

# **Colby College Student Handbook**

## **Introduction**

The *Colby College Student Handbook* is designed to introduce many of the aspects of life at Colby to you, including academic policies, rules and regulations, and safety tips. While few constraints are placed on Colby students, certain regulations are necessary for our community to function successfully and safely. You are expected to know and abide by these regulations, which are outlined in this handbook.

The student handbook serves as a companion piece to the *Colby College Course Catalogue*, which outlines the College's academic information, requirements, course descriptions, academic programs, off-campus study, January Programs, and more. You should become familiar with both publications for a thorough understanding of College regulations.

It's also comforting to know that you can turn to a wide range of people at Colby for support when you need it—from getting your e-mail account up and running to adjusting to a new roommate. Colby's Student Support Team, which includes the Student Affairs Division, Health and Counseling Services, the Career Center, and the College chaplains, can assist you in dealing with campus life and academic, emotional, physical, or practical problems that may arise during your college years.

The Administrative Services section of this handbook describes some of the people and offices on campus that are ready to assist you. I hope you will turn to the Office of the Dean of Students or the many other campus resources available when you need assistance or a question answered.

## **Notice**

The reader should take notice that the *Colby College Student Handbook* is not a contract. The College provides the information herein solely for the convenience of the reader and reserves the right to make changes at any time without prior notice.

## **Non-Discrimination**

Colby is a private, coeducational liberal arts college that admits students and makes personnel decisions on the basis of the individual's qualifications to contribute to Colby's educational objectives and institutional needs. The principle of not discriminating on the basis of age, race, color, religion, national or ethnic origin, sex, sexual orientation, gender identity, genetic information, parental or marital status, political beliefs, veteran or military status, or disability unrelated to job or course of study requirements and other protected category under applicable local, state, and federal law, ordinance or regulation is consistent with the mission of a liberal arts college. Colby is an equal opportunity employer and operates in accordance with federal and state laws regarding non-discrimination.

## Colby Student Handbook

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**The Colby Experience**

The Colby experience, as shaped by the College's mission and precepts and other College initiatives, is characterized by intellectual challenge, a strong sense of community and a friendly campus atmosphere, international perspectives, and efforts to understand and embrace diversity.

### **The Colby Affirmation**

Honesty, integrity, and personal responsibility are cornerstones of a Colby education and provide the foundation for scholarly inquiry, intellectual discourse, and an open and welcoming campus community. Recognizing that promoting and safeguarding a culture of academic integrity and social accountability requires vigilance and active participation from all members of the community, the College appointed a task force of students, faculty, staff, and members of the Board of Trustees that developed the Colby Affirmation. All members of the Colby community are expected to live by the tenets of individual accountability and collective responsibility articulated in the Colby Affirmation.

*Colby College is a community dedicated to learning and committed to the growth and well-being of all its members.*

*As a community devoted to intellectual growth, we value academic integrity. We agree to take ownership of our academic work, to submit only work that is our own, to fully acknowledge the research and ideas of others in our work, and to abide by the instructions and regulations governing academic work established by the faculty.*

*As a community built on respect for ourselves, each other, and our physical environment, we recognize the diversity of people who have gathered here and that genuine inclusivity requires active, honest, and compassionate engagement with one another. We agree to respect each other, to honor community expectations, and to comply with College policies.*

*As a member of this community, I pledge to hold myself and others accountable to these values.*

### **Intellectual Challenge**

Academics are the core of Colby. Excellence in undergraduate education is the College's central mission, and the Colby experience is, first and foremost, about the life of the mind. Critical reasoning abilities, forged in classes and laboratories, are honed by questions, challenges, and discussion.

### **Active Community Life**

A distinctive campus atmosphere helps set Colby apart from other liberal arts colleges. Colby combines academic challenge with a rich student life that includes more than 120 student organizations and offers students countless leadership and volunteer opportunities. Colby is committed to fostering a fully inclusive community enriched by diverse students and teaching faculty.

### **Global Reach**

Colby is recognized as a leader in internationalism—in its emphasis on study abroad programs, in the international diversity of the student body and faculty, and in the ways global issues permeate the curriculum. Colby prepares graduates to function in a global economy and to work effectively with people of diverse races, cultures, and backgrounds. Students from more than 65 countries comprise the student body, and two thirds of Colby students choose to study abroad for a semester, a year, or a January Program. Faculty members and students are engaged actively in national and international affairs directly from Mayflower Hill.

### **Shaping the Future**

Colby graduates find their places at top Wall Street firms, the best medical schools and research universities, the finest law and business programs, in the arts, government service, social service, education, and nonprofit organizations. With their career possibilities virtually unlimited, Colby graduates leave prepared to contribute to their communities and to the world.

### **Diversity**

Colby is dedicated to the education of humane, thoughtful, and engaged persons prepared to respond to the challenges of an increasingly diverse and global society and to the issues of justice that arise therein. The College is committed to fostering a fully inclusive campus community, enriched by persons of different races, genders, ethnicities, nationalities, economic backgrounds, ages, abilities, sexual orientations, and spiritual values. We strive to confront and overcome actions and attitudes that discourage the widest possible range of participation in our community, and we seek to deepen our understanding of diversity in our daily relationships and in our dealings as an institution.

### **Academic Information**

Colby's academic program is among the preeminent liberal arts programs in the nation. The Colby experience challenges students to open their minds to new ideas, unfamiliar concepts, and diverse points of view. With 52 majors, 24 departments, 10 programs, and an independent major option, students have the flexibility to set their own course of study. Colby's singular dedication to undergraduate education and its emphasis on research and project-based learning mean that each student can tailor his or her academic program for a unique experience. The strong liberal arts curriculum provides excellent preparation for an unlimited range of career choices and graduate studies while giving students a better understanding of the world and their places in it.

### **Colby's Mission and Educational Precepts**

Colby is committed to the belief that the best preparation for life, and especially for the professions that require specialized study, is a broad acquaintance with human knowledge. The Colby experience is designed to enable each student to find and fulfill his or her own unique potential. It is hoped that students will become critical and imaginative thinkers who are welcoming of diversity and compassionate toward others, capable of distinguishing fact from opinion, intellectually curious and aesthetically aware, adept at synthesis as well as analysis, broadly educated with depth in some areas, proficient in writing and speaking, familiar with one or more scientific disciplines, knowledgeable about American and other cultures, able to create and enjoy opportunities for lifelong learning, willing to assume leadership roles as students and citizens, prepared to

respond flexibly to the changing demands of the world of work, useful to society, and happy with themselves.

Colby stands for diversity, for respect for various lifestyles and beliefs, and for the protection of every individual against discrimination. In the classroom and outside, there is freedom to study, to think, to speak, to work, to learn, and to thrive in an environment that insists upon both civility and the free and open exchange of ideas and views. The behavior of individuals may often affect the rights and well being of others, therefore all members of the campus community are responsible for fostering an environment in which teaching, learning, and research flourish.

The Colby Plan is a series of 10 educational precepts that reflect the principal elements of a liberal education and serve as a guide for making reflective course choices, for measuring educational growth, and for planning for education beyond college. Students are urged to pursue these objectives not only in their course work but also through educational and cultural events, campus organizations and activities, and service to others. These precepts, which the College believes are at the heart of a liberal arts education, are as follows:

1. to develop one's capability for critical thinking, to learn to articulate ideas both orally and in writing, to develop a capacity for independent work, and to exercise the imagination through direct, disciplined involvement in the creative process
2. to become knowledgeable about American culture and the current and historical interrelationships among peoples and nations
3. to become acquainted with other cultures by learning a foreign language and by living and studying in another country or by closely examining a culture other than one's own
4. to learn how people different from oneself have contributed to the richness and diversity of society, how prejudice limits such personal and cultural enrichment, and how each individual can confront intolerance
5. to understand and reflect searchingly upon one's own values and the values of others
6. to become familiar with the art and literature of a wide range of cultures and historical periods
7. to explore in some detail one or more scientific disciplines, including experimental methods, and to examine the interconnections between developments in science and technology and the quality of human life
8. to study the ways which natural and social phenomena can be portrayed in quantitative terms and to understand the effects and limits of the use of quantitative data in forming policies and making decisions
9. to study one discipline in depth, to gain an understanding of that discipline's methodologies and modes of thought, areas of application, and relationship to other areas of knowledge
10. to explore the relationships between academic work and one's responsibility to contribute to the world beyond the campus

## **Academic Regulations**

While Colby encourages students to develop a broad acquaintance with human knowledge and become critical and imaginative thinkers, the College enforces academic regulations and students should be familiar with them. More academic issues are covered at length in the *Colby College Course Catalogue*. Students should consult their academic advisor or appropriate faculty members with any academic questions. Students seeking exceptions to the academic regulations listed below must apply to the Administrative Committee of the College. Forms for such requests are available in the Office of the Registrar.

## **Academic Honesty**

Intellectual integrity is a fundamental value of all academic institutions and is at the heart of the primary teaching, learning, and research activities of the College. Misrepresenting one's work, using sources without appropriate attribution, and giving or receiving unauthorized aid on assignments and examinations are dishonest acts that violate the core value of intellectual integrity.

Academic dishonesty is handled by an investigative process under the direction of the Academic Integrity Coordinator. Academic negligence is an opportunity for further education. Academic negligence is classified as poor, shoddy, or careless academic work that otherwise appears to constitute deliberate academic dishonesty. A lack of intentional deception is what distinguishes a first case of academic negligence from academic dishonesty. However, lack of intent does not constitute lack of responsibility on the part of the student. Students responsible for academic negligence will be required to successfully complete an educational module on academic honesty and ethics by the deadline for grade submission or receive an incomplete in the course.

Academic dishonesty applies in and beyond the semester in which the dishonesty occurred. If Colby determines following the completion of a course or after the awarding of a Colby degree that academic dishonesty has occurred, the College may change the student's grade in the course, issue a failing grade and rescind course credit, and/or revoke the Colby degree.

Academic dishonesty encompasses, but is not limited to: plagiarism; violating clearly stated rules for taking an exam or completing homework; presenting another's work as one's own; buying or attempting to buy papers or projects for a course; intentionally assisting others committing academic dishonesty; submitting the same work in more than one course without the permission of the instructors; enrollment in two classes that have the same meeting time without the explicit permission of instructors; misrepresentations to faculty within the context of a course; lying or otherwise deceiving faculty; and cheating and/or using illicit study aids.

If an instructor believes that academic dishonesty has occurred an academic dishonesty report will be reported to the Academic Integrity Coordinator (AIC) or the Dean of Students Office. The AIC will initiate an investigation and call on the academic review board to handle the case.

The academic review board consists of the AIC, one faculty member, one student, the course instructor, and a non-voting disciplinary officer from the Dean of Students Office.

The academic review board will determine the outcome and assign a sanction. Sanctions may range from no credit for the assignment, to course failure, to suspension or expulsion.

### **Payment of Bills**

Online student account statements are available to enrolled students. Students may authorize the College to make online statements accessible to parents or to discuss financial matters with the parents. In order to do so, permission must be granted by the student through the myColby portal. Instructions on how to grant parental access are available on the portal. Electronic notices will be sent to the student's e-mail account monthly should there be a balance due or as needed to communicate financial transactions, obligations, and pertinent information.

Prior to the first day of classes each semester, student accounts must be paid or satisfactory arrangements made with Student Financial Services. If the balance on the account is to be paid by an outside scholarship, a 30-day late fee waiver will be granted for the amount of the scholarship only if the student notifies Student Financial Services of this information prior to the first day of classes. It is the student's responsibility to ensure that all financial matters are resolved prior to the first day of classes. Payments are applied against charges in the order in which the charges appear on the student's account.

Notwithstanding any other provision in this catalogue, a student's account, including tuition, room and board, fees, charges, and fines, must be paid in full before that student will be allowed to register for classes for an upcoming semester, to receive transcripts, to participate in the annual room draw process, to participate in baccalaureate or commencement exercises, or to receive a degree or diploma.

In the event that a student account is delinquent, the account may be placed with a collection agency or an attorney for collection. All collection costs, including attorney's fees, will be charged to the student.

The College does not accept credit cards or post-dated checks for payment of semester charges. Electronic payments from a U.S. checking or savings account can be made at [www.colby.edu/sfs](http://www.colby.edu/sfs). A fee of \$15 is charged for any returned check or electronic payment.

### **Religious Observances**

Colby College is supportive of the religious practices of its students, faculty, and staff. The College is committed to ensuring that all students are able to observe their religious beliefs without academic penalty.

The College will enable any student to make up any course requirements scheduled during a religious holiday that is observed by that student. Students are expected to inform course instructors within two weeks of the beginning of the term of any religious observance that will conflict with coursework. The faculty member will then work with the student to find a reasonable accommodation that will allow the student to complete the academic work. In addition, no student will be required to participate in college events such as athletic commitments, lectures, or concerts on these holidays. A complete listing of those holidays can be found here.

## **R.O.T.C.**

Colby students may participate in Reserve Officer Training Corps programs offered at other Maine sites. Information about these programs is available in the Dean of Students Office.

## **Administrative Resources**

Knowing where and when to turn for help is critical to a positive and successful Colby experience. The following section is designed to make students familiar with many of the people, offices, and support services available on campus to assist students during their Colby career. From academic concerns to finding a campus job to battling the common cold, these individuals are here to help students during their time at Colby.

## **Student Support Team and Support Networks**

For most students, college is a time of great personal growth and development. Yet growth almost inevitably produces moments of confusion and uncertainty. One of the advantages of a small college, particularly Colby, is that when things start to come apart there is usually someone to help put them all together again. Together the Office of the Dean of Students, Health and Counseling Services, and the College's chaplains make up Colby's Student Support Team, which assists students with academic, emotional, physical, or practical problems that may arise during the college years.

## **Academic Difficulties**

Usually the first person to consult in times of academic difficulty is an advisor or professor. If a student is confused in a course or uncertain of the expectations it's a good idea to set up an appointment with the professor as soon as possible. When it comes to helping students, most Colby faculty are exceedingly generous with their time. If the problem seems to go beyond a single class, the student should probably talk with their faculty advisor, advising dean, or Associate Vice President for Student Affairs, Senior Associate Dean of Students, Barbara E. Moore (ext. 4250, [bemoore@colby.edu](mailto:bemoore@colby.edu)). In either case, students should not procrastinate. The earlier a problem is recognized, the earlier it can be addressed.

## **Personal Problems**

Personal problems can run the gamut from a roommate who snores to feeling that life has run amok. Whatever the ilk or magnitude, there are several places students might consider turning for help. First, there are friends and family. If, however, problems are ones a student can't easily discuss with friends, or if a student needs specialized advice, there are other places to go. Usually they are nearby.

Closest is the residence hall staff. Hall staff can help with all sorts of things. Similarly, faculty members are concerned about students' welfare and can be very perceptive listeners.

Although many problems can be solved through friends, residence hall staff, or faculty members, for some students there are times when the pressures of life accelerate. There are people to help at those times, too, including deans, counselors, the health center staff, and the College chaplains. Students shouldn't be reluctant to turn to any of these resources for confidential counsel as soon as they need it.

Unsure of where to start? The Office of the Dean of Students is a good place to begin a search for assistance.

### **Identification Cards/ColbyCards**

The ColbyCard is the official Colby identification card. All students, faculty, and staff should carry the card for identification and access to Colby buildings. The ColbyCard features a digitized photo, proximity core for door access, and a magnetic stripe for meal plan access and convenience purchases.

ColbyCards are issued when students arrive on campus. Loss of ColbyCards should be reported immediately to the ColbyCard office in Garrison-Foster so the original card can be deactivated and a replacement card issued. After hours, contact the Security Office. Students should carry their ColbyCard with them at all times as they will be required to display or surrender their card upon legitimate demand (e.g., by a faculty member, administrator, security officer, or hall staff) in order that proper identification may be established. Failure to comply and/or the reporting of a false identity are considered serious offenses that will merit appropriate disciplinary response from the College. The ColbyCard also serves as a “key” to access campus buildings. All residence halls are locked 24 hours per day. The ColbyCard allows access from 7 a.m. to 11 p.m. to halls other than the one to which students have been assigned. Weekend hours are extended until 1 a.m. The Alford Apartment Complex is accessible only to seniors. For additional information about ColbyCard use go to:

[http://www.colby.edu/administration\\_cs/financialservices/colbycard/index.cfm](http://www.colby.edu/administration_cs/financialservices/colbycard/index.cfm)

Disciplinary action will be taken for loaning or other improper use of identification cards. ID cards must be shown to gain entrance to meals in the dining halls. Possession of false identification is a violation of state law and will also result in disciplinary action. Falsified identification cards that are confiscated will be returned to the appropriate state for disposition.

### **Support Services/Learning Differences**

Colby provides support for students with learning differences and does not treat such students differently from other students in the admissions process. However, those students with learning differences who are admitted to Colby have available to them several forms of support, including the attention to Assistant Dean of Students Joseph Atkins (207-859-4253, [jeatkins@colby.edu](mailto:jeatkins@colby.edu)).

In accordance with the recommendations of a qualified diagnostician, students with documented learning differences may be allowed several adjustments to academic procedures, including additional time on examinations, extensions on other assignments, and other variations in examination procedures. These students may petition to take less than a normal course load each semester. Other forms of support are available and may be discussed with Dean Atkins.

All Colby students are expected to attempt to complete the foreign language requirement. A student who has experienced inordinate difficulty while at Colby in learning a foreign language and who has a verified medical diagnosis of a learning difference as established by College guidelines can petition to replace the foreign language

requirement with an approved program of alternative area study, which will be composed of three courses reflecting aspects of a single language or culture.

### **Service Animal Policy**

#### **Definition**

A “service animal” is defined differently depending on whether a student wishes to have the assistance of the animal throughout the entire campus, or whether a student wishes to have the assistance of the animal only in the residence halls.

- A. For campus-wide assistance, a “service-animal” is a dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the individual’s disability. Examples of such work or tasks include, but are not limited to, assisting an individual who is totally or partially blind with navigation and other tasks, alerting an individual who is deaf or hard of hearing to the presence of people or sounds, providing nonviolent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting an individual to the presence of allergens, retrieving items such as medicine or a telephone, providing physical support and assistance with balance and stability to an individual with a mobility disability and helping a person with a psychiatric or neurological disability by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal’s presence and the provision of emotional support, well-being, comfort or companionship do not constitute work or tasks for the purposes of this definition.
  
- B. For assistance only in the residence halls, a “service animal” is (i) an animal other than a dog that has been individually trained to do work or perform tasks for the benefit of an individual with a physical or mental disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals who are deaf or hard of hearing to intruders or sounds, providing reasonable protection or rescue work, pulling a wheelchair or retrieving dropped items, or (ii) any animal that has been determined necessary to mitigate the effects of a physical or mental disability by a physician, psychologist, physician’s assistant, nurse practitioner or licensed social worker. This definition includes what are commonly known as “comfort animals.”

#### **Documentation Needed to Request Service Animal**

For an animal that has been individually trained to do work or perform tasks for the benefit of an individual with a physical or mental disability, the student must provide evidence that the animal has been specially trained, either by written certification by the professional trainer or by demonstration. For an animal that has been determined necessary to mitigate the effects of a physical or mental disability by a health care professional, the student must provide evidence in the form of documentation on professional letterhead from a non-Colby licensed physician, psychologist, physician’s assistant, nurse practitioner or licensed social worker who has provided treatment to the student for the disability. The documentation must state that it is necessary for the

student to have the assistance of the service animal in the residence hall to mitigate the effects of a physical or mental disability.

### **Student's Responsibility to Service Animal**

**Up-to-date vaccination records:** If applicable, depending on type of animal, a veterinarian must inspect an animal before being brought into the residence halls. All shots and vaccinations must be up to date. A record of this information must be provided annually and kept on file in the Office of Campus Life. This record must be provided prior to the student moving into the residence hall.

**Licensing:** The student must comply with all Waterville licensing laws and tag laws pertaining to the animal.

### **Control, Clean up and Grooming Requirements:**

1. The student is responsible for all actions of the service animal and should be in total control of the animal at all times.
2. It is the student's responsibility to clean up after the service animal in public places IMMEDIATELY, by using a plastic bag and disposing of it in an outside trash receptacle. It is the student's responsibility to remove cat or other small animal litter to an outside trash receptacle. Indoor communal trash cans in the residence halls may not be used.
3. In the case of a service animal providing assistance only in the residence halls, the animal must never be let outside of the residence hall room without being attended. The animal may accompany the student to residence hall common areas (e.g. laundry rooms, lounges) if the animal is under the student's control at all times and if the presence of the animal does not substantially interfere with another student's reasonable use and enjoyment of the common area.
4. If the student of a service animal takes vacation or has an extended leave (more than 24 hours), the animal must be removed from the residence hall. If the student of a support/comfort animal fails to remove the animal due to vacation or extended leave, then the College reserves the right to remove and board the animal, at the student's expense, until the student returns to the residence hall.

### **Removal of an Animal:**

A service animal may be removed from the premises if it is a direct threat to the health or safety of others, if it would result in substantial physical damage to the property of others, or if the animal substantially interferes with the reasonable enjoyment of the housing by others.

### **Personal Injury and Property Damage:**

The student must take reasonable precautions to prevent, and is liable for, personal injury or property damage caused by the service animal. The College strongly recommends that the student have appropriate liability insurance.

The student is solely responsible for any damage to Colby College property caused by a service animal. Damage to the residence hall caused by the service animal that exceeds normal wear and tear will result in a dorm damage charge to the student's account.

### **Leaves of Absence/Withdrawal from College**

Students who leave Colby while a semester is in progress are required to withdraw formally, as are students who leave at the end of a semester with no definite plans for return. Students who withdraw are not permitted to return without approval of the dean of students. Students who withdraw for medical reasons must have the permission of the College physician in order to apply for readmission. Eligibility for initial or continued financial assistance from the College will be subject to review and action by the College's Office of Student Financial Services.

Students taking a leave of absence must notify the College by the date when course pre-registrations are due for the following term.

Students who leave to participate in College-approved student programs elsewhere, or who leave at the end of a semester for a specified period, may take a leave of absence and are not required to obtain special permission in order to return.

All withdrawals and leaves of absence must be effected officially by filing a form with the dean of students. The proper exit procedure must be followed to be eligible for any refunds that may be due. A student who leaves without official notification is not eligible for refunds, which are calculated from the date the withdrawal is approved by the dean of students.

### **Medical/psychological/Leaves**

Occasionally, a student's medical condition interferes with one's studies to the point s/he needs to take a leave of absence. The College has adopted a Medical Leave of Absence Policy, which includes provisions for both voluntary and mandatory medical leaves. In certain circumstances where it is determined that a student's physical or mental condition presents a direct threat of substantial harm to him or herself or others, the College, based upon the recommendation of the College Medical Director or the Director of Counseling or their designee, may impose a Mandatory Medical Leave of Absence. The terms of the Leave of Absence and the Policy in its entirety, including the student's right to appeal, will be provided to the student at the time any Mandatory Medical Leave of Absence is imposed. Students may also request a copy of the Policy from the Office of the Dean of Students.

Marks of W are posted to a student's transcript when the medical leave of absence prohibits the completion of the semester.

### **Post Office/Eustis Service Center**

Cotter Union/Eustis, ground floor

207-859-4060

[http://www.colby.edu/administration\\_cs/servicecenter/index.cfm](http://www.colby.edu/administration_cs/servicecenter/index.cfm)

### **Student Mail Services**

The Colby Student Post Office is located on the first floor of Cotter Union. The facility is a United States Post Office Contract Station where stamps can be purchased and packages sent. The post office provides on-campus mailing options, as well as off-campus mailing services.

### **Options for Mailing to Students**

The College recommends the use of electronic digests on campus to promote events and activities. Realizing there are times when that isn't possible, or that particular groups do not have access to student digests, the following guidelines have been created to assist with campus mail distribution:

#### *Student Group/Team/Club Notices*

Colby-recognized groups, teams, and clubs are allowed to insert in campus boxes, at no charge, material that is relevant to their club, team, or group. This material must be approved by the organization's officers and clearly state their affiliation in all material ("lecture sponsored by\_\_" for example). In addition, a Mass-Mailing Form obtained from the Office of Campus Life is required for each stuffing. The form must identify the sponsor, a description of the material, and a signature from an officer, along with a copy of the material being sent. This form must be filled out two business days prior to the desired date for insertion into the mailboxes and be approved by the director of student activities. The staff of the mailroom will stuff the boxes on an "As Available" basis; meaning that, as trained mailroom staff is available mailings will be inserted. All mailings should be in box number order if addressed.

