



**2017-2018
Code of Conduct**

Philosophy

Student conduct is an area which straddles the line between autonomy for individual expression and interdependence of community membership. The College defines students as both graduate and undergraduate students. We believe that each student is a responsible member of the campus community and, therefore, is subject to the consequences of choices in conduct. We believe that ideal conditions for development exist when each individual in a community guides behavior by balancing individual expression against the rights of peers.

The effectiveness of the Elmira College system of self-government is dependent upon each student's acceptance of personal responsibility in maintaining the standards of behavior set forth by the total body. A student who violates College policies or fails to uphold accepted standards is subject to conduct action.

In the self-government system, the responsibilities of all students are two-fold. First, in accepting responsibility for their own actions, they are expected to report violations to a member of the appropriate Board or Committee for review. Second, in accepting responsibility for the total system, students are expected to seek to prevent the violations of others and to speak to any individual who appears to be violating the academic or social standards of the College, giving that student the opportunity to clarify any misunderstanding and to report any violations. Should the student in question fail to report improper conduct, the student having spoken to the individual should submit that name to the appropriate Board or Committee.

Expectations for Students

Students are expected to abide by applicable laws and College policies and to conduct themselves in accordance with the guiding principles outlined herein, at all times. Explicit in these expectations is that students are responsible for making their own decisions and will accept the consequences of those decisions.

Expectations for the College

The College, in general, will:

- View the student's first year as a transitional year.
- Intervene with appropriate measures when any student's health, safety and/or academic success are determined to be at risk.
- Provide timely support and intervention for students.
- Offer activities designed to support a safe and healthy campus culture.

Authority

Authority over student conduct is vested in the Office of Student Life, specifically the Dean of Students, who may take immediate action at his/her discretion for any violation of the College's Code of Conduct. Action taken by the Office of Student Life is final and closes the matter. The Dean of Students has delegated authority over student conduct to the Director of Residence Life, who may delegate and exercise it consistent with the College's Code of Conduct. The Dean of Students (or designee) has the authority to take appropriate, interim actions to protect the safety and well-being of the Elmira College community.

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The Office of Student Life reserves the right to amend the College's Code of Conduct, as deemed necessary, in which case the Dean of Students will notify the Elmira College community.

Jurisdiction

The student Code of Conduct applies to all properties owned, leased or used by the College. Students are expected to abide by local, state, and federal laws. The institution will not provide sanctuary for those who violate such laws, and the College reserves the right to refer a student through the conduct process when a student has been charged with criminal violations. The college reserves the right to take conduct action for incidents that occur off campus that violate the College Code of Conduct and/or potentially could jeopardize the College's image, and/or the health and safety of the College's community. The College reserves the right to confiscate and dispose of any items which are deemed to violate the College's Code of Conduct. The College reserves the right to search a student's living space if deemed necessary.

Standard of Proof

All student conduct cases will be decided on the burden of proof standard of a "preponderance of the evidence". Which means the determination will be made on the basis of whether it is "more likely than not" that a student violated the Code of Conduct.

Prohibited Conduct

Elmira College Policy Statements on Alcohol

Elmira College is committed to the education of students when it comes to the legal, responsible, and safe use of alcohol. The College seeks to maintain an academic environment that respects individual freedom and promotes the health, safety, and welfare of all members of its community. The College has established policies governing the consumption, possession, and sale of alcoholic beverages on its property, and which follow the laws of the State of New York. The College sponsors programs that promote awareness of the physical, psychological, social, and behavioral effects of alcohol consumption. The College also assists its members in finding alternatives to the use of alcoholic beverages for promoting social interaction and it provides services and resources for college students who are experiencing alcohol-related difficulties. Elmira College's alcohol policy and programs are intended to encourage its students to make responsible decisions about the use of alcoholic beverages, and to promote healthy, legal, and safe patterns of social interaction. The consumption of alcohol has potential for abuse, and the College community will not tolerate inappropriate use of alcoholic beverages, regardless of the age of the student.

Our main obligation is to preserve an atmosphere conducive to study and personal growth. Each student has the right to quiet conditions in a residential living area, weekends included. Students are to behave in a manner which does not disrupt the residence hall or infringe upon the rights of others to study or sleep, bring discredit upon themselves or the College, vandalize college property, or interfere with the rights, freedoms, and safety of others.

Elmira College is committed to educating students on risk reduction strategies related to alcohol and other drug usage. Elmira College staff will provide opportunities for students to develop a responsible approach to social challenges related to alcohol and other drugs. Additionally, the implementation of this policy will include campus-wide education on the symptoms of alcohol abuse, drug use, and overdoses (etc.). If students are experiencing alcohol-related difficulties, Elmira College staff will assist students on campus and/or connect them with the appropriate external resources as needed:

On-campus:

1. Clarke Health Center: (607) 735-1750 or extension 1750

Off-campus:

2. Alcoholics Anonymous: (607) 737-6733 or *www.aa.org*
3. Alcohol Treatment Center (24-hour hotline): (877) 478-5777
4. Arnot Health St. Joseph's Hospital: "New Dawn" (607) 737-7802 (*inpatient*)
5. Trinity of Chemung County: (607) 737-5215 for *treatment*; (607) 737-5218 for *prevention* *www.trinityofchemungcounty.org*

Alcohol Policy

1. Possession or consumption of alcohol by a person under the age of 21 is prohibited. Students 21 years of age or older may possess alcohol for their personal use in their own residence hall room/living space. The maximum quantity allowed is no more than what's listed below. Any amount of alcohol beyond the stated quantity will be considered an Excessive Amount of Alcohol.
 - 18 containers of 12 oz. beer or equivalent, or
 - two 750ml bottles of wine, or
 - one liter of distilled alcohol per resident
2. Activities including drinking games or games that mimic drinking games and/or paraphernalia that encourage rapid consumption of alcohol are prohibited. (including, but not limited to, kegs, beer balls, mini-kegs, funnels, beer pong tables, bongos, bar set ups, etc.)
3. Overconsumption of alcohol.
4. Consumption of alcohol that requires medical evaluation or transportation to a medical facility.
5. Providing alcohol to an individual(s) under the age of 21.
6. Driving under the influence of alcohol.
7. Alcoholic beverage containers must be in a closed container when transported on campus.
8. Alcohol may not be consumed in any public area.
9. Engaging in acts of public drunkenness, vandalism, disorderly conduct, harassment, or infringement of the rights or privacy of others.

Good Samaritan Policy

If Residence Life or Campus Security staff members are contacted to provide an emergency care to an intoxicated individual, the individual who sought assistance for another student may receive no sanction if during the process of seeking help they intentionally or unintentionally revealed the fact that they were also in violation of the alcohol and/or drug policy.

Arson

The willful, intentional setting of a fire to a structure, property, or vehicle.

Bicycles

Bicycles may be brought to campus and must be stored overnight in the Meier Hall archway bicycle storage room, but may kept at a bicycle rack during the day. Please contact the Campus Security department to register your bicycle and have access to the bicycle storage room added to your Student ID Card. Elmira College does not assume responsibility for lost or damaged items stored in these areas. Bicycles should not be chained to fences, light posts, or other public property or placed in public areas of College buildings. If bicycles are found in these improper locations, they will be removed.

Bullying

Bullying, which may be present in both cyber and physical spaces, is the systematic infliction of physical, verbal, or psychological distress by teasing, threat, intimidation, stalking, physical violence, harassment, or destruction of property.

Disorderly Conduct

1. Any conduct which impacts or disrupts the normal function of the College.
2. Encouraging others to behave in a way that impacts or disrupts the normal function of the College.

Endangerment

Any action that endangers the health, safety, or well-being of oneself, another person or group including: physical assault, unwanted touching of a non-sexual nature or actions that interfere with a student's academic success.

Failure to Comply

1. Failure to comply with a directive from a College employee.
2. Failure to comply with a Campus Security Officer.
3. Failure to comply with a lawful request from a law enforcement officer.
4. Providing false information or lying to College officials or law enforcement agencies.
5. Failure to complete college issued conduct sanctions.

Falsification of Information

Furnishing false or misleading information to the College or other similar forms of dishonesty including:

1. Knowingly making false statements to any College official or hearing body

2. Forgery
3. Alteration or misuse of College documents, records or identification, such as possessing a forged instrument.
4. Possession of a forged or false identification card or document.

Gambling

Engaging in or offering any activity of chance for money or other gain that violates New York State law.

Guest Policy

Guests, who are non-students must be between the ages of 17 and 25, may remain on campus for a maximum of three nights in a seven day period, no more than twice each month, provided that there is no objection from roommates. The College reserves the right to deny or remove guests from campus at their discretion. Guests who perpetually violate the College Code of Conduct may be permanently banned from campus.

1. No one may sleep in public areas of the residence halls.
2. Overnight guests are required to follow all policies outlined in the College Code of Conduct. Elmira College students must assume responsibility for informing guests of the College's regulations and are responsible for the actions of their guests.
3. Accommodations are not available in the residence halls for parents or children.
4. Guests are expected to be escorted by their host at all times.
5. No guests are permitted during finals week, summer break, or when deemed appropriate by the College.

Hall Sports

Participating in any type of sport(s) in the residence halls, including public space and stairwells.

Harassment

Persistent conduct of a non-sexual nature, which creates an intimidating, hostile, or unsafe environment for another person.

Hazing

Hazing is defined as any group or individual action or activity that endangers the mental or physical health or safety or which may demean, disgrace, or degrade any person, regardless of location, intent, or consent of participant(s). Although hazing is generally related to a person's initiation or admission into, or affiliation with, any group or organization, it is not necessary that a person's initiation or continued membership is contingent upon participation in the activity, or that the activity was sanctioned or approved by the organization, for a charge of hazing to be upheld. The actions of active, associate, new, and/or prospective members of an organization may be considered hazing. Hazing includes, but is not limited to:

1. Unreasonable interference with a student's academic performance.
2. Forced or coerced consumption of food, alcohol, drugs, or any other substance.
3. Forced or coerced wearing of apparel which is conspicuous and/or inappropriate.
4. Forced or coerced exclusion from social contact.

5. Branding.
6. Creation of unnecessary fatigue (including but not limited to acts that stem from forced physical activity, such as calisthenics and deprivation of sleep).
7. Deprivation of food.
8. Beating, whipping, or paddling in any form.
9. Line-ups and berating.
10. Physical and/or psychological shocks.
11. Personal servitude.
12. Kidnapping or abandonment.
13. Unreasonable exposure to the weather.
14. Any activity that would be viewed by a reasonable person as subjecting any person to embarrassment, degradation or humiliation.
15. Expectation of participation in activities that are unlawful, lewd or in violation of College policy.

Illegal Drugs

The unlawful dispensation, distribution, manufacturing, possession, or use of controlled substances on or off campus; the misuse of prescription drugs; and/or the possession of drug paraphernalia.

