

Student Handbook

SUNY Cobleskill

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*All information contained in this document is accurate as of May 22, 2023.

CAMPUS CONTACT INFORMATION

Academic Affairs

Susan Zimmermann, Provost and VP Academic Affairs

Knapp Hall, Room 205

Mon – Fri: 8 am – 4:15 pm

Ext. 5523

AccessABILITY Resources (aka DisAbility Support)

Library, Lower Level

Mon – Fri: 8 am – 4:30 pm

Ext. 5282 or 5870

Affirmative Action/Title IX

Director of Human Resources and Affirmative Action/Interim Title IX Coordinator

Knapp Hall, Room 123

Mon – Fri: 8:30 am – 5 pm

Ext. 5465

Alumni Office

Knapp Hall, Room 228

Mon – Fri: 8 am – 4:15 pm

Ext. 5524

Athletic Facilities

Bouck Hall

Hours TBD

* Gym is available for open recreation when there are no scheduled activities.

Fitness Center Bouck Hall

Mon – Fri: 7:30 am – 9:30 am, 11 am – 3 pm, 6 pm – 10 pm

Sat and Sun: 4 pm – 10 pm

Swimming Pool, Bouck Hall

Hours TBD

College Bookstore

Bouck Hall

Mon – Thur: 8 am – 4:30 pm Fri: 8 am – 4 pm

Ext. 5227

Brickyard Point

Mon – Thurs: 7:30 am – 9 pm

Fri: 7:30 am – 6 pm

Ext. 5147

Campus Recreation/Intramurals

Bouck Hall, Room 21

Ext. 5827

CAS (SUNY Cobleskill Auxiliary Services, Inc)

Prentice Hall, Rooms 105 and 106

Mon – Fri: 8 am – 4:15 pm

Ext. 5540

Center for Academic Support & Excellence

Library, Lower Level

Mon – Thurs: 8 am – 9 pm

Fri: 8 am – 5 pm

Sun: 4 pm – 9 pm Tutoring Available

Ext. 5872 or 5876

Tutor schedules - found on the CASE webpage
MERITS Program at CASE, Ext. 5873 or 5837

Center for Campus Engagement & Leadership

Bouck Hall

Center for Career Development

Kniskern House

Mon – Fri: 8 am – 4:15 pm

Ext. 5624

Cobleskill Campus Child Care Center

Monday – Friday: 7 am – 6 pm

Ext. 5854

CobyCard Office

Knapp Hall, Room 112

Mon – Fri: 8 am – 4:15 pm

Ext. 5886 or 1-877-711-6261

Communications and Marketing

Knapp Hall, Room 222

Mon – Fri: 8 am – 4:15 pm

Ext. 5631

Dining Services

Champlin

Monday through Friday:

Breakfast: 7 – 11 am Lunch: 11 am – 4 pm

Grill, Deli, Pizza Fare: 11 am – 7 pm

Dinner: 4 – 7 pm

Saturday/Sunday: Continental Breakfast: 9:30–11 am

Brunch: 11 am – 4 pm

Grill, Deli and Pizza Fare: 11 am – 7 pm

Dinner: 4 – 7 pm

Sun: Wings and More “To Go”: 4 – 7 pm

Main Dining Ext. 5202 & 5206

Farm Fresh Café

Center for Ag. and Natural Resources, 2nd floor

Mon-Thur-7:30 am – 6 pm

Fri-7:30 am – 4 pm

The Pit, Champlin Hall

Mon-3pm – 1 am

Tue-10:30 am – 2:00 pm, 10 pm – 1 am

Wed-3 pm – 10 pm

Thur-10:30 am – 10 pm

Fri-10:30 am – 3 pm

Sat-Closed

Sun-3:30 pm – 1 am

Brickyard Brewhouse

Mon-Thur: 7:30 am – 9 pm

Fri- 7:30 am – 6:00 pm

Ext. 5141

Twisted Whiskers

Hours TBD

Ext. 5305

Warner Café

Mon – Fri: 8 am – 2 pm

Ext. 5023

EOP Office

Library, Lower Level

Mon – Fri: 8 am – 4:15 pm

Ext. 5836

Financial Aid

Knapp Hall, Room 118

Mon – Fri: 8 am – 4:15 pm

Ext. 5623

College Advancement and College Foundation

Knapp Hall, Room 228

Mon – Fri: 8 am – 4:15 pm

Ext. 5524

International Education

Bouck Hall, Room 116

Mon – Fri: 9 am – 5 pm

Ext. 5558

ITS Help Desk

Warner 023

Mon – Thurs: 8 am – 9 pm

Friday: 8 am – 4 pm

Ext. 5800

Library

Jared Van Wagenen Hall

Mon – Thurs: 7 am – 10 pm

Friday: 7 am – 5 pm Saturday: Noon – 6 pm

Sunday: 2 pm – 10 pm

Ext. 5841

President, Office of

Marion Terenzio, PhD

Knapp Hall, Room 202

Ext. 5111

Registrar

Knapp Hall, Room 101

Mon – Fri: 8 am – 4:15 pm

Ext. 5521

Residential Life Office

Fake Hall

Mon – Fri: 8 am – 4:15 pm

Ext. 5215

Student Accounts

Knapp Hall, Room 118

Mon – Fri: 8 am – 4:15 pm

Ext. 5539

Student Conduct

Jillian Basile, Director of Student Conduct & Deputy

Title IX Coordinator

Fake Hall 107

Mon – Fri: 8 am – 4:15 pm

Ext. 5229

Student Development
Anne Hopkins Gross, Vice President
Knapp Hall, Room 237A
Mon – Fri: 8 am – 4:15 pm
Ext. 5214

Student Government
Office of Student Leadership, Bouck Hall
Officers' Office Hours as Posted
Ext. 5302

Student Leadership Office
Bouck Hall, Room 127
Mon – Thurs: 9 am – 6 pm
Fri: 9 am – 4 pm
Ext. 5300

Student Mailroom
Bouck Hall, Bottom Floor
Mon – Fri: 8 am – 12:45, 1:45 – 5 pm
Ext. 5510

Student Payroll
Knapp Hall, Room 127
Mon – Fri: 8:00 am – 4:15 pm
Ext. 5423

Title IX
Jillian Basile, Student Conduct/ Title IX Deputy,
518-255-5229, BasileJL@cobleskill.edu
Fake Hall
Mon – Fri: 8:00 am – 4:15 pm
Ext. 5229

University Police
Johnson Hall, Route 7
Mon – Fri: 8 am – Noon, 1 – 4:15 pm
UPD officers on duty 24 hours a day, 7 days a week,
365 days a year providing campus coverage
Ext. 5317, Emergency: 518-255-5555 or 911

Veterans Affairs Office
Warner Hall
Mon – Fri: 8 am – 4:15 pm
Ext. 5321

Wellness Center
Beard Wellness Center Building (Near Brickyard
Point)
Mon – Fri: 8 am – 4:15 pm
Health and Counseling Services by Appointment –
call Ext. 5225



Need a Ride? Hop on the Bus!

Highlights

**Unlimited service daily, late night service,
explore Albany, access airlines and trains!**

To view the full route map and bus schedule for Route 2 and Route 2A (Village Loops) as well as the other county routes, go to

www.schohariecountypublictransit.com
or call 234-0952

Select schedules are posted in residence halls and
a complete set of schedules is available in the Student Life Center.



Do I need to call ahead for the bus to pick me up?

If you are not sure about a stop or a pick-up time, you can call the dispatcher at 234-0952 until 6 pm.

Where do I catch the bus?



The bus stop is on Suffolk Circle (often referred to as Knapp Circle because it is next to Knapp Hall).



How do I get to Wal-Mart?

From any of the designated stops on campus you can get on one of the Rt 2 or Rt 2A buses. For each of these routes, Wal-Mart is one of the last stops before it turns around and loops back to the college. Since there are other bus routes that also stop at Walmart, make sure you get on the appropriate bus to get back to campus. When in doubt, ask the bus driver for help.

THE CAMPUS ADMINISTRATION

The College President is the chief administrative officer of our College with broad responsibilities for carrying out the mission of the College, for determining policies, seeing that they are implemented, and for major decision-making regarding every aspect of the operation of the College, such as budget, planning for the future, staffing, fund-raising, student life, academic matters, and public relations. The College President is Marion Terenzio.

The President, reporting to the Chancellor of the State University of New York, works closely with the College Council, the Vice Presidents, the Faculty, and others to effectively manage the College.

As a college within the State University system, the campus operates within the policies enacted by the State University Board of Trustees, the laws of the State of New York, the administrative directives of the Governor and his staff, and the policies established by our own College Council. We are also subject to the regulations of the Federal Government and the county and local laws which are applicable.

The four vice presidents are the other officers of the College. The President delegates certain responsibilities and authority to each of the vice presidents.

The Academic Deans report to the Vice President for Academic Affairs. Each Dean has responsibility for administrative leadership and decision-making for an academic program area. There are various offices, units, and centers on the campus. These are usually headed by a person with the title of director.

OUR PROUD HISTORY

Authorized by an Act of the State Legislature in 1911, due in large measure to efforts of Assembly Speaker Daniel Frisbie of Middleburgh, the College opened its doors in 1916 as the Schoharie State School of Agriculture with twelve students, a faculty of four, and a farm manager, with Halsey B. Knapp as Director.

Providing instruction in "Agriculture, Mechanic Arts and Home Making" for students not interested in the college preparatory high school curriculum of those times, the School grew rapidly during its first decade and by 1930-31 enrolled 140 students with a faculty and staff of 20. Facilities included Frisbie Hall, completed in 1916, as well as the Dairy Building (Alumni Hall) in 1918 (completely renovated in 1989-90), the Home Economics Building in 1920, and the Gymnasium in 1926.

With a change in name to the New York State School of Agriculture in 1923, the next decade saw a growth and improvement in academic offerings, and a decision to raise the School's standards and its academic requirements. A 1937 ruling by the Board of Regents gave Institute status to the School, placed it on a post-secondary level, and all curriculums were made two years in length.

Agriculture then included seven possible Majors, with four in Home Economics, and the first Nursery School was established.

Following a brief decline in enrollment during World War II, the Institute mushroomed from 73 students in 1943 to 1,032 in 1963. Existing curriculums were expanded and made more specialized, and new divisions were created in the areas of Food Service Administration, Nursery Education, Business and General Education.

The Institute had become a unit of the State University of New York in 1948 and saw a change in name to the State University of New York Agricultural and Technical College in 1974. In 1987 Cobleskill was re-designated as the State University of New York College of Agriculture and Technology at Cobleskill.

The 1960s were the time of greatest growth in physical facilities, with the construction of Wieting and Vroman Halls (1962), Prentice Hall (1963), Wheeler Hall (1964), Bouck Hall (1965), Draper, Dix and Pearson Halls and the Agriculture Complex (1966), and the Agricultural Engineering Building, Holmes Classroom Building (1971), Library, Swimming Pool-Snack Bar, Davis, Porter, Parsons, Ten Eyck, Fake residence halls, Champlin Dining Hall, Food Service and Recreation Building (1972). More recent construction has added the Child Care Center building, the Dairy Complex, the Center for Environmental Science and Technology, and the Center for Agriculture and Natural Resources.

Paralleling the College's growth in enrollment, curriculums, and physical plant were the development of programs of intercollegiate athletics, student activities, and student life. The first basketball team was organized in 1916. The newspaper and yearbook followed in 1923. The Cross Country race dating back to 1931 served as the foundation for present winning teams. Phi Theta Kappa, National Junior College Honorary, was installed in 1960.

LIVING ON CAMPUS

This section of the STUDENT HANDBOOK, "On the Hill," deals with the residence halls on our campus. In other sections of this Handbook and in other publications you will find descriptions of when the various halls were built. The College is continuing to improve them in many ways. On a regular schedule, new carpeting is installed, bathrooms are renovated, student rooms and public areas are painted, lounge furniture is replaced or refurbished, and general repairs are made to keep the residence halls an attractive and supportive environment for resident students. We must all make a solid commitment to treat the residence halls as we treat our own homes - for this is your "home" for the next several semesters. As unwarranted damage and thoughtlessness will detract from the quality of the residential experience, we must all be positively contributing to the quality of campus living.

ASPECTS OF CAMPUS LIVING

Residence Hall Staff

Each residence hall is staffed by a professional Residence Hall Director, 6 to 11 Resident Assistants, who are students like you, a cleaning staff, student assistants, and Night Hosts. Mutual respect among all persons makes our college community function best.

Residence Hall Director

Each residence hall is supervised by a live-in member of our College Faculty. These staff members are full-time professionals who possess a Bachelor's or Master's degree and are available to assist you with any questions you have regarding residence hall living. They are responsible for the overall management of your residence hall and supervise the Resident Assistants and other student staff. Make a point to introduce yourself to your RD.

Resident Assistant

The Resident Assistant is a student who has taken on the responsibility to serve the residence halls and assist students with their residence life and college experience. Resident Assistants, better known as RAs, have an enormous amount of responsibility. They are counselors, programmers, educators, disciplinarians and they are your friends. If you have a concern or just a question, seek out your RA or any RA; they are here to help.

Night Hosts

Special student assistants have been hired to serve as Night Hosts in each of the residence halls. These Night Hosts go on duty after the Resident Assistant closes the hall office at midnight. From midnight until 3 a.m. it is the responsibility of the Night Hosts to supervise the entry of all students into the residence hall. It is our goal to ensure that all individuals who enter the halls during these time periods are residents and/or approved visitors or guests. Please be prepared to present your official college ID during these times. Your safety is important to us.

Sustainability Mentors/ECOs

Special student assistants have been hired to serve as Sustainability Mentors/ECOs in each residence hall. The mentors' goal is to assist community members in increasing sustainability efforts within each residence hall. The

mentors accomplish this goal by observing and reporting on the residence hall environment and by having one-on-one interaction with residents through daily rounds, office hours, and educational programming.

Cleaning Staff

Each residence hall has assigned staff who are responsible for cleaning the residence halls every weekday. This cleaning includes hallways, stairwells, lounge areas and especially bathrooms. It is expected that students will clean up after themselves and clean any messes they make. Students are responsible for the cleaning of their own rooms. A vacuum cleaner and brooms are available for student use. Either see the Residence Hall Director, Resident Assistant on duty, or the cleaning staff for brooms/vacuum cleaner availability. If lounges or bathrooms are left messy, an extra cleaning charge may be assessed against the floor. Please treat the residence halls with respect, for they are your homes.

RESIDENCE HALL SERVICES

Laundry

Laundry machines are available for use by residence hall residents only. Included in the meal plan is a \$70.00 fee which allows swipecard laundry all semester. Please report broken machines to CAS at ext. 5233/5886.

Cable Television Service

Each main lounge and student room is equipped with cable television service. The current selection of more than 80 channels includes eight HBO options plus an HBOGo option for each resident.

Vending

Each of the College's residence halls has conveniently located vending areas. You can use CobyCard debit accounts or cash. Please report broken machines to the Residence Hall Director or Cobleskill Auxiliary Services at ext. 5233/5886. Refund request forms are available at the CobyCard Office, Knapp 112.

Computers

Direct high-speed computer connections are installed in each student room in all residence halls.

Recreation Equipment and Games

Each Hall Council has provided various equipment and games for student use (e.g. balls, board games, microwave, refrigerator, etc.) in its residence hall. If you want other items to be considered for purchase, attend your Hall Council meeting and ask that they purchase something for student use.

Common Area Cleaning

The Residential Life Office and the Facilities Management Department share a goal of working together with students to provide a clean and well-maintained residence hall environment. Assistance and support from resident students is necessary to achieve such an environment. Resident students lend their support by keeping common areas such as bathrooms, hallways and lounge areas mess-free. Facilities Management Staff clean and maintain the residence halls; they do not pick up messes for which resident students are responsible. A Residence Hall Cleaning Plan which details staff and student responsibilities is posted on the bulletin board in your living area (look for a colorful 8 1/2" x 14" poster).

Recycling

Our residence halls are environmentally aware. We participate in an extensive program that recycles glass, plastic, paper, newspaper and the like. Each hall has a recycling area and students are asked to help us with this effort. Containers for recycling materials are labeled. A little cooperation and planning makes this a very successful program. Dining Services actively recycles all cardboard, glass, plastic and tin food containers. Pre-consumer vegetable scraps are composted in support of our campus initiative. Dining halls are trayless as a result of our students' commitment to conservation of water and energy to reduce our carbon footprint.

Residence Hall Study Lounges and Rooms

One of the primary purposes of residence hall living is to support the academic life on campus. Each residence hall has a specially designated private study area for students. In addition to their primary purposes as social/recreational/gathering spaces, residence hall main lounges may serve as suitable study locations for resident students.

Cooking

Residence halls do not have the necessary facilities to allow students to cook. Limited facilities are available in most recreation lounges for the preparation of light snacks. Please use good judgment when using these facilities, as the safety of your residence hall community relies on it!

Mailboxes/mail

Residence hall students will receive mail in their assigned mailboxes. Student Mailroom service window is open Monday through Friday from 8:00 a.m. to 4:15 p.m. and closed for lunch between the hours of 1:00 p.m. and 1:45 p.m.

The following address should be used for all of your mail. Failure to use this address will result in delays in receipt of your mail.

Your Name

Bouck Hall Box _____

107 Schenectady Avenue

Cobleskill, NY 12043

Please keep your mailbox key in a safe place. You cannot receive your mail without your mailbox key. To replace a lost mailbox key, you will need to go to Student Accounts in Knapp Hall and pay a \$10.00 fee, then take your receipt to the Student Mailroom in Bouck Hall to get a replacement key. When you are finished with your mailbox, return your mailbox key to the Student Mailroom.

Students that have not returned their key will be charged \$35.00. Students that have moved off campus and are still currently enrolled at SUNY Cobleskill, may continue to use their mailbox in Bouck Hall. Students that have moved off campus and do not wish to use their mailbox in Bouck Hall, must return their mailbox key to the Student Mailroom in Bouck Hall. If the mailbox key is NOT RETURNED to the Student Mailroom, mail will not be forwarded. Mailboxes will remain open until the Mailroom is notified.

Night Host Program

As previously described, special student assistants are hired to serve as Night Hosts evenings from 12:00 midnight to 3:00 a.m. to monitor all traffic in and out of each of the residence halls.

Resident Assistant on Duty

Each evening one or two Resident Assistants are on duty from 7 p.m. to 7 a.m. in each of the residence halls. The RA(s) are on duty from 7 p.m. to 12 midnight in each hall office and are required to make hourly rounds of the entire residence hall. Side entrances and the main doors are locked at all times. At 12 midnight the RA(s) return to their assigned residence hall rooms and continue duty there until 7 a.m. During this time period they are responsible for responding to problems or emergencies. RA duty telephone and room numbers are posted near your residence hall office each evening. RAs are here to help; seek them out.

Residence Hall Director Duty

Each evening one or two Residence Hall Directors are on assigned duty for the ten residence halls. They are available to address problems and concerns in all residence halls as needed. Each evening those Residence Hall Directors who are on duty will also have their names and telephone numbers listed near each hall office. Call if you need help. These are highly trained and supportive professionals.

Fire Safety

Each residence hall is equipped with modern fire detecting and fighting technology. Please do not tamper with this fire safety equipment including fire extinguishers, fire bells, pull boxes, heat and/or smoke detectors. Students found tampering with fire safety equipment will be subject to immediate suspension.

Maintenance Concerns

Repair of Residence Hall Equipment, Furniture, and Facilities

If you have a maintenance problem in your room or an item is in need of repair, report it to your Residence Hall Director. A work request will be submitted and the Facilities Management Department

Staff will make any necessary repairs. Report all emergency and/or health or safety related problems at once to the Residence Hall Director.

Keys

Students must not lend residence hall keys or IDs. Always lock your door when you leave the room or when you retire for the evening. Help to protect yourself. An open or unlocked door is an invitation for trouble.

Dining services

Resident and Commuter meal plans are available to all students at SUNY Cobleskill. A meal plan is required for all students residing on campus.

Coby's Café is a unique off-campus venue, serving the campus and the local community. Located downtown at 549 Main Street, Coby's offers breakfast and lunch, featuring Artisan sandwiches, hand-pressed burgers, quesadillas, wraps and customized "to-order" salads. Campus meal plans are accepted.

For the complete list of meal plan options and the related agreement, go to www.cas.cobleskill.edu. For more information on the meal plans, you may contact the CobyCard Office at 5886 or stop by Knapp Hall, Room 112.

Campus Store

The Campus Store is located in Bouck Hall and services students, faculty, staff and visitors of SUNY Cobleskill. Our store hours are Monday through Thursday 8 am – 6 pm, Friday 8 am – 4 pm and Saturday 12 pm – 4 pm, closed Sunday. The following services are offered in store:

- Textbooks: New, Used, Rental and E-books
- Computers, NOOK's, Samsung Tablets and Live Scribe Pens
- All required course materials and school supplies
- Large selection of school spirit clothing and gifts
- Convenience items include Slushies, heat and serve foods, in between class snacks, and much, much more!
- Faxing services
- Adirondack Trailways bus tickets
- Employment opportunities for students

We happily accept cash, all major credit cards, CobyCash, and checks.

Center for Career Development

Students should visit the Center for Career Development in the VanWagenen Library, room 109 for the following services:

- Career Exploration & Planning
- Employment Preparation & Opportunities
- Internships
- Transfer & Graduate School Assistance

Call ext. 5624 for additional information or to make an appointment.

Student Accounts

We are located in Knapp Hall, 118A next to the Financial Aid Office. Hours are Monday through Friday 8 am - 4:15 pm. Contact us for questions concerning your semester bill, refunds or payment plans.

Students may view their semester bills and/or pay online through their BANNER WEB secure area. Choose Student and then choose QuikPay. Notification of a bill is sent to students' Cobleskill email account. We use

electronic billing, no paper bills are mailed. Students may sign up parents or another third party to receive notifications and access to view their bill and make payments to their account.

It is important to review your QuikPay account regularly as we bill monthly. Unpaid accounts will have a financial hold placed, which will hold any grades, transcripts and course registration activity. Accounts remaining unpaid may be subject to collection. If sent for collection additional costs such as penalties, interest and collection fees may apply.

For more information: www.cobleskill.edu/studentaccounts or contact us: 518-255-5539, studentaccounts@cobleskill.edu.

Student Conduct

Students, like all citizens, are held accountable within the behavioral parameters of our society, as defined by local, state, and federal laws and statutes. In addition, students are also held accountable for behavior as defined by the Student Conduct Codes of the College. Students are defined as all persons taking courses at the College, both full-time and part-time, or those individuals who were students at the time of a violation of the Student Conduct Codes, as well as individuals on College or Cobleskill Auxiliary Services premises for any purpose related to registration for enrollment. Persons who are not officially enrolled for a particular term but who have a continuing relationship as a student with the College are considered students.

Students are expected to be familiar with all College regulations and to abide by them at all times in order to maintain a fair, just, and safe College community environment.

These codes apply specifically to behavior on College-owned or -controlled property, on property and in facilities of the Cobleskill Auxiliary Services, and at college authorized functions off-campus. Certain Codes may apply to actions off-campus (in the Village of Cobleskill and/or on authorized field trips, for example) as noted, as the student's conduct may adversely affect the campus community or undermine the interests and/or mission of the institution.

Any violation of the Student Conduct Codes is strictly prohibited and may result in disciplinary action ranging from a warning letter to probation, suspension, or dismissal from the College.

Room Assignments and Changes

Returning Students Sign-Up

Current students looking to live on campus for the following academic year need to complete the housing survey via eRezLife. RAs will provide information about the process and timeline prior to Spring Break. Current students living off campus who wish to move on campus, should see the Residential Life Office (Bouck 126) to get information prior to Spring Break.

New Student Housing Assignment Process

Incoming students are required to live on-campus (2 academic years for first-time freshmen, and 1 academic year for transfer students). Once students have paid their housing deposit, they will be able to complete the housing survey via eRezLife. These surveys provide the Residential Life Office with valuable information to find students the best housing assignment possible. Housing surveys are sorted on a first come first serve basis. For more detailed information about how to complete the housing application, please see our website.

Triples and the Triple Placement Program

Although the college would prefer not to have any triples, it's occasionally necessary to triple certain rooms. If you have been assigned to a triple, please note that you are in a larger room that is designed to hold three people. Upon arrival, you will participate in the Triple Placement Program which helps to divide the room's amenities equally and fairly. This program has been very popular and successful. If you decide you would like to de-triple, please see your Residence Hall Director to be added to the de-tripling list.

Changing Halls or Residence Hall Rooms

If you would like to change rooms, you will need to speak to your Residence Hall Director (and the Residence Hall Director of the building you would like to move to if you plan to move buildings). Your Residence Hall Director will work with you to understand why you would like to move and help you resolve any issues you may have with your room/roommate. Approval of a room change is at the sole discretion of the Residence Hall Director. Moves will not be approved during the opening weekend, or during the 3rd week of the semester, while the census is conducted.

Consolidation

Students who are living in a double room without a roommate will participate in the room consolidation process. Students in the situation, regardless of how it occurred, will have three options to discuss with and receive approval from their Residence Hall Director. These options are: purchasing the room as a superior single (pro-rated based on the week the change is made); accepting a new roommate assigned by the Residential Life Staff (refusal of a roommate will automatically lead to the purchase of a Superior Single); or moving to a new room with a roommate.

Students who know that they will be without a roommate for the spring semester will have an opportunity to consolidate during the last week of the fall semester.

Residence Hall Community Development

Hall Council

Certain Hall Council officers have been elected in the Spring to assist with the transition process of all resident students. Special programming, election of additional officers, and other initiatives will be widely publicized throughout the Fall semester.

Do you have aspirations of being a leader in the future? Why not be a leader today? Join the Residence Hall Council and help build a positive community where you live. Each hall has a social budget of over \$1,000. Help decide the types of educational, social, recreational, cultural and/or community programs you'd like to see offered in your hall. It's a very valuable learning experience and a quality student leadership position. Recruitment for officers and floor representatives begins upon your arrival in August. See your RA or RD for details and watch for signs.

Resident Student Organization

This is an organization made up of representatives from each of the residence halls. It is the group that represents the student opinions campus-wide, organizes events involving all residence halls and promotes unity among the halls.

Programming

Programming funds and social funds are derived from a small amount collected from each resident. These funds are administered by the staff and the Hall Council to provide an atmosphere which supports and fosters the development of a hall community. The Hall Council provides self- governance and leadership opportunities for all students.

24-Hour Consideration Hours and Support of Academic Excellence

Residence halls must be places where students can live and learn in productive environments. We expect students to maintain Consideration Hours 24 hours each day. This means loud stereos, noise and/or other disruptive behaviors are unacceptable. Disruptive students will lose the privilege to live on campus.

Roommates and Respect

Adjusting to living with a roommate is a most challenging experience. In any good relationship, it is important that all parties understand and communicate with one another. Students need to express their concerns and discuss lifestyles, likes, dislikes, values and goals. Discuss room usage and the fact that the right to study in one's room supersedes all other perceived rights. In order to have a successful roommate experience, you need to be considerate of your roommate's needs, feelings and concerns. Always be respectful to others and, if you are willing to compromise, your roommate experience can be a very positive one. It may be one of the best experiences of your

entire college career. Success is achieved through communication.

Educational Programming and Establishment of Community in the Residence Halls

The residence halls are educational communities where students and staff work together to strengthen their overall learning experience. It is our goal to supplement, as well as complement, the learning of the classroom experience through offering structured and unstructured activities (such as bringing faculty, other trained professionals, and speakers into the halls) in support of the educational programs. Approximately 800 special programs are offered annually in our residence halls by members of the residence hall staff and hall councils. Students who attend these special activities have benefited greatly. Experience college life by attending your residence hall's events.

Residence Hall Discipline

The State University of New York has provided each campus the opportunity and responsibility to establish regulations governing student conduct and behavior. Within this framework the College has established a Student Conduct Code. In the residence halls, there is a specific set of terms and conditions that have been developed in order to ensure that an environment is maintained that allows for constructive interaction, personal growth and development. You are advised to read carefully both *The Student Handbook*, as well as the residence hall <Terms and Conditions of Residence Hall Occupancy> and [Alumni Commons Terms and Conditions of Occupancy](#). Please help us maintain a positive environment by respecting the rights and privacy of others as well as by helping us protect the property of individuals and the College.

