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Residence Life

Residence Hall Living

The residence halls are a vital part of the collegiate experience and an integral part of the College's mission. At SUNY Potsdam, students spend a major portion of their time at college outside of the classroom, and the residence halls are at the center of the students' day-to-day life. The College's Residence Life Department believes that a residence hall should contribute to the student's educational and personal growth. At the core of this philosophy is the sense of community, which staff members strive to create in the halls. While students may not always agree, you are expected to treat every member of the College community with respect, especially the hall staff, and comply with their requests. Cooperation, commitment to the welfare of the group, and a sense of responsibility to self and others define this community that develops as a result of living and learning together. We believe the essence of this commitment can be seen in the residence halls, which provide an opportunity for exchanging divergent views and beliefs and sharing in the diversity of our campus community.

The key element to a successful residential experience is the willingness to get involved. You can have an impact on the direction of your hall and the College through your participation in activities. We hope that you make the most of this opportunity by accepting the challenge and responsibility of being an active and contributing member of the residential community.

MISSION

The Department of Residence Life at SUNY Potsdam provides a safe and clean environment, resourceful staff, and learning experiences for the members of our residential community in pursuit of their educational goals.

VISION

We aspire to be a distinctive educational community where intentional student learning is our focus. We will be a catalyst for student excellence by providing staff, facilities, services, programs, and activities that foster student retention and success.

We will provide facilities that are accessible, modern, sustainable, and technologically advanced.

We will provide staff that is dedicated, knowledgeable, well-trained, supportive, professional, and diverse.

We will provide a variety of social and educational programs and activities.

LEARNING OUTCOMES

Participation in our Residence Life Program provides students with the skills, abilities and knowledge to:

1. Self-Discovery & Development

Students will grow in their understanding of themselves; building upon their strengths and improving their shortcomings.

Rationale:

Personal development is a life-long process and every student should engage in self-exploration. An understanding of one's own values, talents, and attributes are the foundation for achieving personal excellence and contribute to making informed decisions and solving problems. In providing opportunities to enhance their self-concept through developing these skills, students will become more self-reliant and personally responsible.

2. Community Engagement

Students will learn to form healthy, interdependent, and meaningful connections with others by embracing civility and diversity.

Rationale:

An active and healthy community relies on students' involvement and ownership of their community. A comprehension of civic responsibility and accountability is crucial for establishing a community founded on respect for others with an appreciation for differences. Students' participation in civic engagement opportunities (such as volunteer community service) better prepares them to become contributing members of society.

Residence Life

The Staff

DIRECTOR OF RESIDENCE LIFE
The Director of Residence Life coordinates all aspects of our housing process. In addition the Director manages the occupancy of the halls after opening. The Director works on single requests (including medical singles) and petitions for releases and exemptions from our residency requirements. The Director works with the Physical Plant staff on renovations of existing buildings, summer projects, enhancement of the facilities, and new construction projects. S/he is involved in overseeing various budgets. S/he is ultimately responsible for maintaining the educationally based residence hall communities that are conducive to both living and learning. As such, the Director will be involved with the resident student conduct process and emergency on-call coverage. The Director supervises the office administrative assistants as well as the other professional staff in the Central Office.

ASSISTANT DIRECTOR OF RESIDENCE LIFE FOR HOUSING & OPERATIONS
The Assistant Director is Residence Life's liaison with the Physical Plant staff and helps to ensure safe and clean residential facilities. In addition, the Assistant Director is responsible for such things as storage areas, damage billing, and the keyless entry system. S/He coordinates housing for periods of time when classes are not in session (i.e. early arrivals, breaks and summer), as well as for visitors to the campus, (i.e. graduation and conferences). S/he is also involved in the housing process, summer projects, and coordinates the equipment replacement process.

ASSISTANT DIRECTOR OF RESIDENCE LIFE FOR STAFF & FYE
The Assistant Director is responsible for a majority of the staff in the department. S/he directly supervises the full-time Area Coordinators and Residence Directors, and indirectly supervises the part-time Graduate Assistants and student Resident Assistants. The Assistant Director oversees the coordination of the recruitment, selection, training and evaluation of all of the Professional live-in staff. In addition, the Assistant Director coordinates the First Year Experience (FYE) program and is responsible for FYE staff training and development, large-scale program planning, and the Residential Fellows program.

AREA COORDINATOR
The Area Coordinator (AC) lives in and is the primary person responsible for managing a large residential area/quad. The 3 ACs are supervised by the Assistant Director of Residence Life. The ACs directly supervise the GA in their area as well as the student staff of RAs. The ACs coordinate many of the activities within the Department of Residence Life. The ACs are involved with building community, programming, housing, student conduct, maintenance requests, etc. in their assigned residence hall area.

