undergraduate students at Colgate University:

1. **Off-Campus Lottery**  Students who wish to live off campus must participate in the off-campus lottery in the fall prior to their senior year. Permission to live off campus is a privilege and not a right afforded to all students. The office of residential education may, in its discretion, deny or revoke permission to live off campus to individual students who have violated the Colgate Code of Student Conduct, particularly when the violations call into question their ability to live in the local community without disrupting their neighbors.

2. **Neighbor-to-Neighbor Program**  All off-campus students must participate in the Neighbor-to-Neighbor program administered by the office of residential education. At least one member of each group of students living in the same off-campus housing unit must attend the Neighbor-to-Neighbor workshop in the spring prior to their senior year. These workshops provide students with important information about living in the Hamilton community, resources available to them if they encounter difficulties, and expectations for student conduct while living in the village. Permission to live off campus may be revoked if students fail to meet this requirement.

3. **Adherence to Code of Student Conduct**  The Colgate University Code of Student Conduct applies to student behavior both on and off campus. The opportunity to live off campus is a privilege and not a right afforded to all students. The University is sensitive to the importance of maintaining quality of life standards for our neighbors in the Hamilton community. As such, students living off campus whose conduct adversely impacts the lives of others living in the Hamilton community may, in addition to facing disciplinary action from the University, have their permission to live off campus revoked. Financial penalties incurred by breaking a lease will not be considered in determining whether to revoke a student’s permission to live off campus.

4. **No Congregate Living Off Campus**  Given the history of problems associated with students residing in congregate living facilities not owned and managed by the University, the New Vision for Residential Education adopted by the Colgate University Board of Trustees in May 2003 called for University supervision, oversight and ownership of fraternity and sorority congregate living facilities. Just as students are not permitted to reside in fraternity or sorority houses not owned by the University, students granted permission to live off campus are not permitted to reside in off-campus congregate living facilities.

This policy also recognizes that large groups living together in private housing units can have an adverse impact on neighbors and the broader Hamilton community, and are inconsistent with the goals of promoting individual self-sufficiency and experience of independent living for those students granted the privilege of living off-campus during their senior year.
For these and other reasons, the privilege of living off campus is restricted to individuals and groups of up to eight students and congregate living in larger groups is not permitted.

Colgate defines congregate living as any group of eight or more students living in one residential location in which they share facilities such as kitchens, common/social spaces, and bathrooms (i.e. does not include multi-unit apartment buildings or houses with discrete facilities like those listed above). The office of residential education will determine whether a location constitutes a congregate living facility for purposes of this policy in any given case.

Pets No pets other than small aquarium fish (in tanks no larger than 20-gallon capacity) are allowed in the residence halls, college houses, apartments or townhouses. Students who are found to have animals in their rooms may be subject to a fine.

Room Entry The University recognizes and respects your right to privacy. There may be times, however, when certain University staff members require entry to your room. Designated University officials have the authority to enter your room consistent with the guidelines set forth in the Colgate University Code of Student Rights and Responsibilities. See “Fire Safety” and “Student Rights and Responsibilities” elsewhere in this Handbook.

Room Selection Colgate University’s Residential Life program offers several campus residential options, each with its own special features. Specific information will be distributed to students during the spring semester that further explains the Room Selection process.

Students requiring special housing based on dietary or medical needs must submit proper documentation, prior to the deadline for room selection, if possible. These requests must be approved by the Director of Health Services and/or the Director of Food Service, and do not guarantee a student an exemption from on-campus housing or the meal plan. Every attempt will be made to accommodate students housing and dietary needs.

Only full-time, registered students are eligible to participate in Room Selection and to live on campus. By participating in room selection and signing a housing contract, students agree to abide by all University policies and procedures.

Smoking Policy See “Policy on Smoking” elsewhere in this Handbook.

Storage See “Storage Rooms” elsewhere in this Handbook.

Weapons See “Weapons” elsewhere in this Handbook.

Windows and Screens For reasons of health, safety, and maintenance, screens may not be removed from windows. In addition, decorations or personal items may not be hung outside a window or be placed on windowsills or ledges. Throwing objects out of windows is strictly prohibited.
Academic Policies, Rules, and Regulations

- General Academic Policies and Information
- Exemption from Policies and Regulations
- Visiting Students
- Off-Campus Study Group Programs
- Declaration of Concentration
- Independent Study
- Advanced Placement and Pre-matriculation Credit
- Grading Policies and Academic Rules and Regulations
- Academic Dismissal and Readmission

General Academic Policies and Information

Academic Adviser  For first-year students, the faculty member who teaches their first-year seminar serves as the student’s academic adviser for the first two years, although after the first semester, a student may change academic advisers. In the spring term of the second year, students choose an academic adviser in the academic department which they have chosen for their concentration. If an academic adviser is on leave or has left the University, the student should request another adviser through the same department.

The academic adviser, as the title implies, provides advice to students on the academic life of the college, and assists students in planning their academic programs and course schedules, selecting concentrations, and examining post-graduate plans. The academic adviser is also frequently called upon for letters of recommendation.

Registration  Registration is the process by which students enroll in specific courses. Course registration is held in November for the spring term and March or April for the fall term. During this time students may obtain permission from the instructor to register in courses with enrollment limitations. During course registration it is each student’s responsibility to confirm his or her progress and plans for meeting general education and concentration requirements with the academic adviser. While there will be no designated drop/add period until the beginning of the semester, students will be allowed to adjust their schedules on an as needed basis until two weeks before the semester begins in the Registrar’s Office, dropping and adding courses which have openings.

The Registrar processes the requests for course assignments starting with the senior class in an alphabetical sequence within each class. Failure to meet registration deadlines is a basis for loss of registration priorities and may lead to serious academic hardships.

On the first day of a term, all students whose bills are paid in full will find their Official Schedule in their campus mailbox. All others must clear their accounts with the Office of Accounting and Control, and then may secure their schedule in accordance with the procedure announced by the Office of Accounting and Control and the Office of the Registrar.

Student Data Form  Each student will receive an official data sheet shortly after the start of the fall semester and will be asked to update information contained on the form. The data sheet will indicate a date by which it must be returned to the Registrar’s Office, to ensure that the college and campus directory have accurate information. All subsequent changes in data recorded on this form should be made as soon as they are known by notifying the Registrar’s Office, which is the central recording place for each student’s administrative and academic record at Colgate.
Projected Attendance Pattern and Leaves of Absence  Colgate must have accurate information about enrollments for each term in order to provide adequate staff, operate in an economically efficient manner, and limit overcrowding in classes and housing.

Most students will follow a normal enrollment pattern, attending Colgate for eight consecutive terms. However, students may request a leave of absence and alter this normal pattern. Students requesting leaves must consult with an administrative adviser. For academic leaves, students have until the third week of February (see the official University Calendar for the exact date) to request leave for either of the following Fall and Spring terms.

Students may not be eligible for an Academic Leave of Absence after the deadline. Students who are uncertain about attending either the Fall or Spring term of the next academic year are urged to discuss their plans with an administrative adviser prior to that deadline to identify all of the options to which they may be entitled by a leave. Colgate academic credit for courses taken elsewhere will normally not be granted unless a student’s attendance pattern is properly recorded prior to the deadline for requesting a leave. Likewise, eligibility for student aid will be jeopardized, as will registration and housing priority when students return, if they are not granted an official leave.

After the deadline for leave, students who decide not to return to campus one or both terms of the following year will be withdrawn. To return to Colgate, these students will have to apply for readmission through an administrative adviser. The college cannot guarantee a place for them in any particular term of return. Exceptions to these procedures will be made only if there are extenuating circumstances which are substantially beyond the student’s control and knowledge prior to the deadline to request a leave.

Experience has shown that students who plan ahead tend to optimize their educational opportunities and experiences. Students will help themselves as well as Colgate if they carefully consider their attendance plans well in advance of the early registration periods each semester.

Personal Leave of Absence  Students who wish to interrupt their normal attendance pattern of eight consecutive fall and spring semesters to pursue nonacademic endeavors are permitted to take a personal leave of absence for one or more semesters. Students often take such a leave to pursue an internship, to work, to volunteer their services to nonprofit organizations, participate in a regional or national election campaign, etc. Students wishing to take such a leave should contact their administrative adviser as far in advance as possible to project the personal leave. During the semester(s) of personal leave, normal billing at Colgate will be curtailed, and the student will be required to post a fully refundable financial deposit with the Office of Accounting and Control to bind the student’s plan to return in the return semester projected. Paying the deposit confirms the leave and maintains the student’s eligibility for financial aid and housing and course registration priorities for the return semester.

While there is no firm deadline for projecting a personal leave of absence, students must project the leave before the beginning of classes in a semester; a personal leave may not be projected after classes have begun, and students leaving Colgate mid-semester are subject to loss of academic credit and full or partial loss of tuition (see “Refund Policy” in the Colgate Catalogue.) Note also that no transfer credit can be given for any non-Colgate courses that a student may take while on a personal leave of absence. Students wishing to transfer credit from another institution must project an Academic Leave of Absence in accordance with the procedures and deadlines outlined in the Catalogue. All questions regarding personal leave of absence should be directed to the student’s administrative adviser.
Tuition Deposit  Students may request an Academic Leave of Absence for the following academic year by seeing an administrative adviser by the deadlines described in the previous section. These students will be charged a $500 Leave deposit to reserve a place in the term when they intend to return to Colgate. Students who plan to be away in a fall term will receive a bill for the leave deposit in July. Students who intend to be away in a spring term will receive the leave deposit bill in November. Failure to pay this deposit bill will void the Leave of Absence and result in loss of the privileges granted with it. Again, students are urged to discuss their academic and enrollment plans with the faculty adviser and administrative adviser well before the deadline to request a leave.

Special Note for Students in Colgate-Sponsored Off-Campus Study Groups: Students who withdraw from a study group after 90 days prior to departure may be subject to a $275 penalty. An additional fee of $5 may be assessed for each passing day beyond the 90-day deadline that the student does not provide notification of non-participation. Only notifying an administrative adviser of a change in attendance pattern does not constitute notification about withdrawal from the specific study group. This notification must be in writing, dated, and delivered to the Director of Off-Campus Study in the Dean of the Faculty Office.

Drop and Add Period  During the drop and add period, which is usually the first week and a half of classes, students may change their course selection by dropping and/or adding courses. Students who wish to drop and/or add a course must secure the appropriate signatures on their official course schedule. The course schedule must be turned in at the Registrar’s Office by the last day of the drop/add period if changes are being made.

Failure to provide accurate and appropriate registration materials within the deadlines may result in inaccurate data being recorded on a student’s transcript and will require payment of a $40 late fee to correct. For example, students who fail to supply the Registrar’s Office with a completed course schedule may find that a failing grade has been recorded on their transcript for a course they thought they had “dropped” or that no entry has been made for a course they thought they had “added.”

Students who have consulted with an administrative adviser during or prior to the drop/add period and who for compelling circumstances request the opportunity to withdraw from college prior to the end of that period, may receive a tuition refund upon the recommendation of an administrative adviser. The section entitled “Refunds” in the Catalogue should be consulted.

Withdrawing From a Course  During the time between the end of the drop and add period and the announced deadline for course withdrawal (usually during the ninth or tenth week of the semester), courses may be dropped without academic penalty after consultation with course instructor. (Note: First-Year Students must also consult with and secure permission from the Dean for First-Year Students). The faculty member’s signature must be obtained on a special withdrawal form which then must be filed with the Registrar. A grade of “W” will be entered on the student’s transcript to indicate that the student withdrew from the course prior to the end of the official deadline. If a student withdraws from a course after that point, he or she will receive a grade of “F” for the course. The student may petition the Committee on Standards and Academic Standing to consider a course withdrawal after the deadline for extraordinary and compelling reasons (such as severe illness).
Repeating a Course Previously Taken  During either the course registration period or drop/add period, a student who wishes to repeat a course previously taken, in which a grade of “D” or “F” was received, may do so. A student who receives a grade of “C-,” “C” or “C+” and wishes to repeat the course must, before the end of the drop/add period, secure the permission of the instructor in writing and submit that statement to the Registrar. Students are not permitted to repeat courses in which a grade of “B-” or higher is received.

The repeated course must be the same course as was previously taken, and it must be repeated on the same basis as the original course. For example, a course originally taken for a grade cannot be repeated on a Satisfactory/Unsatisfactory basis and vice versa; a course originally taken as a conventional course cannot be repeated on an independent basis; a course originally taken at Colgate may be repeated only at Colgate, not at another institution.

A student repeating a course previously taken and passed will receive no further credit towards graduation. If a course is successfully repeated, the new grade is substituted for the original grade in the academic average. The original grade and course remain on the transcript but the lower grade is not used in computing the cumulative grade point average.

Final course grades of “F” received as a result of University Student Disciplinary Board action because of academic dishonesty will always be retained in the calculation of the cumulative grade point average, regardless of subsequent course repetitions. When a course is repeated after a grade of “F” has been assigned through University Student Conduct Board action, both the original grade of “F” and the subsequent grade will be calculated into the cumulative grade point average.

Auditing a Course  Auditing a course is an informal matter between the student and the instructor. No record of an audit is made on official class lists, and no record of an audit is made by the Registrar on a transcript.

Extra Courses For a number of reasons, students sometimes elect to carry a fifth course during a term. In order to ensure that other students have access to at least a regular four-course load, no fifth courses may be approved until the first day of classes. Fifth courses may be added at the appropriate time directly on the Official Student Schedule. Students who are on academic warning are not permitted to add an extra course unless permission is granted by their administrative adviser. During the fall and spring terms a student may carry a maximum of five courses. May-June courses are considered part of the Spring course schedule, see Catalogue.

Daily Class Schedule Classes and seminars meet according to the printed schedule for each term. Laboratory meetings are for two or three periods, depending upon the nature of laboratory procedure. Seminars may meet less frequently than other classes, but for longer periods of time.

The standard meeting times for classes are 8:20-9:10, 8:30-9:45, 9:20-10:10, 9:55-11:10, 10:20-11:10, 11:20-12:10, 12:20-1:10, 1:20-2:10, 1:20-2:35, and 2:45-4:00. Morning and afternoon classes usually meet three or four times a week or for double periods twice a week. Seminars and laboratories usually run for three class periods. Evening classes require the approval in advance of the Division Director and the Dean of the Faculty. A scheduled mid-morning break or “free period” occurs from 11:30-1:10 on Tuesday. Classes may not be scheduled or conducted during this time. The free period may be used for examinations in
multi-section courses or, infrequently, for an extra class in a course. Many departments use the free period to schedule colloquia or department meetings. On occasion, the University may schedule campus-wide meetings during the free period.

Completion of Student Work in Courses  The work in all courses, including independent study courses, must be completed by the last day of classes. The final day of examinations is officially the end of the term. The time between the final examination and the submission of grades is for faculty members to complete their evaluations, not for students to complete a course.

Attention Seniors

Before the beginning of the final Fall term, seniors are urged to do the following:

1. Consult with your academic adviser, the chair of your concentration department, or the Registrar’s Office to be certain all concentration requirements have been or will be satisfied.

2. Consult with the Registrar’s Office to be certain all University requirements have been or will be satisfied, including Liberal Arts Core Curriculum requirements, distribution requirements, foreign language requirement, physical education requirements, number of courses needed for graduation, and minimum G.P.A.

3. Consult with the chair of the Physical Education Department if you have any questions about physical education requirements for graduation.

It is the student’s responsibility to ensure that all graduation requirements are met.

Exemption from Policies and Regulations

The diversity of experiences brought to the campus by some of our students occasionally provides an opportunity for considering exemption from a particular requirement or regulation based upon the unique circumstances of a student. Students who wish to consider petitioning for an exemption from a University requirement or regulation should first consult an administrative adviser who can advise them of the procedures to follow in their particular case.