#### *Student-to-Student Mailings*

With direct access by students to the electronic Student Digest, printed mass mailings are discouraged. In the rare event that a student or students requests a mass mailing, the material must be properly addressed (including return address of the sponsor) to an individual student. Mass mailing may be purchased upon request. Students have the option of inserting one mailing per semester at a cost less than First Class mail. A full student mailing costs \$ 200 or an individual class mailing can be purchased for \$100. These are also done on an "As Available" basis. Mass mailings must identify the sponsor and contact information.

#### *Official Mailings*

Several times during the year, it is necessary for the administration to send official mailings, such as emergency notices, which do not need to be labeled.

#### *Local Merchants*

Area businesses may advertise by contacting the Colby Student Post Office Supervisor.

### **Student Financial Services**

Garrison-Foster Building, 1<sup>st</sup> floor

207-859-4132

[sfs@colby.edu](mailto:sfs@colby.edu)

[http://www.colby.edu/adminstration\\_cs/financialservices/sfs/](http://www.colby.edu/adminstration_cs/financialservices/sfs/)

Student Financial Services is the office to contact with questions about financial aid, campus jobs, and student and parent loans. Information is also offered on the Student Financial Services Website and in the "Financing a Colby Education" brochure available in the Office of Student Financial Services.

## **Financial Aid**

In order to ensure access and opportunity for students from all economic backgrounds, Colby offers financial aid to admitted students who demonstrate financial eligibility and are enrolled full time. Approximately 1,100 full-time students, or 60 percent of the student body, receive some form of financial assistance, including grants, campus employment, or outside scholarships.

For more information:

<http://www.colby.edu/catalogue/back-of-catalogue/fees-and-charges/#financial>

## **Student Employment Opportunities**

All students, regardless of financial aid eligibility, may hold part-time campus jobs. Students are encouraged to secure their own employment. Employment assistance and a list of campus employers are available by visiting the Student Employment Office located within the Office of Student Financial Services or visit our on-line Job Book on the Student Employment webpage. More than 1,000 Colby students hold campus jobs each year. There are positions in virtually every academic and administrative department, including dining services, physical plant, and the library. There is no off-campus work-study.

For more information:

[http://www.colby.edu/adminstration\\_cs/financialservices/sfs/stuemp/index.cfm](http://www.colby.edu/adminstration_cs/financialservices/sfs/stuemp/index.cfm)

Pay rates range depending on the type of job and the level of knowledge and responsibility required. Students are paid every other week. Time slips are completed on the Web by the student with time worked confirmed by the supervisor prior to submission to the payroll office. Paychecks may be picked up at the payroll office a week later or students may elect to designate a direct deposit to their bank account. Students are expected to follow our campus guideline and work no more than 12 hours per week. Students with special circumstances who feel that they need to work more than the amount of work should contact Student Financial Services. Financial aid recipients may earn more than the amount of work in their aid packages but are encouraged to discuss their need for additional earnings with a member of the Student Financial Services staff before exceeding the packaged amount.

There also are a variety of research assistant and administrative positions available during the summer, and housing is available during the term of employment. The Office of Human Resources coordinates summer employment and the Office of Special Programs Coordinates summer housing.

## **Title IX Grievance Procedure**

It is the policy of Colby not to discriminate on the basis of sex in its educational programs, activities, or employment as required by Title IX of the 1972 Educational Amendments. Students at Colby are protected from sex discrimination in the following areas:

- admission

- access to course enrollment
- access to facilities
- counseling
- competitive athletics
- graduation requirements
- student rules, regulations, and benefits
- treatment as married, pregnant, and/or parenting student
- housing, financial aid, or health services
- most of aid benefits or services

A student, who believes he or she has been discriminated against on the basis of sex, may make a claim that his or her rights have been denied. This claim or grievance may be filed with Colby's Title IX coordinators, Cora Clukey, or Associate Dean of Students Tashia Bradley.

Students who choose to file a grievance will be asked to write down the actions, policies, or practices that they believe are discriminatory. Students may obtain help from Cora Clukey (Eustis 101, 207-859-4733, [cclukey@colby.edu](mailto:cclukey@colby.edu)). Or, they may obtain help from Tashia Bradley (Eustis 203C, 207-859-4256, [tbradley@colby.edu](mailto:tbradley@colby.edu)). Students will be asked to meet with those persons who would be involved in correcting the policies, practices, or programs that they believe are discriminatory. If there is agreement that a student was discriminated against, corrective action will be taken to restore the student's rights.

Students may file a complaint of illegal discrimination with the office for Civil Right, ED, Washington, D.C., at the same time as they file the grievance, during or after the use of the grievance process, or without using the grievance process.

A copy of Colby's complete Title IX Grievance Procedure may be obtained from Cora Clukey.

### **College Policies and Procedures**

Students are expected to know and abide by the following requirements and regulations while students at Colby. Questions as to their interpretation should be addressed to the Office of the Dean of Students, to hall staff, or the appropriate office on campus.

#### **Access Policy**

As a matter of College policy, all campus organizations and College-sponsored events are open to the full participation of all members of the Colby community without regard to race, color, sex, sexual orientation, gender identity, religion, age, parental or marital status, national or ethnic origin, political beliefs, or disability unrelated to job or course of study requirements. Exceptions to this policy may be granted, for compelling reasons only, by mutual agreement of the dean of faculty and the Academic Affairs Committee, or, in the case of student-sponsored events, by mutual

agreement of the dean of faculty, the dean of students, and the College Affairs Committee.

All campus facilities are designated for the use of Colby students, faculty, staff, and others authorized by the director of security or the individual building's director. However, except for residence halls, most College facilities are generally open to the public during the day and evening hours when classes are in session. The general public can attend specific cultural, educational, and athletic events, but their access to campus facilities is limited to the facilities in which the events are held. During periods when the College is officially closed, all College buildings are secured and inaccessible.

### **Student Accountability**

Students are adults and are thus expected to obey the law and to take personal responsibility for their conduct. Colby does not police students' personal lives on or off the campus, but disciplinary action will result if a student's use of alcohol creates disorder, public disturbances, danger himself or herself and others, or property damage. Similarly, hosts of parties or sponsoring organizations may be held accountable for violations by the College and by civil authorities under Maine law.

The College reserves the right to dismiss from the College, or reassign or remove from housing (without refund) any student whose presence its officials believe to be detrimental to the general welfare. Matters of misconduct, whether occurring on or off campus, are handled by the Office of the Dean of Students. Most serious cases are referred to the Conduct Board unless the student does not contest responsibility (see Student Disciplinary Procedures). Minor infractions, or those with automatic sanctions, are dealt with by the Conduct Officer and most often result in written warnings, housing probation, and/or fines. In cases where the facts related to the charge or charges are not seriously contested, the dean may impose sanctions via an Administrative Hearing.

Student leaders who have been involved in disciplinary difficulties will also be referred to the president of the Student Government Association.

Records of disciplinary action are kept in the Office of the Dean of Students for six years beyond graduation or last date of attendance and are only released in accordance with The Family Educational Rights and Privacy Act (see Appendix IV). In most cases the College does not wish to interfere in the affairs of its students; it simply wishes to enforce safety standards and protect the property and rights of others. Although the College does not have any agreement with the police concerning either the prosecution or protection of students, it does not condone violations of law. Student misconduct off campus is subject to discipline at Colby whether or not prosecution is pursued by outside authorities. Students who are arrested or charged with violations of civil or criminal laws should seek advice and assistance from the Office of the Dean of Students.

In regard to disciplinary matters, the College treats students as adults. Students are entitled to the privacy guaranteed by The Family Educational Rights and Privacy Act, which protects the confidentiality of education records. Under a recent amendment to

the act, which expands the circumstances in which education records may be disclosed, the College reserves the right to inform parents or legal guardians of students under the age of 21 of disciplinary violations related to the use or possession of alcohol or controlled substances. The College does not routinely notify parents or guardians of pending disciplinary actions, but may do so in exceptional cases where, for example, knowledge of the information is necessary to protect the health or safety of the student or other individuals. Students are strongly encouraged by the Office of the Dean of Students, in serious matters, to consult with their parents or guardians in advance of disciplinary hearings.

A recommended partial list of minimum sanctions appears in Appendix VIII. Should suspension or expulsion be imposed as a sanction by the Conduct Board or should it be imposed by the dean of students, a copy of the letter so notifying the student will be sent to parents or guardians so that they may consult with their daughter or son.

Suspensions and expulsions may be imposed for serious or repeated misconduct committed by Colby students on or off campus. There may be no refund of room, board, or tuition for students who are suspended, expelled, or who withdraw from the College pending or as a result of disciplinary action. The following list is not meant to be all-inclusive, as there are other types of misconduct that could draw suspension or expulsion:

- academic dishonesty
- acquaintance rape
- alcohol abuse
- arson
- assault
- behavior or activities that endanger the safety of oneself or others. This includes, but is not limited to, self destructive behavior
- behavior or activities that significantly disrupt the educational experience of other students. This includes, but is not limited to, harassment, intimidation, bullying or threats to the safety of self or others through the use of social media or other means of electronic communication.
- bias-motivated misconduct
- computer violations
- contributing to the intoxication of another
- damage or misuse of College or private property
- defacing College property (including library materials)
- defamation of character
- disorderly conduct
- driving to endanger
- drugs (using, possessing, cultivating, or supplying illegal drugs)
- endangering the welfare of others
- failure to comply with or attempts to evade any sanction imposed by a College official, the Conduct Board, or Appeals Board
- failure to comply with the legitimate request of a College official
- fighting
- fraternity activity (including pledging, initiating, and hazing)

- harassment or sexual harassment
- hate and/or bias incidents
- interference with entrance to or egress from the College or any College facility
- interference with members of the College community in the performance of their duties
- invasion of privacy
- misuse of College funds
- operating a motor vehicle under the influence either on or off campus
- possession of weapons
- public indecency
- serving alcohol to minors
- sexual assault, misconduct, exploitation
- significant infraction committed while on disciplinary probation
- tampering with fire safety equipment or starting fires
- theft
- threatening
- throwing objects which can injure
- unauthorized entry to College buildings, rooms, offices, or storage areas
- unauthorized occupation of a College space
- unauthorized possession or misuse of College keys or access cards
- vandalism
- verbal abuse
- destruction, defacement, littering, or misuse of College property or the property of others

The dean of students, the Conduct Officer, or the Conduct Board will, depending upon the severity of the infraction and the past disciplinary record of the accused, impose one or more of the following penalties:

- warning
- notification of parents or guardians
- disciplinary probation for one or more semesters or through graduation, which includes loss of privileges as a party host
- removal of extracurricular activities and/or ability to enter specified College facilities
- expulsion from housing, without refund
- fines and /or community service
- dean's restraining order, with restrictions placed upon a student's contact with another individual
- suspension for one or more semesters or for an indeterminate period
- expulsion with no recourse for re-admission

Multiple infractions will, of course, result in more serious sanctions.

Serious offenses, which occur in the senior year, may jeopardize the conferral of the Colby Degree or may result in suspension from Senior Week, Baccalaureate, and/or Commencement. The College reserves the right to revoke a Colby Degree if, after a hearing, the College determines that the Degree was awarded as a result of fraud,

deceit, or academic dishonesty, or for disciplinary violations occurring before the Degree was awarded, but which were not made known to the College until after the Degree was awarded.

Students must also be aware that sanctions for misconduct arising from the abuse of alcohol will be more severe if the student is under the legal drinking age, the incident was associated with a drinking game, or if the student has a previous disciplinary record. The College reserves the right to notify parents of alcohol and drug violations. The dean may also refer the student to alcohol counseling, or counseling in general, as a condition of continued enrollment or for re-admission following a suspension.

### **Responsibilities Within the Larger Community**

It should be remembered that Colby has an obligation to uphold the laws of the larger community. While the activities covered by the laws of the larger community and those covered by Colby's rules may overlap, it is important to note that the community's laws and Colby's rules operate independently and that they do not substitute for each other. Colby may pursue enforcement of its own rules whether or not legal proceedings are underway or in process and may use information from third-party sources, such as law enforcement agencies and the courts, to determine whether College rules have been broken. Conversely, the College makes no attempt to shield members of the Colby community from the law, nor does it intervene in legal proceedings against a member of the community. Membership in the Colby community does not exempt anyone from local, state, or federal laws, but rather imposes the additional obligation to abide by all of Colby's regulations. The College may at its discretion involve the police in incidents involving one or more Colby students, particularly where involving the police is deemed necessary for overall campus safety.

### **A Summary of Colby's Values**

#### **Academic Integrity**

Intellectual integrity is a fundamental value of all academic institutions and is at the heart of the primary teaching, learning, and research activities of the College. Misrepresenting one's work, using sources without appropriate attribution, and giving or receiving unauthorized aid on assignments and examinations are dishonest acts that violate the core value of intellectual integrity.

#### **Diversity**

Colby is dedicated to the education of humane, thoughtful, and engaged persons prepared to respond to the challenges of an increasingly diverse and global society and to the issues of justice that arise therein. The College also is committed to fostering a fully inclusive campus community, enriched by persons of different races, gender identities, ethnicities, nationalities, economic backgrounds, ages, abilities, sexual orientations, political beliefs, and spiritual values.

#### **Campus Sustainability and Resource Conservation**

Colby is committed to nurturing environmental awareness through its academic program as well as through its activities on campus and beyond. As a local and global environmental citizen, the College adheres to the core values of respect for the environment and sustainable living. Colby seeks to lead by example and fosters morally responsible environmental stewardship. Environmentally safe practices inform and guide

campus strategic planning, decision-making, and daily operations. We urge community members to recognize personal and institutional responsibilities for reducing impact on the local and global environment. Finally, we recognize that achieving environmental sustainability will be an ongoing challenge that evolves as we become more aware and educated as a community.

### **Nondiscrimination**

Colby is private, coeducational liberal arts college that admits students and makes personnel decisions on the basis of the individual's qualifications to contribute to Colby's educational objectives and institutional needs. The principle of not discriminating on the basis of age, race, color, religion, national or ethnic origin, sex, sexual orientation, gender, identity, genetic information, parental or marital status, political beliefs, veteran or military status, or disability unrelated to job or course of study requirements and other protected category under applicable local, state, and federal law, ordinance or regulation is consistent with the mission of a liberal arts college. Colby is an equal opportunity employer and operates in accordance with federal and state laws regarding nondiscrimination.

### **Prohibition of Harassment**

Harassment based on race, color, sex, sexual orientation, gender identity, religion, national or ethnic origin, or disability results in loss of self-esteem for the victim and in the deterioration of the quality of the classroom, social, or workplace environment. Neither the law nor College regulation permit harassment as defined in these policies. Both racial and sexual harassment are illegal under state and federal law. Harassment by one's peers, by any student, or by any employee of the College will not be tolerated. Possible penalties for those found guilty of harassment include probation, suspension, expulsion, termination of employment, and civil or criminal lawsuits. Those in positions of authority in all sectors of the College community must recognize that there is always an element of power in their relationships with persons having less authority. Faculty members must be aware that they can unexpectedly find themselves responsible for the instruction or evaluation of any student at the College. It is, therefore, the responsibility of the person in authority not to abuse that power. Relationships between consenting adults that would otherwise be acceptable can pose problems when one of the two has any kind of authority over the other. Such relationships should be avoided.

### **Prohibition of Sexual Misconduct**

Members of the Colby community, guests, and visitors have the right to be free from all forms of sexual misconduct. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. Colby maintains a zero-tolerance policy for sexual misconduct, including sexual violence, domestic violence, dating violence, non-consensual sexual intercourse or contact, sexual harassment, sexual assault, sexual exploitation, and stalking.

### **Residential and Social Life**

Because Colby is a residential college, students create a community that is simultaneously intellectual and social. The patterns and programs of social and residential life are administered so as to enhance faculty-student ties beyond the classroom; assure respect for persons and property as well as the individual rights, well being, and dignity of others; promote understanding among all people; and foster

personal growth and the opportunity to make lasting friendships. In the conduct of its social life Colby is committed to several principles. First, while not every social event can or should be open to every student, campus social life as a whole should be open and welcoming to all students. Second, students must retain the right to avoid social engagements when they so choose. To this end, departments, residence halls, teams, clubs, and other groups should strive to ensure that participation in social activities is neither formally nor informally required. Third, personal conduct at social events should be governed by respect for the rights and well being of others.

### **Code of Student Conduct**

In accepting membership in the Colby community students agree to conduct themselves in a manner that is consistent with the values of an academic community including but not limited to honesty, integrity, civility, personal responsibility, respect for the rights of others, and openness in the pursuit of knowledge and the search for truth and, to adhere to the following Code of Student Conduct: Colby students will not lie, steal, cheat, or engage in dishonest or unlawful behavior or any behavior that inflicts physical or emotional harm on another person. Colby students must abide by College policies and comply with directions of College officials in acting in performance of their duties.

### **Alcohol and Drug Policies**

Colby seeks to encourage an academic environment that respects both individual freedom and the safety and welfare of all members of the campus community. In keeping with these objectives, the College has developed and established policies and guidelines governing the possession, sale, and consumption of alcoholic beverages in accordance with Maine state law, which prohibits the use of alcohol by persons under the age of 21. The College also has developed and established policies and guidelines governing the manufacture, cultivation, distribution, dispensation, sale, possession, and use of illegal drugs. For a thorough examination of these policies, as well as applicable state and federal laws as required by the Drug-Free Workplace Act and the Drug-Free Schools and Communities Act, students should familiarize themselves with the information below.

### **The Campus Standard**

The Colby community – students, faculty, staff, trustees, overseers, alumni – is committed to maintaining a residential atmosphere that supports personal growth and learning; assures individual rights and the well-being and dignity of others; promotes understanding and respect; and fosters the opportunity to make lasting friendships. To this end, where alcohol is used, it must be used responsibly and abuse will not be tolerated.

Colby's policies governing the possession, sale, and consumption of alcoholic beverages (which are set forth here in the student handbook) are consistent with Maine state law. Students are personally responsible for compliance. The legal drinking age in Maine is 21. All parties at Colby must be registered with the Office of Campus Life and with the Department of Security. Parties with alcohol must be hosted by a 21-year-old who has attended party host training. The host must be in attendance throughout the duration of the event he/she is hosting.

The College reserves the right to notify parents when a student under 21 years of age violates drug or alcohol laws.

## **What Does Maine Law Say About Alcohol?**

### **Pertinent Maine Laws**

The following is a partial list of pertinent Maine laws and how College regulations apply:

- Persons must be at least 21 years old to purchase, possess, or consume alcoholic beverages legally in the State of Maine.
- Persons must not present false identification, either written or oral, in order to obtain alcoholic beverages.
- Persons of legal drinking age must not provide alcoholic beverages to underage individuals.
- Unlicensed sale of alcohol in any form is illegal and expressly forbidden.
- The consumption of alcoholic beverages is permitted out of doors only with special permission arranged through the Department of Security.
- Persons or organizations that serve alcoholic beverages may be responsible for the damages, both to person and property, of those served.
- Maine law makes it a crime for any person to knowingly give liquor to a minor or a visibly intoxicated person or to allow any minor under that person's control or in any place under that person's control to consume liquor.
- No minor shall transport alcohol in a motor vehicle except in the scope of his or her employment or with the parents' knowledge or consent.
- Maine law prohibits drinking while operating a motor vehicle.
- It is unlawful to operate a motor vehicle under the influence of alcohol, meaning a blood alcohol content of .08 or higher. It is unlawful for a minor (under 21) to operate a motor vehicle with alcohol in one's system.
- The Maine Liquor Liability Act serves to prevent alcohol-related injuries, deaths, and other damages among Maine's population. This law makes one liable civilly for the negligent or reckless service of alcohol to a minor or to a person who is visibly intoxicated.

### **State Drug Offenses**

Maine and federal law prohibit the unauthorized possession, furnishing (distribution or giving away), and trafficking (selling) of scheduled drugs. Scheduled drugs include, but not limited to cocaine, marijuana, lysergic acid diethylamide (LSD), heroin, and steroids. Possession is merely exercising or maintaining control over an item. Possession of drugs can include merely allowing drugs to be kept in your room, car, locker, or even though the drugs are owned by someone else.

Students who are convicted of drug possession or sale may lose eligibility for federal financial aid.

### ***NESCAS Presidents' Statement on Abusive Drinking and Hazing***

*In addition to being partners in athletic competition, the 11 colleges and universities comprising the New England Small College Athletic Conference (NESCAC) are united in efforts to provide safe environments in which students mature intellectually and socially.*

*Recognizing that social life plays a role in the college experience, each campus has increased its efforts to encourage students to make responsible choices. Each school takes*

*a strong stand against substance abuse, including alcohol. While the vast majority of students at NESCAC institutions who choose to drink alcohol do so responsibly, each school has disciplinary and educational programs in place for students who misuse alcohol and other substances.*

*All of the conference schools expressly prohibit hazing.*

*NESCAC member institutions: Amherst College, Bates College, Bowdoin College, Colby College, Connecticut College, Hamilton College, Middlebury College, Trinity College, Tufts University, Wesleyan University, Williams College.*

## **College Rules Regarding Alcohol and Drugs**

### **Alcohol**

The use, possession, and sale of alcohol on campus and at College functions must comply with state and local laws and ordinances and Colby's Alcohol Policy. Violations of the laws and policies will result in disciplinary action up to and including suspension or expulsion and referral for prosecution.

### **Illegal Drugs**

The possession, use, manufacture, cultivation, sale, or distribution of controlled substances including, but not limited to, marijuana, synthetic cannabis (e.g. Spice, K2, etc.), narcotics, GHB, LSD, psychedelic mushrooms, drug paraphernalia, or prescription drugs such as anabolic steroids, Rohypnol, amphetamines, "study drugs" or psychostimulants (such as, but not limited to Adderall, Ritalin, Concerta, Modafinil, Nootropil), tranquilizers for which a student does not have a legitimate prescription is strictly prohibited by both College policy and state and federal law. Students found in violation of this policy may be subject to suspension or expulsion and also prosecuted by local, state, or federal authorities.

### **Alcohol Service on Campus**

There may be no service of alcohol on campus, at the Blue Light Pub, or elsewhere, during new student orientation without the permission of the dean of students. Alcohol is prohibited at any social event designated primarily for first-year students and /or sophomores. It is also understood that alcohol is not to be consumed during the time period in August that is reserved for "pre-season" training (e.g. hall staff, COOT Leaders, SGA, SPB, PCB, etc.).

Guidelines for the service of alcohol at each facility are the responsibility of the facility supervisor or his or her designee. Policies established by the facility supervisors are to treat all constituent groups of the Colby community equally. Alcoholic beverages are not permitted in academic buildings without prior consent of the dean of faculty.

### **Drinking and Driving**

Maine has very strict operating-under-the-influence laws. Maine law prohibits the consumption of alcohol while behind the wheel of a motor vehicle. Additionally, Maine law prohibits the consumption of alcohol by the driver and any passengers under age in a motor vehicle. In the State of Maine, a blood alcohol level of .08 percent constitutes being "under the influence." Although .08 is the number for "operating under the

influence,” convictions and fines for operating under the influence have been levied for blood alcohol levels at .05. A slower reaction time, slurred speech, impaired vision, and other signs of intoxication will appear in most individuals significantly before the blood alcohol level reaches .08. In Maine, being found guilty of driving while under the influence for a first-time offender (21 years of age or older) is a class D crime which carries a fine of at least \$400, loss of license for 90 days, a licensing reinstatement fee, and an alcohol evaluation and/or treatment as minimum penalties.

A minor found to be operating a motor vehicle with any amount of alcohol in his or her system (or who refuses to submit to the blood or breath test) will lose his or her driver’s license for one year, and, if convicted of OUI, will receive a fine and possible time in jail. Students or guests found operating under the influence at Colby will be reported to local authorities and are subject to Colby sanctions as well.

Any person who is intoxicated can be prevented from driving a motor vehicle by Colby security officers.

*Security officers will do everything possible, short of physical constraint, to prevent an intoxicated person from driving. If all fails and the person is determined to drive, local authorities will be notified so an arrest can be made. Any student found guilty of operating a vehicle under the influence will normally be suspended and required by the dean of students to complete an alcohol education program or receive other appropriate counseling.*

### **Drinking Games**

Students who choose to drink alcohol are expected to do so in a safe, responsible, and legal manner. In Maine, as in all states, the drinking age is 21. Underage drinking or providing alcohol to an underage person is illegal in Maine. The irresponsible use of alcohol that leads to disruptive, abusive, or destructive behavior while intoxicated is prohibited; those who engage in such behavior will face severe sanctions including possible suspension. Intoxication will not be accepted as a defense of an excuse or disorderly conduct.