RESIDENCE HALL DIRECTOR
The Residence Hall Director (RD) lives in and is the primary person responsible for managing a residence hall building and supervising the residence hall student staff (RAs). There are 3 RDs who are directly supervised by the Assistant Director of Residence Life. The RDs coordinate many of the activities within the Department of Residence Life. The RDs are involved with building community, programming, housing, student conduct, maintenance requests, etc. in their assigned residence hall.

GRADUATE ASSISTANT
The Graduate Assistant (GA) lives in the residence halls and works with the Area Coordinator to manage a large residential area. There are 3 GAs who are supervised by the Area Coordinator in the area in which they work. The GAs work with the AC to support all of the functions that happen in their area.

RESIDENT ASSISTANT
The Resident Assistant (RA) is probably one of the better known positions on campus. Each residence hall has a staff of RAs who are selected for their enthusiasm, organizational skills, maturity and willingness to help others. They participate in training sessions, attend weekly staff meetings, elect several "in-service" training programs on relevant topics throughout the academic year and meet individually with their RD biweekly. Most of the RAs live on a floor with 15-35 residents and answers questions, confronts violations, refers students to counseling, solves maintenance problems, and plans activities for their residents.

ADMINSTRATIVE ASSISTANTS
Residence Life has 2 administrative assistants who manage the day to day operations of the office. They work with managing the key system, room changes, hosing assignments, and overall communication with all of our constituents.

Residence Life

Residence Hall Safety

All residence halls are locked by the keyless entry system and checked regularly by the Residence Life Staff as well as patrolled by University Police. Each student will be issued at check-in an individual key to his/her assigned residence hall room/suite/ apartment/Town House. College issued SUNY ID Cards will allow residential students access to the residence hall. You are responsible for carrying your key(s) and SUNY ID Card with you at all times.

- Shut the exterior doors to your building after you use them.
- Do not prop open the exterior building doors. This creates a potentially dangerous safety situation. University Police will monitor and respond to any propped exterior doors.
- The Residence Halls have red emergency phones on each floor/house that direct dial University Police.
- Keep your room/suite doors locked at all times for your own safety and the protection of your valuables. This includes when you are sleeping, doing laundry, and in the bathroom.
- It is important that any strange behaviors, strange persons and maintenance or safety concerns are reported immediately to the residence life staff or University Police.
- Do not leave your personal property in an unsecured area, especially laundry unattended in the laundry room.
- It is recommended that students mark their personal belongings and record serial numbers.
- There is 24 hour card access for residential students only. Students should not let in people they do not know. This includes students who want to "tail-gate."

The residence halls have a variety of staff available to assist students with emergencies. This includes a number of live-in professional and paraprofessional staff members who are specially selected and trained. These staff members are available day and night to address situations that might arise. In addition, a number of other departments have staff available after traditional college business hours. The Counseling Center has student staff (Wellness Advocates) and professional staff on call during the evening hours and weekends for psychological issues. The University Police Officers are on campus 24-hours a day, 7 days a week for safety and security. The maintenance department has 24 hour coverage for facility related concerns. Lastly, the Campus Rescue Squad (CRS) is available to address any medical related issues when classes are in session.

Safety is of particular concern over college vacation and break periods. There are fewer numbers of both students and staff in the halls during breaks. Please take extra precautions during these times and make sure that the residence life staff is aware of your presence in the building. Not all halls are open for all breaks and vacations.

Some areas of the Residence Halls are subject to video surveillance. Video surveillance is limited to public, common areas of the residence halls to include building entrances, lobbies, lounges, elevators and elevator areas, stairwells, laundry rooms, recreation rooms, storage rooms, and hallways that do not contain student rooms. Video surveillance can be used to assist with investigations into policy violations and/or unlawful behaviors.

Residence Life

Facilities and Services

Bathrooms

Each residence hall floor is equipped with common area, single-sex bathrooms (except in Gender Neutral housing areas, suites that contain bathrooms, and Town Houses).

Common Area Spaces

Each residence hall is equipped with several common area spaces for all to use. These include study lounges and recreation rooms. The spaces are also used for programs, meetings and just hanging out. Storage of personal items including bicycles and room furniture are not permitted in common area spaces. Please see the storage section for more information. If a group or person would like to reserve a common area space, please see the AC/RD/GA of that residence hall. Sleeping in any common area space is also prohibited.

Kitchens

Each residence hall has a kitchen area designed for preparing occasional snacks and small dinners. It is the responsibility of each student to clean up the kitchen after they use it. Students may need to contact a staff member to gain access to the building's kitchen.