The Petitions Committee receives petitions from students seeking exemption from the graduation requirements of the University including the transfer credit limit, the residency requirement, and the Liberal Arts CORE Curriculum program. The Petitions Committee does not exist to hear “petitions in general” from students, nor to hear appeals from administrative decisions. Students should consult an administrative adviser and their faculty adviser before developing a petition for the Petitions Committee. Exceptions are normally granted on the merits of the alternative academic plan that is proposed or requested.

The Committee on Standards and Academic Standing (CSAS) hears petitions from students seeking exceptions from routine deadlines or policies (late course drop and adds, withdrawal from a course after the announced deadline, etc.) that are not Catalogue mandated graduation requirements. This Committee meets regularly during the academic year, and students may file a petition through an administrative adviser. This Committee, with expanded faculty membership, also meets at the end of each semester in Academic Review Mode to hear petitions from students who are subject to academic dismissal.
Visiting Students
Colgate is one of many colleges that permit students the opportunity to attend another accredited institution for the purpose of transferring course credit toward degree requirements. While on visiting-student status, tuition, room, board and fees are paid to the host institution. *Visiting students to Colgate are not eligible to receive Colgate financial aid; neither is it possible for Colgate students who are on visiting-student status at another institution to receive Colgate financial aid.* Information on becoming a visiting student at a foreign institution is provided in the *Guidelines for Planning Off-Campus Study*, which is available in the Office of International Programs, 105 McGregory Hall.

After conferring with an administrative adviser and projecting an academic leave of absence (see “Projected Attendance Pattern” above), students who are interested in being a visiting-student should apply directly to the desired host institution. Upon acceptance from that institution, a student must secure approval from the Colgate Registrar for the program of study, using a transfer of credit application, in order to insure that all courses taken are transferable. *Courses that are to be applied toward concentration requirements must be approved in advance by the appropriate department chair. Grades for courses taken as a visiting student are not transferable to Colgate and will not appear on a student’s Colgate transcript.* However, if credit has been approved in advance, appropriate courses will be recorded on the Colgate transcript. Students must earn at least a “C” grade in a course in order to transfer the course credit to Colgate.

Students are also reminded that the maximum number of courses which matriculated Colgate students may transfer to Colgate is six including courses taken as a visiting student, AP and pre-matriculation credit. (See the sections on “Policy for Transferring Credit from Other Institutions” and “Residency Requirement” in the *Catalogue.*)

Off-Campus Study Group Programs
Colgate University provides a variety of off-campus programs for students who would like to study cultures other than their own, as well as several off-campus opportunities within the United States. Some are focused within the traditional fields of concentration, while others encompass broader, interdisciplinary studies of foreign cultures and fields of study.

Students interested in a study group that is departmentally organized should apply directly to the chair of that academic department. Students interested in interdisciplinary programs and studying at other universities outside the United States may contact the Director of Off-Campus Study. In general, students interested in off-campus study should obtain the *Guidelines for Planning Off-Campus Study* available from the Office of International Programs, 105 McGregory Hall.

Declaration of Concentration
All students must declare an official concentration by the beginning of the registration period in the spring (or second) semester of the sophomore year. An official Declaration of Concentration form must be completed and returned to the Office of the Registrar. This means that sophomores will declare their official concentrations prior to course registration for the fall term, which is held in March or April. The timing of this decision is to provide better advising opportunities for students in their fields of concentration and to improve academic planning by departments. Students may, at any time, change their concentrations by filing a new, signed Declaration of Concentration form with the Registrar.

The following procedures have been designed to implement this policy:
1. Many departments (and topical concentration programs) hold group meetings for prospective sophomore concentrators during the course registration period in March or April. These group meetings will serve a dual purpose: to acquaint prospective concentrators with the departmental program and faculty, and to provide new departmental advisers for those sophomores who elect to declare their concentrations.

2. After the student decides on a concentration, the student selects an academic adviser who will advise the student on course selections for the next term and sign his/her course schedule card.

3. Sophomores will not be permitted to register for the Junior fall term unless they have presented a signed declaration of concentration form to the Registrar.

4. Sophomores who plan to be off campus in the spring term, either because of attendance on a study group or an academic leave of absence, are required to declare a concentration in the fall term. No student may participate in a study group who has not declared a concentration.

5. Students entering with advanced standing are to indicate their most likely or definite department of concentration when submitting course registration materials to the Registrar’s Office prior to their first term. A faculty adviser from the indicated concentration department will be assigned and the student will be notified of this assignment. The assigned faculty adviser will remain the student’s adviser until the student declares an official concentration, during the sophomore year.

6. Students entering with Junior standing are expected to declare an official concentration upon entering or not later than the end of the drop/add period of their first term. The academic adviser will be a faculty member from the student’s department of concentration.

7. Students who elect to fulfill the requirements for a second concentration or minor concentration must officially register with the appropriate department and file a second Declaration of Concentration form with the Registrar before the end of the drop/add period for the first term of the senior year. No more than two concentrations can be recorded on the transcript, including minor fields of study.

Optional Minors Every department at Colgate offers an optional minor concentration consisting of four to six designated courses. No more than two introductory level courses may be included in a minor. The minor should normally be declared by the end of a student’s sophomore year. No student may take a minor in the same field as his or her major concentration but may take a minor in that department if the department offers more than one concentration. Only one minor can be recorded on the transcript. Specific requirements of each department and program for the optional minor will be found in the Catalogue.

Independent Study
Although academic work during the regular term consists primarily of courses taught in the classroom, there are a number of opportunities for independent study. The essential features of the independent study program are as follows:

1. All students may apply for independent study. Each project is equivalent to one course, for which a student will receive a grade.

2. All independent study projects must be supervised by a member of the Colgate faculty or by a person approved by the department under whose auspices the project is given.

3. Independent study courses are registered according to the level of the course, which usually corresponds to the student’s class level. Thus, sophomores who enroll for independent study courses will normally be registered at the 291-level, juniors at the
391-level, and seniors at the 491-level. First-year students do not normally enroll for
independent study courses.

4. Independent study projects are proposed by the student using the Independent Study
Application Form available in the Office of the Registrar. Independent study projects
must be approved by both the faculty instructor and the department chair or program
director.

5. Work undertaken independently may involve a variety of projects, including major
research papers, oral or written reports of selected reading, library and laboratory
research, field observations, and creative writing and studio projects. In rare cases,
students may take a conventional course independently. This should be done only for
compelling reasons, and explicit permission must be received in advance from the
instructor and department chair. Students enrolling in such a course will be registered
according to the normal course number, to which the suffix Z is appended to indicate
that the course was taken independently.

6. Not more than one-half of a student’s course load in any one term may be courses of
independent study, except with the permission of the Dean’s Advisory council, which
must be secured before the beginning of the term.

7. A student who wishes to take an independent study project when not enrolled at Colgate
must secure the approval of the faculty sponsor, and department chair before the
beginning of the term. The student must also contact his or her administrative adviser to
make arrangements for billing and payment of the independent course charge. All of
these arrangements must be made well in advance of the beginning of the term.

8. All work for independent study courses must be submitted by the last day of classes in
the term.

Advanced Placement and Pre-matriculation Credit

College liberal arts courses completed satisfactorily while a student is in secondary school
may be considered for Colgate credit by the university registrar and the appropriate
Colgate academic department upon receipt of an official college transcript certifying letter
grades of C or better in courses bearing three semester or five quarter hours as a minimum
of credit. (Courses taken on a Satisfactory/Unsatisfactory, Pass/Fail, or other ungraded
basis are not acceptable.) These courses must be taken on an accredited college or
university campus, in conjunction with degree candidates of that institution, and taught
by a regular member of the faculty. It is further expected that the courses would be
comparable to Colgate courses in terms of classroom hours. Transfer credit is not granted
for college courses taken on high school campuses.

Students seeking such credit should be prepared to submit official course descriptions
and syllabi in order to permit proper evaluation of the non-Colgate course work. Labora-
tory materials for courses in the laboratory sciences may also be requested. Final determi-
nation of the type and amount of credit awarded, if any, will rest with the appropriate
Colgate academic department. College courses completed prior to matriculation may not be used
to fulfill the university distribution requirement.

Colgate credit is normally granted only to first-year students who achieve a 4 or 5 on
the CEEB Advanced Placement tests and when a department certifies that the exam score
indicates a level of competence equivalent to the completion of a specific Colgate course. Credit
is also granted for scores of 6 or 7 on the International Baccalaureate examinations
(Higher Level only). The amount of credit, the conditions under which credit is granted,
and/or placement appropriate to the academic development of the student is determined
by the appropriate Colgate academic department, following the university registrar’s
review of the tests and records submitted for advanced placement.
Advanced Placement courses may not be used to fulfill the university distribution requirement. Each department will determine whether Advanced Placement credit will count toward exemption from a course and/or fulfillment of the requirements for the concentration or minor concentration in that department. Such determinations will be certified to the university registrar by the appropriate department chair. Detailed descriptions of advanced placement policies that apply to an entering class may be found in the First-Year Registration Booklet.

All requests for credit for academic work completed prior to entering Colgate must be filed with the Registrar’s Office by the deadline for declaration of concentration, prior to preregistration during the fourth semester. Supporting documentation, such as the official transcript(s), official test scores, and/or course syllabi, must be submitted with the pre-matriculation credit request.

Advanced course placement without academic credit may be granted by departments to first-year students whose performance on the College Level Examination Program (CLEP subject examinations only), CEEB Achievement Tests, or the New York State Education Department’s College Proficiency Examinations gives clear evidence of competence in the courses tested.

Grading Policies and Academic Rules and Regulations

Grading Policies During the term, faculty members may use any grading system they wish in their courses. Final course grades reported to the Registrar, however, must be recorded as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>A+</td>
<td>A</td>
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<tr>
<td>B+</td>
<td>B</td>
</tr>
<tr>
<td>C+</td>
<td>C</td>
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<tr>
<td>D+</td>
<td>D</td>
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<tr>
<td>F</td>
<td></td>
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</tbody>
</table>

I (Incomplete)
NG (Final grade not submitted to the Registrar)
T (Temporary – used when a course lasts longer than a single term)
S (Satisfactory)
U (Unsatisfactory)
W (Withdrawal)

The above grades are calculated in the student’s grade point average.

A minimum of 32 academic courses is required for graduation. A minimum cumulative grade point average of 2.00 is required for the entire college career as well as in the courses comprising the concentration program. Unless otherwise stated, a course taken at Colgate is the equivalent of four semester hour credits.

Course Warnings Any student experiencing academic difficulties in a course should be identified and counseled well in advance of the end of the course. At the mid-point of the term, the Dean of the College and the Dean of the Faculty request information from faculty members for students having academic difficulties. Responses from faculty concerning individual student progress are voluntary. Information received from faculty is reported to the administrative adviser who informs the student and the faculty adviser.
Reporting Final Grades  Final grades for all students are to be reported on the official final class lists distributed by the Registrar. Final grades for seniors who expect to graduate at the end of a term must be reported to the Registrar within 48 hours after the final examination in a course or, if no final examination is scheduled, 24 hours after the final day of the examination period (or sooner). Final grades for all other students are due in the Registrar’s Office by the date specified in the memorandum accompanying the final grade list. Late grades create undue problems for students, the Committee on Standards and Academic Standing, and numerous offices that rely on academic results. Final grades are reported to students on-line (via Banner Web) by the Registrar only after all grades in a term have been submitted by the faculty. Faculty members may, if they wish, unofficially notify students of their grades, but such notification should be in writing and should be made only after the grades have been reported by the instructor to the Registrar.

Incompletes  The University’s policy on “Incompletes” is contained in the section on “Academic Regulations” in the Colgate University Catalogue. The temporary status of “incomplete,” in a course, is given only when the student has not finished the work of the course as a consequence of extenuating circumstances beyond the ability of the student to predict or control. A student’s request for an incomplete, which must be made before the end of the term, is directed to his or her administrative adviser, who will consult with the instructor in the course before rendering a decision. Faculty do not grant incompletes. If an incomplete grade is granted by the administrative adviser, he or she then informs the Registrar, student, and faculty member in writing. It is the student’s responsibility to make arrangements with the instructor to complete the work in the course by the established deadline.

An administrative adviser will grant an incomplete for a specific period of time, but in all cases the incomplete work must be completed and submitted to the faculty member not later than 20 days from the last day of a term’s final examination period. Extensions beyond the 20-day period will be granted by the student’s administrative adviser only for highly unusual circumstances. Incomplete grades will be converted to an “F” if work is not completed on schedule.

Review of a Grade  Although the individual faculty member is the sole judge of students’ academic performance in a course, students have a right to be informed of the basis for the evaluation of their academic performance in courses of instruction. The Dean of the Faculty and the Dean’s Advisory Council have established the following procedure for students who desire a review of an instructor’s evaluation of their academic performance in a course: The student should first discuss the matter with the instructor in the course, who should endeavor to explain the basis for his or her evaluation of the student’s academic performance. If the student finds this to be unsatisfactory, he or she may request that the Division Director (or Department Chair) convene a meeting of the instructor, student, and Division Director (and/or Chair), at which the instructor will explain the standards and criteria used in evaluating the student’s academic performance in the course in question. At this meeting, the student may present reasons why he or she feels that the evaluation was incorrect or improperly made. The final responsibility for evaluating students’ academic performance in a course, however, rests with the instructor.

If the Division Director (or Department Chair) finds that there is reason to believe that the instructor’s evaluation of the student’s academic performance was prejudiced or capricious, the Division Director (or Chair) should immediately bring the matter to the attention of the Associate Dean of the Faculty for such action as the Associate Dean finds appropriate.
Grades appearing on a student’s academic record may normally not be changed after one semester from the end of the term in which the grade was awarded. Grade changes initiated by the course instructor(s) must follow the “Changes of Grade” policy laid out in the Colgate University Faculty Handbook. Under extraordinary circumstances, appeals for grade changes beyond one semester but before graduation may be made to the Associate Dean of the Faculty.

**Satisfactory/Unsatisfactory (S/U) Option** This option is designed to encourage students to explore new areas outside their concentrations in the true spirit of a liberal education. Students with junior and senior standing, who have been accepted in a concentration, may elect to take up to four courses which are evaluated “Satisfactory” or “Unsatisfactory” instead of by the usual letter grades. The following conditions apply to this option:

1. The decision to choose the Satisfactory/Unsatisfactory option rests solely with the student and is restricted to students with junior or senior standing.
2. A student may take no more than one course per term on the Satisfactory/Unsatisfactory basis.
3. A student on academic warning may not use the Satisfactory/Unsatisfactory option.
4. Liberal Arts Core Curriculum courses, when taken toward the fulfillment of the Liberal Arts Core Curriculum requirement, may not be taken under the Satisfactory/Unsatisfactory option. Also, courses used to fulfill the distribution requirement, the concentration requirement, and the minor concentration requirement may not be taken Satisfactory/Unsatisfactory.
5. The choice to take a particular course with the Satisfactory/Unsatisfactory option must be made prior to the end of the Drop/Add Period and must be officially recorded by the student with the Registrar’s Office using the Satisfactory/Unsatisfactory selection form. No course will be officially regarded as using the S/U grading option unless the Satisfactory/Unsatisfactory selection form is completed. After the end of the Drop/Add Period, no changes in the grading mode (conventional grade to S/U or S/U to conventional grade) may be made.
6. In the event of a course’s limited enrollment, a student’s desire to take the course on a Satisfactory/Unsatisfactory basis shall not be a criterion in determining his/her eligibility for the course or course section.
7. To achieve the grade of Satisfactory, the student must perform at a level that would warrant a grade of “C-” or better.
8. Satisfactory completion of a course is entered on the student’s permanent transcript as “S” (Satisfactory), but does not enter into the computation of the grade point average. The unsatisfactory completion of a course is entered on the student’s transcript as “U” but does not enter into the computation of the grade point average. No course credit is awarded for a grade of U.
9. Seniors, during their final semester, should not take a course using the Satisfactory/Unsatisfactory option unless they will have a total of 32 courses without the S/U course.