Parking

Permits / Registration

All students and staff are required to register any vehicle which they have at the College. Vehicles must be registered within 24 hours after they are first brought to campus. Applications for vehicle registration may be obtained at the Campus Security Office located on the terrace level of Tompkins Hall beginning on the first of August. All full-time students are required to park in College-provided parking lots.

The following requisites for registration must be met for a motor vehicle to be registered:

1. The applicant and the vehicle must meet all requirements prescribed by the N.Y.S. Vehicle and Traffic Law for legal operation.
2. The motor vehicle to be registered must be operated by the applicant and owned either by the applicant or a family member.

All parking on campus (except visitor areas) is by permit only. A parking permit (sticker) does not guarantee the holder a reserved space, only an opportunity to park within a specified area. Within each permit eligibility category, permits are issued on a first-come, first-served basis, and the College reserves the right to limit issuance so as to prevent exceeding the number of available spaces.

All vehicles except those with purple stickers (faculty and staff), must register annually with the College during the first week of Academic classes each Fall, or within one week of starting at the College. Parking stickers are valid only for the areas for which they have been specifically designated. They must be affixed (as designed) to a window on the driver's side of the vehicle as

far back as possible without being placed on the rear window/windshield of the vehicle. Parking stickers are not transferable. Lost or stolen stickers must be reported and replaced within 24 hours. The parking stickers issued by the College are the property of Elmira College. Any changes, tampering with, or misuses of the stickers may result in the withdrawal of the stickers. Gold (Student) Parking Stickers - permit valid in gold or any current decal lots only are issued to all students.

Parking Regulations

Parking in the following places is prohibited at all times:

1. On the sidewalk or a crosswalk.
2. On the grass or lawn.
3. In front of a driveway, doorway, or steps.
4. In front or rear of Twin Towers.
5. In all service driveways, loading zones, and access roads.
6. Only people with a valid issued handicapped placard or state issued handicapped plate may park in handicapped spaces.

Also, no person shall park a vehicle on the grounds of the College in such a manner as to interfere with the use of a fire hydrant, fire lane, or other emergency zone; create any other hazard; or unreasonably interfere with the free and proper use of roadways.

Only authorized College vehicles and emergency vehicles (patrol cars, ambulances, fire trucks) are authorized to drive on the inner campus roadways and walks. Insurance and safety regulations forbid parking of automobiles, motor scooters, and motor bikes inside or under cover of any building or extension of such building.

The fines may be imposed upon any person subject to these rules and regulations for any violations is listed on the parking ticket. The registering of a vehicle at the College is held to constitute an agreement on the part of the registrant to abide by the College rules and regulations with regard to traffic and parking. All fines are to be paid at the Business Office located in McGraw Hall. Tickets not paid within ten days of issuance will be charged a \$10 late fee.

Violation Appeals

The imposition of fines and penalties set forth above may be initially appealed to the Director of Campus Security. Such appeals must be made in writing within three days of the violation by the registrant on an appeal form available at the Campus Security Office located in Tompkins Terrace Level. Appeals of the Director's decision are made through the Dean of Students.

City of Elmira Odd-Even Parking Ordinance

The Elmira Police Department enforces an odd-even parking ordinance on city streets. Under this ordinance the following parking restrictions apply for the entire year:

- Between 2 a.m. and 7 a.m. on days with even numbers according to the calendar, vehicles may be parked only on the even (house numbers) side of the street.

- Between 2 a.m. and 7 a.m. on days with odd numbers according to the calendar, vehicles may be parked only on the odd (house numbers) side of the street.

Note: this does not apply where parking is otherwise restricted by signs and where parking is restricted or prohibited on one side of the street for a full city block. Questions may be directed to the Campus Security or Elmira Police Department Traffic Bureau, 737-5640.

Reserved Handicapped Parking - Elmira College will only honor disability parking permits issued by the Department of Motor Vehicles or by Town Clerks.

Temporary Permits - permits valid in designated lot stated on the permit are issued to short-time staff and departments needing temporary parking in restricted areas.

Visitor Spaces – Parking spaces reserved for visitors are reserved 24 hours a day. Vehicles with current parking stickers are prohibited from parking in spaces reserved for visitors at all times.

Pets

Pets are not permitted in the residence halls, with the exception of non-aggressive fish (in up to a 10 gallon aquarium), service animals, or approved support animals.

Posting Policy

Any paper advertisements, flyers or posters for posting on campus must be approved and stamped by the Office of Student Life. Events are limited to 20 copies and may only be posted in designated areas. **Posting is not permitted on doors, windows, or residence hall hallways, which creates a safety hazard.** It is the responsibility of the organizing group, club, or person to remove all postings within 24 hours after the event. Unapproved postings will be removed. Failure to remove outdated postings or continued posting without approval may result in the loss of posting privileges in the future and permission to hold future events.

All College buildings have a designated area where posters/advertisements may be hung. Posters are to be hung with painter's tape or fun-tack putty only. Other adhesives are not permitted as they may cause damage to surfaces.

Postings are permitted in the following locations:

Columbia Hall – Bulletin boards in Pantries and Laundry Room
Perry Hall – Bulletin boards in Pantries and Laundry Room
Tompkins – Bulletin boards in Pantries and Laundry Room
Anderson – Bulletin boards in Pantries and Laundry Room
Alumni – Bulletin boards in Pantries and Laundry Room
Meier – Bulletin boards in Pantries and Laundry Room
Twin Towers – Bulletin boards in Pantries and Laundry Room
Fassett Commons – Bulletin board in entryway
Cowles Hall – Third floor bulletin board
Harris Hall – First floor bulletin board

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Kolker Hall – First floor bulletin board
Watson Fine Arts – First floor bulletin board
McGraw Hall – Second floor bulletin board
Speidel Gymnasium – Bulletin board outside dance studio
Gannett-Tripp Library – Digital bulletin board
Post Office-Cork Board Wall

Postings are not permitted in the following locations:

Gibson Theatre
Glass Doors and Windows
Trees
Outside walls
Light Poles

Additionally, there are new video announcement screens in the Campus Center and the Gannett-Tripp Library for announcements. Please contact the Office of Student Life at 607-735-1815 and the Gannett-Tripp Library at gtl@elmira.edu or 607-735-1862 if you would like to post an announcement or have any questions.

Prohibited Items or Actions

1. No open fires or bonfires, open fire pits, or homemade fireplaces.
2. Grills are prohibited on campus.
3. No open flames, candles, incense, hot wax melters, or similar items.
4. No flammable liquids, lighter fluid, gasoline, charcoal, or propane.
5. Items that emit heat or have exposed coils including but not limited to toasters, hot plates, popcorn poppers, griddles, or irons.
6. Extension cords other than power strips with approved surge protection and circuit breaker.
7. Wood fires are permitted in designated indoor fireplaces only (Lounge fireplaces may be used after receiving written permission from a Residence Life Coordinator).
8. All fabrics on a vertical plane are prohibited under New York state law – this includes tapestries, flags, team jerseys, and/or any other fabric or similar material. These items are permissible only when placed in a closed frame. Posters are permitted as long as they do not cover more than twenty percent of the wall space. Nothing may hang from ceilings.
9. Fireworks.
10. Students are not permitted to attach or hang any decorations from the ceilings, smoke or fire detectors, or sprinklers of the room. This includes fishnet, posters, or any other flammable material. These items are potential fire hazards. No more than twenty percent of walls or doors may be covered by flammable materials (paper, magazine clippings, paper holiday wrap, etc.)
11. Halogen lamps, neon signs, and black lights
12. Dartboards or other games which may cause damage to College Property
13. Student constructed or provided loft assemblies are prohibited.
14. Bed risers with electrical outlets, or other items being used as bed risers (e.g. Cinder

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- Blocks, Bricks, pieces of wood, etc.) are prohibited.
15. Any items not listed that the College and/or New York State Fire law may deem as a health or safety concern.

Quiet Hours

Each residence hall may establish and enforce its own additional quiet hours. However, the College defines quiet hours as:

- 10 p.m. to 8 a.m. Sunday – Thursday
- 11:59 p.m. to 8 a.m. on Friday and Saturday

Please understand 24 hour courtesy hours are always in effect. During the scheduled period for final examinations 24 hour study hours will be enforced in all residence areas.

Retaliation

No person may harass or intimidate another person because of their participation in an investigation conducted by the College. Harassment or intimidation includes but is not limited to threats or actual violence against the person or their property, adverse educational or employment consequences, ridicule, taunting, bullying or ostracism.

Room Responsibility

The residents of a room/suite/cottage are responsible for actions taking place in the room or items found in their room.

Sexual Assault/Misconduct

Please see the Policy Against Gender Discrimination and Sexual and Other Misconduct.

Smoking Policy

1. Smoking is not permitted within 50 feet of a building entrance.
2. Smoking is prohibited in all Elmira College buildings and outdoor areas covered by a permanent roof.
3. No hookahs are permitted on college property.
4. Electronic and vapor smokers must comply with the smoking policy.

Solicitation

No organization or individual may solicit funds from or sell or promote at any time to the campus community, or anywhere on College property, without the prior written authorization from the Office of Student Life. Students are not permitted to operate a business out of their residence hall room.

No Elmira College student organization may solicit funds from off-campus individuals, groups, businesses, or organizations without the prior written approval of the Office of External Relations.

Tampering with Safety Equipment

The misuse, tampering with or false activation of safety equipment is prohibited. This includes but is not limited to:

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1. Tampering with fire alarms, extinguishers, sprinkler heads, or the activation of false fire alarms.
2. Destruction of emergency exit signs.
3. Destruction or deactivating proximity card access points or door locks.
4. Tampering or deactivating security cameras.
5. False or misuse of emergency phones.
6. Tampering with any device installed by the College that is deemed a safety device.
7. Any other action that could pose or put in jeopardy the health and safety of fellow Elmira community members.

As the safety of our students is paramount, students found violating this policy will face conduct actions as well as College and potential civil fines.

Theft

1. Unauthorized removal or possession of another student's property without their permission, including the use of other students ID card.
2. Possession of stolen property.

Unauthorized Use, Entry, or Exit

1. Unauthorized entry into prohibited areas.
2. Climbing on structures, fountains, or statues.
3. Improper use of doors and/or windows.
4. Moving into a residence hall room other than the assigned room.
5. Squatting or allowing guests to reside in your room for a prolonged period of time.
6. Propping doors or using propped doors to access a building
7. Use of another student's ID to gain entrance into a building or room.

Vandalism

1. Damage or destruction to College Property.
2. Damage or destruction to a fellow student's property.
3. Damage or destruction to community property or that of our neighbors.

Weapons, Firearms and Explosives

1. All potentially dangerous weapons (i.e. firearms, replicas of firearms, bows and arrows, paintball guns, air rifles, pyrotechnics, knives, air pistols, firecrackers, fireworks, pellet guns, stun guns, Tasers, imitation weapons martial arts equipment, etc.) are prohibited everywhere on campus.
2. The use of any objects (causing them to be a weapon or to place others at risk) directed at people or buildings (i.e. throwing water balloons, snowballs, cans, bottles, swinging objects, etc.) that could result in injury is prohibited.