Laundry Facilities

Washers and dryers are available in each residence hall and are free of charge for residents. Please report any malfunctions directly to the MacGray Laundry Company (contracted by PACES) at 1-800-622-4729 and put a warning note on the machine for others. Laundry left unattended for more than a week may be collected by the staff and put into storage

Movies

Residence Life sponsors a web based movie program in partnership with Residence Life Cinema, a division of Swank Motion Pictures, Inc. Each Month, August through May, there will be 7 to 11 different movies available free of charge for viewing from your residence hall IP address. Students who would like to make a request for a specific movie should e-mail residence life at least 6 weeks before the month. To access the site from a residence hall based IP address, please click on the following link: http://swank2.potsdam.edu

Office Locations

The Office of Residence Life is located in S191 Draime Hall Extension. Every student is welcome to visit the office during regular business hours (8:00 am to 4:30 pm weekdays).

Each Residence Hall has professional staff. The AC/RD/GA each have an office located within his/her residence hall, except for Sisson, Town Houses & Van Housen (office is located in Draime for these areas. Please see their posted office hours for the times that the office will be staffed. In addition, the halls have a Resident Assistant (RA) office that is staffed during posted hours.

Wireless, High-Speed Internet & Cable TV (Residential)

SUNY Potsdam has partnered with Time Warner Cable to provide high-speed wired and wireless (in most areas) internet service, as well as over 70 cable TV channels to all students living in our residence halls at no extra charge.

To make it easier for students seeking assistance with either wired, wireless, cable TV, or to order additional cable services, there is now one convenient number to call (1-866-339-8225). This service is available 24/7 and additional information can be found at: http://www.potsdam.edu/cts/services/rruniversity.cfm.

Residence Life

College & Housing Policies

Phones

Phones and dial tone are not provided in student rooms. It is recommended that students have their own cellular phone. Emergency landline phones are provided in each residential area/floor that direct dial University Police for emergencies.

Vending Machines

Each residence hall area has a variety of coin and BEAR express operated vending machines for beverages and snacks.

College Policies

Published college policies supersede all residence hall regulations and terms of housing license. Students are responsible for knowing and abiding by all of the information published by SUNY Potsdam, especially those distributed by the Office of Residence Life. Students who violate policies are subject to action through the Student Conduct Office.

Housing Policies

Bathrooms

In accordance with New York State law, bathroom use is restricted to that of the designated sex only (except in gender neutral housing areas, suites with baths, and Town Houses). Bathroom areas are public spaces and appropriate behavior is expected. Showers are for single occupancy use only. Creating excessive messes are subject to individual and community billing.

Building Access

College issued SUNY ID Cards will allow residential students access to all of the residence halls. The keyless entry system is activated 24 hours a day and students are responsible for carrying their SUNY ID Card at all times. Students may not give their SUNY ID Card to another person for any reason at any time. Students should only allow entry to their own guests into their building.

Checking In

When you check in to your residence hall you will be asked to fill out and sign a room condition report (RCR or TRCR) (and in multi-person accommodations a suite condition report (SCR) or Town House condition report (TCR). This is a record of the room's contents noting the condition of the room and its furnishings at the time you accept occupancy. Your signature indicates acceptance of the conditions noted. You will be assessed a damage charge for any conditions which differ from those specified on the room condition report when you check out.

When you check in, you will receive your room/suite/Town House key, a variety of information and you will be asked to pay a hall activity fee.

All students must be in compliance with the College's immunization policy and be in good financial standing with the College at the time of check-in.

Students who are approved in advance to come back early and do not have an approved academic reason to be back will be assessed a $20.00 per day fee.

Checking Out

At the end of the school year or when you officially leave a room, you are responsible for returning the room to its original condition including returning all furnishings. Rooms should be left reasonably clean: door, walls and furniture cleaned, floors swept, and garbage and all personal belongings removed. At the time of check out, you must have your room inspected by a residence life staff member and you must sign out on the room or suite condition report (RCR, TRCR, TCR, ACR or SCR) you reviewed upon entering. At check out, the staff member will take inventory and record changes to the entering condition. Failure to return keys at the time you are checking out of your room will result in an automatic lock change and a charge of $50.00. The Resident Director and Assistant Director for Housing and Operations will make a final damage assessment by the end of the semester. If damages are assessed, the amount will be added to your student account. See damage section for more information about damage billing. Failure to sign out on the RCR, TRCR, SCR, ACR, or TCR does not preclude the ability to bill for damages. Personal items left behind after checkout or separation with the College may be subject to a daily storage fee.

Residence Life

Common Area Spaces

Sleeping, smoking and storage in residence hall lounges, hallways, bathrooms, lobbies, and stairwells is not permitted. People found sleeping in lounges may be asked for identification and asked to leave.

Entering Student Rooms

SUNY Potsdam recognizes and respects your privacy; however, the College reserves the right to enter apartments, suites, Town Houses, and residence hall rooms for inspection, cleaning, or maintenance purposes at reasonable times. For routine maintenance requests, students need to give permission for entrance or be present at the time repairs are made. Upon approval by the Director of Residence Life and/or his designee, a room can be entered without notice when there is reasonable cause to believe a violation of College policy has occurred or is taking place. Apartments, suites, Town Houses, and residence hall rooms will be entered any time the halls close, including Thanksgiving, semester break, and spring recess. There may be entry without notice in emergencies where imminent danger to life, safety, health, or property is reasonably feared. Prohibited items found may be confiscated by College staff.