**Academic Honors** A description of the academic honors awarded at Colgate may be found in the section on “Academic Regulations” in the Colgate University Catalogue. Reporting honors and high honors to the Registrar is the responsibility of the department chair or concentration program supervisor. Because of the increasing number of students completing graduation requirements at times other than May, the Dean’s Advisory Council has issued the following ruling regarding the dates for reporting of honors and high honors to the Registrar:
Departments must report honors and high honors to the Registrar no later than five calendar days after the end of the fall semester final examination period if the student completes his or her graduation requirements in the fall term final examination period; or no later than the end of the regularly scheduled period for final examinations in the spring term if the student completes his or her graduation requirements in that term.

Departments should publicize this information to all concentrators. It is particularly important that students who plan on finishing their graduation requirements in the fall term be aware of this ruling.

**Other Academic Rules and Regulations** Additional academic rules and regulations — including those pertaining requirements for credit-promotion-graduation, withdrawal from a course, repeating a course, language credit, class standing, warning and dismissal, advanced placement and transfer of credit, physical education requirements, class attendance, and independent study — may be found in the section on “Academic Regulations” in the Colgate University Catalogue or in other sections of the Catalogue.

**Absence of the Instructor from Class** Faculty members are expected to meet their classes promptly at the scheduled times. In case of illness or other emergency which requires that a class be cancelled, the department secretary will post a notice of the cancellation in the classroom and also notify WRCU radio, which will announce the cancellation to its listeners.

**Examinations** A normal pattern of examinations in a course includes one or two in-class hour examinations and a final examination or its equivalent. Other courses and seminars may use additional modes of evaluation, including take-home exams, reflective essays, individual or group projects, homework assignments, research papers, oral presentations or examinations, etc. Whatever the pattern, it is important that all students, especially first-year students and sophomores, be given adequate periodic assessments of their work during the term, so that they are aware of the progress they are making or of the academic difficulties they are experiencing.

Except in seminars, a two-hour final examination or its equivalent is required of all students in all courses. During reading and exam period students should be able to devote their full attention to final examinations; therefore, all other work for a course, including research and seminar papers, work for independent study courses, and other assignments or projects must be due no later than 5:00 p.m. on the final day of classes. Conversely, the final exam or its equivalent must be given in the exam period and not during the final week of classes.

The final exam or its equivalent should normally be cumulative and/or integrative. Instructors who give a traditional two-hour final exam must do so either by giving the exam at the time set by the Registrar or by allowing students to take self-scheduled exams. Traditional two-hour final exams may not be scheduled at other times without the permission of the Associate Dean of the Faculty. The Dean of the Faculty’s Office will provide administrative support for self-scheduled finals.

Faculty who choose a format other than a two-hour final should be mindful of the burdens that alternative formats might impose. In general, alternative formats should achieve the same purposes, allowing students to demonstrate cumulative and integrative mastery of course material, while not imposing overall time demands on students that exceed those of studying for and taking a traditional final. Faculty who wish to give written, and untimed, take-home exams, or reflective final assignments, are strongly
encouraged to observe the following guidelines. Take-home exams should normally: be
due on the final exam date scheduled by the Registrar; be distributed at least one week
prior to the due date; not require more than minimal reading or research beyond the class
syllabus; and be of reasonable length, e.g., 2000 words maximum, or less if the final exam
is part take-home and part in traditional format. Other formats should follow the spirit of
these rules. In particular, oral presentations or examinations should be scheduled flexibly
to accommodate students’ final exam week workloads.

It is a general rule that a student who has three final examinations scheduled in a single
day has a right to request that he or she be allowed to take one of them at a different time.
This is usually accomplished informally with a request to one of the instructors involved.
In some cases, the student may ask his or her administrative advisor to intervene with the
instructor(s), and faculty members are asked to cooperate with such a request for a student
who has three final examinations scheduled in a single day. If the problem cannot be
resolved in this manner, it will be referred to the Associate Dean of the Faculty, who will
determine which of the student’s three examinations will be rescheduled.

Except in the unusual case of a student having three examinations scheduled in a single
day, however, students are expected to take the final examinations in their courses at the
regularly scheduled times. Students should not make end-of-semester travel plans prior to the
publication of the final exam schedule (or should schedule travel for after the end of the final exam
period). Faculty members are strongly discouraged from giving “make-up” or special final
examinations for students except in very unusual cases and for compelling reasons.

It is requested that faculty members inform a student’s administrative advisor if the
student fails to appear for a scheduled final examination in a course.

Observance of Religious Holidays In order that no student at Colgate suffer academic
penalty because of his or her conscientious observance of a major religious holiday, it is
important that faculty members follow a uniform policy regarding such observance.

For scheduling purposes involving the student body, Colgate considers major religious
holidays to be the following: Rosh Hashanah, Yom Kippur, the first two days of Passover,
Good Friday, and Easter. Quizzes or exams should not be scheduled, and papers should
not become due, on any of these holidays or on the subsequent two weekdays. In addition,
every effort will be made not to schedule major college events on these days.

Please also note that students observing the festival of Ramadan may need accommoda-
tion for their fasting arrangements. Please consult the University Chaplain for details.

Students whose conscientious religious observance requires that they observe religious
holidays in addition to those named above, for example Orthodox Good Friday, and
Orthodox Easter, should inform their instructors well in advance. In such cases, each
instructor and student shall arrange an accommodation consistent with the policy de-
scribed for the major religious holidays listed above.

Academic Dismissal and Readmission
Members of the Committee on Standards and Academic Standing (CSAS) review the
academic performance of all students at the end of each term. Failure to meet the academic
standards in a term, as described in the Catalogue, will result in dismissal. Students
dismissed may appeal this decision by filing a written appeal to the Committee on
Standards and Academic Standing in accordance with the procedures outlined in their
dismissal notification letter.

A student who is academically dismissed from Colgate University for the first time is
eligible to petition for readmission, but readmission is not automatic. A second academic
dismissal is permanent.
Following an academic dismissal, the student must absent himself/herself from campus and abide by the Policy for Student Presence on Campus While a Student is Separated from the University contained elsewhere in the Handbook.

Colgate’s academic standards are contained in the University Catalogue in the “Academic Regulations” chapter under the headings of “Minimum Academic Progress” and “Academic Warning and Dismissal” and are worthy of careful review. Please note: By action of the Colgate Academic Affairs Board in the 2002-2003 school year, the academic standards for students entering Colgate in the fall term 2003 or subsequent semesters differ from the standards for students who entered Colgate before fall 2003. Both old and new academic standards are listed in the Catalogue.

Readmission One fall and one spring term must elapse before an academically dismissed student is eligible to return to Colgate. Students must apply for readmission through their administrative adviser, according to the following timetable:

<table>
<thead>
<tr>
<th>Return</th>
<th>Completed application due by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall term</td>
<td>June 1</td>
</tr>
<tr>
<td>Spring term</td>
<td>October 1</td>
</tr>
</tbody>
</table>

Failure to submit the application by the above deadline may result in a denial of the petition or delay readmission until a subsequent semester. Financial aid applicants must contact the Office of Financial Aid no later than April 1 for a potential readmission in any term of the subsequent academic year. Students returning from academic dismissal are automatically placed on Academic Warning for the first term back. The administrative adviser will outline the terms of this warning in the readmission letter. Financial aid recipients should refer to the section on Financial Aid contained elsewhere in the Handbook for financial aid policy pertaining to students returning to Colgate from academic dismissal status.

Requirements for Readmission Students who have been academically dismissed must demonstrate that they have the capacity to succeed in a structured environment before they are allowed to resume their studies at Colgate.

Students who have been academically dismissed must be employed in a full-time job for at least six consecutive months or successfully complete at least two full-time courses (grades of “B” or higher) at an approved four-year college or university. Dismissed students must consult the Colgate Registrar in advance for approval to take courses at another institution for subsequent transfer to Colgate. Note also that no more than six course equivalents may be transferred to Colgate from all other sources (i.e., pre-college, Advance Placement, and other colleges). Credit for courses taken elsewhere will not be granted until the readmitted student successfully completes one full term at Colgate and is removed from academic warning.

Students must consult their administrative adviser in order to plan their time away from Colgate. Administrative advisers must approve students’ plans to demonstrate their capacity to succeed in a structured environment.

Readmission Application The application for readmission should address the problems which led to the academic dismissal and argue for the student’s success upon returning to Colgate. The student’s petition, which will be evaluated by the Committee on Standards and Academic Standing, must include the following:

1. the student’s written statement describing how the time away has been spent, addressing the problems which led to dismissal and persuasively arguing why those problems will not reoccur if the student returns to Colgate.
2. if the student’s plan to work full-time for six consecutive months has been approved by the administrative adviser, the student must document the employment and provide two letters of recommendation, at least one of which is from the employer who supervised the student’s work.

3. if the student’s plan to enroll in at least two full courses at a four-year college or university has been approved, the student must provide a transcript showing that grades of “B” or better were earned in the courses and evidence that the Colgate Registrar gave prior approval for the course work undertaken. Two letters of recommendation are also required. Preferably, at least one letter should be from the professor who taught one of the two courses.

4. other materials that may be relevant which was specifically required at the time of dismissal (e.g., a letter from a health care professional attesting to the student’s readiness to return if psychological and/or medical problems contributed to the dismissal).

5. an interview with the student’s administrative adviser.

6. optional: additional letters of recommendation and/or a letter of support from parents or guardian.

The documents above must be submitted to the student’s administrative adviser no later than the deadlines shown above. Please note that students readmitted from dismissal may be required to consult with the Office of Undergraduate Studies.

(Revised 6/05)
Academic Dishonesty and the Academic Honor Code

Background
In the spring term 1999, Colgate University approved a new Academic Honor Code that went into effect in the Fall term, 2000. The Academic Honor Code itself is printed below, and all Colgate students are expected to be familiar with the Code and abide by it. At the time of matriculation all students are required to read and sign the Academic Honor Code. For a more extensive discussion of academic dishonesty, refer to *The Colgate University Academic Honor Code*. Students are provided with a copy of this booklet at the start of their first year at Colgate. Additional copies may be obtained from the Office of the Dean of the College in McGregory Hall.

The Academic Honor Code
At Colgate University, we believe honesty and integrity are fundamental in a community dedicated to learning, personal development, and a search for understanding. We revere these values and hold them essential in promoting personal responsibility, moral and intellectual leadership, and pride in ourselves and our University.

As Colgate students, we will represent ourselves truthfully, claim only work that is our own, and engage honestly in all academic assignments.

Since articulated standards and expectations can influence attitudes, and because each of us shares the responsibility for maintaining academic integrity, we are committed to upholding the Academic Honor Code.

Academic Honor Pledge
As a member of the Colgate community, I pledge to live by and to support the letter and spirit of Colgate’s Academic Honor Code.

Reporting Procedures
Members of the Colgate community who misrepresent themselves or their work, through cheating, fabrication, facilitation, or plagiarism, or who suspect another of such misrepresentation are expected to follow the Reporting Procedures outlined.

Consistent with the basic expectations of the Academic Honor Code, students who believe they may have violated Colgate’s standards of academic integrity are expected to acknowledge their concerns to the instructor in the class or to their academic or administrative adviser.

A student who observes what may be academically dishonest behavior on the part of another student is expected to share that concern with the other student in a timely fashion. If the observer and the other student determine that no violation of the Academic Honor
Code has occurred, no further action is required. However, if either student believes that an Academic Honor code violation may have occurred, the student observed is expected to self-report the incident immediately to the instructor in the class or to his or her academic or administrative adviser. Self-reporting does not constitute an admission of guilt but is an essential step, necessary to prevent misunderstanding and apprehensions. Within three class days, the observer will also contact the Associate Dean for Administrative Advising to insure that the self-report has indeed taken place.

The instructor will review the elements of the complaint, and if the instructor believes that the Academic Honor Code has been violated, he or she will contact the University Disciplinary Officer, who will convene a University Student Conduct Board hearing as outlined in the Student Handbook.

**Definitions of Academic Dishonesty and Avoiding Academic Dishonesty**

**General Definition** Briefly stated, Colgate University defines academic dishonesty as *any attempt to misrepresent one’s performance on any academic exercise submitted for evaluation*. Departments, at their option, may further clarify this general definition in writing (and distribute this clarification in courses in that department), and a violation of the Department’s statement shall be considered a violation of the academic dishonesty policy of the University as a whole. In any situation where a student questions the appropriateness of representing a work as his or her own, it will be the student’s responsibility to raise the question with the instructor. Ignorance of University policy concerning academic dishonesty shall not be a defense in any Conduct Board proceeding.

**Forms of Academic Dishonesty**

Colgate University recognizes four forms of academic dishonesty: Cheating, Fabrication (of data or sources), Facilitating Academic Dishonesty, and Plagiarism. The full definitions of these forms of academic dishonesty are listed below. All students are urged to read these definitions carefully to gain a complete understanding of behavior that the University considers academically dishonest. *Ignorance of the definitions will not be seen as a defense in University Conduct Board proceedings.*

**Cheating** Cheating shall be defined as attempting to use prohibited materials, information, or study aids in any academic exercise. To prevent possible claims of cheating, there should be strict adherence to the following guidelines:

1. Faculty members should state, in advance, their policies and procedures concerning examinations and other academic exercises. Students should request such information if a faculty member neglects to offer it.
2. It is especially important that clear guidelines be established and followed concerning the use of “take home” examinations.
3. Students completing an “in class” or “take home” examination should assume that any external assistance (e.g., books, notes, calculators, conversations with others) is prohibited unless specifically authorized by the instructor.
4. Substantial portions of the same academic work may not be submitted for credit or honors more than once without the permission of the instructor(s).
5. Students must not allow others to conduct research or prepare any work for them without advance authorization from the instructor. This comment includes, but is not restricted to, commercial term paper companies and files of past papers.
Fabrication  Fabrication shall be defined as the attempt to falsify or invent without authorization any information or citation in an academic exercise. To prevent possible claims of fabrication, there should be strict adherence to the following guidelines:
1. “Invented” information may not be used in any laboratory experiment or other academic exercise without notice to and authorization from the instructor. It would be improper, for example, to analyze one sample in an experiment and covertly “invent” data based on that single experiment for several more required analyses.
2. A student should acknowledge the actual source from which he or she obtains cited information. For example, a writer should not reproduce a quotation found in a book review and indicate that the quotation was obtained from the book itself.

Facilitating Academic Dishonesty  Facilitating academic dishonesty shall be defined as attempting to help another to commit an act of academic dishonesty. For example, if a student gives another student a specific answer to a homework assignment and knows that such assistance was either prohibited or would not be acknowledged, he or she is facilitating academic dishonesty.

Plagiarism  Plagiarism is by far the most common form of academic dishonesty reported. Plagiarism is defined simply as attempting to represent the “words or ideas of another person as one’s own.” At its core, plagiarism is a form of theft, the theft of the intangible property of another scholar. According to James D. Lester, author of several well-respected works on writing research papers, the most common forms of plagiarism include:
1. Failure to acknowledge the source of borrowed words or ideas (footnotes or other equivalent forms of citation are required at any time another writer’s words or ideas are borrowed.)
2. Failure to put direct quotes in quotation marks. Even if footnotes or other citations are used, failure to set out direct quotes in quotations marks is considered academically dishonest.
3. Improper paraphrasing (with or without footnotes or other citations.) The mere rearrangement of another’s words will not suffice.
4. Failure to include in a bibliography or other list of works consulted listing every book, article, etc. that was used in the preparation of the assignment.
(Note: Different academic disciplines use different techniques for documenting citations in papers, articles, laboratory reports, etc. Students should consult with faculty members concerning the type and form of citations expected. Printed style manuals are available to guide the student in proper documentation techniques.)