In 1996 the Trustee Commission on Alcohol stated that because drinking games tend to encourage excessive drinking and/or drunkenness, tend to foreclose all other social interaction, and pressure players to drink over their limits, these activities are considered forms of irresponsible drinking.

All participants in a drinking game will be held accountable for the actions of any individual player who engages in misconduct and/or injures himself or herself or others during or after such an event. Participants who have contributed to the intoxication of another will be held accountable and could face severe sanctions. Drinking games are banned in public areas and at registered events.

Active encouragement of underage drinking and active encouragement of intoxicated individuals to consume substantial amounts of alcohol, a common element in many drinking games, is against Colby policy and could be considered evidence of “Reckless Service of Liquor” under the Maine Liquor Liability Act. This could make the sponsor of a drinking game and the host of the party liable under Maine law for up to \$250,000 in

damages, plus medical expenses, and jail time should one of the participants in the game cause damage or injury to a third party, even after leaving the game, or sustain injuries to himself or herself.

### **Hard Alcohol**

Private possession and consumption of hard alcohol on campus is prohibited. Hard alcohol can be consumed in the Blue Light Pub by those of legal drinking age.

### **Kegs**

Kegs are permitted only with appropriately completed event forms in designated lounge spaces or other approved locations. Kegs are not permitted in any other residence hall space, such as individual rooms, quads, suites, hallways, laundry rooms, or roofs. Kegs are not allowed outdoors without permission of the Office of Campus Life, the director of security, and the director of PPD. At the official end of social functions with alcohol, any keg(s) remaining either full or partially full must be moved and stored in the Security Office in Roberts Building. To register a party with or without alcohol, please inquire at the Office of Campus Life. Kegs and taps that have been confiscated by Security will not be returned to the student who obtained the keg for a social event.

### **Open Container Rule**

Outdoors: Any student carrying an alcoholic beverage out of doors on Colby property is subject to a disciplinary sanction.

Indoors: Students may be sanctioned for taking alcohol into or out of a registered function or social gathering or for possessing alcohol not provided by the hosts. Alcohol consumption is not allowed in entryways, hallways, bathrooms, elevators, laundry rooms, bike rooms, trunk rooms, custodial closets, clubrooms, or other space outside of assigned rooms.

### **Party Host Training**

Students must have completed a Colby Party Host Training Session before hosting an event. For more information, contact the Office of Campus Life. Faculty and staff are not able to serve as party hosts for student functions on campus where alcohol is available.

For more information on scheduling events, see Event Regulations and Procedures.

### **Party Policies**

General Information:

- Parties with alcohol may only take place in designated first floor lounges.
- Each hall has a substance-free lounge.
- Parties with alcohol can only be held one night of the weekend per hall.
- Parties are not allowed in individual rooms or suites, but small, social gatherings are allowed.
- Kegs are not allowed in individual rooms or suites. A completed scheduling form is considered a contract, any breach of which is regarded as a violation of alcohol policy.
- Public advertising of the event must not include the mention of alcohol.
- The number of guests must be restricted to the legal fire capacity. Appropriate signs outlining alcohol policy must be placed at the event.

- Alternate beverages and food must be provided in sufficient quantity.
- Drinking games are banned in public areas.
- Parties that feature different drinks in various locales and revolve around the concept of a progressive party or “Around the World” are not permitted.
- Mobile parties are not permitted.
- Alcohol cannot be given as a prize for contests, games, scavenger hunts, or other such activities.
- Student hosts are responsible for the immediate cleanup of the party area following the event and any damages. Sponsors will be billed for any extra cleanup and may pay a fine equal to 25 percent of the cost of that cleanup.

Individual Rooms:

- Because individual rooms and suites are not spacious enough to accommodate large social events with alcohol, kegs are not permitted in rooms or suites.
- Small private gatherings not to exceed 12 guests in a single, double, or triple or 18 guests in a quad, five-person, or six-person, may occur in individual residence hall rooms.
- Care should be taken to ensure that the fire capacity of the space is not exceeded and that noise does not bother other residents. Additionally, the gathering cannot extend beyond the individual room, suite, or apartment.

Locations:

- Upper floors are party-free areas so that study and sleep will not be impeded.
- Parties can be held in designated first-floor or basement lounges.
- The consumption of alcohol is forbidden at campus athletic events.
- Substance-free halls are designated each year by the Office of Campus Life.

Timing:

- Parties may only occur on Friday nights after 5 p.m. and Saturdays after noon.
- No residence hall can have more than one social event where alcohol is served on any single weekend.
- Social events in hall lounges involving alcohol must be scheduled by 9:00 a.m. on the Thursday prior to the weekend the event is being held.

**Protocol for Alcohol-Related Incidents**

In an effort to create an atmosphere that ensures that students will receive needed medical assistance for alcohol-related matters, the following protocol has been adopted:

- Colby Emergency Response (CER) and Security will assess the situation and determine the level of care needed. For serious matters, the student will be transported to the emergency room at MaineGeneral Medical Center by Security or Delta ambulance. If Security or CER determines that medical care is needed and if the student should refuse treatment, then the dean-on-call will be notified.
- For those cases that involve vandalism and alcohol, the dean’s office will be notified.
- For students transported to the emergency room, the dean-on-call will be notified.
- Intoxication will not be accepted as a defense or an excuse for disorderly conduct.

The College reserves the right to alert parents or guardians of alcohol intoxication cases.

### Alcohol Policy/Sanctions

The use, possession, and sale of alcohol on campus and at College functions must comply with state and local laws and ordinances and Colby's Alcohol Policy. Students who violate laws and policies regarding alcohol are subject to disciplinary action up to and including suspension and expulsion and referral for prosecution.

Students who are 21 years of age or older are permitted to possess and consume beer and wine on campus in residence halls and as part of approved events (see "Party Registration" for details).

The provision and use of hard alcohol on campus is limited to the Pub and licensed catered events. Individual students and student groups are prohibited from privately possessing, serving, and using hard alcohol on campus.

Reckless provision of alcohol (i.e. provision of alcohol that leads to hospitalization for intoxication or alcohol-related injury) on or off campus by Colby students is prohibited.

In an effort to help students understand College policy and to discourage alcohol-related violations the College Affairs Committee, Student Government Association, and Office of the Dean of Students developed the following Alcohol Policy Enforcement Charts (APECs) that list the most common violations of alcohol rules and the sanctions that accompany them:

#### BEER AND WINE

	<b>Under 21</b>	<b>21+</b>
<b>POSSESSION AND CONSUMPTION</b>	1 <sup>st</sup> Offense: Warning 2 <sup>nd</sup> Offense: Warning or Term Probation* 3 <sup>rd</sup> Offense: Permanent Disciplinary Probation 4 <sup>th</sup> Offenses: Suspension	N/A
PROVIDING	<b>Providing to Minors</b>  1 <sup>st</sup> Offense: Warning or Term Probation* 2 <sup>nd</sup> Offense: Term or Permanent Disciplinary Probation 3 <sup>rd</sup> Offense: Suspension	<b>Providing to Minors</b>  1 <sup>st</sup> Offense: Warning or Term Probation* 2 <sup>nd</sup> Offense: Term or Permanent Disciplinary Probation* 3 <sup>rd</sup> Offense: Suspension
	<b>Providing a Location for Minor to Consume</b>  1 <sup>st</sup> Offense: Warning 2 <sup>nd</sup> Offense: Warning or Term Probation* 3 <sup>rd</sup> Offense: Permanent Disciplinary Probation 4 <sup>th</sup> Offense: Suspension	<b>Providing a Location for Minor to Consume</b>  1 <sup>st</sup> Offense: Warning 2 <sup>nd</sup> Offense: Warning or Term Probation* 3 <sup>rd</sup> Offense: Permanent Disciplinary Probation 4 <sup>th</sup> Offense: Suspension

## HARD ALCOHOL

	<b>UNDER 21</b>	<b>21+</b>
<b>POSSESSION/CONSUMPTION</b>	1 <sup>st</sup> Offense: Permanent Hard Alcohol (HA) Disciplinary Probation** 2 <sup>nd</sup> Offense: Suspension 3 <sup>rd</sup> Offense: Indefinite Suspension  ** see disciplinary consequences	1 <sup>st</sup> Offense: Term or Permanent Hard Alcohol (HA) Disciplinary Probation** 2 <sup>nd</sup> Offense: Permanent HA Disciplinary Probation or Suspension 3 <sup>rd</sup> Offense: Indefinite Suspension  ** see disciplinary consequences
<b>PROVIDING</b>	1 <sup>st</sup> Offense: Permanent HA Disciplinary Probation or Suspension 2 <sup>nd</sup> Offense: Suspension or Exclusion	1 <sup>st</sup> Offense: Permanent HA Disciplinary Probation or Suspension 2 <sup>nd</sup> Offense: Suspension or Exclusion

Note: The sanctions detailed in the APECs apply only to alcohol policy violations. Students who are found responsible for other violations of College policy concurrent to alcohol policy violations may be subject to additional sanctions. All disciplinary infractions are considered on a case-by-case basis and relevant mitigating or aggravating factors shall be considered in the determination of sanctions.

\*In addition to the disciplinary sanction of Warning or Disciplinary Probation, all students who are found responsible for a 2<sup>nd</sup> Offense “Beer and Wine” violation shall be required to meet with the College’s substance abuse educator.

\*\*Hard Alcohol Probation applies only to offenses involving hard alcohol. “Beer and Wine” violations by students on Hard Alcohol Probation shall be treated as 2<sup>nd</sup>, 3<sup>rd</sup>, or 4<sup>th</sup> Offense “Beer and Wine” violations as determined by the total number of alcohol violations by that individual student. In addition to the disciplinary sanction of Hard Alcohol Probation, all students who are found responsible for a 1<sup>st</sup> Offense Possession/Consumption Hard Alcohol violation shall be required to meet with the College’s substance abuse educator.

\*\*\*Documented medical circumstances may be taken into consideration in determining disciplinary consequences for hard alcohol consumption.

## **General College Policies**

### **Banners**

Banners may be displayed in select locations on campus with prior approval of content and dates from the Office of Campus Life.

- Banners to be hung from the Bridge Lounge in Cotter Union must comply with established dimensions (see Campus Life for details).
- Messages that can be construed as threats of emotional or physical harm toward an individual or group are not permitted.
- Banners must be removed 24 hours after the event publicized or upon request of the director of campus life.
- Groups or individuals who violate this policy may be subject to fines and /or disciplinary action.
- The Office of Campus Life reserves the right to rescind the banner policy at any time if abuses are observed.

### **Chalking**

On occasion, student organizations or individual(s) promote public awareness on issues and concerns by “chalking” various areas of the campus grounds.

Chalking can occur on walkways or roads (not steps or buildings) as follows:

- The sponsoring group or individual must reserve the space to be chalked with the Office of Campus Life at least 24 hours in advance and by 4:00 p.m. Monday through Friday.
- No permanent markers may be used.
- Organizations or individual(s) responsible for chalking must clean the area by the following Sunday. There will be a \$100 fine for groups or individuals who do not remove chalkings. Groups or individuals who chalk without reservations will be fined \$250 and the chalking will be removed.
- Hate speech and/or messages that harass, as well as messages that can be construed as threats of emotional or physical harm toward an individual or group are not permitted.

Violators will be subject to fines and/or disciplinary action, which could include sanctions for harassment and/or hate speech with penalties ranging from warning to suspension.

The Office of the Dean of Students reserves the right to rescind the chalking policy at any time if abuses occur.

### **Colby's Brand**

The Colby name and various logotypes are federally registered service marks, and with the exception of the several regular student publications approved by the College and the Student Government Association, the College exercises editorial control in the matter of content, taste, and style of its own publications, advertisements, and other products. This protection, including the right to delete or remove, extends to all other materials, commercial goods, clothing and apparel, posters, and other advertising produced by others that imply College endorsement.

**Communication**

The College will communicate with students via their @colby.edu accounts and, as such, expects students to regularly check and respond to messages received.

**Compliance**

Students are expected to comply with the legitimate requests of security officers, administrators, hall staff, and faculty members. Failure to do so will result in disciplinary action.

**Disorderly Conduct, Public Indecency**

Students engaging in disorderly conduct or public indecency (including nudity or urinating in public) either on or off campus will be subject to disciplinary action, which could include suspension.

**Elevators**

Students who tamper with or in any way disrupt the normal operations of an elevator will be subject to disciplinary action.

**Entrepreneurs, Student**

Students who wish to operate a business on campus must seek approval as a “student entrepreneur” from the Director of Campus Life. Approval allows the general privilege of doing business on campus plus certain specific privileges, such as exclusivity, use of College facilities, etc. under a written agreement signed by the Director of Campus Life and the Controller. These two College officials administer all agreements with student entrepreneurs and review each request annually to be sure the following issues are addressed:

- the enterprise has educational value—tying an enterprise to a class or having a faculty “business” advisor is recommended
- the enterprise will not conflict with any existing or planned operation of the College
- the enterprise will not conflict with any business arrangement or contract already established at the College
- the enterprise is not allowed business access to Colby facilities, such as telephone, mail, computer, etc.
- the enterprise shall not in any way affiliate itself with the College, represent itself as a business of the College, nor have access to use any official marks of the College (including name, logos, type or mascots)
- the student is aware of the legal responsibilities of running a business, such as reporting income to the IRS and state, state sales tax collection, and signed business agreements with individuals and/or companies outside Colby
- any other specific terms and conditions that are unique to each enterprise

Once these concerns are addressed, a written agreement is established outlining the terms and conditions under which the student entrepreneur can do business on campus, as well as any specific privileges granted by the College. In most cases, agreements:

- are limited to specific business operations

- do not extend beyond the current academic year
- are not transferable
- can be terminated for failure to comply
- although not made available to the general public, are also not considered confidential

Students operating non-approved businesses do so in jeopardy of losing the enterprise and/or facing disciplinary action.

## **Event Regulations and Procedures**

### **Scheduling Events**

The Office of Scheduling, on the first floor of Eustis, maintains the official College calendar of events and processes the majority of scheduling requests. Events can be scheduled by using the Colby Web event request for (Simple Request Form). Scheduling questions for all venues on campus should be directed to the Office of Scheduling. Policies for specific venues may vary.

Events in Cotter Union should be scheduled using the Colby Web event request form (Simple Request Form) or by contacting the Office of Scheduling. Events in the Pugh Center should be scheduled using the Colby Web (Pugh Center Event Request Form) through the Dean of Students Office and the Office of Scheduling. Events in the Spa may be booked either through the Office of Campus Life or the Office of Scheduling. All events with alcohol must be registered with the Office of Campus Life by submitting a completed Colby Event Form by 9:00 a.m. on the Thursday prior to the event.

### *General Regulations*

- Any recognized organization or group may sponsor social or cultural functions.
- Public and all-campus functions should be scheduled with the Office of Campus Life.
- Publicity should be in good taste and cannot mention alcohol.
- If the date of any scheduled function is canceled or changed, the sponsoring group must publicize the cancellation of change and the Office of Campus Life must be notified.
- All events with alcohol must be registered with the Office of Campus Life by submitting a completed Colby Event Form by 9:00 a.m. on the Thursday prior to the event. Cotter Union, Spa, dining hall, and outdoor events must be scheduled with the Office of Campus Life by the Wednesday preceding the event date.
- Residence hall lounges may only be used on one weekend night for a party with alcohol.
- Events cannot be scheduled in hall on moratorium as determined by the Office of Campus Life.

### *Specific Regulations*

- The Director of Campus Life may require security coverage of any College event.
- No social or cultural function shall be held between the day following the last day of classes and the end of the final exam period.

- Public, social, and cultural events and activities associated with major weekends (such as concerts, dances, etc.) may not be scheduled during the week. The dean of students may grant exceptions.
- Whenever alcohol is served, the person or persons who register the event will be held responsible for adherence to the appropriate College and state regulations.
- Parties that are reserved in one area should remain in the area reserved. To relocate to another area after approval has been granted for the original area, written permission must be received by the Office of Campus Life from the party hosts and the authorizing power of the newly acquired area. A new party form must be used when changing locations. The form should be filled out 48 hours ahead of time. In case of rain, verbal permission can be obtained by the Office of Campus Life and the staff on call in Security.
- The Office of Campus Life in consultation with the Spa manager must approve parties in the Spa.
- On weekday nights, the Office of the Dean of Students may permit:
  - occasional large non-alcoholic events (of approximately 100 or more) in nonresidential areas
  - smaller non-alcoholic events either in residence halls or elsewhere
- Students may not use College funds for the purchase of alcohol (See Colby's alcohol policy above).

#### *Food Services/Catering*

- All events that are funded by the College and are for College purposes must be catered by Dining Services.
- Catering in all public spaces (Cotter Union, Pugh Center, Roberts, Runnals, Colby College Museum of Art, etc.) are to be coordinated through Dining Services.
- Student-related events sponsored by hall staff, the Dean of Students Office, Campus Life, the Pugh Community Board, Health and Counseling Services, etc., that require catering, should be coordinated through Dining Services.
- Private functions which occur in dorm rooms, club rooms, or private offices may have food brought in from local vendors, but cannot be catered by local vendors. These events should not exceed \$250 in costs.

#### **Event Forms**

The Colby Event Form, which is used to register events with the Office of Campus Life and Security, must be filed with the Office of Campus Life by 9:00 a.m. on the Thursday prior to the event. Event forms are located in the Office of Campus Life.

#### **Firearms and Other Weapons**

The College seeks to maintain a safe and secure environment in which to conduct educational, research, and service activities. This policy is a proactive step towards reducing the risk of injury or death associated with intentional or accidental use of weapons.

For purposes of this policy, the term weapon shall include any object that can reasonably be considered as a weapon or a facsimile of a weapon. Many objects are designed as and are commonly understood to be weapons. Examples include firearms and ammunition; spring or CO2-powered projectile guns; starter pistols; martial arts weapons;

knives; swords; metal knuckles; bludgeons or clubs or various types; slingshots; archer equipment; tear gas; and grenades or other explosive/incendiary devices.

Additionally, the College recognizes that many common objects and tools are designed for uses other than as a weapon but may be used or may be modified for use as a weapon. In considering whether a particular common object or tool shall be considered to be a weapon under this policy, College officials will consider the time, place, and other circumstances surrounding the possession of the common object including the explanation for its possession and whether the object has been modified or otherwise altered to make a more effective weapon in making their determination.

Shotguns and high-caliber rifles to be used specifically for sporting purposes (only with a valid Maine hunting license) during Maine's hunting season must be registered and stored under Security's supervision in the Roberts Building. Possession of firearms, except as above, is a serious offense, and suspension will be considered for any infractions. Hunting on Colby property is forbidden, as the entire campus is designated a state game preserve. It is also illegal to discharge a firearm anywhere within the city limits of Waterville.

Any weapon on campus in violation of the policy will be confiscated.

Any state-issued permit to carry a concealed deadly weapon is not valid on the Colby campus.

In the case of a student who is found guilty via a due process procedure to have intentionally or recklessly used or possessed such weapon(s) in a way that would intimidate, harass, injure or otherwise interfere with the learning and working environment of the College, the minimum disciplinary sanction shall be expulsion.

### **Fraternity Activity**

The Board of Trustees of Colby voted in January 1984, to abolish fraternities and sororities because they were inconsistent with so many of the fundamental values to which the community subscribes.

As mandated by the trustees, rushing, pledging, perpetuating, and initiating activities by fraternities and social organizations are strictly prohibited. Anyone engaging in these activities on or off campus, either as a member, recruiter, or potential pledge, will be suspended for a minimum of one year and may be subject to additional penalties that could include expulsion.

### **Free Speech**

The right of free speech – which does not include a right to harass, injure, or silence others – is essential in an academic community and will be vigorously upheld. Infringing upon the expression of views, either by interfering with a speaker or by defacing or removing properly posted or distributed notices or materials, will not be tolerated. Because unattributed postings preclude dialogue on content, posters, banners, and advertisements should, but are not required to, include the identity of the sponsor(s).

## **Hazing**

Title 20-A, Section 1004 of the Maine State Code defines hazing as “...any action or situation which recklessly endangers the mental or physical health of a student enrolled at an institution in this State.” The law further instructs the trustees of institutions in Maine to adopt rules, which expressly prohibit hazing by any individual or organization affiliated with the institution either on or off campus. At Colby, hazing is further defined as any action taken or situation created, whether on or off campus, to produce mental or physical discomfort, embarrassment, harassment, or ridicule.

The College takes a very strong stance against hazing in any form. Penalties for those who engage in hazing may include, but not be limited to, suspension or expulsion for individuals and the disbanding of violating organizations.

At Colby, hazing activities and situations include, but are not limited to: any physical act of violence expected of, or inflicted upon, another; creating excessive fatigue or sleep deprivation; any physical activity expected of, or inflicted upon, another; pressure or coercion of another to consume any legal or illegal substance; making available unlawful substances; kidnapping, quests, road trips, and/or abandonment; engaging in public stunts, humiliating or degrading games or activities; servitude (expecting a new member to do the tasks of an experienced member); costuming and alteration of appearance; line-ups and/or berating; coerced lewd conduct; interference with academic activities; and any such activities that are not consistent with regulations and policies of the College or of civil law. No student may waive protection against hazing (e.g. by consenting to the behavior or activity).

Each student organization affiliated with the College must adopt and include such rules as part of its bylaws or other governing documents. The director of campus life will ensure that all student organizations comply with this directive. The director of athletics will ensure that all teams also comply.

Any organization that violates these rules shall lose all rights to conduct any activities or to receive any other benefit of affiliation with the College. Any student or any member of an organization found guilty of hazing will be subject to suspension or expulsion as well as possible civil or criminal prosecution.

## **Illegal/Unauthorized Entry**

Entry by unauthorized persons into closed residence halls, any secured space, or any other College building will result in disciplinary action. Entry by unauthorized persons into parties or other events, private or public, is also considered unauthorized entry.

Student rooms, faculty and administrative offices, and other employee work places, are private spaces, controlled by the College and the current authorized occupants. Failure of any person to vacate such places upon the request of the occupant(s) or by legitimate College authority is a violation that can lead to disciplinary action, including suspension or expulsion. Likewise, unauthorized occupation of any office or College building or the disruption or unauthorized occupation of teaching or meeting spaces will not be tolerated and violators will be subject to similar disciplinary action.

**Johnson Pond**

Johnson Pond is not suitable for swimming or wading. Violators are subject to a minimum of \$1,000 fine with possible additional sanctions (which may include the inability of seniors to participate in Senior Week activities, Baccalaureate, and/or Commencement).

**Motor Vehicles and Parking**

All vehicles that park on Colby College property must have a parking permit issued by the Department of Security. The parking permit stickers are to be placed on the rear window in the lower driver's side corner. All permits are free, but there is a limit of one sticker per person. If you buy a new vehicle or have your sticker removed, be sure to contact Security for a new one. Any vehicle parked on campus without a permit is subject to a ticket and/or being towed.

For additional information, please see Parking Regulations

**Posting Policy**

The posting and displaying of flyers, posters, notices, religious symbols, and other materials is permitted within individual offices and student rooms and on those doors, so long as they are agreed to by the occupants and are consistent with other College policies. All other spaces on the campus are public and posting or displaying of such items must either be in a normally authorized area (including bulletin boards and special display areas designated from time to time by the College) or have specific authorization from the appropriate administrative supervisor. Display of materials in the central academic quadrangle shall be permitted only in exceptional cases. Posters, banners, or advertisements produced using College funds or resources must include the identity of the sponsor(s).

Whenever posters or displays are permitted in public areas, their placement should allow room for the proportionate display of other symbols or materials promoting other traditions or points of view. It is prohibited to tape or affix posters to painted walls, glass, doors, or windows.

It is expected that individuals, clubs, and organizations will remove materials posted after the event. Clubs and organizations misusing posting space will lose the designated space.

**Smoking/Tobacco Policy**

As an institute of higher learning, Colby has an obligation, and it is our honor, to provide a healthy atmosphere for students, faculty, staff, and visitors we welcome onto our campus. Tobacco use remains the leading cause of preventable death in the United States, and Surgeon General's reports in 2006 and 2010 emphasized that there is no safe level of exposure to second hand smoke. Effective September 1, 2013, Colby is a smoke-and tobacco-free campus:

- on all College property;
- in all College buildings, including residence halls, academic, and athletic facilities;
- in all College-owned or College-leased vehicles; and
- at all College-sponsored events and activities.

This prohibition applies to everyone, including, but not limited to:

- all College students;
- all College personnel
- all campus visitors, vendors, and contract employees

If your intention to not smoke on campus is undermined by cravings, routines, or other things that feel out of your control, the staff of the Garrison-Foster Health Center is happy to assist you with a plan to quit. Please call 207-859-4460 to schedule an appointment with the Coordinator of Alcohol and Drug Programs or a medical provider. The Maine Tobacco Helpline (1-800-207-1230) also provides support and resources any time of day or night.

