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2022-2023

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The Residential Life Handbook, produced each year by the Office of Residential Life at Skidmore College, presents the policies and procedures concerning residential living. 2022-23 academic year information regarding Housing procedures has moved to the Housing Process Guide. Each student is responsible for becoming familiar with all of the information contained in this Handbook.

Skidmore College reserves the right to add, delete, revise, or change the information, including all policies and procedures, set forth in the Residential Life Handbook. All students are encouraged to review the Residential Life Handbook at the start of each academic year, and as necessary throughout the academic year.

As Skidmore College continues to navigate the COVID-19 pandemic, students are responsible for remaining informed about updates posted to the [The information there](#) supersedes any information found in this document.

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Section I: What is

apartments. Students in double or triple rooms are assigned a space in the room, not the room as a whole. Consequently, the College reserves the right to use unoccupied spaces in a room and/or to relocate and move students should the need arise. The College reserves the right to

determine the number of occupants in a room. If a vacancy occurs in a room or apartment, the remaining student(s) in the room or apartment may receive a new occupant to fill the existing vacancy.

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Skidmore College will not be liable for losses to persons or property, unless due to the gross negligence of the College.

Personal property left in rooms or apartments over vacation periods is done so at the owner's risk. Storage spaces

of traditional college age (18-24 years of age).

Guests must be escorted by their hosts at all times. Guests may not enter buildings or rooms without their hosts, and will not be given access without the host being present.

Students are responsible for their guest's behaviors and actions. All guests are expected to abide by all College policies and procedures.
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A student's residence hall or apartment room contract may not be transferred or assigned to another person. Spaces may not be sold, loaned, or sublet. The student does not have the right to use their room for any commercial purpose or profit whatsoever. Prohibited commercial purpose or profit includes, but is not limited to, babysitting, rental of space, manufacturing or creation of items for sale other than those connected to academics.

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Sales and solicitations in the On-Campus Residential System is strictly prohibited unless authorization has been granted by the Assistant Vice President for the Residential Experience or designee.

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All residence hall rooms and apartments are equipped with essential furniture and in apartment kitchens, essential appliances. The installation or addition of any non-Skidmore furnishings must be approved by the Office of Residential Life and Facilities Services. Ceiling fans and air conditioner units are prohibited.

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During the course of the New York State Fire Marshal's inspections, if a student is found responsible after all three visits, the Fire Marshal may levy a fine. Fines levied by the Fire Marshal are non-negotiable and may not be appealed.

Staff members in the Office of Residential Life will conduct intermittent re-inspections of spaces found to have violations during NYS Fire Marshal Inspections. Students may not deny entry to residential life professional or student staff conducting inspections.

Office of Residential Life (Low-Level Violations)

1. Students are expected to maintain their living spaces in clean and orderly condition. Garbage and recyclables are expected to be removed from living spaces regularly.
2. Students are responsible for maintaining the apartment's cleanliness and condition of College furniture and ensuring that the refrigerator, stove, and similar equipment are kept in a clean and safe condition. If an apartment is found to be unsafe and/or unsanitary, the College will charge students for the cost of cleaning, repair and/or replacement.
3. Any item, or items, which blocks a clear path of egress from the living space and/or prevents doors from fully opening is prohibited.
4. Students residing in the apartments are expected to keep their kitchen and appliances clean and free of grease and debris.
5. Students in the apartments are expected to keep the area around breaker boxes and mechanical rooms clear and accessible. Both must be accessible without moving any personal items.

Building Evacuation

1. Building evacuation is required when a fire alarm sounds, unless previous notice was provided that the alarm is being tested and evacuation is unnecessary.

- d. Décor cannot attach to ceilings or connect one non-adjacent wall to another.
- 5. Covering light or other heat emitting devices with items not intended to be used as a cover (i.e. cloth over light) is prohibited. ()
 - a. Possession of halogen lamps is prohibited
- 6. The partition or division of residence hall or apartment space, including tapestries or curtains separating the window seat area from the rest of the room is prohibited. ()
- 7. Altering College Owned Furniture ()
 - a. Bed risers, cinderblocks, or anything used to loft furniture is prohibited
 - b. Bed tents and other suspended covers of sleeping locations are prohibited (n)-10 (de)-7 (0 Tw 1.9()TjEMC /LBody AMCID 27 >>B(o)-7

- a. The use and possession of space heaters is prohibited unless space heater is

Alternatively, humidifiers with built in humidistat shut off may be used with humidity levels set to a maximum of 50 percent.

Violations of the Fire Safety Policy

All violations of the Fire Safety policy carry a response from the College with pre-defined sanctions. All violations have been ranked from low-level to high-level violations for the most severe and dangerous violations of the policy.