Avoiding Academic Dishonesty  At Colgate University, academic honesty is assumed to be the norm, and there is no evidence that acts of academic dishonesty are commonplace. Nevertheless, in recognition of the importance the Academic Honor Code places on academic integrity, University Student Conduct Board penalties for infractions are severe. The Community has high standards in this area, and students must be careful to avoid all forms of academic dishonesty. Acts of academic dishonesty can be avoided by: (a) Knowing the definitions of the forms of academic dishonesty recognized and (b) Avoiding these dishonest behaviors scrupulously. Any questions concerning the standards or requirements in a course should be referred to the professor to whom the work will be submitted. Careful

2 Ibid. p. 96.
planning and skillful time management will also help a student avoid instances of academic dishonesty as experience has shown that most acts of plagiarism, cheating, etc. occur when a student runs out of time to properly prepare an assignment or study for an examination or quiz. In some cases, extensions (with or without a grade penalty) may be arranged, but in all cases, it is better to fail an assignment rather than risk the serious disciplinary consequences of an academic dishonesty infraction. When time has run out, and a student does not believe he or she will be able to meet an academic deadline, a meeting with the instructor in the course and/or the administrative adviser is in order to consider viable options.

A special note about the use of computers: The vast majority of Colgate students use computers in researching and preparing papers, take home examinations and other written assignments, and in recent years, many academic dishonesty cases have had a computer-related aspect that the University Student Conduct Board has been asked to consider. Advances in information technology make it extremely easy to download and manipulate files, articles and even whole manuscripts from other sources, and students suspected of academic dishonesty have occasionally sought to blame the computer for acts of dishonesty. Students are reminded that a concern about academic dishonesty will be based on what the student submits for evaluation and not how the assignment was prepared. Claims that: “The computer printed out my notes (or first draft) and not my final paper” (or) “I wrote my footnotes into the memory of the computer and the computer forgot to record the footnotes as I went along” (or) “A friend printed out my paper and submitted it for me, but he got the wrong paper off my disk” or similar explanations will not excuse acts of academic dishonesty. Computers are wonderful aids in writing academic assignments, but one must be especially careful in using them to adhere strictly to Colgate’s standards of academic integrity.
Standards of Conduct and Non-Academic Policies

- Policy on Public Order
- Policy on Unrecognized Organizations
- Policy on Hazing
- Policy on Alcohol and Drugs
- Policy on Sexual Misconduct and Sexual Harassment
- Policy on Medical Leave of Absence
- Policy on Accommodations for Students with Disabilities
- Policy for Student Presence on Campus While a Student is Separated from the University
- Policy Governing the Scheduling of Parties
- Policy on Campus Solicitation and Concessions
- Policy on Use of Colgate Vehicles
- Policy on Smoking
- Policy on Advertising
- Equity in Athletics Disclosure Act
- Policy for Participation in the Commencement Ceremony

Students at Colgate accept membership in a community of scholars dedicated to the pursuit of intellectual growth. The University attempts to provide an atmosphere in which individual freedom and diversity can flourish and where personal growth will accompany the formal learning process. Such a community relies upon the acceptance of individual responsibility as well as respect for the rights of others.

All members of the Colgate community are expected to adhere to local, state and federal regulations as well as to the University Code of Student Conduct found in this Handbook. Colgate University reserves the right to amend any administrative policy contained in the Handbook without prior notice.

Policy on Public Order

The University is committed to the conduct of its affairs in an orderly manner and to maintain a sense of community. It is also committed to the discharge of legal and moral responsibilities, especially as they relate to the rights of freedom of speech and peaceful assembly in the University community. However, lawlessness in any form, or for any reason, will not be tolerated.

Individuals or groups who engage in acts which, in the judgment of the President of the University or designated representatives, violate public order on University property, or property supervised by the University, or who ignore or refuse to comply with specific University directives designed to maintain public order, or who pose a threat to the lives or safety of themselves or others, will be advised of the following consequences of such acts:
1. Visitors or licensees will be directed to leave the University property, or be subject to immediate arrest and removal.
2. Students, faculty, staff or other employees will be suspended from whatever status the individual has with the University and/or be subject to such other penalties deemed to be more effective. Disciplinary actions will be subject to review by the appropriate body: by procedures adopted by the faculty for faculty members, by the University Student Conduct Board for students, and by the President of the University or designates for all others.
3. Failure by students, faculty, staff or other employees to comply with University directives will result in civil or criminal prosecution of the individuals or groups concerned including, if necessary, ejection from the University property or property supervised by the University. Other disciplinary action including expulsion or dismissal will be taken by the University as deemed appropriate.

4. Any organization which authorizes or permits proscribed conduct referred to above shall be subject to recession of permission for that organization to operate on campus property.

The above resolution was moved, duly seconded and formally voted at the meeting of the Colgate University Board of Trustees on November 12, 1980, a quorum as required by the Bylaws being present for the conduct of business.

Policy on Unrecognized Organizations

No Colgate student may rush, pledge, join, recruit for, perpetuate, or otherwise engage in activities as an actual or prospective member of an undergraduate fraternal or similar selective membership organization not recognized by the university. Anyone engaging in such activities, either as an actual or prospective member, will be subject to penalties that may include suspension or expulsion.

Policy on Hazing

Hazing is any action or situation that recklessly or intentionally endangers mental or physical health, or creates substantial embarrassment, harassment or ridicule, or involves the forced consumption of food, alcohol or drugs in the course of initiation or continuing affiliation with an organization. Groups that violate the University hazing policy will forfeit recognition. Hazing includes, but is not limited to, the following list of activities:

1. Participation in or creation of situations that cause physical harm or emotional strain, such as causing a member or non-member to be the object of malicious amusement or ridicule.
2. Forced, required or implicitly coerced participation in physical activities such as calisthenics, exercises or games.
3. Participation in activities that involve illegal acts such as kidnapping or stealing, or acts that violate University policy.
4. Creation of excessive fatigue or distress through deprivation of privacy, sufficient sleep or decent and edible meals.
5. Use of physical brutality or force (including paddling, striking with fists, open hands or objects).
6. Forced, required, condoned or implicitly coerced behavior resulting in lewdness or potential ridicule or bodily harm (such as forced nudity or partial nudity, including coercing an individual to dress in a degrading manner as part of initiation or affiliation).
7. Forced, required or implicitly coerced consumption of any food, liquor, drug or any other substance.
8. Permitted consumption of excessive amounts of alcohol.

In addition to Colgate University’s anti-hazing policy, students must comply with the New York State Anti-Hazing Law, first passed in 1980. Hazing in the first degree is a Class A misdemeanor carrying a fine and a prison sentence. Hazing in the Second Degree is a violation.

The above resolution was moved, duly seconded and formally voted at the meeting of the Colgate University Board of Trustees on May 18, 1991, a quorum as required by the Bylaws being present for the conduct of business.
Policy on Alcohol and Drugs

All Colgate University students are subject to New York State law, local statutes and ordinances, and Colgate’s alcohol and drug policy. Students who violate state or local laws or University policies will be subject to criminal and/or University disciplinary action. Ignorance of the law and Colgate’s policy is not an excuse for any violations.

As an institution dedicated to learning and the life of the mind, Colgate condemns the abuse of alcohol and other drugs. Because abuse of alcohol and other drugs is detrimental to the physical and psychological well-being of students, the University seeks to educate students about the dangers of drug and alcohol abuse and the importance of healthy and responsible choices. Repeated involvement with, or excessive use of, alcohol and/or other drugs will be viewed as a health concern as well as a disciplinary matter. The University may mandate treatment for abuse of alcohol and other drugs.

Under New York State law it is illegal:
1. to provide alcohol to persons under the age of 21 years;
2. for an underage person to possess any alcoholic beverage with the intent to consume;
3. for an underage person to misrepresent his or her age, or to use false identification for the purpose of buying or otherwise obtaining alcohol;
4. to sell alcohol without an Alcoholic Beverage Control license (this includes charging admission at the door of an event at which alcohol is distributed free of charge);
5. to use, possess, sell, or distribute illegal drugs.

(NOTE: Under New York State civil law, the provider of alcohol may be held liable for any damages or injuries caused by an intoxicated person.)

Observed or reported violations of the University’s policy or concerns about abusive behavior are to be directed to designated members of the Dean of the College’s staff for appropriate action. Neither the University nor the police are in a position to ensure students against harm from drug or alcohol abuse by themselves or others. This policy is designed to promote understanding throughout the Colgate community that those who use alcohol or other drugs are fully and individually responsible for their own actions, including the personal and legal consequences associated with illegal use, possession, or distribution of these substances.

The Residential Life staff and the Campus Safety staff are on campus primarily to assist students and to promote the well-being of the residential community. As members of the Dean of the College’s staff, Head Residents and Resident Advisers are resources from whom students may seek clarification of the University’s Policy on Alcohol and Drugs in a given situation. Programs in the residence halls provide opportunities for students to educate themselves about the impact of alcohol and other drug consumption on individuals and the community.

The Residential Life and Campus Safety staffs report student violations of the Policy on Alcohol and Drugs to members of the Dean of the College’s staff. The Residential Life and Campus Safety staffs may intervene when the pattern or frequency of a student’s alcohol or other drug use poses a threat to the student’s health and/or safety or to those around her/him.

Regulations The following regulations apply to all members of the Colgate student community (throughout this document the term “members of the Colgate student community” shall refer to all individual students as well as all recognized and sanctioned University organizations). The University also expects all visitors and guests to the

*The term “drugs,” as used throughout this document, includes but is not limited to such substances as marijuana, hallucinogenic substances, depressants (including but not limited to barbiturates), stimulants (including but not limited to cocaine and amphetamines), narcotic drugs, and anabolic steroids.*
Colgate campus to comply with the regulations listed below. (All Colgate employees must comply with the Colgate University Drug Free Schools and Workplace Policy, copies of which are available in the Office of Human Resources.)

1. The University reserves the right to prohibit the consumption of alcohol in certain facilities, and to limit the way alcohol is served and the amount that may be made available at a given event.

2. Individuals or organizations that sponsor events at which alcohol is served in public spaces on campus must obtain prior authorization from the Dean of the College or his/her designate.

3. Individuals or organizations (and their leaders) that sponsor events at which alcohol is served shall be responsible for ensuring that University policies and New York State laws are strictly observed.

4. Possession of open containers of alcohol is prohibited on and immediately adjacent to public roads, parking lots, and in the common areas in and around residence halls on the campus. Consistent with NCAA policy, the use of alcohol is prohibited at all athletic events.

5. Kegs are not permitted on University property or in the possession of recognized University organizations except when used by licensed caterers operating with proper University authorization.

6. No one shall be coerced to drink alcohol or use other drugs. Events which encourage excessive drinking, including any drinking game or contest, are prohibited.

7. Being under the influence of alcohol or other drugs will not be a defense in any campus disciplinary or administrative proceeding.

8. Visitors and guests who violate the University’s Policy on Alcohol and Drugs or New York State or federal law may be expelled from University property and/or subject to criminal action. Students may be held responsible for the behavior of their guests, and for any incidents or disruptions which result from possession, use, or distribution of alcohol or other drugs by their guests.

9. The consumption of alcohol should not be the primary purpose of any event, and advertisements for events displayed on campus shall not create such an impression. Non-alcoholic beverages and food (snacks, sandwiches, etc.) should be readily and continuously available at all functions where alcoholic beverages are being served.

10. Neither funds raised by the collection of the Center for Leadership and Student Initiative Fee nor programming funds provided to University Residences by the University may be used to purchase alcohol.

**Accountability and Treatment** See “System of University Standards and Student Conduct” elsewhere in this Handbook for information about the University’s disciplinary response to violations of Colgate’s Policy on Alcohol and Drugs. A student who violates this policy may also be subject to other responses from the University including, but not limited to:

- Parental notification
- Out-patient substance abuse counseling
- Mandated Medical Leave of Absence

**Group Accountability** Student groups that violate the Policy on Alcohol and Drugs face the possibility of the loss of privileges and/or funding, and the suspension or permanent withdrawal of the right to operate as a recognized student group (see the Colgate Code of Student Rights and Responsibilities). Similarly, recognized Greek-letter organizations...
that violate the Policy on Alcohol and Drugs face the possibility of the suspension or permanent withdrawal of recognition or other sanctions.

In addition to disciplinary sanctions which may be imposed, the University may mandate counseling and/or other educational measures as may be appropriate to safeguard the health and well being of the group, its members, and the larger community.

Sources of Information and Help
Students with questions about alcohol or other drugs may contact the following agencies or groups for confidential information or assistance:

Colgate Counseling and Psychological Services (Conant House) – Call 228-7385 during regular hours; 228-1000, ask operator for staff member on duty at other times. A trained alcohol/substance abuse counselor is a member of the staff.

Members of the Dean of the College’s Staff – Call 228-7426 for the name of your Administrative Adviser. The Administrative Advisers may assist you with an appropriate referral.

Colgate Student Health Services – 228-7750 during regular hours; 228-1000, ask operator for staff member on duty at other times.

Alcoholics Anonymous – Several weekly meetings are held on campus or in the Hamilton area. Contact Counseling and Psychological Services at 228-7385, for days, times and locations.

Al-Anon – For family members or friends of alcoholics, call Counseling and Psychological Services for information about local meetings.

Adult Children of Alcoholics – Call Counseling and Psychological Services for information about meetings on campus.

Alcohol and Drug Abuse Prevention and Treatment – Call Madison County Mental Health Department, Oneida, NY, 1-800-721-2327.

BRIDGES, Madison County Council on Alcoholism and Substance Abuse – 3059 Seneca Turnpike, Canastota, NY, 697-3947.

Policy on Sexual Misconduct and Sexual Harassment
On May 18, 1991, the Colgate University Board of Trustees met and approved a Sexual Misconduct policy that defines Sexual Misconduct and Sexual Harassment. This policy, as amended, which is primarily aimed at student-to-student allegations of Sexual Misconduct or Sexual Harassment, is printed below.

A. Sexual Misconduct Policy
The University expects students to comply with all state laws regarding rape, sexual abuse, and all other behaviors that the University considers sexual misconduct. The University defines sexual misconduct as sexual contact with another person including but not limited to sexual intercourse when such contact is achieved through physical force, coercion, deception, or threat, or in situations in which the victim is physically helpless by reason of drug or alcohol consumption, sleep, or unconsciousness.
B. Sexual Harassment Policy
The University defines student-to-student sexual harassment to include conduct or communications of a sexual nature, whether physical, oral or written, which reasonably would be expected to have the effect of threatening, intimidating or humiliating the person at whom such conduct or communication is directed. This conduct may take a variety of forms from verbal suggestions, sexual remarks, joking, or propositioning, to overt physical acts.

C. Retaliation
These policies explicitly prohibit retaliation against individuals for bringing complaints of sexual harassment or sexual misconduct. Colgate may take disciplinary action against persons who engage in such retaliation.

Procedures
Sexual misconduct and sexual harassment violate Colgate’s Code of Student Conduct and in many circumstances violate the law. Individuals or groups who violate these regulations are subject to University discipline and/or prosecution by legal authorities. Colgate University strongly encourages persons who believe they have been victims of sexual misconduct or sexual harassment to bring these complaints to the attention of the Disciplinary Officer. Students initially should discuss the incident with any trained member of the Dean of the College staff, or if they prefer they should feel free to speak with a Sexual Crisis Resource Center (S.C.R.C.) counselor, a Resident Advisor, Head Resident, or Chaplain. This initial discussion will allow the student the opportunity to recount to a dean or counselor what has taken place and to discuss how best to proceed. The dean or counselor will review with the student formal reporting procedures and available medical and counseling resources, and if the student decides to report the incident, steps will be taken to begin legal and/or disciplinary action. Three options are available for on-campus handling of incidents of sexual misconduct or harassment:

1. Initiating informal discussions and/or mediation with persons designated as consultants in such incidents. The names of these specially trained persons are contained in a booklet published annually by the Office of the Dean of the College.