Conduct Referral

When a potential violation of College policies occurs, a College staff member writes a report documenting all individuals present and facts that were observed. After the report has been submitted, the student(s) involved will receive a charge letter outlining their potential policy

violations, information regarding the conduct process, and name and contact information of the conduct officer/board hearing the case.

Incident reports from members of the College community may be made on the College's website. A link to the reports can be found under the Student Life tab, or you may follow the following link: https://www.elmira.edu/Student/Student_Life/index.html

The incident reports are expected to include information setting forth the basics of the situation that is being reported for possible conduct action. It should specify:

- the individual(s) involved,
- the conduct or situation that is being referred,
- the day, date, time, and place of the violation.

The Dean of Students or his/her designee will review the incident report for the purpose of determining the appropriate tier of the conduct system to adjudicate the incident reports.

Conduct Process

It should be noted by students that there are several tiers that exist in the conduct system. These tiers are listed below. Students should conclude that as they move to higher levels of the conduct system, they can expect that the sanctions imposed in response to their violations of rules may change from primarily educational to punitive in nature. While a student with a first-time minor violation will normally enter the system at the lowest possible level, a student may enter the system at any level depending on the nature and severity of the violation and the prior conduct history of the individual involved.

The College Conduct System is composed of three levels of conduct adjudication:

1. Administrative Hearings

Administrative hearings are conduct hearings heard by a designated conduct officer. The purpose of an administrative hearing is to allow the conduct officer an opportunity to have an educational conversation with a student who is accused of violating the College's Code of Conduct. Typically cases heard during an administrative hearing are lower level policy violations. However, at the discretion of the Dean of Students or Director of Residence Life, cases can be assigned to an administrative hearing regardless of the policy violation.

2. Student Hearing Board

The College Hearing Board or Student Hearing board hear cases that are more egregious in nature and/or students who have multiple policy violations or repeat offenses. The severity of the incident will be taken into consideration when assigning the case to the appropriate conduct body.

3. Conduct Committee

The Conduct Committee is authorized to deal with serious violations of the College's rules and regulations. The Conduct Committee is authorized to impose sanctions, from conditional discharge through expulsion (as hereinafter defined) in appropriate situations.

Tier One

First time or minor violations of the College's Code of Conduct will be adjudicated through an administrative hearing with a conduct officer. Typically these meetings are with the building Residence Life Coordinator where the incident took place. The purpose of this hearing is to address behavior in an educational manner to ensure future violations do not occur. Depending on the circumstances behind the incident the hearing officer may decide to refer the case to the Student Hearing Board or Hearing Board.

Policies viewed as a Tier I may include but are not limited to the following:

1. Violation of guest policy.
2. Violation of quiet hours.
3. Violation of safety precaution regulations.
4. Behavior which interferes with building safety and security.
5. Violation of the pet policy.
6. Damage or vandalism.
7. Violation of fire safety regulations.
8. Minor violations of the College's Alcohol Policy independent of other violations.

Common Sanctions include but are not limited to the following:

1. Written warning.
2. Letter of reflection.
3. Educational Program.
4. Conduct Probation.
5. Community Restitution.
6. Referral to College Counseling Center for assessment.
7. Referral to Elmira College Conduct Board or Administrative Hearing Board.

Tier Two

Hearing Board and/or Administrative Hearing Board

The Hearing Board serves as a conduct agent of the College.

1. Hearing Board membership includes:
 - a. Chief Justice
 - b. Associate Chief Justice

2. An Administrative Hearing Board which will include at least two trained hearing officers. Tier II hearings are authorized to deal with major, second, or subsequent minor violations (as hereinafter defined) of the College's Code of Conduct; referrals of students who have failed to comply with a sanction imposed in a prior hearing and violations of the College's Code of Conduct which include but are not limited to the following:

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1. Destruction of residence hall or other college property or property of others.
2. Setting fires, initiating false alarms, or tampering with fire safety or fire fighting equipment.
3. Violations of the College's alcohol policy.
4. Carrying or storing any item defined as a dangerous weapon including firearms, ammunition, bows and arrows, and other weapons on campus.
5. Stealing student or College property.
6. Failure to comply with the directions of college officials, i.e. failure to produce college identification upon request.
7. Violation of established health and safety procedures.
8. Door-to-door solicitation in the private areas of the residence halls.
9. Possession or use of fireworks or other pyrotechnics.
10. Entering college buildings or events except in accordance with established procedures.
11. Violations alleging the use of physical violence policy.
12. Falsification of information on college records or providing false information to the College.
13. Offensive, disruptive, or disorderly acts which interfere with the rights of any member of the College community.
14. Violations of the Policy on Bullying and Intimidation.
15. Possession or use of illegal substances.

Tier II violations will be addressed through the Tier II hearing boards, depending upon the level of severity and-or a pre-existing conduct file for the student(s) involved. The Tier II hearing boards are authorized to impose sanctions, from conditional discharge through probationary housing (as hereinafter defined) in appropriate situations. A Hearing Board hearing requires the presence of the Chief Justice or Associate Chief Justice. A Hearing Board hearing requires the presence of a quorum of the existing Hearing Board membership. In the case of an Administrative Hearing, all items delegated to the Chief or Associate Chief Justice will be the responsibility of the hearing officer chairing the hearing, and the administrative board will act as the Hearing Board.

Upon referral, the following process is implemented:

1. The Chief Justice, Associate Chief Justice, and the advisor(s) determine that the referral to the Hearing Board is appropriate after conferring with the Dean of Students.
2. The Chief Justice or Associate Chief Justice or Chief Hearing Officer sends a written notice to the student being referred to the Tier II hearing that sets the time, date and location of the hearing regarding the referral.
3. In addition, the written notice will include a copy of the incident reports and may include other supplementary statements. The purpose of the written notice is to provide sufficient information regarding the accusation to permit the student being referred to understand the accusation and enable the student to prepare a response. The Chief Justice or Associate Chief Justice or Chief Hearing Officer will also contact any witnesses and have them attend the session.
4. An accused student is required to attend any Tier II hearing. Failure to appear, without

reasonable prior notice of extenuating circumstances, will result in the hearing process proceeding in the absence of the accused student. The failure to appear may also result in the imposition of sanctions against the student by the Tier II hearing Board.

5. All hearings are closed to the public. The goal of the hearing process is to insure basic fairness to all participants and to insure that the rules are applied equally to all persons in similar circumstances. The hearing session must provide ample opportunities for:
 - a. The accused to freely present their version of the event.
 - b. Both sides to have the opportunity to challenge the statements of the other.
 - c. Both sides to have an opportunity to make summary statements to the Hearing Board.
 - d. At the conclusion of the hearing, the Board shall inform the accused student of its findings and sanctions.
6. Witnesses, who are determined to have relevant information, may be present and make statements. Accused students who wish to bring witnesses must discuss their relevance with the Hearing Board Chief Justice or Chairing Hearing Officer at least 24 hours prior to the hearing.
7. The Secretary of the Hearing Board is required to keep minutes of its proceedings. The minutes, at minimum, should include:
 - a. Date of meeting.
 - b. Names of all members present and absent and whether absences are excused.
 - c. Information from the incident reports, date of violation, person(s) referred, the violation, a brief summary of the information presented, and pertinent details.
 - d. The sanction.
 - e. The rationale for the decision and sanction representing a summary of the factors which resulted in the sanction.
 - f. The distribution of votes of the Hearing Board.
 - g. Any further considerations, e.g. referral to another conduct board for action; notification of Residence Life Coordinator of the terms of a social probation sanction, etc.
8. The Secretary of the Hearing Board shall send copies of the minutes to the Dean of Students, the Hearing Board Advisor(s), the Associate Chief Justice, and the Chief Justice. A copy of the minutes shall be maintained in the permanent files of the Hearing Board.
9. Other notifications: Campus Security, the Vice President of Enrollment Management, Dean of Students, and Residence Life staff will be notified of restrictions, if any, imposed on an individual student who has been sanctioned by the Hearing Board.

Tier Three

The Conduct Committee serves as a conduct agent of the College.

1. The Conduct Committee membership includes:
 - Director of Residence Life or designee
 - Two faculty members elected by the faculty.
 - Chief Justice of the Student Hearing Board.
 - Associate Chief Justice of the Student Hearing Board.
2. The Conduct Committee is authorized to deal with serious violations of the College's Code

of Conduct. The Conduct Committee is authorized to impose sanctions up to and including expulsion (as hereinafter defined) in appropriate situations. Serious violations of the College's Code of Conduct include but are not limited to the following:

- Violations alleging the use of physical violence.
- Possession, manufacture, consumption, provision or sale of illegal drugs.
- Plagiarism, cheating, and academic dishonesty.
- Hazing.
- Falsification of information on college records or providing false information to the College.
- Harassment including any act or domination by students over others which leads to injury, emotional disturbances, physical discomfort, or humiliation.
- Sexual misconduct.
- Repeated or severe violations of the Alcohol Policy.
- Referrals from other conduct officers or boards.

Upon referral, the following process is implemented:

1. The Director of Residence Life or designee determines that the referral to the Conduct Committee is appropriate.
2. The Director of Residence Life meets with the person who submitted the incident reports to obtain the details surrounding the incident reports.
3. The Director of Residence Life sends a written notice to the student being referred to the Conduct Committee that sets the time, date, and location of the Conduct Committee hearing regarding the incident reports.
4. In addition, the written notice will include a copy of the incident reports and may include other supplementary statements. The purpose of the written notice is to provide sufficient information regarding the accusation to permit the student being referred to understand the accusation and enable the student to prepare a response.
5. An accused student is required to attend the hearing of the Conduct Committee. Failure to appear, without reasonable prior notice of extenuating circumstances, will result in the hearing process proceeding in the absence of the student. The failure to appear may also result in the imposition of sanctions against the student by the Conduct Committee.
6. Hearings of the Conduct Committee are closed to the public. The goal of the hearing process is to insure basic fairness to all participants and to insure that the rules are applied equally to all persons in similar circumstances. The hearing session must provide ample opportunities for:
 - a. The accuser and the accused to freely present their version of the dispute, question or cross examine opposing witnesses, and bring to the attention of the Conduct Committee any pertinent information regarding the dispute.
 - b. Witnesses who are determined to have information relevant to the referral may be present and make statements. Accused students who wish to bring witnesses must provide a written statement regarding their relevance to the Dean at least 24 hours prior to a hearing of the Conduct Committee. Character witnesses are not permitted, but character statements may be presented for review by the Committee. The Director of Residence Life will make the final determination regarding whether a witness will be

required or permitted to appear at the hearing. Written statements may be submitted during a committee hearing.