Incidents reported to the Security Office, the Dean of Students Office, or to the Office of Campus Life may result in corrective actions through the College's disciplinary process. The sanctions for violating this policy are as follows:

- 1<sup>st</sup> Offense: Verbal Warning
- 2<sup>nd</sup> Offense: Verbal Warning
- 3<sup>rd</sup> Offense: Disciplinary Warning for "Failure to Comply", referral to the Health Center
- 4<sup>th</sup> Offense: Disciplinary Probation (minimum of one semester)
- 5<sup>th</sup> Offense: Disciplinary Probation (minimum of one year)
- 6<sup>th</sup> Offense: Permanent Disciplinary Probation
- 7<sup>th</sup> Offense: Meeting with the Conduct Officer (consider suspension)

### **Solicitors**

*(See also Entrepreneurs, Student)*

Colby allows no solicitors, including students, to operate on campus without the written consent of the director of campus life. Students receiving permission to operate a business will not be allowed to use Colby's phone, mail, or technology infrastructures for business purposes. Employment recruiters need the permission of the Career Center before interviewing students on campus. Students contacted by solicitors should check with the director of campus services to see whether the person has obtained appropriate clearance.

### **Tailgate Events**

Tailgating is allowed in designated areas only at home athletic events. Tailgate events must be registered one week prior to the home athletic event. Beer can only be consumed in cans and must remain in the designated areas. No kegs or common containers are allowed. Such functions may begin one hour prior to the event, must stop at the beginning of the event, may resume for halftime, but must end at the start of the second half.

### **Wireless Routers**

The use of wireless routers, access points or any other device providing 802.11 wireless connectivity within areas covered by the 'Colby Wireless' network is strictly prohibited. Improperly configured routers and other networking hardware may also interfere with and

disrupt service on the wired network. In order to ensure network reliability, Colby ITS reserves the right to disconnect service or otherwise terminate any unauthorized/non-Colby router, access point or broadcast point (such as ad-hoc computer-to-computer networks).

Individuals wishing to use wireless networking may do so only if the connecting device does not interfere with other users or the Colby Wireless network. As with routers and access points, the use of improperly configured clients may result in immediate termination of network service until the problem can be resolved.

Network interference policies do not apply to wireless accessories such as speakers, keyboards, mice and other peripherals which are not wireless networking devices. For more information, please see: Networking Policy

## **Colby College Harassment and Sexual Harassment Policy and Complaint Procedures**

The right of free speech and the open exchange of ideas and views are essential, especially in a learning environment, and Colby College upholds these freedoms vigorously. The College is committed to assuring dignity for all and desires to be welcoming to every member of the campus community. In furtherance of that aim, Colby has developed this policy, which prohibits harassment.

### **Harassment**

Harassment is defined as unwelcome hostile or intimidating remarks, spoken or written (including, for example, e-mail, text messages, postings on electronic message boards, voicemail messages), or physical gestures directed at a specific person based on that person's race, color, sex, sexual orientation, gender identity, pregnancy, religion, age, ancestry or national origin, disability, military status, or genetic information.

Because harassment results in loss of self-esteem for the victim and in the deterioration of the quality of the classroom, campus life, athletic, social, or workplace environment, the College prohibits harassment, including sexual harassment. Harassment by any student or by any employee of the College will not be tolerated. It also is a violation of this policy for any person accused of harassment to retaliate against any person who reports an incident of harassment. Students and employees should feel free to report such incidents without fear of reprisal.

### **Sexual Harassment**

Sexual harassment is unwelcome conduct of a sexual nature. It can include sexual advances, requests for sexual favors, sexual violence and other verbal or physical conduct of a sexual nature when this conduct is unwelcome. When sexual harassment is sufficiently severe or pervasive that it denies, limits or adversely affects a student's ability to participate in or benefit from the Colby educational experience, a student's employment at Colby, or the employment of faculty or staff, then the sexual harassment creates a hostile environment. A single instance of sexual harassment can constitute a hostile environment. The College will investigate incidents of sexual harassment promptly and will take corrective action to prevent its recurrence and correct its discriminatory effects.

### **Harassment in the Classroom**

Colby believes that academic freedom is the cornerstone of a college education, and faculty members have wide latitude to conduct classroom sessions in creative and intellectually stimulating ways. A true and valued learning experience may cause discomfort, as students are challenged and exposed to new and perhaps disquieting ways of thinking or living. Nonetheless, students have the right to participate in the classroom without being subjected to harassment in violation of this policy. It is incumbent on faculty members to balance the demand of rigorous and thought-provoking teaching with the expectation that students will not be personally harassed or singled out in the learning process on the basis of group membership. Instructors have the special responsibility to explain to their students, when necessary, the educational purpose of any classroom technique or practice.

### **Procedures for Harassment Complaints Against a Student**

Harassment by a student of another student, a faculty member, a staff member, or a third party (in circumstances directly affecting the College community) is a violation of Colby's Code of Student Conduct. A report of harassment by a student should be made to the Office of the Dean of Students. In accordance with Title IX, instances of sexual harassment should be reported to Sr. Associate Dean of Students Tashia Bradley (207-859-4250/4256; tbradley@colby.edu; Eustis Suite 203C (no appt. necessary)) or Director of Equal Employment Opportunity Cora Clukey (207-859-4733; cclukey@colby.edu; Eustis 101). Dr. Bradley and Ms. Clukey serve as Colby's Title IX

Coordinators. The Student Disciplinary Procedures set forth in the Colby Student Handbook will apply to the report. The Student Handbook can be found online on the Dean of Students webpage [http://www.colby.edu/administration\\_cs/student-affairs/deanofstudents](http://www.colby.edu/administration_cs/student-affairs/deanofstudents). Possible sanctions for a student found responsible for harassment include, but are not limited to, disciplinary probation, community service, suspension, or expulsion. In addition, the Office of the Dean of Students will consider, and if appropriate impose, interim measures to protect a student who claims he or she has been a victim of harassment, including sexual harassment.

### **Procedures for Harassment Complaints Against a Faculty or Staff Member**

A complaint of harassment against a member of the faculty or staff by a student, faculty member, staff member or third party (in circumstances directly related to the faculty or staff member's position with the College) should be made to the College's Director of Equal Employment Opportunity, Cora Clukey (ext. 4733; [cclukey@colby.edu](mailto:cclukey@colby.edu)). The Director of Equal Employment Opportunity will investigate the complaint promptly, either directly or through a designee. The investigator will issue a report of the investigation. If the investigator concludes that harassment has occurred, he or she will include in the report the remedial action to be taken, including sanctions against the accused faculty or staff member where appropriate. Except in cases involving sanctions of suspension or dismissal of the accused faculty or staff member, the decision of the investigator is final.

For complaints against a faculty member, if the remedial action includes a sanction of suspension or dismissal of the accused faculty member, the faculty member has the right to a hearing before a Faculty Hearing Committee under Section XII of the Faculty Personnel Procedures set forth in the Faculty Handbook.

For complaints against a staff member, if the remedial action includes suspension or dismissal of the accused staff member, the staff member has the right to appeal the decision to the Staff Appeals Board. The appeal will proceed as provided in the Staff Handbook.

## **Sexual Misconduct Policy**

### **Statement of Intent**

Members of the Colby community, guests, and visitors have the right to be free from all forms of sexual misconduct. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. Colby maintains a zero tolerance policy for sexual misconduct, including sexual violence, domestic violence, dating violence, non-consensual sexual intercourse or contact, sexual harassment, sexual assault, sexual exploitation and stalking. This policy is intended to define community expectations, provide recourse for individuals whose rights may have been violated, and establish a process for adjudicating allegations of sexual misconduct violations.

### **Scope of Policy**

This policy is intended to help prevent sexual misconduct, and guide individuals who have been affected by sexual misconduct. Colby College is obligated to respond to allegations of sexual misconduct and provide prompt, fair, and impartial procedures for investigation and resolution of reports.

The policy applies to all Colby community members, including students (upon receipt of attendance deposit until graduation or formal notification of withdrawal from the College), faculty, administrators, staff, volunteers, vendors, independent contractors, visitors and any individuals regularly or temporarily employed, studying, living, visiting, conducting business or having any

official capacity with the College or on College property. This policy applies to conduct occurring on Colby College property or at College sanctioned events or programs that take place off campus, including study abroad and internship programs.

In situations in which both the survivor and the accused student are members of the Colby College community, this policy will apply regardless of the location of the incident. In particular, off campus conduct that is likely to have a substantial adverse effect on, or poses a threat of danger to, any member of the Colby College community or Colby College is covered under this policy.

All survivors are encouraged to report sexual misconduct regardless of where the incident occurred, or who committed it. Even if the College does not have jurisdiction over the accused, the College will take prompt action to provide for the safety and well-being of the survivor and the broader campus community. There is no time limit for making a report as long as the survivor or the accused have a formal, recognized relationship with the College.

Note: In this section of the handbook the term ‘survivor’ refers to the person who is the reporting victim of sexual misconduct. The term ‘accused’ refers to person alleged to have committed sexual misconduct.

### **Definition of Sexual Misconduct and Related Terms**

**Sexual Misconduct** is an umbrella term used to encompass the full range of unacceptable behaviors of a sexual nature. It denotes a category of behaviors that can be adjudicated at Colby College. It includes sexual harassment, non-consensual sexual intercourse, non-consensual sexual contact, sexual coercion, sexual exploitation, stalking, domestic, dating violence, and other acts of misconduct of a sexual nature.

**Sexual Harassment** is unwelcome conduct of a sexual nature. It can include sexual advances, requests for sexual favors, sexual violence and other verbal or physical conduct of a sexual nature when this conduct is unwelcome. When sexual harassment is sufficiently severe or pervasive that it denies or limits a student’s ability to participate in or benefit from the Colby educational experience, or student employment at Colby, then the sexual harassment creates a hostile environment. A single instance of sexual harassment can constitute a hostile environment (For more information, see Colby’s Harassment Policy on pages 41-42).

**Non-Consensual Sexual Contact** is any non-accidental sexual touching, however slight, by any person upon any person, that is without consent and/or by force. Sexual contact includes non-accidental contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

**Non-Consensual Sexual Intercourse** is any sexual intercourse however slight by any person upon any person, that is without consent and/or by force. Intercourse includes: vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth-to-genital contact or genital-to-mouth contact), no matter how slight the penetration or contact.

**Sexual Exploitation** occurs when an individual takes non-consensual or abusive sexual advantage of another for one’s own advantage or benefit, or to benefit or advantage anyone other than the one being exploited.

Examples of sexual exploitation include, but are not limited to:

- Going beyond the boundaries of consent (e.g. surreptitiously observing another individual's nudity or sexual activity or allowing another to observe consensual sexual activity without the knowledge and consent of all parties involved).
- Inducing incapacitation for the purpose of making another person vulnerable to nonconsensual sexual activity.
- Stalking and/or bullying.
- Non-consensual sharing or streaming of images, photography, video, or audio recording of sexual activity or nudity, or distribution of such without the knowledge and consent of all parties involved.
- Exposing one's genitals or inducing another to expose their own genitals in nonconsensual circumstances.
- Knowingly exposing another individual to a sexually transmitted disease or virus without his or her knowledge.
- Prostituting another person.

**Dating Violence/Domestic Violence** is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim, and includes, but is not limited to, sexual abuse, physical abuse, emotional violence or the threat of such abuse or violence. The existence of such a relationship will be determined based on consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

**Stalking** is a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress.

- Cyber-Stalking is a particular form of stalking in which electronic media such as the internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact are used to pursue, harass, or to make unwelcomed contact with another person in an unsolicited fashion. Examples of cyber-stalking include, but are not limited to, unwelcomed/unsolicited e-mails, instant messages, and messages on online bulletin boards. It also includes, but is not limited to, unsolicited communications about a person, their family, friends, or coworkers, or sending/posting unwelcomed and unsolicited messages with another username.

**Consent** refers to the affirmative, conscious decision by each participant to engage in mutually agreed-upon sexual activity. In order for individuals to engage in sexual activity of any type with each other, there must be clear, knowing, and voluntary consent prior to and during sexual activity. Consent is sexual permission. Silence—without actions demonstrating permission—cannot be assumed to show consent.

The following are essential elements of consent:

- Informed and reciprocal: All parties must demonstrate a clear and mutual understanding of the nature and scope of the act to which they are consenting and a willingness to do the same thing, at the same time, in the same way.
- Freely and actively given: Consent cannot be obtained through the use of force, coercion, threats, intimidation or pressuring, or by taking advantage of the incapacitation of another individual.
- Mutually understandable: Communication regarding consent consists of mutually understandable words and/or actions that indicate an unambiguous willingness to engage in sexual activity.
- Not indefinite: Consent may be withdrawn by any party at any time.
- Not unlimited: Consent to one form of sexual contact does not constitute consent to all forms of sexual contact, nor does consent to sexual activity with one person constitute

consent to activity with any other person. Each participant in a sexual encounter must consent to each form of sexual contact with each participant.

Note: Even in the context of a current or previous intimate relationship, each party must consent to each instance of sexual contact each time. The mere fact that there has been prior intimacy or sexual activity does not, by itself, imply consent to future acts.

**Coercion** is the improper use of pressure to compel another individual to initiate or continue sexual activity against their will. Examples of coercion include threatening to “out” someone based on sexual orientation, gender identity or gender expression, and threatening to harm oneself if the other party does not engage in the sexual activity.

**Incapacitation** refers to the inability of an individual to make an informed and rational decision to engage in sexual activity. Incapacitation exists when a person is unconscious or asleep, or is so impaired as a result of a medical condition or drug and/or alcohol use as to be unable to consent to sexual activity.

Note: Consumption of alcohol or other drugs alone is insufficient to establish incapacitation. In general, sexual contact while under the influence of alcohol or other drugs poses a risk to all parties. If there is any doubt as to the level or extent of the other individual’s intoxication or impairment, the prudent course of action is to forgo or cease any sexual contact or activity. Being intoxicated or impaired by drugs or alcohol is never an excuse for any form of sexual misconduct and does not diminish one’s responsibility to obtain consent.

#### **Faculty Relationships with Students**

The Colby College Faculty Handbook prohibits sexual relationships between faculty and students. It is a violation of College policy for a faculty member, academic administrator (e.g., library director, athletics director) or academic staff member (e.g., teaching assistants and associates, librarians, assistant coaches, secretaries, language assistants, applied music associates) to engage in an amorous, dating, or sexual relationship with a student. Possible violations of this policy should be brought to the attention of the dean of faculty, the dean of students, the department chair or program director, and/or the equal opportunity officer.

#### **Reporting Sexual Misconduct at Colby College**

Individuals who have experienced or have knowledge of incidents of sexual misconduct are urged to report them to the College.

Colby provides a range of resources and support services for students who have experienced sexual misconduct or who want to help another individual who has experienced sexual misconduct. Resources and services include emergency response, medical services, counseling and emotional support, victims’ advocacy, religious/spiritual support, and personal advising and administrative support.

**Campus Security** (x.5911) is open 24 hours a day, 7 days a week and is available to provide immediate support and emergency response services to members of the Colby community on campus. Campus Security can request emergency assistance from the Waterville Police Department at all times.

#### **Confidentiality and Confidential Support**

Confidentiality means that information shared by an individual (e.g. victim/survivor) with designated professionals (e.g. licensed health care providers, licensed counselors, clergy, and victims’ advocates) cannot be revealed to any other person or agency without the express

permission of the individual providing the information. Access to confidential resources can be found in the following offices:

Health Center (207-859-4460)  
Counseling Center (207-859-4460)  
The Office of Religious and Spiritual Life (207-859-4271)  
The Gender and Sexual Diversity Program (207-859-4093)

Additional confidential resources are available in the community beyond campus. Information about confidential community resources can be found on the Sexual Violence Response and Prevention website at: <http://web.colby.edu/sexualviolence/gethelp/campus-contacts/>

### **Non-Confidential Support**

In addition to these professionals who can provide confidential support, there are many other employees who can offer assistance. All employees except those designated as confidential, however, are considered responsible employees. Responsible employees have a duty to report to appropriate College officials (Title IX Coordinators) sexual harassment or any other sexual misconduct by students or employees.

After a responsible employee reports to the Title IX Coordinator, the Title IX Coordinator will contact the student named as victim/survivor and/or the student who made the disclosure (if they are different) to provide information about support services, review the report process and options for proceeding, and review the necessity for any interim remedies or accommodations to protect the safety of the victim/survivor and/or the community.

### **The following are support resources and must report as responsible employees:**

**Campus Security** 207-859-5530 or 207-859-5911

**Dean of Students Advising Deans Program** 207-859-4250

**Dean on Call** 207-859-5530 (Please ask to be connected to the dean on call.)

Note: All Responsible employees are expected to maintain privacy. Privacy generally means that information related to a report of misconduct will only be shared with a limited circle of individuals. The use of this information is limited to those College employees who “need to know” in order to assist in the active review, investigation, or resolution of the report. While not bound by confidentiality, these individuals will be discreet and respect the privacy of all individuals involved in the process. The College is committed to protecting the privacy of all individuals involved in a report of sexual misconduct. All College employees who are involved in the College’s Title IX response, including the Title IX Coordinator, investigators, and Sexual Misconduct panel members, receive specific instruction about respecting and safeguarding privacy.

### **Reporting Resources (non-confidential):**

#### **Title IX Coordinators**

- Cora Clukey (Eustis Building, first floor, 207-859-4733, [cclukey@colby.edu](mailto:cclukey@colby.edu)) is Colby’s equal employment officer. Ms. Clukey is available on weekdays during regular office hours.
- Tashia Bradley (Eustis 203C, 207-859-4250/4256, [tbradley@colby.edu](mailto:tbradley@colby.edu)) is the Associate Dean of Students. Dean Bradley is available on weekdays during regular office hours and after hours and on weekends by calling Security at 207-859-5530.

Note: The role of the Title IX Coordinator is to:

- Track and monitor reports, including sex discrimination and sexual misconduct; and

- Ensure that the College responds effectively to each complaint; and
- Where appropriate, conduct investigations of particular situations.

All reports of sexual misconduct – whether student initiated or via a responsible employee – should be made to a Title IX Coordinator.

- A student may report to the Title IX Coordinator incident(s) of sexual misconduct.
- A responsible employee (persons who are not designated by the College as confidential supports) is required by the College to report to the Title IX Coordinator incidents of sexual misconduct within 24-hours.

To make a report or to request immediate assistance after business hours, Security (207-859-5911) can facilitate communication with the Title IX Coordinator. If you need assistance or support you can also access confidential supports, such as Counselor on call or the Sexual Violence Prevention Coordinator by contacting Security.

In cases of emergency after business hours, or while you are deciding if you would like to report, the Dean-on-Call can assist in providing reasonable accommodations for housing, academic flexibility, and no-contact directives.

To access the Dean-on-Call 24 hours a day contact Security at 207-859-5530 or the Dean of Students Office at 207-859-4250 or 4252 (during regular business hours).

In addition to making a report and/or pursuing disciplinary action on campus, students can also file a report with the local police and seek legal action through the courts.

### **On-Campus Options and Actions to Stop and Remedy Sexual Misconduct Incidents**

When the Title IX Coordinator receives a report about an incident of sexual misconduct the Title IX Coordinator will then provide information to the student who made the disclosure about resources and support. The Title IX Coordinator will also discuss available disciplinary actions on campus. The College is obligated to take prompt action to eliminate sexual misconduct, prevent its recurrence and address its effects even if the victim/survivor prefers that the College take no action.

**Option A)** A student may request the College to pursue disciplinary action with the accused student, the report is turned over to an outside investigator who will collect evidence, conduct interviews, and present findings to the Sexual Misconduct Panel. This process is described in detail in The Colby College Sexual Misconduct Investigation and Corrective Action section of this policy on page 51 of this Handbook.

**Option B)** A student may choose not to pursue disciplinary action, but may still request the opportunity to communicate with the accused student (through a third party- Title IX Coordinator) about the effects of the incident in question.

In such cases the Title IX Coordinator will contact the accused student involved, inform him/her of the effects of the incident in question and assess risk to the greater community. The Title IX Coordinator may implement other measures including, but not limited to, no contact directives, counseling, and suspension from college activities, to stop and remedy sexual misconduct.

**Option C)** A student may ask that the College take no action at all. In this case, the Title IX Coordinator will evaluate the request for non-action within the broader context of the College's obligation to maintain a safe campus community. If there is a determination that there must be action taken to maintain the safety of the community (due to sign of pattern, predation, violence, or threat) then the student reporting will be notified.

**Safety and Interim Measures**

At any point in the reporting process, regardless of whether or not disciplinary action is pursued, the College may impose upon the accused student interim measures to protect the victim/survivor and the broader campus community. These measures may include, but are not limited to: limiting access to campus facilities, interim removal from or reassignment to a different College residence hall, interim removal from a course, and/or course section reassignment, issuing a no-contact order, and interim suspension.

**Campus-wide timely warning**

If a report of misconduct discloses a serious or continuing threat to the Colby community, the College may issue a campus-wide timely warning (which can take the form of an email to campus) to protect the health or safety of the community.

Note: This following section describes Colby's disciplinary process involving allegations of sexual misconduct. 'Complainant' refers to a victim/survivor who pursues disciplinary action in a case of sexual misconduct. 'Respondent' refers to an alleged perpetrator.

**Coordination with Law Enforcement**

The College encourages complainants to pursue criminal action for incidents of sexual misconduct, sexual harassment, sexual violence, sexual exploitation, stalking, and domestic violence and dating violence that may also be crimes under Maine law. The College will assist a complainant in making a criminal report and cooperate with law enforcement agencies if a complainant decides to pursue the criminal process to the extent permitted by law.

A complainant may seek recourse at Colby, may pursue criminal action, or both. Neither law enforcement's determination whether or not to prosecute the accused, nor the outcome of any criminal prosecution, are determinative of whether a violation of this policy has occurred. Proceedings under this policy may be carried out prior to, simultaneously with, or following criminal proceedings off campus.

**Amnesty for Alcohol or Other Drug Use**

Colby encourages all community members to report incidents and allegations of sexual misconduct. So as not to discourage reporting, individuals who report sexual misconduct will not be subject to disciplinary action by the College for their own personal consumption of alcohol or drugs at or near the time of the incident, provided that any such violations did not and do not place the health or safety of any other person at risk. The College may, however, initiate an educational and/or medical discussion or pursue other non-disciplinary remedies regarding alcohol or other drugs.

**Reporting Considerations: Timeliness and Location of Incident**

Complainants and third-party witnesses are encouraged to report sexual misconduct, sexual harassment, sexual violence, sexual exploitation, stalking, and intimate partner violence as soon as possible in order to maximize the College's ability to respond promptly and effectively. The College does not, however, limit the time frame for reporting. If the accused is not a member of the Colby community, the College will still seek to meet its Title IX obligation by taking steps to end the harassment, prevent its recurrence, and address its effects, but its ability to take disciplinary action against the accused may be limited. An incident does not have to occur on campus to be reported to the College. Off-campus conduct may also be addressed under this policy.

**Sexual Orientation/Gender Identity**

The sexual orientation and/or gender identity of individuals engaging in sexual activity is not relevant to allegations under Colby's Sexual Misconduct Policy.

**Sexual History**

The complainant's sexual history with anyone other than the accused is not relevant. Past consent between two parties does not imply that there was consent at the time of the conduct that led to the report.

**False Reports**

The College will not tolerate intentional false reporting of sexual misconduct. The College takes the accuracy of information very seriously as a charge of sexual misconduct may have severe consequences. A good-faith report that results in a finding of not responsible is not considered a false or fabricated accusation of sexual misconduct. However, individuals who are found to have fabricated allegations or given false information with malicious intent or in bad faith may be subject to disciplinary action. It is a violation of the Code of Student Conduct to make an intentionally false report of any policy violation, and it may also violate state criminal statutes and civil defamation laws.

**Statement against Retaliation**

It is a violation of College policy to retaliate in any way against an individual because s/he raised allegations of sexual misconduct. The College recognizes that retaliation can take many forms, may be committed by or against an individual or a group, and that a complainant, Respondent or third party may commit or be the subject of retaliation.

The College will take immediate and responsive action to any report of retaliation and will pursue disciplinary action as appropriate. An individual reporting sexual harassment or misconduct is entitled to protection from any form of retaliation following a report that is made in good faith, even if the report is later not proven.