Campus Health and Safety

Our Shared Responsibilities

Providing a safe environment in which students may live, work and learn is an essential function of this campus. Although the topics below receive great attention in other areas of this Handbook as well as during meetings and through other publications, a grouping of safety-related information may be helpful at this point.

Personal safety is a personal responsibility. The College makes available to students a vast amount of information through printed materials, seminars, and training opportunities. We encourage student interest and participation in such opportunities.

Our campus walkways are well lit at night. In fact, a campus map showing the most traveled lighted walkways is posted widely throughout the campus. Members of the campus community are always encouraged to walk in pairs or groups and always on lighted paths.

University Police Department

Campus safety and security is coordinated by the University Police Department, which has a force of 10 sworn police officers with full arrest powers. As an armed police department, officers respond to all emergency and non-emergency complaints. The University Police Department serves as the primary law enforcement agency for the campus.

State University of New York police officers must meet the standards in New York State for police officers. The officers must have completed 60 credit hours of college and pass a civil service test for consideration for appointment. The officers have completed a basic training program administered by the New York State Department of Criminal Justice Services under the Bureau for Municipal Police and undergo continuous training to upgrade their skills. Officers conduct foot, bicycle, mounted horse and vehicular patrols on the campus 24 hours a day, 365 days a year.

The objective of the University Police is to provide a safe environment for the teaching, research and social endeavors and to protect the lives and property of the students, employees and visitors of the college. This objective is pursued within the framework of the state university rules and regulations and all local, state and federal laws. The investigation of crimes committed on the campus fall under the jurisdiction of the university police department. Our university police department has close working relationships with the village of Cobleskill police department, the Schoharie County Sheriff's Department and the New York State Police. This includes a memorandum of understanding (MOU) with these agencies in the event that a violent felony or a missing student is reported to campus authorities. Should such a report be received, SUNY Cobleskill's university police would request assistance and work in conjunction with these agencies to conduct a

complete investigation.

Our University Police Department is on duty at all times. The Officers provide foot patrols, vehicle patrols, bicycle patrols, law enforcement and assist with and participate in Student Conduct Code enforcement, educational seminars, and other forms of support for students, staff, and faculty every hour of every day. Emergency phones are located at various locations across campus. These phones which are identifiable by the “blue light” that is on each phone provide a direct link to University Police. The suspicion of any criminal activity, as well as any possible missing students, should be immediately reported to University Police which is located at Johnson Hall (518-255-5555) for investigation.

Residential Life

When College is in session, the Residence Hall Directors have direct, live-in responsibility for the residence halls. In addition to responding to calls for assistance, the RD on duty supervises the Resident Assistants and Night Hosts. Each resident student is issued a key to his/her room door and encouraged to keep it locked at all times. Additionally, each resident student is issued a front door access card which is unique to his/her building. All entrance/exit doors are continuously locked.

Developmental programming is offered to resident and commuter students throughout the academic year. Topics usually include: personal safety, relationships, sexual violence, DUI, operation identification, among others.

The conduct of guests or visitors is the responsibility of the host resident, as well as the visitor/guest. As such, all visitors/guests must be accompanied by their hosts at all times during visitation hours (please refer to the guest & visitor policy).

Personal Safety Committee

The SUNY Cobleskill Personal Safety Committee shall review current campus security policies and procedures and make recommendations for their improvement. It shall specifically review current policies and procedures (1) for educating the campus community, including security personnel and those persons who advise or supervise students, about sexual assault pursuant to subdivision one-a of this section, (2) for educating the campus community about personal safety and crime preventions, (3) for reporting sexual assaults and dealing with victims during investigations, (4) for referring complaints to appropriate authorities, (5) for counseling victims, and (6) for responding to inquiries from concerned persons.

The committee shall report, in writing, to the college president or chief administrative officer on its findings and recommendations at least once each academic year, and such report shall be available upon request.

The Wellness Center: Counseling, Health Care, Health Education Services

All currently enrolled students have access to the Wellness Center. Students are encouraged to take advantage of Wellness Center services in order to establish, restore, and maintain optimal physical and mental health. All services are confidential. Business hours are Monday through Friday 8:00 am – 4:00 pm.

As a patient of the Wellness Center, you have the right to:

1. Be treated with respect, consideration, and dignity with attention to confidentiality and privacy, in a clean and safe environment.
2. Expect that disclosures and records are treated confidentially, and the opportunity is given to approve or refuse their release, except when a release is required by law.
3. When needed, staff members will communicate in the language or manner primarily used by students.
4. Receive complete information about your diagnosis, treatment, and prognosis. When it is medically inadvisable to give such information to a patient, the information is provided to a person designated by the patient or to a legally authorized person.
5. Participate in decisions involving their health care, except when such participation is contraindicated for safety and/or medical reasons.
6. Information concerning:
 - a. Patient rights, including those specified in 1-4 above

- b. Patient conduct and responsibilities
 - c. Services available at the Wellness Center
 - d. Fees for services
 - e. Payment policies
 - f. Your right to refuse to participate in experimental research
 - g. Advance directives, as required by state or federal law and regulations
 - h. The credentials of health care professionals
 - i. Methods for expressing grievances and suggestions about our services and your treatment.
7. Be informed of their right to change their provider if other qualified providers are available.
 8. Treatment without discrimination as to race, age, color, religion, sex, national origin, sexual orientation, or marital status.
 9. The names of Wellness Center Staff involved in your care.
 10. Receive information, prior to treatment, regarding any associated risks or complications.
 11. Refuse treatment and to be informed of the consequence of such action.
 12. Be informed about further health care needs following your discharge from the Wellness Center or when transfer to a hospital is recommended.
 13. Be informed about procedures for expressing suggestions, complaints, and grievances, including those required by state and federal regulations.

As a patient of the Wellness Center, we believe you have the responsibility to:

1. Provide all health information as required by state law and information requested by your provider.
2. Provide complete and accurate information to the best of your ability about your health, any medications, including over-the-counter products and dietary supplements, and any allergies or sensitivities.
3. Follow the treatment plan prescribed by your provider and participate in your care.
4. Provide a responsible adult to transport you home from the facility and remain with you if required by your provider.
5. Inform your provider about any living will, medical power of attorney or other directive that could affect your care.
6. Accept personal financial responsibility for any charges not covered by your insurance.
7. Be courteous and respectful to staff and fellow patients, showing the same consideration you would like to receive.
8. Respect the time set aside for your appointment and give as much notice as possible when an appointment cannot be kept.
9. Understand that when emergencies arise, your appointment may be unavoidably delayed.
10. Help us maintain and improve the quality of care and service you receive by sharing your concerns and comments with us.

Counseling Services

The counseling center is staffed by Licensed Mental Health Counselors who work with students on a variety of psychological issues. Examples of such issues may include, but are not limited to: depression, anxiety, relationship issues, substance abuse, and sexual identity. Services are provided by appointment.

Health Care Services

The health center is staffed by a Nurse Practitioner, a Physician Assistant and Registered Nurses. Health services are designed to assist students in maintaining an optimal level of health and wellbeing. Services are provided by appointment. *Health Education Programs*

A variety of health education programs are sponsored by the Wellness Center for the campus community.

Student Health Insurance

The Accident and Sickness Insurance is automatically included on your semester bill if you are a full time student. If you have your own health insurance, you have the option of waiving out of the Accident and Sickness Insurance by using the waiver form. Students who opt out of the Student Health Insurance Plan still have access to all services within the Wellness Center. Please consider the following in making your decision: Your current Insurance policy must be comparable to college plan and serviceable in this area (not exclusively emergency room services).

Your current insurance may not cover the types of expenses most frequently incurred by college age individuals such as outpatient referrals, or may cover them only after a deductible or copayment; the college accident & sickness insurance plan helps cover those expenses.

If your current coverage is through an HMO or PPO out of the Cobleskill area, services locally may be limited or may be charged to you at a higher, non-preferred rate. We encourage you to contact your health insurance company to investigate your coverage in the Cobleskill area.

Coverage through parents' policies may end on a student's birthday, i.e., ages 19, 23, or 25.

The college accident & sickness insurance program provides an important level of coverage in addition to Medicare or Medicaid, if those are your only coverages, allowing you greater flexibility and choice in the event of an illness. Summer insurance coverage is also available by contacting the Wellness Center.

Please be aware that the Wellness Center on campus is intended to be the primary source of health care for students. The Accident and Sickness Insurance Plan is designed to complement the services of the Wellness Center. There are limitations and restrictions in the Plan. See <http://www.cobleskill.edu/wellness> for more information.

The campus accident and sickness insurance plan is also available for part-time students, and spouses and dependents of all enrolled students. Contact the Wellness Center at 255-5225 for more information.

SUNY Cobleskill is not responsible for costs associated with injuries or accidents that occur on campus property or at sponsored events. SUNY Cobleskill is also not responsible for health insurance deductibles or co-pays.

Student Behavior Assessment Team

The student Behavior Assessment Team is a group representative of a wide array of campus community members which meets regularly to review and act upon reports of behaviors of concern. Campus community members may report such behaviors to the chair of the committee, the Assistant Vice President for Student Development, or the Co-Directors of the Wellness Center or the Chief of University Police.

COMMUTER STUDENT SERVICES

Bulletin Boards

Located near the sidewalk between the commuter parking lot and Route 7 and outside the Bouck Hall Lounge in order for you to stay informed and find ways to connect with one another and engage.

Campus Mailroom

If you would like to have mail delivered to the mailroom in Bouck Hall, you must first register for a mailbox and sign out a mailbox key. It's free!

Food Assistance Resources

Our campus is committed to making sure students have reliable, stigma-free access to food throughout the year.

Lockers

Commuter Lockers are available in Bouck Hall. In order to obtain a locker, follow the instructions that are posted by the lockers.

New York Emergency Alert System

All students are encouraged to sign up to receive emergency alerts through your cell phone, home phone or e-mail address. To register for this free service, log on to your Banner account using your Student ID (800 number) and PIN.

Off-Campus Housing

The Office of Student Leadership in Fake Hall room 100 publishes a list of off-campus housing.

Student Lounges

Student lounges are located in Bouck Hall and Warner Hall Express Cafe. These are places to go if you want to relax between classes. Food is available in Champlin Hall, CANR Café, Brickyard Point Brew House and Warner Hall Café. The Tiger's Den has a refrigerator, microwave and network access.

Wellness Center

Commuter students have full access to the campus Wellness Center for health care and personal counseling needs. Visit the Wellness Center website for more information and call 518-255-5225 for an appointment.

IMPORTANT POLICIES

Violations of any part of the policies named herein constitute grounds for campus disciplinary action under the Judicial System or under the grievance procedures guaranteed as rights to each person by the policy statement.

ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS)

Since there is no evidence that persons with AIDS or those who test positive for the HIV virus pose a risk to the general public through casual (non-sexual) contact, the College does not support mandated testing of any group or individual. Furthermore, the College takes a strong position that the civil rights of any person or group cannot be abridged without sufficient evidence that such action is necessary. Accordingly, the College does not discriminate against persons with AIDS. Students have access to free, confidential, HIV testing at the Wellness Center. Anonymous HIV testing is available in Albany, call 1-800-962-5065.

The Director of Health and Counseling Services acts as the spokesperson for SUNY Cobleskill with regard to information about AIDS. A procedure for reviewing specific situations pertaining to students is in place under the jurisdiction of the Vice President for Student Development.

ADMINISTRATIVE WITHDRAWAL DUE TO MENTAL AND/OR MEDICAL HEALTH CONDITION

The campus may remove access for a student when the President, the Vice President for Student Development, or designee determine that a student's continued presence poses an appreciable risk to the campus community and/or a serious and imminent threat to a person's health or safety directly related to a student's mental and/or medical health condition.

To determine whether to implement an administrative withdrawal, a review is conducted by the Vice President for Student Development or designee based upon a report(s) by a member of the College's professional medical and mental health staff who have consulted with/received information from campus constituents and reviewed such information with their administrative supervisor(s) and as necessary with appropriate legal counsel.

Students administratively removed may be request an opportunity for appeal before the President of the College or designee within 48 hours of receipt of the withdrawal decision. Such an appeal hearing will be held within five days after receipt of the student's submitted written request. The appeal process may consist of relevant college staff being present. The student may be assisted in this hearing with a member of the faculty or staff.

The student may also be accompanied by legal counsel, who will be limited to providing legal advice to the student. The hearing shall be conversational and non-adversarial. A written appeal decision shall be delivered by the President of the College or designee within three days after the appeals hearing on the decision of the withdrawal of such student. If the student chooses to not to request or fails to attend the appeals hearing, the administrative withdrawal process is final, with no further option for appeal.

The President, Vice President for Student Development and/or designee may extend any of the above timeframes for good cause shown.

ADMINISTRATIVE WITHDRAWAL REVIEW UPON RE-ENTRY DUE TO MENTAL AND/OR MEDICAL HEALTH CONDITION

Students who are removed from campus for emergency medical evaluation and/or treatment are required to be processed through an administrative re-entry review. This process will be scheduled on the business day following the student's discharge from medical care to consider the student's requested return to the campus and will be facilitated by the Vice President for Student Development or designee. The purpose of this review process will be to consider the request for re-entry, the circumstances for removal from campus, discharge referrals, treatment recommendations, and campus support services available to the student. The review process will include discussion of the student's fitness to return to the academic and social rigors of a college environment. The campus expectations regarding student behavior and good citizenship following return to the campus will also be reviewed and must be agreed upon by the student. If the student fails to participate in the administrative re-entry process, a recommendation will be made for an administrative withdrawal review and determination.

AFFIRMATIVE ACTION POLICY

SUNY Cobleskill is firmly committed to providing equal educational and employment opportunities for all persons, without regard to an individual's race, color, national origin, religion, creed, age, disability, sex, gender identity, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction. The College's affirmative action obligations reflect not only federal and state laws, but also the College's and the State University of New York's longstanding commitment to the ideals of fairness, access and excellence. Further, the College believes that its mission as an institution of higher education demands that it be committed to increasing the representation of protected groups throughout the workforce.

AFFIRMATIVE CONSENT

Affirmative consent is a knowing and voluntary and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity or gender expression.

1. Consent to any sexual act or prior consensual sexual activity between or with any party does not necessarily constitute consent to any other sexual act.
2. Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol.
3. Consent may be initially given but withdrawn at any time.
4. Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by the lack of consciousness or being asleep, being involuntarily restrained, or if an individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent.
5. Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.
6. When consent is withdrawn or can no longer be given, sexual activity must stop.

ALCOHOL POLICY

The following guidelines for the responsible consumption of alcohol apply to students of SUNY Cobleskill:

- a. Alcoholic beverages are not permitted in non-residential buildings including areas such as grounds, athletic fields, or facilities of the College or of the Cobleskill Auxiliary Services except by special authorization (approval) by the College President or designee.
- b. Alcohol may be possessed and responsibly consumed by students or guests over 21 years of age who reside in the residence halls.
- c. A student may not provide a minor with any form of alcohol, nor may they knowingly provide access to alcohol for an individual under the age of 21.

- d. Students less than 21 years of age may not use, possess, distribute, sell or be knowingly in the presence of alcohol beverage or paraphernalia (empty or full alcohol containers, funnels, boxes, etc.) on the College campus except as expressly permitted by law or University policy. The only exception is that underage students who reside in the residence halls with students of legal drinking age may be in the presence of alcohol in their assigned student residence hall room, provided these underage roommates do not distribute, sell, possess or consume alcohol. No alcoholic beverages shall be permitted in rooms of students where all residents are under the age of 21, even if a student 21 years of age or older is present.
- e. Students present in a residential room not assigned to them where any alcohol is being consumed by under 21-year-olds are in violation of the alcohol policy.
- f. Sealed containers of alcohol may be transported through residential hallways and stairwells, by those 21 and older, but may not be consumed in public areas of the residence hall.
- g. Games of chance, drinking games, contests, funnels and other activities that induce, encourage, or result in the rapid consumption of alcohol are prohibited (e.g. beer pong, flip cup, etc.).
- h. Empty or full kegs, beer balls, or any other large container of alcoholic beverage designed for consumption by a group of people are prohibited on campus operated property.
- i. Conduct related to the use of alcohol where the individual becomes a disruption to the community is prohibited.

Bias Acts and Hate Crimes Protocol / BART (updated 04.17.23)

The College responds to bias acts, including hate crimes, according to procedures that are ratified by the President's Cabinet and reviewed regularly; the policy and reporting procedures are outlined below.

Definitions of Bias Acts and Hate Crimes

What is a bias-related act? A bias act is conduct that adversely and unfairly targets an individual or group based on the social identity categories of race, color, national origin, religion, creed, age, sex, sexual orientation, class, disability, gender identity, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence survivor status, criminal conviction, or any combination of these characteristics.

The perpetrators may be known or unknown, and the act may be verbal, written, or physical and occur on the SUNY Cobleskill campus or within an area that affects the campus community. Activity protected by the First Amendment will not constitute bias acts.

Harassment on the basis of a protected characteristic(s) other than sex/gender is harassment based on race, color, class, age, religion, national origin, disability, sexual orientation, or other protected characteristic(s) is oral, written, graphic or physical conduct relating to an individual's protected characteristics that is sufficiently severe and/or serious, pervasive or persistent so as to interfere with or limit the ability of an individual to participate in or benefit from the educational institution's programs or activities.

Sex discrimination is any behaviors and actions that deny or limit a person's ability to benefit from and/or fully participate in educational programs or activities, or employment opportunities because of a person's sex. These behaviors and actions includes but are not limited to sexual

harassment, sexual assault, sexual violence by employees, students, or third parties. Employees and students should report sex discrimination, including but not limited to sexual harassment and assault that they observe or become aware of, to the Title IX coordinator or Affirmative Action officer.

What is a hate crime? According to New York State Penal Law §485.05, a person commits a hate crime when they commit a specified criminal offense and either intentionally commit the act or intentionally select the person against whom the offense is committed in whole or in substantial part because of a belief or perception regarding the race, color, class, national origin, ancestry, gender, religion, religious practice, age, disability, or sexual orientation of a person, regardless of whether the belief or perception is correct.

Procedures for Reporting Bias Acts and/or Hate Crimes

If you feel you are the target of a bias-related act or witness a bias-related act against another individual(s), please follow the reporting procedure outlined below. As a general rule, when in doubt, **contact UPD**.

GRAFFITI

Do not erase or clean it. Contact UPD immediately so that an officer can photograph and/or record the contents of the graffiti, as well as collect any other available evidence.

If you cannot remain at the scene until an officer arrives, cover any graffiti/evidence with a piece of paper. Write on the paper that UPD was called and give the date and time of your call. This will prevent others from seeing it, making additional calls, or erasing the evidence.

If you are told by someone that they observed bias-related graffiti, you or the person who told you should contact UPD. However, if you are told that the evidence of this graffiti has been cleaned or erased, you should submit the electronic Bias Act Complaint Form <https://www.cobleskill.edu/campus-life/university-police/bias-reporting-form.aspx> and provide as much information as you have about the time and place the graffiti was seen.

OTHER PROPERTY DAMAGE

Do not attempt to clean or repair the damage.

Contact UPD immediately for an officer to collect evidence and record the damage. UPD and/or Residence Life may contact an emergency maintenance staff member if the damage makes a structure unsafe.

HARASSMENT AND/OR THREATS

Students – If you are concerned for your safety, contact UPD immediately and provide detailed descriptions of what happened, what was said, who was involved, and where it occurred. Also include names of any witnesses.

Employees – If you are concerned for your safety, contact UPD immediately. Additionally, please follow the [Workplace Violence Policy](#). This policy directs you to discuss the incident with your supervisor, who will then contact Human Resources for investigation, follow-up, and support as needed. For additional information, you may also refer to the Discrimination Policy.

PHYSICAL ATTACK

Contact UPD immediately for medical evaluation and assistance by dialing Emergency: 911 or 518-255-5555, Non-Emergency: 518-255-5317. For employees, this also falls under the Workplace Violence policy. A UPD Officer will direct you regarding how to proceed.

Anonymous Reporting

If you and/or a witness want to remain anonymous, you may still report a bias act by using the Tip Line <https://apps.cobleskill.edu/tipline> form on the UPD website. Confidential reporting can limit investigations, but it will provide a record that may assist officers in resolving other cases. Anonymous reports will also assist the campus in keeping a record of bias acts that occur in our community.

Investigative Process

If you file a report with law enforcement (UPD, the police, or another law enforcement agency), an officer may investigate based on potential criminal activity related to the incident you reported. If you elect not to pursue or participate in a disciplinary proceeding (as applicable), the College may determine it is necessary to pursue the complaint without your involvement. You will be notified if such an action is needed.

The BART will ensure that all complaints it receives through the <https://www.cobleskill.edu/campus-life/university-police/bias-reporting-form.aspx> are promptly referred to the appropriate investigative authority for investigation. These investigative authorities may include the Title IX Coordinator and/or Deputy Coordinator for allegations pertaining to Title IX violations; University Police for allegations pertaining to violations of NYS Penal Law; Student Conduct for allegations of Student Conduct Code violations; and/or Human Resources for violations of SUNY policies. Some complaints, by their nature, may be referred to more than one of these authorities. As part of the process, all reporting individuals will be provided with additional resources available to them.

Complaints that are found after investigation to have been made with false information with the specific intent to create public alarm and/or to provide false information to an investigative authority may also be referred to a law enforcement agency for criminal action and/or the Director of Student Conduct or Director of Human Resources.

The Bias Acts Response Team's (BART) Purpose and Membership

BART consists of campus community members who convene to ensure that members of the college community, who have been affected by bias-related acts, have access to reporting mechanisms, resources, and support. The team does not investigate, arbitrate, or replace other SUNY Cobleskill procedures or services. Its purpose is to supplement and work with campus units to connect those who have experienced bias or those who have witnessed such acts to available resources and supports.

Responses may include investigation and referral to adjudication, as appropriate, by University Police Department, the Office of Student Conduct, the Office of Human Resources. Other kinds of responses (e.g., passive or active programming about bias acts, facilitated meetings among those who have perpetrated bias acts and those who have been targeted, etc.) are arranged on a case-by-case basis. Persons or communities who have been targeted will be contacted by a

member of the team to discuss possible responses and the process for investigation and adjudication.

Information about the college's response to bias acts and hate crimes is disseminated through the Office of the Vice President of Student Development, the Office of the Chief Diversity Officer, the Office of Human Resources, and the University Police Department.

Office of the Chief Diversity Officer: Knapp Hall 222, 518.255.5839

Vice President for Student Development Office: Knapp Hall 237A, 518.255.5214

Office of Human Resources: Knapp Hall 123, 518-255-5423

UPD: Johnson Hall - Emergency: 911 or 518-255-5555, Non-Emergency: 518-255-5317

BART Membership

Vice President for Student Development, Co-Chair

Chief Diversity Officer, Co-Chair

Affirmative Action Officer

Associate Vice President for Student Development

Director of Accessibility Resources & Transition

Director of Communications

Director of Greek Life & Multicultural Education

Director of Human Resources

Director of International Education

Director of Residential Life

Director of the Wellness Center

Director of UPD

Faculty Representation (2)

Title IX Coordinator

Always call UPD if an emergency!

Contact UPD as the first responder to an incident:



If complainant does not wish to contact UPD:



Resources

University Police Department	518.255.5317/5555/x911
Human Resources	518.255.5465
Chief Diversity Officer	518.255.5462
Student Conduct	518.255.5215
Title IX Coordinator	518.255.5514
Vice President for Academic Affairs	518.255.5523
Vice President for Student Development	518.255.5265
Wellness Center	518.255.5225

CAMPUS SAFETY AND CRIME REPORT

A copy of the State University of New York at Cobleskill campus crime statistics as reported annually to the U.S. Department of Education will be available for review at the University Police Department in Johnson Hall or a copy can be requested by calling 518-255-5317 or by writing to University Police, Johnson Hall, SUNY Cobleskill, Cobleskill, NY 12043. This report is also available on the University Police area of the SUNY Cobleskill webpage at: www.cobleskill.edu and at <http://ope.ed.gov/security>.

CAS DINING SERVICES CODE OF CONDUCT

Dining Services is committed to providing you, our customers and guests, with a fresh, quality conscious meal of your choice in a courteous and timely manner.

We ask that you recognize that the campus as a whole dines together as a community and in that spirit, please acknowledge appropriate interactions while in our campus facilities.

- Please refrain from loud disruptive behavior as well as inappropriate language.
- Damaging or defacing furniture or equipment is unacceptable.
- Food is not to be thrown in ANY circumstances. In the event this occurs in your direct dining vicinity it is advisable to move your seat immediately.
- Radios, CD Players, Skate Boards, Scooters, Bicycles, Roller Blades and any related items are NOT PERMITTED in the Dining Units. We suggest you leave them in a more secure area.
- Theft will be reported to University Police and handled in accordance with campus policy.
- Containers (food containers or cups) may not be brought into Dining Units. Reusable mugs may be brought into all units (excluding Champlin) and can be refilled at a discounted refill charge (exceptions apply). Take-out policy varies among dining locations.

- Shirts, pants and shoes are required.
- At the request of any Dining Services staff member you are required to present your CobyCard.
- CobyCards found in the possession of others will be CONFISCATED in all circumstances. ID's are NON- TRANSFERABLE.

To ensure everyone has the option of enjoying their meal in our dining rooms, we ask your cooperation in observing the above guidelines. Dining Services reserve the right to refuse admission

COMPLAINT PROCEDURE FOR THE REVIEW OF ALLEGATIONS OF UNLAWFUL DISCRIMINATION
SUNY Cobleskill, in its continuing effort to seek equity in education and employment and consistent with Federal and State anti-discrimination legislation, has adopted a complaint procedure for the prompt and equitable investigation and resolution of allegations of unlawful discrimination on the basis of race, color, national origin, religion, creed, age, sex, sexual orientation, disability, gender identity, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction. Harassment on the basis of any of the above categories is unlawful discrimination. Employees or students who observe or become aware of any form of discrimination including sex discrimination, sexual harassment and sexual violence, should report this information to Nicole M. Field, Interim Title IX Coordinator, 518-255-5514, FieldNM@cobleskill.edu. The Complaint Procedure for the Review of Allegations of Unlawful Discrimination provides a mechanism through which SUNY Cobleskill may identify, respond to, and prevent incidents of illegal discrimination. The College will take steps to prevent discrimination and harassment, to prevent the recurrence of discrimination and harassment, and to remedy its discriminatory effects on the victim(s) and others, if appropriate.

The full Complaint Procedure for the Review of Allegations of Unlawful Discrimination can be found at www.cobleskill.edu/about/administrative-offices/human-resources.

[SUNY Cobleskill's Policies on Sexual Violence Prevention and Response can be found at https://www.cobleskill.edu/titleix/pdf/Policies_on_Sexual_Violence_Prevention_and_Response.pdf](https://www.cobleskill.edu/titleix/pdf/Policies_on_Sexual_Violence_Prevention_and_Response.pdf)

DRUG AND ALCOHOL FREE CAMPUS AND WORK ENVIRONMENT

SUNY Cobleskill is committed to development and maintenance of a Drug and Alcohol Free Campus and Work Environment. In accordance with the Federal Drug Free Act of 1988, the State of New York Policy on Alcohol and Controlled Substances in the work place, the State of New York Beverage Control Act, and the College Policy under the Student Conduct Codes which prohibits both drugs and alcoholic beverages, the College will not tolerate the presence of either alcoholic beverages or controlled substances on the campus.

Students are subject to enforcement through the campus judicial system and the provisions of law. Employees are subject to enforcement through applicable disciplinary procedures consistent with laws, rules, regulations, and collective bargaining agreements.

The College will make every effort to maintain a drug and alcohol-free campus and work place. Those who seek assistance with a problem related to one of these conditions should seek assistance from a campus resource, such as the Counseling Service, the Health Service, or consult with the Office of the Vice President for Student Development or the Director of Human Resources.