- c. Both sides shall have the opportunity to challenge the statements of the other.
 - d. Both sides shall have an opportunity to make summary statements to the Conduct Committee.
 - e. Accused students are encouraged to invite an advisor to be present at the Conduct Committee meeting.
 - f. Given the availability of student advisors and the informal nature of the Conduct Committee system, lawyers or other advocates are not permitted to attend or participate in Conduct Committee hearings.
 - g. At the conclusion of the hearing, the Committee shall inform the accused student of its findings and set forth the sanctions, if any, to be imposed and the rationale for the sanctions.
7. The Conduct Committee is required to keep records of its proceedings. The records, at a minimum should include:
 - a. Date of meeting.
 - b. Names of all members present.
 - c. The incident reports and any supplementary written information.
 - d. The summary letter to the accused.
 - e. Any further consideration, e.g. referral to another conduct component for action.
 - f. Notification of the appropriate College staff of the terms of a sanction, etc.
 8. Campus Security and Residence Life staff will be notified of restrictions, if any, imposed on an individual student who has been sanctioned by the Conduct Committee.
 9. It is not a requirement that all members of the Conduct Committee be present at a committee meeting for the group to conduct business.
 10. The Director of Residence Life may disqualify Conduct Committee members from hearing a particular case(s) if there is a conflict of interest.
 11. The Director of Residence Life may designate another member of the Conduct Committee or another Administrative Hearing Officer to serve as the chair of the hearing.

Role of the Advisor in Conduct Committee Hearings

If students so desire, they may seek the help of an advisor of their choice. This can be but is not by default the student's academic advisor. Students may request the assistance of the Advisor in reviewing information before a Conduct Committee hearing and may wish to invite the Advisor to be present during a conduct meeting. Advisors are not automatically included in conduct proceedings. It is the accused student's responsibility to invite an advisor to participate.

Advisors, may be given access to conduct records if granted that access in writing by the involved student. Advisors do not participate in the decision-making process of the Conduct Committee. The Advisor may assist the student in preparing for a conduct meeting; however, the burden of presentation of information at the meeting rests with the accused student. The Advisor may sit through the Committee meeting but will not be called upon to make a presentation. Students are reminded that an Advisor can serve in an important support role in a Conduct Committee proceeding and are urged to use their help in this manner. More details on this topic

can be obtained by meeting with the Director of Residence Life.

Suspension in Lieu of a Hearing

The Dean of Students or the Director of Residence Life may suspend or expel a student without a hearing if there is reasonable cause to believe that a student's continued presence on the campus will be a danger to the student or other members of the campus community.

Administrative Hearing Officer

An Administrative Hearing Officer serves as a conduct agent of the College. The Dean of Students or the Director of Residence Life may appoint individual college administrators to serve in the capacity of Administrative Hearing Officers. Individuals serving in such a position may make conduct decisions and impose sanctions up to conduct probation (as hereinafter defined). They may recommend "suspension" or "expulsion" to the College official who appointed them as the hearing officer, the Director of Residence Life, who may impose suspension or expulsion.

An Administrative Hearing Officer is authorized to be appointed to act in place of either the Hearing Board or Conduct Committee. Administrative Hearing Officers will ordinarily be appointed when the caseload of the Conduct Committee or Hearing Board implies a long delay before a hearing can reasonably be scheduled or when the appointing authorities deem advisable. The Administrative Hearing Officers can also be appointed when the Hearing Board or Conduct Committee cannot be conveniently convened due to the academic calendar.

The Administrative Hearing Officer will implement the procedures of the Hearing Board listed as items one through ten in the Hearing Board description.

Administrative Hearing Officers are annually appointed by the Director of Residence Life.

Director of Residence Life

The Director of Residence Life serves as a conduct agent of the College and may function at nearly the same level as the Conduct Committee, including the ability to independently impose sanctions for student behavior up to and including **expulsion** from the College. Usually referrals of serious violations of the College's rules and regulations will be referred to the Conduct Committee; however, the Director of Residence Life has the right and authority to retain the incident reports for resolution by the Director of Residence Life. Recognizing that situations may arise in an academic community where student behavior infringes to such an extent on the rights of other members of the College community, the Director of Residence Life is authorized to act in place and stead of the Conduct Committee when, in his sole judgment, exigent circumstances exist that require immediate action or circumstances are such that the Conduct Committee cannot be convened in a convenient or timely manner.

Common Conduct Sanctions

The level of sanction will depend on the nature of the violation and will also take into account the individual's conduct history. The following list of sanctions is not exhaustive. Conduct

agents may impose any single sanction, a combination of sanctions, or any not prohibited by State and Federal Law.

1. **Community Restitution** - An educational sanction offered by and at the discretion of a conduct officer. Community restitution consists of the assignment of tasks to be carried out over a specified period of time. Performance of these activities will be monitored by a conduct officer or individual appointed by the hearing body.
2. **Fines** - Fines may be imposed by the College for violation of College policies which infringe upon the rights of other members of the College community. The fine system was instituted to permit staff to educate students and reduce minor violations of College policy without necessarily initiating a major conduct record. A fine is just one of the options that can be levied during the conduct process. When damage to College property is involved, the student will also be billed the repair cost at the outside contractor rate. Conduct fines will be added to the student's account in the Office of the Bursar. Parents or guardians who inquire about the nature of a fine placed on their student's account may be provided information about behaviors or events that led to the fine.
3. **Restitution** - Repayment in money or service for a violation. In most cases, this sanction is imposed in conjunction with another sanction.
4. **Counseling** - Sessions with a counselor; referral for a set period of time and a set number of sessions. This opportunity is provided to help the student identify problem(s) and work through them. Students may be required to pay for these services whether they are offered on or off campus.
5. **Housing Probation** - A warning because of the engagement of certain behaviors, a resident student's housing may be revoked if another violation occurs.
6. **Probation** - A status in which a student is placed that is intended to serve as a warning and when specified to permit the conduct agent to exclude the student from particular activities and locations. Any violation of College policy by a student who is on Probation will result in the review of that student's status by the Dean of Students for possible suspension or expulsion. The hearing board will specify the length of the sanction and activity or location exclusions. A violation of conduct probation or housing probation is considered to be any violation of EC policy or any documentation for violating EC policy.
7. **Deferred Suspension**- Deferred suspension is used for offenses found serious enough to warrant suspension, but where the specific circumstances of the case mitigate the offense or for repeated offenses of a less serious nature. Deferred suspension is a designated period of time during which a student is given the opportunity to demonstrate the ability to abide by the community's expectations of behavior articulated in the Code of Conduct. During a deferred suspension the student will be officially suspended from the University, but the suspension will be deferred, meaning that the student may continue to attend classes at this time, however, the suspension will be automatically enforced for failure to complete any assigned sanctions by the deadline and/or for any subsequent violation of the Code of Conduct.
8. **Suspension** - Exclusion of an individual (or organization) from all college activities and locations for a defined period of time. Any student who is suspended or expelled will not be a welcome visitor to campus and violation may result in the individual being arrested

for trespassing on College property and if the student is suspended may result in expulsion.

9. **Expulsion** - Termination of student status and denial of access to all campus facilities and grounds. Expulsion is normally considered to be a permanent separation between the College and the student. Expelled students will not be welcome on campus and may be arrested for trespassing if found on College property.
10. **Transcript Notation for Violent Offenses** - Transcript Notation Process. As required by the Read Bill effective October 5, 2015 all colleges and universities in New York are required to denote conduct outcomes on academic transcripts of students found in violation of any policy violation that is deemed a violent offense as defined by CLERY reportable crimes. Transcript notations are applied at the conclusion of the conduct proceedings and appeals processes. The following are examples of language that may appear on an academic transcript:
 - “Expelled after a finding of responsibility for a code of conduct violation”
 - “Suspended after a finding of responsibility for a code of conduct violation”
 - “Withdrew with conduct charges pending”

Transcript notations for a student suspended or who choose to withdraw pending conduct investigation will remain on a transcript for a minimum of one year. After one years’ time, a student may request to have the transcript notation removed by filing an appeal with the Dean of Students or Vice President of Enrollment Management. If an appeal is not filed, the notation will be removed after seven years.

Transcript Notation Appeals Process

To file an appeal to have the transcript notation removed from an academic transcript a student must submit in writing to the Dean of Students or Vice President of Enrollment Management the following:

- A statement describing the incident and what was learned over your time away from the institution.
- Documentation of successful completion of an in/out patient program or therapy to address the conduct.
- Students who withdrew from the College prior to resolution of the conduct process will need to fulfill the sanctions found in absentia before being permitted to appeal.
- Transcript notations for students expelled are permanent and cannot be appealed.

Appeals will be read and a decision will be provided in writing within thirty days of submission.

Withdrawal Prior to Conduct Case Adjudication

A student who withdraws from the institution prior to an outcome of a pending conduct case should understand that the investigation will continue without their participation. A student can still be found responsible in their absence. Withdrawal from the institution will not protect a student from possible criminal or civil action(s).

Appeals Process

All appeals must be submitted in writing within three business days of the outcome notification. An appeal must clearly state the grounds on which an appeal is being requested and shall contain all appropriate supporting information to be considered as defined below.

Appeals may only be filed on the following grounds:

1. That the initial hearing body substantially failed to observe the procedural requirements of the *Student Handbook* and such failure had an adverse effect on the outcome.
2. New evidence that significantly alters the findings of fact, that was previously unknown to the respondent, has been discovered or verified and is now available during the appeal process.

Appeals of decisions and sanctions imposed by an Administrative Hearing are made to the Director of Residence Life or an individual designated to handle appeals in any particular case. Appeals of decisions and sanctions imposed by the Director of Residence Life or the College Conduct Committee are made to the Dean of Students. The results of an appeal will be sent in writing to the student within three business days of the date of the appeal.

The Director of Residence Life or the Dean of Students, or designee, when acting as the appeal administrator, is authorized to lessen, increase the sanction, dismiss the appeal, overturn the action of the initial hearing body, or affirm the actions of the initial hearing body. All appellate decisions are final. Although a conduct finding may be appealed as noted above, the sanction must be followed until such time as a response to the appeal is decided.

Policy Against Sex and Gender Discrimination and Sexual and Other Misconduct

I. Overview and Policy Summary

As an educational institution, Elmira College is committed to promoting a campus environment where sex and gender discrimination, including sexual harassment, sexual assault, and other inappropriate sexual contact, as well as dating violence, domestic violence and stalking, where it impacts or has the potential to impact the educational or employment environment of any member of the College community (collectively referenced for purposes of this policy as “Misconduct”) is not tolerated, and where survivors of Misconduct of all kinds are provided with support and avenues of redress. Many activities prohibited by this policy are unlawful, and all are antithetical to the mission of the College. Elmira College will take reasonable and appropriate remedial action to prevent Misconduct, eliminate a hostile environment, prevent its recurrence, and correct its discriminatory effects on the complainant and others.