## **COLBY COLLEGE SEXUAL MISCONDUCT INTAKE, INVESTIGATION AND CORRECTIVE ACTION POLICY**

The Colby College Sexual Misconduct Investigation Policy is designed to provide a fair, prompt, and effective means of responding to allegations of sexual misconduct (see Sexual Misconduct Policy for definition of sexual misconduct) involving Colby students. Because sexual misconduct, including sexual violence and sexual harassment, are complex issues, Colby provides a range of educational programs and support services for students concerning sexual misconduct, harassment and other related issues ([Sexual Violence Response and Prevention](#)). This Sexual Misconduct Investigation Policy is the mechanism through which reports of sexual misconduct are investigated and adjudicated when a victim/survivor chooses to pursue disciplinary action.

In some cases, sexual misconduct constitutes a crime. Accordingly, Colby strongly encourages campus community members to report suspected incidents of sexual violence to local law enforcement. The Waterville Police Department can be reached at 911, or by dialing 207-680-4700. Additionally, Colby Campus Security is available to assist community members in accessing local law enforcement at all times.

At Colby, the following principles govern the College's response to sexual misconduct:

- Sexual misconduct is not tolerated at Colby.
- Incidents of sexual misconduct committed by a Colby student, faculty member, or staff member against a Colby student, faculty member, or staff member fall within the College's jurisdiction even if they occur off campus grounds.
- The use of alcohol and/or other drugs will never function as a defense to a violation of Colby's Sexual Misconduct Policy.
- The sexual orientation and/or gender identity of individuals engaging in sexual activity is not relevant to allegations under Colby's Sexual Misconduct Policy.
- A campus-wide, timely warning may be issued if an incident of sexual misconduct is perceived to pose a threat to the wider Colby community.
- The complainant's sexual history with anyone other than the accused is not relevant. Past consent between two parties does not imply that there was consent at the time of the conduct that led to the report.

### **REPORTING SEXUAL MISCONDUCT**

Colby students, community members, and guests who are aware of incidents (or possible incidents) of sexual misconduct involving members of the Colby community are strongly encouraged to report them to the College. Individuals who report incidents (or possible incidents) of sexual misconduct will be advised about the personal and health support services available at Colby and in the local community as well as the range of options available through the disciplinary process. A report of any incident of sexual misconduct may be made by contacting Campus Security (207-859-5530/5911), Colby's Title IX Coordinator(s) (Tashia Bradley [Eustis 203C, 207-859-4250, tbradley@colby.edu]; Cora Clukey [Eustis, 101, 207-859-4733, cclukey@colby.edu]), the Dean of Students Office (207-859-4250/4252, dosoffice@colby.edu), or the Dean on Call [207-859-5530]. Reports made at night or on weekends should be made to Campus Security or the Dean on Call.

## **INTAKE, INVESTIGATION AND CORRECTIVE ACTION**

The disciplinary process for responding to allegations of sexual misconduct at Colby involves up to three phases: intake, investigation, and corrective action. The process will be conducted and completed in as prompt a manner as is reasonable under the circumstances, with a target of 60 days, but recognizing that periods when students are not on campus may have an impact in the investigation.

### **Intake**

Intake will be conducted by a member of the Dean of Students Office (the Intake Dean). Intake involves a meeting with the person making the report and a meeting with the respondent (it will also involve a meeting with the victim, if s/he is not the person making the report). The complainant (victim) and respondent (accused) may be accompanied by an advisor of their choice throughout the intake, investigation and corrective action process, except that the advisor may not be a witness involved in the investigation.

The complainant plays an active role in determining the objectives of the process. However, even if the student does not want to participate in or cooperate with the process, the College is obligated by Title IX to conduct an investigation to the fullest extent possible, to prevent recurrence of sexual misconduct, and correct its discriminatory effects on the complainant and others.

The Intake Dean will meet with the respondent to provide notice of the sexual misconduct report. If the respondent accepts responsibility for sexual misconduct, the Intake Dean will refer the case to the Colby Sexual Misconduct Panel for determination of an appropriate sanction and other corrective action. In imposing any sanction or other corrective action, the Panel will take into account the complainant's view of what the process should accomplish.

The College may impose interim measures to protect the complainant and the College community pending completion of the intake, investigation and corrective action process. Such measures may include, but are not limited to, limiting access to campus facilities, interim removal from or reassignment to a different College residence hall, interim removal from a course, and/or course section reassignment, issuing a no-contact order, and interim suspension.

### **Investigation**

Upon completion of the intake process, and unless the respondent accepts responsibility or the report is otherwise resolved, the Intake Dean will refer the report to a trained, external sexual misconduct investigator. The investigation may lead to disciplinary charges of sexual misconduct and any other violations of Colby policies.

The investigation may include but is not limited to:

- Interviews with the complainant.
- Interviews with the respondent.
- Interviews with any witnesses, including witnesses named by the complainant and respondent.
- Relevant information from Campus Security, the Dean of Students Office, and/or any other College official.
- Any relevant physical evidence.
- A site visit.
- Relevant correspondence (e.g. voice messages, text messages, emails, social media posts, letters, etc.).

The investigator may choose to interview the complainant, respondent or any witness on more than one occasion based upon information obtained during the investigation. Interviewees may be accompanied by an advisor at all times. The investigation will be complete when the

investigator determines that all available relevant information has been collected and questions explored. Upon conclusion of the investigation the investigator will prepare an investigation report. The investigator will submit the investigation report to the Dean of Students. In the investigation report the investigator will make factual findings by a preponderance of the evidence standard (or, more likely than not) whether the respondent committed one or more acts of sexual misconduct and/or other violations of Colby's Code of Student Conduct.

### **Sexual Misconduct Panel and Corrective Action**

The complainant and respondent will have the opportunity to review the investigation report and, within 10 days, to submit a personal impact statement for review by the Sexual Misconduct Panel.

The Colby Sexual Misconduct Panel consists of the three voting members: the Dean of Students (or his/her designee), a trained member of the faculty appointed by the Dean of Faculty, and one of the Title IX Coordinators. Upon receipt and review of the investigation report, the panel will meet to discuss the report and determine the outcome of the case and does one of the following:

- Accept the investigator's finding that the respondent is not responsible, but also determine whether remedial measures are appropriate.
- Accept the investigator's finding that the respondent is responsible and determine appropriate sanctions and/or other corrective action designed to prevent recurrence of sexual misconduct, and correct its discriminatory effects on the complainant and others. In determining an appropriate sanction or other corrective action, the panel will take into account the complainant's view of what the process should accomplish (i.e. an impact statement), the respondent's impact statement, and will consider any prior disciplinary violations involving the respondent.
- Ask the investigator to pursue additional information. If the ensuing supplemental investigation results in changes to the final report, the complainant and respondent will be provided access to the revised investigation report and offered an opportunity to revise their impact statements.

The decision of the Sexual Misconduct Panel is final, except that the panel may reopen the investigation process in the case of newly discovered evidence. A copy of the decision will be provided to the complainant and respondent by the Dean of Students.

### **Sanctions**

When a respondent is found to be responsible for a violation of this policy the Sexual Misconduct Panel will recommend appropriate sanctions and/or other corrective actions that may include, but are not limited to, those set forth below. Sanctions may be issued individually, or a combination of sanctions may be imposed.

#### **In general:**

- Any student found responsible for violating the policy on Non-Consensual or Forced Sexual Intercourse will likely face a recommended sanction of suspension or expulsion.
- Any student found responsible for violating the policy on Non-Consensual or Forced Sexual Contact (where no intercourse has occurred) will likely receive a sanction ranging from disciplinary probation to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct code violations by the respondent.
- Any student found responsible for violating the policy on sexual exploitation or sexual harassment will likely receive a recommended sanction ranging from disciplinary warning to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct code violations by the respondent.

The panel may deviate from the range of recommended sanctions, based upon a full consideration of the following factors: (1) the respondent's prior discipline history; (2) how the College has sanctioned similar incidents in the past; (3) the nature and violence of the conduct at issue; (4) the impact of the conduct on the complainant; (5) the impact of the conduct on the community, its members, or its property; (6) whether the respondent has accepted responsibility for his/her actions; (7) whether the respondent is reasonably likely to engage in the conduct in the future; (8) the need to deter similar conduct by others; and (9) any other mitigating or aggravating circumstances, including the College's values.

In appropriate cases, a panel may determine that the conduct was motivated by bias, insofar as a complainant was selected on the basis of his or her race, color, ethnicity, national origin, religion, sexual orientation, gender identity, age, disability or other protected class. Where the panel determines that student misconduct was motivated by bias, the panel may elect to increase the sanction imposed as a result of this motivation.

Sanctions that may be imposed under this policy include:

- **Disciplinary Warning:** Notice, in writing, that continuation or repetition of prohibited conduct may be cause for additional disciplinary action.
- **Disciplinary Probation:** Exclusion from participation in privileged activities for a specified period of time (privileged activities may include, but are not limited to, student research, athletics, some student employment, and study abroad). Additional restrictions or conditions may also be imposed. Violations of the terms of disciplinary probation or any other College policy violations may result in further disciplinary action. Notice of this action will remain in the student's conduct file.
- **Suspension:** Exclusion from College premises, attending classes, and other privileges or activities, as set forth in the suspension notice. Notice of this action will remain in the student's conduct file. Conditions for readmission may be specified in the suspension notice.
- **Expulsion:** Permanent termination of student status and exclusion from College premises, privileges, and activities. Notice of this action will remain in the student's conduct file.
- **Withholding Degree:** The College may withhold awarding a degree otherwise earned until the completion of the process set forth in this Code, including the completion of all sanctions imposed, if any.
- **Revocation of Admission and/or Degree:** Admission to, or a degree awarded by, the College may be revoked for fraud, misrepresentation in obtaining the degree or violation of College policies, the Student Code of Conduct or for other serious violations committed by a student prior to enrollment or graduation.

Other sanctions may be imposed in place of, or in addition to, those specified here. Counseling, service, education or research projects may also be assigned. More than one of the sanctions listed above may be imposed for any single violation.

#### **Disposition Letter**

The decision of the panel will be final and communicated to the complainant and respondent in writing, usually within two (2) business days from the date the panel decision is concluded. The notification of each party should occur at or near the same time.

Both parties have the right to be informed of the outcome. In addition, the respondent will be fully informed of any sanctions. For reports involving sexual violence, the complainant will be fully informed of any sanctions. For all other reports under this policy, the complainant will be informed of only those sanctions that directly relate to the complainant, consistent with FERPA and other applicable law.

The imposition of sanctions will take effect immediately and will not be stayed should the panel reopen the investigation process in the case of newly discovered evidence.

The College reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, change in student status or conduct situation, particularly alcohol and other drug violations. The College may also notify parents/guardians of non-dependent students who are under age 21 of alcohol and/or drug policy violations. Where a student is not dependent, the College will contact parents/guardians to inform them of situations in which there is a significant and articulable health and/or safety risk. The College also reserves the right to designate which College officials have a need to know about individual conduct reports pursuant to FERPA requirements.

### **Integrity of Proceedings**

These procedures are entirely administrative in nature and are not considered legal proceedings. Neither party may audio or video record the proceedings.

### **Records**

The Title IX Coordinator will retain records of all reports, regardless of whether the matter is resolved by means of Title IX assessment, informal resolution or formal resolution. Reports resolved by means of Title IX assessment or informal resolution are not part of a student's conduct file or academic record or of an employee's personnel record. The records retained by the Title IX Coordinator will exclude personally identifiable information on the victim.

Affirmative findings of responsibility in matters resolved through formal resolution are part of a student's conduct record and an employee's personnel record. Such records shall be used in reviewing any further conduct, or developing sanctions, and shall remain a part of a student's conduct record or an employee's personnel record.

## **Student Disciplinary Procedures**

### **Colby College Statement of Community Expectations**

#### **Preamble**

The members of the Colby community declare their intention to live and work on a campus where social behavior befits the extraordinary intelligence and camaraderie of the student body, where employees provide a foundation for the achievement of teaching and learning, and where scholarships and personal excellence have the opportunity to thrive.

We affirm this intention by adhering to the following community expectations:

- We, the students, faculty, staff, trustees, alumni, and families of Colby College, affirm the fundamental values of our community, including respect of ourselves, respect for others, and respect for our physical environment.
- We expect all members of the Colby community to strive for excellence.
- We expect the opportunity to grow and thrive at Colby in an atmosphere of rigorous intellectual pursuit. We affirm our intention to integrate our academic, intellectual and social lives and to challenge, in ourselves and in our community, behaviors that impede the ability to achieve that integration.
- We recognize the contributions and sacrifices, from students and families, alumni and friends, employees and Waterville neighbors that form the foundation of Colby's position as one of the finest liberal arts colleges in the world. We affirm our intention to honor those contributions and sacrifices by living as responsible, respectful members of the community, and by taking full advantage of the opportunities afforded by Colby.

#### **Student Conduct at Colby**

The Colby experience is designed to enable students to find and fulfill their own unique potential through immersion in the liberal arts. As an institution built on respect, active inquiry, and the free and open exchange of ideas, Colby is committed to maintaining an environment in which teaching, learning, and research can flourish. Accordingly, in accepting membership in the Colby community students agree:

- to aspire to meet both the letter and spirit of the Statement of Community expectations;
- to conduct themselves in a manner that is consistent with the values of an academic community including but not limited to honesty, integrity, civility, personal responsibility, respect for the rights of others, and openness in the pursuit of knowledge and the search for truth; and,
- to adhere to the following Code of Student Conduct: Colby students will not lie, steal, cheat, or engage in dishonest or unlawful behavior or any behavior that inflicts physical and/or emotional harm. Colby students must abide by College policies and comply with directions of College officials acting in performance of their duties.

Students who are enrolled at Colby are expected to be considerate of one another, respect the rights and property of others as well as the property of the College, and be

law abiding on campus in the greater Waterville community. The College may take disciplinary action against students currently enrolled, for off- and on-campus behavior, independent of civil and/or legal authorities. The College may also have the responsibility of advising the appropriate authorities of violations of civil or criminal law committed by anyone on its campus when a request is made by those authorities for specific information, or when there is a danger to life and/or property.

While it is impossible for the College to outline every possible form of unacceptable behavior, you should be aware that the following behaviors are strictly prohibited:

- Academic dishonesty
- Physical or emotional intimidation and/or violence
- Racial, ethnic, religious, sexual or other forms of harassment
- Sexual misconduct and/or assault
- Tampering with fire and other safety equipment
- Institutional vandalism
- Use or abuse of illegal drugs and alcohol
- Theft (to include services)
- Damage to personal property

### **The Process for Adjudication Cases**

The College's system of student conduct is organized and administered so as to assure that the standards of social responsibility and accountability to the community are maintained and that students as well as faculty and staff assume important roles in this endeavor.

The Office of the Dean of Students is responsible for the administration of the student conduct and disciplinary process.

The Office of the Dean of Students will review all claims of alleged violations of conduct. Possible violations of the Colby's Code of Student Conduct are brought to the attention of the Conduct Officer. The Conduct Officer assesses the nature of the violation, investigates allegations, and:

1. Ensures that the matter is handled fairly and without unnecessary delay.
2. Determines the appropriate body for adjudication, or dismisses the allegations based on the evidence.
3. Maintains appropriate and necessary records.

When determining that the allegations of misconduct have merit, the Conduct Officer does one of the following:

1. Resolves the question of misconduct through alternative means (e.g. mediation).
2. Conducts an Administrative Hearing.
3. Refers the matter to the Student Conduct Board.

Students will receive in writing (electronically or in hard copy) a notification of the charges being brought against them. The formal hearing will take place no sooner than one week

from the date a student is notified that they are to appear before a hearing board. The Conduct Officer and/or a member of the Student Conduct Board (a facilitator) will schedule a time to meet with the student to review the charges and to explain the procedures for a hearing. The student shall have viewable access to information (e.g. incident reports and witness statements) related to the charges during this (these) meeting(s). Copies of this information remain the property of the College and will not be distributed to the accused student.

Students have the right and the responsibility in all hearing venues to respond to allegations of violations of the Code of Student Conduct. However, by choosing to remain silent or not appear, the accused student may, nevertheless, be found responsible and face sanctions if the circumstances warrant.

While the types of cases they hear vary, all College hearings bodies function similarly, in that they give the student the opportunity to respond to the charges, determine whether the implicated student or group should be held responsible for the alleged violation, and, when appropriate, assess appropriate sanctions. To maintain standards of consistency and equity in the application of College standards, the Conduct Officer oversees the entire system of conduct. The Conduct Officer assembles the materials and evidence presented to the Board, prepares the students subject to hearings before the Board, and maintains records of every hearing.

### **Referral to Hearing Body**

The Conduct Officer generally refers alleged violations of the Code of Student Conduct to an appropriate College hearing body. Most violations that may result in sanctions no more severe than probation are resolved in an Administrative Hearing with the Conduct Officer. The Student Conduct Board shall conduct all hearings involving violations that could result in a sanction of suspension or expulsion. As such, violations of a more serious nature, group misconduct, or violations by students with lengthy disciplinary records will likely require a hearing before the Conduct Board.

However, in cases where there is no significant dispute of the facts related to the case, or in certain unusual cases (e.g. when the College is not in session and the hearing body cannot be assembled within a reasonable period of time; or where the disciplinary violation is so severe that the safety of the College community requires immediate action), the Conduct Officer may impose sanctions independently of the Student Conduct Board.

### **Action in Courts**

Colby expects all students to comply with Federal, State and local laws. While the activities covered by the law of the larger community and these covered by Colby's rules may overlap, it is important to note that the community's laws and Colby's rules operate independently and that they do not substitute for each other. Colby may pursue enforcement of its own rules whether or not legal proceedings are underway or in process and may use information from third-party sources, such as law enforcement agencies and the courts, to determine whether College rules have been broken. Conversely, the College makes no attempt to shield members of the Colby community from the law, nor does it intervene in legal proceedings against a member of the community. Membership in the Colby community does not exempt anyone from local, state, or federal laws, but

rather imposes the additional obligation to abide by all Colby's regulations. The College may at its discretion involve the police in incidents involving one or more Colby students, particularly where involving the police is deemed necessary for overall campus safety.

### **Colby's Hearing Bodies: Their Functions and Procedure**

#### **1. Administrative Hearing with the Conduct Officer**

Most violations of the Code of Student Conduct that may result in sanctions no greater than probation will come before the Conduct Office. Sanctions short of suspension or expulsion for violations for which the implicated student admits responsibility may be imposed by the Conduct Officer after and an Administrative Hearing. In certain unusual cases (e.g. when the College is not in session the hearing body cannot be assembled within a reasonable period of time; or where the disciplinary violation is so severe that the safety of the College community requires immediate disciplinary action), the Conduct Office may conduct a College Standards Hearing or an Organization Misconduct Hearing.

#### **2. Student Conduct Board Hearing**

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

- A. College Standards Hearing
- B. Organization Misconduct Hearing

The Student Conduct Board is composed of fifteen members:

- The conduct Officer, who serves as Chair of Board (non-voting);
- Eight students (two seniors, two juniors, and sophomores, and two at-large) balanced by gender;
- Four members of the faculty;
- One administrator at-large (not a member of the Dean of Students staff, appointed by the VP/Dean of Students);
- One member of the Dean of Students staff (Appointed by the VP/Dean of Students)

A quorum for the Student Conduct Board hearing shall consist of nine persons with at least one student, one faculty member, and either the Conduct Officer or the Dean of Students representative. (If the Conduct Officer is absent, the Dean of Students representative chairs the hearing.) In the absence of a quorum, the hearing will be rescheduled.

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

Faculty members are elected by the faculty, student members are appointed by the Student Government Association (SGA), and administrators are appointed by the Vice President of Student Affairs/Dean of Students. Terms for faculty and administrators (other than the Conduct Officer and the Dean of Students representatives) are three

years; students serve for one year. Students must have completed at least two semesters at Colby before they are eligible to serve on the Board. Student members must be in good academic standing, and students who have been found responsible for violation the Code of Conduct are not eligible to serve as Board members.

The accused student has the right to be accompanied at the hearing by an advisor. The advisor must be chosen from among current students, faculty, staff or administrators at Colby, but must not be a parent or guardian or an attorney. The advisor may consult with the accused student but may not speak on behalf of that student, unless he/she is directed to answer questions raised by the Board members.

Student Conduct Board and Appeals Board hearings shall be recorded by current means of technology (e.g. digital audio, etc.).

### **The Boards for Hearing Cases**

#### **1. Administrative Hearing with the Conduct Officer**

Students who are in possible violation of the Code of Student Conduct are required to meet with the Conduct Officer by a specified date. If the student accepts responsibility for the violation or there is no serious dispute of fact, the Conduct Officer may assign a sanction. The Conduct Officer may, at his/her discretion, refer cases in which there is no serious dispute of facts to the Conduct Board. The outcome of an Administrative Hearing cannot be appealed.

#### **2. Student Conduct Board**

The Conduct Officer shall refer to the Conduct Board cases that require one of three types of hearing:

- a. College Standards Hearing
  1. Cases involving possible violations of the Code of Conduct that could result in a sanction of suspension or expulsion;
  2. Cases in which the accused students does not accept responsibility for the violation with the understanding that the full range of sanctions including suspension or expulsion are available should the student be found responsible for the behavior in question;
- b. Organization Misconduct Hearing

Cases involving possible violations of the Code of Student Conduct by recognized student organizations, including but not limited to recognized student organizations, clubs and varsity club athletic teams.

### **College Student Conduct Board: College Standards Hearing**

The Conduct Officer shall ordinarily refer for a College Standards Hearing:

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

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

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

1. A description of the alleged violation(s).
2. The time and location of the hearing and a reminder that attendance is mandatory, superseding all other campus activities. If the student does not appear at the scheduled hearing, the hearing will be absentia. For compelling reasons, the chair may reschedule the hearing.
3. The accused student has the right to bring an advisor to the hearing. An advisor must be chosen from among only current students, faculty, staff or administrators at Colby. The advisor may not be a parent or attorney, and no parent or attorney may be present in the hearing room. The accused student may speak and respond to questions on his/her own behalf. The advisor may consult with the advisee, unless he/she is directed to answer questions raised by the Board members.

Hearings shall be scheduled as soon as possible.

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

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

### **The Hearing**

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

2. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in the Student Conduct Board hearings.
3. Only information pertinent to the possible violation will be considered by the Board. However, information about other student disciplinary actions or civil or criminal convictions may be introduced at these hearings if, in the discretion of the chair, this information bears directly on the possible violation. The chair shall have discretionary authority to determine whether the Board will receive and consider particular information, and to resolve any procedural questions or disputes arising in the course of a hearing.
4. Participation in a hearing by telephone, closed circuit television, video conferencing, video or audio recording, written statement or other means may be permitted by the chair to the extent deemed appropriate in his/her sole discretion.
5. Proceedings are strictly confidential. All persons present at any time during the hearing are expected to maintain confidentiality.
6. Hearings are recorded. Board members, the accused student, the persons, if any, who initiated the action, and appropriate administrative officers of the College shall be allowed to listen to the recording in a location determined by the Conduct Officer. No person will be given or be allowed to make a copy of the recording, which remains the property of Colby College. Persons given access to the recording will be required to sign an agreement confirming that they will protect the confidentiality of the hearing.

### **Decisions**

The Board shall deliberate in private session to determine whether a student is responsible or not responsible for the violation(s) in question. The Board shall base its determination on whether it is more likely than not (e.g. “a preponderance of evidence” standard) that the accused student committed each alleged violation. If a student is found responsible by a majority of the Board, the Board will assess appropriate sanctions. The Conduct Officer shall not vote to determine responsibility for a charge, but shall vote in the sanctioning phase of the hearing should the members of the Board be deadlocked in their decision. The deliberations of the Board shall be kept in strict confidence. The chair shall forward a written decision to the accused student as soon as reasonably possible including, if applicable, sanctions. The chair may provide a copy of the written decision to the initiating student, if any, if the alleged violations include acts of violence.

### **Sanctions**

Sanctions shall be determined by the administrative hearing officer in administrative hearings, or in cases reviewed by the Student Conduct Board, by a majority vote of the Board. Factors considered when determining a sanction may include:

- The nature, severity of, and circumstances surrounding the violation;
- A student’s disciplinary history;
- The impact of a sanction on a student;
- Previous cases involving similar conduct; and

- Any other information deemed relevant by the Conduct Officer of Board.