2. The Disciplinary Officer may refer the matter to the Director of Campus Safety for investigation; in addition, it may be necessary to report the incident to the local police department. If, on the basis of a report from Campus Safety, the Disciplinary Officer judges it appropriate, the case will be referred to the University Student Conduct Board for a hearing. In a Sexual Misconduct Hearing the University Student Conduct Board is composed of five persons, none of whom may be a student. See “System of University Standards and Student Conduct” elsewhere in this Handbook.

   All sanctions outlined for the University Student Conduct Board are available for a Sexual Misconduct Hearing. In the most serious cases, if the student is found to be responsible, the usual sanction is suspension or expulsion.

3. As always, on-campus disciplinary action will not preclude referring the incident to the authorities for criminal prosecution. If a student decides to report the incident to the police, campus support persons are available to assist the student in contacting appropriate authorities. The Chief of Police and the Director of Campus Safety will discuss police investigation and legal procedures with the student bringing the complaint.

   Incidents of sexual misconduct or sexual harassment and the feelings of those involved require great sensitivity from persons dealing with the student registering the complaint.
Standards of Conduct and Non-Academic Policies

and those accused. Every attempt will be made on the part of University officials to protect the confidentiality of the students involved as far as is possible in the context of disciplinary and/or legal proceedings.

Please note: Although the above definitions and policies refer primarily to allegations of sexual misconduct or sexual harassment by students toward other students, Colgate University also prohibits sexual misconduct or harassment directed toward a member of the community by another member or group. Students, staff, administrators, and faculty are entitled to a professional working environment free of such misconduct or harassment, and those in positions of responsibility are charged with exercising a sensitivity that precludes abusive or unprofessional actions. In particular, faculty and administrators need to be especially sensitive to the power/authority relation in their interactions with students. Actions or remarks which emphasize the sexuality or sexual identity of a student can take on proportions that they would not have in other contexts, and could ultimately impair a student’s access to the educational opportunities available at Colgate. Furthermore, amorous relations between teacher and student or between administrator and student are fundamentally asymmetrical and contradict both professional ethics and Colgate policy.

At its faculty meeting held on December 1, 1986, the faculty passed a resolution supporting the Final Report of the Committee on Sexual Harassment. The complete report may be obtained upon request through any of the following offices: the Dean of the Faculty, the Dean of the College, or the Human Resources Department.

The final report states, in part:

Colgate University explicitly prohibits harassment of one member or group of the community by another member or group. Students, staff, administrators, and faculty are entitled to a professional working environment. Those in positions of responsibility must exercise a sensitivity that precludes abusive or unprofessional actions. In particular, faculty and supervisors must avoid relationships that can compromise their evaluations of students and supervisees. Discrimination, coercion, and harassment, especially sexual harassment, have no place in the University.

Both the Equal Employment Opportunity Commission and the New York State Division of Human Rights regard sexual harassment as a form of sex discrimination and, therefore, as an unlawful discriminatory practice. The EEOC offers the following guideline for defining “sexual harassment”: “Harassment on the basis of sex is a violation of Section 703 of Title VII. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, (b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (c) such conduct has the purpose or effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment.”

The full text of the Faculty resolution in this area and other related material is contained in the Colgate Faculty Handbook and at the following website: http://offices.colgate.edu/aa

The website contains detailed definitions of sexual harassment and other forms of prohibited harassment, confidentiality requirements, a discussion of retaliation and disciplinary action, formal and informal procedures for dealing with complaints of discrimination and harassment, and referral to a pool of Harassment Advisors who can advise and provide guidance to persons who believe that they have been the targets of harassment as defined by the University. Persons interested in reviewing Colgate’s
policies and procedures in this area are invited to visit the website and/or speak to one of the designated Harassment Advisors.

**Policy on Medical Leave of Absence**

When a student experiences serious medical or psychological problems while enrolled as a student in a Colgate program, he or she may request to take a voluntary medical leave-of-absence. If approved by the administrative adviser, the student will leave campus (or study group) immediately, be granted grades of “W” in all enrolled courses (even if the normal deadline for withdrawal without academic penalty has passed), and the student will be obligated to adhere to the readmission requirements outlined below if he or she desires to return to Colgate after the problem has been treated and resolved.

Similarly, the University may require a student to take a medical leave-of-absence if, in the judgment of the student’s administrative adviser the student:

1. Poses a threat to the lives or safety of himself/herself or other members of the Colgate community, or
2. Has a medical or psychological problem which cannot be properly treated in the University setting, or
3. Has evidenced a medical condition or behavior that seriously interferes with the student’s ability to function and/or seriously interferes with the educational pursuits of other members of the Colgate community.

*(Note: In making the decision to require a student to take a medical leave, the administrative adviser must act out of concern for the student and his or her rights, concern for other students and concern for the University as a whole. The administrative adviser will have to consider whether the University is able to provide the level of care and guidance needed, whether there is a likelihood that the student will pose a threat to himself/herself or others and/or to what extent the student seriously interferes with the rights of others in the community to carry on their educational pursuits.)*

For both voluntary and required leaves, the policy on refunds contained in the *Catalogue* will apply.

While on Medical Leave, the student must absent him or herself from campus (or Study Group) and abide by the Policy for Student presence on Campus While a Student is separated from the University contained elsewhere in this *Handbook*.

**Readmission Requirements after Medical Leave of Absence**

1. **Duration and Deadlines**

If a student leaves Colgate for reasons of health, normally at least one full fall or spring semester (not counting the term in which the leave was granted) must pass before the student may be allowed to return to Colgate. Students must apply for readmission through their administrative adviser. The complete readmission application (see #3 below) must be received at Colgate no later than **October 1** for readmission in the spring semester and **April 1** for readmission in the fall semester.

2. **Required Treatment**

During a medical leave of absence, the University expects the student to undergo professional health-care treatment as the primary method of resolving the initial problem. Failure to seek ongoing treatment will raise serious doubt as to the student’s readiness to return, and in such cases the University may withhold readmission until appropriate treatment has been received. Colgate expects that ill health which results in a medical leave must be treated satisfactorily in order for the student to return to the intellectual and emotional demands of a university campus.
Colgate also requires that the student’s off-campus primary health care provider make contact with his/her counterpart at Colgate and discuss the nature of the problem that led to the student’s taking medical leave. To facilitate this communication, the student must provide written releases to both parties to communicate freely with each other. This communication must occur prior to the beginning of the student’s treatment to ensure that there is clarity regarding the medical and/or psychological problems that need to be addressed in treatment.

3. Readmission Application
A student wishing to return from a medical leave must initiate a request (see deadlines in #1 above) for readmission by writing a letter to his/her administrative adviser detailing what has been accomplished during the absence. A complete application must include:
1. the student’s letter,
2. a supporting letter from an appropriate health-care professional (physician, psychiatrist or psychologist), and
3. required personal interviews with the administrative adviser and University physician and/or psychologist.

The supporting letter from the health-care professional should be directed to the student’s administrative adviser and should address at least the following questions:
1. what were the reasons for the student seeing you?
2. how often did you meet and what were the inclusive dates?
3. what gains were made?
4. do you feel the student is able to handle the intellectual, physical and personal demands of being a full-time resident student at Colgate?
5. are there any special conditions under which the student should be readmitted?

4. Readmission Decision
The administrative adviser makes the final decision about whether the medical problems causing the student to leave have been adequately addressed and that there is a reasonable assurance that such a health crisis will not recur. The complete application is reviewed by the appropriate health-care professionals at Colgate who add their recommendations to the materials that are then evaluated by the administrative adviser.

The student’s administrative adviser communicates the decision to the student. The decision to readmit a student from a medical leave of absence is a provisional judgment that may be reversed within the first term if the health crisis has not been satisfactorily resolved. When permission to return is granted, special conditions or requirements will be outlined at the time. Upon return, the student will be expected to meet periodically with his/her administrative adviser. Similarly, it is advisable for the student to establish a professional relationship with a member of either the Counseling and Psychological Services Center or the Student Health Service during the first term back.

(Revised June 2003)

Policy on Accommodations for Students with Disabilities
In accordance with the provisions of Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, Colgate is committed to providing students with disabilities with reasonable accommodations and support needed to ensure equal access to the programs and activities of the University.

All accommodations are made on a case-by-case basis. A student requesting any accommodation should first contact the Director of Academic Program Support and
Disability Services on the Dean of the Faculty’s staff who coordinates services for students with disabilities. The Director reviews documentation provided by the student and in consultation with the student, determines which accommodations are appropriate to the student’s particular needs and programs. It is then the student’s responsibility to make direct requests for accommodations to individual faculty/staff.

For additional information on Colgate’s nondiscrimination policy with regard to persons with disabilities, refer also to the “Policy on Nondiscrimination” elsewhere in this Handbook.

Policy for Student Presence on Campus
While a Student is Separated from the University
The following policy statement was approved at the December 12, 1989 meeting of the Colgate Committee on Standards and Academic Standing concerning the presence of students on the Colgate campus while the student is separated from the University:

Students who have been separated from the University through academic dismissal, suspension for disciplinary reasons, or for medical reasons do not have the rights and privileges accorded to full-time enrolled Colgate students. Such students are expected to absent themselves from campus and to visit only with permission, given in advance, by their administrative advisers. Failure to abide by this expectation may adversely affect the decision to readmit a student.

Policy Governing the Scheduling of Parties
On November 30, 2000, the Student Affairs Board considered and adopted the following policy governing the scheduling of parties.

Weeknight parties will not be held during the first three weeks of the school year, and consistent with previous policy, parties will not be held during the summer or during the First-Year Orientation period.

No weeknight parties will be scheduled during the weeks following Thanksgiving during the fall semester and after Spring Party Weekend during the spring semester.

Any outdoor events, or events involving excessive noise, require approval by the University at least three weeks in advance regardless of the time of night or day they are held.

Policy on Campus Solicitation and Concessions
In the interest of every student’s right to privacy, health and safety, the University prohibits solicitation, sales or door-to-door canvassing (for any purpose) by students or non-students on University property except with the written permission of the Office of Student Activities. Similarly, no concessions for profit may be operated on University property without the written permission of the Office of Student Activities. A student may invite a sales representative or a representative of other not-for-profit organizations to his or her room, but the invitation must be in writing and must be on file in the Office of Student Activities at least three days prior to the scheduled visit. Common areas of residence halls and other University facilities may not be used for sales demonstrations or meetings. Organizations or individuals seeking to do business with Colgate students are encouraged to rent suitable facilities off-campus subject to applicable Village of Hamilton ordinances.
Policy on Use of Colgate Vehicles

Colgate policy prohibits anyone from operating any Colgate vehicle while under the influence of alcohol or controlled substances. Drivers using medication are also prohibited from operating a Colgate vehicle when their ability to drive might be impaired by the medication.

In addition, Colgate policy prohibits the use of alcoholic beverages or controlled substances by passengers in a Colgate vehicle. It is the responsibility of the senior official present (i.e. team captain, athletic staff member, academic officer, professor, etc.) to enforce these policies. If no senior official is present, the driver must assume the responsibility of enforcing these policies. Evidence of a violation will result in loss of the privilege of operating a Colgate vehicle. These rules are necessary to protect lives and property and to meet standards of safety suggested by Colgate’s insurance carrier.

Individuals requesting permission to drive Colgate vehicles will be required to attend a two hour driver safety class, pass a written and driving test using a University van, as well as read and agree to abide by rules and regulations provided by Campus Safety. They will also be asked to make their driving records available to Colgate. Colgate vehicle licenses will be valid for one year and must be renewed in subsequent years by attending a one hour driver safety refresher class and maintaining a good driving record. The University reserves the right to deny permission to drive a Colgate vehicle based on the review of driving records or subsequent infractions.

Policy on Smoking

All indoor areas of the University are designated as no-smoking areas, where no person shall smoke or carry a lighted cigar, cigarette, pipe, or any other form of smoking object. No-smoking areas include, but are not limited to classrooms, all offices, hallways and entrances, restrooms, elevators, lecture and meeting rooms, lounges, libraries, bookstore, dining areas, gymnasiums, theater, bowling alley, student health center, and athletic facilities. Smoking is also prohibited in Colgate-owned vehicles.

Although all persons are strongly encouraged not to smoke at all on campus, exceptions to the above policy, where smoking technically is permitted, will be in individual student residence hall rooms with the exception of those residence halls that are designated as non-smoking areas and outdoors. Smoking in Donovan’s Pub will be permitted after 9:00 p.m. only.

This policy seeks the mutual cooperation, consideration, and thoughtfulness of smokers and nonsmokers. All faculty, staff and students share in the responsibility for adhering to and enforcing this policy and have the responsibility for bringing it to the attention of visitors. Supervisors are expected to implement this policy in their areas.

A complaint or concern regarding this policy should be promptly referred to the immediate supervisor or appropriate Dean or Vice President for resolution. Violations of this policy will be dealt with in a manner similar to violations of other University policies, with an attempt to resolve the problem as simply as possible, but allowing for the possibility of disciplinary action if necessary.

(July 1, 1995)

Policy on Advertising

At the end of the Spring term 1992, the Student Affairs Board approved a new Advertising Policy concerning all aspects of on-campus advertising including the use of chalk advertising, printed advertising, “Coop sheets,” and on-campus advertising by groups not affiliated with the University.
A copy of the Advertising Policy is available in the Student Activities Office in the Student Union Building.

Equity in Athletics Disclosure Act
Pursuant to the Equity in Athletics Disclosure Act, students, prospective students and the public can request information concerning Colgate’s intercollegiate athletic program. Interested parties should contact Director of Athletics, 13 Oak Drive, Hamilton, New York 13346, (315)-228-7611.

Policy for Participating in the Commencement Ceremony
Colgate holds a Commencement (Graduation) ceremony annually on the third Sunday in May. The following criteria outline eligibility for Colgate students to participate in this ceremony.
1. To fully participate in Commencement (i.e., to graduate), students must have satisfactorily completed a minimum of 32 courses and have fulfilled the distribution requirement, Liberal Arts Core Curriculum requirement, all concentration requirements, and language and writing requirements (as required). All Physical Education requirements, including swim test, must be complete.
2. Students who fail to complete all graduation requirements but have successfully completed at least 28 course credits and satisfied the seven-semester residency requirement are eligible to participate in Commencement ceremonies on a restricted basis. These students will have restricted participation in the ceremonies if they have submitted a written plan to the Registrar by the end of the first week of May which details how all deficiencies will be satisfied by the following December. Participation in Commencement will be restricted in that students in this category will be seated in the last row behind those who are receiving their diplomas; they will not walk across the platform, nor will their names appear in the Commencement Program. (Note: Restricted participation students would be eligible to participate fully in the following year’s Commencement ceremony, upon their completion of all degree requirements.)
3. Students who have not successfully completed at least 28 Colgate course credits and satisfied the seven-semester residency requirement will not be permitted to participate in graduation ceremonies on any basis and will not be listed in the Commencement Program, irrespective of their class year upon matriculation at Colgate University.

Questions about this policy should be referred to the Office of the Registrar in McGregor Hall.
Student Rights and Responsibilities

- Code of Student Rights and Responsibilities
- University Policy on Nondiscrimination
- Affirmative Action Compliance
- Family Educational Rights and Privacy Act ("Buckley Amendment")
- Recommendations
- Grievance Policy

Colgate University has taken a number of steps in the last several years to codify student rights and responsibilities. The resultant codes and policy statements are collected below.