Elmira’s process to address cases of alleged Misconduct is designed to:

- Consider the rights of the complainant, the rights of the respondent, the safety of the community, and applicable laws and College policies;
- Conduct a timely, fair, impartial, and equitable investigation and adjudication process with thoroughness and respect for all involved parties;

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- Protect the privacy of all parties to the extent practical, while balancing the need to perform an investigation, follow the procedures outlined, comply with applicable law, and maintain campus safety;
- Hold those found to have violated Elmira College policies accountable for their actions and provide appropriate remedies to address the effects of Misconduct on the complainant and others.

As a recipient of federal funds, Elmira College is required to comply with Title IX of the Higher Education Amendments of 1972, 20 U.S.C. & 1681 et seq., which prohibits discrimination on the basis of sex in education program or activities. Pursuant to the Violence Against Women Act (“VAWA”), the College also prohibits domestic/dating violence and stalking where it impacts or has the potential to impact the educational or employment environment of a College community member. The College will advise complainants of their rights under Title IX and will take steps necessary to prevent harassment and to correct its discriminatory effects, as appropriate.

Misconduct, as defined in this policy, can violate Title IX and/or the VAWA. In compliance with Title IX and VAWA, the College provides a procedure for reporting, investigating, and adjudicating Misconduct.

This policy applies to all students, faculty, and staff of Elmira College. This policy applies to conduct on-campus and in connection with any College-sponsored program or activity, regardless of where it occurs. Additionally, off-campus conduct may violate this policy if the conduct creates a threatening or uncomfortable work or learning environment on Elmira’s campus or within any College program, or if the incident causes concern for the safety or security of the College’s campus. Non-community members (*e.g.*, alumni, family of students, vendors, etc.) visiting campus or participating in any College program or activity are expected to abide by the behavioral expectations in this policy.

Members of the campus community who experience any form of Misconduct discussed in this policy should contact one of the persons/offices identified in this policy for assistance. Some of these resources can provide confidential assistance while others will have a reporting obligation. You should carefully consider which resource you want to choose, and may choose both. These resources can assist you in recovering from the experience and in deciding among options that may be available, such as the criminal justice system and/or the College investigation and disciplinary process as described in this policy.

Any College community member who has been the victim of misconduct has the right to make a report to Campus Security or one of the College’s Responsible Administrators listed below, local law enforcement, and/or the New York State Police, or choose not to report. If reported to the College under this policy, a reporting individual will be protected from retaliation and will receive appropriate assistance and resources from the College. A Students’ Bill of Rights for cases involving sexual assault, domestic violence, dating violence or stalking is attached at the end of this policy.

II. Reporting to a Responsible Administrator

Any Elmira student, staff member, or faculty member who wishes to report a formal complaint of Misconduct against a member of the Elmira community may do so by contacting Campus Security, the Director of Residence Life, the Dean of Students, the Vice President of Enrollment Management, the Vice President of Athletics, or the Title IX Coordinator. These

individuals all constitute Responsible Administrators under this policy and the impact of reporting to any of them is explained below.

Title IX Coordinator –Karen Johnson- McGraw Hall Room 114- 607-735-1827- kajohnson@elmira.edu
Vice President of Enrollment Management – Chris Coons -Admissions House 855 College Ave - 607-735-1806 – ccoons@elmira.edu
Vice President of Athletics – Pat Thompson- Emmerson Hall - 607-735-1730 – pthompson@elmira.edu
Dean of Students – Brandon Dawson- Campus Center - 607-735-1816 –bdawson@elmira.edu
Director of Campus Security – Steve Vann – Tompkins Hall- 607-735-1777 – svann@elmira.edu
Director of Residence Life – Nathan Friesema – Campus Center 607-735-1821- nfriesema@elmira.edu

These individuals have been trained to receive and respond to allegations of violations of this policy. Complaints can be made by those who have been the victim of a violation of this policy, by a third party on a victim's behalf or anonymously.

While certain other employees may also have a reporting obligation, if a complaint is made to anyone other than the Responsible Administrators listed above, the complainant risks the possibility that it will not come to the attention of the proper College officials and may, therefore, not be acted upon. For purposes of this policy, Faculty are NOT considered Responsible Administrators. In addition, unless a report is made to someone listed as a Confidential Resource, confidentiality cannot be assured.

Upon receiving a report, the Responsible Administrator to whom the report is made will discuss with the complainant available avenues and options. Options may include disciplinary action against the accused and remedial actions to ameliorate or correct the effects of the Misconduct. Other options may include interim changes in academic, residential, or working arrangements to separate the complainant and the accused or other measures to enhance the complainant's safety, such as escorts or increased monitoring of an area. The College will review the facts and circumstances of each case, as well the complainant's wishes, in deciding whether and what steps are reasonable and appropriate.

A Responsible Administrator will share all information reported to him/her with the Title IX Coordinator and may share with other school administrators, as needed. A Responsible Administrator will similarly report Misconduct that he or she observes firsthand or learns about in any other manner.

A Responsible Administrator is not a confidential resource. Although a person may disclose information concerning an incident to a Responsible Administrator and request that no investigation or disciplinary action be taken, the College may decide not to honor that request, depending on the circumstances. If a complainant requests that his/her identity be kept confidential but that an investigation and review for disciplinary action occur, the College's decision will depend on whether the information provided by the complainant can be acted upon without revealing the complainant's identity. If a complainant requests that no action be taken against the perpetrator, the College will consider the seriousness of the offense, whether there was a single perpetrator or multiple perpetrators, whether the circumstances suggest a risk to the campus community, and similar considerations. The College retains the right to act upon any information that comes to its attention. Requests for confidentiality will be decided by the Title IX Coordinator. Even if a complainant requests and/or is granted confidentiality, he or she may still have access to appropriate remedies on an interim or other basis. Even Elmira College offices and employees who cannot guarantee confidentiality will maintain a complainant's

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privacy to the greatest extent possible. The information provided to a non-confidential resource will be relayed only as necessary for the Title IX Coordinator to investigate and/or seek a resolution.

If an anonymous report is made to a Responsible Administrator, it will be investigated and appropriate action taken, to the extent practicable. Anonymity may impact the action the College may be able to undertake in response to the complaint. In all cases, the College will take appropriate steps to protect against retaliation.

III. Confidential Resources

Students or other community members who are not sure whether they want to make a formal complaint can still seek help from the confidential resources listed in this section. Contacting any of these does not mean that the student must file an official report with the College or report the Misconduct to law enforcement, and in fact reporting to these confidential resources does not constitute reporting to the College (as a result, action by the College may not be taken) or to law enforcement. These resources are provided to offer non-judgmental support and information to help an individual decide what is best for him or her as he or she recovers.

1. On Campus Confidential Resources

Reports to the Counselors and Registered Nurses in the Clarke Health Center are confidential by law. As such, personally identifiable information should not be subject to disclosure under any circumstances. On-campus confidential services can be reached at:

- 1. Clarke Health Center –607-735-1750**
- 2. Counseling Center- 607-735-1830**

Reports to the Office of Retention and Advocacy are also confidential, as a result of Elmira policy. Thus while personally identifiable information will not be disclosed by that office to campus officials without consent, it is possible that that information may have to be disclosed in the course of legal proceedings and/or government investigations.

Jennifer Close, Director of Retention and Advocacy – 607-735-1147 – retention@elmira.edu
Leslie Root, Coordinator of Tutoring Services- 607-735-1149- retention@elmira.edu

The health and counseling services noted above are available to students free of charge. Confidential resources can provide a member of the campus community with information on medical and counseling services that may be available; academic, housing, and other support services that may be available (although some services may not be available if an individual wishes to maintain complete confidentiality); information regarding and assistance with the filing of formal complaints under this policy; and/or information regarding and assistance with contacting law enforcement.

A report to a Confidential Resource is not a report to the College and will not result in an investigation or disciplinary action.

In addition, students or other members of the campus community may contact these resources on an anonymous basis, although anonymity may impact the assistance that can be provided.

2. Off-Campus Confidential Resources

There are also confidential off-campus resources which may be available to you; contacting the resources below does not constitute notifying the College. These resources include:

- **Sexual Assault Resource Center (SAR) – 888-810-0093 – sarcst.org – sarcst@ppsfl.org**
- **Arnot Ogden Medical Center – 607-737-9194 – www.arnothealth.org/arnot-ogden-medical-center**
- **Saint Joseph’s Hospital – 607-737-7806 – www.arnothealth.org/st-josephs-hospital**
- **Chemung County Health Department – 607-737-2028 – www.chemungcountyhealth.org**
- **Planned Parenthood – 607-734-3313 – www.plannedparenthood.org**
- **Clinical Social Work and Counseling Services – 607-734-1447 – www.cswcsfingerlakes.com**
- **Crisis Program – 607-737-5369 – Chemung.ny.networkofcare.org/emergency-services**
- **Suicide Hotline – 800-SUICIDE (734-2433)**
- **NYS Office of Victim Services – 1-800-247-8035**

IV. **Amnesty for Students**

The health and safety of every student at Elmira College is of utmost importance. Elmira College 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. Elmira College strongly encourages students to report domestic violence, dating violence, stalking, or sexual assault to College officials. A bystander acting in good faith that discloses any incident of domestic violence, dating violence, stalking or sexual assault to Elmira College officials or Campus Security will not be subject to the College’s code of conduct action for violations of alcohol or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking, or sexual assault.

V. **Protecting Students and Others Reporting Misconduct/Interim Measures**

Interim measures may be made by the College in an effort to immediately respond to a situation. When a student or other member of the campus community reports Misconduct to a Responsible Administrator, that Responsible Administrator will work with the Title IX Coordinator to make sure that the reporting individual is protected (such as against further misconduct). Where non-confidential reporting has occurred, the Title IX Coordinator will also consult with the reporting party regarding interim protective measures such as changes in College housing and/or academic schedules, transportation arrangements, removing the student’s information from the College directory, changes in work assignments, issuing a “no contact order,” or other measures to enhance the complainant’s safety, such as escorts or increased monitoring of an area. The College may also impose a suspension from the campus or part of the campus pending the outcome of an investigation and disciplinary proceeding. The Title IX Coordinator in conjunction with the Vice President of Enrollment Management will enforce protective measures under College policy. Individuals who violate a “no contact order” or other interim measures implemented by the College may be subject to conduct charges.

Any party directly affected by a no contact order or other interim measure may, upon request, be afforded a prompt review, reasonable under the circumstances, of the need for and terms of the no contact order or other interim measure, including potential modification or elimination of those measures. This request may be made by submitting a written request to the Title IX Coordinator, providing the basis for the request and submitting any evidence in support

of the request. Upon receipt of such a request, the Title IX Coordinator will inform the other party of the request and allow the other party to respond, including submitting evidence if desired. This review process will occur as soon as possible, but generally no later than five business days of the request and the parties' submission of any evidence.

