

**STUDENT LIFE**

CLUBS AND ORGANIZATIONS

HEALTHY, ACTIVE LIVING

STUDENT GOVERNMENT

CONDUCT AND ACCOUNTABILITY

STUDENT HANDBOOK

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# COLBY COLLEGE STUDENT HANDBOOK

**LIFE AT COLBY**

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## **GENERAL COLLEGE POLICIES AND PROCEDURES**

### General College Policies

Students are required to know and comply with the following College policies and procedures. Any questions about these policies and their interpretation may be directed to the Dean of the College or the Dean of Students Offices.

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### Nondiscrimination Policy

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 categories 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.

### **Title IX**

Students are protected from sex discrimination under the federal law referred to as "Title IX" in the following areas:

- Admission;
- Access to course enrollment;

- Access to facilities;
- Counseling;
- Competitive athletics;
- Graduation requirements;
- Student rules, regulations and benefits;
- Treatment as a married, pregnant and/or parenting student;
- Housing, financial aid or health services;
- Most other benefits and services.

## **Harassment**

Harassment based on any protected classification, including 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. Harassment includes conduct specifically directed at an individual or a small group of individuals and expresses hatred or contempt on the basis of stereotyped group characteristics or because of a person's identification with a particular group. Harassment also includes any action or speech directed toward members of the protected classes that reasonably can be determined to be threatening in content or is spoken in a manner that suggests violence toward such persons is imminent. Harassment is deemed to have occurred when harassing conduct is sufficiently severe, pervasive, or persistent that it interferes with or limits a student's or employee's ability to participate in or gain the privileges of programs and services of the College.

## **Intimidation**

Intimidation is spoken, written or physical conduct directed toward an individual or individuals that unreasonably interferes with his/their full participation in the College community or that is intended to create or may be reasonably determined to have created a threatening or hostile environment.

Neither the law nor College policies permit harassment or intimidation. Harassment, as defined by this policy, by any student, or by any employee of the College will not be tolerated. Possible penalties for those found responsible 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.

Please also see Sections F and G of this handbook for detailed information about the College's sexual misconduct policy, including the definition of sexual harassment.

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## Access Policy

All campus organizations and College-sponsored events are open to all members of the Colby community in accordance with the College's Nondiscrimination Policy. Exceptions to this policy may be granted, for compelling reasons, 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 the College, 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 and/or the individual facility'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 may attend specific cultural, educational and athletic events, but public access to campus facilities is limited to the facility or area where the event is being held.

During periods when the College is officially closed, all College buildings are secured and inaccessible.

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## 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 weapons. Except as set forth in this policy, the possession of weapons on campus is strictly prohibited. For purposes of this policy, the term "weapon" shall include any object that can reasonably be considered a weapon or a facsimile of a weapon. Many objects are designed as and are commonly understood to be weapons. Examples include but are not limited to firearms and ammunition; spring or CO<sub>2</sub>-powered projectile guns; starter pistols; martial arts weapons; knives; swords; metal knuckles; bludgeons or clubs; slingshots; archery equipment; tear gas; and grenades or other explosive/incendiary devices.

Additionally, the College recognizes that many common objects and tools designed for uses other than as a weapon may be used or may be modified for use as a weapon. In considering whether a particular common object or tool is considered to be a weapon under this policy, College officials will consider the time, place, how the object is being used, and other circumstances surrounding the possession of the 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 used specifically for sporting purposes (with a valid Maine hunting license only) during Maine's hunting season must be registered and stored under the Security Department's supervision in Roberts Union. No concealed weapons are allowed on campus.

Hunting on Colby property is forbidden, as the entire campus is designated a state game preserve. Students should also be aware that it is illegal to discharge a firearm anywhere within City of Waterville limits.

Any weapon or object on campus in violation of this policy will be confiscated and may result in disciplinary action, up to and including expulsion.

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## Assistance and Service Animals

Colby College has a detailed policy on assistance and service animals on campus. Students are required to comply with all policy requirements, and should be aware that policy violations can result in disciplinary action, fines and/or removal of the animal from campus.

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## Free Expression

The right of free expression — which does not include a right to harass, intimidate, 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 (anonymous) postings preclude dialogue on content, materials such as posters, banners and advertisements should, but are not required to, include the identity of the sponsors.

The College may impose sanctions if there is interference with the free, open, civil exchange of ideas and views, including harassment or intimidation.

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## Banner Policy

Banners may be displayed in select locations on campus with prior approval of content from the Office of Campus Life. Groups or individuals who violate this policy may be subject to fines and/or disciplinary action.

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## Posting, Display and Distribution of Materials Policy

Posting, display and/or distribution of flyers, posters, notices, religious symbols and other materials is permitted within and on the doors of individual offices and student rooms, provided that they are agreed to by all of the occupants of the particular space and do not violate other College policies.