The following are the usual sanctions that may be imposed upon students singly or in combination:

1. *Warning*: A formal statement that the student's behavior was unacceptable and a warning that further infractions of any College policy, procedure or directive will result in more severe disciplinary action.
2. *Probation*: A written reprimand for violation of the Code of Student Conduct, providing for more severe disciplinary sanctions in the event that the student is found in violation of any College policy, procedure or directive within a specified period of time. Terms of the probation shall be specified and may include denial of specified social privileges, exclusion from co-curricular activities, and/or other measures deemed appropriate.
3. *Suspension*: Termination of a student status for a definite period of time not to exceed two years, or until specific criteria is met. Students who return from suspension are automatically placed on probation through the remainder of their tenure at Colby.
4. *Expulsion*: Permanent termination of student status.
5. *Withholding Diploma*: The College may withhold a student's diploma for a specified period of time and/or deny a student participation in commencement activities if the student has disciplinary charges pending, or as a sanction if the student is found responsible for an alleged violation.
6. *Revocation of Degree*: The College reserves the right to revoke a degree awarded from the College for fraud, misrepresentation, or other violations of college policies, procedures or directives in obtaining the degree, or for other serious violations committed by a student prior to graduation.
7. *Other Actions*: In addition to or in place of the above sanctions, the College Student Conduct Board or Conduct Officer may assign any other sanctions as deemed appropriate, including but not limited to the following:
  - a. Mandated counseling so the student has the opportunity to gain more insight into his/her behavior.
  - b. "No contact" directive: a prohibition against having any avoidable contact with one or more identified persons, in person or through telephonic, electronic, written or other means. A "no contact" directive may include additional restrictions and terms.
  - c. Apology: Requiring the student to write a letter of apology to those involved.
  - d. Campus or Community Service: Requiring unpaid service to the College or area community stated in terms of type and hours of service.
  - e. Restitution: Reimbursement for damage to or misappropriation of property, or for personal injury, and other related costs.
  - f. Housing related sanctions:
    - i. Loss, revocation or restriction of privilege (e.g. exclusion from specified locations or alteration of status in the housing lottery or other selection system) to live in College housing.
    - ii. Loss, revocation or restriction of off-campus living privileges.
  - g. Monetary Fines

*Note:* Any matriculated and enrolled Colby student arrested during an academic term for driving with a blood alcohol level of 0.08% or higher will be sent before the Student Conduct Board. A finding or responsible by the Board will result in, at minimum, a sanction of immediate suspension for the remainder of the term.

### **Records**

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

With the exception of expulsion, disciplinary sanctions shall not be recorded on a student's academic transcript. In the case of expulsion, the student's academic transcript shall be annotated with the statement: "Expelled for disciplinary reasons (effective date)."

Students should review the College's Policy on Recommendations for more information about disclosure of disciplinary records.

### **Hearing When College is Not in Session**

If a hearing needs to be held at or after the end of the semester and the regular Student Conduct Board cannot be convened, the conduct Officer may convene a special Student Conduct Board. The membership will consist of members available at the time of the hearing with a quorum of five, including at least one student, one faculty member, the Conduct Officer, and the Dean of Students representative, with the Conduct Officer acting as chair.

### **Appeal**

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

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

1. New information which could not have been presented at the original hearing, or
2. When there is reason to believe that a violation or procedure occurred which could have affected the outcome of the hearing, but
3. May not be appealed on the basis of dissatisfaction with the sanction

After receiving the appeal, the Vice President and Dean of Students (or his or her designee) may:

1. Deny the appeal.
2. Accept the appeal and refer the case back to the Conduct Board for a new hearing.

While the appeal is pending, the sanctions imposed will remain in effect unless the Dean of Students (or his or her designee) decides otherwise.

### **Organization Misconduct Hearing**

The Conduct Officer generally refers possible violations of the Code of Student Conduct by organizations recognized by Colby College to the College Student Conduct Board for an Organization Misconduct Hearing. In instances where the violation is not referred to the College Student Conduct Board, the Conduct Officer or his/her designee will review the case in an administrative hearing. The disciplinary action resulting from an Organization Misconduct Hearing with respect to an organization does not preclude disciplinary action with respect to individual members of that organization.

In determining whether an organization may be held collectively responsible for the individual actions of its members, all the factors and circumstances surrounding the specific incident will be reviewed and evaluated. Pursuant to the Colby College Code of Student Conduct, an organization will be held collectively responsible when:

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

### **Configuration of the Board**

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

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

### **Notification as to the charge**

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

1. A description of the alleged violation(s).
2. The time and location of the hearing and a reminder that attendance is mandatory, superseding all other campus activities. For compelling reasons, the Conduct Officer may adjourn the hearing.
3. The right of the students representing the organization at the hearing to the assistance of an advisor at the hearing. An advisor must be chosen from among current student, faculty, and staff or administrators at Colby College. The advisor

may not be a parent or attorney, and no parent or attorney may be present in the hearing room.

The students representing the organization at the hearing may speak and respond to questions on their own behalf. The advisor may consult with the advisee(s) but may not speak on behalf of the advisee(s), unless he/she is directed to answer questions raised by the Board members. Hearings shall be scheduled as soon as reasonably possible.

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

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

### **THE HEARING**

1. The hearing is closed. Only the person(s) representing the organization and others directly involved in the incident(s) in question are allowed to attend the entire hearing; observers will be permitted to attend at the discretion of the Conduct Officer. The chair may allow other individuals who have relevant information to appear at a portion of the hearing in order to respond to specific questions from the Board or the persons involved.
2. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in Organization Misconduct hearings.
3. Only information pertinent to the possible violation will be considered by the Board.
4. Information about other disciplinary actions against the organization and/or its members, an/or civil or criminal convictions, may be introduced at these hearings if, in the discretion of the chair, this information bears directly on the possible violation.
5. The chair shall have discretionary authority to determine whether the Board will receive and consider particular information, and to resolve any procedural questions or disputes arising in the course of a hearing.
6. Participation in a hearing by telephone, closed circuit television, video conferencing, video or audio recording, written statement or other means may be permitted by the chair to the extent deemed appropriate in his/her sole discretion.
7. Proceedings are strictly confidential. All persons present at any time during the hearing are expected to keep confidential all matters discussed at the hearing; provided, however, that the person(s) representing the organization may discuss the hearing with other members of the organization.
8. Hearings are recorded. Board members, members of the organization whose behavior was in question, the persons, if any, who initiated the action, and appropriate administrative officers of the College shall be allowed to listen to the

recording in a location determined by the Conduct Officer. No person will be given or be allowed to make a copy of the recording, which remains the property of Colby College. Persons given access to the recording will be required to sign an agreement confirming that they will protect the confidentiality of the hearing.

### **Decision**

The Board shall deliberate in private session to determine whether an organization is responsible or not responsible for the violation(s) in question. The deliberations of the Board shall be kept in strict confidence. The Board shall base its determination on a standard of preponderance of the evidence (i.e., whether it is more likely than not that the organization committed each alleged violation). If an organization is found responsible by a majority of the Board, the Board shall recommend appropriate sanctions. These recommendations will be offered to the Dean of Students, who serves as a non-voting member of the Board. The Dean of Students will make the final decision and assess the appropriate sanctions. The Dean of Students shall forward a written decision to the person(s) representing the organization at the hearing as soon as reasonably possible including, if applicable, sanctions. Notification to the person(s) representing the organization will constitute sufficient notice to the organization itself, and it is the responsibility of the person(s) representing the organization to notify the rest of the members of the organization of the decision resulting from the hearing.

### **Sanctions**

Changes to an organization's recognition generally form the basis of sanctions for an organization. Recognition by the College grants to any organization the right to function on campus, to receive College privileges, to enroll Colby students as members and to be associated with the College. An organization's prior disciplinary record, if any, shall be fully considered in the sanction phase. The Board may use, but is not limited to, the following sanctions:

1. Full recognition with warning: The organization maintains full recognition but is warned that further failure to meet the criteria for recognition or additional violations will result in a more serious sanction.
2. The organization is recognized by the College, but is placed on probation for a specified period of time during which specified privileges and activities may be revoked. Probationary recognition ordinarily will be in effect for a minimum of one semester.
3. Suspended recognition: Recognition is suspended for a specified period of time during which all privileges are revoked, the organization's activities are discontinued, and funding by the Student Government Association may be withdrawn.
4. Permanent withdrawal of recognition: Recognition is withdrawn permanently.
5. Other Actions: Other sanctions may be assessed according to the specifics of the violation(s) and the type of organization.

### **Appeal**

In the event that an organization is found responsible for a violation, the organization may appeal in writing to the Dean of Students within fourteen (14) days after the organization is notified of the decision or, if the appeal is based on the discovery of new information, within seven (7) days of the discovery of new information (see number 2 below) but in no

event later than thirty (30) days from the date that the organization is notified of the decision.

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

1. new information which could not have been presented at the original hearing, or
2. when there is reason to believe that a violation of procedure occurred which could have affected the outcome of the hearing

### **The Appeal Process**

Students found responsible for violating the Code of Student Conduct, or students initiating a case involving possible violations of the Code of Student Conduct may appeal the finding if an when one of the following conditions exists:

1. new information which could not have been presented at the original hearing, or
2. when there is reason to believe that a violation of procedure occurred which could have affected the outcome of the hearing

Requests must be submitted in writing to the Vice President for Student Affairs/Dean of Students within the time period for appeal set forth in the applicable hearing section.

After receiving the appeal, the Dean of Students (or his or her designee) may:

1. Deny the appeal.
2. Accept the appeal and refer the case to the Appeals Board for a new hearing. The procedural rules applicable to the initial hearing will apply to the Appeals Board hearing.

While the appeal is pending, the sanctions imposed will remain in effect unless the Dean of Students (or his or her designee) decides otherwise.

## **Colby Conduct Board Statement of Ethics**

*(The following statement has been adopted for Conduct Board members)*

We, as Student Conduct Board members, pledge to treat all individuals who appear before the board as equals, regardless of race, color, sex, sexual orientation, gender identity, religion, age, parental or marital status, national or ethnic origin, or disability. We will strive to act with a sense of fairness and consistency. We will respect confidentiality and will uphold students' rights as outlined in the *Colby College Student Handbook*. Hearings will be conducted in an atmosphere of civility, with only enough emphasis on formal procedure to maintain dignity, decorum, and fairness.

As members of the Board, we will abide by and promote through example the guidelines and regulations of behavior as outlined in the *Colby College Student Handbook*. The integrity of the Conduct Board must always be maintained by each member. Members will at all times be conscious of their status as representative of the Board and will avoid involvement in, or remove themselves from situations which may call into question the perceived credibility or objectivity of the Board. We realize that we are equally accountable for our actions under the aforementioned guidelines of conduct.

Conduct Board members will inform the Conduct Officer or the Student Co-Chair whether they have any personal interest in or knowledge about any case, or if they are personally acquainted with any party. Board members may be removed from reviewing a case upon majority vote of the remaining Board members or upon agreement between that Board member and the Student Co-Chair. The names of parties in a case and information pertaining to that case, whether pending or completed, shall not be revealed to any person other than fellow Board members or College employees designated in the *Colby College Student Handbook* as participants in the judicial process. Decisions of the Board are assumed to be of the Board as a whole. All decisions are expected to be supported by all members, even dissenting members. The vote of each member and the tally of the board are confidential.

Board members who are charged with any misconduct on or off campus have the right to a timely, internal hearing before the full remaining Conduct Board to determine what, if any, change is appropriate regarding their status as Conduct Board members. It is understood by the members of the Board that a change in status resulting from an internal hearing may include, but is not limited to, dismissal from the Board. Such determinations are independent of any disciplinary actions, pending or completed, taken by the Office of the Dean of Student or by civil authorities.

## **Student Life**

### **The Colby Residential Experience**

As much as anything else, it is the distinctive campus atmosphere that sets Colby apart from other liberal arts colleges. The feeling on Mayflower Hill is built on a strong sense of community that students and professors share and that visitors pick up on, often instantly. Colby has developed a variety of programs to help students from different

backgrounds adjust to college life, and there are many ways in which students can get involved and cultural happenings of the College.

### **Colby360 Plan**

Colby's commitment to residential education was reaffirmed in the 2002 *Strategic Plan for Colby*:

While the academic program is at the core of the College, we know that the educational program and experience extend beyond the classroom into places that students meet and interact. And so, as we seek to strengthen our academic program, we must simultaneously enrich and broaden campus life and culture. (*A Strategic Plan for Colby*, May 2002, p. 3)

Colby 360 asserts as its guiding principle the idea that a residential college affords students opportunities to learn and develop in all aspects of their college lives. However, where traditional approaches to student affairs in residential colleges tend to focus on creating policies and procedures, Colby 360 established a setting for student life designed to achieve five specific learning outcomes: 1) development of life skills; 2) appreciation of engagement with diversity and human difference; 3) understanding democracy and civic responsibility; 4) promoting wellness and healthy lifestyle choices; and 5) leadership education for the 21<sup>st</sup> century.

For more detailed information, please see: [Colby 360](#)

### **Residential Life**

#### **Philosophy of Residential Living**

As a residential college, Colby seeks to provide an atmosphere that supports personal growth and learning. The residence hall is an integral part of the academic program of the College; it is where intellectual stimulation continues and where students, alone or in groups, study. All campus residence halls are accessible to all students, with the Harold and Bibby Alford Residence Complex reserved for seniors. The patterns and programs of residential life are designed to enhance faculty/staff-student ties beyond the classroom; assure the individual rights, well-being, and dignity of others; promote understanding and respect among people of all races, color, sex, sexual orientation, gender identity, religion, age, parental or marital status, national or ethnic origin, political beliefs, or disability; and foster the opportunity to make lasting friendships.

The residence halls are communities where students take responsibility for their environment and have the following residential rights and responsibilities:

#### *Rights*

- To live in a clean, sanitary environment sufficiently quiet to allow for rest and study
- To have access to one's room without the presence of "live-in" occupants who have not been assigned by the College
- To be able to work, study, and sleep in one's room without interference from the social activities of one's roommate(s) and/or friends
- To exercise free speech- which does not include the right to harass, injure, or silence others

- To have adequate security for one's person and possessions
- To have a system of grievance
- To be treated with dignity and respect regardless of race, color, sex, sexual orientation, gender identity, religion, age, parental or marital status, national or ethnic origin, political beliefs, or disability
- To live in a substance-free residence hall, if desired

### *Responsibilities*

To assure these rights, all students have the following responsibilities

- To resolve differences with others in a controlled, civil manner and in a timely fashion
- To conduct oneself in such a manner that does not violate the rights of others
- To adhere to College regulations and to honor the legitimate requests of the College and its appointed agents
- To take all reasonable means to protect from theft or damage, personal property and the property of others, including that of the College.
- To treat all members of the community with dignity and respect, regardless of race, color, sex, sexual orientation, gender identity, religion, age, parental or marital status, national or ethnic origin, or disability
- To be accountable in social situations, including choices with respect to alcohol
- To be aware of College policy and Maine state law with regard to alcohol and other drugs
- To protect and promote the health and safety of others, as well as one's self, and to lend assistance to others in need of help because of substance abuse
- To avoid substance abuse and refuse to tolerate substance abuse in others
- To create a non-coercive social environment for those who have chosen not to drink
- To take initiative for executing and participating in activities that are not alcohol centered
- To ensure when providing social functions that include alcohol, that alternate beverages are available and that alcohol is served only to those age 21 and older. And that alcohol, when offered, is provided in moderation
- To understand that abuse of substances will not be considered an excuse for irresponsible behavior. Alcohol abuse and abusive behavior will not be tolerated
- To avoid creating an uncomfortable or hostile environment for roommate(s). Doing so could result in disciplinary sanctions, which could include removal from College housing.

### **The Residence Halls**

The Colby experience is shaped by the fact that virtually all students live on campus and eat in the three dining halls. This ensures that people of different backgrounds have opportunities to get to know one another well and contributes to the campus ethos that values difference.

There are no dorms exclusively for first-year students. All of the residence halls are coed and, except for the senior apartments and Dialogue Housing, most of them mix students

from varied class years. Because class years are integrated in the residence halls, students are more quickly acclimated and better immersed into the life of the College.

The residence halls offer a lot of variety, not only in location and style, but with several housing options available:

- **Substance-free halls** provide an environment free from alcohol, tobacco, and other substances. More than 10 percent of students choose to live in substance-free halls each year and sign a pledge agreeing to adhere to this philosophy.
- A **Quiet Dorm** with extended quiet hours is available for interested students.
- Students with special dietary restrictions are available to live in the Co-Op in Mary Low Hall with access to a kitchen for meal preparation.
- **Dialogue Housing** this program gives students the option of spending two semesters directly linking academic, residential, and social experiences. Please contact that staff in the Office of Campus Life for more detail.

### **Faculty and Staff Residents**

Faculty and staff reside in Colby residence hall as a part of the College's Faculty in Residence Program. This initiative is just one of many that integrates students' academic, residential, and social experiences.

### **Access to Residence Halls**

Residence halls are not public buildings; they are private residences owned and maintained by the College. Therefore, visiting is a privilege extended by members of the residence hall, not a right of the visitor. (Hall staff and residents are encouraged to challenge the presence of strangers in the residence halls.)

Each resident has two basic rights: access at any time to his or her room and the right to sleep at any time without any visitors present.

No "live-in" arrangements are allowed. In other words, no one may move his or her personal possessions into a room occupied by others, or spend a significant amount of sleeping or waking time in a room to which he/she has not been officially assigned. Bathrooms in residence halls offer separate facilities for men and women. Some private suites and apartments, where there is a coed living arrangement, provide private, lockable toilet units for those residents. Provisions may be made for emergency bathroom use by the opposite sex. If you feel your rights are in violation or that the preceding regulations are not being complied with, you should talk with a member of your hall staff.

All residence halls are secured 24 hours per day. Residents have the obligation to ensure that this protection not be compromised by propping doors open. The residence halls are not open for occupation during the winter and spring recesses. Should it be necessary for some students (such as Admissions tour guides) to remain on campus during these breaks, housing accommodations will be concentrated in one specific location-generally, the Mary Low Co-op.

### **Fire Safety/Drills**

If a fire is discovered:

Sound the alarm, which will notify the Department of Security. Students should know where alarms are located.

If in a burning building, students should:

1. Go to the nearest exit or stairs. Do not use the elevator.
2. Feel door handles. If they are hot, do not open doors. Try another exit or window.
3. If exit is blocked, return to their rooms; close the door, open the window, and call for help.
4. If in a smoke-filled area, keep low to the floor to escape the smoke.
5. Know all exits and evacuation plans to their buildings.

(Remember: Do not tamper with fire alarms or equipment. At some point they may save your life!)

The Department of Security conducts fire drills in each residence hall each semester.

1. At the sound of an alarm, all occupants should walk to the nearest exit in a rapid, orderly fashion.
2. Members of the residence hall staff and security officers will check all rooms to see that all occupants have vacated.
3. After being notified by security staff, members of the residence hall staff will give the signal to re-enter the building.

### **Sanctions**

Anyone pulling a false alarm will face disciplinary action and will be fined \$500. When the perpetrator cannot be identified, the hall will receive a \$300 fine, which would be pro-rated amongst the residents.

1. Tampering with fire extinguishers, smoke alarms, automatic door closures, or other safety devices is a serious offense. Violations are punishable by a mandatory fine and possible disciplinary action. Flagrant violations or repeated offenses will result in suspension. Potentially endangering the safety of others through negligent or careless behavior will result in disciplinary action.
2. Students who fail to vacate or otherwise cooperate during an alarm will be subject to disciplinary action and \$100 fine.
3. Except as otherwise noted, violations of the various safety regulations carry a \$150 fine for each offense. Repeated offenses could mean suspension.
4. Colby does not allow possession and/or use of fireworks, firecrackers, or other explosive devices including air rifles. Fines of \$150 or more will result for the use of fireworks. Other sanctions also may be imposed.
5. Lamps using bulbs *not* exceeding 250 watts are permitted. Candles (decorative or otherwise), oil lamps, incense and similar devices are prohibited at Colby. Those seeking an exception to this policy for religious or other reasons should contact the Office of the Dean of Students. Violations of either the candle, lamp, or incense policy will result in a fine of \$150 and possible disciplinary action.
6. Arson is a most serious offense. Any student found guilty of committing arson or endangering others by fire will be subject to suspension or expulsion as well as criminal prosecution.
7. Personal items such as bicycles, clothing, and sports equipment cannot be left in hallways or stairwells. Additionally, furniture assigned to rooms cannot be placed in hallways or stairwells. A fine of \$50 per item found in such areas will be assessed, and repeat offenses will mean more serious disciplinary action.

**Guests**

Visitors to a residence hall must meet two conditions. Whether they are Colby students or visitors from off campus, they must be visiting a specific person or persons, and that person or persons must specifically greet them. The student is then responsible for the actions of his or her guests (anywhere on campus) and will be held accountable and subject to disciplinary action for misconduct of his or her guests. Visitors (students and non-students) staying overnight in the residence halls must receive consent from any and all roommates of their host. Without such consent, the visitor must find alternate lodging.

**Party Regulations**

At events where alcohol is served, a 21-year-old or older registered party host and a 21-year-old or older host must be present throughout the event. The 21-year-old party host must have attended a Colby Party Host Training Session. Registered party hosts are responsible for adhering to Maine state law and Colby's alcohol policy (for more information regarding Colby's alcohol policy, see it above).

Party sponsor(s) and/or hosts are responsible for assuring that admissions or donation charges are not being levied if alcohol is to be served by unlicensed persons, that minors are not served, that IDs are checked when serving alcohol, and that food and alternative beverages are being served during the party. In addition, the sponsor(s) and/or host(s) are liable for any damages occurring at or as a result of the party and are responsible for a thorough clean up directly after the event. The more complete list of party host responsibilities appears on the Colby event Form. A hall staff member, a security staff member, an assistant director, or a dean can close down an event at any time he/she deems necessary. The safety of the guests, other people who use the building, the furnishings, and the building itself are of utmost importance. Sponsors are responsible for adhering to the quiet and consideration hours of the residence halls.

**Registered Parties**

All events with alcohol must be scheduled with the Office of Campus Life by 9:00 a.m. on the preceding Thursday. Student hosts of events where alcohol will be served are responsible for compliance with College policies regarding the service of alcohol and related regulations.

**Violations- Individual**

The following may happen if an infraction occurs at a party/event (e.g. illegal keg, host is not present, lack of alternative beverages and/or food, no checking of IDs for drinking age, illegal advertising, too many people in attendance, no party check-out, inadequate cleanup, non-adherence to fire safety regulations, taking money at the event, etc.):

- Housing probation for three (3) months for all hosts, during which time the individual(s) cannot host parties and/or be involved in other disciplinary situations. (Additional infractions while on housing probation will result in adjudication by the Conduct Board. At the end of three months, the individual(s)

will be placed on warning for three months. If further infractions occur while the individual(s) is on warning, he/she will be sent to the Conduct Board for adjudication); and/or

- Payment for damage and cleanup; and/or
- Sanctions, if deemed necessary, by the Conduct Board.

### **Violations-Community**

If an infraction occurs, the hall council is responsible for imposing the following sanctions on the hall community:

- First Offense: In residence halls with 50 residents or fewer, the hall goes on warning status. In residence halls with more than 50 residents, the floor goes on warning
- Second Offense: Two-week party moratorium for the space and/or hall where the infraction occurred
- Third Offense: Six-week party moratorium for the space and/or hall where the infraction occurred

The offense will be sanctioned in the following ways:

- If the infraction occurs during midweek, the hall council places the space/hall on party moratorium for two full weekends.
- If the infraction occurs on a Friday, the space/hall is placed on party moratorium for the next day (Saturday) by the hall staff and is then placed on party moratorium for two full weekends by the hall council.
- If the infraction occurs on a Saturday, the hall council places the space/hall on party moratorium for two full weekends.
- If the infraction occurs within two weekends of the end of the fall semester or anytime during Jan Plan, the infraction time is extended into the spring term. If graduating seniors are involved, they are fined \$200 and Senior Week Participation as well as participation in Commencement can be affected.
- If the infraction occurs within two weekends of the end of the spring semester, the party host is fined \$200.

Jan Plan is considered a part of the first semester. A hall goes off warning status at the start of a new semester, except in cases where the infraction occurs in the last two weeks of a semester or anytime during Jan Plan.

### **Pet Policy**

- Students are not allowed to have pets in residence halls unless the pet can live in an aquatic environment.
- Any person bringing a dog on campus must have the animal on a leash and it must be under the direct control of the responsible owner.
- Dogs may not be left unattended or tethered to any fixed object on campus.
- Dogs are not permitted in any College building without the express authorization of the Director of Security or the Dean of Students.

- Unleashed, unsupervised dogs are not only a violation of College policy, but of city and state laws as well.