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<ul style="list-style-type: none"> Formal Letter of warning from College Official. Educational project or workshop Removal of violation by student or College Official (if applicable)* ☒ ☐ ☑ ☒ ☑ ☒ ☑ ☒ ☑ 	<ul style="list-style-type: none"> Meeting with College Administrator Removal of violation by student or College Official (if applicable)* ☒ ☐ ☑ ☒ ☑ ☒ ☑ 	<ul style="list-style-type: none"> Recommendation to the Assistant Vice President for the Residential Experience for removal from residence for remainder of current academic year Further sanctions through the Student Conduct process that may include suspension, or dismissal from college. ☒ ☐ ☑ ☒ ☑ ☒ ☑

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- Meeting with College Administrator
- Removal of violation by student or College Official (if applicable)*
- Educational project or workshop
- ~~Re~~ ~~to~~ ~~the~~ ~~College~~ ~~Official~~
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- Recommendation to the Assistant Vice President for the Residential Experience for removal from residence for remainder of current academic year
- Further sanctions through the Student Conduct process that may include suspension, or dismissal from college.
- ~~Re~~ ~~to~~ ~~the~~ ~~College~~ ~~Official~~ ~~or~~

Return After a Housing Removal – If a student returns to On-Campus Housing after being removed due to violations of the

- Temporary or recent permanent disability, including temporary illness
 - Graduating Seniors in their final semester
- Housing Guarantee
 - Skidmore College guarantees on-campus housing to all full-time students who have completed the housing selection process, or are incoming first year students. Rising Juniors and Seniors who fail to complete the housing selection process will forfeit this guarantee. The housing guarantee does not guarantee any particular housing type.
 - Skidmore College reserves the right to revoke the housing guarantee at any time.

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residing on-campus on the room change list have been accommodated.

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One of the exceptions outlined above is accommodations. For students that may require special consideration in their housing process, an accommodations process exists. Accommodations go through the Office of Student Academic Services and the Coordinator for Student Access Services. All students wishing to apply for accommodations must do so by contacting the Coordinator for Student Access Services.

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Students' conduct records may also be checked - those with outstanding sanctions may not be eligible to stay on campus for the break.

Students who are residing on cad

Students seeking sponsorship may not be eligible for the following reasons:

- Residence Hall – Students living in Wait Hall and Jonsson Tower are not eligible for sponsorship. Other building residents may become ineligible at the discretion of the Office of Residential Life.
- Student Conduct Record – Students with a record of repeated conduct violations, incomplete conduct sanctions, or on Disciplinary Probation may be denied permission to be sponsored.
- At times, Facilities Services will be required to complete largescale maintenance projects in a building at the conclusion of the academic year. In some cases, this may require that the building be vacated, and students will be unable to remain on campus for Senior Week. The Office of Residential Life will notify students of this information as soon as possible during the spring semester.

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All students staying for Senior Week are expected to depart campus by 10:00 am on the Sunday after Commencement.

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Damage billing occurs at the end of the year. During this process, students are charged for any damages that occurred to their living space or common areas. Failure to meet cleaning expectations may also result in damage billing. Spaces are inspected by Office of Residential Life and Facilities Services staff to determine cleanliness and damages. Students will be held responsible for the costs associated with the repair or

Students are expected to leave their housing space clean and in the condition they found it. Spaces are expected to be cleaned of all trash and personal items. In addition, spaces should be swept/vacuumed and

surfaces should be wiped down. In the apartments, kitchen sinks and refrigerators should be cleaned and emptied of personal belongings, as well as showers, sinks, and toilets. All college owned furniture must remain present in the room, unless it was removed by Facilities Services.

Upon a student moving out, the Office of Residential Life will re-inspect the student's space with the Room Inspection Form. Any changes in the condition of the space will be noted and may result in charges. Common damages include holes in the walls, broken or missing furniture, stains on the carpet, etc.

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Charges related to shared areas will be split evenly among all students living within that shared area, unless a responsible party comes forward. The responsible student must take responsibility for the damage in order to remove the shared charges.

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Students have the right to appeal any damage charges. Students must submit their appeal through their Skidmore College email to the Office of Residential Life (reslife@skidmore.edu). Students must state what charge(s) they are appealing, and why. The reason for appeal must be one of the reasons outlined below. All appeals will be reviewed by a committee of professional staff and will be responded to within 10 business days.

All appeals must be submitted within 30 days of the charges posting to the student's account. Appeals received after this time will not be accepted or reviewed.

The Office of Residential Life will not accept appeals via phone calls, or submitted by parents or family.

The reasons for appealing a damage charge that the Office of Residential Life will accept are:

- Damages were pre-existing

- The damages were noted on the Room Inspection Form. If the damages were pre-existing and not noted on the Room Inspection Form, it is the student's responsibility to notify a Residential Life staff member within 10 days of move-in. If there is evidence of pre-existing damage, either through the Room Inspection Form or communication from the student after move-in, the appeal will be considered.
- Another party is responsible
 - If another party is responsible for the damages, the students must notify the Office of Residential Life who the other party is, and the other party must come forward and take responsibility for the damages and charges. The charges will not be reversed until all parties have come forward.