EQUAL OPPORTUNITY STATEMENT

The University is committed to fostering a diverse community of outstanding faculty, staff, and students, as well as ensuring equal educational opportunity, employment, and access to services, programs, and activities, without regard to an individual's race, color, national origin, religion, creed, age, disability, sex, gender identity, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction. Employees, students, applicants or other members of the University community (including but not limited to vendors, visitors, and guests) may not be subjected to harassment that is prohibited by law, or treated adversely or retaliated against based upon a protected characteristic. The University's policy is in accordance with federal and state laws and regulations prohibiting discrimination and harassment.

These laws include the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 as Amended by the Equal Employment Opportunity Act of 1972, and the New York State Human Rights Law. These laws prohibit discrimination and harassment, including sexual harassment and sexual violence. Inquiries regarding the application of Title IX and other laws, regulations and policies prohibiting discrimination may be directed to Nicole M. Field, Interim Title IX Coordinator, 518-255-5514, FieldNM@cobleskill.edu. Inquiries may also be directed to the United States Department of Education's Office for Civil Rights, 32 Old Slip 26th Floor, New York, NY 10005-2500, 646-428-3800, Email OCR.NewYork@ed.gov.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day SUNY Cobleskill receives a request for access.
Parents or eligible students should submit to the College Registrar a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
Parents or eligible students who wish to ask SUNY Cobleskill to amend a record should write the College Registrar, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
Upon request, the college may disclose education records without consent to officials of another school in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by SUNY Cobleskill to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education 400 Maryland

SUNY Cobleskill and SUNY System Administration

SUNY Cobleskill and SUNY System Administration are deemed "school officials" with "legitimate educational interest" under FERPA. SUNY Cobleskill and SUNY System Administration share student record information regularly in support of student needs. Students' personally identifiable information is protected within both entities and requires student authorization to share any non- directory information with a third party request.

SUNY Cobleskill Directory Information Under FERPA

SUNY Cobleskill has designated directory information, according to FERPA as amended, to be the student's:

- full name
- campus, home address or local address
- local telephone number
- major
- department
- dates of attendance
- date(s) of graduation
- degree(s) awarded
- awards
- full-time/part-time status
- e-mail address
- photo ID
- Participation in a recognized club or organization

This information can be released without written prior consent from the student. All other education records will be released only under compliance with FERPA. Students currently enrolled at SUNY Cobleskill may object to the release of "directory information" pertaining to them by completing the FERPA Confidentiality Directory Exclusion Request and submitting the form to the Registrar's Office, Knapp Hall 101, within fourteen (14) days following the first day of classes each semester. Completion of this document means Directory Information will be excluded indefinitely unless a student completes and submits the FERPA Revocation of Confidentiality Directory Exclusion Request.

Parental Access Under FERPA

A parent's access to their eligible students' records requires student authorization by filling out the FERPA Student Records Access Authorization form and submitting it to the Office of the Registrar.

Faculty, staff and administration are not able to discuss student academic records unless authorization from the student is provided. Requests to revoke access to a student's record must be submitted in writing to the Office of the Registrar in Knapp Hall.

Find information regarding FERPA at <https://www.cobleskill.edu/academics/registrar/ferpa.aspx>

HAZING

Hazing in every form is prohibited. Hazing is considered to be interference with the personal liberty of others and includes any act of domination by some students over others which may lead to injury, emotional disturbance, physical discomfort or humiliation. Soliciting, directing, aiding or otherwise participating, actively or passively, in such activities constitutes hazing. In addition, apathy or acquiescence in the presence of hazing is not a neutral act and is considered approval of the hazing behavior.

Examples of hazing activities include, but are not limited to:

- Forced or required participation in physical activities such as calisthenics, exercises, games or "make work"

activity;

- Forced consumption of food, alcohol, water, illegal substances;
- Forced, required or condoned application of foreign substances to the body resulting in lewdness or potential for ridicule or bodily harm (such as tattooing or branding);
- Participation in activities that involve illegal acts such as “pledge ditches” and kidnappings, scavenger hunts and thefts;
- Creation of excessive fatigue and stress through deprivation of privacy or sufficient sleep (defined as a minimum of six consecutive hours per day) or decent and edible meals;
- Deprivation of access to means of maintaining personal hygiene;
- Forced or required conduct that would embarrass or negatively affect the dignity of the individual, such as forced nudity or partial nudity, including coercing or allowing an individual to dress in a degrading manner as part of initiation or affiliation with a group;
- Use of physical brutality (including paddling; striking with fists, feet, open hands or objects; and branding);
- Participation in or creation of situations that cause psychological harm or substantial emotional strain, such as causing a member or pledge to be the object of malicious amusement or ridicule or other verbal abuse, causing embarrassment or shame to a member or pledge, or compromising the dignity of a member or pledge.

If you have been hazed, have witnessed hazing, or suspect that someone you know has been hazed, you can report your observations confidentially. You can do this by contacting the Vice President for Student Development Office at 518-255-5214 OR you can report your observations to University Police at 518-255-5555.

Hazing conduct may result in charges and arrest under the [New York State Penal Law 120.16](#), student conduct charges, which can lead to College Suspension or Dismissal.

INFORMATION TECHNOLOGY SERVICES/COMPUTERS AND NETWORK

Whether you connect to campus computing resources through a wireless or wired network port with your personal computer or log on to the campus network from a computer in an open access lab, you have agreed to abide by the Computing Resources Policy of SUNY Cobleskill.

Authorized/Responsible Use of Campus Computing Resources:

Access to computing is provided to facilitate access to the Internet, e-mail, and user data files necessary to conduct campus-related activities. All users who access campus resources have the responsibility to use them within the guidelines specified in the Campus Computer Resources Policy and Student Conduct Codes. Effective, efficient, ethical and legal use of any computer account issued by SUNY Cobleskill is the responsibility of the person in whose name it is issued. Unauthorized use of computer services will be considered to be theft of services; will result in immediate suspension of your account privileges; and will be dealt with according to the "appropriate disciplinary process" and/or Chapter 514 of the New York State Penal Law. The full text of the Computer Resources Policy is in the Information Technology Student Handbook located at: http://www.cobleskill.edu/information-technology/ITWeb_StudentHandbook2016.pdf. Other useful links to Information Technology Services (ITS) resources and services are located on the ITS Home page: <http://www.cobleskill.edu/information-technology/>.

Network Accounts and Email

A computer account is established for all officially registered students to provide authorized access to the following computing resources at SUNY Cobleskill.

- SUNY Cobleskill MS Office 365 account where all official campus communication will be sent
- Access to a 1 TB OneDrive for Business Cloud Storage
- Access to the “Faculty Academic Network Shares” (Network storage used by faculty to share files with their students.)
- Access to networked and web based printing ([\\ntprint1.cobleskill.edu](http://ntprint1.cobleskill.edu)) services (Quota is managed: each student starts off with a 300 page limit per academic year. Additional printing services may be purchased as needed.)

- Use of high-end computers in computer classrooms and open access labs
- Campus Standard and Curriculum-specific software
- Login to SUNY Cobleskill ISP services and Wi-Fi(Tigernet)

SUNY Cobleskill Network Account Activation/Password Reset can be processed online from any Internet capable device on and off campus (<https://secure2.cobleskill.edu/mylogon>). This site can also be used at any time throughout your enrollment at SUNY Cobleskill to activate a new account, reset a lost or forgotten password to your Network/Email Account, unlock a locked account, or check the status of your account. This process requires you to log on with your Banner Web User ID and PIN. If you require assistance with your Banner Web User ID and/or PIN, please contact the Registrar's Office, registrar@cobleskill.edu, or (518-255-5522). *At SUNY Cobleskill, email is the official means of communication for the campus. Students are expected to activate and use their Cobleskill network accounts to open and read campus email.*

Web Access Resources (accessible from any web browser):

- Moodle <http://moodle.cobleskill.edu> (a web-based course management system that allows instructors to make course materials and information available through the Web)
- Banner Web Online course registration and add/drop
- Web access to e-mail and library research databases.

Network Access Policy

ITS requires registration of all devices accessing our Network and Internet services. All Internet capable devices must meet our WPA2 Enterprise Encrypted requirements. Students who have successfully registered their devices are compliant with the following campus network requirements and accept responsibility for any and all activities under their registered account and network port:

1. All computers are required to have a valid registered copy of an operating system.
2. All computers are required to have all available MS Windows and Mac OS critical updates applied.
3. All computers are required to have valid and regularly updated anti-virus software; students without anti-virus software may obtain it through the ITS Helpdesk (518-255-5800) located in Warner Hall 023.
4. File-sharing programs, Internet/Intranet gaming and networking devices and services (such as servers, routers/switches, web servers, etc.) that compromise network integrity and/or stability are prohibited on the residence hall network.
5. All portable, Internet capable wireless devices also require activation. Each user is limited to 5 device registrations.

Once registered to a specific student, all activities conducted through the registered port are the responsibility of that resident. ITS routinely maintains and monitors residence halls to maintain a secure and stable network environment. Sanctions will be imposed for any student not in compliance in accordance with the Campus Computer Resource Policy. Procedures for Suspected Abuse/Misuse of Computer or Network Hardware, Software and Systems Due to the potentially serious impact upon other users and the potential damage to the integrity of College records and resources, any suspected abuse or misuse of College computer and/or network hardware, software, and systems must be addressed immediately.

Therefore, upon discovery or notification of an alleged abuse or misuse, the student's computer account and/or network access will be temporarily deactivated. The student will be notified of the status of his/her account and/or network access. He/she will need to meet with the Information Technology Services Systems and Network Administrator and/or his/her designee before the account and/or network access can be reinstated. The Systems and Network Administrator or designee will explain to the student the nature of the alleged violation and seek to determine whether the incident or condition is deliberate, intentional, or unintentional and to determine any associated facts, involvement of others, and the like. If the Systems and Network Administrator or designee determines that the incident was unintentional, caused by inexperience or lack of understanding, the account and/or network access may be reactivated without further hearing. If, however, the intentional abuse or misuse is determined, the student's account and/or network access will remain deactivated and the Administrator or designee

will convene a meeting of the Student Access Violation Committee. The Committee shall take one of two actions: reactivate the student's account and/or network access and provide appropriate education, or file judicial charges with the Office of the Vice President for Student Development for action through the student judicial system. (Temporary reactivation may be implemented by the Committee.) *Additional incidents will be viewed as very serious.*

MANDATORY HEALTH RECORDS

SUNY Cobleskill is committed to maintaining a learning environment conducive to personal health and safety. A complete health history prior to initial registration is required of all matriculated students. This requirement is waived for non-matriculated and Saturday College students only.

In order to minimize the risk of communicable diseases, ALL students are required to provide proof of immunity to Measles, Mumps, and Rubella (MMR), Tetanus, Diphtheria and Pertussis as well as the results of a TB test, unless they have been granted a specific exemption. These immunization requirements exceed the New York State Public Health Law. In addition, New York State requires that we inform students about Bacterial Meningitis and the vaccination against it. Students must read and acknowledge receipt of this information found in the Health & Immunization Record.

Contact the Wellness Center if you have any questions about this disease at 518-255-5225. Any student who is not in compliance with these mandatory Health Record, MMR, TB and Tetanus, Diphtheria and Pertussis requirements within thirty days of initial registration will be excluded from residential living and/or class participation with no special consideration for refunds.

NO DISCRIMINATION ON THE BASIS OF DISABILITY

A disability, as defined in the Rehabilitation Act of 1973, is a physical or mental impairment which substantially limits one or more of a person's basic life activities. The term disability may be used to refer to a visual, auditory, mobility, or other health related impairment, emotional difficulty, or learning disability. Some disabilities are not outwardly obvious, so appearance is not a reliable way to determine if someone has a disability. Some disabilities may be permanent or chronic, others may be temporary. In addition to the Rehabilitation Act, colleges and universities must comply with the Americans with Disabilities Act of 1990 and its 2010 amendments (the ADAAA). The ADAAA guarantees equal opportunity for individuals with disabilities in employment, public accommodations, transportation, state and local government services and telecommunication – including technology/internet access. The aim is to reduce barriers and create more open and equal access for all. These mandates have promoted the development of disability support service programs in colleges and universities across the country. Institutions which receive federal financial assistance must be prepared to make appropriate academic adjustments and reasonable modifications to policies and practices in order to allow the full participation of students with disabilities in the same programs and activities available to non-disabled students. This applies to students with both permanent and temporary disabilities.

At SUNY Cobleskill, AccessABILITY Resources is the office which ensures that reasonable accommodations are put into place for students. Students desiring accommodations must provide documentation of their disability, and work with AccessABILITY Resources to develop an accommodation plan for each semester. This plan can be adjusted when new information is available. AccessABILITY Resources is located in the lower level of VanWagenen Library and may be reached by calling 518-255-5282 or 518-255-5870. There is a grievance process for students who feel that their academic accommodations have not been honored. The grievance procedure can be found at: https://www.cobleskill.edu/academics/educational-support-services/accessability-resources/grievance_procedures.aspx. In addition, students with disabilities have other rights regarding residence hall living, as protected under the federal Fair Housing Act.

POLICY FOR CAMPUS POSTINGS

Campus bulletin boards and sidewalks may be used by recognized campus organizations or College

offices provided the material is not in conflict with the standards of the Institution. Materials for posting and chalking must be approved by the Director of the Office of Student Leadership prior to distribution or placement on the sidewalk. All postings must have the name of the organization or department sponsoring and a contact email or telephone number. Once approval has been granted, distribution on any campus bulletin boards or authorized sidewalks may commence.

Poster, flyers, or other materials that have not been approved for posting/chalking are subject to being removed. Posting materials in areas other than actual bulletin boards (for example windows, doors, walls, non-authorized sidewalks, etc.), may also result in the removal of materials.

Some campus bulletin boards are covered and locked. These boards require special access for posting.

Taping materials on the outside of the glass of these bulletin boards is not permitted.

Organizations external to the campus may request to post materials which are not in conflict with the standards of the College by submitting those materials for approval by the Director of the Office of Student Leadership.

RACIAL HARASSMENT POLICY

I. Background - The Cobleskill campus community depends on trust and civility. A willingness to recognize the dignity and worth of each person at the college is essential to our mission. It is the responsibility of each person on campus to respect the personal dignity of others. Cobleskill celebrates the growing diversity of its community. Students, faculty and staff come to Cobleskill from many different backgrounds. Learning to understand the differences among us as well as the similarities is an important dimension of education, one that continues for a lifetime. Tolerance alone, however, is not enough. Respect and understanding are also needed. We should celebrate our differences, and should seek to appreciate the richness and personal growth which our diversity provides to us as members of this community.

The Cobleskill campus cannot accept discriminatory acts of racially based harassment and therefore has adopted the following policy concerning racial harassment.

II. Purpose and Definition

a. Purpose

Racial harassment shall not be tolerated at Cobleskill, not only because it is reprehensible and discriminatory, but because it constitutes a form of conduct that seriously undermines the atmosphere of trust and mutual respect that is essential to an academic environment and a democratic society.

b. Definition

For the purpose of college policy, the term "racial harassment" refers to any behavior, verbal or physical, that stigmatizes or victimizes individuals on the basis of race, ethnic or national origin which includes:

1. Creating an intimidating or offensive academic living or work environment for the individual.
2. Interfering with an individual's academic or work performance.
3. Involving a stated or implicit threat to an individual's academic or employment status.
4. Using inappropriate or offensive language or behavior based on racial stereotypes. The College regards such behavior as a violation of the standards of conduct required of all persons associated with the institution and a violation of the Violence and Unacceptable Behavior Policy (see pg. 36). The prohibition against racial harassment applies to all interactions occurring on campus, in college facilities, or within the context of college related activities. It also applies to acts of retaliation against members of the community who have filed complaints under this policy.

In determining whether an act constitutes racial harassment, the totality of the circumstances that pertain to any given incident in its context must be carefully reviewed and due consideration must be given to the protection of individual rights, freedom of speech, academic freedom, and advocacy.

III. Resolution

Members of the campus community (faculty, staff, and students) who feel that they have been the victim of racial harassment have the following options available to them to facilitate resolution:

1. Mediation with a neutral third party.
2. File a charge of infraction or violation with the campus Conduct Board.
3. File a grievance with the campus Affirmative Action Officer (Knapp Hall, Room 123). This procedure, which may be used by any State University of New York student or employee, is in no way intended to supplant or duplicate any already existing grievance procedures, including the informal process presently in practice on many campuses. This procedure does not deprive a complainant of the right to file with outside enforcement agencies, such as the New York State

Division of Human Rights, the Equal Employment Opportunity Commission, the Office for Civil Rights of the Department of Education, and the Office of the Federal Contract Compliance of the Department of Labor.

SELLING/SOLICITATION

The College reserves the right to approve or disapprove requests to provide or advertise services on the campus. Students and visitors must inquire regarding an application at the Center for Campus Engagement and Leadership (Bouck Hall). The College does not approve advertising involving sale or distribution of alcoholic beverages or credit cards. The Cobleskill Auxiliary Services, Inc. has the major responsibility for providing auxiliary services on the campus.

SEXUAL HARASSMENT RESPONSE AND PREVENTION POLICY

Sexual harassment is a form of sex discrimination which is unlawful in the workplace under Title VII of the Civil Rights Act of 1964, as amended, and the New York State Human Rights Law. Under Title IX of the Educational Amendments of 1972, sexual harassment also is prohibited in the provision of educational services and protects students and employees from sexual harassment.

Sexual harassment can occur between males and females, or between persons of the same sex. Sexual harassment will not be tolerated at SUNY. The University has implemented measures to address and prevent sexual harassment and is taking additional affirmative steps to increase awareness of, and sensitivity to, all forms of sexual harassment in order to maintain a workplace and learning environment free of its harmful effects.

In accordance with applicable law, sexual harassment is generally described as unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of employment or academic benefit; or
- Submission to or rejection of the conduct is used as the basis for an employment or academic decision affecting the person rejecting or submitting to the conduct; or
- The conduct has the purpose or effect of unreasonably interfering with an affected person's work or academic performance, or creating an intimidating, hostile or offensive work or learning environment.

Sexual harassment can include physical touching, verbal comments, non-verbal conduct such as leering or inappropriate written or electronic communications, or a combination of these things. Examples of sexual harassment may include, but are not limited to:

- Seeking sexual favors or a sexual relationship in return for the promise of a favorable grade or academic opportunity;
- Conditioning an employment-related action (such as hiring, promotion, salary increase, or performance appraisal) on a sexual favor or relationship; or

- Intentional and undesired physical contact, sexually explicit language or writing, lewd pictures or notes, and other forms of sexually offensive conduct by individuals in positions of authority, co-workers or student peers, that unreasonably interferes with the ability of a person to perform his or her employment or academic responsibilities.

Sexual harassment is considered a form of employee and student misconduct which may lead to disciplinary action.

Instances of sexual harassment or gender discrimination should be reported to **Nicole M. Field**, Interim Title IX Coordinator, 518-255-5514, FieldNM@cobleskill.edu, Knapp Hall 123

Policies on Sexual Violence Prevention and Response (Non Title IX)

Definition of Affirmative Consent

Affirmative consent is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity, or gender expression.

- Consent to any sexual act or prior consensual sexual activity between or with any party does not necessarily constitute consent to any other sexual act.
- Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol.
- Consent may be initially given but withdrawn at any time.
- Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by the lack of consciousness or being asleep, being involuntarily restrained, or if an individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent.
- Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.
- When consent is withdrawn or can no longer be given, sexual activity must stop.

PERSONAL TRANSPORTATION POLICY

A. For the purpose of this Policy, personal transportation items include but are not limited to the following:

1. Bicycles
2. Skateboards
3. Roller blades
4. Segways
5. Scooters
6. Hover boards
7. Any other wheeled device

B. Prohibited Behavior:

1. Persons using any means of transportation are strictly prohibited from engaging in tricks, loitering or seasoning of any sort (including but not limited to: sliding, grinding, spins or jumps) anywhere on College grounds.
2. Persons who utilize these means of transportation must maintain safe speeds at all times. At no point in

time should person's speed exceed 10 miles per hour.

3. Persons using personal transportation must always give pedestrians the right of way and should not come within three feet of any pedestrian. With the exception of persons who are utilizing transportation for a temporary or permanent disability, during heavy traffic persons using personal transportation must not pass pedestrians and will dismount and walk in heavy pedestrian traffic areas.
4. At no point in time shall any means of transportation be utilized outside of walkways (sidewalks) or the road.
5. With the exception of persons who are utilizing transportation for a temporary or permanent disability, the use of any means of transportation inside campus buildings is strictly prohibited.
6. With the exception of persons who are utilizing devices for a temporary or permanent disability, use of auditory limiting devices (such as earphones) is prohibited for any person operating any means of transportation.

C. Designated Dismount Zones:

With the exception of persons who are utilizing transportation for a temporary or permanent disability, a designated dismount zone is an area in which use of personal transportation is prohibited. Dismount zones include areas of heavy foot traffic, academic areas, and designated safety concern areas such as poorly lit areas or where a steep incline/decline exists. When entering designated dismount zones, the person must dismount their transportation device and travel via foot through the end of the dismount zone. Designated dismount zones include the Academic Quad (Frisbee, Old Gym, Alumni Hall), entrance and common areas adjacent to all campus buildings, walkways that extend downhill from the Academic Quad through the High Rise Commons (Fake, Ten Eyck, Porter, Parsons, and Davis Hall), and the steep walkway traveling eastward downhill from the Dairy Barn.

TOBACCO USE POLICY

All members of the campus community, including visitors and guests, are required to comply with the SUNY Cobleskill Tobacco Use Policy. The Tobacco Use Policy defines tobacco use as smoking, the use of e-cigarettes, and/or the use of smokeless tobacco products. The policy states:

- Tobacco use is prohibited in all campus buildings and in college-owned vehicles.
- Tobacco use is permitted only in designated outdoor areas and campus parking lots, all of which are located at least 25 feet from campus buildings.
- Littering of cigarette butts, tobacco packing, and smokeless tobacco in parking lots or any area (indoor or outdoor) is prohibited.

The Tobacco Use Policy will be enforced by the entire campus community with an emphasis on education. All campus community members are expected to comply with the policy. Violations may be subject to disciplinary procedures consistent with applicable laws, rules, regulations and collective bargaining agreements.

VEHICLE REGISTRATION AND PARKING REGULATIONS

Vehicle Registration

- A. Annual Registration is required of all students, faculty, and staff parking on university property.
- B. On-Line Registrations. All vehicles must be registered on-line through YOUR BANNER ACCOUNT at the SUNY Cobleskill website (www.cobleskill.edu) prior to picking up the decal. All decals are issued at the University Police Department, which is located at Johnson Hall, from 8:30 am to 11:30 am and from 1:00 pm to 4:00 pm Monday through Friday.
- C. Display of Decal. The decal must be displayed on the side window behind the operator, in the upper right corner with the number facing out.
- D. Temporary Permits. All vehicles parked on campus MUST display some type of permit. If the vehicle does not have a permanent sticker affixed, a temporary permit must be obtained at the University Police Department from 8:30 - 11:30 am or from 1:00 to 4:00 pm Monday through Friday.
- E. Decals and Permits are not transferable from one vehicle to another and must be affixed with their own adhesive. If you change vehicles permanently during the time your permit is valid, a replacement is

available at the University Police Department for a fee of \$3.00.

- F. A refund of the parking fee will be given upon request and proof of withdrawal from college during the first week of classes only.

Parking Assignment

- A. Resident students must park only in areas which are assigned as follows:
 - 1. Residents of Wieting and Vroman Halls must park in the W-Lot.
 - 2. Residents of Davis and Parsons Halls must park in the P-Lot.
 - 3. Residents of Pearson, Draper, Dix, Fake and Ten Eyck Halls must park in the F-Lot.
 - 4. Resident of Alumni Commons must park in the A-Lot or P-Lot.
 - 5. If/when your assigned lot is full, you must park in the P-Lot.
- B. Commuter students must park in the Commuter/W Lot. If the Commuter/W Lot is full, these students must park in the P Lot. However, between 5:00 pm and 3:00 am vehicles with a "C" permit may park in any visitor or faculty/staff parking area (except the area reserved for admissions visitors).
- C. Temporarily disabled students may be issued a special two week only parking permit that allows parking in any legal parking area (except spaces reserved for the disabled as described below). Special permits are issued at the University Police Department and require a physician's certification.
- D. In accordance with State Law, disabled parking spaces are reserved for vehicles displaying either disabled license plates, or a New York State Department of Motor Vehicles approved hang tag issued by a municipality.

Traffic & Parking Regulations

- A. Laws in Effect. The Vehicle and Traffic Laws of the State of New York and the State University of New York traffic ordinances are in effect on University property.
- B. Speed Limit. The speed limit on campus property is 20 mph, unless otherwise posted.
- C. Accidents. Motor vehicle accidents on University property must be reported to the SUNY Cobleskill University Police Department, 518-255-5317.
- D. There is no parking at any time on campus roadways
- E. Parking anywhere on the grass is prohibited.
- F. Vehicles must park between painted lines.

Fines & Penalties

- A. The person in whose name a vehicle is registered with the University is responsible for all traffic violations and is liable for all fines or disciplinary action.
- B. Fines: \$15 for first violation; \$20 for second; \$25 for all subsequent violations. All disabled violations are \$50.
- C. Violations should be paid at the Office of Student Accounts within ten (10) business days of issuance. Unpaid violations may be added to your semester bill and deducted from any refunds due. Violations remaining unpaid are submitted for collection where additional costs related to collection may be assessed.
- D. Vehicles parked in tow-away zones, disabled zones, or parked inappropriately as determined by the University Police, may be towed at the owner's expense.
- E. Vehicles that have been issued five violations are subject to being towed for any and all additional violations.
- F. Three or more unanswered complaints in an 18-month period by the same person regarding violations of a campus parking rule, shall result in a referral to the New York State Commissioner of Motor Vehicles for review in considering the renewal of an operator's license and/or motor vehicle registration, and the imposition of a fee as approved by the campus president or designee, or by the Board of Trustees, as the

case may be, to meet the administrative costs of such referral.

Appeals

- A. Parking violation appeals may be made by any person receiving a notice of violation within ten business days from the date of issuance. After this 10-day period, the right to appeal expires and all violation charges and/or expenses incurred become automatically due and payable.
- B. Appeals may be filed at the University Police Department in Johnson Hall. You must bring the ticket with you to file an appeal.

The college assumes no responsibility for the vehicle, its contents or for any situation resulting from bringing and operating the vehicle on campus. This includes any damage caused by towing a vehicle.

TRANSCRIPT NOTATION OF NON-ACADEMIC DISCIPLINARY ACTION

Introduction: Students who are found responsible and are suspended or dismissed for serious violations of the Student Conduct Code may receive a transcript notation. The transcript notation may be permanent or it may be subject to petition for removal after the period of suspension, depending on the particular disciplinary action. Violations subject to the permanent transcript notation include, but are not restricted to, sexual assault, hazing, and conduct which lead to the death or serious physical injury to another person. Notations shall read "Dismissed, Disciplinary Reasons," or "Suspended, Disciplinary Reasons." If a student withdraws from the College while a disciplinary matter on such a topic is pending, a hold will be placed on the student's record until adjudication of the disciplinary matter and a notation reading "Disciplinary Action Pending" will be placed on the transcript.