**Code of Student Rights and Responsibilities**

The Colgate University Code of Student Rights and Responsibilities was approved and adopted by the University Council on March 12, 1975, and modifications have been made periodically through the University Governance System. The Code deals with those rights and responsibilities that are of particular importance to students as members of Colgate University, and it is printed below in its entirety.

**COLGATE UNIVERSITY CODE OF STUDENT RIGHTS AND RESPONSIBILITIES**

**Preamble**

This Code of Student Rights and Responsibilities attempts to clarify, enumerate, and gather rights and responsibilities which are of particular importance to students as members of Colgate University. Students are also members of the community at large, and no enumeration of their rights and responsibilities as students shall be deemed to conflict with rights they enjoy and rightful responsibilities they incur as citizens. Furthermore, this particular Code of Student Rights and Responsibilities shall not be presumed to preclude other rights and responsibilities which properly belong to students as members of an educational community. Colgate University is constantly evolving, and the rights and responsibilities of members of this community must be regularly reassessed.

In order to create the best possible climate for learning, the University recognizes the importance of providing personnel and facilities of high quality and of maintaining the rights of free inquiry, expression and assembly. In addition, the University recognizes the need to protect the inviolability of the student’s personal and civil rights: specifically, the right to be secure in one’s person, speech, living quarters, papers, and effects against unreasonable search and seizure; and the freedom from disciplinary sanction except by due process, with avenues of recourse available when a student claims to have been subjected to prejudicious, discriminatory, or capricious treatment.

The student members of the academic community are expected to make the best possible use of the educational resources of the University. In addition, they are expected to abide by the rules, regulations and procedures which the University has developed to implement its educational objectives and to respect the University’s right to safeguard property, assure the safety of individuals, and maintain public order on its premises.

It is not the intention of this Code nor in the power of the university governance system to change the By-Laws of the Board of Trustees of Colgate University, nor is it the intention of this Code to abridge the rights and responsibilities of other members of the Colgate community who are not students.

The responsibility for interpreting and for maintaining the rights and responsibilities of students at Colgate University belongs to the Dean of the College who may be advised in this responsibility by the Committee on Student Rights and Responsibilities.
1. **Campus Expression** Pursuit of a liberal education requires an atmosphere conducive to the full and free expression of opinion; responsive membership in the Colgate University community also requires a respectful awareness of individual and group sensibilities.
   
a. The right of discussion and expression of all views is a basic principle within the University. In the course of any public lecture, a speaker has the right to present his or her subject without interruption. Students or other prospective members of the audience may request beforehand the right to question the speaker at the speaker’s convenience and shall be informed prior to the speaker’s presentation what the response has been to such a request.
   
b. Students, student groups and student organizations may invite and hear any persons of their own choosing subject to the requirements of the use of University facilities.
   
c. A student, student group or student organization may distribute without prior approval written material in areas wherein distribution shall not interfere with classes or University authorized functions.
   
d. The right to peaceful demonstration is accepted by the University with the understanding that Colgate must act to assure the safety of individuals, the protection of property, and the continuation of the academic process without interference on its premises.
   
e. The University condemns statements, symbols, and actions which denigrate or ridicule an individual or group because of race, religion, ethnicity, sex, or sexual orientation, when such statements, symbols, and actions clearly serve no educational purpose.

2. **College Residences**
   
a. As a residential college, Colgate recognizes the importance of offering residential living units that provide each student with a supportive environment within which the student can develop to his or her fullest abilities. The right of students to sleep and study in their rooms, subject to reasonable needs and schedules, are the basic priorities of Residential Life at the University.
   
b. All first-year and sophomore students will be required to live in University owned residences. Juniors and seniors who are members of a fraternity or sorority may live in the chapter house. Seniors may live off campus only by permission of the Director of Residential Life.
   
c. Nothing in the residence hall contract may expressly or implicitly give the University Officials authority to consent to a search of a student’s room by police or other government officials without a warrant authorized by law.
   
d. The Dean of the College may authorize a search of a student’s room in a residence hall by members of the University to determine compliance with federal, state, and local criminal law or University regulations where there is a reasonable basis to believe that a violation has occurred or is taking place.
   
   (1) The Dean of the College shall authorize the search and state in writing the purpose thereof before the search takes place. Any search authorization may subsequently be reviewed by the Committee on Rights and Responsibilities upon request of the involved student. The purpose of such review is (a) to determine that the individual’s rights were observed, and (b) to assure that the authorization was well-founded. For example, authorization to search a room for stolen property would be considered well-founded and would not prevent punitive measures being taken on the basis of evidence accidentally uncovered which revealed another offense. If the Committee determines that the authorization was improper, nothing uncovered or seized during the search shall be used as evidence before the University Student Conduct Board, although stolen property shall be returned to the owner(s).
(2) When a search of a student’s room has been authorized, it should be done in the presence of that student or the students in question.
(3) In the absence of the student, the Dean or the Dean’s delegate shall have an officer of the living unit or an elected student representative of the association witness the search.
(4) When a student has been absent while his or her room was searched, the student shall be informed of the search and of the basis for that search.
e. When the appropriate University officials plan to seek access to a student room in a residence hall for improvement, repairs, or for reasons of safety including but not limited to fire safety checks, the occupant shall be notified in advance, although there may be entry without notice in connection with scheduled fire drills or in emergencies where imminent danger to life, safety, health, or property is reasonably feared (including, without limitation, responses to all fire alarms not triggered as part of a scheduled drill).

3. Communications Media
a. Colgate student communications media and their editors and managers are granted freedom of oral and written expression, freedom from advance approval of copy, and freedom from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content. Only for proper and stated causes are editors and managers subject to sanctions. (See Section 6L.)
b. This freedom of expression entails a corollary obligation on the part of the media and any student making written or verbal statements on University premises or while a part of a University-sanctioned program, group, or organization to observe the standards of civil laws which protect the rights of individuals and institutions against slander, libel, and falsehood.
c. All student communications shall make periodic public statements that the opinions expressed are not necessarily those of the University or the Student Association.
d. Nothing in this section shall prevent the University from complying with the rules and regulations of the Federal Communication Commission which apply to Colgate media.

4. Maintenance of Student Records
a. Information regarding students may be recorded and retained when there is a demonstrable need for it, which has substantial relevance to the educational and related purposes of the University. Information lacking such relevance, including that which may be contained in files specified in part b of this section, shall be expunged by appropriate University officials whenever it is lawful to do so. Information “subject to student inspection” as defined by the Family Educational Rights and Privacy Act of 1974, may not be expunged or altered in any way until a student or former student who has properly requested to see such information has been given reasonable access to it.
b. Files shall be maintained of the following: academic records and supporting documents, general education records; records of disciplinary proceedings; medical and psychiatric records; financial aid records; and placement records.
(1) Administrative records kept by the Dean of the College or members of the staff shall be known as the student’s general education file. It shall include the student’s admission file, correspondence by or to the University pertaining to the student, interview reports made by the Dean or members of the Dean of the College staff, official University Student Conduct Board correspondence, and any records about formal action taken by the University, officials of the University, or officially-recognized groups of the University with regard to the student.
(2) Official academic records, including transcripts thereof, should be an unabridged and chronological record of all courses undertaken with grades received and progress toward graduation. Transcripts of academic records shall contain only information about academic status including any interruptions in the student’s progress. Except for intra-institutional use, academic records and transcripts shall be made available only with the formal consent of the student involved.

(3) Disciplinary records maintained by the Disciplinary Officer are for internal use and as such shall not be made available to persons outside the institution except on formal authorization of the student involved, or under legal compulsion. Intra-institutional use shall be restricted to the Disciplinary Officer, who may disclose and interpret the record to other officials in the institution when necessary for the discharge of their duties.

(4) Medical records shall be under the direct supervision of a member of the Student Health Service in order to insure the special legal protection which is assured communications between physician and patient.

(5) Counseling records kept by any member of the University whose position relative to students is defined by law as “privileged communication” shall be under the direct supervision of that counselor. Such counselors include people working for the University as physicians, psychologists, psychiatrists, lawyers, and clergy working in that capacity for the University.

(6) Consistent with State and Federal regulations, financial records of students, including those related to the granting of scholarships and other assistance based on financial need, shall be strictly confidential at the discretion of the source of the information.

(7) Center for Career Services records are created, maintained and used to assist in the student’s education, development and employment not only as an undergraduate, but throughout his lifetime. The credentials provided by the institution shall contain chronological listings of the study and employment of the candidates with confidential references written by faculty and employers designated by the candidates and released only with the candidate’s permission. The credentials shall provide no information in conflict with fair employment legislation, nor any information the release of which is the responsibility of offices other than the Center for Career Services.

c. The privacy and confidentiality of all student records shall be preserved through observation of the following procedures:

(1) Official student academic records, supporting documents and other student files shall be maintained by only members of the institution staff employed for that purpose.

(2) No entry may be made on a student’s academic record and no document may be placed in a student’s academic file without actual notice to the student. Publication of grades and announcement of honors constitute notice.

(3) No record identifying an individual student may be made in relation to any of the following matters except with the written permission of the student: race, religion, political or social views, and membership in any organization other than honorary and professional organizations related to the educational process.

(4) The University complies with the Family Educational Rights and Privacy Act of 1974 and reserves the right to offer the additional protection to students enumerated in this code and by any other administrative ruling or regulation.

(5) In releasing data for research, the institution must take due care to protect the identity of the student. Before submitting information from student records to a researcher, the institution shall be assured that the research agency will follow acceptable standards of confidentiality. Whenever the limits of confidentiality are in question, the institution shall obtain the formal consent of the student prior to using information about the student for research purposes.
d. It is the responsibility of the student to report the current local address and place of residence and home address to the Registrar.

5. Visits of Consultants
a. Consultants shall be free to appear on campus for the purpose of conducting interviews or distributing information regarding post-graduate employment or military service providing that they conduct their activities under the auspices of the Center for Career Services or the relevant academic discipline and that they utilize the facilities provided by the University sponsor.

b. Advance notice of all visits by consultants to the Center for Career Services must be posted by the Center at least one week before each visit.

6. Student Organizations and Groups
a. Organizations and groups may be established at Colgate University. They shall be defined as any number of individuals that: use the campus as the focus for their activities and/or use University facilities, or use Center for Leadership & Student Initiative (CLSI) fees, or use the University name; draw their membership primarily from among the student body of the University.

   (1) An organization is a formally organized body of students with an officer or officers, intending to remain organized on a regular and yearly basis.

   (2) A group is a number of persons gathered on an informal basis with a specific concern who designate one spokesperson for the group’s activities.

b. The following requirements shall apply specifically to organizations: a statement of purpose or purposes, constitution and by-laws, and the names and addresses of current officers must be filed with the Director of the Center for Leadership & Student Initiative.

c. The following conditions shall apply specifically to groups: groups of a continuing nature may be asked to become organized if their activities become such that an informal structure no longer meets the necessity for establishing the group’s responsibility. The Student Senate or the Director of the Center for Leadership & Student Initiative shall make such determination.

d. Membership in an extramural organization shall not, in itself, disqualify the campus branch or chapter of any group or organization from privileges to which it is entitled as a University group or organization, but where there is such affiliation, the extramural organization’s constitution, by-laws, and amendments shall be filed with the Center for Leadership & Student Initiative (CLSI) Office.

e. Recognition of a group or organization by Colgate University implies neither approval nor disapproval of the purposes, objectives and policies of the organization.

f. Organizations and groups that wish to do so may keep membership lists confidential and solely for the use of the organization except that names and addresses of the relevant officers and spokespersons are required as a condition of recognition.

g. Upon request, the Director of the Center for Leadership & Student Initiative may locate and assign Colgate University facilities to authorized organizations, groups, or individuals for regular business meetings, for social programs or for programs open to the public with the following provisions obtaining:

   (1) Reasonable conditions may be imposed to regulate the timeliness of requests, to determine the appropriateness of the space assigned, to regulate time and use and to insure proper maintenance.

   (2) Allocation of space shall be made based on the order of receipt of requests and the demonstrated need of the organization, group or individual.

   (3) The University shall publish any rental charges levied for use of its facilities.

   (4) Physical abuse of assigned facilities shall result in reasonable limitations on future allocation of space to offending parties and restitution for damages.
(5) The individual, group, or organization requesting space must inform the Director of the Center for Leadership & Student Initiative of the general purpose of any meeting.

h. The Colgate University Student Senate may allocate institutional funds derived from student fees for use by recognized organizations and groups which:
   (1) Submit their budgets to the Colgate Student Senate for approval;
   (2) Provide on a schedule determined by the Student Senate a statement of income and expenses.

i. The Center for Leadership & Student Initiative (CLSI) Office may require disclosures of sources of all funds of any organization which requests the use of University facilities or funds from the University or the Student Senate.

j. No individual, group or organization may use the College name without the explicit authorization of the Colgate Board of Trustees.

k. No member of the Colgate University community shall be denied membership in any organization or group because of race, religion, or ethnic background. Gender shall not be a valid criterion of membership in any organization or group except in residence halls and fraternities and sororities.

l. A group or organization will be held collectively responsible when:
   (1) Actions which lead to the misuse of persons, property or University funds have received the tacit or overt consent or encouragement of the organization or group or the organization’s or group’s officers.
   (2) In the course of its activities, an incident is the result of the failure on the part of the group or organization or its officers to take reasonable precautions against the misuse of persons, property or University funds.
   (3) A policy or practice of a group or organization is directly responsible for a violation.
   (4) Any organization or group which engages in any such activities, on or off campus, may have sanctions imposed against it by Dean of the College (or his or her designate.)
   (5) A group or organization will not be held collectively responsible for its members’ actions which do not fall under the conditions stated above.

7. **Termination of Employment**  No student shall be discharged from his/her employment or suffer termination of student aid by the order or request of a University employee without written notice, an opportunity to be heard by the University employee issuing such an order or request and a right of appeal to the Dean of the College (or his or her designate).

8. **Enforcement**  Any adversely affected student may present evidence of alleged violations of this code by University employees or officers of Student Organizations to the Committee on Student Rights and Responsibilities. A majority of the committee may report violations to the Dean of the College for appropriate action to be determined by him/her. A majority of the Committee may also report violations of the code to the campus press.

9. **Distribution**  This code and all other University rules and regulations directly pertaining to students shall be published in one pamphlet and distributed to all members of the University community.

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**University Policy on Nondiscrimination**

The following statement of the University’s Policy on Nondiscrimination was approved by the Colgate University Faculty on February 24, 2003 and is reprinted below in its entirety:
STATEMENT OF NONDISCRIMINATORY POLICY

Colgate University fully subscribes to all federal and state civil rights laws banning discrimination in private institutions of higher education. Colgate will not discriminate against any employee or applicant for employment because of race, color, sex, pregnancy, religion, creed, national origin (including ancestry), citizenship status, physical or mental disability (including AIDS), age, marital status, sexual orientation, status as disabled veteran or veteran of the Vietnam era, or any other protected category under applicable local, state or federal law, such as opposing discrimination or participating in any complaint process at the Equal Employment Opportunity Commission or other human rights agencies.

The Board of Trustees has also approved the following policy statement:

All procedures and mechanisms to admit applicants to the student body of the College and to deal with them as students of the College shall be conducted and operated fairly and impartially without discrimination based upon race, color, national or ethnic origin, or handicap.

When the final implementing Regulation of Title IX of the Education Amendments of 1972 became effective in 1975, the President issued the following statement regarding Colgate’s policy with respect to prohibiting sex discrimination in its educational programs:

It is the policy of Colgate University not to discriminate on the basis of sex in the educational programs and activities which it operates. Colgate University will comply with all applicable provisions of Title IX of the Educational Amendments of 1972 and its implementing Regulation.