All other spaces on the campus are considered public, and posting, display or distribution of materials in such areas must be done in an 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. Content of materials must not violate any College policies. 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. Materials may not be affixed to painted walls, doors or windows.

Display of materials in the central academic quadrangle shall be permitted only in exceptional cases. Posters or other materials produced using College funds or resources must identify the sponsor.

It is expected that individuals, clubs and organizations will remove posted materials after the event. Clubs and organizations misusing posting space will lose the designated space. Violations of this policy may result in fines and/or disciplinary action.

The College reserves the authority to remove any materials that violate this or other College policies.

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## Chalking Policy

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

Chalking may be done on walkways or roads (not steps or buildings) provided the following guidelines are followed.

1. 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.
2. No permanent markers, spray paint or other non-washable materials may be used.
3. Organizations or individual(s) responsible for chalking must clean the area by the following Sunday. There will be a fine for groups or individuals who do not remove chalkings.
4. Groups or individuals who chalk without reservations will be fined \$250 and the chalking will be removed.
5. Hate speech, harassing messages, as well as messages that could be construed as threats of emotional or physical harm toward an individual or group are not permitted.
6. Individuals or groups who violate this policy are subject to disciplinary action, in addition to any fines imposed.

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

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## Use of Colby's Brand

The Colby name and various logotypes are federally registered service marks, and with the exception of specific 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. Protections, including the right to delete or remove unauthorized content, extends to the use of Colby College service marks on all other materials, commercial goods, clothing and apparel, posters, and other advertising produced by others.

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## Student Businesses

Students who wish to operate a business on campus must seek approval as a "student entrepreneur." Approval allows a student to conduct business on campus under a written agreement with the Director of Campus Life and the Director of Risk Management, who administer all agreements.

All requests will be reviewed to ensure the following:

- The business has educational value; tying a business to a class or having a faculty "business advisor" is recommended.
- The business will not conflict with any existing or planned operation of the College.
- The business will not conflict with any business arrangements or contracts the College already has.
- The business will not utilize Colby facilities and equipment, such as telephone, mail, computers, etc.
- The business will not in any way affiliate itself with the College, represent itself as a business of the College, or have access to the use of any official marks of the College, including but not limited to name, logos, type or mascots.
- The student is aware of the legal responsibilities of running a business, such as IRS and state tax requirements, and business agreements with individuals and/or companies outside the College.
- Any other specific terms and conditions unique to the particular business.

The written agreement outlines the terms and conditions under which the student entrepreneur may operate on campus as well as any specific privileges granted by the College. Typically agreements are limited to specified business operations; do not last beyond the current academic year; are not transferable; can be terminated for failure to comply; and are not considered confidential.

Students found to be conducting businesses on campus without approval are subject to disciplinary action and may be barred from operating a business on campus in the future.

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## Unauthorized or Illegal Entry and Disruptions

Entry by unauthorized persons into closed residence halls, or any secured office, space or building will result in disciplinary action. Students who allow 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 workplaces 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), by Security, or by another College authority may lead to disciplinary action.

Unauthorized occupation of any office or College building, or the disruption or unauthorized occupation of teaching or meeting spaces, will not be tolerated and will result in disciplinary action.

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## Solicitations

The College does not allow solicitors, including students, to operate on campus without the written consent of the Director of Campus Life. If students receive solicitations from other students, outside businesses or recruiters, they are strongly encouraged to check with the Director of Campus Life to see whether the person has received appropriate approval.

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## Campus Events and Student Parties

The Office of Campus Events maintains the official College calendar of events and is responsible for scheduling and regulating most events on campus. Policies for specific venues may vary.

Any events with alcohol must be registered with the Office of Campus Life appropriate page and are subject to that Office's specific regulations. No alcohol is allowed on campus from the termination of summer programs through first day of classes.

There are limitations on events during the academic year so as not to interfere with students' education, including limits on events held during the week. No events are allowed between the day following the last day of classes and the end of the final exam period.

Guidelines for the service of alcohol on campus or at campus events are the responsibility of the particular facility or event director. Alcohol service is not permitted in academic buildings without the prior consent of the Dean of the Faculty.

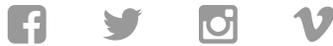
Failure by individuals and/or organizations to comply with any event regulations may result in denial of future opportunities to hold events, as well as possible disciplinary action.

Please see Section G.2 for policies regarding students and alcohol.

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## Tailgate Events

Tailgate events must be registered with the Office of Campus Life at least one week prior to home athletic events. Tailgating is only allowed in designated areas. Beer can be consumed in cans by students age 21 or over in the tailgate area; no kegs or common containers are allowed. No hard alcohol is allowed. Tailgate events may take place only within one hour of the start of the event and during half-time.



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