Students do not have the right to enter other students' room without permission. Staff will not grant access to apartments, suites, Town Houses, or rooms by friends, relatives, or other students. You should keep your door closed and locked and contact a staff member or University Police if you have concerns about who is coming into your living space. Students agree to allow the College to conduct periodic health and safety inspections. Students will receive notification at least 24 hours in advance from the College staff whenever possible.

Furniture

Elevation of beds by placing bed frames on cement or wooden blocks, window sills, radiators, or other furniture is strictly forbidden. Students may not stack pieces of furniture whether college-owned or personal. Bunked beds and other furniture may not block or interfere with the operation of the windows or doors.

Students are not permitted to have waterbeds nor lofts in rooms, suites, apartments or Town Houses. Students are not permitted to bring in any of their own furniture unless it is approved in advance by the Residence Life Office.

Holiday Decorations

Strict guidelines for the use of holiday decorations have been developed in order to minimize the fire safety hazards inherent in the use of such materials in college residence halls. All students must abide by these guidelines, fire safety policies, posting policies and NY State Building and Fire Codes.

(1) All decorations used must be non-flammable and fireproofed. Lights must be non-heat producing. Electrical cords should be plugged directly into outlets or power strips with surge protectors that are not overloaded. Live trees, wreaths, corn stalks, hay, etc. are not permitted at any time
(2) The use of candles is prohibited everywhere in the residence halls.
(3) Please do not use washable paint, chalk or spray snow on walls, doors and lounge windows including outside brick walls.
(4) Lights and light fixtures cannot be decorated or covered.
(5) Decorations may not be hung on sprinklers, heat and smoke detectors and other fire safety equipment.
(6) In the event a common area space is being used for a holiday event, the area can be decorated on the day of the event and must be cleaned immediately after it is over.
(7) Students are strongly encouraged to practice good energy conservation.

Housing License

All students living on campus sign a full academic year license for room and board and are billed accordingly. Students are not permitted to sublet their rooms. Releases from the housing license are subject to a $250.00 termination fee.

Keys

Upon check-in at the residence halls, each resident is issued a room key (and suite, apartment, or Town House key if applicable). If you lose your room key(s), you must go to the Office of Residence Life and request a lock change. Lost keys will result in a lock change and the resident will be assessed a $50.00 charge which includes the lock change and new keys.

Failure to return a room key when checking out of your room will also result in a lock change together with the $50.00 fee. If fees are not paid a hold will go on the student's account until the fee is paid.

Residence Life

All keys remain the property of SUNY Potsdam. Unauthorized use or possession of a master key or any other keys that have not been officially issued to you is considered a serious offense and will result in disciplinary action. Students are responsible for carrying their room key at all times. Students may not give their room key to another person for any reason.

Lounge Furniture

Furniture in the common areas of the residence halls is designed for the use of all members of the residential community and may not be removed to individual rooms or suites. Any student found with unauthorized state-owned common area furniture in his/her room or suite will be subject to action through the student conduct system.

Occupancy

At the opening of school in the fall and after school vacations, the residence halls will be available for occupancy one day before the students' first college commitment at 10:00 a.m. Prior to vacations the halls will close at 10:00 a.m. the day after classes are dismissed (12:00 noon closing in December and May). Students withdrawing from school during the year must vacate their rooms within twenty-four (24) hours of the date of withdrawal. Special requests will be considered by the Director of Residence Life or designee. Students graduating will vacate their rooms immediately after graduation exercises. All students, with the exception of those participating in graduation, must vacate their rooms within twenty-four (24) hours after their last examination. Requests to remain on campus for a longer period of time must be made through the Director of Residence Life or designee. Registered summer sessions students may be allowed to stay longer, until the summer session housing area is ready for occupancy.

All Residence Halls will remain open during both the fall and spring semesters. Some Residence halls areas may close during the semester break in December and January. Students residing in open halls will be allowed to stay in their own rooms after registering with the Residence Life staff in advance of the break, including Winterim. Students residing in areas that are closed will be relocated to another area. Any student found in a closed area (or open area without registering) during a break or vacation is subject to arrest and/or charges through the conduct office.

Property Insurance

SUNY-Potsdam assumes no responsibility for lost, stolen, or damaged personal property, for any reason at any time, and has no insurance coverage protecting student's property. It is recommended that the student contact an insurance agent concerning possible protection against such losses or for coverage under a family homeowner's or renter's policy.

Residency Requirements

The State University guidelines pertaining to campus residency mandate that "every student in full-time attendance at a state operated unit of the University, other than married students or students residing with a parent(s) or guardian, shall be required either to live in a dormitory maintained by such unit or to have permission under such provisions as made therefore by the Director of Residence Life of such unit to live off campus..." Specifically, SUNY Potsdam requires all students who enter as a new, first year students (i.e. freshmen) to live on campus for 2 years or 4 semesters. In addition, all new transfer students are required to live on campus for their first year or 2 semesters.