Inquiries concerning this policy may be directed to the Dean for Institutional Diversity, who oversees implementation of Colgate’s Affirmative Action and Equal Opportunity plan and the University’s Policy on Nondiscrimination, or to the Director, Office for Civil Rights, U.S. Department of Health and Human Services, Cohen Building, 330 Independence Avenue, SW, Washington, D.C. 20201. The Associate Provost coordinates the University’s efforts to comply with and carry out its responsibilities under Title IX of the Educational Amendments of 1972 as amended.

Colgate University is committed to full compliance with the Americans With Disabilities Act of 1990 (ADA), which prohibits discrimination against qualified persons with disabilities, as well as other federal and state laws pertaining to individuals with disabilities. Under the ADA, a person has a disability if he or she has a physical or mental impairment that substantially limits a major life activity. The ADA also protects individuals who have a record of a substantially limiting impairment. A substantial impairment is one that significantly limits or restricts a major life activity such as hearing, seeing, speaking, breathing, performing manual tasks, walking or caring for oneself.

The Director of Academic Program Support and Disability Services has been designated as the officer responsible for coordinating efforts to comply with this Act, including investigation of any complaint alleging noncompliance.

Pursuant to the ADA, Colgate will provide reasonable accommodation(s) to all qualified employees with known disabilities, where their disability affects the performance of their essential job functions, except where doing so would be unduly disruptive or would result in undue hardship.

An employee with a disability is responsible for requesting an accommodation in writing from his or her supervisor, who will consult with the individual and the Associate Provost to identify which essential functions are affected by the employee’s disability and what reasonable accommodation could enable the employee to perform those duties.

Employees requesting an accommodation may be required to provide medical certification from the employee’s health care provider that includes:
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(1) identification of the health care provider;
(2) the health care provider’s diagnosis of the disabling condition;
(3) specific limitations and/or suggested restrictions and their relation to the
disability; and
(4) suggested accommodations.

Colgate University reaffirms its commitment to promote the goals of fairness and
equality in all aspects of the educational enterprise.

Affirmative Action Compliance

The Dean for Institutional Diversity oversees implementation of the University’s EEO/AA Plan and compliance with all applicable federal, state and local laws prohibiting discrimination in employment. Employee complaints under Title IX may be filed with the Dean for Institutional Diversity.

The Associate Provost oversees compliance with Title IX of the Education Amendments of 1972, and with the University’s Affirmative Action policy as it relates to University administrative and staff positions. The Associate Provost also handles student grievances regarding compliance with the University’s nondiscrimination policy. Student complaints under Title IX may be filed with the Associate Provost.


Affirmative Action Policy
Colgate University is committed to policies of affirmative action designed to increase the employment of minorities in our whole work force and of women on the faculty. We aspire to broaden the diversity of our educational community. We recognize that this will require that we offset geographical isolation in order to create a rich representation of racial/ethnic minorities in order to attract other members of these groups. We also aim through affirmative action to help overcome the effects of both conscious and unconscious discrimination as well as any under-representation experienced by these groups and by women.

Family Educational Rights and Privacy Act ("Buckley Amendment")
The Family Educational Rights and Privacy Act (FERPA) – often referred to as the “Buckley Amendment” after its sponsor, Senator James Buckley of New York – affords students certain rights with respect to their educational records. They are:

1. The right to inspect and review the student’s educational records within 45 days of the day the University receives their request for access. Students should submit to the Registrar, Dean, Head of the Academic Dept., or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and the place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official should advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student’s educational records that the student believes are inaccurate or misleading.

Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.
If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosure of personally identifiable information contained in the student’s educational records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosures without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks.

A school officer has a legitimate interest if the official needs to review an education record in order to fulfill his/her professional responsibility.

“Directory information” may be disclosed without the student’s consent. “Directory information” includes the student’s name, address, telephone listing, e-mail address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, degrees and awards received, and the most previous educational agency or institution attended by the student and any other similar information.

A student has the right to withhold the public release of any or all information directly pertaining to him/her by giving advance notice to the Dean of the College. Such advance notice must be received in the Office of the Dean of the College prior to the end of the drop/add period for each term.

Questions and Complaints  Any questions pertaining to Colgate University’s policy under the federal regulations protecting the privacy rights of students should be referred to the Office of the Dean of the College. Complaints regarding alleged violations by the University of rights protected by the federal statute and regulations may be submitted to: Family Policy Compliance Office, U. S. Dept. of Education, 600 Independence Ave., SW, Washington, D.C. 20202-4605.

Recommendations
1. It is the student’s responsibility to answer honestly and fully all questions asked on graduate school, graduate fellowship, employment, and other applications.
2. When providing a recommendation for students or former students, administrative advisers and those acting on their behalf shall answer honestly and fully such questions asked of them.
3. Every recommendation mentioning a disciplinary action shall state that doing so is mandated by University policy. The recommender may comment on the relevance of the disciplinary action to the student’s suitability for the program, job or fellowship for which he or she is applying.
4. It is understood that academic dismissals, involuntary leaves of absence and University Student Conduct Board suspensions and expulsions shall always be mentioned in all recommendations.
5. When no questions about discipline are asked directly, the recommender shall:
   a. mention all cases of disciplinary sanctions (Warnings, Probations, or University Student Conduct Board sanctions) currently in effect and also any disciplinary sanctions within four months of the date of the recommendation.
   b. mention past cases of discipline if they are relevant. For example:
      i. any case of violent behavior and all cases of similar severity should be mentioned.
      ii. a pattern of irresponsible behavior or immature behavior that raises concerns about the student’s current maturity should be mentioned.

(Approved by the Student Affairs Board Fall, 1990 and Revised Spring, 1996)

Grievance Policy

Student’s Freedom of Expression and Inquiry At its meeting of January 21, 1974, the Committee on Faculty Affairs approved the following statement:

The professor in the classroom and in conference should, consistent with the nature of the course, encourage free discussion, inquiry, and expression. Student performance should be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

Students should have protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.
System of University Standards and Student Conduct

- University Code of Student Conduct
- Procedures of the System of University Standards and Student Conduct
- University Hearing Bodies: Their Functions and Procedures
  1. Community Councils
  2. Administrative Hearing with the Disciplinary Officer
  3. University Student Conduct Board
- University Student Conduct Board: University Standards Hearing
- University Student Conduct Board: Sexual Misconduct Hearing
- University Student Conduct Board: Organization Misconduct Hearing

University Code of Student Conduct
Students at Colgate University accept membership in an academic community dedicated to the pursuit of intellectual and personal growth. As a liberal arts college, Colgate seeks to provide opportunities for students, both in and outside the classroom, to develop critical thinking, integrity, judgment, a common experience of learning, and appreciation of cultural and ethnic diversity, as well as the social and ethical values necessary for community life.

Colgate expects its students to conduct themselves in a manner that is consistent with the institutional community’s pursuit of its educational objectives. The integrity of the Colgate community depends upon each member’s acceptance of individual responsibility and respect for the rights of others. Colgate expects that its students will not lie, steal, cheat, or engage in dishonest or unlawful behavior or any other behavior intended to inflict physical or emotional harm on another person. Colgate students must abide by University policies and comply with directions of University officials acting in performance of their duties.

Student Discipline The System of University Standards and Student Conduct resolves possible violations of the Code of Student Conduct by matriculated or enrolled Colgate students on or off campus. The disciplinary system seeks to educate students about both personal freedoms and the limits of belonging to and living in a diverse academic community. To this end, students play a central role in the administration of Colgate’s System of University Standards and Student Conduct. Students participate in shaping the rules that govern the communities in which they live, and bear personal responsibility for upholding and enforcing the standards for student conduct.

The Disciplinary Officer, appointed by the Dean of the College, oversees the University Standards and Student Conduct system. In addition to the Disciplinary Officer and his/her administrative staff, the system consists of Community Councils, and the University Student Conduct Board.

The University’s disciplinary system is not a substitute for civil or criminal court proceedings. Students on campus as well as off campus are subject to federal, state and local laws.

Procedures of the System of University Standards and Student Conduct
Overview of the Disciplinary Process Possible violations of the University Code of Student Conduct are brought to the attention of the Disciplinary Officer. The Disciplinary
Officer assesses the nature of the violation, investigates allegations, and then does one of the following:

1. Dismisses the allegations based on the evidence.
2. Resolves the question of misconduct through alternative means.
3. Conducts an Administrative Hearing.
4. Refers the incident to a Community Council.
5. Refers the incident to the University Student Conduct Board.

Students have an opportunity in all hearing venues to respond to the allegations. While the types of case they hear vary, all University hearing bodies function similarly, in that they give the student the opportunity to respond to the allegations, determine if the implicated student or group should be held responsible for the alleged violation, and, when appropriate, assess appropriate sanctions. To maintain standards of consistency and equity in the application of University standards, the Disciplinary Officer oversees the Community Councils and the University Student Conduct Board. The Disciplinary Officer assembles the materials and evidence presented to the Board, prepares the students subject to hearings before the Board, and maintains records of every hearing.

Referral to Hearing Body  The Disciplinary Officer generally refers alleged violations of the Code of Student Conduct to an appropriate University hearing body. Most violations that may result in sanctions no more severe than probation are resolved in an Administrative Hearing with the Disciplinary Officer or his/her designate (or, when appropriate, in a hearing before a Community Council.) Any violation that could result in a sanction of suspension or expulsion must be referred to the University Student Conduct Board. As such, violations of a more serious nature, including but not limited to cases of academic dishonesty, sexual misconduct or assault, group misconduct, or violations by students with long disciplinary records will likely require a hearing before the University Student Conduct Board.

Action in Courts  The Disciplinary Officer will seek to monitor civil or criminal court cases involving Colgate students where serious breaches of the law are involved. The University reserves the right to initiate disciplinary action while court action is pending. However, the University may delay disciplinary action until the court action is completed.

Amendments  Amendments to this system may be proposed by the Committee on Students Rights and Responsibilities and acted upon by the Student Affairs Board. The Student Affairs Board shall refer proposed amendments to the President and the Board of Trustees.

Overview of University Hearing Bodies  
1. Community Councils  The disciplinary subcommittees of Community Councils may hear cases for possible violations of the Code of Student Conduct for which the Disciplinary Officer determines that a hearing before a council of undergraduate peers is appropriate. These violations typically occur in or affect the residential community, and are punishable with sanctions up to and including probation. A Community Council and its disciplinary subcommittee are made up entirely of students elected by the student residents of the particular residence hall or residential community. When appropriate, disciplinary subcommittees recommend a sanction to the Disciplinary Officer, and the Disciplinary Officer shall make the final determination of the sanction. The strongest sanction available to a disciplinary subcommittee is probation.
2. **Administrative Hearing with the Disciplinary Officer** Most violations of the Code of Student Conduct that may result in sanctions no greater than probation will come before the Disciplinary Officer. Sanctions short of suspension or expulsion for violations for which the implicated student admits responsibility may be imposed by the Disciplinary Officer or his/her designate after an Administrative Hearing.

3. **University Student Conduct Board** The Disciplinary Officer shall refer to the University Student Conduct Board cases that require one of three types of hearing:
   a. **University Standards Hearing**
      1. Cases involving possible violations of the Code of Student Conduct that could result in a sanction of suspension or expulsion;
      2. Cases in which the student involved does not accept responsibility for the violation with the understanding that the full range of sanctions including suspension or expulsion are available should the student be found responsible for the behavior in question;
      3. Cases of academic dishonesty.
   b. **Sexual Misconduct Hearing** Cases involving possible violations of the University’s Sexual Misconduct or Sexual Harassment policies that could result in suspension or expulsion.
   c. **Organization Misconduct Hearing** Cases involving possible violations of the Code of Student Conduct by recognized student organizations on campus, including but not limited to fraternities and sororities, SGA recognized organizations, and athletic teams.

**University Hearing Bodies: Their Functions and Procedures**

1. **Community Councils** Each residence hall or designated group of residential areas shall empanel a Community Council from among the students residing therein. Following approval from the Disciplinary Officer, each Council will elect a disciplinary subcommittee to hear cases of student misconduct in and around residence halls and that cannot result in sanctions greater than probation. The Disciplinary Officer oversees the entire system of disciplinary subcommittees to ensure consistency with the *Colgate Student Handbook* and University policy. Each disciplinary subcommittee is expected to adhere to the policies set forth by the University in the *Colgate Student Handbook* and to follow procedures established by the Disciplinary Officer.

**The Hearing** Each disciplinary subcommittee may establish its own working principles consistent with the following minimum expectations to which each Council must adhere:
- The student alleged to have violated the Code of Student Conduct will be notified in advance regarding the possible violation and will be required to appear at a hearing before his or her Community Council disciplinary subcommittee by a specified date.
- The hearing will follow a procedure set in advance, and the student will be given the opportunity to respond to the charges against him/her.

**The Decision** Based on the evidence presented in the hearing, the disciplinary subcommittee will:
1. Find the student either “Responsible” or “Not Responsible” for the alleged violation.
2. If the student is found responsible, recommend to the Disciplinary Officer appropriate sanctions.
   The Disciplinary Officer will review the recommendations of the disciplinary subcommittee and may either accept, modify or reject the recommended sanction of the Council.
In doing so, the Disciplinary Officer looks to achieve equity and consistency among all the disciplinary subcommittees of the Community Councils. The Disciplinary Officer, or his or her designate, will notify the student of the outcome of the hearing.

2. Administrative Hearing with the Disciplinary Officer  The implicated student will be contacted regarding a possible violation and will be required to meet with the Disciplinary Officer by a specified date. The Disciplinary Officer will then give the student the opportunity to meet with the Disciplinary Officer to respond to the possible violation. If the student admits to the violation, the Disciplinary Officer will assign a sanction. When appropriate, the Disciplinary Officer can designate another member of the staff of the Dean of the College to conduct an Administrative Hearing.

3. University Student Conduct Board  The University Student Conduct Board determines if matriculated or enrolled students on or off campus, singly or acting as a group, have violated the University Code of Student Conduct, and, if so, what action should be taken. Depending on the type of violation, the Disciplinary Officer will convene one of three types of hearing:

A. University Standards Hearing  
B. Sexual Misconduct Hearing  
C. Organization Misconduct Hearing

The University Student Conduct Board is composed of eleven persons:

- The Disciplinary Officer, who serves as Chair of the Board;
- Five students;
- Three members of the faculty;
- One administrator at large (not a member of the Dean of the College staff);
- One member of the Dean of the College staff (appointed by the Dean of the College)

A quorum for the hearing Board consists of seven persons with at least one student, one faculty member, and either the Disciplinary Officer or the Dean of the College representative. (If the Disciplinary Officer is absent, the Dean of the College representative chairs the hearing.) In the absence of a quorum, the hearing will be rescheduled.

The configuration of the hearing body for an individual case will depend on the type of violation (see below).

Faculty members are elected by the faculty, student members are appointed by the Student Senate, and administrators are appointed by the Dean of the College. Terms for faculty and administrators (other than the Disciplinary Officer and the Dean of the College representative) are three years; students serve for one year.

Students must have completed at least two terms at Colgate before they are eligible to serve on the Board. Student members must be in good academic standing, and students who have been found responsible for violating the Code of Student Conduct by the University Student Conduct Board (formerly, the University Student Disciplinary Board) are not eligible to serve as Board members.

No member of the Board may be an attorney.

The Board shall meet at a regular time determined by the Disciplinary Officer.