VI. Definitions

The learning and community living environment of Elmira College requires that individuals treat one another with respect, dignity, and fairness. In an intimate relationship, these values are of paramount importance. Sexually-related misconduct, which is a form of Misconduct defined by this policy, includes a broad range of behavior such as inappropriate physical touching, sexual exploitation, and sexual intercourse without consent and forms of sexual and/or interpersonal violence. Some forms of sexually-related misconduct may be a crime.

The College is committed to maintaining an environment that is free from sexual violence and in which the freedom to make individual choices regarding sexual behavior is respected by all. Sexual activity requires effective affirmative consent as defined below in this policy. Sexually-related misconduct by anyone is unacceptable and will be addressed in a timely fashion and with serious consequences by the College.

This policy and procedure are the College's procedures required by Title IX and VAWA. This policy and procedure are designed to provide students charged with Misconduct with the ability to present their information while ensuring a reporting party's protections under Title IX and VAWA, and providing prompt and equitable resolution.

Sexually-related misconduct, which is a form of Misconduct as defined by this policy, is a category of behavior that includes actual or attempted:

1. Sexual harassment
2. Sexual Assault (including non-consensual sexual contact and non-consensual sexual intercourse)
3. Sexual Exploitation

Sexually-related misconduct can occur between strangers or non-strangers, including people involved in an intimate or sexual relationship. Sexually-related misconduct can be committed by males or by females, and it can occur between people of the same or different sex. Sexual violence is a form of sexually-related misconduct. Any non-consensual sexual activity or contact violates this policy.

Sexual Harassment – See Policy on Harassment and Sexual Harassment for further information.

http://www.elmira.edu/campus/Offices_Resources/Student_Handbook.html

Sexual Assault – Consistent with federal law, Elmira College defines sexual assault as including:

- **Non-Consensual Sexual Intercourse-** Sexual assaults of this type can be sub-defined as including:
 - Rape: the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, forcibly or without affirmative consent or where the victim is incapable of consent due to mental or physical incapacity.

- Statutory Rape. Non-forcible sexual intercourse with a person who is under the statutory age of consent.
- **Non-Consensual Sexual Contact:** Any intentional sexual touching, however slight, for purposes of sexual gratification, of the private body parts of another without affirmative consent. This may include non-penetrative acts, touching directly or with an object, and/or touching the private body parts of another over clothing.

Sexual Exploitation: When, without affirmative consent, one takes sexual advantage of another. Examples of sexual exploitation include but are not limited to observing or recording others engaged in sexual or private activity (such as undressing or showering) without the consent of all involved; or taking intimate pictures of another but then distributing the pictures to others without the photographed person’s consent; acts of incest; engaging in sexual activity with another while knowingly infected with a sexually transmitted disease (STD) without informing the other person of such infection or exposing one’s genitals in non-consensual circumstances.

Domestic Violence, Dating Violence, and Stalking

Domestic violence, dating violence, and stalking, where it impacts or has the potential to impact the educational or employment environment of a College community member, is also prohibited by this Policy.

Dating Violence is physical violence (hitting, punching, kicking, etc.) or threats of violence or acts of physical intimidation or coercion committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

Domestic Violence is physical violence, threats of violence or acts of physical intimidation or coercion between spouses or former spouses, cohabitating romantic partners or individuals who were formerly cohabitating romantic partners, individuals who share a child in common, or others in a family relationship.

Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress. Stalking behavior includes but is not limited to repeated, intentional following, surveilling or observing another; or using “spyware” or other electronic means to gain impermissible access to a person’s private information.

Affirmative Consent

Elmira expects that any sexual activity or contact will be based on mutual affirmative consent to the specific sexual activity or sexual contact. All references to consent in this policy will mean affirmative consent which is defined as follows:

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 may be initially given but withdrawn at any time by expressing in words or actions that they no longer want the sexual act to continue. When consent is withdrawn or can no longer be given, sexual activity must stop.

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. In New York, a person under the age of 17 is incapable of giving consent to any sexual activity. 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 is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol. Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.

Complainant – The term complainant refers to the person making the complaint or report. That person is usually the person who has been the victim of an alleged act of Misconduct or other violation of this policy.

Respondent – The term respondent refers to the person alleged to have committed the alleged Misconduct or other violation of this policy.

VII. Formal Reporting, Investigation, and Disciplinary Procedures

Timing of Reports: There is no time limit to invoking this policy in cases of alleged Misconduct. However, the passage of time may make effective responsive action difficult. Further, if the Respondent is no longer a member of the College community, the College's ability to respond may be limited. Therefore, complainants are encouraged to report alleged Misconduct as soon as possible in order to maximize the College's ability to respond promptly and effectively.

When the potential violator is a degree candidate, the complainant is encouraged to consult with the Office of the Registrar concerning the potential violator's intended date of graduation and to file a report in a timely manner in cases where authority over the student would otherwise be lost due to pending graduation. In no circumstances will the College permit an impending graduation to compromise its processes for resolution. The conferral of a degree may therefore be withheld, if necessary, until proper resolution of any Misconduct charges, provided that any disciplinary proceedings will be scheduled for the earliest practicable date that can accommodate the students and their witnesses.

VIII. Retaliation

It is a violation of College policy to retaliate against any person making a report of Misconduct or against any person cooperating in the investigation of (including testifying as a witness to) any allegation of Misconduct. The College will not only take steps to prevent retaliation but will take strong responsive action if retaliation occurs and anyone engaging in retaliation is subject to disciplinary action, up to and including expulsion/termination. Retaliation includes intimidation, threats, or harassment against any such reporting party or third party. Retaliation should be reported promptly to Title IX Coordinator and may result in

disciplinary action independent of the sanction or interim measures imposed in response to the underlying allegations of sexual misconduct.

IX. Standard of Proof

The Department of Education's Office of Civil Rights has interpreted Title IX to require schools to evaluate reports of alleged sexual misconduct under a "preponderance of the evidence" standard and that is the standard adopted by this Policy in connection with all allegations of Misconduct. A preponderance of the evidence exists when a reasonable person, after a careful balancing of available information, would conclude that it is more likely than not that a violation has occurred and the individual accused is responsible for the violation.

X. Sanctions/Discipline

A student found to have engaged in Misconduct is subject to a range of sanctions depending on the circumstances of each case. Those sanctions can include written warnings, educational programs, education assignment, mandatory referral to the Clarke Health Center (or other appropriate healthcare provider), a fine, suspension, expulsion, referral to other disciplinary bodies, and other sanctions as may be deemed reasonable by the College under the circumstances.

Any College employee or faculty member found to have engaged in Misconduct is subject to a range of discipline depending on the circumstances of each case. That discipline can include termination, referral to other disciplinary bodies, or other sanctions as may be deemed appropriate by the College.

For those crimes of violence that the College is required by federal law to include in its Annual Security Report, the transcripts of students found responsible after a hearing and an appeal, if any, shall include the following notation:

- "Expelled after a finding of responsibility for a code of conduct violation," or
- "Suspended after a finding of responsibility for a code of conduct violation," or
- "Withdrew with conduct charges pending"

Transcript notations for a student suspended for violating the College's Sexual Misconduct Policy or who chooses to withdraw pending conduct investigation will remain on a transcript for a minimum of one year. After one year's time, a student may request to have the transcript notation removed by submitting a written request to the Title IX Coordinator describing the incident and what was learned over your time away from the College. The Title IX Coordinator shall consult with appropriate College officials to determine whether removal of the notation is appropriate under the circumstances. Transcript notations for expulsion shall not be removed.

XI. Related Misconduct

In accordance with this Policy, if it is determined that a charged student or employee has engaged in other misconduct, including in addition to Misconduct as defined in this policy, appropriate discipline for that other misconduct may be imposed under this policy. All persons participating in any investigation under this policy, whether as parties to the proceedings or as witnesses, are expected to provide truthful information.

XII. Law Enforcement and Effect of Criminal Proceedings

Because Misconduct, and especially sexually-related misconduct, may constitute both a violation of College policy and criminal activity, the College encourages persons to consider reporting alleged Misconduct promptly to local law enforcement agencies. Criminal investigations may be useful in the gathering of relevant evidence, particularly forensic evidence.

(If you have been a victim of sexual assault, it is important to preserve evidence. For example, in cases of rape or other forms of sexual assault, it is important not to shower, change clothes or even brush your hair, as physical evidence may be lost.) Because the standards for finding a violation of criminal law are different from the standards for finding a violation of this policy, criminal investigations or reports are not determinative of whether Misconduct for purposes of this Policy has occurred. In other words, conduct may constitute Misconduct under this Policy even if it is not a crime or law enforcement agencies lack sufficient evidence of a crime and therefore decline to prosecute. Questions about whether incidents violate criminal laws and how the criminal process works should be directed to law enforcement officials or the local district attorney's office.

The filing of a report of Misconduct under this policy, even in connection with sexually-related misconduct, is independent of any criminal investigation or proceeding. The criminal process and the College's disciplinary processes are not mutually exclusive, meaning that an individual can either bring a complaint through the College or law enforcement, or both. Reporting to local law enforcement does not constitute filing a complaint under this policy, nor does filing a complaint under this policy constitute reporting to local law enforcement. Campus Security can assist individuals in making a report of a crime to local law enforcement. Any internal investigation and/or hearing process conducted by Elmira College will be conducted concurrently with any criminal justice investigation and proceeding. However, in some cases the College may temporarily delay its investigation to enable law enforcement to gather evidence and to engage in a preliminary investigation. Such delays will not last more than 10 days except when law enforcement authorities specifically request and justify a longer delay.

The Elmira Police Department, which can be reached at (607) 735-8600, can assist in filing a criminal complaint and in securing appropriate examination, including by a Sexual Assault Nurse Examiner. The New York State Police Sexual Assault Hotline, which can be reached at 1-(844) 845-7269, may also be of assistance in reporting an incident to law enforcement. Orders of protection and other forms of legal protection may be available to individuals who have experienced or are threatened with violence by a College community member or other person. In appropriate circumstances, an order of protection may be available that restricts the offender's right to enter the College's property, and Elmira College will abide by a lawfully issued order of protection. Campus Security, or other College officials, will, upon request, provide reasonable assistance to any member of the campus community in obtaining an order of protection or, if outside of New York State, an equivalent protective or restraining order, including providing that person with:

- a copy of an order of protection or equivalent when received by the College and providing that person with an opportunity to meet or speak with a College representative, or other appropriate individual, who can explain the order and answer questions about it, including information from the order about the other person's responsibility to stay away from the protected person or persons;
- an explanation of the consequences for violating these orders, including but not limited to arrest, additional conduct charges, and interim suspension; and

- assistance in contacting local law enforcement to affect an arrest for violating such an order of protection.