The residence halls are designed to complement the academic mission of the institution. Thus, students living in the residence halls must be full-time students in order to live in college housing. Exceptions to these will be considered by the Director of Residence Life or designee. In addition, students must be in good financial standing and have up to date health records, including immunizations.

Living in a college residence hall requires student status. Students who live in the residence halls are expected to actively engage in activities that will result in satisfactory academic progress. Such activities include, but are not limited to, regular class attendance, completing readings and assignments outside of class, finishing papers and projects in compliance with class syllabi; and preparing for and taking examinations. Failure to be involved in academic work in a purposeful way will jeopardize your ability to live in the residence halls.

SUNY Potsdam values the educational experience offered to students living in our Residence Halls. Therefore, all full-time students who enter the College as new, first year students (i.e. Freshmen) are required to live on campus for 2 years or 4 semesters and new transfer students for 1 year or 2 semesters unless they:

(1) Continue to reside with their parent(s) or legal guardian within a 60 mile radius from campus.

(2) Will continue to reside in their official residence (domicile). Domicile shall be defined by the rules pertaining to official residence in the Office of the College Registrar.
(3) are married or a single parent.
(4) are twenty-one (21) years of age as of September 1, for fall admission or January 1, for Spring admission.

Full time undergraduate students may request to live off-campus by submitting a petition for exemption or release to the Director of Residence Life or his/her designee with a valid reason and supporting documentation.

Room Assignments

Students may express preference for a building, room and roommate during the housing sign up process. Whenever possible, Residence Life tries to honor the specific requests of students. Although students may request a particular building and/or roommate, Residence Life cannot guarantee that these requests will be fulfilled. The Office of Residence Life reserves the right to assign or reassign students' campus housing assignment for administrative purposes and/or for the best interest of the residential community. In addition, The Office of Residence Life can also ban students from certain areas/buildings, including guests of students.

Most students are housed in traditional double rooms. A certain number of suites, apartments, Town Houses, triples, and singles may be available each semester as total occupancy numbers permit. Single rooms can be requested in the Office of Residence Life, including requests for medical singles. If a student is left alone in a double room and is uninterested or unable to secure the room as a single, students may be consolidated with other students in the same situation only within the same residence hall floor/house. Students left alone in an accidental single must only occupy their half of the room.

Room assignments can be canceled if students do not remain in good academic or financial standing or in compliance with other College requirements (i.e. immunization).

Room Changes

Students requesting a room change must see their respective AC/RD/GA before making any moves. All professional staff involved must assist the student in filling out a Change of Occupancy form. All Change of Occupancy forms must have the director's signature. Once this is accomplished the student must bring the form to the Office of Residence Life and obtain their new room key. Students must officially check-out of their former room and officially check-into their new room. Check-out/check-in must be done with a Resident Assistant who must complete a Room Condition Report for each room (and one for the common area if applicable in suites, apartments, and Town Houses). Failure to return the Room Change Form and old room key to the Office of Residence Life within 72 business hours may result in a hold being placed on the student's account for charges resulting from a lock change. There are no room changes during the first two weeks of fall and spring semesters and the last 2 weeks of the fall semester.

Room Charges

Students are billed for the entire academic year in two equal installments. Payment is due by the beginning of each semester (less deposit). Extra charges will not be levied when single occupancy of a double room has not been requested and is beyond the control of the student. You will be responsible for the full cost of your room whether or not it was your first choice of options or you have been actually living there. Students who withdraw from the College are liable for payment of the room in accordance with the following schedule:

Official Withdrawal During Semester Room Liability

1st Week	0%
2nd Week	30%
3rd Week	50%
4th Week	70%
5th Week	100%

If a student is removed from the residence halls due to disciplinary reasons or failure to comply with College requirements (i.e. immunization), there is no refund.

Student teachers or others with academic commitments assigned outside the Potsdam area for part of the academic year can be offered a semester housing license. Permission for a semester housing license must be granted by the Director of Residence Life.

Residence Life

Storage

There is a limited amount of long-term storage space available in the residence halls throughout both the academic year and the summer. Items placed in storage may be limited in quantity or size based on space available and must be non-flammable. Access to items in storage will also be limited during the year, thus items placed in storage must be things that students will not need on regular basis. SUNY Potsdam is not liable for damage, theft or loss of property of items that are in storage areas. For permission to store or access personal or college items to or from storage, please consult your AC/RD/GA or RA.

In addition, all items must be removed from storage areas by September 15 of the following academic year. Any items not removed by September 15 may be removed and/or discarded. Exceptions to this for student teachers and a semester abroad may be approved by the Assistant Director of Housing and Operations.