University Student Conduct Board: University Standards Hearing  
The Disciplinary Officer shall refer for a University Standards Hearing:

1. Cases involving possible violations of the Code of Student Conduct that could result in a sanction of suspension or expulsion;
2. Cases in which the student involved does not accept responsibility for the violation with the understanding that the full range of sanctions including suspension or expulsion are available should the student be found responsible for the behavior in question;

3. Cases of academic dishonesty.

**Configuration of the Board**  The configuration of the Board for a University Standards Hearing is as described above for the University Student Conduct Board.

**Notification as to the Charge**  At least seven (7) days prior to the hearing, or as far in advance as reasonably possible if an accelerated hearing is scheduled, the Disciplinary Officer shall send a letter to the implicated student stating the following:

1. A description of the possible violation(s).
2. The time and location of the hearing and a reminder that attendance is mandatory, superseding all other campus activities. If the student does not appear at the scheduled hearing, the hearing will be held *in absentia*. For compelling reasons, the chair may reschedule the hearing.

3. The right of the student whose behavior is in question to the assistance of an advisor at the hearing. An advisor must be chosen from among current students, faculty, staff or administrators at Colgate University. The advisor may not be an attorney, and no attorney may be present in the hearing room. The student subject to the hearing may speak and respond to questions on his/her own behalf. The advisor may consult with the advisee but may not speak on behalf of the advisee, unless he/she is directed to answer questions raised by the Board members.

Hearings shall be scheduled as soon as it is possible. Hearings for possible violations that occur near or after the end of an academic term will be held immediately after the end of the term, during the summer as outlined in the section titled “Hearing When College is Not in Session,” or at the beginning of the subsequent term.

As is the case with the student whose behavior is in question (see “Notification as to the Charge,” #3), the person, if any, initiating the action is also entitled to the assistance of an advisor at the hearing. An advisor must be chosen from among current students, faculty, staff or administrators at Colgate University. The advisor may not be an attorney. The advisor may consult with the advisee but may not speak on behalf of the advisee, unless he/she is directed to answer questions raised by the Board members.

Anyone appearing at the hearing to provide information will speak and respond to questions on his/her own behalf.

**The Hearing**

1. Only the person(s) directly involved in the incident in question are permitted to attend the entire hearing; there will be no observers. The chair may allow other individuals who have relevant information to appear at a portion of the hearing in order to respond to specific questions from the Board or the persons involved. The Board does not hear character witnesses but will accept up to two letters supporting the character of the student involved.

2. Only information pertinent to the possible violation will be considered by the Board. However, information about other student disciplinary actions or civil or criminal convictions may be introduced at these hearings if, in the judgment of the chair, this information bears directly on the possible violation.

3. Proceedings are strictly confidential. All persons present at any time during the hearing are expected to maintain confidentiality.
4. Hearings are tape-recorded. Board members, the student whose behavior was in question, the persons, if any, who initiated the action, and appropriate administrative officers of the University shall be allowed to listen to the tape in a location determined by the Disciplinary Officer. No person will be given or be allowed to make a copy of the tape. Persons given access to the tape will be required to sign an agreement confirming that they will protect the confidentiality of the hearing.

Decisions The Board shall deliberate in closed session to determine whether a student is responsible or not responsible for the violation(s) in question. The Board shall base its determination on a standard of preponderance of the evidence. If a student is found responsible by a majority of the Board, the Board will assess appropriate sanctions. The Disciplinary Officer shall not vote to determine responsibility for a charge, but shall vote in the sanctioning phase of the hearing should the members of the Board be deadlocked in their decision. The deliberations of the Board shall be kept in strict confidence.

The chair shall forward a written decision to the student involved as soon as reasonably possible including, if applicable, sanctions. In cases of academic dishonesty, a copy of the Board’s decision shall be sent to the faculty member who initiated the action.

Sanctions Sanctions shall be determined by a majority vote of the Board. A student’s prior disciplinary record, if any, shall be fully considered in the sanctioning phase. The following are the usual sanctions that may be imposed upon students singly or in combination:

1. **Warning:** A formal statement that the student’s behavior was unacceptable and a warning that further infractions of any University regulation will result in more severe disciplinary action.

2. **Probation:** A written reprimand for violation of the Code of Student Conduct, providing for more severe disciplinary sanctions in the event that the student is found in violation of any University regulation within a specified period of time. Terms of the probation shall be specified and may include denial of specified social privileges, exclusion from co-curricular activities, and other measures deemed appropriate.

3. **Suspension:** Termination of student status for a definite period of time not to exceed two years, or until specific criteria are met. Students who return from suspension are automatically placed on probation through the remainder of their tenure at Colgate.

4. **Expulsion:** Permanent termination of student status.

5. **Other Actions:** In addition to or in place of the above sanctions, the University Student Conduct Board, the Disciplinary Officer in Administrative Hearings, or the disciplinary subcommittee of a Community Council may assign such other actions as deemed appropriate, including but not limited to the following:
   a. Mandated counseling so the student has the opportunity to gain more insight into his/her behavior.
   b. Apology: Requiring the student to write a letter of apology to those involved.
   c. Community Service: Requiring unpaid service to the University or area community stated in terms of type and hours of service.
   d. Restitution: Reimbursement for damage to or misappropriation of property, or for personal injury and other related costs.
   e. Denial of University Housing: Exclusion from permission to live in University Housing for a stated period of time.
   f. Monetary Fines.

In cases of academic dishonesty, the sanctions shall be:

1. **For first offenses** – Failure in the course and either warning or probation; or failure in the course and suspension.
2. *For second offenses* – Failure in the course and suspension or expulsion.

*Note:* Any matriculated and enrolled Colgate student arrested for driving with a blood alcohol level of 0.08% or higher will be sent before the University Student Conduct Board. (If the student is attending an off-campus study group, the case may be brought before the Board in his or her absence.) A finding of responsible by the Board will result in, at minimum, a sanction of immediate suspension for the remainder of the term.

**Interim Suspension** If, in the judgment of the Disciplinary Officer, the safety or well-being of anyone in the Colgate community may be jeopardized by the presence on campus of the student whose behavior is in question, the Disciplinary Officer may suspend the student pending a decision by the University Student Conduct Board and subsequent appeals. The Disciplinary Officer may also suspend a student pending disposition of a civil or criminal court action. Conduct involving acts of violence, sexual or physical abuse, use of weapons or behavior covered by Colgate’s Policy on Public Order and the Policy on Alcohol and Drugs, described elsewhere in this *Handbook*, are examples of situations for which an interim suspension may be expected. In all cases in which an interim suspension is imposed, the student will be given the opportunity to meet with the Disciplinary Officer prior to such suspension being imposed or as soon thereafter as reasonably possible.

**Appeal** In the event that the University Student Conduct Board finds a student responsible for a violation, the student may appeal in writing to the Dean of the College within seven (7) days after the student is notified of the decision of the Board or, if the appeal is based on the discovery of new information, within seven days of the discovery of new information (see number 2 below) but in no event later than thirty (30) days from the date that the student is notified of the decision.

An appeal may be based only on one of the following:

1. A procedural error occurred during the process that had a direct impact on the outcome.
2. New information has come to light that has a direct impact on the outcome.
3. The sanction is too severe.

After receiving the appeal, the Dean of the College may:

1. Deny the appeal.
2. Accept the appeal and take appropriate action, which may include asking the hearing body to reconvene.

While the appeal is pending, the sanctions imposed will remain in effect unless the Dean of the College decides otherwise.

**Records** The Disciplinary Officer will issue monthly a public statement including all decisions for which the appeal period has expired. The statement will *not* include any student names. It will include a brief explanation of the behaviors brought into question, the decisions, the sanctions, if any, and comments if needed. A record of the public statements will be kept in the Disciplinary Officer’s office.

For the benefit of the Board, a set of records of all prior hearings will be kept by the Disciplinary Officer. The record will include more detailed accounts of the hearings to assist the Board in imposing sanctions.

With the exception of expulsion, disciplinary sanctions shall not be recorded on a student’s academic transcript. In the case of expulsion, the student’s academic transcript shall be annotated with the statement: “Expelled for disciplinary reasons (effective date).” Students should review the University’s Policy on Recommendations for more information about disclosure of disciplinary records.
Hearing When College is Not in Session  If a hearing needs to be held at or after the end of the semester and the regular University Student Conduct Board cannot be convened, the Disciplinary Officer may convene a special University Student Conduct Board. The membership will consist of members available at the time of the hearing with a quorum of five, including at least one student, one faculty member, the Disciplinary Officer, and the Dean of the College representative, with the Disciplinary Officer acting as chair.

Sexual Misconduct Hearing
The Disciplinary Officer generally refers possible violations of the University’s Sexual Misconduct or Sexual Harassment policies that could result in suspension or expulsion or for which the student does not accept responsibility to the University Student Conduct Board for a Sexual Misconduct Hearing.

Configuration of the Board  The Board for a Sexual Misconduct Hearing is composed of five persons, all drawn from the University Student Conduct Board:
- The Disciplinary Officer, who serves as Chair of the Board;
- Three faculty and administration members (other than deans);
- The Dean of the College representative;
- Students do not hear such cases.
- At least one member of the Board shall be male and at least one shall be female.

Notification as to the Charge The same policy with respect to notification is followed as for the University Standards Hearing.

The Hearing  The same policy with respect to the hearing is followed as for the University Standards Hearing, with the following additions:
1. Unless the Disciplinary Officer determines it is appropriate in accordance with item 2 (below), no one shall present evidence or raise questions concerning: (1) incidents not directly related to the possible violation or (2) the sexual history of or the character of the person who believes she/he is a victim of sexual misconduct.
2. In those instances where the student believes such evidence is relevant, the student must submit a narrative of that evidence and an explanation of its relevance to the case in a written statement to the Disciplinary Officer at least seventy-two hours prior to the hearing. The Disciplinary Officer shall inform the student involved either prior to or at the commencement of the hearing whether such evidence may be admitted as part of the hearing.

Decision The same policy with respect to the decision is followed as that for the University Standards Hearing.

Sanctions Sanctions available to the Board in a University Standards Hearing are available for a Sexual Misconduct Hearing, including suspension or expulsion.

Appeal The appeal process available to the student is the same as that for the University Standards Hearing.

Records The same policy with respect to records is followed as for the University Standards Hearing.
Organization Misconduct Hearing

The Disciplinary Officer generally refers possible violations of the Code of Student Conduct by organizations recognized by Colgate University to the University Student Conduct Board for an Organization Misconduct Hearing. The disciplinary action resulting from an Organization Misconduct Hearing with respect to an organization does not preclude disciplinary action with respect to individual members of that organization.

Configuration of the Board

The Board for an Organization Misconduct Hearing is composed of the members of the University Student Conduct Board with the following additions and specifications:

- The addition of the Dean of the College, who serves ex-officio and does not vote;
- The Disciplinary Officer acts as chair of the Board;
- A quorum of the hearing Board consists of eight persons (the seven voting members and the Dean of the College, who does not vote) with at least one student, one faculty member, and either the Disciplinary Officer or the Dean of the College representative. (If the Disciplinary Officer is absent, the Dean of the College representative chairs the hearing). In the absence of a quorum, the hearing will be rescheduled.

Notification as to the Charge

At least seven (7) days prior to the hearing, or if an accelerated hearing is scheduled as far in advance as reasonably possible, the Disciplinary Officer shall send a letter to the implicated organization stating the following:

1. A description of the possible violation(s).
2. The time and location of the hearing and a reminder that attendance is mandatory, superseding all other campus activities. For compelling reasons, the Disciplinary Officer may adjourn the hearing.
3. The right of the students representing the organization at the hearing to the assistance of an advisor at the hearing. An advisor must be chosen from among current students, faculty, and staff or administrators at Colgate University. The advisor may not be an attorney, and no attorney may be present in the hearing room. The students representing the organization at the hearing may speak and respond to questions on their own behalf. The advisor may consult with the advisee(s) but may not speak on behalf of the advisee(s), unless he/she is directed to answer questions raised by the Board members.

Hearings shall be scheduled as soon as reasonably possible. Possible violations that occur near or after the end of an academic term will be held immediately after the end of the term or during the summer as outlined in the section titled “Hearing When College is Not in Session.”

As is the case with students representing the organization in question (see “Notification as to the Charge,” #3), the person, if any, initiating the action is also entitled to the assistance of an advisor at the hearing. An advisor must be chosen from among current students, faculty, staff or administrators at Colgate University. The advisor may not be an attorney. The advisor may consult with the advisee but may not speak on behalf of the advisee, unless he/she is directed to answer questions raised by the Board members.

Anyone appearing at the hearing to provide information will speak and respond to questions on his/her own behalf.

The Hearing

1. Only the person(s) representing the organization are allowed to attend the entire hearing; observers will be permitted to attend at the discretion of the Disciplinary Officer. The chair may allow other individuals who have relevant information to appear at a portion of the hearing in order to respond to specific questions from the Board or the persons involved.
2. Only information pertinent to the possible violation will be considered by the Board. However, information about other disciplinary actions against the organization or civil or criminal convictions may be introduced at these hearings if, in the judgment of the chair, this information bears directly on the possible violation.

3. Proceedings are strictly confidential. All persons present at any time during the hearing are expected to keep confidential all matters discussed at the hearing.

4. Hearings are tape-recorded. Board members, members of the organization whose behavior was in question, the persons, if any, who initiated the action, and appropriate administrative officers of the University shall be allowed to listen to the tape in a location determined by the Disciplinary Officer. No person will be given or be allowed to make a copy of the tape. Persons given access to the tape will be required to sign an agreement confirming that they will protect the confidentiality of the hearing.

Decision The Board shall deliberate in closed session to determine whether an organization is responsible or not responsible for the violation(s) in question. The deliberations of the Board shall be kept in strict confidence. The Board shall base its determination on a standard of preponderance of the evidence. If an organization is found responsible by a majority of the Board, the Board shall recommend appropriate sanctions. These recommendations will be offered to the Dean of the College, who serves as a non-voting member of the Board.

The Dean of the College will make the final decision and assess the appropriate sanctions. The Dean of the College shall forward a written decision to the person(s) representing the organization at the hearing as soon as reasonably possible including, if applicable, sanctions. Notification to the person(s) representing the organization will constitute sufficient notice to the organization itself, and it is the responsibility of the person(s) representing the organization to notify the rest of the members of the organization of the decision resulting from the hearing.

Sanctions Changes to an organization’s recognition form the basis of any sanction for an organization. Recognition by the University grants to any organization the right to function on campus, to receive University privileges, to enroll Colgate students as members and to be associated with the University. An organization’s prior disciplinary record, if any, shall be fully considered in the sanctioning phase. The Board may use, but is not limited to, the following sanctions:

1. Full recognition with warning: The organization maintains full recognition but is warned that continued failure to meet the criteria for recognition or additional violations will result in a more serious sanction.

2. Probationary recognition: The organization is recognized by the University, but is placed on probation for a specified period of time during which specified privileges and activities may be revoked. Probationary recognition ordinarily will be in effect for a minimum of one semester.

3. Suspended recognition: Recognition is suspended for a specified period of time during which the organization’s activities are suspended and, in the case of a fraternity or sorority, the chapter house is closed. All privileges are revoked.

4. Permanent withdrawal of recognition: Recognition is withdrawn permanently.

5. Other Actions: Other sanctions may be assessed according to the specifics of the violation(s) and the type of organization.

Appeal In the event that an organization is found responsible for a violation, the organization may appeal in writing to the President of the University within fourteen (14) days after the organization is notified of the decision or, if the appeal is based on the
discovery of new information, within seven (7) days of the discovery of new information (see number 2 below) but in no event later than thirty (30) days from the date that the organization is notified of the decision.

An appeal may be based only on one of the following:
1. A procedural error occurred during the process that had a direct impact on the outcome.
2. New information has come to light that has a direct impact on the outcome.
3. The sanction is too severe.

**Records** The same policy with respect to records is followed as for the University Standards Hearing.
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