



## 2024-2025 Residential Life Handbook

The Residential Life Handbook, produced each year by the Office of Residential Life at Skidmore College, presents the policies and procedures concerning residential living. Each student is responsible for becoming familiar with all of the information contained in this Handbook.

The Residential Life Handbook is subject to errors and omissions and may be

# Table of Contents

Section I: What is Residential Life?.....	5
Section II: Policies.....	5
Expectations for Students during the COVID-19 Pandemic.....	5
General Policies .....	5
Access by the College to Student Rooms.....	5
Bicycles.....	5
Housing Contract .....	6
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## Section I: What is Residential Life?

### Mission

In support of the mission of the College and the division of Student Affairs, the Office of Residential



and may be removed or discarded. Any property left in student rooms after a move out period, such as the end of the year or other situation where a student leaves Skidmore housing, may be removed or discarded during the cleaning of the room. Skidmore College will not be liable for the loss of items under these circumstances.

Students separating from the college (taking a leave, withdrawing, etc.) while classes are in session should remove their belongings within 24 hours. The Office of Residential Life will reach out to residents to ensure their items have been removed. After receiving word from the student that they have moved out, the Office of Residential Life will request that the room be cleaned for a new resident. If the student does not respond to outreach within 1 business day, a Resident Assistant or Area Coordinator will be asked to inspect the room. If the student has removed all belongings from the room, the student's housing contract will be cancelled as of the date their leave/withdrawal was approved. If belongings remain in the room, the Office of Residential Life will make one additional attempt to contact the student via e-mail and by phone. If there is no response within 2 business days, items remaining in the room will be disposed of. Skidmore College will not be liable for the loss of items.

## Behavioral Policies

### Guest Policy

Any person visiting a residence hall room who is not the occupant of that room is considered a guest. This includes current students, and those not registered as a student.

Guests are limited to a stay of three nights per month and must be a legal adult (18+ 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. Guests found to be violating College policy may be asked to leave campus, and could be banned from returning for a specified amount of time. The host of the guest who violated College policy may be brought through the student conduct

system, and be held responsible for damages if they have occurred.

Guests may only be present in shared living spaces (i.e. double or triple rooms, common areas in an apartment) with the approval of all residents in the space.

Failure to obtain the approval of all residents in the space will result in a referral to the student conduct process for failure to comply with the guest policy.

Students who wish to report a violation of the guest policy may contact staff in the Office of Residential Life, or complete an incident report form found on the Student Handbook webpage. The retaliation policy prohibits any intimidation, harassment, discrimination, or other adverse action against an individual as a result of that individual participating in, or cooperation with, College processes, including without limitation student disciplinary processes.

#### Room Usage

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



All furniture provided by the College must remain within the room unless otherwise removed by the College under limited circumstances, such as de-tripling or accommodations.

## Emotional Support Animals

Skidmore College permits approved Emotional Support Animals (ESAs) within its residential spaces. An ESA is an animal that serves the purpose of being a disability accommodation that is recommended by a healthcare or mental health professional to provide support to persons with disabilities with a related need for such support. For full definition of an

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.

#### Cleanliness and Upkeep of Living Space ( *It s i l i l* )

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.

around any sprinkler heads. ( **I** )

#### Prohibited Behaviors and Items within Residential Spaces

1. Smoking inside of all buildings and residences on-campus is prohibited. ( )
  - a. Ashtrays within all residential spaces are prohibited
2. The intentional burning of



another in a chain is prohibited.

f. Electrical wires may not be run underneath rugs, or run on the ground across doorways.

9. Space heater usage ( ***I*** ):

a.



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-



- Accommodations - In consultation with the Coordinator for Student Access Services
- Change in Status - Students taking a Leave, Withdrawing, Studying Abroad, or moving to Part-Time status

In order to request an exception to the on-campus housing requirement, students must file an appeal in writing with the Office of Residential Life. Appeals will be reviewed by the Office of Residential Life and responses will be provided within 5 business days of receipt. Appeal letters must address the following:

- Reason for appeal
  - Must be a reason listed above
- Explanation of why exception is necessary
  - Why standard

## Accommodations Process

One of the exceptions

complete this application in order to be eligible to



kitchen sinks and refrigerators should be cleaned and emptied of personal belongings, as well as showers, sinks, and toilets. All college-

parents or family.

The reasons for appealing a damage charge that the Office