Violations of this policy may result in the impoundment of the dog and disciplinary action against the owner. The inappropriate use or abuse of animals will not be tolerated at Colby and will result in disciplinary action. Residents having pets in their rooms will be fined \$50 initially and \$50 for each subsequent day the pet remains in the hall.

### **Residence Hall Agreement**

The principle instrument governing life in the residence halls is the Residence Hall Agreement. The text of this agreement is included below.

### **Terms and Conditions**

*College Agrees-* The College agrees to furnish to the students, housing and food services (except in the cooperative living unit in Mary Low) in the residence halls, under the terms and conditions herein stated, and as described in the information materials which accompany this statement, or which may later be issued by the College and are by reference made a part of this agreement. Those documents include the *Colby College Catalogue* and the *Colby College Student Handbook*.

1. *Nondiscrimination Statement-* Colby College housing policies and programs prohibit discrimination on the basis of race, color, sex, sexual orientation, gender identity, religion, age, parental or marital status, national or ethnic origin, or disability.
2. *Liability-* The College will assume no liability directly or indirectly for loss of or damage to personal property by fire, theft, or any other cause. In addition, the College will assume no liability for items stored in trunk rooms during the course of the academic year or over the summer. Students should note that the College does not and cannot carry insurance to protect personal property and, as such, cannot be held liable in the event of students' property being lost or stolen from any College-owned or -maintained buildings. Students should seek coverage for their belongings through their family homeowner's insurance policy or with a tenant's policy.

*Eligibility-* Occupancy of residences is limited to registered, full-time Colby College students in good standing and others affiliated with the College who may be assigned by the Dean of Students Office

*Payments-* All charges are placed on the semester bill and are subject to semester provisions for payments

*Room Assignment Term-* The term of this agreement is for the ENTIRE COLLEGE YEAR. Room and board assignments are made on the basis of a full academic year, subject to earlier termination, only in the event of the student's withdrawal, or completion of residence requirement, or dismissal from College or from the campus residences.

*Termination and Eviction-* The College reserves the right to terminate, without refund, the privilege of on-campus residence for any student found in violation of College regulations or acceptable standards of behavior. In exceptional circumstances, when the College believes the continued presence of a student in a residence hall presents danger or disruption, the College may cancel a student's room assignment and evict the student from the residence hall prior to any hearing. In the event that room assignment has been made based upon a leadership position (i.e., hall staff, elected positions), resignation from or loss of the position may result in reassignment of all room occupants.

*Residence Agrees-* The student agrees to make payments of fees as specified in the informational materials, to observe all rules and regulations of Colby College, which are, by reference, a part of this agreement, and to honor the terms and conditions stated in this agreement.

1. *Assignment Policy-* Continuing residents will be given the opportunity to select their rooms in accordance with the selection procedure designed by the Office of the Dean of Campus Life and approved by the College Affairs Committee. New students will be assigned to residences by the Office of Campus Life.

The College reserves the right to assign and to reassign rooms, or to effect any other steps necessary or advisable for reasons of health, safety and conduct of its residence hall program. In the event a vacancy should occur, each room occupant agrees to accept whatever roommate may be assigned by the College. A room assignment cannot be reassigned by the student to any other person, nor can any part of the premises be sublet.

2. *Occupancy-* Residence hall rooms may be used by returning students 48 hours before the first full day of classes in any semester. New students may occupy rooms on the first day of Orientation. At the end of a semester, rooms may be occupied up to 24 hours after a student's last scheduled exam. Only students who are registered for on-campus January Programs or who have obtained special permission from the dean of students may be permitted to live in the residence hall during the Jan Plan period. College ID cards will be inactivated for those not receiving permission to remain (without registering for a course) and for those who withdraw from a course after the first day of Jan Plan.

Residence and dining rooms are closed during the winter and spring vacation periods listed in the College calendar and the *Colby College Catalogue*.

3. *Check-in-* Upon moving into a room, the resident will complete and sign a room contract and key agreement, which will be an accurate and complete record of the contents and conditions of the assigned room. This inventory will serve as the basis for checkout charges if assessed.
4. *Room Changes-* Room changes are permitted after October 15. However, the student may change a residence hall room assignment only with prior written authorization. Unauthorized room or residence hall changes or failure to move out

of a room at the designated time may result in a charge of \$200 and/or disciplinary action being levied against all parties involved in the room change(s).

5. *Room Care*—The student is responsible for cleaning his or her own room, suite, or apartment, for removing waste materials regularly, and for maintaining sanitation and safety conditions acceptable to the College. Furniture may not be removed from rooms and communal areas to which it has been allocated. A \$100 fine and disciplinary action will automatically result for students who fail to return furniture to its rightful location when asked and for those who take furniture outside of its assigned building. Unauthorized painting or altering the condition of rooms will result in charges to restore the room to its original condition at the end of the year or at an earlier time as determined by the Physical Plant Department and/or the Office of Campus Life. Lofts are permitted only with the use of College-provided furniture, to the manufacturer's specifications. It is expected the student will return the room to the College in "broom clean" condition, free of any debris. Violators will be fined.
6. *Damages in Residence Hall Rooms and in Residence Hall Common Areas*—Liability for damage or loss of College property located within individual residence hall rooms lies with the resident(s) of the room.

When damage or loss of College property occurs in residence hall common areas (e.g., lounges, hallways, lobbies, bathrooms, etc.), the Office of Campus Life makes every effort to identify the individuals responsible and to bill them. In cases where the Office of Campus Life determines that responsibility lies with the residents of a specific section of a residence hall, those students will be billed. When the individuals responsible for damage or loss of College property cannot be identified, the cost of repair or replacement is assigned to occupants of the residence hall. At the end of each semester, the Office of Campus Life, in cooperation with the Physical Plant Department, determines the cost of all unidentified damage and loss of College property and bills the residents of each residence hall on a pro rata basis. Any conflicts regarding assignment of responsibility may be directed to the Conduct Board.

7. *Check-out*—The student agrees to follow the proper check-out procedure when vacating the premises, which includes a mandatory check-out with a member of the residential life staff, removing waste and debris, and leaving the room in acceptable, clean condition. Should extra cleaning be required, a service charge and fine will be assessed to the student. Any items left in a room after a student has vacated that room will be discarded. Failure to check out properly could result in fines and loss of room for the following year.
8. *Room Entry by College Personnel*  
Hall Staff—There are times when it is necessary for the hall staff to enter a student's room when the student is not present, or when the student has not invited the hall staff member in. This practice will be exercised only:

- When there is clear or imminent danger to the persons or contents of the room
- To ensure evacuation during fire alarms and drills, or any other emergency situations
- To ensure adherence to fire safety issues, such as open flames or ceiling hangings
- At the request of the Office of the Dean of Students (i.e., to determine that a student has arrived for the beginning of a fall or spring semester; left for, or returned safely, from a vacation period; etc.)
- Before vacation periods to secure the residence halls

Safety and Maintenance Throughout the Year–During vacation or non-vacation periods, the Physical Plant Department (PPD) or authorized employees, will not provide written notification prior to conducting routine maintenance work (to be defined as: responding to heat calls; closing windows in cold weather; conducting repairs- windows, walls, ceilings, floors, electrical devices, and fixtures; all manner of painting; to remove or replace unwanted or damaged furniture; to gain access to concealed plumbing; and all other related work). It should also be noted that professional contractors and non-PPD employees (when escorted by a College official) share these same room entry rights. A notice will be laced on the door or inside the room, notifying resident(s) of PPD's visit.

9. *Fire Safety*–Because of the extreme and ever-present danger of fire in the residence halls, the College takes the issue of fire safety very seriously. Possession of candles (decorative or otherwise), open flames, oil lamps, incense, touchier-style halogen floor lamps (exceeding 250 watts), flare guns, fireworks, or other incendiary devices in the residence halls is expressly prohibited. Students found in possession of such items will be subject to fines and/or disciplinary action.
10. *Food Preparation in Rooms*–Cooking is not permitted in student rooms. No hot plates, electric heaters, toaster ovens, camp stoves, or other flame-producing or open-heating devices are permitted.
11. *Guests*–Students are responsible for the conduct and actions of their guests. This includes violations of the Student Code of Conduct.
12. *Pets*–Dogs, cats, birds, rodents, and other air-breathing, non-aquatic animals, are not permitted in student rooms, suites, or apartments, or in residence hall common areas.
13. *Pregnant Students*–Pregnant students are allowed to reside on campus. The student may be asked to maintain contact with the College Health Center to discuss pre-natal care, arrangements for labor and delivery, and transportation to the hospital.

Once the child is born, it is expected that the mother and child would live off campus, unless suitable campus apartment becomes available. Traditional dorm rooms and facilities do not provide a suitable environment for an infant.

If the mother would like to return to full-time residence without the child, such an arrangement would be permissible.

14. *Student Entrepreneurs*–Business may not be operated from/in student rooms without the written permission of the Director of Campus Life. Students receiving permission to operate a business will not be allowed to use Colby’s phone, mail, or technology infrastructures for business purposes.
15. *Thefts*–All thefts should be reported immediately to the Department of Security, the Office of the Dean of Students, and the Office of Campus Life.
16. Students are prohibited from “combining” rooms. That is, groups of students from more than one living unit may not relocate all beds into one room and use the second room as social space. Students who combine all furnishings to create a bedroom/social room arrangement will be required to immediately set all rooms involved back as found when arriving. Disciplinary action and/or fines may be applied.
17. *Smoking*– Colby is a tobacco-free campus.

## **Residential Life Regulations**

### **Appliances**

Please contact the Office of Campus Life for details related to appliances.

### **BBQ Grills**

Barbecue grills are only allowed with the permission of the Department of Security.

### **Building Security**

Unauthorized possession of College keys (master and other) or key cards is a serious offense. Students duplicating, possessing, or using such keys/cards will be subject to immediate suspension or expulsion. Moreover, tampering with any locks, latches, or automatic closure mechanisms will result in a fine or no less than \$300. Residence hall members will be fined if exterior doors are propped open or altered in a way that would compromise the security of the building at a rate of \$1.00 per person residing in the dorm.

### **Cable TV**

Basic cable TV at Colby is provided at no charge in residence rooms, lounges, many classrooms, and in a number of public areas. This academically driven (not entertainment driven) service is a concerted effort of the local cable company servicing Waterville area, Time Warner, and the College, which adds international and cultural channels. See Campus Cable TV Service for more information.

Tampering with the cable TV system is not permitted. Students who seek to tap the cables for delivery of signal to another location will be fined no less than \$500, as well as charged for any damages, and will be subject to disciplinary action.

### **Checking-In**

Students are required to sign a room agreement upon check-in, which notes the condition of the room and its furniture. As with rental property, students are expected to maintain their rooms in a condition reasonably similar to that in which it was found. Keys to the room will be issues to students at the beginning of the year. Students who occupy their rooms before the designated day without permission will be fined \$100 for each day they are on campus before their scheduled arrival.

Students interested in having furniture removed from their rooms should follow the instructions established by the Physical Plant Department and the Office of Campus Life. Substantial fines will be imposed for placing unwanted furniture in the corridors or lounges.

### **Checking-Out**

At the end of the spring semester, students are to remove all personal belongings from their rooms 24 hours after their last exam. When vacating a room, students will sign the room contract again in the presence of a residential life staff member, checking the condition of everything against the original statements. Fines may be levied against students who do not follow the official checkout procedure. Students will be expected to pay for damage that goes beyond normal wear and tear or that results from violations or regulations. Any cost for extra cleaning or for removing personal items from the room also will be charged to the occupants. Students staying beyond the check-out date and time will be fined \$200 for the first day and \$100 per day thereafter.

All keys must be returned before leaving; a fine of \$100 will be charged for each key not returned. Mailbox keys should be turned in to the student post office in Cotter Union. Senior Week in May is for seniors. The very few underclass students who are needed to work on campus may not attend Senior Week activities. Disciplinary action will result for offenders.

### **Living Off Campus**

As a residential college, Colby requires students to live in campus residence halls. In years when enrollment exceeds housing capacity, some students will be given permission to reside off campus. Off-campus residents are entitled to eat 100 meals per semester in the dining halls. Parents should be aware that students living off campus are advised to read leases carefully and to be mindful of their own liability and that of their families when providing social functions with alcohol. Students living off campus are reminded to seek insurance coverage for their belongings, should they not be covered under their family homeowner policy.

Exceptions to Colby's housing policies are not granted for psychological or medical reasons, except as to comply with The Americans with Disabilities Act.

### **Lock-Outs**

Students who find themselves locked out of their rooms may seek the use of a spare key from the Office of Campus Life during regular business hours (M-F, 8:00-5:00). Please seek assistance from Security after hours.

### **Personal Property in the Residence Halls**

The College does not assume responsibility for loss, theft, or damage to personal property, whether stored or in a student's room. All items are brought and kept on campus at the student's risk. Families and students should examine insurance policies and determine whether the limits are sufficient to cover the student's belongings while away from home. If current insurance is not sufficient, the family or student should increase coverage and/or add the appropriate riders. Students should avoid keeping valuable items in the residence halls and storage areas.

All students should lock their doors before leaving their rooms and carry room keys, even if planning to be away for only a short time. Unfortunately, theft does occur. All students should be aware of strangers in the halls and report them to hall staff or to the Department of Security. Rooms should be kept locked at all times.

### **Prohibited Items and Activities**

For reasons of health and safety the following additional items and activities are prohibited in Colby residence halls: air conditioners, ceiling fans, waterbeds, motorcycles and mopeds, power tools, natural Christmas trees or branches, satellite dishes, and tampering with existing switches or electrical fixtures. Students found in possession of these items or engaged in these activities will be subject to a minimum fine of \$50. Candles (decorative or otherwise), oil lamps, incense, halogen and other lamps that are 250 watts or higher, and similar devices are prohibited and draw a fine of \$150. Any student with a refrigerator that is larger than the specified 4.5 cubic feet in his or her room will be fined \$25 and will be required to remove it immediately.

### **Quiet Hours**

Quiet housing is offered on campus each year. Within the designated residence hall, quiet hours are in effect except 4 to 7 p.m. Monday through Friday and 1 to 7 p.m. Saturday and Sunday. Courtesy hours, defined as the opportunity for neighbors to request that music or other sound be reduced, are in effect 24 hours, seven days a week in every residence hall. On weekends, the Mary Low Coffeehouse quiet hours will be in effect at 1 a.m. In residence halls during officially registered school-sponsored events, quiet hours will not begin until 2 a.m. when requested by the sponsoring organization.

Except for the quiet hall, quiet hours begin at 11 p.m. on weekdays and 1 a.m. Friday and Saturday, or at 2 a.m. on Friday or Saturday within a residence hall hosting a school-sponsored event (except for Mary Low Hall). Quiet hours may be extended by unanimous and confidential vote (paper ballot) of the hall residents. Normally, first infractions generate a warning by hall staff and subsequent infractions are turned over to the Office of the Dean of Students for action.

### **Roof Access**

The balconies and all roof areas of all residence halls are off-limits. Violators will be subject to fines and/or other possible disciplinary action (which may include loss of room).

## **Storage**

The College does not assume responsibility for loss, theft, or damage to personal property belonging to students, whether stored or in a student's room. Storage rooms are offered as a means of convenience. They are intended for short-term location for trunks and packing materials. Carpets, furniture, and appliances cannot be stored in trunk rooms. All items of personal property must be tagged with the following information prior to being stored: student's name, class year, and date stored. Items that are not properly labeled may be discarded. Items left behind by a student who has graduated or is no longer enrolled at Colby will be considered abandoned property after a six-month period. All abandoned items will be removed on an annual basis and given to charitable organizations or discarded if determined to be of no value.

Families and student should examine insurance policies and determine whether the limits are sufficient to cover the student's belongings while away from home. If current insurance is not sufficient, the family or student should increase coverage and/or add the appropriate riders. Students should avoid keeping valuable items in the residence halls and storage areas.

Limited summer storage is available for students living more than 750 miles from campus by special permission from the Office of Campus Life. Off-campus storage space can be rented locally.

## **Substance-Free Halls**

The substance-free halls are intended to provide an environment free from alcohol and other drugs. Selection for these halls is based on demand. Residents sign a pledge prior to room selection or upon arrival as new students agreeing to adhere to this philosophy or risk being asked to move from the building. Substance-free policies extend to areas around all doorways and windows of substance-free building.

## **Telephones**

Each room has a phone jack with a pre-assigned telephone number. The College does not provide telephone sets. Answering machines are not necessary, as the system provides a voice mail feature. Long distance access is available with use of pre-paid phone cards.

## **Vandalism, Theft, and Damage**

Any student found responsible for theft, vandalism (including graffiti), or causing damage to College property will be required to make full restitution for value of that which has been stolen, damaged, or vandalized. In addition, that person may be required to send a letter of apology to the party or parties concerned and will receive from the dean of students a letter of warning or probation stating that any subsequent act of misconduct will make that person subject to more severe sanctions, including suspension or expulsion. Additional disciplinary action, including suspension or expulsion, could result for a first instance, if the offense is deemed serious enough by the Conduct Officer of the Conduct Board.

If a student is caught committing an act of vandalism, the following policy is in effect:

### 1<sup>st</sup> Tier

- Residence Hall Vandalism (RHV) is committed and the person who commits this damage comes forward before 5pm of the following day, turning themselves into Security.
- Since this person took responsibility for their actions, they will receive a reduced fine and only pay the cost of the repair of what they broke and no **restorative justice hours**.
  - Keep in mind that restorative justice hours or fines can be kept if the extent of the damage renders more “punishment” than just paying for the fine, for example having a past history with RHV, purposely damaging, or breaking something safety related (this is at the discretion of the Dean of Students Office).

### 2<sup>nd</sup> Tier

- Residence hall vandalism is committed and that person **does not** come forward before 5pm of the following day. Rather, the person is reported by an outside source.
- Monetary charges are determined based on the nature of the incident. PPD calculates actual costs and the Dean of Students Office determines fines or other charges.
- Based on the extent of the monetary charges, restorative justice hours are allocated. The degree of the damage, significance, amount of money paid, and amount of community service should all be in line. Again, the amount of service hours will be determined by the Dean of Students Office.
- The service hours will be completed in the following manner:
  - With PPD – these tasks should be easy-to-do jobs that will not be getting in the way of PPD doing their jobs
    - Examples of tasks could be shoveling, raking leaves, cleaning bathrooms, or painting
  - The time for completing one’s hours can be done on Saturdays from 1pm-4pm or Sundays from 9am-12pm
  - A dorm president will be at each one of these events on a rotating basis to check off who was there and if their hours were completed properly. The dorm president will be required to meet with PPD to get a list of what is to be accomplished and gather any other necessary details
    - If the person doing the service hours noticeable slacks off and is noted to have made a poor effort and/or exhibited a poor attitude, essentially not fulfilling the restorative justice’s intention, dorm presidents will not sign-off on hours
      - *Note: person who committed dorm damage must be made aware of this stipulation beforehand*
- Vandals have two months to complete their service hours. This gives them 16 opportunities to get their hours completed. If they do not complete their hours in this time their name will be knocked down 100 points in Room Draw for the following year and possibly put on disciplinary probation, at the discretion of the Dean of Students Office.

- If the offender is a senior and does not complete their hours, they will not be eligible to march at Commencement. If however, they then complete their hours during senior week, they will be able to march at Commencement.
  - *Again, the person who committed dorm damage must be made aware of these stipulations beforehand.*

### 3<sup>rd</sup> Tier

- Residence hall vandalism is committed and **the person(s) responsible is (are) not identified.**
- At this point, the cost of the fines is allocated to the entire dorm to pay
- If a dorm stay under the \$10/person cap, then the dorm does not pay any of these RHV costs. However, if a dorm stays under a \$7/person for the entire semester, prizes will be awarded to the dorm. Prizes could include free t-shirts or an ice cream social. For the dorm who has the lowest dorm damage per person rate, they will receive these prizes, as well as a dorm dinner in one of the dining halls at the end of the year.

Students apprehended, either by the local police or by the Department of Security, are subject to criminal prosecution, in addition to discipline by the College. Shoplifters apprehended in the Colby Bookstore or elsewhere will also face disciplinary action.

### **Wall Hangings**

To preserve the walls, pictures, posters, or bulletin boards should be hung from the molding. Molding hooks, string, and wire all are available from the Bookstore. Only small tacks should be used to hang pictures in rooms where moldings are not available. Students should not use pins or tape of the walls, ceilings, or doors, as they will be billed for the damage. For fire and safety reasons, cloth or paper hangings may not be placed on the ceiling and may not cover any electrical outlet, switch, or fixture.

### **Windows, Balconies, and Rooftops**

Throwing or dropping objects from windows, balconies, or rooftops of any campus building potentially endangers the lives and safety of our community and is prohibited. Windows and balconies may not be used as points of entrance or egress. Use of balconies or rooftops for social events is prohibited. Any student found on the roof of any College building will be fined. The student will also be held liable for the cost of repair to the roof in the event of damage. Such behaviors, because they represent a danger to the safety of members of the community, are prohibited and may be subject to sanctions by fine and/or additional adjudication from the Conduct Board or the Office of the Dean of Students.

### **Housing**

#### **Replacing Lost Room Keys**

There is no key deposit, however, there is a charge for replacing lost or stolen keys. When a key is lost and re-keying of a room is required there is a charge of \$50. Upon reporting lost, missing, or stolen keys to the Office of Campus Life, the Physical Plant

Department will change the lock to the door as soon as possible (generally, within 24 hours). Keys not returned at the close of the semester carry a \$100 fine per key. Students should replace lost, missing, or stolen keys before leaving campus for winter or summer breaks.

### **Room Changes**

Please contact the Office of Campus Life for details related to making a room change.

### **Room Draw/Housing Selection**

Residence hall rooms are allocated through a lottery system that assigns a random number to each student in the spring semester. The availability of rooms in a given residence hall is subject to a quota system that seeks to maintain a proportional balance of gender and class years throughout each building. The Alford Complex is reserved for seniors.

The room draw process is governed by regulations adopted by the Office of Campus Life and the College Affairs Committee. For more information, see: Housing Process.

Exceptions to Colby's housing policies are not granted for psychological or medical reasons, except as to comply with the Americans with Disabilities Act.

## **College Governance**

### **The Committee System**

Committees are organized around two major topic areas: the curriculum and co-curricular and student life policies. Hence, committees fall under the aegis of two anchor committees, either the Academic Affairs Committee or the College Affairs Committee. Committees are composed of representatives from the student body, faculty, and staff. The Student Government Association and the Presidents' Council make student appointments to the committees.

College committees are advisory and have varying degrees of influence. Students who have suggestions or complaints should consider airing them with the appropriate committee. Students interested in serving on one of these committees, should get in touch with a member of the Student Government Association.

### **Academic Affairs Committee**

The Academic Affairs Committee oversees the curriculum and educational policy. The committees linked to this anchor group are:

- The Administrative Committee, which advises the president on administrative matters primarily involving academic policy, considers and makes recommendations on requests for exemptions from College regulations, is responsible for the College calendar, periodically reviews functions and structures of the committees of the College and recommends changes to the faculty meeting

and to the student government association, and receives reports from the Committee on Standing on their decisions.

Note: A subcommittee of the Administrative Committee (the dean of faculty, dean of students, and the registrar) handles the bulk of student petitions. Students submit requests to the registrar who serves as the secretary of the committee. The registrar determines what supporting documentation, if any, is needed for the committee or subcommittee.

- The Advisory Committee on Off-Campus Study, which serves as an advisory committee to the president, dean of faculty, and faculty on matters relating to off-campus study and reviews the approval of applications for off-campus study and appeals in cases of denial. The committee conducts periodic reviews of approved off-campus study programs.
- The Financial Priorities Committee, which submits to the president its comments and recommendations concerning the adequacy of the College's programs and activities in relation to resources and reviews the budget with the administration before its presentation to the Board of Trustees.
- The Independent Study Committee, which selects qualified students to do independent study in lieu of two courses each semester of their senior year (as Senior Scholars) and reviews applications of students designing independent majors.
- The Information Technology Committee, which handles all computer-related communication and information issues.
- The Library Committee, which advises the director of the Colby libraries on matters of policy and regulations governing library use by students and faculty and advises on library purchases.

### **College Affairs Committee**

The College Affairs Committee oversees the co-curricular program and formulates and recommends policies concerning student life to appropriate bodies except for the curriculum and academic requirements. The committees linked to this anchor group are:

- The Athletics Advisory Committee, which gives general departmental oversight, advice, and assistance to the athletic director in matters of departmental planning, staffing, policy making, and policy review. Its duties include annual recertification of all varsity and club sports and review and approval of team practice and competition schedules.
- The Cultural Events Committee, which oversees lecture funds, seeks to bring vibrant and varied programs to the College community.
- The Health Care Advisory Committee, which advises the director of health services and the dean of students on matters of health care, health education, and health center staffing. In addition, it is the responsibility of the committee to monitor the views of students and staff about health care at Colby.
- The Admissions and Financial Aid Committee, which is responsible for recommendations and review of admissions policy and is available for consultation and advice regarding special cases of admission. Additionally, the committee recommends and reviews financial aid policy.