- A. Dismissal: When a student has been dismissed for serious violations of the Student Conduct Code, upon notification by the vice president for student development, the registrar will automatically place the notation "dismissed, disciplinary reasons" on the academic transcript. This notation will remain on the academic transcript permanently.
- B. Suspension: When a student has been suspended for serious violations of the Student Conduct Code, such as crimes of violence, upon notification by the Vice President for Student Development, or designee, the registrar will automatically place the notation "suspension, disciplinary reasons" on the academic transcript. This notation will remain on the academic transcript at least for the period of suspension. Suspension for hazing, crimes of violence, or other serious violations will permanently remain on the transcript. Others can petition to have the notation removed as follows:
 - Student is readmitted to SUNY Cobleskill: Upon completion of one academic year free of further disciplinary action, the student may make a written request to the Vice President for Student Development to have the transcript notation removed. The vice president for student development will notify the student in writing of his/her decision. The decision of the vice president for student Development may be appealed to the college president. The decision of the president is final.
 - Student does not return to SUNY Cobleskill: Upon conclusion of the suspension plus one full year, the student may make a written request to the Vice President for Student Development to have the transcript notation removed. The vice president for student development will notify the student in writing of his/her decision. The decision of the Vice President for Student Development may be appealed to the College President. The decision of the president is final. The Vice President for Student Development may have the transcript notation restored if the student becomes involved in any disciplinary incident on campus or in any criminal action connected with the College.
- C. Notification: This information will be communicated to the student at the time of the initial notification of suspension/dismissal.
- D. Disciplinary Action Pending: The director of student conduct will place a Banner hold on the record of students who may leave SUNY Cobleskill prior to the disposition of alleged violations. For more serious alleged policy violations, such as crimes of violence, the Director of Student

Conduct will recommend to the Vice President for Student Development that a transcript notation of “disciplinary action pending” be placed on the academic transcript. At the request of the student, arrangements can be made to resolve the pending disciplinary action during his or her separation from the College. If such a request is not made, appropriate action will be taken upon the student's return to SUNY Cobleskill. The notation will remain on the transcript until appropriate disposition of the alleged violation has been made.

VIOLENCE AND UNACCEPTABLE BEHAVIOR POLICY

A basic tenet of our society is that every citizen has the right to security in both person and property.

Our laws prohibit the physical abuse of persons and the illegal appropriation and destruction of property. The effect of these laws is to provide a context in which persons can realize their potential as social, political, economic and creative beings.

SUNY Cobleskill is a place of learning, where students of all ages, races, creeds, sexual orientations, and ethnic origins have the opportunity to develop skills and knowledge toward goals that will make them effective citizens and promote their well-being. The College expects that all members of the community share these goals.

Behaviors undertaken which flagrantly and consistently disrupt the educational process, and/or physically abuse or harass other persons will not be tolerated and, after determination by the campus judiciary process, will subject the responsible student to campus disciplinary sanctions (which may include College Dismissal) as well as criminal prosecution.

Similarly, behaviors undertaken which displays willful damage and/or destruction to the property of the campus or members of the campus community or campus visitors, thereby degrading the quality of student life and increasing the cost of education, will subject the responsible student to campus disciplinary sanctions (which may include College Dismissal) as well as criminal prosecution.

Moreover, behaviors undertaken which diminish the dignity of other members of the community through sexual harassment or racial, sexual, religious, or ethnic disparagement, which are unlawful and inconsistent with the College's aspiration to produce citizens respectful and tolerant of the diversity of people, will subject the responsible student to campus disciplinary sanctions (which may include College Suspension and/or Dismissal).

SUNY Cobleskill attempts to provide a clean, attractive, healthy and safe learning environment for its students. However, the degree to which all students can realize their intellectual and social potential depends on the willingness of the entire community to promote and maintain mutual respect and dignity.

Policy for Alcohol and/or Drug Use Amnesty in Sexual and Interpersonal Violence Cases

The health and safety of every student at the State University of New York and its State-operated and community colleges is of utmost importance. SUNY Cobleskill recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking, or sexual assault occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. SUNY Cobleskill strongly encourages students to report incidents of domestic violence, dating violence, stalking, or sexual assault to institution officials.

A bystander acting in good faith or a reporting individual acting in good faith that discloses any incident of domestic violence, dating violence, stalking, or sexual assault to SUNY Cobleskill officials or law enforcement will not be

subject to SUNY Cobleskill's code of conduct action for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking, or sexual assault.

Campus Climate Assessment Policy

Climate assessments afford institutions the opportunity to better understand their campus and to make informed decisions when it comes to providing a safe educational environment. Each State University of New York State-operated and community college will conduct a uniform climate survey that ascertains student experience with and knowledge of reporting and college adjudicatory processes for sexual harassment, including sexual violence, and other related crimes.

The survey will address at least the following:

- Student and employee knowledge about:
 - The Title IX Coordinator's role;
 - Campus policies and procedures addressing sexual assault;
 - How and where to report sexual violence as a victim/survivor or witness;
 - The availability of resources on and off campus, such as counseling, health, academic assistance;
 - The prevalence of victimization and perpetration of sexual assault, domestic violence, dating violence, and stalking on and off campus during a set time period (for example, the last two years);
 - Bystander attitudes and behavior;
 - Whether victims/survivors reported to the College/University and/or police, and reasons why they did or did not report.
 - The general awareness of the difference, if any, between the institution's policies and the penal law; and
 - The general awareness of the definition of affirmative consent.

SUNY Cobleskill will take steps to ensure that answers remain anonymous and that no individual is identified. Summary results will be published on the campus website and no personally identifiable information will be shared.

Students' Bill of Rights

The State University of New York and SUNY Cobleskill are committed to providing options, support and assistance to victims/survivors of sexual assault, domestic violence, dating violence, and/or stalking to ensure that they can continue to participate in College-wide and campus programs, activities, and employment. All victims/survivors of these crimes and violations, regardless of race, color, national origin, religion, creed, age, disability, sex, gender identity or expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction, have the following rights, regardless of whether the crime or violation occurs on campus, off campus, or while studying abroad:

All students have the right to:

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

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

Options in Brief:

Victims/survivors have many options that can be pursued simultaneously, including one or more of the following:

- Receive resources, such as counseling and medical attention;
- Confidentially or anonymously disclose a crime or violation (for detailed information on confidentiality and privacy, visit www.cobleskill.edu/titleix. Click on the “Confidential Resources” tab.
- Make a report to:
 - An employee with the authority to address complaints, including the Director of Human Resources and Affirmative Action/Title IX Coordinator, and/or the Director of Student Conduct
 - University Police;
 - Local law enforcement; and/or
 - Family Court or Civil Court.

Copies of this Bill of Rights shall be distributed annually to students, made available on the College’s website, and posted in each campus residence hall, dining hall, and student union or campus center and shall include links or information to access the Sexual Violence Response Policy below and the Options for Confidentially Disclosing Sexual Violence.

Sexual Violence Response Policy

In accordance with the Students’ Bill of Rights, reporting individuals shall have the right to pursue more than one of the options below at the same time, or to choose not to participate in any of the options below:

I. Reporting:

- To disclose confidentially the incident to one of the following college officials, who by law may maintain confidentiality, and can assist in obtaining services (more information on confidential report is available in the Options for Confidentially Disclosing Sexual Violence Policy: www.cobleskill.edu/titleix, click on “Confidential Resources”
 - Anonymously via an internet or telephone anonymous reporting system: <http://www.cobleskill.edu/campus-life/university-police>, click on “Anonymous Tip Line”
 - Beard Wellness Center (confidential resource for students), 518-255-5225, wellnesscenter@cobleskill.edu
 - Employee Assistance Program Coordinator (confidential resource for employees), Marie Gerhardt, 518-255-5327, gerharmo@cobleskill.edu
- To disclose confidentially the incident and obtain services from the New York State, New York City or county hotlines: <http://www.opdv.ny.gov/help/dvhotlines.html>.
- Additional disclosure and assistance options are catalogued by the Office for the Prevention of Domestic

Violence and presented in several languages: <http://www.opdv.ny.gov/help/index.html> (or by calling 1-800-942-6906), and assistance can also be obtained through:

- SurvJustice: <http://survjustice.org/our-services/civil-rights-complaints/>;
 - Legal Momentum: <https://www.legalmomentum.org/>;
 - NYSCASA: <http://nyscasa.org/responding>;
 - NYSCADV: <http://www.nyscadv.org/>;
 - Pandora's Project: <http://www.pandys.org/lgbtsurvivors.html>;
 - GLBTQ Domestic Violence Project: <http://www.glbtqdv.org/>; and
 - RAINN: <https://www.rainn.org/get-help>.
 - Safe Horizons: <http://www.safehorizon.org/>. (note that these hotlines are for crisis intervention, resources, and referrals, and are not reporting mechanisms, meaning that disclosure on a call to a hotline does not provide any information to the campus. Reporting individuals are encouraged to additionally contact a campus confidential or private resource so that the campus can take appropriate action in these cases).
- To disclose the incident to one of the following college officials who can offer privacy and can provide information about remedies, accommodations, evidence preservation, and how to obtain resources. Those officials will also provide the information contained in the Students' Bill of Rights, including the right to choose when and where to report, to be protected by the institution from retaliation, and to receive assistance and resources from the institution. These college officials will disclose that they are private and not confidential resources, and they may still be required by law and college policy to inform one or more college officials about the incident, including but not limited to the Title IX Coordinator. They will notify reporting individuals that the criminal just process uses different standards of proof and evidence than internal procedures, and questions about the penal law or the criminal process should be directed to law enforcement or district attorney.
 - Nicole M. Field, Interim Title IX Coordinator, 518-255-5514, FieldNM@cobleskill.edu
 - University Police - 24 hour availability, 518-255-5317 or 911, Johnson Hall
 - Matthew LaLonde, Director of Student Conduct and Veteran's Affairs, 518-255-5215, lalondmm@cobleskill.edu, Bouck Hall 126D
 - To file a criminal complaint with University Police and/or with local law enforcement and/or state police:
 - University Police - 24 hour availability, 518-255-5317 or 911, Johnson Hall
 - Cobleskill Police Department, 518-234-2111 or 911, 378 Mineral Springs Rd, Cobleskill, NY 12043
 - State police 24-hour hotline to report sexual assault on a NY college campus: 1-844-845-7269.
 - To receive assistance by the Title IX Coordinator or University Police in initiating legal proceedings in family court or civil court.
 - To file a report of sexual assault, domestic violence, dating violence, and/or stalking, and/or talk to the Title IX Coordinator for information and assistance. Reports will be investigated in accordance with SUNY Cobleskill policy and the reporting individual's identity shall remain private at all times if said reporting individual wishes to maintain privacy. If a reporting individual wishes to keep his/her identity anonymous, he or she may call the Title IX Coordinator anonymously to discuss the situation and available options. Visit www.cobleskill.edu/titleix, click on "Confidential Resources."
 - Nicole M. Field, Interim Title IX Coordinator, 518-255-5514, FieldNM@cobleskill.edu.
 - When the accused is an employee, a reporting individual may also report the incident to the Director of Human Resources or may request that one of the above referenced confidential or private employees assist in reporting to Human Resources. Disciplinary proceedings will be conducted in accordance with applicable collective bargaining agreements. When the accused is an employee of an affiliated entity or vendor of the college, college officials will, at the request of the reporting individual, assist in reporting to the appropriate office of the vendor or affiliated entity and, if the response of the vendor or affiliated entity is not sufficient, assist in obtaining a persona non grata letter, subject to legal requirements and college policy.

- Director of Human Resources and Title IX Coordinator, 518-255-5423, humanresources@cobleskill.edu, Knapp Hall 123
- You may withdraw your complaint or involvement from the College process at any time.
- SUNY Cobleskill faculty and staff will, at a minimum, inform individuals disclosing an incident of sexual violence (including rape, fondling, incest, sexual exploitation, statutory rape, dating or domestic violence, and stalking) or making a report: *“You have the right to make a report to University Police, local law enforcement, and/or State Police, or choose not to report; to report the incident to your institution; to be protected by the institution from retaliation for reporting an incident; and to receive assistance and resources from your institution.”*

II. Resources:

- To obtain effective intervention services.
 - Beard Wellness Center, 518-255-5225, wellnesscenter@cobleskill.edu Most services provided within the Center are covered by the Student Health Fee.
 - Sexual contact can transmit Sexually Transmitted Infections (STI) and may result in pregnancy. Testing for STIs and emergency contraception is available at Planned Parenthood for a fee.
 - Planned Parenthood - Cobleskill Health Center, 109 Legion Dr, Cobleskill, NY 12043, [\(518\) 234-3325](tel:5182343325).
 - Within 96 hours of an assault, you can get a Sexual Assault Forensic Examination (commonly referred to as a rape kit) at a hospital. While there should be no charge for a rape kit, there may be a charge for medical or counseling services off campus and, in some cases, insurance may be billed for services. You are encouraged to let hospital personnel know if you do not want your insurance policyholder to be notified about your access to these services. The New York State Office of Victim Services may be able to assist in compensating victims/survivors for health care and counseling services, including emergency funds. More information may be found here: http://www.ovs.ny.gov/files/ovs_rights_of_cv_booklet.pdf, or by calling 1-800-247-8035. Options are explained here: <http://www.ovs.ny.gov/helpforcrimevictims.html>.
 - To best preserve evidence, victims/survivors should avoid showering, washing, changing clothes, combing hair, drinking, eating, or doing anything to alter physical appearance until after a physical exam has been completed.

III. Protection and Accommodations:

- When the accused is a student, to have the college issue a “No Contact Order,” consistent with college policy and procedure, meaning that continuing to contact the protected individual is a violation of college policy subject to additional conduct charges; if the accused and a protected person observe each other in a public place, it is the responsibility of the accused to leave the area immediately and without directly contacting the protected person. Both the accused/respondent and reporting individual may request a prompt review of the need for and terms of a No Contact Order, consistent with College. Parties may submit evidence in support of their request.
- To have assistance from University Police or other college officials in initiating legal proceedings in family court or civil court, including but not limited to obtaining an Order of Protection or, if outside of New York State, an equivalent protective or restraining order.
- To receive a copy of the Order of Protection or equivalent and have an opportunity to meet or speak with a college official who can explain the order and answer questions about it, including information from the Order about the accused’s responsibility to stay away from the protected person(s); that burden does not rest on the protected person(s).
- To an explanation of the consequences for violating these orders, including but not limited to arrest, additional conduct charges, and interim suspension.
- To have assistance from University Police in effecting an arrest when an individual violates an Order of Protection or, if outside of New York State, an equivalent protective or restraining order within the

jurisdiction of University Police or, if outside of the jurisdiction or to call on and assist local law enforcement in effecting an arrest for violating such an order.

- When the accused is a student and presents a continuing threat to the health and safety of the community, to have the accused subject to interim suspension pending the outcome of a conduct process. Parties may request a prompt review of the need for and terms of an interim suspension.
- When the accused is not a student but is a member of the college community and presents a continuing threat to the health and safety of the community, to subject the accused to interim measures in accordance with applicable collective bargaining agreements, employee handbooks, and College policies and rules.
- When the accused is not a member of the college community, to have assistance from University Police or other college officials in obtaining a persona non grata letter, subject to legal requirements and college policy.
- To obtain reasonable and available interim measures and accommodations that effect a change in academic, housing, employment, transportation, or other applicable arrangements in order to ensure safety, prevent retaliation, and avoid an ongoing hostile environment. Parties may request a prompt review of the need for and terms of any interim measures and accommodations that directly affect them. While reporting individuals and the accused may request accommodations through any of the offices referenced in this policy, the following office can serve as a point to assist with these measures:
 -

IV. Student Conduct Process:

- To request that student conduct charges be filed against the accused. Conduct proceedings are governed by the procedures set forth in the SUNY Cobleskill student handbook as well as federal and New York State law, including the due process provisions of the United States and New York State Constitutions.
- Throughout conduct proceedings, the respondent and the reporting individual will have:
 - The same opportunity to be accompanied by an advisor of their choice who may assist and advise the parties throughout the conduct process and any related hearings or meetings. Participation of the advisor in any proceeding is governed by federal law and the Student Code of Conduct;
 - The right to a prompt response to any complaint and to have their complaint investigated and adjudicated in an impartial, timely, and thorough manner by individuals who receive annual training in conducting investigations of sexual violence, the effects of trauma, impartiality, the rights of the respondent, including the right to a presumption that the respondent is “not responsible” until a finding of responsibility is made, and other issues related to sexual assault, domestic violence, dating violence, and stalking.
 - The right to an investigation and process conducted in a manner that recognizes the legal and policy requirements of due process (including fairness, impartiality, and a meaningful opportunity to be heard) and is not conducted by individuals with a conflict of interest.
 - The right to receive advance written or electronic notice of the date, time, and location of any meeting or hearing they are required to or are eligible to attend. Accused individuals will also be told the factual allegations concerning the violation, a reference to the specific code of conduct provisions alleged to have been violated, and possible sanctions.
 - The right to have a conduct process run concurrently with a criminal justice investigation and proceeding, except for temporary delays as requested by external municipal entities while law enforcement gathers evidence. Temporary delays should not last more than 10 days except when law enforcement specifically requests and justifies a longer delay.
 - The right to offer evidence during an investigation and to review available relevant evidence in the case file (or otherwise held by the College).
 - The right to present evidence and testimony at a hearing, where appropriate.
 - The right to a range of options for providing testimony via alternative arrangements, including telephone/videoconferencing or testifying with a room partition.
 - The right to exclude prior sexual history with persons other than the other party in the conduct

process or their own mental health diagnosis or treatment from admittance in college disciplinary stage that determines responsibility. Past findings of domestic violence, dating violence, stalking, or sexual assault may be admissible in the disciplinary stage that determines sanction.

- The right to ask questions of the decision maker and via the decision maker indirectly request responses from other parties and any other witnesses present.
- The right to make an impact statement during the point of the proceeding where the decision maker is deliberating on appropriate sanctions.
- The right to simultaneous (among the parties) written or electronic notification of the outcome of a conduct proceeding, including the decision, any sanctions, and the rationale for the decision and any sanctions.
- The right to written or electronic notice about the sanction(s) that may be imposed on the accused based upon the outcome of the conduct proceeding. For students found responsible for sexual assault, the available sanctions are suspension with additional requirements and expulsion/dismissal.
- Access to at least one level of appeal of a determination before a panel, which may include one or more students, that is fair and impartial and does not include individuals with a conflict of interest.
- The right to have access to a full and fair record of a student conduct hearing, which shall be preserved and maintained for at least five years.
 - Director of Student Conduct, 518-255-5215, Bouck Hall 126D
- The right to choose whether to disclose or discuss the outcome of a conduct hearing.
- The right to have all information obtained during the course of the conduct or judicial process be protected from public release until the appeals panel makes a final determination unless otherwise required by law.

Options for Confidentially Disclosing Sexual Violence

The State University of New York and SUNY Cobleskill want you to get the information and support you need regardless of whether you would like to move forward with a report of sexual violence to campus officials or to police. You may want to talk with someone about something you observed or experienced, even if you are not sure that the behavior constitutes sexual violence. A conversation where questions can be answered is far superior to keeping something to yourself. Confidentiality varies, and this document is aimed at helping you understand how confidentiality applies to different resources that may be available to you.

Privileged and Confidential Resources:

Individuals who are confidential resources will not report crimes to law enforcement or college officials without your permission, except for extreme circumstances, such as a health and/or safety emergency. At SUNY Cobleskill, this includes:

- Beard Wellness Center, 518-255-5225, wellnesscenter@cobleskill.edu
- Marie Gerhardt, Employee Assistance Program Coordinator, 518-255-5327, gerharmo@cobleskill.edu

Off-campus options to disclose sexual violence confidentially include (note that these outside options do not provide any information to the campus):

- Off-campus counselors and advocates. Crisis services offices will generally maintain confidentiality unless you request disclosure and sign a consent or waiver form. More information on an agency's policies on confidentiality may be obtained directly from the agency.
- Sexual Assault & Violence Response (SAVR) Resources: <https://www.suny.edu/violence-response/>
- Off-campus healthcare providers
 - Note that medical office and insurance billing practices may reveal information to the insurance policyholder, including medication and/or examinations paid for or administered. The New York State Office of Victim Services may be able to assist in compensating victims/survivors for health

care and counseling services, including emergency compensation. More information may be found here: http://www.ovs.ny.gov/files/ovs_rights_of_cv_booklet.pdf, or by calling 1-800-247-8035. Options are explained here: <http://www.ovs.ny.gov/helpforcrimevictims.html>.

Note that even individuals who can typically maintain confidentiality are subject to exceptions under the law, including when an individual is a threat to him or herself or others and the mandatory reporting of child abuse.

Privacy versus Confidentiality:

Even SUNY Cobleskill offices and employees who cannot guarantee confidentiality will maintain your privacy to the greatest extent possible. The information you provide to a non-confidential resource will be relayed only as necessary to investigate and/or seek a resolution and to notify the Title IX Coordinator or designee, who is responsible under the law for tracking patterns and spotting systemic issues. SUNY Cobleskill will limit the disclosure as much as possible, even if the Title IX Coordinator determines that the request for confidentiality cannot be honored.

Requesting Confidentiality -- How SUNY Cobleskill Will Weigh the Request and Respond:

If you disclose an incident to a College employee who is responsible for responding to or reporting sexual violence or sexual harassment, but wish to maintain confidentiality or do not consent to the institution's request to initiate an investigation, the Title IX Coordinator must weigh your request against our obligation to provide a safe, non-discriminatory environment for all members of our community, including you.

We will assist you with academic, housing, transportation, employment, and other reasonable and available accommodations regardless of your reporting choices. While reporting individuals and the accused may request accommodations through several college offices, the following office can serve as a primary point of contact to assist with these measures.

- Nicole M. Field, Interim Title IX Coordinator, 518-255-5514, FieldNM@cobleskill.edu

We also may take proactive steps, such as training or awareness efforts, to combat sexual violence in a general way that does not identify you or the situation you disclosed.

We may seek consent from you prior to conducting an investigation. You may decline to consent to an investigation, and that determination will be honored unless the College's failure to act does not adequately mitigate the risk of harm to you or other members of the College community. Honoring your request may limit our ability to meaningfully investigate and pursue conduct action against an accused individual. If we determine that an investigation is required, we will notify you and take immediate action as necessary to protect and assist you.

When you disclose an incident to someone who is responsible for responding to or reporting sexual violence or sexual harassment, but wish to maintain confidentiality, SUNY Cobleskill will consider many factors to determine whether to proceed despite that request. These factors include, but are not limited to:

- Whether the accused has a history of violent behavior or is a repeat offender;
- Whether the incident represents escalation, such as a situation that previously involved sustained stalking,
- the increased risk that the accused will commit additional acts of violence;
- Whether the accused used a weapon or force;
- Whether the reporting individual is a minor; and
- Whether we possess other means to obtain evidence such as security footage, and whether the report reveals a pattern of perpetration at a given location or by a particular group.

If the College determines that it must move forward with an investigation, the reporting individual or victim/survivor will be notified and the College will take immediate action as necessary to protect and assist them.

Public Awareness/Advocacy Events:

If you disclose a situation through a public awareness event such as “Take Back the Night,” candlelight vigils, protests, or other public event, the College is not obligated to begin an investigation. SUNY Cobleskill may use the information you provide to inform the need for additional education and prevention efforts.

Anonymous Disclosure:

At SUNY Cobleskill, you may make an anonymous report, at <http://www.cobleskill.edu/campus-life/university-police>, click on “Anonymous Tip Line.”

New York State Hotline for Sexual Assault and Domestic Violence: 1-800-942-6906

The Hotline is for crisis intervention, resources and referrals and is not a reporting mechanism

Institutional Crime Reporting:

Reports of certain crimes occurring in certain geographic locations will be included in the SUNY Cobleskill Clery Act Annual Security Report in an anonymized manner that neither identifies the specifics of the crime or the identity of the reporting individual or victim/survivor.

- Nicole M. Field, Interim Title IX Coordinator, 518-255-5514, FieldNM@cobleskill.edu
- Richard Bialkowski, Chief of Police and Director of Emergency Management, [518 255 5317](tel:5182555317), bialkort@cobleskill.edu, Johnson Hall

SUNY Cobleskill is obligated to issue timely warnings of Clery Act crimes occurring within relevant geography that represent a serious or continuing threat to students and employees (subject to exceptions when potentially compromising law enforcement efforts and when the warning itself could potentially identify the reporting individual or victim/survivor). A reporting individual will never be identified in a timely warning.

The Family Educational Rights and Privacy Act allows institutions to share information with parents when (1) there is a health or safety emergency, or (2) when the student is a dependent on either parents’ prior year federal income tax return. Generally, SUNY Cobleskill will not share information about a report of sexual violence with parents without the permission of the reporting individual.

Student Onboarding and Ongoing Education

The State University of New York and its State-operated and community colleges believe that sexual violence prevention training and education cannot be accomplished via a single day or a single method of training. To that end, SUNY campuses will continue to educate all new and current students using a variety of best practices aimed at educating the entire college community in a way that decreases violence and maintaining a culture where sexual assault and acts of violence are not tolerated.

All new first-year and transfer students will, during the course of their onboarding at SUNY Cobleskill, receive training on the following topics, using a method and manner appropriate to the institutional culture of the campus:

- The institution prohibits sexual harassment, including sexual violence, domestic violence, dating violence, stalking, other violence or threats of violence, and will offer resources to any victims/survivors of such violence while taking administrative and conduct action regarding any accused individual within the jurisdiction of the institution.
- Relevant definitions including, but not limited to, the definitions of sexual violence and consent.
- Policies apply equally to all students regardless of sexual orientation, gender identity, or gender expression.
- The role of the Title IX Coordinator, University Police, and other relevant offices that address violence prevention and response.
- Awareness of violence, its impact on victims/survivors and their friends and family, and its long-term impact.
- The Students’ Bill of Rights and Sexual Violence Response Policy, including:

- How to report sexual violence and other crimes confidentially, and/or to college officials, campus law enforcement and security, and local law enforcement.
- How to obtain services and support.
- Bystander Intervention and the importance of taking action, when one can safely do so, to prevent violence.
- The protections of the Policy for Alcohol and/or Drug Use Amnesty in Sexual and Interpersonal Violence Cases.
- Risk assessment and reduction including, but not limited to, steps that potential victims/survivors and potential assailants and bystanders to violence can take to lower the incidence of sexual violence.
- Consequences and sanctions for individuals who commit these crimes.

The onboarding process is not limited to a single day of orientation, but recognizes that students enroll at different times at different SUNY campuses and gives campuses the flexibility to best educate students at a time and manner that can most effectively bring these points to light. SUNY will conduct these trainings for all new students, whether first-year or transfer, undergraduate, graduate, or professional. Each campus shall use multiple methods to educate students about sexual violence prevention. Each SUNY institution will also share information on sexual violence prevention with parents of enrolling students.

Students at SUNY State-operated and community college campuses shall be offered general and specialized training in sexual violence prevention. Each institution will conduct a campaign, compliant with the requirements of the Violence Against Women Act, to educate the student population. Further, institutions will, as appropriate, provide or expand specific training to include groups such as international students, students that are also employees of the campus, leaders and officers of registered/recognized student organizations, online and distance education students. Institutions will also provide specific training to members of groups identified as likely to engage in high-risk behavior.

SUNY State-operated and community colleges requires that student leaders and officers of registered/recognized student organizations and those seeking recognition complete training on domestic violence, dating violence, sexual assault, or stalking prevention as part of the approval process and require student-athletes to complete training in domestic violence, dating violence, sexual assault, or stalking prior to participating in intercollegiate athletics.

The full text of the Sexual Violence Prevention and Response Policy, as well as additional resources, can be found at www.cobleskill.edu/titleix

Additional Related Policies

Policy for the Review of a No Contact Order

SUNY Cobleskill will promptly review existing no contact orders at a party's request, including requests to modify the terms of or discontinue the order. The parties can submit evidence to support their requests. If the campus finds it appropriate, it can even make a schedule for parties who seek to use the same facilities without running afoul of the no contact order.

Policy for Review of an Interim Suspension

SUNY Cobleskill will promptly review existing interim suspensions at a party's request, including requests to modify the terms or discontinue it. Parties can submit evidence to support their request.

Policy for Review of Interim Measures/Accommodations

SUNY Cobleskill will promptly review existing interim measures and accommodations at the request of the party who is affected by that interim measure or accommodation. The parties can submit evidence to support their request.

Policy for Transcript Notations

SUNY Cobleskill will make a notation on the transcripts of students found responsible for crimes of violence. The notations are for suspension, expulsion, or withdrawal with charges pending.