XIII. Procedures for Investigating and Resolving Alleged Violations of this Misconduct Policy

1. The College's investigation and resolution of a complaint (excluding any appeal) will normally be completed within 60 calendar days. However, the nature of a complaint and/or extenuating circumstances (such as the time of the academic year, the timing of College breaks, the effect of concurrent criminal proceedings, etc.) may require an extension of that timeframe. In the event that the investigation and/or resolution exceed the timeframes in this policy, the Title IX Coordinator will notify both parties of any scheduling delays and the expected adjustment in the time frame.
2. The complainant and respondent will be permitted to have an advisor of their choice attend any investigatory interview/ meeting with him/her (at the party's own expense if the advisor is a paid advisor). Unless the matter involves a sexual assault, domestic or dating violence, or stalking, the advisor must be a non-attorney member of the campus community. An advisor's role is to consult with and support the party and may not disrupt or distract from the interview/meeting. The advisor is not permitted to speak or otherwise make any direct statements to the investigators or during any meetings. Each party is required to speak on their own behalf if he or she wishes to be heard and not through the advisor. Any advisor who fails to comply will be required to leave the meeting, and the meeting will proceed in the advisor's absence.
3. Mediation
 In some cases, a mediated resolution may be appropriate. This may be the case in instances of more minor acts of insensitivity or misunderstandings. Serious sanctions, such as suspension, expulsion or termination, are not possible as a result of the mediation process, but lesser sanctions may be agreed to. Mediation is not available in cases of sexual assault or other violence or where a student is complaining of conduct by an employee in a position of authority over that student.
 A person who desires mediation should contact the Title IX Coordinator. Mediation must be agreed upon by both parties, and the Title IX Coordinator must agree that mediation is appropriate. The mediation must be conducted by a third-party; mediation between just the complainant and respondent is not acceptable. A campus mediator will begin mediation efforts promptly and will report to the Title IX Coordinator that the mediation occurred. At any time during the mediation process the complainant or the respondent has the right to terminate the process and proceed to an investigation.
 The Title IX Coordinator must agree that the parties' mediated resolution is appropriate under the circumstances. If the parties reach agreement and this agreement is deemed appropriate, the mediation is considered successful. Both parties will sign a statement agreeing that the mediation was successful, and the matter will be considered resolved. If the mediation is unsuccessful, the complainant can proceed with a formal complaint. A copy of the signed statement will constitute the record of the mediation. If a party with obligations pursuant to a mediated resolution fails in his/her obligations, the other party

may ask the College to enforce the terms of the resolution or may proceed with a formal complaint process.

4. Upon receipt of a complaint and a desire by the complainant to move forward with an investigation, or a determination by the College to move forward in the absence of a participating complainant, the investigation process will begin. Investigators appointed by the Title IX Coordinator will contact the complainant(s) and the respondent(s) to meet and review the investigation procedures, and outline the basis for the complaint. The investigation will normally be conducted by a team consisting of two members of Title IX Investigation Team. In extenuating circumstances the College may utilize an external team solely or in conjunction with an internal investigation team. The investigation process generally includes interviewing the persons involved, including witnesses, and gathering and considering relevant evidence. The complainant and respondent will be given an equal opportunity to present separately information in the context of the investigation. Normally, the investigation will be completed within 14 days of receipt of the complaint. In unusual cases, it may be apparent that an investigation should not proceed. This may be the case if the complaint is not of a nature covered by this policy; where another policy or procedure is more appropriate; or where there is indisputable proof that the allegations are not true. If an investigation is not to proceed, the complainant and respondent will be so informed. That decision is not appealable. In most instances, both parties are advised to avoid unnecessary contact with the other and, in appropriate cases, an administrative “no contact” directive may be issued to the respondent.

The complainant and respondent will have the right to have their own prior sexual history with persons other than the other party and their own mental health diagnosis and/or treatment excluded from the investigatory and disciplinary proceedings held under this policy.

Both the complainant and the respondent shall receive notice referencing the specific provision of this policy alleged to have been violated and the possible sanctions. This notice shall also include the date, time, location and factual allegations concerning the alleged violation.

The investigation team uses the preponderance of the evidence standard (i.e., it is more likely than not that a fact is true and/or that a violation of this policy occurred) in making its findings and recommendation.

The parties, upon submission of a written request to the Title IX Coordinator, may be permitted to review on campus information in the case file, subject to redaction permitted and/or required by law and consistent with College policy and applicable federal and state law, including the Family Educational Records Privacy Act. At the conclusion of the investigation, the investigation team will issue a written report of the evidence and their findings and recommended action to the person identified below.

Student Respondent: The Dean of Students will review the finding and recommendations of the investigatory team and make a final determination, including issuing appropriate sanctions. The Dean of Students may discuss the case and information provided with the investigatory team, with anyone

interviewed as part of the investigation, or with any other person deemed relevant. Alternatively, the Dean of Students may request further investigation by the investigatory team.

Faculty Respondent: The Associate Dean of Faculty will review the findings and recommendations of the investigatory team and make a final determination, including issuing appropriate sanctions or referral to other procedures as may be required. The Associate Dean may discuss the case and the information provided with the investigatory team, with anyone interviewed as part of the investigation, or with any other person deemed relevant. Alternatively, the Associate Dean may request further investigation by the investigatory team.

Other Employee Respondent: The Director of Human Resources will review the findings and recommendations of the investigatory team and make a final determination, including issuing appropriate sanctions. The Director of Human Resources may discuss the case and the information provided with the investigatory team, with anyone interviewed as part of the investigation, or with any other person deemed relevant. Alternatively, the Director of Human Resources may request further investigation by the investigatory team.

Vendor, visitor, or other non-student, non-employee Respondent: The Director of Campus Security or other College administrator (as designated by the Title IX Coordinator) will review the findings and recommendations of the investigatory team and make a final determination, including issuing appropriate sanctions. The Director may discuss the case and the information provided with the investigatory team, with anyone interviewed as part of the investigation, or with any other person deemed relevant. Alternatively, the Director may request further investigation by the investigatory team.

In all cases, the official reviewing the findings and recommendations may accept them, reject them, send the matter back for further consideration, or issue his/her own determination. Any determination is to be based on a preponderance of the evidence presented. Normally, the review of the investigatory report will be completed within 14 days of receipt, but this timeframe may be extended if necessary under the circumstances.

In any case where a student is a Respondent or Complainant, both the Complainant and Respondent will be permitted to submit a written impact statement to the Title IX Coordinator after a finding of responsibility for violation of this policy and prior to the determination of an appropriate sanction(s). The Title IX Coordinator will provide copies of any such written impact statements to the official responsible for making a determination regarding appropriate sanctions.

If a determination is made that a violation of this policy did not occur, no sanction(s) will be issued under this policy. However, the College retains the right to address inappropriate behavior through other applicable College personnel and student life policies and procedures.

5. Each party will be notified in writing, at or about the same time, of the results of any

decision by the above identified persons. In cases where a student is a party, the final outcome letter shall include factual findings supporting the determination, the decision and sanction, if any, as well as the rationale for the decision and sanction. Any record of or information obtained during the proceedings shall be protected from public release until a final determination is made. A final determination is made under this policy when no appeal of the decision is sought, or in the event of an appeal, when the decision on appeal is communicated to the complainant and respondent. Any public release of the full and fair record of the proceedings shall be made in accordance with College policy and federal and state laws.

Either party may appeal in writing within 5 business days of the decision (except that a vendor, visitor, or other non-student, non-employee does not have a right of appeal.). Where the accused is a student, the appeal will be considered by a panel consisting of the Vice President of Enrollment Management and two other College officials appointed by the Title IX Coordinator. Where the accused is a faculty member, the appeal should be sent to Vice President of Academic Affairs; and where the accused is a non-faculty employee, the appeal should be sent to the Vice President of Finance and Administration.

Appeals will be permitted only for claims of procedural error (including issues relating to the adequacy of any investigation), new evidence which was not reasonably available at the time of the investigation and decision, or because any sanction imposed (or the failure to impose a sanction) is claimed to be inappropriate. All grounds for appeal must be set forth in the written appeal statement. On appeal, the designated person(s) reviewing the appeal may accept, reject, or modify any finding and/or sanction, or may return the matter for further consideration. The designated person(s) reviewing the appeal may also, as part of this appeal process, speak directly with the investigatory team, the initial decision-maker, or otherwise directly (or through a designee) seek additional information from the parties or witnesses, if considered necessary. A written decision regarding an appeal (which will be based on a preponderance of the evidence standard) will generally be issued within 10 days.

6. Regardless of whether discipline is imposed, the College may offer other, non-disciplinary remedies to the complainant.
7. At all steps of the process, College officials may consult with the College's legal counsel.
8. Rights of the Complainant and the Respondent.

- a. Rights of the Complainant

When a member of the campus community has become the victim of an alleged act of Misconduct which violates this policy, the victim should expect that the conduct system/investigators shall respond in a caring, sensitive manner which allows the victim to utilize the policy's process unimpeded, while still maintaining the rights of the respondent person. The following rights shall be provided to victims of alleged offenses:

- The right to be fully informed of the applicable conduct codes and policies.
 - The right to have complaints of Misconduct responded to quickly and with sensitivity.

- The right to preservation of confidentiality, to the extent possible and appropriate under the circumstances.
- The right to be notified of available counseling, mental health or student services for victims, both on campus and in the community.
- The right to be treated with dignity and respect by all persons involved in the investigatory and appeal process.
- The right to be informed by College officials of options to notify proper law enforcement authorities, including on-campus public safety and local police.
- The right NOT to be discouraged by College officials from reporting a crime, especially crimes of sexual assault/violence, to both on and off-campus authorities.
- The right to have an advisor who, in cases which do not involve sexual assault, domestic/dating violence, or stalking, is a non-attorney member of the College community; this person has an advisory role only and may not directly participate in the investigatory/resolution process.
- The right to notification of options for and available assistance in changing academic, working, and living situations after an alleged incident, if so requested by the victim and if such changes are reasonably available (no charges or investigation, campus or criminal, need occur before this option is available).
- The right to request a campus physical restriction or “keep-away” order against the respondent.
- The right to NOT be subject to any type of retaliation. Violation of such instructions would constitute grounds for the College to take immediate and further action.
- The right to submit an appeal and receive a written response in the proscribed time frame.
- The right to participate in the investigatory/resolution process by means other than being in the same room with the respondent.
- The right to have the evidence presented be relevant, based in fact, and without prejudice, and the outcome of the complaint based solely on evidence presented during the investigatory/review process.
- The right to assert an objection to any member of the investigatory team or to any decision-maker under this policy, for reasons of demonstrated bias.
- The right to present relevant witnesses and evidence.
- The right to make a victim-impact statement and to have that statement considered in determining any sanction.
- The right to be informed in writing of the outcome and any sanctions resulting from the complaint, usually at or about the same time as the respondent.

b. Rights of the Respondent

When a member of the campus community has become the respondent of an alleged act of Misconduct which violates this policy, the respondent should expect that the conduct system shall respond in a caring, sensitive manner which allows the respondent to utilize the policy’s process unimpeded, while still maintaining the rights of the complainant. The following rights shall be provided to respondent of the alleged offenses:

- The right to be advised of the nature of the allegations against him/her.