College provided furniture must remain within the room/suite/apartment/Town House and will not be removed nor stored.

Due to fire regulations, paper/card board cartons/boxes are not permitted for storage use anywhere in the residence halls.

Bicycle storage is available in central areas during the winter months. Due to safety regulations, students are not allowed to store bicycles in hallways, lounges, lobbies, basements or stairwells at any time.

Vacations and Breaks

Before departing for vacations or breaks, you should unplug all electrical items, empty your wastebasket, dispose of perishable food, close and lock your windows, leave your blinds open and lock your doors. You should also notify your Resident Assistant as to the time you will be leaving. Staff will inspect rooms to ensure that the above conditions have been met. Students do NOT need to check out or turn in keys for break, recess and vacation periods.

Maintenance

Damage

Students are held responsible for damage beyond normal wear and tear to their room, common areas of the residence hall (i.e. hallway, stairwell, bathroom, lounge, etc.) and college provided furnishings. If damage occurs in a common area, the individual(s), if known, can be charged both judicially and financially. Damage amounts will be added to the student's bill, most commonly at the end of each semester. Students will have until February 1st for fall bills and August 1st for spring bills to appeal IF they have checked out properly and signed their room condition report. Appeals must be made in writing to the Office of Residence Life through the web form. Students will be responsible for payment before the start of the next semester. Failing to pay this bill will result in a hold being placed on all official college records.

If the individual(s) cannot be identified, the community affected will be subject to the following Community Billing Process.

(1) The Resident Assistant will hold a meeting with all of the members of the living unit to discuss the incident(s) and ask for the cooperation of all residents to discontinue the problem behavior.

(2) If the problem continues, the Residence Director will send a formal warning letter to all residents within the living unit as well as conduct a meeting to further discuss the college policy and violation.

(3) If, after the first two steps are taken and the damage/vandalism continues without being able to identify the responsible person(s), then all of the residents who live within the living unit will be billed to cover any repairs or excessive cleaning. The bill will consist of a listing of all of the damages done to that area divided by the total number of students in that area.

Residence Life

Damage Costs

The following is a list of costs for common damages in student rooms. Unless otherwise indicated, the prices represent replacement costs. All costs include labor and administrative fees, but IFR (Income Fund Reimbursable) is extra.

Bed Frame	$158.00
Carpet Repair	$20.00
Closet Door	$104.00
Desk	$138.00
Desk Chair	$85.00
Desk Hutch	$75.00
Desk Pedestal	$123.00
Door Repair	$50.00
Door Replacement	TBA
Dresser	$202.00
Entrance Light	$15.00
Excessive Cleaning (includes removal of cinder blocks)	$25.00 (Minimum)
Failure to return assigned furniture	$25.00
Floor Lamp	$79.30
Floor Lamp Repair	$10.00
Floor Tile	$5.00/square foot
Heat Sensor	$25.00
Lamp Shade	$8.40
Lock Change/Keys	$50.00
Mattress	$103.49
Mirror	$21.75
Outlets	$10.00
Outlet Covers	$3.00
Recycling Container	$20.00
Removal of personal property	$25.00
Smoke Sensor	$53.00
Towel Bar	$10.00
Wall Repair	$25.00/per wall
Wardrobe	$274.00
Wastebasket	$10.00
Window	To Be Determined
Window Blinds/Repair	$50.00
Window Blind Replacement	$100.00
Window Screen/Repair	$30.00

Damage Technology Equipment Costs

The Time Warner cable equipment is considered part of the contents of each room and must be left in each room at the end of every semester. Room checks will be conducted after commencement to confirm that this equipment is in place and in good working order. If any of this equipment is missing or damaged from a room, all occupants of the room will be billed an equal portion of the replacement cost listed below.

Time Warner Splitters	$ 4.00
Time Warner Cable Outlet	$10.00
Time Warner Cable TV Connector	$ 3.50
Time Warner Cable Modem Power Pack	$25.00
Time Warner Cable Modem	$86.00
Time Warner Cable Wire (jumpers)	$ 5.00

Residence Life

Residence Hall Safety and Policies

Housekeeping

Each hall's cleaning staff maintains the public bathrooms and those found in suites and common areas (i.e. lounges, bathrooms, stairwells, hallways, etc.). They are responsible for the day-to-day general cleaning, but not for cleaning up excessive messes left by students. As members of the residential community, you should encourage fellow residents to share in accepting responsibility for ensuring that excessive messes are cleaned up by the responsible individual(s) and that college property is not damaged. Students are responsible for keeping their room/suite in a neat and orderly condition at all times. Willfully creating a housekeeping problem within a room/suite or common area will be considered a disciplinary matter and the community billing policy may be applied when appropriate (see damage section).