Reporting Aggregate Data to the NYS Education Department (NYSED)

SUNY Cobleskill will, upon request, submit annual data to the NYS Education Department:

- a. How many domestic violence, dating violence, stalking, and sexual assault incidents were reported to the Title IX Coordinator this year?
- b. From those incidents in paragraph (a), how many reporting individuals wanted to use the student conduct process for adjudication?
- c. How many of these cases were actually processed through the student conduct process?
- d. How many of the respondents in these cases were found responsible?
- e. How many of the respondents in these cases in paragraph (c) were found not responsible?
- f. What sanctions were imposed for each instance where a respondent in paragraph (d) found responsible?
- g. How many cases closed before adjudication or before finding because the accused/respondent withdrew from the institution?
- h. How many cases closed before adjudication or before finding because the reporting individual withdrew the complaint?

Policy/Instructions on How Parties Can Review the Case File/Evidence

In student disciplinary proceedings involving sexual violence, including rape, fondling, incest, sexual exploitation, statutory rape, dating or domestic violence, and stalking, SUNY Cobleskill will allow parties to review available evidence held by the campus in accordance with college/university policy. Parties can also present available evidence as appropriate under campus policies.

Legislative Definitions

1. "Institution" shall mean any college or university chartered by the regents or incorporated by special act of the legislature that maintains a campus in New York.
2. "Title IX Coordinator" shall mean the Title IX Coordinator and/or his or her designee or designees.
3. "Bystander" shall mean a person who observes a crime, impending crime, conflict, potentially violent or violent behavior, or conduct that is in violation of rules or policies of an institution.
4. "Code of Conduct" shall mean the written policies adopted by an Institution governing student behavior, rights, and responsibilities while such student is matriculated in the Institution.
5. "Confidentiality" may be offered by an individual who is not required by law to report known incidents of sexual assault or other crimes to institution officials, in a manner consistent with State and Federal law, including but not limited to 20 U.S.C. 1092(f) and 20 U.S.C. 1681(a). Licensed mental health counselors, medical providers and pastoral counselors are examples of institution employees who may offer confidentiality.
6. "Privacy" may be offered by an individual when such individual is unable to offer confidentiality under the law but shall still not disclose information learned from a reporting individual or bystander to a crime or incident more than necessary to comply with this and other applicable laws, including informing appropriate Institution officials. Institutions may substitute another relevant term having the same meaning, as appropriate to the policies of the Institution.
7. "Accused" shall mean a person accused of a violation who has not yet entered an Institution's judicial or conduct process.
8. "Respondent" shall mean a person accused of a violation who has entered an Institution's judicial or conduct process.
9. "Reporting Individual" shall encompass the terms victim, survivor, complainant, claimant, witness with victim status, and any other term used by an institution to reference an individual who brings forth a report of a violation.
10. "Sexual activity" shall have the same meaning as "sexual act" and "sexual contact" as provided in 18

U.S.C. 2246(2) and 18 U.S.C. 2246(3).

11. “Domestic violence”, “dating violence”, “stalking” and “sexual assault” shall be defined by each Institution in its Code of Conduct in a manner consistent with applicable federal definitions.

Title IX Grievance Policy

Title IX of the Educational Amendments of 1972 prohibits any person in the United States from being discriminated against on the basis of sex in seeking access to any educational program or activity receiving federal financial assistance. The U.S. Department of Education, which enforces Title IX, has long defined the meaning of Title IX’s prohibition on sex discrimination broadly to include various forms of sexual harassment and sexual violence that interfere with a student’s ability to equally access our educational programs and opportunities.

On May 19, 2020, the U.S. Department of Education issued a Final Rule under Title IX of the Education Amendments of 1972 that:

- Defines the meaning of “sexual harassment” (including forms of sex-based violence)
- Addresses how this institution **must** respond to reports of misconduct falling within that definition of sexual harassment, and
- Mandates a grievance process that this institution **must** follow to comply with the law in these specific covered cases before issuing a disciplinary sanction against a person accused of sexual harassment.

The full text of the Final Rule and its extensive Preamble are available here: <http://bit.ly/TitleIXReg>

Based on the Final Rule, SUNY Cobleskill will implement the following Title IX Grievance Policy, effective August 14, 2020.

How does the Title IX Grievance Policy impact other campus disciplinary policies?

In recent years, “Title IX” cases have become a short-hand for any campus disciplinary process involving sex discrimination, including those arising from sexual harassment and sexual assault. But under the Final Rule, SUNY Cobleskill must narrow both the geographic scope of its authority to act under Title IX and the types of “sexual harassment” that it must subject to its Title IX investigation and adjudication process. **Only** incidents falling within the Final Rule’s definition of sexual harassment will be investigated and, if appropriate, brought to a live hearing through the Title IX Grievance Policy defined below.

SUNY Cobleskill remains committed to addressing any violations of its policies, even those not meeting the narrow standards defined under the Title IX Final Rule.

Specifically, our campus has:

- A Code of Conduct that defines certain behavior as a violation of campus policy, including Sexual Assault, Sexual Violence and Relationship Violence. Please review our Sexual Violence and Response Policy and our Sexual Harassment Response Policy.

To the extent that alleged misconduct falls outside the Title IX Grievance Policy, or misconduct falling outside the Title IX Grievance Policy is discovered in the course of investigating covered Title IX misconduct, the institution retains authority to investigate and adjudicate the allegations under the policies and procedures defined within the Code of Conduct through a separate grievance proceeding. Review that proceeding [here](#).

The elements established in the Title IX Grievance Policy under the Final Rule have no effect and are not transferable to any other policy of the College for any violation of the Code of Conduct, employment policies, or any civil rights violation except as narrowly defined in this Policy. This Policy does not set a precedent for other policies or processes of the College and may not be cited for or against any right or aspect of any other policy or process.

How does the Title IX Grievance Policy impact the handling of complaints?

Our existing Title IX office and reporting structure remains in place. What has changed is the way our Title IX office will handle different types of reports arising from sexual misconduct, as detailed in full throughout Section 2.

1. The Title IX Grievance Policy

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General Rules of Application

Effective Date

This Title IX Grievance Policy will become effective on August 14, 2020, and will only apply to formal complaints of sexual harassment brought on or after August 14, 2020. Complaints brought prior to August 14, 2020 will be investigated and adjudicated according to the Title IX Grievance Policy if a case is not complete by that date.

Revocation by Operation of Law

Should any portion of the Title IX Final Rule, 85 Fed. Reg. 30026 (May 19, 2020), be stayed or held invalid by a

court of law, or should the Title IX Final Rule be withdrawn or modified to not require the elements of this policy, this policy, or the invalidated elements of this policy, will be deemed revoked as of the publication date of the opinion or order and for all reports after that date, as well as any elements of the process that occur after that date if a case is not complete by that date of opinion or order publication. Should the Title IX Grievance Policy be revoked in this manner, any conduct covered under the Title IX Grievance Policy shall be investigated and adjudicated under the existing Code of Conduct.

Non-Discrimination in Application

The requirements and protections of this policy apply equally regardless of sex, sexual orientation, gender identity, gender expression, or other protected classes covered by federal or state law. All requirements and protections are equitably provided to individuals regardless of such status or status as a Complainant, Respondent, or Witness. Individuals who wish to file a complaint about the institution's policy or process may contact the Department of Education's Office for Civil Rights using contact information available at <https://ocrcas.ed.gov/contact-ocr>.

Definitions

Covered Sexual Harassment

For the purposes of this Title IX Grievance Policy, "covered sexual harassment" includes any conduct on the basis of sex that satisfies one or more of the following:

1. An employee conditioning educational benefits on participation in unwelcome sexual conduct (i.e., quid pro quo);
2. Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the educational institution's education program or activity;
3. Sexual assault (as defined in the Clery Act), which includes any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent;
4. Dating violence (as defined in the Violence Against Women Act (VAWA) amendments to the Clery Act), which includes any violence committed by a person: (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) The length of the relationship; (ii) The type of relationship; (iii) The frequency of interaction between the persons involved in the relationship.
5. Domestic violence (as defined in the VAWA amendments to the Clery Act), which includes any felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under New York State domestic or family violence laws or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of New York State.
6. Stalking (as defined in the VAWA amendments to the Clery Act), meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to-- (A) fear for their safety or the safety of others; or (B) suffer substantial emotional distress.

Note that conduct that does not meet one or more of these criteria may still be prohibited under the Code of Conduct.

Consent

For the purposes of this Title IX Grievance Policy, "consent" means **a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity, or gender expression. For the full definition, please review our [Sexual Violence Prevention and Response Policy](#).**

Education Program or Activity

For the purposes of this Title IX Grievance Policy, SUNY Cobleskill's "education program or activity" includes:

- Any on-campus premises
- Any off-campus premises that SUNY Cobleskill has substantial control over. This includes buildings or property owned or controlled by a recognized student organization.
- Activity occurring within computer and internet networks, digital platforms, and computer hardware or software owned or operated by, or used in the operations of SUNY Cobleskill's programs and activities over which SUNY Cobleskill has substantial control.

Formal Complaint

For the purposes of this Title IX Grievance Policy, "formal complaint" means a document – including an electronic submission - filed by a complainant with a signature or other indication that the complainant is the person filing the formal complaint, or signed by the Title IX Coordinator or University Police Department, alleging sexual harassment against a respondent about conduct within SUNY Cobleskill's education program or activity and requesting initiation of the procedures consistent with the Title IX Grievance Policy to investigate the allegation of sexual harassment.

Complainant

For the purposes of this Title IX Grievance Policy, Complainant means any individual who has reported being or is alleged to be the victim of conduct that could constitute covered sexual harassment as defined under this policy.

Relevant evidence and questions

"Relevant" evidence and questions refer to any questions and evidence that tends to make an allegation of sexual harassment more or less likely to be true.

"Relevant" evidence and questions do not include the following types of evidence and questions, which are deemed "irrelevant" at all stages of the Title IX Grievance Process:

- Evidence and questions about the complainant's sexual predisposition or prior sexual behavior unless:
 - They are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or
 - They concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.
- Evidence and questions that constitute, or seek disclosure of, information protected under a legally recognized privilege.
- Any party's medical, psychological, and similar records unless the party has given voluntary, written consent.

Respondent

For the purposes of this Title IX Grievance policy, Respondent means any individual who has been reported to be the perpetrator of conduct that could constitute covered sexual harassment as defined under this policy.

Privacy vs. Confidentiality

Consistent with the Code of Conduct, references made to *confidentiality* refer to the ability of identified confidential resources to not report crimes and violations to law enforcement or college officials without permission, except for extreme circumstances, such as a health and/or safety emergency or child abuse. References made to *privacy* mean SUNY Cobleskill offices and employees who cannot guarantee confidentiality but will maintain privacy to the greatest extent possible, and information disclosed will be relayed only as necessary to investigate and/or seek a resolution and to notify the Title IX Coordinator or designee, who is responsible for tracking patterns and spotting systemic issues. SUNY Cobleskill will limit the disclosure as much as practicable, even if the Title IX Coordinator determines that the request for confidentiality cannot be honored.

Disability Accommodations

This Policy does not alter any institutional obligations under federal disability laws including the Americans with

Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. Parties may request reasonable accommodations for disclosed disabilities to the Title IX Coordinator at any point before or during the Title IX Grievance Process that do not fundamentally alter the Process. The Title IX Coordinator will not affirmatively provide disability accommodations that have not been specifically requested by the Parties, even where the Parties may be receiving accommodations in other institutional programs and activities.

Making a Report Regarding Covered Sexual Harassment to the Institution

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.

Contact Information for the Interim Title IX Coordinator:

Name: Nicole M. Field
Title: Interim Title IX Coordinator
Office Address: 123 Knapp Hall
Email Address: fieldnm@cobleskill.edu
Telephone Number: 518-255-5514

Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address listed for the Title IX Coordinator.

Confidential Reporting

The following Officials will provide privacy, but not confidentiality, upon receiving a report of conduct prohibited under this policy:

- Title IX Coordinator or designee
- Residence Hall Directors
- Faculty/Staff
- University Police
- Athletics Staff

The following Officials may provide confidentiality:

- Wellness Center Staff

Non-Investigatory Measures Available Under the Title IX Grievance Policy

Supportive Measures

Complainants (as defined above), who report allegations that could constitute covered sexual harassment under this policy, have the right to receive supportive measures from SUNY Cobleskill regardless of whether they desire to file a complaint. Supportive measures are non-disciplinary and non-punitive.

As appropriate, supportive measures may include, but not be limited to:

- Counseling
- extensions of deadlines or other course-related adjustments
- modifications of work or class schedules
- campus escort services
- restrictions on contact between the parties (no contact orders)
- changes in work or housing locations
- leaves of absence
- increased security and monitoring of certain areas of the campus

Emergency Removal/ Temporary Suspension

Please refer to the Temporary Suspension from the College section on page 72 for details.

Administrative Leave

SUNY Cobleskill retains the authority to place a non-student employee respondent on administrative leave during the Title IX Grievance Process, consistent with Employee Handbooks.

The Title IX Grievance Process

Filing a Formal Complaint

The timeframe for the Title IX Grievance Process begins with the filing of a Formal Complaint. The Grievance Process will be concluded within a reasonably prompt manner, and no longer than ninety (90) school/calendar/business days after the filing of the Formal Complaint, provided that the Process may be extended for a good reason, including but not limited to the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities. The procedure for applying for extensions is described below.

To file a Formal Complaint, a complainant must provide the Title IX Coordinator a written, signed complaint describing the facts alleged. Complainants are only able to file a Formal Complaint under this Policy if they are currently participating in, or attempting to participate in, the education programs or activities of SUNY Cobleskill, including as an employee. For complainants who do not meet this criteria, the College will utilize existing policy in the [Code of Conduct](#).

If a complainant does not wish to make a Formal Complaint, the Title IX Coordinator may determine a Formal Complaint is necessary. SUNY Cobleskill will inform the complainant of this decision in writing, and the complainant need not participate in the process further but will receive all notices issued under this Policy and Process.

Nothing in the Title IX Grievance Policy/ Code of Conduct prevents a complainant from seeking the assistance of state or local law enforcement alongside the appropriate on-campus process.

Multi-Party Situations

The institution may consolidate Formal Complaints alleging covered sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of covered sexual harassment arise out of the same facts or circumstances.

Determining Jurisdiction

The Title IX Coordinator will determine if the instant Title IX Grievance Process should apply to a Formal Complaint. The Process will apply when all of the following elements are met, in the reasonable determination of the Title IX Coordinator:

1. The conduct is alleged to have occurred on or after August 14, 2020;
2. The conduct is alleged to have occurred in the United States;
3. The conduct is alleged to have occurred in SUNY Cobleskill's education program or activity; and
4. The alleged conduct, if true, would constitute covered sexual harassment as defined in this policy.

If all of the elements are met, SUNY Cobleskill will investigate the allegations according to the Grievance Process.

Allegations Potentially Falling Under Two Policies

If the alleged conduct, if true, includes conduct that would constitute covered sexual harassment and conduct that would not constitute covered sexual harassment, the Title IX Grievance Process will be applied in the investigation and adjudication of all the allegations.

Mandatory Dismissal

If any one of these jurisdiction elements are not met, the Title IX Coordinator will notify the parties that the Formal

Complaint is being dismissed for the purposes of the Title IX Grievance Policy. Each party may appeal this dismissal using the procedure outlined in “Appeals,” below.

Discretionary Dismissal

The Title IX Coordinator may dismiss a Formal Complaint brought under the Title IX Grievance Policy, or any specific allegations raised within that Formal Complaint, at any time during the investigation or hearing, if:

- A complainant notifies the Title IX Coordinator in writing that they would like to withdraw the Formal Complaint or any allegations raised in the Formal Complaint;
- The respondent is no longer enrolled or employed by SUNY Cobleskill; or,
- If specific circumstances prevent {the institution} from gathering evidence sufficient to reach a determination regarding the Formal Complaint or allegations within the Formal Complaint.

Any party may appeal a dismissal determination using the process set forth in “Appeals,” below.

Notice of Dismissal

Upon reaching a decision that the Formal Complaint will be dismissed, the institution will promptly send written notice of the dismissal of the Formal Complaint or any specific allegation within the Formal Complaint, and the reason for the dismissal, simultaneously to the parties through their institutional email accounts. It is the responsibility of parties to maintain and regularly check their email accounts.

Notice of Removal

Upon dismissal for the purposes of Title IX, SUNY Cobleskill retains discretion to utilize the [Code of Conduct](#) to determine if a violation of the Code of Conduct has occurred. If so, SUNY Cobleskill will promptly send written notice of the dismissal of the Formal Complaint under the Title IX Grievance Process and removal of the allegations to the conduct process.

Notice of Allegations

The Title IX Coordinator will draft and provide the Notice of Allegations to any party to the allegations of sexual harassment. Such notice will occur as soon as practicable after the institution receives a Formal Complaint of the allegations, if there are no extenuating circumstances.

The parties will be notified by their institutional email accounts if they are a student or employee, and by other reasonable means if they are neither.

The institution will provide sufficient time for the parties to review the Notice of Allegations and prepare a response before any initial interview.

The Title IX Coordinator may determine that the Formal Complaint must be dismissed on the mandatory grounds identified above, and will issue a Notice of Dismissal. If such a determination is made, any party to the allegations of sexual harassment identified in the Formal Complaint will receive the Notice of Dismissal in conjunction with, or in separate correspondence after, the Notice of Allegations.

Contents of Notice

The Notice of Allegations will include the following:

- Notice of the institution’s Title IX Grievance Process and a hyperlink to a copy of the process.
- Notice of the allegations potentially constituting covered sexual harassment, and sufficient details known at the time the Notice is issued, such as the identities of the parties involved in the incident, if known, including the complainant; the conduct allegedly constituting covered sexual harassment; and the date and location of the alleged incident, if known.
- A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process.
- A statement that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney.

- A statement that before the conclusion of the investigation, the parties may inspect and review evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint, including the evidence upon which the institution does not intend to rely in reaching a determination regarding responsibility, and evidence that both tends to prove or disprove the allegations, whether obtained from a party or other source.

Ongoing Notice

If, in the course of an investigation, the institution decides to investigate allegations about the complainant or respondent that are not included in the Notice of Allegations and are otherwise covered "sexual harassment" falling within the Title IX Grievance Policy, the institution will notify the parties whose identities are known of the additional allegations by their institutional email accounts or other reasonable means.

The parties will be provided sufficient time to review the additional allegations to prepare a response before any initial interview regarding those additional charges.

Advisor of Choice and Participation of Advisor of Choice

SUNY Cobleskill will provide the parties equal access to advisors and support persons; any restrictions on advisor participation will be applied equally.

SUNY Cobleskill has a long-standing practice of requiring students to participate in the process directly and not through an advocate or representative. Students participating as Complainant or Respondent in this process may be accompanied by an Advisor of Choice to any meeting or hearing to which they are required or are eligible to attend. The Advisor of Choice is not an advocate. Except where explicitly stated by this Policy, as consistent with the Final Rule, Advisors of Choice shall not participate directly in the process as per standard policy and practice of SUNY Cobleskill.

SUNY Cobleskill will not intentionally schedule meetings or hearings on dates where the Advisors of Choice for all parties are not available, provided that the Advisors act reasonably in providing available dates and work collegially to find dates and times that meet all schedules.

SUNY Cobleskill's obligations to investigate and adjudicate in a prompt timeframe under Title IX and other college policies apply to matters governed under this Policy, and SUNY Cobleskill cannot agree to extensive delays solely to accommodate the schedule of an Advisor of Choice. The determination of what is reasonable shall be made by the Title IX Coordinator or designee. SUNY Cobleskill will not be obligated to delay a meeting or hearing under this process more than five (5) days due to the unavailability of an Advisor of Choice, and may offer the party the opportunity to obtain a different Advisor of Choice or utilize one provided by SUNY Cobleskill.

Notice of Meetings and Interviews

SUNY Cobleskill will provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings with a party, with sufficient time for the party to prepare to participate.

Delays

Each party may request a one-time delay in the Grievance Process of up to five (5) days for good cause (granted or denied in the sole judgment of the Title IX Coordinator, Director of Student Conduct, or designee) provided that the requestor provides reasonable notice and the delay does not overly inconvenience other parties.

For example, a request to take a five day pause made an hour before a hearing for which multiple parties and their advisors have traveled to and prepared for shall generally not be granted, while a request for a five day pause in the middle of investigation interviews to allow a party to obtain certain documentary evidence shall generally be granted.

The Title IX Coordinator/Director of Student Conduct, or designee shall have sole judgment to grant further pauses in the Process.

Investigation

General Rules of Investigations

The Title IX Coordinator and/or an investigator designated by the Title IX Coordinator, usually University Police, will perform an investigation under a reasonably prompt timeframe of the conduct alleged to constitute covered sexual harassment after issuing the Notice of Allegations.

SUNY Cobleskill and not the parties, has the burden of proof and the burden of gathering evidence, i.e. the responsibility of showing a violation of this Policy has occurred. This burden does not rest with either party, and either party may decide not to share their account of what occurred or may decide not to participate in an investigation or hearing. This does not shift the burden of proof away from SUNY Cobleskill and does not indicate responsibility.

SUNY Cobleskill cannot access, consider, or disclose medical records without a waiver from the party (or parent, if applicable) to whom the records belong or of whom the records include information. SUNY Cobleskill will provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence, (i.e. evidence that tends to prove and disprove the allegations) as described below.

Inspection and Review of Evidence

Prior to the completion of the investigation, the parties will have an equal opportunity to inspect and review the evidence obtained through the investigation. The purpose of the inspection and review process is to allow each party the equal opportunity to meaningfully respond to the evidence prior to conclusion of the investigation.

Evidence that will be available for inspection and review by the parties will be any evidence that is directly related to the allegations raised in the Formal Complaint. It will include any:

1. Evidence that is relevant, even if that evidence does not end up being relied upon by the institution in making a determination regarding responsibility;
2. Inculpatory or exculpatory evidence (i.e. evidence that tends to prove or disprove the allegations) that is directly related to the allegations, whether obtained from a party or other source.

All parties must submit any evidence they would like the investigator to consider prior to when the parties' time to inspect and review evidence begins.

The institution will send the evidence made available for each party and each party's advisor, if any, to inspect and review through an electronic format or a hard copy. The Institution is not under an obligation to use any specific process or technology to provide the evidence and shall have the sole discretion in terms of determining format and any restrictions or limitations on access.

The parties will have ten (10) business days to inspect and review the evidence and submit a written response by email to the investigator. The investigator will consider the parties' written responses before completing the Investigative Report.

Any evidence subject to inspection and review will be available at any hearing, including for purposes of cross-examination.

The parties and their advisors must sign an agreement not to disseminate any of the evidence subject to inspection and review or use such evidence for any purpose unrelated to the Title IX grievance process.

The parties and their advisors agree not to photograph or otherwise copy the evidence.

Inclusion of Evidence Not Directly Related to the Allegations

Evidence obtained in the investigation that is determined in the reasoned judgment of the investigator not to be directly related to the allegations in the Formal Complaint will not be disclosed, or may be appropriately redacted before the parties' inspection to avoid disclosure of personally identifiable information of a student. Any evidence obtained in the investigation that is kept from disclosure or appropriately redacted will be documented in a "privilege log" that may be reviewed by the parties and their advisors, if any.

Investigative Report

The Title IX Coordinator and/or an investigator designated by the Title IX Coordinator, usually University Police,

will create an Investigative Report that fairly summarizes relevant evidence, will and provide that Report to the parties at least ten (10) business days prior the hearing in an electronic format or a hard copy for each party's review and written response.

The Investigative Report is not intended to catalog all evidence obtained by the investigator, but only to provide a fair summary of that evidence.

Only relevant evidence (including both inculpatory and exculpatory – i.e. tending to prove and disprove the allegations - relevant evidence) will be referenced in the Investigative Report.

The investigator may redact irrelevant information from the Investigative Report when that information is contained in documents or evidence that is/are otherwise relevant.

Hearing

General Rules of Hearings

SUNY Cobleskill will not issue a disciplinary sanction arising from an allegation of covered sexual harassment without holding a live hearing.

The live hearing may be conducted with all parties physically present in the same geographic location, or, at SUNY Cobleskill's discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually through remote video conferencing. This technology will enable participants simultaneously to see and hear each other. At its discretion, SUNY Cobleskill may delay or adjourn a hearing based on technological errors not within a party's control.

All proceedings will be recorded through audio recording. That recording or transcript will be made available to the parties for inspection and review.

Please note: Title IX hearings are not civil or criminal proceedings, and are not designed to mimic formal trial proceedings.

Continuances or Granting Extensions

SUNY Cobleskill may determine that multiple sessions or a continuance (i.e. a pause on the continuation of the hearing until a later date or time) is needed to complete a hearing. If so, SUNY Cobleskill will notify all participants and endeavor to accommodate all participants' schedules and complete the hearing as promptly as practicable.

Participants in the live hearing

Live hearings are not public, and the only individuals permitted to participate in the hearing are as follows:

Complainant and Respondent (The Parties)

- The parties cannot waive the right to a live hearing.
- The institution may still proceed with the live hearing in the absence of a party, and may reach a determination of responsibility in their absence, including through any evidence gathered that does not constitute a "statement" by that party.
 - For example, A verbal or written statement constituting part or all of the sexual harassment itself is not a "prior statement" that must be excluded if the maker of the statement does not submit to cross-examination about that statement. In other words, a prior statement would not include a document, audio recording, audiovisual reading, and digital media, including but not limited to text messages, emails, and social media postings, that constitute the conduct alleged to have been the act of sexual harassment under the formal complaint.
- SUNY Cobleskill will not threaten, coerce, intimidate or discriminate against the party in an attempt to secure the party's participation.
- If a party does not submit to cross-examination, the decision-maker cannot rely on any prior statements made by that party in reaching a determination regarding responsibility, but may reach a determination regarding responsibility based on evidence that does not constitute a "statement" by that party.
- The decision-maker cannot draw an inference about the determination regarding responsibility based solely on a party's absence from the live hearing or refusal to answer cross examination or other questions.

The Decision-maker

- The hearing body will consist of a panel of four (4) decision makers.
- No member of the hearing body will also have served as the Title IX Coordinator, Title IX investigator, or advisor to any party in the case, nor may any member of the hearing body serve on the appeals body in the case.
- No member of the hearing body will have a conflict of interest or bias in favor of or against complainants or respondents generally, or in favor or against the parties to the particular case.
- The hearing body will be trained on topics including how to serve impartially, issues of relevance, including how to apply the rape shield protections provided for complainants, and any technology to be used at the hearing.
- The parties will have an opportunity to raise any objections regarding a decision-maker's actual or perceived conflicts of interest or bias at the commencement of the live hearing.

Advisor of choice

- The parties have the right to select an advisor of their choice, who may be, but does not have to be, an attorney.
- The advisor of choice may accompany the parties to any meeting or hearing they are permitted to attend, but may not speak for the party, except for the purpose of cross-examination.
- In addition to selecting an advisor to conduct cross-examination, the parties may select an advisor who may accompany the parties to any meeting or hearing they are permitted to attend, but may not speak for the party.
- The parties are not permitted to conduct cross-examination; it must be conducted by the advisor. As a result, if a party does not select an advisor, the institution will select an advisor to serve in this role for the limited purpose of conducting the cross-examination at no fee or charge to the party.
- The advisor is not prohibited from having a conflict of interest or bias in favor of or against complainants or respondents generally, or in favor or against the parties to the particular case.
- The advisor is not prohibited from being a witness in the matter.
- If a party does not attend the live hearing, the party's advisor may appear and conduct cross-examination on their behalf.
- If neither a party nor their advisor appear at the hearing, SUNY Cobleskill will provide an advisor to appear on behalf of the non-appearing party.

Witnesses

- Witnesses cannot be compelled to participate in the live hearing, and have the right not to participate in the hearing free from retaliation.
- If a witness does not submit to cross-examination, as described below, the decision-maker cannot rely on any statements made by that witness in reaching a determination regarding responsibility, including any statement relayed by the absent witness to a witness or party who testifies at the live hearing.