### **Committee on Multicultural Affairs**

The Committee on Multicultural Affairs serves as a vehicle for considering policy, practices, and issues of any kind related to, but not limited to, matters of race, gender, ethnicity, religion, sexual orientation, and other multicultural matters including efforts to:

- Support and coordinate with existing groups and committees, e.g., the Committee on Race and Racism concerned with campus community multicultural issues and programs (hereinafter “community concerns”)
- Support and sponsor community discussions on campus of community concerns
- Support programs of the residence hall staff and others in the residence halls on community concerns and intercultural relations in the hope that inevitable tensions can be defused and education and tolerance increased
- Work with those responsible for the orientation of new students, faculty, and staff to be certain that community concerns are adequately addressed
- Recommend appropriate education and training programs for faculty, students, and staff to increase multicultural awareness
- Work with the dean of faculty on ways to increase the effectiveness of our advising system for those with special needs
- Make recommendations to the administration, to the faculty, and to other relevant committees, e.g. the College Affairs committee, on ways to strengthen the campus community
- Hold open forums on topics of general community concern
- Make recommendations to the faculty, the College Affairs Committee, and the Presidents’ Council with respect to the changes in the College’s regulations concerning diversity
- Work with the Academic Affairs Committee to maintain the integrity and perhaps recommend revisions in the diversity requirement
- Review the progress of Colby’s affirmative action programs and suggest ways to strengthen them
- Address forums of harassment in its purview

The committee holds at least one open forum per year on each of the following issues: sexual orientation and homophobia, gender and sexism, ethnicity and ethnic bias, religion and religious discrimination, and social class and socioeconomic bias. The committee organizes a separate task force on one or more of these issues whenever needed. The committee distributes its minutes to the members of the Committee on Race and Racism as well as to its own membership.

### **Committee on Race and Racism**

The Committee on Race and Racism serves as a vehicle for considering policy, practices, and issues of any kind related to, but limited to, race and racism on the campus; and reviews and suggests strategies:

- For addressing racial harassment
- For addressing curricular issues, e.g., the diversity requirement
- For hiring and retention of faculty and staff of color, including affirmative action
- For recruiting and retaining students of color
- Regarding policies and practices pertaining to residential life and campus climate, e.g., racial awareness training initiatives.

The committee holds open forums on issue of race and racism. The committee works in tandem with the Committee on Multicultural Affairs via an exchange of ex officio members, and may choose to work jointly with that committee on matters of mutual interest related to race and racism. The committee distributes its minutes to the members of the Multicultural Affairs Committee as well as to its own membership.

## **Appendices**

### **Appendix I: Colby Statement On Diversity**

Colby College is dedicated to the education of humane, thoughtful, and engaged persons prepared to respond to the challenges of an increasingly diverse and global society and to the issues of justice that arise therein. The College also is committed to fostering a fully inclusive campus community, enriched by persons of different races, gender identities, ethnicities, nationalities, economic backgrounds, ages, abilities, sexual orientations, political beliefs, and spiritual values. We strive to confront and overcome actions and attitudes that discourage the widest possible range of participation in our community, and we seek to deepen our understanding of diversity in our daily relationships and in our dealings as an institution.

### **Appendix II: Colby Statement on AIDS**

#### Background

Acquired Immune Deficiency Syndrome (AIDS) is an infectious disease caused by the human immunodeficiency virus (HIV). Persons afflicted with AIDS suffer a severe loss of natural immunity against disease, leaving them vulnerable to opportunistic diseases, which are generally not a threat to other people. Individuals who are infected by the virus may develop AIDS or some lesser manifestation of infection (such as AIDS-related complex) or remain asymptomatic. Colby recognizes that, currently, the prevention of infection is the only defense against the AIDS epidemic and sees community education as its primary strategy in preventing the spread of HIV.

The HIV virus is not transmitted from infected person to uninfected person through casual contact, but can be transmitted through the exchange of semen, blood, and other body fluids during intimate sexual contact. Transmission also occurs by sharing HIV-contaminated needles or, much less frequently, through blood or blood products. The virus can be passed from infected mother to their newborn.

Because of the fragile nature of the virus and the limited routes of transmission, current knowledge indicates that students and employees with AIDS or a positive HIV antibody test do not ordinarily pose a health risk to other students or employees in an academic setting. The United States Public Health Service, the Center for Disease Control, and the American College Health Association have indicated that there is no risk created by living in the same house as an infected person; attending classes and sharing study facilities and libraries with an infected person; eating food handled by an infected person; being coughed or sneezed upon by an infected person; casual kissing; or swimming in a pool with an infected person.

These facts, derived from the best epidemiological data currently available, are the basis for the following policy statement.

#### Policy

Individuals diagnosed as having AIDS and individuals who have a positive HIV antibody test are allowed to attend work or school at Colby. The College will not tolerate discrimination against any student, faculty member, or staff member infected with HIV who is performing his or her regular student or job-related activities. Consideration of the existence of HIV infection will not be part of any admissions decision for those students applying to Colby or of the employment decision for those seeking position at the College.

Members of the Colby community who are infected with HIV have rights as members of this community. Such persons also have a responsibility to the community and are expected to act in accordance with known medical advice to prevent the spread of infection to others. Individuals infected with HIV are strongly urged to seek expert clinical care from a physician. The Colby College Health Services will make every effort to protect the privacy of individuals infected with HIV and the confidentiality of that diagnosis. Any recommendations regarding AIDS or HIV infection will be based on guidelines from the United States Public Health Service, the Centers for Disease Control, and the American College Health Association.

### **Appendix III Drug-Free Workplace Act of 1988**

Rules that apply to students and employees under the Drug-Free Workplace Act

In November of 1988, the United States Congress enacted the Anti-Drug Abuse Act, which contains a section called the Drug-Free Workplace Act of 1988. This section requires organizations receiving federal grants and contracts to ensure that their workplaces are free from illegal use, possession, manufacture, or distribution of controlled substances.

The law requires employers who receive federal funds to:

- Notify employees that drug abuse is prohibited in the workplace,
- Establish a drug-free awareness program,
- Require each employee to notify the College of any criminal conviction for violations occurring in the workplace, and
- Impose sanctions of remedial actions for convicted employees.

This law also requires individuals who receive federal funds to certify to the contracting or granting agency that, as a condition of the grant, he/she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity under the grant. This requirement also applies to students who are recipients of Pell Grants. By signing the certification required for eligibility under the Pell Grant Program, a student is agreeing not to engage in the unlawful manufacture,

distribution, dispensation, possession, or use of a controlled substance during the period covered by his or her Pell Grant at all times. A Pell Grant recipient convicted of a criminal drug offense must report the conviction, in writing, within 10 calendar days of the conviction to the director of the Grants and Contracts Service, U.S. Department of Education.

Any employee convicted of any workplace-related criminal drug violation must notify the appropriate College official within five calendar days after conviction. Faculty should contact the dean of faculty and staff should contact the director of personnel. Failure to report a conviction may be grounds for termination of employment.

Grantees, whether the College or an individual, must report in writing to the contracting of granting agency within 10 calendar days of receiving notice of a conviction.

Violations of the Drug-Free Workplace Act may result in:

- Disciplinary action, up to and including termination of employment
- Suspension of payments under the grant
- Suspension or termination of the grant
- Suspension or debarment of the grantee

Colby also complies with the Drug-Free Schools and Communities Act of 1989, which requires colleges to certify that they have implemented a drug and alcohol awareness program for students and employees.

#### **Appendix IV: Implementation at Colby of Procedures Required by the Digital Millennium Copyright Act of 1998**

As a network service provider for the students, faculty, and staff in our campus community, Colby must comply with new requirements specified in the Digital Millennium Copyright Act of 1998 (DMCA). This legislation addresses a variety of copyright issues that have arisen as a result of the development of digital communication, including the Internet, and especially how claims of copyright violation are handled by organizations that run networks on which individuals have accounts or individual computers. The act clarifies that copyright applies to electronic media in much the same way that it has long applied to print and other conventional media but makes some changes that are necessitated by the technology.

This document does not provide a discussion of complex copyright issues such as fair use. All members of the Colby community are reminded that copyright protects intellectual and other creative property and the College takes a strong stand against copyright violation. Computer software is usually copyrighted and often has license restrictions that require payment of a fee for its use. Illegally copying such software in violation of its license is software piracy and may result in prosecution. Similarly, audio and video material (compact discs, digital video discs, videotape, MP3 files, etc.) usually have copyright protection. Other digital material, such as text and images that may be accessible on the network, may also be copyrighted and it may be a violation of the copyright to save and use a copy or to make a copy available to anyone else. It is the

responsibility of each individual who wishes to copy and use any material to obtain permission from the copyright owner where necessary.

The DMCA also provides penalties for circumvention of technological measures used by copyright owners to protect their works.

The DMCA specifies the general procedures that will be followed by registered network service providers such as Colby if a claim of copyright infringement is made. The following procedures have been developed to implement the requirements of the DMCA at Colby:

1. Each network service provider registered under the DMCA designates a contact agent for any copyright claims under the act.
  - a. Colby's designated contact agent is Douglas Terp, vice president for administration.
2. Notification of copyright infringement is sent by the copyright owner to the designated agent of the network service provider, on which the material resides, specifying the particular elements concerned.
  - a. A copyright owner seeking to make a claim of copyright infringement for any material residing on Colby's computer network must send notification to Colby's contact agent, the administrative vice president.
3. The act does not require that the contact agent confirm either receipt of the notification or removal of access to the material.
  - a. The administrative vice president is authorized to provide confirmation of both as appropriate.
4. The account holder or the computer owner is notified.
  - a. The person responsible (account holder or computer owner) for the material identified in the notice is informed in writing and by e-mail by the administrative vice president that notice has been received and that prompt action is required to comply.
  - b. Ray Phillips, director of information technology services, will provide information to the administrative vice president regarding the identity of those involved so that they may be contacted.
  - c. This information will not be provided to the person originating the notification of copyright infringement or to any other outside entity except under court order. This matter will be considered confidential within the College. Disciplinary action may be initiated as indicated in the Code of Ethics for Information Technology at Colby College.
5. The network service provider must promptly remove or otherwise block access to the material specified in the notification.
  - a. Upon being informed of notification, the responsible Colby person has 48 hours to remove access to the specified material, as well as any other material that infringes copyright, and must provide in that same time frame written assurance that no other material under his or her control is being made available by them in any way that infringes copyright.
  - b. If the material is not removed from access by the end of that 48 hour period, the director of ITS will be instructed by the administrative vice president to remove access to the material if it is on a College-

- administered computer or by removing network access for any other computer on which the material may reside.
- c. If the necessary action taken by the director of ITS is to discontinue network access for a College or personally owned computer, network access will be restored only upon receipt of a signed statement that the specified material has been removed and that no additional material in violation of copyright is available on that computer.
6. The account holder or computer owner may file with the original claimant a counter notification in which a right to use the material is claimed.
    - a. Members of the Colby community are cautioned that filing a counter notification almost inevitable leads to litigation.
    - b. Colby employees must obtain prior approval from the administrative vice president before submitting a counter notification. The College provides no indemnification for any action in which prior approval by the administrative vice president has not been provided.
    - c. A copy of any counter notification must be submitted to the administrative vice president, who will notify the director of ITS, who will reinstate access to the material within 10 to 14 business days, unless there is a court injunction against doing so.
    - d. Individuals such as students are strongly urged to seek the advice of an attorney before submitting a counter notification. The College will provide no assistance in any ensuing litigation.
  7. A procedure exists by which a copyright owner can obtain a subpoena from a federal court ordering a service provider to disclose the identity of a subscriber who is allegedly engaging in infringing activities.
    - a. This is the only situation under which the College would provide to any outside entity the identity of any individual alleged to be involved in copyright infringement. Members of the Colby community should be aware, though, that their identities in such situations might be deduced by an outside entity from information readily available on the Web or other server.
  8. Legal action may occur between the copyright owner and the alleged copyright infringer even if access to the material for which notification has been received.
    - a. Account holders and computer owners should be aware that there might be significant civil and criminal penalties for copyright infringement that occurred prior to removal of access.
  9. The network service provider is held harmless for both carrying any material in violation of copyright if it has been unaware of the violation and blocking access to material for which notification has been received.
    - a. The College, as a network service provider, is protected under the DMCA.
    - b. The College must take steps to remove material from access if it discovers that it infringes on copyright; disciplinary action may be taken.
    - c. The College does not routinely inspect material made available by individuals and groups through its network to the campus community or the rest of the Internet, although it has a right to do so.
    - d. College employees are required to abide by copyright restrictions to avoid having themselves and the College as a content provider involved in litigation.

- e. Individuals are responsible for the content they provide and are subject to campus disciplinary action as well as prosecution under federal and state laws.
10. The DMCA notes that faculty and other instructors must be particularly careful not to include items that infringe on copyright in required or recommended material in any course they teach.
11. The DMCA requires that the network service provider adopt and reasonably implement a policy of terminating in appropriate circumstances the accounts of subscribers who are repeat infringers.
  - a. The Code of Ethics for Information Technology at Colby College ([www.colby.edu/info.tech/policies/html/ethics.html](http://www.colby.edu/info.tech/policies/html/ethics.html)) has always prohibited infringement of copyright. Action leading to permanent account or network access termination would be taken under the disciplinary process described there.
12. This document will be reviewed annually or more often as necessary by the Information Technology Committee and, when changes are made, by the College's attorneys.
13. Questions about the DMCA or the procedures described here should be directed to the administrative vice president or director of ITS.

Related Documentation:

U.S. Copyright Office Summary of the DMCA:

<http://lcweb.loc.gov/copyright/legislation/dmca.pdf>

Complete Digital Millennium Copyright Act of 1998:

<http://lcweb.loc.gov/copyright/legislation/hor2281.pdf> List of registered agents of network service providers for receiving notification of copyright infringement by account holders:

<http://lcweb.loc.gov/copyright/onlinesp/list>

### **Appendix V: The Family Educational Rights and Privacy Act (FERPA)**

Colby accords its students all rights under The Family Educational Rights and Privacy Act of 1974. The College will not disclose information from students' education records without the written consent of students except as permitted by the act. Exceptions include disclosure to personnel within the institution, to officials of other institutions in which students seek to enroll, to persons or organizations providing students financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of students or other persons.

The College may inform parents or legal guardians of pending disciplinary action in exceptional cases where, for example, knowledge of the information is necessary to protect the health or safety of the student or other individuals. The act also permits disclosure to parents of dependent students. At Colby, only those persons acting in the students' educational interest are allowed access to student education records. These include personnel in the offices of the Dean of Students, Registrar, Admissions, and Financial Aid, Student Financial Services, Career Services, and Institutional Research and Assessment and to faculty members within the limitations of their need to know. This includes faculty liaisons who serve as academic advisors to varsity athletic teams and

their coaches. At its discretion, the College may disclose Directory Information in accordance with the provisions of the act. Directory Information includes a student's name, address, telephone listing, electronic mail address, photograph, data and place of birth, major and minor fields of study, grade level, enrollment status (e.g. full-time or part-time), weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent educational agency or institution attended.

Students may withhold Directory Information by contacting the dean of students within 10 days after the first day of classes for the fall semester. Requests for nondisclosure will be honored by the institution for only one academic year; therefore, authorization to withhold directory information must be filed annually.

As a student at Colby, your Directory Information may be included in publicity about the College. In addition, press releases containing accomplishments and other Directory Information (e.g. dean's list, graduation, other honors or activities) may be sent to local or hometown newspapers and other media unless a student contacts the Office of Communications (ext. 4353, [pr@colby.edu](mailto:pr@colby.edu)) to request that a student's Directory Information not be included in College publicity and/or that press releases not be sent.

Students may inspect their education records, challenge any content, have a hearing if the outcome of the challenge is unsatisfactory and submit explanatory statements for inclusion in their files if they feel the decisions of the hearing panel are unsatisfactory.

Student education records at Colby are maintained in the offices of the Dean of Students, Registrar, Student Financial Services (Garrison-Foster), and Career Services.

Students wishing to examine their education records must make written requests to the appropriate office listing the item or items of interest. Only records covered by the act will be made available within 30 days of the requests. Students may have copies made of their records, except for an academic record for which a financial "hold" exists or a transcript of an original or source document which exists elsewhere. Copies will be made at the students' expense at prevailing rates.

Educational records do not include the records of instructional, administrative, and educational personnel or Department of Security records, student health records, employment records, or alumni records. These records are the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute. Physicians of the student's choosing, however, may review health records.

Students may not inspect the following as outlined by the act: financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment, job placement, or honors to which they have waived their rights of inspection; or education records containing information about more than one student, in which case the College will permit access only to that part of the record which pertains to the inquiring student.

The College is not required to permit students to inspect and review confidential letters and recommendations placed in their files prior to January 1, 1975.

Students who believe that their education records contain information that is inaccurate or misleading may discuss the matter with the chief administrator of the office involved. If that person is in agreement with the students' requests, the appropriate records will be amended. If not, the students will be notified within a reasonable period of time that the records will not be amended and will be informed of their right to a formal hearing.

Requests for a formal hearing must be made in writing to the dean of students, who, within a reasonable period, will inform students of the date, place, and time of the hearing. Students may present evidence relevant to the issues raised and may be assisted or represented at the hearing by one or more persons of their choice, including attorneys, at the students' expense. The hearing panel will be comprised of the students' faculty adviser, a representative of the dean of students, and the dean of faculty.

Decisions of the hearing panel will be based solely on the evidence presented at the hearing, will consist of written statements summarizing the evidence and stating the reasons for the decisions, and will be delivered to all parties concerned. The education records will be corrected or amended in accordance with the decisions of the hearing panels, if the decisions are in favor of the students. If the decisions are unsatisfactory to the students, the students may place with the education records statements commenting on the information in the records, or statements setting forth any reasons for disagreeing with the decisions of the hearing panels. The statements will be released whenever the records in question are disclosed.

Students who believe that the adjudication of their challenges were not in keeping with the provisions of the act may request, in writing, assistance from the president of the College. Further, students who believe that their rights have been abridged may file complaints with The Family Educational Rights and Privacy Act Office (FERPA), Department of Health, Education, and Welfare, Washington, D.C. 20201, concerning the alleged failures of Colby to comply with the act.

## **Appendix VI Campus Crime Statistics**

See: Crime Statistics

The College strongly encourages any individual who observes or is a victim of any crime to report the matter immediately to the Department of Security, located in Roberts Building. In an emergency, dial ext. 5911 from any campus phone or 207-859-5911 from off campus. This emergency number is restricted for calls of an emergency nature, such as fire, medical emergency, or suspicious or criminal activity. An officer will be dispatched to the scene, where he/she will evaluate the situation, take appropriate action, and contact the appropriate authorities and College officials. For non-emergency or routine business, such as vehicle registration information, or lost and found, call ext. 5530 from any campus phone (207-859-5530 if calling from off campus).

Colby security officers conduct vehicle and foot patrols of the Colby campus and are charged with the enforcement of College rules and regulations. Although security officers do not have police authority on the Colby campus, the department maintains a positive working relationship with the Waterville Police Department and other law enforcement

agencies throughout the state. Colby officers have direct radio contact with emergency services, including police, fire, and ambulance. Crimes involving violence, major property loss, or a felony, are immediately reported to the Waterville Police. Violations not requiring the attention of the Waterville Police may be referred to the College disciplinary system. In order to assist the Waterville police in the investigation of specific complaints of criminal activity, Colby permits the police to inspect and copy Colby security incident reports upon receipt of a written request from the police containing a description, by time and subject matter, of the information which is necessary for the police to conduct a criminal investigation.

### Appendix VII: Fines, Violations, and Probable Sanctions

This list does not include all fines and possible violations.

<b>Event Violations:</b>	<b>Probable College Sanction:</b>
Excessive messes associated with the abuse of alcohol	Cost of cleanup plus \$50 fine and community service or \$50 fine to the hall
Keg without signed party/event form	Housing probation for first violation, referral to Conduct Board for subsequent violations. Loss of keg, no refunds.
Open container; Entering/Exiting an event with alcohol or possessing alcohol not provided by the host	Disciplinary Warning (1st offense): <ul style="list-style-type: none"> <li>• Possession of an open container (as defined by Maine State Liquor Laws)</li> <li>• Entering/Exiting an event with alcohol or possessing alcohol not provided by the host</li> </ul>
Policy violation by guests	Hosts assume responsibility
Violation of party/event forms	Housing probation for first violation, referral to the Conduct Board for subsequent violations
Underage possession or possession in public spaces indoors (except as noted under "open container")	Disciplinary Warning (1st offense)

<b>General Violations and Charges:</b>	<b>Probable College Sanction:</b>
Climbing wall violation	First offense: Warning along with \$100 fine Second offense: Disciplinary probation for one year
Disorderly conduct	Disciplinary Warning or Probation
Illegal entry into closed building, area, room, or party	\$50 fine
Failure to comply	Disciplinary Warning - - -> Suspension
Falsifying ID card	\$100 fine
Loaning of College ID cards	\$50 fine
Possession of false identification	Disciplinary Warning or Probation

Replacement of lost College ID card	\$20 fine
Operation of a motor vehicle on areas other than roadways	\$100 fine and cost to repair damaged grounds
Swimming in Johnson Pond	\$1,000 fine
Vandalism, theft, or damage	Full restitution of the value of that which was stolen, damaged, or vandalized, plus possible letter of apology and suspension or expulsion if exceedingly serious

<b>Residence Hall Violations:</b>	Probable College Sanction:
Community violations	First offense: Disciplinary warning Second offense: two-week party moratorium Third offense: six-week party moratorium
Damage to room beyond normal “wear and tear”	Cost to repair to original condition
Duplicating College master keys	Immediate suspension or expulsion
Extra cleaning after check-out	\$50 fine per occupant
Keeping a pet in a residence hall	\$50 initial fine, additional \$50 fine for each day the pet is in the residence hall
Lost key before Commencement	\$50 per key
Lost key after Commencement	\$100 per key
Noise violations in the residence halls	Warning for first violation, housing probation and disciplinary warning then adjudication by the Conduct Board for subsequent violations
Occupation of student room before designated opening day without permission	\$100 fine per day
Painting or altering of condition of room	Charges to restore room to its original condition
Possession of prohibited items in the residence halls: air conditioners, satellite TV dishes, ceiling fans, waterbeds, motorcycles and mopeds, power tools, tapestries, natural trees and branches, etc.	\$50 fine
Refrigerator larger than 4.5 cubic feet in residence hall room	\$1.00 per student living in dorm
Propped residence hall front door	\$25 fine and the immediate removal of the appliance
Removing furniture from its designated location	\$100 fine
Smoking/Tobacco Use	1st Offense: verbal warning 2nd Offense: verbal warning 3rd Offense: Disciplinary Warning for Failure to Comply, referral to the Health Center

	<p>4<sup>th</sup> Offense: Disciplinary Probation (minimum of one semester)</p> <p>5<sup>th</sup> Offense: Disciplinary Probation (minimum of one year)</p> <p>6<sup>th</sup> Offense: Permanent Disciplinary Probation</p> <p>7<sup>th</sup> Offense: Meeting with the Conduct Officer (consider suspension)</p>
Staying beyond designated check-out date and time	\$200 for the 1 <sup>st</sup> day, \$100 per day thereafter
Tampering with locks, automatic door-closure mechanisms, or ColbyCard	Minimum \$300 fine
Unauthorized room changes or failure to move out of a hall room at the designated time	\$200 fine per occupant involved in the violation

<b>Safety Violations</b>	Probable College sanction
Falsely activating a fire alarm	\$500 fine and disciplinary action; if suspect unknown, \$300 fine to dorm
Operation of a motor vehicle on areas other than roadways	\$100 fine and cost to repair damaged grounds
Possession of firecrackers, fireworks, or other explosive devices	Minimum \$100 fine
Tampering with elevators	\$100 fine
Tampering with existing electrical switches or electrical fixtures	Minimum \$50 fine
Tampering with exterior call boxes	\$750 fine
Tampering with and/or activating fire extinguishers, smoke alarms, automatic door closures, EXIT signs, or other safety devices	\$300 fine
Touchier-style halogen floor lamps, candles, oil lamps, etc.	\$150 fine