Repairs

If there is something in your room or building that is in need of repair, speak to your RA or AC/RD/GA. S/he will submit a maintenance request which notifies the maintenance staff of the needed repair. Repairs are handled on a priority basis with safety and security repairs taking precedence. In the event that a maintenance problem is not promptly resolved, it should be brought to the attention of your AC/RD/GA. Continuing unresolved problems should be reported to the Office of Residence Life. Students will need to notify the staff that the College has permission to enter the room when they are not present for routine, requested repairs.

Room Decorating and Personalization

Students are encouraged to personalize their room/suite/apartment/Town House as long as it does not cause any damage. All personalization projects must be removed at the time of check-out. Any subsequent damage will be billed accordingly. When in doubt, students should seek permission from the residence life staff before beginning any personalization project.

Sustainability

All students are expected to comply with all College policies and regulations in regards to recycling. Students are also required to use compact florescent light (CFL) bulbs in all fixtures within the room/suite/townhouse. Students are asked to use Energy Star or energy efficient appliances within the room/suite/townhouse/apartment.

Waste Disposal

Students are responsible for the proper disposal of garbage and waste according to published procedures. This includes, but is not limited to recycling, batteries, computers, printer cartridges, broken glass, medical waste, needles, etc. Central areas are provided in each residential area for this purpose. Personal waste from rooms should not be discarded in bathrooms. Special receptacles for medical waste and needles are available through Student Health Services.

<u>Residence Life Policies</u>

Alcohol

Possession and/or use of alcoholic beverages in the residence halls are governed by New York State Law and College Policies. Students of legal drinking age can consume and possess alcohol in rooms/suites of the residence halls only. Those students under 21 cannot. More specifically, the alcohol policy states:

1. Students under 21 years of age may not use, possess, distribute, sell, or knowingly be in the presence of alcoholic beverages on the college campus or in the SUNY Potsdam community except as expressly permitted by the law or college policy.
2. Regardless of your age, it is a violation for you to provide, either directly or indirectly, alcohol to someone under the age of 21. This includes your roommate(s) and/or suitemate(s).
3. Alcohol is not permitted by any person in all public areas of the residence halls (public areas being defined as outside a student room, suite, apartment, or Town House). Students who are under 21 cannot possess alcohol anywhere within the residence halls at any time.
4. It is a violation to possess or use false or altered age documentation to obtain alcohol.

5. This policy prohibits kegs, beer balls, and other common source containers (i.e. "garbage can" punches) and also does not allow for rapid consumption devices such as beer pong apparatus, beer bongs, tubing, funnels, etc.
6. Student are not permitted to engage in any type of drinking games in the Residence Halls to include, but not limited to: card games, beer pong, quarters, caps, Beirut, etc.
7. Students of any age are not allowed to make any form of alcohol in the Residence Halls. Possession of any equipment for the purpose of making alcohol is expressly forbidden.

Bomb Threat Policy

It is against college policy and the law to falsely report a bomb threat.

Drug Policy

Students may not use, possess, distribute, sell, or knowingly be in the presence of marijuana, synthetic marijuana, other illegal drugs, and/or prescription medication that is not prescribed to you. Any items that can be utilized for or are designed for the use of drugs (e.g. bowls, bongs, hookahs, etc.) are prohibited. Any items that are fashioned for the purpose of drug use will also be considered a violation of this policy.

Electrical Appliances

New York State Code prohibits cooking within Residence hall rooms and suites as cooking appliances can create significant fire safety hazards. The following items are the only cooking appliances that students are allowed to have and use within student rooms/suites: coffeepots, refrigerators (no larger than 4.0 cubic feet) and microwaves (not to exceed 1000 watts). Since the rooms/suites are not designed for substantial cooking, designated cooking areas are provided in each residence hall. Electrical appliances that are allowed must be plugged directly into a wall outlet or power strip with surge protector. All appliances other than refrigerators must be unplugged when not in use. All appliances that are powered by sources other than electricity are not permitted in the residence halls. Window air conditioning units and space heaters are not permitted in the residence halls. Energy Star/ energy efficient appliances are recommended for use in the halls. Light fixtures must have the recommended wattage bulb in them.

Endangerment

Any action or situation which recklessly or intentionally endangers the mental or physical health of one's self or others is not permitted. Serious situations may be referred to the University Police and/or Counseling Center for a possible leave of absence.

Fire Safety

All fire safety policies are governed by and must comply with the Fire Code and Building Code of New York State. Items that violate the State Code or College Policy may be confiscated. Tampering with fire safety equipment is a criminal offense. Falsely activating a fire alarm system or tampering with or dismantling fire bells, fire hose, extinguishers, heat or smoke detectors, exit signs, sprinklers, or other miscellaneous safety equipment is considered a serious offense. Fire safety items are delicate pieces of equipment and must be respected. Never play hall sports around, nor hang items from, nor covered up these items. Residents are required to maintain at least a 24 inch area of clearance around all fire safety equipment (i.e. sprinklers, fire alarms, smoke detectors, heat detectors, etc.).