Hearing Facilitator

- The Hearing Facilitator conducts the hearing and ensures positive conduct throughout the hearing.
- The Hearing Facilitator is not a decision maker.
- The Hearing Facilitator will determine relevance of questions per the Relevance Policy.

Hearing Procedures

For all live hearings conducted under this Title IX Grievance Process, the procedure will be as follows:

- The Hearing Facilitator will open and establish rules and expectations for the hearing;
- The Parties will each be given the opportunity to provide opening statements;
- The hearing body will ask questions of the Parties and Witnesses;
- Parties will be given the opportunity for live cross-examination after hearing body conducts its initial round of questioning; During the Parties' cross-examination, the hearing body will have the authority to pause

cross-examination at any time for the purposes of asking the hearing body's own follow up questions; and any time necessary in order to enforce the established rules of decorum.

- Should a Party or the Party's Advisor choose not to cross-examine a Party or Witness, the Party shall affirmatively waive cross-examination through a written or oral statement to the hearing body. A Party's waiver of cross-examination does not eliminate the ability of the hearing body to use statements made by the Party.

Live Cross-Examination Procedure

Each party's advisor will conduct live cross-examination of the other party or parties and witnesses. During this live-cross examination the advisor will ask the other party or parties and witnesses relevant questions and follow-up questions, including those challenging credibility directly, orally, and in real time.

Before any cross-examination question is answered, the Hearing Facilitator will determine if the question is relevant. See [Relevance Policy below](#). Cross-examination questions that are duplicative of those already asked, including by the Hearing Facilitator may be deemed irrelevant if they have been asked and answered.

If the respondent, reporting individual or witness fails to answer a question posed by any party and deemed relevant and appropriate by the decision maker, all testimony and evidence presented by that person will be null and void and therefore not considered by the decision maker

Rules of Decorum

The following Rules of Decorum are to be observed in the hearing and applied equally to all parties (meaning the complainant and respondent) and advisors:

- Questions must be conveyed in a neutral tone.
- Parties and advisors will refer to other parties, witnesses, advisors, and institutional staff using the name and gender used by the person and shall not intentionally mis-name or mis-gender that person in communication or questioning.
- No party may act abusively or disrespectfully during the hearing toward any other party or to witnesses, advisors, or decision-makers.
- While an advisor may be an attorney, no duty of zealous advocacy should be inferred or enforced within this forum.
- Parties and advisors may not yell, scream, badger, or physically "lean in" to a party or witness's personal space. Advisors may not approach the other party or witnesses without obtaining permission from the Hearing Facilitator.
- The advisor may not use profanity or make irrelevant attacks upon a party or witness. Questions are meant to be interrogative statements used to test knowledge or understand a fact; they may not include accusations within the text of the question.
- The advisor may not ask repetitive questions. This includes questions that have already been asked by the decision-maker, the advisor in cross-examination, or the party or advisor in direct testimony. When the Hearing Facilitator determines a question has been "asked and answered" or is otherwise not relevant, the advisor must move on.
- Parties and advisors may take no action at the hearing that a reasonable person in the shoes of the affected party would see as intended to intimidate that person (whether party, witness, or official) into not participating in the process or meaningfully modifying their participation in the process.

If any party repeatedly disrupts a hearing, (by shouting, repeatedly interrupting others, or verbally or physically threatening individuals involved in the hearing,) the Hearing Facilitator has the right to remove the disruptive individual from the hearing after they fail to heed a warning from the Hearing Facilitator. The hearing shall continue in the absence of any removed disruptive party. If the removed party is an advisor, an advisor will be provided. This may cause a delay in the hearing proceedings.

Failure to Attend

- If the respondent fails to attend a scheduled hearing or leaves the hearing before it is adjourned, the hearing will be held in the student's absence, and the student will be assumed to have entered a plea of “Not Responsible” to each allegation but forfeited their ability to present information on their behalf or have any evidence presented by them to the investigator considered. Findings and sanctions, if applicable, will be based on the evidence presented and not upon the respondent’s failure to appear. If the Hearing Facilitator learns that the student’s failure to appear is for good cause, the Hearing Facilitator may grant a new hearing. Otherwise, the decision of the hearing shall stand.
- If the reporting individual fails to attend a scheduled hearing or leaves the hearing before it is adjourned, the hearing will be held in the student's absence. The student will forfeit their ability to present information on their behalf or have any evidence presented by them to the investigator considered. Findings and sanctions, if applicable, will be based on the evidence presented and not upon the reporting individual’s failure to appear. If the Hearing Facilitator learns that the student’s failure to appear is for good cause, the Hearing Facilitator may grant a new hearing. Otherwise, the decision of the hearing shall stand. |
- If a witness fails to appear at a live hearing after being requested to do so by the University, respondent or reporting individual, all evidence presented to the investigator by that person will be null and void and therefore not considered by the decision maker.
- If an advisor fails to appear, or the respondent or reporting individual fails to bring an advisor, an advisor will be provided for the purpose of cross examination. The reporting individual nor the respondent may decline or object to the advisor. The performance of the advisor in the hearing shall not constitute grounds for appeal.

Review of Audio Recording

The audio recording of the hearing will be available for review by the parties within five (5) business days unless there are any extenuating circumstances. The audio recording of the hearing will not be provided to parties or advisors of choice.

Determination Regarding Responsibility

Standard of Proof

SUNY Cobleskill uses the preponderance of the evidence standard for investigations and determinations regarding responsibility of formal complaints covered under this Policy. This means that the investigation and hearing determines whether it is more likely than not that a violation of the Policy occurred.

General Considerations for Evaluating Testimony and Evidence

While the opportunity for cross-examination is required in all Title IX hearings, determinations regarding responsibility may be based in part, or entirely, on documentary, audiovisual, and digital evidence, as warranted in the reasoned judgment of the hearing body.

The hearing body shall not draw inferences regarding a party or witness’ credibility based on the party or witness’ status as a complainant, respondent, or witness, nor shall it base its judgments in stereotypes about how a party or witness would or should act under the circumstances.

Generally, credibility judgments should rest on the demeanor of the party or witness, the plausibility of their testimony, the consistency of their testimony, and its reliability in light of corroborating or conflicting testimony or evidence.

Still, credibility judgments should not rest on whether a party or witness’ testimony is non-linear or incomplete, or if the party or witness is displaying stress or anxiety.

The hearing body will afford the highest weight relative to other testimony to first-hand testimony by parties and

witnesses regarding their own memory of specific facts that occurred. Both inculpatory and exculpatory (i.e. tending to prove and disprove the allegations) evidence will be weighed in equal fashion.

Except where specifically barred by the Title IX Final Rule, a witness' testimony regarding third-party knowledge of the facts at issue will be allowed, but will generally be accorded lower weight than testimony regarding direct knowledge of specific facts that occurred.

The Final Rule requires that SUNY Cobleskill allow parties to call "expert witnesses" for direct and cross examination. SUNY Cobleskill does not provide for expert witnesses in other proceedings. While the expert witness will be allowed to testify and be crossed as required by the Final Rule, the hearing body will be instructed to afford lower weight to non-factual testimony of the expert relative to fact witnesses, and any expert testimony that is not directed to the specific facts that occurred in the case will be afforded lower weight relative to fact witnesses, regardless of whether the expert witness testimony is the subject of cross examination and regardless of whether all parties present experts as witnesses.

The Final Rule requires that SUNY Cobleskill allow parties to call character witnesses to testify. SUNY Cobleskill does not provide for character witnesses in other proceedings. While the character witnesses will be allowed to testify and be crossed as required by the Final Rule, the hearing body will be instructed to afford very low weight to any non-factual character testimony of any witness.

The Final Rule requires that SUNY Cobleskill admit and allow testimony regarding polygraph tests ("lie detector tests") and other procedures that are outside of standard use in academic and non-academic conduct processes. While the processes and testimony about them will be allowed to testify and be crossed as required by the Final Rule, the hearing body will be instructed to afford lower weight to such processes relative to the testimony of fact witnesses.

Where a party or witness' conduct or statements demonstrate that the party or witness is engaging in retaliatory conduct, including but not limited to witness tampering and intimidation, the hearing body may draw an adverse inference as to that party or witness' credibility.

Components of the Determination Regarding Responsibility

The written Determination Regarding Responsibility will be issued simultaneously to all parties through their institution email account, or other reasonable means as necessary. The Determination will include:

1. Identification of the allegations potentially constituting covered sexual harassment;
2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
3. Findings of fact supporting the determination;
4. Conclusions regarding which section of the Code of Conduct, if any, the respondent has or has not violated.
5. For each allegation:
 - a. A statement of, and rationale for, a determination regarding responsibility;
 - b. A statement of, and rationale for, any disciplinary sanctions the recipient imposes on the respondent; and
 - c. A statement of, and rationale for, whether remedies designed to restore or preserve equal access to the recipient's education program or activity will be provided by the recipient to the complainant; and
6. The recipient's procedures and the permitted reasons for the complainant and respondent to appeal (described below in "Appeal").

Timeline of Determination Regarding Responsibility

If there are no extenuating circumstances, the determination regarding responsibility will be issued by SUNY Cobleskill within ten (10) business days of the completion of the hearing.

Finality

The determination regarding responsibility becomes final either on the date that the institution provides the parties with the written determination of the result of the appeal, if an appeal is filed consistent with the procedures and

timeline outlined in “Appeals” below, or if an appeal is not filed, the date on which the opportunity to appeal expires.

Appeals

Each party may appeal (1) the dismissal of a formal complaint or any included allegations and/or (2) a determination regarding responsibility. To appeal, a party must submit their written appeal within two (2) business days of being notified of the decision, indicating the grounds for the appeal.

The limited grounds for appeal available are as follows:

- Procedural irregularity that affected the outcome of the matter (i.e. a failure to follow the institution’s own procedures);
- New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter;
- The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against an individual party, or for or against complainants or respondents in general, that affected the outcome of the matter.
- Severity of sanctions.

The submission of appeal stays any sanctions for the pendency of an appeal. Supportive measures and remote learning opportunities remain available during the pendency of the appeal.

If a party appeals, the institution will as soon as practicable notify the other party in writing of the appeal, however the time for appeal shall be offered equitably to all parties and shall not be extended for any party solely because the other party filed an appeal.

Appeals may be no longer than five (5) pages (including attachments). Appeals should be submitted in electronic form using ARIAL or TIMES NEW ROMAN, 12 point font, and single-spaced. Appeals should use footnotes, not endnotes. Appeals that do not meet these standards may be returned to the party for correction, but the time for appeal will not be extended unless there is evidence that technical malfunction caused the appeal document not to meet these standards.

Appeals will be decided by the Vice President of Student Developments Appeals Members who will be free of conflict of interest and bias, and will not serve as investigator, Title IX Coordinator, or hearing decision maker in the same matter.

Outcome of appeal will be provided in writing simultaneously to both parties, and include rationale for the decision.

Retaliation

SUNY Cobleskill will keep the identity of any individual who has made a report or complaint of sex discrimination confidential, including the identity of any individual who has made a report or filed a Formal Complaint of sexual harassment under this Title IX Grievance Policy, any Complainant, any individual who has been reported to be the perpetrator of sex discrimination, any Respondent, and any witness, except as permitted by the FERPA statute, 20 U.S.C. 1232g, or FERPA regulations, 34 CFR part 99, or as required by law, or to carry out the purposes of 34 CFR part 106, including the conduct of any investigation, hearing, or judicial proceeding under this Title IX Grievance Policy.

No person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX of the Education Amendments of 1972 or its implementing regulations.

No person may intimidate, threaten, coerce, or discriminate against any individual because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding or hearing under this Title IX Grievance Policy.

Any intimidation, threats, coercion, or discrimination, for the purpose of interfering with any right or privilege secured by Title IX or its implementing regulations constitutes retaliation. This includes any charges filed against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but that arise from the same facts or circumstances as a report or complaint of sex discrimination or a report or Formal Complaint of sexual harassment.

Complaints alleging retaliation may be filed according to the [Complaint Procedure for the Review of Allegations of Unlawful Discrimination](#).

Relevance Policy

SUNY Cobleskill will consider a relevant question to be one that will ask whether the facts material to the allegations under investigation are more or less likely to be true. A question not directly related to the allegations will generally be irrelevant. During a hearing, relevance decisions will be made on a question by question basis, looking narrowly at whether the question seeks information that will aid the decision making in marking the underlying determination. Relevance decision will not be based on who asked the question, their possible (or clearly stated) motives, who the question is directed to, or the tone or style used to ask about the fact. Relevance decisions will not be based in whole or in part upon the sex or gender of the party for whom it is asked or to whom it is asked, nor based upon their status as complainant or respondent, past status as complainant or respondent, any organizations of which they are a member, or any other protected class covered by federal or state law (e.g. race, sexual orientation, disability).

If a question is relevant but offered in an abusive or argumentative manner, the Hearing Facilitator has the discretion to ask the advisor to rephrase the question in an appropriate manner.

Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless:

1. such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or
2. if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. 34 C.F.R. § 106.45(6)(i).

Questions that constitute, or seek disclosure of, information protected under a legally-recognized privilege are irrelevant. 34 C.F.R. § 106.45(1)(x). Depending on your state, individuals with legal privilege may include medical providers (physician, dentist, podiatrist, chiropractor, nurse), psychologists, clergy, rape crisis counselors, and social workers. (for instance, New York's "laws of privilege" are listed within [CPLR Article 45](#); Each state has its own rules around privilege).

Questions that call for information about any party's medical, psychological, and similar records are irrelevant unless the party has given voluntary, written consent. 85 Fed. Reg. 30026, 30294 (May 19, 2020).

Questions that repeat, in sum or substance, questions already asked by the decision-maker prior to cross-examination, or by a party's advisor during cross-examination (and if part of your process, during direct examination), may be ruled duplicative, and therefore irrelevant.

Any party or their advisor may request that the Hearing Facilitator reconsider their relevance determination.

The Hearing Facilitator may deny or grant the request to reconsider. This determination is final but may be subject to appeal under the Title IX Grievance Process.

STUDENT CONDUCT CODES

Students, like all citizens, are held accountable within the behavioral parameters of our society, as defined by local, state, and federal laws and statutes. In addition, students are also held accountable for behavior as defined by the Student Conduct Codes of the College. Students are all persons taking courses at the College, both full-time and part-time, or those individuals who were students at the time of a violation of the Student Conduct Codes, as well as individuals on College or Cobleskill Auxiliary Services premises for any purpose related to registration for enrollment. Persons who are not officially enrolled for a particular term but who have a continuing relationship as a student with the College are considered students.

Students may be charged with behaviors which violate both campus Student Conduct Codes and the laws of the broader society; in such situations, the on-campus disciplinary hearing may be held while off-campus resolutions are still pending. Every effort is made to maintain the integrity and independence of the Student Conduct System. Each student is held accountable for her/his behavior under the conduct system of the College. Students are expected to be familiar with all College regulations and to abide by them at all times in order to maintain a fair, just, and safe

College community environment.

These codes apply specifically to behavior on College-owned or -controlled property, on property and in facilities of the Cobleskill Auxiliary Services, and at college authorized functions off- campus. Certain Codes may apply to actions off- campus (in the Village of Cobleskill and/or on authorized field trips, for example) as noted, as the student's conduct may adversely affect the campus community or undermine the interests and/or mission of the institution.

SUNY Cobleskill recognizes that social media is an essential positive resource that students utilize to establish digital citizenship and is an important tool in building a supportive community.

Although SUNY Cobleskill does not restrict student use of social media, any behavior that occurs via social media that violates the Student Conduct Code, regardless of electronic medium, is subject to Campus disciplinary action.

Any violation of the Student Conduct Code is strictly prohibited and may result in disciplinary action ranging from a warning letter to probation, suspension, or dismissal from the College. The conduct system is educational in nature and every effort is made to develop understanding and compliance with the College standards of conduct.

Prohibited Behavior:

1. Any conviction of a violation of the Penal Law of the State of New York or the United States of America classified as a "felony," a "narcotic offense," a "sex offense," or a "weapons offense" committed on campus.
2. The turning in or making of a false fire alarm, bomb threat or tampering with fire alarm or other safety systems on property owned or controlled by the State University and/or Cobleskill Auxiliary Services.
3. Tampering with or discharge of a fire extinguisher except in case of fire; tampering with or damage to College lights, lighting systems or any other facilities or equipment associated with health or safety.
4. Forgery, alteration, or misuse of University documents, records, or identification and computer access infractions
 - a. Forgery, alteration, or misuse of University documents, records, or identification. This includes, but is not limited to, items such as forgery of faculty signatures on registration materials, the sale of term papers, theft of and/or unauthorized distribution of exams, plagiarism and other forms of academic dishonesty, theft/unauthorized use of telephone codes or other misuse/abuse of the telephone system, misuse of dining hall cards, parking stickers, or misrepresentation in the sale of textbooks.
 - b. Computer access infractions. This includes, but is not limited to, items contained in the Authorized Use of Campus Computing Resources Policy (Computer Resources Policy) or any abuse or misuse of College computer hardware, software, and/or network systems or components.
5. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other College activities, including public service functions, or other authorized activities. This includes Violation of Policies of the VanWagenen Library. Behavior of individuals, individuals acting as part of a group, or of groups, particularly related to alcohol or other drugs that is detrimental to the learning environment, reputation of the school, and/or resulting in death or injury. [Note: This may also apply to actions off-campus.]
6. Assault or attempted assault of any person on College-owned or -controlled property or at College-sponsored or supervised functions. [Note: This may also apply to actions off- campus.]
7. Conduct which threatens or endangers the health or safety of any person. [Note: This may also apply to actions off-campus.]
8. Violation of Sexual Violence and Response Policy & Title IX Grievance Policy (See [Complete Policy Statement](#)) [Note: This may also apply to actions off-campus. At the discretion of the College, persons accused of sexual misconduct may be immediately suspended on an interim basis or restricted from campus pending final disposition of any disciplinary proceedings if they pose a continuing threat to the health and

safety of the community. Individuals found to be in violation of the Sexual Violence policy and Title IX Grievance policy in any way will be subject to sanctions, up to and including dismissal from the College.]

- a. Sexual Assault- includes the offenses of nonconsensual sexual penetration, nonconsensual sexual touching, nonconsensual physical exposure of intimate body parts, intimidation or coercion to engage in sexual activity including but not limited to the use of alcohol or drugs.
 - b. Sexual Harassment- includes but is not limited to the offenses of nonverbal, verbal or physical harassment, sex and/or gender based discrimination, sexual exploitation including but not limited to nonconsensual verbal, nonverbal or cyber communication of a sexual nature as well as nonconsensual photography, video or audio taping, posting of sexual activity or sexually explicit images
 - c. Relationship Violence – includes the offenses of Domestic Violence, Dating Violence and Stalking as those terms are defined in the SUNY Cobleskill Sexual Violence and Response Policy.
9. Unauthorized entry to or use of campus facilities.
10. Disorderly conduct. Any behavior which is inconsistent with expected norms given the time and place. [Note: This may also apply to actions off-campus.]
11. Theft or attempted theft of property or services of the College, a member of the College community or campus visitor; or possession of stolen property from any domain. [Note: This may also apply to actions off-campus.]
12. Failure to comply with the directions of College officials acting in the performance of their duties.
13. Deliberate issuance of a false statement either orally or in writing to College officials.
14. Deliberate or careless/unjustified damage to property of the College, a member of the campus community, or campus visitor. [Note: This may also apply to actions off-campus.]
15. Failure to comply with the College policy on Hazing.
16. Non-prescribed narcotics and/or illicit/dangerous drugs.
 - a. Possession of, sale, distribution, use or involvement of any kind with non- prescribed narcotics and/or illicit/dangerous drugs.
 - b. In the presence of one or more persons who possess, sell, distribute, use or are involved in any way with non-prescribed narcotics and/or illicit/dangerous drugs.
17. Possession of drug-related paraphernalia and/or devices.
18. Harassment is conduct that is sufficiently severe, pervasive or persistent so as to interfere with or limit the ability of an individual reasonable access to University resources or opportunities. [Note: This may also apply to actions off-campus]
 - a. Bias-related harassment – Any harassment that is based on race, color, age, religion, or national origin, disability, sexual orientation, gender identity or other protected characteristic that is sufficiently severe, pervasive, or persistent so as to interfere with or limit the ability of an individual to participate in or benefit from the educational institution’s programs or activities.
 - b. Bullying or cyberbullying – Any harassment that is persistent, pervasive, or severe such as theft or destruction of personal property, public humiliation, intimidating or threatening behaviors.
 - c. Criminal harassment – Any harassment that is prohibited by law as defined by New York State law <http://ypdcrime.com/penal.law/article240.htm>
 - d. Retaliation – Directed against someone who filed a complaint or witness statement
19. Recording of images or audio in a place where a person would have a reasonable expectation of privacy is prohibited.
20. [Campus Alcohol Policy](#) violations
 - a. Violation of the Campus Alcohol Policy
 - b. In the presence of one or more persons who violate the Campus Alcohol Policy.
21. Possession and/or use of weapons or firearms (items, whether real or realistic, used to cause harm or threaten harm to people) of any kind, including, but not limited to: bows, arrows, archery equipment, air guns, pellet guns, dart guns, paintball guns, nerf guns, chukka sticks, ammunition, CO2 cartridges, laser pointers, fireworks, firecrackers, explosives or dangerous chemicals of any kind. Note: This applies to

possession on the person, in motor vehicles, in residence rooms, and/or in other areas/facilities of the College and/or Cobleskill Auxiliary Services.

22. General Infractions including, but not limited to, actions such as those contained in the *Terms and Conditions of Residence Hall Occupancy* pertaining to quiet hours, *excessive noise at any time, possession of pets, guest policy, unapproved cooking devices, selling or soliciting, safety issues (such as climbing out windows, sitting on ledges, roofs), unsafe use of skateboards, bicycles or rollerblades (in-line skates), gambling, water fights, pranks, horseplay, unauthorized removal of common area furniture, propping open of locked doors, throwing or dropping objects from windows (especially garbage and/or recyclable materials), littering, throwing snowballs or other objects in the vicinity of residence halls, use of water beds, abuse of the telecommunications system, and failure to comply with the campus smoking policy. * Note: Stereos, radios, and computers are to be kept at a low volume at all times. Noise, including music, should not be heard beyond a closed room door or window during Quiet Hours. Violations may result in loss of use of the stereo or other equipment. The excessive noise infraction includes car stereos.

Description of the Student Conduct System

The State University of New York has provided for each campus the opportunity and responsibility to establish regulations governing student conduct and behavior. Within the framework created by the State University the (local) College Council shall promulgate or review and ratify regulations governing the conduct and behavior of students, subject to general guidelines established by the Chancellor, and in accordance with law and such other rules or policies as the trustees may from time to time establish. Authority for the administration of regulations at a campus rests with the campus President (Chief Administrative Officer).

The Vice President for Student Development is designated by the President to administer the student conduct system, under the supervision of the President. The responsibilities of the Vice President include the authority to designate a professional person as Director of Student Conduct whose responsibilities include training and supervision of Conduct Board members and Student Conduct Hearing Officers, communication with students and parents, and oversight and review of all cases.

Members of the faculty, staff, and student body participate meaningfully in the formulation and periodic review of these regulations in order that campus mission and specific objectives may be supported and accomplished.

Rights of Respondents and Reporting Individuals for Sexual Violence Policy Violations

Throughout conduct proceedings, the respondent and the reporting individual will have:

- The same opportunity to be accompanied by an advisor of their choice who may assist and advise the parties throughout the conduct process and any related hearings or meetings. Participation of the advisor in any proceeding is governed by federal law and the Student Code of Conduct;
- The right to a prompt response to any complaint and to have their complaint investigated and adjudicated in an impartial, timely, and thorough manner by individuals who receive annual training in conducting investigations of sexual violence, the effects of trauma, impartiality, the rights of the respondent, including the right to a presumption that the respondent is “not responsible” until a finding of responsibility is made, and other issues related to sexual assault, domestic violence, dating violence, and stalking.
- The right to an investigation and process conducted in a manner that recognizes the legal and policy requirements of due process (including fairness, impartiality, and a meaningful opportunity to be heard) and is not conducted by individuals with a conflict of interest.
- The right to receive advance written or electronic notice of the date, time, and location of any meeting or hearing they are required to or are eligible to attend. Accused individuals will also be told the factual allegations concerning the violation, a reference to the specific code of conduct provisions alleged to have been violated, and possible sanctions.
- The right to have a conduct process run concurrently with a criminal justice investigation and proceeding, except for temporary delays as requested by external municipal entities while law enforcement gathers

evidence. Temporary delays should not last more than 10 days except when law enforcement specifically requests and justifies a longer delay.

- The right to offer evidence during an investigation and to review available relevant evidence in the case file (or otherwise held by the College).
- The right to present evidence and testimony at a hearing, where appropriate.
- The right to a range of options for providing testimony via alternative arrangements, including telephone/videoconferencing or testifying with a room partition.
- The right to exclude prior sexual history with persons other than the other party in the conduct process or their own mental health diagnosis or treatment from admittance in college disciplinary stage that determines responsibility. Past findings of domestic violence, dating violence, stalking, or sexual assault may be admissible in the disciplinary stage that determines sanction.
- The right to ask questions of the decision maker and via the decision maker indirectly request responses from other parties and any other witnesses present.
- The right to make an impact statement during the point of the proceeding where the decision maker is deliberating on appropriate sanctions.
- The right to simultaneous (among the parties) written or electronic notification of the outcome of a conduct proceeding, including the decision, any sanctions, and the rationale for the decision and any sanctions.
- The right to written or electronic notice about the sanction(s) that may be imposed on the accused based upon the outcome of the conduct proceeding. For students found responsible for sexual assault, the available sanctions are suspension with additional requirements and expulsion/dismissal.
- Access to at least one level of appeal of a determination before a panel, which may include one or more students, that is fair and impartial and does not include individuals with a conflict of interest.
- The right to have access to a full and fair record of a student conduct hearing, which shall be preserved and maintained for at least five years.
 - Director of Student Conduct, 518-255-5215, Bouck Hall 126D
- The right to choose whether to disclose or discuss the outcome of a conduct hearing.
- The right to have all information obtained during the course of the conduct or judicial process be protected from public release until the appeals panel makes a final determination unless otherwise required by law.

Faculty-Student Conduct Board(s)

Faculty members are appointed to the Faculty-Student Conduct Board(s). Note that “faculty” in this context refers to both teaching and non-teaching faculty (professional staff) as well as classified staff.

Students are also appointed as Conduct Board members. Both full-time members and alternates are named, trained, and prepared to serve within the student conduct system. Students named to this responsibility shall have and maintain good academic standing and shall usually have reached their third semester of study. Unscheduled student vacancies may be filled by the Vice President for Student Development, in consultation with the Director of Student Conduct. During the early part of the semester, Examination Week, and other such times when campus groups are not fully functional, the Vice President for Student Development will charge such groups (administrative boards) or hearing officers as necessary to maintain the integrity of the student conduct system.

In exceptional cases, the Vice President may serve as or designate a faculty member as a hearing officer who shall have the same responsibility as a hearing board.

Cases pending at the end of the fall semester will be processed as early in the Spring semester as is practicable. Cases pending at the end of the Spring semester will be processed in early summer. With certain serious cases pending at the time of a student withdrawal, the student will be prohibited from returning to the campus until the case is resolved. Written requests to return to the campus may be submitted to the Vice President for Student Development after three years away from the college.

A student who is alleged to have had a violation and who is a graduating senior will be ineligible to graduate until conduct action on the case has been completed and eligibility to graduate is confirmed. If the conduct action results in suspension, the student will be subject to being ineligible to graduate until the term of suspension has been served. Campus conduct action for an alleged violation of the Student Conduct Code will not be delayed due to the pending nature of any related criminal charge(s).

Filing Charges

Any member of the campus community may file allegations against a student under the STUDENT CONDUCT CODES. Allegations must be filed in writing within 14 days of the event, with the Director of Student Conduct, Bouck Hall, dated and signed, using the correct form. The 14 day time period does not apply to allegations of sexual violence including rape, fondling, incest, sexual exploitation, statutory rape, dating or domestic violence, and stalking

Consultation regarding the filing of an allegation is available and suggested from members of the Residential Life staff, University Police, and the Office of the Vice President for Student Development. Final determination will be made by the Director of Student Conduct regarding whether an allegation meets the scope and definitions of the conduct code, and will be processed by the student conduct system.