- The right to be fully informed of the applicable conduct codes and policies.
 - The right to have complaints of Misconduct responded to quickly and with sensitivity.
 - The right to be presumed not in violation of College policies unless and until determined to be in violation under a preponderance of the evidence standard.
 - The right to preservation of confidentiality, to the extent possible and appropriate under the circumstances.
 - The right to waive the investigatory or review process by admitting responsibility. In these cases, the Dean of Students, Associate Dean of Faculty, or Director of Human Resources, as appropriate, may determine an appropriate sanction.
 - The right to be notified of available counseling, mental health, or student services available on campus.
 - The right to be treated with dignity and respect by all persons involved in the investigatory and appeal process.
 - The right to have an advisor who, in cases which do not involve sexual assault, domestic/dating violence, or stalking, is a non-attorney member of the College community; in all cases this person has an advisory role only and may not directly participate in the investigatory/resolution process.
 - The right to notification of options for and available assistance in changing academic working and living situations after an alleged incident, if so requested and if such changes are reasonably available.
 - The right to NOT be subject to any type of retaliation. Violation of such instructions would constitute grounds for the College to take immediate and further action.
 - The right to submit an appeal and receive a written response in the proscribed time frame.
 - The right to participate in the process by means other than being in the same room with the complainant.
 - The right to have the evidence be relevant, based in fact, and without prejudice, and the outcome of the complaint based solely on evidence presented during the investigatory/review process.
 - The right to assert an objection to any member of the investigatory team, or to any decision-maker under this policy, for reasons of demonstrated bias.
 - The right to present relevant witnesses and evidence.
 - The right to make a statement and to have that statement considered in determining the outcome of the case.
 - The right to be informed in writing of the outcome and any sanctions resulting from the complaint, usually at or about the same time as the complainant.
9. Withdrawal prior to resolution of an open conduct case
 A student who withdraws from the institution prior to an outcome of a pending conduct case should understand that the investigation will continue without their participation. A student can still be found responsible in their absence.
10. Resolution of Procedural Issues
 In the event procedural issues arise under this policy which are not explicitly addressed, the Title IX Coordinator shall have the authority to resolve those issues.

XIV. Public Awareness/Advocacy Events

If a victim discloses actions constituting a violation of this policy through a public awareness event such as “Take Back the Night,” a candlelight vigil, a protest, a student organization or other event or forum, or other public event, Elmira is not obligated to begin an investigation. Elmira may, however, use the information to inform the need for additional education and prevention efforts.

XV. Multiple Complainants/Respondents/Claims

In cases where there are multiple complainants and/or multiple respondents, the College reserves the right to handle the cases individually or jointly. Further, in cases where there are allegations of a violation of this Policy and collateral allegations of other policy violations (e.g., an allegation of a sexual assault and minor property damage), the College reserves the right to have allegation(s) of violations of this Policy and the collateral allegation(s) investigated and adjudicated pursuant to this Procedure. In cases where the individual has more than one status with the College (such as a student who is also employed with the College, or any employee who takes courses at the College), the College will determine in its discretion which status is primary; in such a situation, sanctions imposed may include both sanctions related to each status.

XVI. Recordkeeping

Records generated in connection with reports, investigations and resolutions are maintained in confidential files maintained by an appropriate office, which may be the Title IX Coordinator, the Dean of Students, Human Resources, and/or the Registrar (for records concerning disciplinary outcomes), and only those with a right and need to know are permitted access.

XVII. Training

Responsible Administrators, persons assigned as investigators, and individuals determining violations of this policy will receive annual training on relevant topics, including discrimination, harassment, sexual misconduct, stalking, domestic violence and dating violence, and how to conduct investigations and disciplinary proceedings that protect the safety and respectful treatment of all parties and promote accountability to the College community.

XVIII. Academic Freedom

Elmira College is an academic institution at which academic freedom is necessary and valued. The College will not construe this policy to prevent or penalize a statement, opinion, theory, or idea offered within the bounds of legitimate, relevant, and responsible teaching, learning, working, or discussion.

XIX. Clery Act Compliance

The College is required to include for statistical reporting purposes the occurrence of certain incidents in its Annual Security Report (ASR). Names of individuals involved in incidents are not reported or disclosed in ASRs. In the case of an emergency or ongoing dangerous situation, the College will issue a timely warning to the campus. In such circumstances, the name of the alleged perpetrator may be disclosed to the community, but the name of the victim/complainant will not be disclosed.

XX. Coordination with Other Policies

A particular situation may potentially invoke one or more College policies or processes. The College reserves the right to determine the most applicable policy or process and to utilize that policy or process.

This policy does not apply to decisions relating to requests for reasonable accommodation due to a disability. Academic disability accommodations are handled by the Disability Accommodation Office and pursuant to that office's policies. Work-related disability accommodations are handled by the Human Resources Office and pursuant to that office's policies.

XXI. Designation of Authority

Any College administrator or official who this policy empowers to act may delegate his/her authority to any other appropriate College official. Delegation of authority may be necessary to avoid conflicts of interest or where time constraints or other obligations prevent a College official named in this policy from fulfilling his/her designated role.

XXII. Policy Compliance

Any person with a concern about the College's handling of a particular matter should contact the College's Title IX Coordinator, Karen Johnson– 607-753-1827.

The U.S. Department of Education, Office for Civil Rights is a federal agency responsible for ensuring compliance with Title IX. OCR may be contacted at 400 Maryland Avenue, SW, Washington, DC 20202-1100, (800) 421-3481.

XXIII. Amendments

This Policy may be amended, in writing, by the President and notification of Student Government.

Students' Bill of Rights In Cases Involving Sexual Assault, Domestic/Dating Violence, and Stalking

All students have the right to:

- Make a report to local law enforcement and/or state police;
- Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously;
- Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and or criminal justice process free from pressure by Elmira College;
- Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
- Be treated with dignity and to receive from the College courteous, fair, and respectful health care and counseling services, where available;
- 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;
- Describe the incident to as few College representatives as practicable and not be required to unnecessarily repeat a description of the incident;
- Be protected from retaliation by the College, any student, the accused and/or the respondent, and/or their friends, family, and acquaintances within the jurisdiction of Elmira;
- Access to at least one level of appeal of a determination;

- Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial or conduct process including during all meetings and hearings related to such process; and
- Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of Elmira College.

Academic Dishonesty

Honesty is essential to the proper functioning of an academic community and is the responsibility of each individual member. Therefore, this academic community must establish and enforce rules governing violations of the principles of academic honesty.

Definition and Examples of Academic Dishonesty

Academic dishonesty is any treatment of, or representation of work as if one were fully responsible for it, when it is in fact the work of another or work in which one has received unacknowledged assistance from others. Academic dishonesty is also any collusion or cooperation in the academically dishonest activities of someone else; an accomplice in academic dishonesty is also guilty of academic dishonesty and subject to the same sanctions.

Academic dishonesty is a serious violation that is counter to the purposes and aims of Elmira College. Ignorance of what constitutes academic dishonesty is no excuse for violating the policy.

Examples:

- Submitting any fraudulent or plagiarized academic work, or knowingly cooperating in such activity. Specific examples include, but are not limited to:
 - Verbatim use of a quotation without quotation marks.
 - The use of another person's idea or work in one's own work without acknowledging its use.
 - Submission of a paper prepared by another person as one's own work.
 - Submission of the same piece of work (or significant portion thereof) for credit in more than one course without the approval of all instructors.
 - Knowingly providing work to another person for submission as his or her own work.
 - Materials plagiarized from the Internet.
 - Giving or receiving answers and-or using or knowingly providing any materials pertinent to an examination without the permission of the instructor.
 - Stealing, manipulating, or interfering with any academic work of another student.
 - Falsification of attendance at any event required for a course.

I. Procedure for Reporting Alleged Incidents of Academic Dishonesty

- a. When academic dishonesty is suspected, the instructor shall attempt to ascertain the facts and meet with the accused student(s).
- b. If the instructor believes that academic dishonesty has occurred, a written report of the incident shall be made, with one copy for the student and one for the Provost.
 1. The instructor's report shall indicate whether the student admits or denies responsibility for the incident; it shall be accompanied by all relevant information (i.e.,

- crib notes, copy of plagiarized materials, exams, statements of witnesses, etc.) and summarize the circumstances surrounding the incident.
2. The instructor's report shall indicate what sanctions will apply regarding the assignment of grade (see III below) and status in the course. The instructor may also recommend that further sanctions be considered for imposition by the Conduct Committee such as placement of the student on conduct probation for up to one year, removal from academic honors such as the Dean's List, the list of Honors Scholars, and from the Honors Program, suspension or loss of merit scholarship, or review by the Conduct Committee (as described below) for possible suspension or dismissal from the College.

II. Assignment of Grade When Academic Dishonesty is Involved

- a. Should the course end before an instructor can meet with the student(s) to reach a decision on dishonesty, or before the appeal process is completed, an "I" shall be assigned for the course.
- b. A grade of "F" may be assigned for a course in which academic dishonesty has been substantiated, but an instructor may also assign a zero ("0") to the piece of work, assignment, or exam in question, in which case the appropriate course grade may be assigned. The student may be asked to redo the assignment or retake an exam if the circumstances warrant, in which case, an "I" would be the appropriate grade.
- c. When the instructor believes that academic dishonesty has taken place but the student denies the allegation, the student should be allowed to continue in the course without prejudice, pending appeal.

Appeal and Hearing Processes

- a. If a student disagrees with the instructor's determination of dishonesty or appropriate sanctions, the student may appeal in writing to the Provost.
- b. The Provost or his designee shall review the instructor's report and the student's written appeal. He may consult with the parties involved and collect other relevant material. He will provide copies of any added materials to the student, instructor, and Conduct Committee.
- c. The Provost or his designee shall inform the student about the Conduct Committee process which permits both the student and the instructor to present materials relevant to the complaint and to call and question individuals before the committee.
- d. The Conduct Committee shall be the final route of appeal for the student who disagrees with the instructor in a case involving academic dishonesty.
- e. The student has the right to appeal the Committee decision as outlined in Tier IV of the Conduct System section of the *Student Handbook*.

III. Documentation Concerning a Case of Academic Dishonesty

- a. In the event that a student is found not responsible for academic dishonesty, all documents concerning the case shall be destroyed.
- b. In the event that a student is found responsible and sanctions applied, the documents shall remain on file in the Office of the Provost for six years after a dismissed student

leaves the College, or until the student graduates.

- c. The Provost shall maintain a list of the students for whom academic dishonesty was determined.
- d. In the event of a second substantiated charge, the Provost or his designee may refer the matter to the College Conduct Committee. Sanctions up to and including suspension or expulsion could be applied.