All students involved in the conduct process are presumed not responsible until determined responsible. Responsibility is determined either by an admission of responsibility or by the presentation of information and evidence before a Conduct Board or other hearing body. The Conduct Board or other hearing body will use a common sense application of the information and evidence before it in determining if the student is responsible or not responsible for the violation(s). If the filing of an allegation will be delayed beyond the 14-day period, the Director of Student Conduct should be notified as soon as possible to determine if an extension may be permitted.

Due Notice of Allegations

All students involved in the conduct process will receive email notification at least 48 hours prior to the scheduled hearing. The notification will include a letter of summons to appear before the Conduct Board at a specific date, time and place; a copy of the allegation statement, the specific code of conduct provisions alleged to have been violated, possible sanctions, and a copy of information designed to assist the student in preparation for the conduct hearing.

Waiver of Hearing

A student alleged to have violated a Student Conduct Code may request his/her hearing be waived and have the allegation reviewed by the Director of Student Conduct or designee during a Conduct Review Meeting. By making such a request, the student stipulates a plea of "responsible" to allegation(s) and requests a review of behavioral expectations which may include disciplinary sanctions. The Director of Student Conduct may approve or disapprove a request to waive a conduct hearing.

Advisor

All students involved in the conduct process have the right to seek assistance from a member of the full-time faculty or professional staff if she/he so desires. This advisor may attend the hearing and/or appeal with the student but may not speak for (in place of) the student or otherwise participate in the process. A full-time student at SUNY Cobleskill may also serve as advisor. Each student may have only one individual serving as advisor.

Individuals external to the campus may not participate or be present at the conduct board hearing/process except as authorized by the Director of Student Conduct.

How Parties Can Review the Case File/Evidence

In student disciplinary proceedings involving sexual violence including rape, fondling, incest, sexual exploitation, statutory rape, dating or domestic violence, and stalking, SUNY Cobleskill will allow parties to review available evidence held by the campus in accordance with college/university policy. Parties can also present available evidence as appropriate under campus policies.

Witnesses

All students involved in the conduct process have the right to bring witness(es) to the event to speak on his/her behalf and/or to present pertinent evidence. Students charged have the right to question witnesses and the person bringing the allegations via questions presented to the Board for consideration. Hearing boards may limit the testimony of witnesses whose contributions are merely repetitious of previously entered testimony. Students needing assistance in summoning witnesses to appear may request assistance at the Office of the Director of Student Conduct.

Continuance

Each party to a case may request and be granted one continuance (delay) of up to five class days.

Hearing Attendees

Only those individuals directly involved with the hearing, University Police, and/or those who are permitted to present testimony and the counsel/advisor are allowed to be present.

The Context of the Hearing

College conduct hearings are not legal trials. There is the need to make every effort to sort out facts, to establish a positive educational tone, and to make certain that fairness to all persons involved is paramount. Courtesy and civil treatment is expected on the part of all concerned. Improvement of the campus climate and advancing the comfort and mutual understanding of all concerned are desired outcomes of the process.

Standard of Judgments

A preponderance of the evidence will be the standard of proof utilized to determine whether it is more likely than not that the alleged violation occurred.

Hearing Procedures

Each conduct hearing will follow the same procedure:

1. the hearing is called to order by the Hearing Facilitator (who is responsible for implementation of the hearing procedures and for maintaining the tone of educational civility in the room);
2. the allegations involving the responding student are read;
3. the Hearing Facilitator asks the responding student charged to make her/his plea (responsible or not responsible);
4. the person making the allegation presents the case, which may include the presentation and/or testimony of witnesses;
5. the responding student presents his/her case, which may include the presentation/testimony of witnesses [the responding student is not required to present a case, but is aware that the board will make its determination based on the information presented];
6. the members of the hearing board may question all those presenting information at any point during the hearing;
7. the responding student may question witnesses and the person bringing the allegation via the hearing board;
8. the Hearing Facilitator asks everyone to leave the room while the hearing board consults privately; in cases of sexual violence including rape, fondling, incest, sexual exploitation, statutory rape, dating or domestic violence, and stalking, the Hearing Facilitator may permit a victim or the accused to provide an impact statement to the hearing board;
9. deliberations determine a status of responsible or not responsible for each charge. If found responsible, the conduct board then determines, in consideration of the violation and previous conduct history, an

appropriate sanction.

10. the Hearing Facilitator calls the responding student and the person making the allegations back in, reports and explains the outcome of the hearing and expectations for future behavior; states further steps (including the possibility of appeal, if warranted); and adjourns the hearing.

Personal belongings, other than files or other items pertinent to the hearing, will not be allowed to be brought into the hearing room by any student charged or advisor.

A general record of the proceedings is maintained; however, a legal transcript is not necessary. An audio recording of the proceeding may be taken by the College. No other recording of the proceeding is permitted. In the event of unforeseen circumstances, written notes will be taken by the hearing board in lieu of an audio recording. The written outcome of the hearing is provided for all involved, after review and approval/modification by the Vice President for Student Development or designee. The audio recording made by the College may be reviewed (heard) by the responding student or the person who filed the allegations in the office of the Director of Student Conduct. A transcript of the hearing, when requested, can be made in the office of the Director of Student Conduct by a certified or licensed transcriptionist approved by the college and contracted and paid by the student to provide such service.

Failure to Attend a Conduct Hearing

A student who does not attend his/her scheduled conduct hearing will be subject to having the case adjudicated in his/her absence. The decision reached by the hearing body will be based on the testimony and/or evidence presented at the hearing. Requests for rescheduling hearings will only be considered for extenuating circumstances as determined by the Director of Student Conduct.

Modifications to Paperwork

The College reserves the right to make editorial and other modifications to disciplinary paperwork when it has been determined that an error must be corrected to have the written documentation correspond with the facts of the case before the hearing body. Such changes may include, but not be limited to, items like “pm” to “am” or modifying the Student Conduct Code to a more appropriate parallel or lesser Code. An increase in severity of Student Conduct Code allegedly violated will be accomplished, if necessary, through the filing of a new Allegation of Student Conduct Code Violation form.

Outcomes (Sanctions)

The potential Disciplinary Sanctions include, but are not limited to, the following:

REPRIMAND AND WARNING - an official, written notification of a violation and expected future compliance with the College Student Conduct Codes;

LOSS OF PRIVILEGE(S) – prohibition from some privileged activity (e.g. ability to self-select campus housing, study abroad, participate in internship, and so on) for a specified period of time.

DISCIPLINARY PROBATION - an official, written notification of violation(s) which require improvement in behavior; probationary status means that any future violations will be viewed as more serious and could lead to Residence Relocation, Residence Banning, or College Suspension;

RESIDENCE HALL RELOCATION - the student is relocated to another on-campus assignment at the discretion of the Assistant Vice President for Student Development; Residence Hall Relocation automatically carries with it official Banning from the hall from which the student is being removed for disciplinary reasons.

RESIDENCE HALL DISMISSAL - means that the student's privilege to live on campus is revoked; Residence Hall Dismissal automatically carries with it additional sanctions of Disciplinary Probation and Residence Hall Banning for a stated period of time to be established by the hearing officer or board. Note: Students removed from residence

halls for disciplinary reasons will not receive a refund of room rental paid for occupancy in that semester;

RESIDENCE HALL BANNING - requires that a student be removed from a specified area (or areas) for a stated period; the student is directed not to be present in those areas until further notice; violation may cause further disciplinary action and may subject the student to arrest;

RESTITUTION - requires that the student will repay or pay a stated amount or repair or replace either goods or services to the satisfaction of the Vice President for Student Development or designee;

COMMUNITY SERVICE - an assignment to an office or person to contribute to a community service activity for a stated number of hours or project completion;

WORK DETAIL - an assignment to an office or person to perform a specific function for a stated number of hours or project completion;

COUNSELING INTERVENTION – requires the student to engage with a Wellness Center or other counseling professional for one session on a topic specified during the discipline hearing (e.g. anger management, alcohol or other substance use/abuse, dealing with authority, and so on);

COLLEGE SUSPENSION HELD IN ABEYANCE – defers a College Suspension sanction based on clarified behavior expectations as noted in the conduct process outcome letter. Violation of the expectations will result in immediate suspension;

COLLEGE SUSPENSION (for stated period of time) - removes a student from access to classes, activities, residence halls and the other premises of the College; the student is directed to leave the campus and not return until expressly permitted by the Vice President for Student Development or designee. Note: Students suspended for disciplinary reasons will not receive a refund of room, board or tuition paid for that semester;

COLLEGE DISMISSAL (No possibility of return) - removes a student from access to classes, activities, residence halls and the other premises of the College; the student is directed to leave the campus and not return. Note: Students dismissed for disciplinary reasons will not receive a refund of room, board or tuition paid for that semester;

TRANSCRIPT NOTATION – places a notation, either permanently or subject to petition for removal after the period of suspension, when students are suspended or dismissed for serious violations including but not limited to crimes of violence, sexual assault, hazing, and conduct which lead to the death or serious physical injury of another person. (See policy statement on Transcript Notation of Non- Academic Disciplinary Action.)

Appeals

Conduct board outcomes relating to violations of the Sexual Violence Prevention and Response Policy, and Conduct Board outcomes of Residence Hall Dismissal, College Suspension or College Dismissal may be appealed within 48 hours of hearing outcome by filing an Appeal statement of no more than 5,000 words, with justification, with the Office of the Vice President for Student Development. Minor deviations from the hearing process do not constitute acceptable reasons to rehear a case.

Appeal requests which, after review, are determined to be related to cases of violation of the Sexual Violence Prevention and Response Policy or for all other cases, are asserting a disproportionate sanction or new information directly related to the Student Conduct Code violation or procedural error, will move forward to an appeals board or college conduct board, as appropriate. The appropriate hearing process is scheduled, held, and the outcome is transmitted to the student after review and action to approve or modify by the Vice President for Student Development. The Vice President for Student Development's (or designee) decision is final.

Temporary Suspension from the College

Upon receipt of a credible allegation of Student Code of Conduct violation(s), the Vice President for Student Development, or designee, may temporarily suspend a student when:

- the continued on-campus presence of such a student would constitute a danger to the student or to the safety of persons or property on the premises of the institution, and/or
- the continued on-campus presence of such a student would pose a threat of disruptive interference with the normal conduct of the institution's activities and functions, and/or
- the seriousness of the charges warrants such action.

The suspension is temporary and immediate removing access to classes, activities, residence halls, and all other premises owned by the College pending the resolution of the conduct process. Students under temporary suspension must have written permission from the Vice President for Student Development, or designee, in order to have access to the campus.

Responsibilities of the Full-Time Residential Life Professional Staff

Responsibilities of the Residence Hall Director and other full-time Residential Life staff include enforcement of College policies through educational and problem-solving approaches involving residents. Residence Hall Directors are authorized to conduct administrative reviews of allegations involving the Student Conduct Codes: Such reviews by Residential Life professional staff shall follow general rules of procedural fairness; however, such reviews need not conform to the strict procedures to be followed by the conduct boards. Rather, every attempt will be made to establish the facts of the matter and to educate regarding College rules and regulations and the need for these rules and regulations to promote a safe and civil College environment for all persons. Each such review must be documented in writing with a brief summary and an appropriate outcome sanction.

Disciplinary Records

Disciplinary files are maintained under the purview of the office of the Vice President for Student Development. Every effort is made to safeguard the privacy of students who are involved with alleged violations of the Student Conduct Codes.

Disciplinary records fall within safeguards established by the Family Educational Rights and Privacy Act (Buckley Amendment). Information regarding outcomes (sanctions) is shared on only a "need-to-know" basis in order to ensure a campus environment of safety and civility. Disciplinary records may be shared with Faculty and staff where the conduct alleged is directly relevant to the student's eligibility to remain in good standing in his/her field of study or sport. The Director of Student Conduct prepares and releases periodic reports regarding the work of the conduct system, including summary data involving the numbers and types of cases referred/heard and levels of outcomes (sanctions) and appeals. Personally identifiable information is not included in these reports. Students may request and be granted supervised access to review their own disciplinary records.

Parent/Guardian Information

In substance-related situations, parents/guardians of dependent students may receive notification of student conduct outcomes. The College shares this information with the goal that parents/guardians will engage the student in a conversation about the behavior and provide positive guidance for future decision making and improved behavior.

Good Samaritan 911 Policy

Abuse of alcohol and other drugs can create life-threatening situations that require an immediate response from emergency services personnel. In all instances, the College is concerned that those in need receive prompt medical attention. The College cannot guarantee absolute immunity from sanctions associated with violations of the Code or state and federal law. However, efforts will be made to mitigate sanctions associated with alcohol and other drug offenses for "Good Samaritans." These considerations apply only to the individual(s) who may have contributed or

participated in the use and abuse of alcohol or other drugs, but summoned aid.

Policy for Alcohol and/or Drug Use Amnesty in Sexual and Interpersonal Violence Cases

The health and safety of every student at the State University of New York and its State-operated and community colleges is of utmost importance. SUNY Cobleskill recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking, or sexual assault occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. SUNY Cobleskill strongly encourages students to report incidents of domestic violence, dating violence, stalking, or sexual assault to institution officials.

A bystander acting in good faith or a reporting individual acting in good faith that discloses any incident of domestic violence, dating violence, stalking, or sexual assault to SUNY Cobleskill officials or law enforcement will not be subject to SUNY Cobleskill's code of conduct action for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking, or sexual assault.

RULES FOR THE MAINTENANCE OF PUBLIC ORDER

SECTION 535 PART 535 OF TITLE 8, OFFICIAL COMPILATION OF CODES, RULES AND REGULATIONS OF THE STATE OF NEW YORK STATE UNIVERSITY BOARD OF TRUSTEES' RULES FOR THE MAINTENANCE OF PUBLIC ORDER

SECTION 535.1 STATEMENT OF PURPOSE. The following rules are adopted in compliance with section 6450 of the Educational Law and shall be filed with the Commissioner of Education and the Board of Regents on or before July 20, 1969, as required by that section. Said rules shall be subject to amendment or revision and any other amendments or revisions thereof shall be filed with the Commissioner of Education and Board of Regents within 10 days after adoption. Nothing herein is intended, nor shall be construed, to limit or restrict the freedom of speech or peaceful assembly. Amended on July 10, 1969; April 9, 1970; September 30, 1980; and May 20, 2009.

Free inquiry and expression are indispensable to the objectives of a higher educational institution. Similarly, experience has demonstrated that the traditional autonomy of the educational institution (and the accompanying institutional responsibility for the maintenance of order) is best suited to achieve these objectives. These rules shall not be construed to prevent or limit communication between and among faculty, students and administration, or to relieve the institution of its special responsibility for self-regulation in the preservation of public order. Their purpose is not to prevent or restrain controversy and dissent but to prevent abuse of the rights of others and to maintain that public order appropriate to a college or university campus without which there can be no intellectual freedom and they shall be interpreted and applied to that end.

SECTION 535.2 APPLICATION OF RULES. These rules shall apply to all State-operated institutions of the State University except as provided in Part 550 as applicable to the State University Maritime College. These rules may be supplemented by additional rules for the maintenance of public order heretofore or hereafter, adopted for any individual institution, approved and adopted by the State University trustees and filed with the Commissioner of Education and Board of Regents, but only to the extent that such additional rules are not inconsistent herewith.

The rules hereby adopted shall govern the conduct of students, faculty and other staff, licensees, invitees, and all other persons, whether or not their presence is authorized, when the campus of any institution to which such rules are applicable and also upon or with respect to any other premises or property, under the control of such institution, used in its teaching, research, administrative, service, cultural, recreational, athletic and other programs and activities, provided, however, that charges against any student for violation of these rules upon the premises of any such institution other than the one at which he is in attendance shall be heard and determined at the institution in which he is enrolled as a student.

SECTION 535.3 PROHIBITED CONDUCT. No person, either singularly or in concert with others, shall:

- a. Willfully cause physical injury to any other person.
- b. Physically restrain or detain any other person, nor remove such person from any place where he is authorized to remain.
- c. Willfully damage or destroy property of the institution or under its jurisdiction, nor remove or use such property without authorization.
- d. Without permission, expressed or implied, enter into any private office of an administrative officer, member of the faculty or staff member.
- e. Enter upon and remain in any building or facility for any purpose other than its authorized uses or in such manner as to obstruct its authorized use by others.
- f. Without authorization, remain in any building or facility after it is normally closed.
- g. Refuse to leave any building or facility after being required to do so by an authorized administrative officer.
- h. Obstruct the free movement of persons and vehicles in any place to which these rules apply.
- i. Deliberately disrupt or prevent the peaceful and orderly conduct of classes, lectures and meetings or deliberately interfere with the freedom of any person to express his views, including invited speakers.
- j. Knowingly have in his possession upon any premises to which these rules apply, any rifle, shotgun, pistol, revolver, or other firearm or weapon without the written authorization of the chief administrative officer, whether or not a license to possess that same has been issued to such person.
- k. Willfully incite others to commit any of the acts herein prohibited with specific intent to procure them to do so.
- l. Take any action, create, or participate in the creation of, any situation which recklessly or intentionally endangers mental or physical health or which involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization.

SECTION 535.4 FREEDOM OF SPEECH AND ASSEMBLY; PICKETING AND DEMONSTRATIONS.

- a. No student, faculty or other staff member or authorized visitor shall be subject to any limitation or penalty solely for the expression of his views nor for having assembled with others for such purposes. Peaceful picketing and other orderly demonstrations in public areas of ground and building will not be interfered with. Those involved in picketing and demonstrations may not, however, engage in specific conduct violation of the provisions of the preceding action.
- b. In order to afford maximum protection to the participants and to the institutional community, each State-operated institution of the State University shall promptly adopt and promulgate, and thereafter continue in effect as revised from time to time, procedures appropriate to such institution for the giving of reasonable advance notice to such institution of any planned assembly, picketing or demonstration upon the grounds of such institution, its proposed locale and intended purpose, provided, however, that the giving of such notice shall not be made a condition precedent to any such assembly, picketing or demonstration and provided, further, that this provision shall not supersede nor preclude the procedure in effect at such institution for obtaining permission to use the facilities thereof.

SECTION 535.5 PENALTIES. A person who shall violate any of the provisions of these rules (or of the rules of any individual institution supplementing or implementing these rules) shall:

- a. If he is a licensee or invitee, have his authorization to remain upon the campus or other property withdrawn and shall be directed to leave the premises. In the event of his failure or refusal to do so, he shall be subject to ejection.
- b. If he is a trespasser or visitor without specific license or invitation, be subject to ejection.
- c. If he is a student, be subject to expulsion or such lesser disciplinary action as the facts of the case warrant, including suspension, probation, loss of privileges, reprimand, or warning.
- d. If he is a faculty member having a term or continuing appointment, be guilty of misconduct and be subject to dismissal or termination of his employment or such lesser disciplinary action as the facts

- may warrant including suspension without pay or censure.
- e. If he is a staff member in the classified service of the civil service, described in section 75 of the Civil Service Law, be guilty of misconduct, and be subject to the penalties prescribed in said section.
- f. If he is a staff member other than one described in subdivisions (d) and (e), be subject to dismissal, suspension without pay or censure.

SECTION 535.6 PROCEDURE.

- a. The chief administrative officer or his designee shall inform any licensee or invitee who shall violate any provisions of these rules (or the rules of any individual institution supplementing or implementing these rules) that his license or invitation is withdrawn and shall direct him to leave the campus or other property of the institution. In the event of his failure or refusal to do so such officer shall cause his ejection from such campus or property.
- b. In the case of any other violator, who is neither a student nor faculty or other staff member, the chief administrative officer or his designee shall inform him that he is not authorized to remain on the campus or other property of the institution and direct him to leave such premises. In the event of his failure or refusal to do so such officer shall cause his ejection from such campus or property. Nothing in this subdivision shall be construed to authorize the presence of any such person at any time prior to such violation nor to affect his liability to prosecution for trespass or loitering as prescribed in the Penal Law.
- c. In the case of a student, charges for violation of any of these rules (or of the rules of any individual institution supplementing or implementing these rules) shall be presented and shall be heard and determined in the manner hereinafter provided in section 535.9 of this Part.
- d. In the case of a faculty member having a continuing or term appointment, charges of misconduct in violation of these rules (or of the rules of any individual institution supplementing or implementing these rules) shall be made, heard and determined as prescribed in that section.
- e. In the case of any staff member who holds a position in the classified civil service, described in section 75 of the Civil Service Law, charges of misconduct in violation of these rules (or of the rules of any individual institution supplementing or implementing these rules) shall be made, heard and determined as prescribed in that section.
- f. Any other faculty or staff member who shall violate any provision of these rules (or the rules of any individual institution supplementing or implementing these rules) shall be dismissed, suspended or censured by the appointing authority prescribed in the policies of the Board of Trustees.

SECTION 535.7 ENFORCEMENT PROGRAM.

- a. The chief administrative officer shall be responsible for the enforcement of these rules (or of the rules of any individual institution supplementing or implementing these rules) and he shall designate the other administrative officers who are authorized to take action in accordance with such rules when required or appropriate to carry them into effect.
- b. It is not intended by any provision herein to curtail the right of students, faculty or staff to be heard upon any matter affecting them in their relations with the institution. In the case of any apparent violation of the rules (or of the rules of any individual institution supplementing or implementing these rules) by such persons, which, in the judgment of the chief administrative officer or his designee, does not pose any immediate threat of injury to person or property, such officer may make reasonable effort to learn the cause of the conduct in question and to persuade those engaged therein to desist and to resort to permissible methods for the resolution of any issues which may be presented. In doing so such officer shall warn such persons of the consequences of persistence in the prohibited conduct, including their ejection from any premises of the institution where their continued presence and conduct is in violation of these rules (or of the rules of any individual institution supplementing or implementing these rules).
- c. In any case where violation of these rules (or of the rules of any individual institution supplementing

or implementing these rules), does not cease after warning and in other cases of willful violation of such rules, the chief administrative officer or his designee shall cause the ejection of the violator from any premises which he occupies in such violation and shall initiate disciplinary action as herein before provided.

- d. The chief administrative officer or his designee may apply to the public authorities for any aid which he deems necessary in causing the ejection of any violator of these rules (or of the rules of any individual institution supplementing or implementing these rules) and he may request the ejection of the violator of these rules (or of the rules of any individual institution supplementing or implementing these rules) and he may request the State University counsel to apply to any court of appropriate jurisdiction for an injunction to restrain the violation or threatened violation of such rules.

SECTION 535.8 COMMUNICATION.

In matters of the sort to which these rules are addressed, full and prompt communication among all components of the institutional community, faculty, students and administration, is highly desirable. To the extent that time and circumstances permit, such communication should precede the exercise of the authority, discretion and responsibilities granted and imposed in these rules. To these ends, each State- operated institution of the State University shall employ such procedures and means, formal and informal, as will promote such communication.

SECTION 535.9 NOTICE, HEARING AND DETERMINATION OF CHARGES AGAINST STUDENTS.

- a. The term Chief Administrative Officer, as used in these rules, shall be deemed to mean and include any person authorized to exercise the powers of that office during a vacancy therein or during the absence or disability of the incumbent and for purposes of this section shall also include any designee appointed by said officer.
- b. Whenever a complaint is made to the chief administrative officer of any State-operated institution of the University of a violation by a student or students of the rules prescribed in this Part (or of any rules adopted by an individual institution supplementing or implementing such rules) or whenever he has knowledge that such a violation may have occurred, he shall cause an investigation to be made and the statements of the complainants, if any, and of other persons having knowledge of the facts reduced to writing. If he is satisfied from such investigation and statements that there is reasonable ground to believe that there has been such violation, he shall prepare or cause to be prepared charges against the student or students alleged to have committed such violation which shall state the provision describing the offense and shall specify the ultimate facts alleged to constitute such offense.
- c. Such charges shall be in writing and shall be served on the student or students named herein by delivering the same to him or them personally, if possible, or, if not, by mailing a copy of such charges by registered mail to such student or students at his or their usual place or places of abode while attending college and also to his or their home address or addresses, if different.
- d. The notice of charges so served shall fix a date for hearing thereon not less than 10 or more than 15 days from the date of service which shall be the date of mailing when necessary to effect service by mail. Failure to appear in response to the charges on the date fixed for hearing, unless there is continuance for good cause shown, shall be deemed to be an admission of the facts stated in such charges and shall warrant such action as may then be appropriate thereon.
Before taking such action the hearing committee, hereinafter referred to, shall give notice to any student, who has failed to appear, in the manner prescribed in subdivision (c), of its proposed findings and recommendations to be submitted to the chief administrative officer and shall so submit such findings and recommendations 10 days thereafter unless the student has meanwhile shown good cause for his failure to appear, in which case a date for hearing shall be fixed.
- e. Upon demand at any time before or at the hearing, the student charged or his representative, duly designated, shall be furnished a copy of the statements taken by the chief administrative officer in relation to such charges and with the names of any other witnesses who will be produced at the hearing in support of the charges provided, however, that this shall not preclude the testimony of witnesses who were

unknown at the time of such demand.

- f. The chief administrative officer may, upon service of charges, suspend the student named therein, from all or any part of the institution's premises or facilities pending the hearing and determination thereof, whenever, in his judgment, the continued presence of such student would constitute a clear danger to himself or to the safety of persons or property on the premises of the institution or would pose an immediate threat of disruptive interference with the normal conduct of the institution's activities and functions, provided, however, that the chief administrative officer shall grant an immediate hearing on request of any student so suspended with respect to the basis for such suspension.
- g. There shall be constituted at each State-operated institution a hearing committee to hear charges against students of violation of the rules for maintenance of public order prescribed by or referred to in this Part. Such committee shall consist of three members of the administrative staff and three members of the faculty, designated by the chief administrative officer, and three students who shall be designated by the members named by the chief administrative officer. Each such member shall serve until his successor or replacement has been designated. No member of the committee shall serve in any case where he is witness or is or has been directly involved in the events upon which the charges are based. In order to provide for cases where there may be such a disqualification and for cases of absence or disability, the chief administrative officer shall designate an alternate member of the administrative staff and an alternate member of the faculty, and his principal designees shall designate a student member, to serve in such cases. Any five members of the committee may conduct hearings and make findings and recommendations as hereinafter provided. At any institution where the chief administrative officer determines that the number of hearings which will be required to be held, or may be, so great that they cannot otherwise be disposed of with reasonable speed, he may determine that the hearing committee shall consist of six members of the administrative staff and six members of the faculty to be designated by him and of six students who shall be designated by the members so designated by him. In such event the chief administrative officer shall designate one of such members as chairman who may divide the membership of the committee into three divisions each to consist of two members of the administrative staff, two faculty members and two students and may assign charges among such divisions for hearing. Any four members of each such division may conduct hearings and make recommendations as hereinafter provided.
- h. The hearing committee shall not be bound by the technical rules of evidence but may hear or receive any testimony or evidence which is relevant and material to the issues presented by the charges and which will contribute to a full and fair consideration thereof and determination thereon. A student against whom the charges are made may appear by and with representatives of his choice. He may confront and examine witnesses against him and may produce witnesses and documentary evidence in his own behalf. There may be present at the hearing, the student charged and his representatives and witnesses; other witnesses; representatives of the institutional administration; and, unless the student shall request a closed hearing, such other members of the institutional community or other persons, or both, as may be admitted by the hearing committee. A transcript of the hearing shall be made.
- i. Within 20 days after the close of the hearing, the hearing committee shall submit a report of its findings of fact and recommendations for disposition of the charges to the chief administrative officer, together with a transcript of the proceedings, and shall at the same time transmit a copy of its report to the student concerned or his representative. Within 10 days thereafter the chief administrative officer shall make his determination thereon. Final authority to dismiss the charges or to determine the guilt of those against whom they are made and to expel, suspend or otherwise discipline them shall be invested in the chief administrative officer. If he shall reject the findings of the hearing committee in whole or in part, he shall make new findings which must be based on substantial evidence in the record and shall include them in the notice of his final determination which shall be served upon the student or students with respect to whom it is made.

SECTION 535.10 RULES FOR ORGANIZATIONS.

- a. Organizations. Organizations which operate upon the campus of any State-operated institutions or

upon the property of any State-operated institution used for educational purposes shall be prohibited from authorizing the conduct described in subdivision (1) of Section 535.3 of this Part.

- b. Procedure. The chief administrative officer at each State-operated institution shall be responsible for the enforcement of this section, and, as used herein, the term chief administrative officer shall include any designee appointed by said officer.
 1. Whenever the chief administrative officer has determined on the basis of a complaint or personal knowledge that there is a reasonable ground to believe that there has been a violation of this section by any organization, the chief administrative officer shall prepare or cause to be prepared written charges against the organization which shall state the provision prescribing the conduct and shall specify the ultimate facts alleged to constitute such violation.
 2. Such written charges shall be served upon the principal officer of the organization by registered or certified mail, return receipt requested, to the organization's current address and shall be accompanied by a notice that the organization must respond in writing to the charges within 10 days shall be deemed to be an admission of the facts stated in such charges and shall warrant the imposition of the penalty described in subdivision (c) of this section.

The response shall be submitted to the chief administrative officer and shall constitute the formal denial or affirmation of the ultimate facts alleged in the charge.

The chief administrative officer may allow an extension of the 10-day response period.
 3. Upon written request, by an authorized representative of the organization, the chief administrative officer shall provide the representative organization an opportunity for a hearing.

A hearing panel designated by the chief administrative officer shall hear or receive any testimony or evidence which is relevant and material to the issues presented by the charge and which will contribute to a full and fair consideration thereof and determination thereon. The organization's representative may confront and examine witnesses against it and may produce witnesses and documentary evidence in its behalf. The hearing panel shall submit written findings of fact and recommendations for disposition of the charge to the chief administrative officer within 20 days after the close of the hearing.
 4. Final authority to dismiss the charges or to make a final determination shall be vested in the chief administrative officer. Notice of this decision shall be in writing; shall include the reasons supporting such decision; and shall be served on the principal officer of the organization by mail in the manner described in paragraph (2) of this subdivision within a reasonable time after such decision is made.
- c. Penalties. Any organization which authorizes the prohibited conduct described in subdivision (1) of Section 535.3 of this Part shall be subject to the remission of permission to operate upon the campus or upon the property of the State-operated institution operated for educational purposes.

The penalty provided in this subdivision shall be in addition to any penalty which may be imposed pursuant to the Penal Law and any other provision of Law, or to any penalty to which an individual may be subject pursuant to the Part.
- d. Bylaws. Section 6450 (1) of the Education Law requires that the provision for this Part which prohibits reckless or intentional endangerment to health or forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization shall be deemed to be part of the by-laws of the organizations which operate upon the campus of any State-operated institution used for educational purposes.

The statute further requires that each such organization shall review these by-laws annually with individuals affiliated with the organization.
- e. Distribution. Copies of the provision of this Part which prohibit reckless or intentional endangerment to health or forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization shall be given to all students enrolled in each State-operated institution.

COMMONLY ASKED QUESTIONS

Q. I park my car on campus. What do I need to do after a major snowfall?

A. The College has an organized and effective parking lot snow removal process. When snow removal is necessary, the College will provide instructions regarding where to move vehicles and when to do so. It is the student's obligation to comply with these instructions.

Q. Can friends from home be my guests for a couple of days?

A. The Terms and Conditions of Residence Hall Occupancy (Section G, item 14) defines the conditions under which guests and visitors may be present in the residence halls. Generally speaking, a guest must be at least 17 years of age, have the permission of each resident of the room, sign in at the Resident Assistant Office, abide by the Student Conduct Codes, and stay on permitted overnights only.

Q. What if I feel uncomfortable during my first few weeks on campus?

A. All students experience transition differently. If you are uncomfortable at any time, but especially during the initial weeks of the semester, please share your feelings with your Resident Assistant, your Residence Hall Director, any member of the Wellness Center staff or any member of the Student Development Staff.

Q. Can I move off campus for the Spring Semester?

A. Generally, no. There are very few exceptions to the regulation which requires campus residence.

Q. What do I do if my car won't start?

A. If you know you have a dead battery, you may borrow a set of jumper cables from University Police.

Q. What do I do if I lose my ID card?

A. Replacement of a lost, stolen or damaged card will be \$25.00. If you lose your CobyCard, you must notify your Residence Hall Director or the RD on duty AND the CobyCard Office or online at <http://cobycard.com> or <https://www.cobleskill.edu/campus-life/cas/> CAS is not liable for any loss of funds due to misuse or theft of your CobyCard.

Q. Can I de-triple?

A. Yes, pending available space. The College usually is able to offer each tripled student the opportunity to de-triple into a double room at some point during the Fall semester. Students wishing to de-triple should contact their Residence Hall Director.

Q. What do I do if I get locked out of my residence hall room?

A. Contact your Resident Assistant or the RA on Duty. S/he will help you according to the Residence Hall Lock-Out Policy.

Q. Where do I collect my mail and packages?

A. All mail for on-campus students is delivered to the students' individual mailboxes in the Bouck Hall Mailroom. If a particular package cannot be delivered, a notice of where to pick it up (at either the campus mailroom or the U.S. Post Office on Union Street in the Village) will be delivered. All mail for off-campus students is delivered to either the street address or PO box for the particular off-campus address.

Q. I want to transfer after graduation. Where can I go for help?

A. All students who want to transfer or who are unsure of career options or who want job search assistance are directed to the Center for Career Development (Van Wagenen Library, room 109).

Q. Where can I go for academic help?

A. There are lots of people to see who can provide academic help. We suggest visiting with your instructors, academic advisor, and the Center for Academic Support and Excellence (Lower Level of the Library).

Q. Can I leave my belongings in my room and/or on campus during vacation breaks?

A. Students can leave their belongings in their rooms during vacation breaks which occur during the academic year. There is no summer storage for student belongings.

Q. What do I do if my permanent address changes while I'm a student?

A. Students must notify the Registrar's Office by filing a change of status form when the permanent address

changes.

Q. How do I find out more information about clubs?

A. There are several ways to find out details about clubs. The clubs and their descriptions are listed on the Student Leadership area of the SUNY Cobleskill website. Individual clubs often advertise their meeting times and their special events using flyers they put on campus bulletin boards. Each semester the Student Government Association holds a Club Fair in which each club sets up a table to display pictures and examples of what they do. There, you can read about their work or talk to the club's representative. Another way to find out about a club is to visit the Office of Student Leadership in Bouck Hall. They have a list of clubs on hand and they can give you contact information for the advisor and officers. They can also tell you a little more about each club.

Q. How do I send or receive a fax?

A. The College Store offers a fax service to students. The cost to send a fax is \$5.00 for the first three pages and \$2.00 each for the following pages. You may pay with CobyCash, cash, check or debit/credit. Students can also receive a fax at the College Store for no charge, but the sender must include your name and a contact phone number. This service does not apply to sending faxes to International numbers.

Q. How do I find bus information?

A. Schoharie County Public Transportation is a bus system that services the county. You can pick up schedules in the Office of Student Leadership or the dining halls. Adirondack Trailways provides a bus service to our students outside of the county. You can reach them directly at 800-858-8555 or contact the College Store where they sell the tickets. Both buses pick up on campus at the bus stop by Knapp Circle.

Q. Where can I find a complete list of Academic Policies?

A. To access the complete and up-to-date Academic Policies, go to www.cobleskill.edu, click on the link to Academics and then click the link to Academic Policies.

SPORT AND EXERCISE

For specific information regarding physical education classes and requirements, consult the college catalog.

Intercollegiate Athletics

The varsity athletic program (men's/women's) at SUNY Cobleskill is designed to implement the general aims and objectives of the college. Its purpose is to encourage and develop interest and participation in intercollegiate sports for both men and women. Cobleskill is a member of the NEAC Conference and abides by the principles, rules and regulations that govern intercollegiate athletics as adopted by the NCAA.

Varsity Athletic Offerings

Fall: Cross Country (M/W), Soccer (M/W), Golf (M/W), Volleyball (W)

Winter: Basketball (M/W); Swimming (M/W), Indoor Track (M/W), Equestrian (M/W) Spring: Track (M/W), Lacrosse (M), Softball (W), Golf (M/W), Baseball (M)

Varsity Athletic Department

Director of Athletics – Marie Curran-Headley

School Colors - Burnt Orange and Black

Nickname - "Fighting Tigers"

Sport

Men's Basketball

Women's Basketball

Men's Baseball

Cross Country (M/W)

Golf (M/W)

Lacrosse

Men's Soccer

Coach

Jake Scott

Katherine Kollar

Lance Ratchford

Mitch Tomaszewicz

Joe McCarthy

Ryan Gunzinger

Joe Machado

Women's Soccer	Rosie Kays
Softball (W)	Liz Slupinski
Swimming and Diving (M/W)	Jamie Hotaling
Track & Field (M/W)	Brad Fichthorn
Volleyball (W)	Scott Hill
Equestrian	Ray Whelihan/Leah DiGioia

Campus Intramurals

Intramurals at SUNY Cobleskill provide students with an opportunity to participate in individual and team sport activities. Intramurals encourage an enjoyable and wholesome use of leisure time that can be carried through one's lifetime.

1. Sign-up sheets are available in the Campus Recreation Office in Bouck Hall. Each team will elect its team captain. He/she will be held directly responsible for the conduct of others, getting information concerning the team to all members, making certain the team is present for the contests and discussing infractions of rules by opposing teams, complaints and decisions with the officials.
2. Intramural contests will be conducted in accordance with the latest accepted rules.
3. Current varsity athletes may participate in other campus recreation activities outside their varsity sport. Examples include: baseball and softball players cannot participate in intramural softball; soccer players cannot participate in outdoor soccer; and volleyball players cannot participate in sand volleyball or intramural volleyball.
4. Varsity athletes include any individual who is or has been a member of a varsity, junior varsity, red shirt squad, or an individual who practices with these squads regularly. These individuals are ineligible to compete in that intramural sport until they have been out of that varsity sport for one academic year. Membership shall include persons practicing or working out with the team whether or not they play. Students who make the varsity squad and quit are ineligible.
5. After playing in one contest with a given team, a player may not transfer to another team in that intramural sport.
6. A team using an ineligible player shall forfeit the contests in which that player participated.
7. Captain's meetings are held for all intramural leagues and the captains must attend.
8. If you require additional information, please contact the Campus Recreation Office at 255-5827 or stop by the office in Bouck Hall.

Fall Intramurals: Flag Football, Bowling, and NFL Pick 'Em

Winter Intramurals: Volleyball, Swim Relays, Bowling, Indoor Soccer

Spring Intramurals: Bowling, Softball, March Madness Contest

Recreation

The Mission of the Cobleskill Recreation Program is to provide a number of recreational activities, both athletic and non-athletic in nature, that will assist all students in relaxing and refreshing themselves from the rigors of academic life. Interest in personal development (both mental & physical), sportsmanship, and healthy competitiveness will form the backbone of the recreation program.

Students are able to register for recreation events in two different ways. They may register by picking up the necessary forms from the Recreation Office, which is located on the bottom floor of Bouck Hall (Office #21).

Students may also go to the location on the day and time the event is said to be taking place and sign up at that time. Events the recreation program will be working to provide are:

- Van/Bus Trips
- Volleyball Tournaments
- NCAA Pick'em

- Swim Relays
- Spring Blast
- Yoga Classes
- Tour de Coby
- Softball Tournament

Spotlight Programs

In the past, the Campus Recreation Program offered a variety of off-campus trips. These trips included such events as: Yankees Baseball game, NBA preseason game, an indoor lacrosse game, a hockey game, and men's basketball games. This year we plan to continue to provide these events and expand our offering even more! Events that are being considered include concerts, Siena Men's Hoop Game, and other events. For more details, contact the Campus Recreation Office at 255- 5827.

Athletic/Recreation Facilities

Note: A student must be prepared to show his/her SUNY Cobleskill ID card when using any of these facilities.

Bouck Hall

- Iorio Gym - main floor
- Room 120 class/meeting room - main floor
- Athletic and Physical Education Office - main floor, Room 126
- Fitness Center - main floor
- Locker rooms - lower level
- Equipment rooms - lower level
- Laundry room - lower level
- Bowling lanes - lower level

Field House (East end of campus near tennis courts)

Hours of operation: TBD

Natatorium (Swimming Pool, attached to Bouck Hall) - lower level

- Locker rooms at natatorium
- Hours of operation posted in Bouck Hall

Crittenden Fields

- 6 Tennis Courts (3 lighted for night use)
- 400-meter track
- Soccer, Baseball, Lacrosse, and Softball fields

CO-CURRICULAR ACTIVITIES

The College experience should be full of learning and growing opportunities. Students are urged to create a healthy balance between curricular and co-curricular activities. Enrich your Cobleskill academic experience by joining a club, team or organization, by attending programs, and by using the recreational facilities. There are two governing organizations for co- curricular activities.

Within the Residence Halls, the Hall Councils and Resident Student Organization oversee residence hall related activities. For more information about Hall Councils, see page 30. The Student Government Association oversees campus clubs and related activities. Information about SGA and campus clubs and organizations is on the following pages.

For assistance in student activity related areas, contact the Student Leadership Center or your Residence Hall Director.

Student Activity Facilities

Bouck Hall: The Activities Building

This physical education and student activities building houses the 1250 seat gymnasium, swimming pool, a 400 seat theater- lecture hall, four bowling lanes, meeting/class room, fitness center, the Student Lounge, commuter lockers, The College Store, the Residential Life Office (including Student Conduct and Veterans' Affairs), Office of Student Leadership, and the Athletic Department Offices.

Brickyard Point

Brickyard Point contains a casual seating area and a conference room on the lower level, and a fireside lounge and Brickyard Brewhouse on the upper level.

Student Government Association

The Student Government Association has a dual role on campus. Our first duty is to serve the students we represent. Our second duty is to manage the Student Activity Fee. The Student Government Association is the students' link to the administration. They represent students in bringing issues to the President, Vice Presidents and faculty. SGA is responsible for managing a budget of over \$440,000 each year. This money, which is derived from the Student Activity Fee, is distributed to the currently recognized clubs that are listed below, as well as many special projects that SGA sponsors. If there is an interest in a club that isn't already in place, SGA accepts proposals for additional clubs. For more information on joining or starting a new club, check out the contact information [in this document](#) below.

Each year the officers and representatives who make up Student Government put in many hours in an effort to make the campus a better place. Through their work, they provide a positive atmosphere for the students, while at the same time learning valuable leadership skills.

Major Programming Organization

Council for Student Activities (CSA)

The purpose of this team is to provide social, cultural, and educational opportunities for all members of the college community and to provide members with experience in group planning and leadership development. Members of the CSA team develop a variety of important life skills while serving the campus. These include but are not limited to leadership, organization, communication, goal setting, time management, teamwork, creativity, and money management. As one of the most important and highly visible teams on campus, the CSA staff is always looking for new ways to improve the quality of student life on campus.

Student Organizations

In clubs and organizations, students are exposed to a variety of personal development opportunities. Clubs are a great way to meet other students with similar interests. Some clubs focus on a particular academic area, while others focus on an interest or hobby. Regardless of the specific nature of the club, they all provide great experiences for personal growth and development. The more involved a student becomes in co-curricular activities such as this, the more well-rounded he or she will become. Membership is open to all members of the student body. We urge you to become a full participant in the college experience by joining at least one club.

Student Activities Eligibility - To qualify for participation in the college activities program, a student must maintain satisfactory progress toward his/her degree as defined in the Student Government Association Constitution.

Clubs and Organizations

Here are some of the many clubs and organizations currently or recently active on the campus. Please contact the Office of Student Leadership for this year's complete list and names of the officers and advisors of these and other

clubs.

- *Agribusiness Club/National Agri-Marketing Association (NAMA) Team*
 - For any students interested in Agricultural Marketing activities including building relationships with agribusiness professionals and competing nationally on a food marketing plan.
- *American Fisheries Society*
 - We are a Student Sub-Unit of the American Fisheries Society (AFS). Our goals are to provide members with the opportunity to exchange experiences students have had by completing their internships/jobs and provide professionals the opportunity to share with us what they are doing in fisheries and aquaculture occupations. The AFS Student Sub-Unit welcomes anyone who has a passion for fish.
- *Archery Club*
 - The purpose of Archery Club is to educate others about the history of archery as a sport and to better the skills of members through practice and competitions.
- *Bass Fishing Team/Club*
 - This Team & Club is a collective group of student anglers who are interested in fishing and competing in Bass Tournaments at the collegiate level. They compete regionally and are active in the community with clean-ups, fund raisers, club awareness and promoting clean, outdoor activities.
- *Beta Beta Beta Biological Honor Society*
 - The Biological Honor Society is meant to bring together students who are interested in biology to cultivate intellectual interest in the natural sciences and to promote a better appreciation of the value of biological study. There are two types of members: associate members are all students with interest in biology, and regular members are students majoring in a four year biological field that have achieved academic success in the courses pertaining to their biology major (Animal Science, Biotechnology, Environmental & Energy Technologies, Fisheries and Aquaculture, Landscape Contracting, Plant Science, Turfgrass Management and Wildlife Management). Together our goal is the stimulation of scholarship, dissemination of scientific knowledge, and promotion of biological research. We achieve this goal by having biological fun, going to lectures and supporting student learning and research.
- *Block & Bridle Club*
 - The club offers students the opportunity to work with the college owned livestock in preparing the animals for various types of performances. The club sponsors many activities and events throughout the year. Some are: The Northeast Horseman's Clinic, Livestock Fitting, The Livestock Jamboree, Canine Police Training, and The Annual Livestock Project. Each year the club also is very proud to own registered Hampshire sheep. This club is for anyone who has an interest in animals.
- *Business Careers Club*
 - The Business Careers Club is focused on providing education enhancing skills and opportunities for students to prepare them for the work place. The actual activities are set by the members each year and have included guest speakers, workshops, etiquette dinners, employer panel discussions, COBY Madness, etc.
- *Campus Engagement Board*
 - The purpose of this club is to provide social, cultural, and educational opportunities for all members of the college community and to provide students with experience in group planning and leadership as well as social and educational contacts. Specific responsibilities of CEB include sponsoring major weekends and concerts, selection of movies and speakers, special events, and presenting programs involving music, theater, and dance.
- *Chess Club*
 - The purpose of the Chess Club is to teach members about the game of chess, including proper

chess play and etiquette, and to promote a positive environment for game play. The Chess Club invites members from all skill levels and backgrounds to come together and partake in chess, either by spectating, or playing in a game.

- *Cobleskill Christian Fellowship*
 - CCF is an organization whose purpose is to facilitate Christian fellowship on the SUNY Cobleskill College Campus.
- *Cobleskill Cyber Security Club*
- *Commuter Student Organization*
 - The purpose of the Commuter Student Organization is to give the commuter students a voice and give them an opportunity to address common concerns. We provide engagement opportunities for commuter students to connect to one another.
- *Dairy Cattle Club*
 - Trips, club sponsored contests, and a consignment sale of registered cattle are just some of the activities. It is a welcomed attraction to animal science, dairy, and other majors continuing their education here at Cobleskill. This club is open to any person, from any major interested in cattle.
- *Drama Club*
 - Our purpose is to provide entertainment for the community and to promote artistic development through dramatic productions and related activities. The club also meets to discuss theatre productions.
- *Ducks Unlimited*
 - The purpose of the SUNY Cobleskill Student Chapter of Ducks Unlimited is to promote the conservation of waterfowl and their habitats through education, research and outreach. It recognizes that ducks, geese, and swans are a vital part of the human environment, ecologically, economically and recreationally.
- *Early Childhood Association*
 - The Early Childhood Association is open to any student interested in the education and welfare of young children. The purpose of the association is to raise money for community programs serving children to provide special programs for community children and to provide information to the public regarding the needs and rights of children.
- *Empire of Change*
 - This club focuses on addressing the topic of diversity on campus. Their events bring students together from all backgrounds in celebration.
- *Epsilon Pi Tau*
 - Delta Theta is SUNY Cobleskill's Chapter of the Epsilon Pi Tau International Honor Society. This group encourages academic excellence and it fosters, encourages and recognizes individuals throughout society to develop and act upon interests in technology.
- *E-Sports Club*
- *Honeybee and Pollinator Club*
 - The purpose of the Honeybee and Pollinator club is to raise awareness of pollinators and reduce the stigma associated with bees. The club allows students of all degrees to have hands on experience with an often overlooked aspect of agriculture.
- *Landscape Club*
 - The purpose is to link Cobleskill landscape students with the national industry and to provide them with an understanding of the full spectrum of landscape opportunities. Membership is open to all students in the associate or bachelor of technology programs who have an interest in landscaping.
- *Logos*
 - Our mission is to act as a real world design agency by offering creative design solutions to our campus and surrounding communities. We engage in transactions with clients and clubs to gain experience and to enhance our portfolios and professional body of work. By operating as an

agency, we establish leadership roles for our members and create opportunities for meaningful collaboration and personal growth. All students are welcome to join our team to hone their communication and business skills for a successful start in their chosen field.

- *National Wild Turkey Federation*
 - The purpose of the SUNY Cobleskill Student Chapter of the club is to promote the conservation of upland habitat and the species it hosts through hunter education, research and public outreach. It recognizes that wild turkeys are a vital part of the human environment, ecologically, economically, and recreationally. Goals of the Student Chapter of National Wild Turkey Federation are fourfold: 1. Promote and engage in activities related to the conservation and management of wild turkey and their upland habitats; 2. Teach and promote hunter safety through events and presentations produced by students and local professionals; 3. Increase student body membership in the National Wild Turkey Federation by recruiting students from all majors on campus to increase diversity; and 4. Raise funds to support the mission of the National Wild Turkey Federation.
- *Nerd Nation*
 - This club brings lovers of Japanese Animation together. They aim to create a comfortable and relaxed atmosphere for people who love anime.
- *Outing Club*
 - People interested in having fun in the great outdoors join this club to organize and develop exciting and educational experiences. A great deal of time is spent in planning a comprehensive array of outings such as: backpack trips, mountain climbs, overnight camp outs, horseback rides, ropes courses, and white water rafting.
- *Phi Theta Kapa*
 - Lambda Gamma is Cobleskill's chapter of Phi Theta Kappa, the only internationally recognized honor fraternity for two year junior colleges. Entrance requirement to this service organization is a 3.5 cumulative average and 12 credit hours. P.T.K. sponsors many social and educational programs on campus and is active on state and national levels.
- *Plant Science & Sustainability Club*
 - The purpose of this club is to foster an understanding of sustainability in the green industry. To develop horticultural and agricultural skills that embrace a strong ecological relationship. The Plant Science and Sustainability Club will be a place to encourage diversity of backgrounds and perspectives futures among peers. Our meetings and events will be places for communication between the related majors in the fields of agriculture, horticulture, wildlife and other related majors - not exclusively.
- *Postsecondary Agricultural Student Organization/Collegiate Farm Bureau*
 - This club offers students an opportunity to be affiliated with two national organizations, the Postsecondary Agricultural Student (PAS) Organization and the American Farm Bureau Federation Young Farmers and Ranchers Division. PAS is one of eleven career and technical organizations recognized by the U.S. Department of Education, providing leadership opportunities and programs to students enrolled in agricultural programs at colleges across the nation. Their annual conference in March of each year allows students to compete in over 20 leadership and technical skill-oriented award programs. Through support from the New York Farm Bureau, Collegiate Farm Bureau provides members an opportunity to be a part of the “Voice of Agriculture” through participation in numerous statewide events and conferences including the annual Collegiate Discussion Meet contest. There is also a national conference in February that provides outstanding workshops and networking opportunities for students. Locally, the club acts as one united group that conducts several community service, fundraising, public relations, and social activities throughout the year.
- *Pre-Veterinary Club*
 - The purpose of the Pre-Veterinary Club is to promote the interest and education in the animal

science field with a concentration on a career in veterinary medicine, to encourage academic excellence and to support a sense of harmony among its members. They also aid in the care of animals at surrounding animal maintenance facilities and work to become familiar with the veterinary office atmosphere.

- *Queer and Allies (Q&A)*
 - The goal of Q&A is to allow persons of any sexual orientation, gender identity, and/or expression and allies of Lesbian, Gay, Bisexual, Transgender, Queer/Questioning (LGBTQ) persons to obtain support from their peers and to promote acceptance and educate about the diversity of the campus community.
- *Resident Assistant Activities Council*
 - It is the purpose of the RA Activities Council to provide an outlet for Resident Assistants, financial support for programming and educational opportunities, to create a forum for discussion for residence hall programs, to support and provide citizenship opportunities, and to offer opportunities for camaraderie among the Residential Life staff.
- *S.T.E.M.*
- *Ski & Snowboard Club*
 - This club's intention is to allow people to enjoy the winter months by giving them the opportunity to ski or snowboard. We work to provide that opportunity as often as possible while also giving students a community with similar interests.
- *Society of Agricultural Engineering Club*
 - This club offers any campus student an opportunity to participate in a variety of activities from personal development to community service. Topics associated with agricultural engineering or manufacturing are often presented in meetings by industry representatives or via films or videos. Industry contacts are encouraged and generally occur through industry inspection field trips. Community service projects are also completed as club activities.
- *Student Government Association*
 - SGA is the official voice of the student body. As a group, SGA shares their thoughts and concerns about the quality of the student experience with key members of the administration. They also oversee the use of the Student Activity Fee, which amounts to over \$440,000. Members and officers of SGA sit on various campus committees, all in an effort to represent the needs of the students on a variety of levels.
- *Student Pastry Arts Club*
 - This club's aim is to broaden student's activities and interests in the college and local community with campus and community fundraisers and get-togethers. They work to provide students with opportunities to explore the world of pastry arts.
- *Student Veterans Association*
 - The mission of the Student Veteran Association is to increase access for veterans into SUNY Cobleskill while providing them with the necessary guidance, mentoring and array of student centered services, programs and community support that will assist with their transition and ensure their academic and personal success within the college community. All are welcome to join.
- *SUNY Cobleskill Canine Club*
 - This club educates members about both working dogs and pet dogs via presenters as well as field trips.
- *SUNY Cobleskill It's On Us Chapter*
 - The "It's On Us" Chapter at SUNY Cobleskill helps bring awareness about sexual violence to campus and supports those who have been affected
- *Tae Kwan Do Club*
- *The Society for Conservation Biology*
 - The Society for Conservation Biology (SCB) is an international professional organization

dedicated to promoting the scientific study of the phenomena that affect the maintenance, loss, and restoration of biological diversity. The Society for Conservation Biology envisions a world where people understand, value, and conserve the diversity of life on Earth. The student chapter at Cobleskill welcomes anyone interested in the conservation of biodiversity.

- *The Wildlife Society*
 - It is the goal of the Student Chapter of The Wildlife Society to provide opportunities for improved communication among individuals locally and with other student chapters, augment fish, wildlife, and natural resource educational opportunities, prepare members for careers, to encourage professionalism and high standards, and to promote a broader understanding of fish, wildlife, and natural resources to the campus and surrounding communities.
- *Trout Unlimited*
 - The purpose of this club is to protect, reconnect, restore and sustain Coldwater fisheries in Schoharie County and its surrounding watersheds. We will ensure that robust populations of native and wild Coldwater fish once again thrive within their North American range, so that future generations can enjoy healthy fisheries in their home waters.
- *Turf Club*
 - The purpose of this chapter of the Golf Course Superintendents Association of America is to serve as an official organization for students interested in golf course management, to provide them with information about career directions and the credentials needed to become a golf course superintendent, to promote and advance the profession and enrich the quality of golf and its environment, and to provide an avenue for an exchange of information and ideas between student and golf course professionals in their geographical area.
- *Woodsmen Club*
 - This club shall support the Woodsmen Team at various Intercollegiate competitions and public demonstrations. It will strive to be at the service of the College and local community while practicing safe and efficient use of its own tools and educating others in such use. They will practice good resource management.