All residents and guests must leave the residence halls when the fire alarm system is activated. Violators will be subject to both college and civil penalties.

Smoking (and all tobacco products) is not permitted anywhere within or around the Residence Halls as this is a tobacco restricted campus. This includes use of smoking devices (i.e. electronic cigarettes). Use of any tobacco must be in designated outside campus locations.

Blocking hallways, stairwells, windows, and other emergency exits or impeding the proper functioning of doors is also expressly forbidden. This includes students being prohibited to leave any item in the hallway (to include entrances and hallways within apartments and Townhouses), including furniture, footwear, bikes, and personal items.

The possession and use of fireworks is illegal. Items that emit an open flame (e.g. candles, incense and potpourri that require ignition for their use), flammable liquids (i.e. gasoline, ether, paint, butane, propane, etc.), flammable materials (i.e. charcoal, lighter fluid, etc.) hazardous materials (i.e. chemicals from science labs, etc.) are not permitted within the residence halls and must be at least 50 feet away from any building. This includes all machinery, vehicles and equipment that use flammable liquid to operate them (i.e. dirt bikes, motorcycles, etc.). Electrically based air fresheners must be plugged directly into a wall outlet.

All forms of halogen lamps and multi-colored floor lamps are not safe and pose a significant fire safety danger. Thus, they are not permitted anywhere in the residence halls. The use extension cords or multiple outlets are fire safety hazards and are not permitted. Students must use 3-pronged power strips that have built in circuit breakers, are UL-listed and be made of 12 gauge or larger wire. Power strips must be plugged directly into the wall. Any type of electric heater and window air conditioning unit is prohibited in the residence halls.

Students may not affix anything to the ceilings in their room (i.e. curtains, tapestries, etc.) nor may items be hung in front of the room door, window, or used as a room divider. All wall hangings must cover only one wall and cannot be affixed on two or more walls or the ceiling or doors. Any items made of fabric (i.e. tapestries, clothing, fishnets, sheets, etc.) are not allowed to be hung on the walls. Curtains are the only fabric item allowed to he hung and they must be fire retardant and have a tag attached that verifies this. Items on walls must be at least twelve (12) inches below the ceiling. Wall postings must not exceed 50% of the total surface area. Flammable materials are not to be posted on the exterior surface of room doors or on walls or hallways unless covered with contact paper. Exterior room door postings are limited to one door/name tag per resident, one 8 ½ inch by 11 inch posting per resident, and one dry erase or cork board per room/suite/apartment. Please refer to the Posting Policy for more information. Moreover, it is against college policy to purposely or carelessly ignite a fire including those items that are posted in common areas.

Gambling

All forms of gambling are prohibited within the residence halls.

Guests

The College does not permit long-term guests or long-term co-habitation of residents with guests. Anyone who does not live in a particular room/suite/apartment/townhouse is considered a guest of that room/suite/apartment/townhouse. It does not matter if you are a student here or not, if you are not assigned to live in that space you are a guest. The College's policy allows for our students to host guests. The intention of the following policy is to allow students greater freedom, while reducing misuse of that freedom at the expense of their room/suitemate(s).

If a resident wishes to have a guest in his/her room/suite, it must always be with the consent of the other students living in the room/suite/apartment/townhouse. Overnight guests are limited to 1 person per resident. Any guest that will be here for more than 24 hours must be registered with a member of the Residence Life Staff. It is expected that overnight guest will not stay any longer than 72 hours per month. All guests, who are not current SUNY Potsdam students, must be 18 years of age or older. All requests for exemptions to this policy, including siblings less than 18 years of age, must be made to your AC/RD/GA for approval and registration well in advance of the guest's arrival and emergency contact information provided.

It is the responsibility of the host to explain all college policies to their guest(s). The host will be held accountable for the actions of his/her guest(s). Residents must meet their guests at a building door to give them access to the building. Guests should not be left unattended in the residence halls without his/her host. Non-SUNY Potsdam students who are in the residence halls without a host and/or without being registered are subject to arrest for trespassing. Hosts will be held responsible for the guest's activities. A roommate can also be held accountable for his/her knowledge of behavior of a guest in a room/suite that violates SUNY-Potsdam policy.

Hall & Quad Activities

Because of the risk of physical injury or damage to facilities, students are encouraged to be careful around residence halls and quad areas. Nerf™ and whiffle balls, hacky sack, Frisbee, soccer, volleyball, and playing catch with a baseball, softball, football or lacrosse ball are permitted within the quad areas. All other athletic activities (playing a game of football, baseball or softball with a bat, lacrosse, etc.) are prohibited in the quad areas and should be restricted to the athletic fields surrounding the halls.

Skateboards, roller blades, bicycles and other wheeled vehicles or devices are legitimate methods of both exercise and transportation. However, some people choose to utilize these items in other than a conventional manner, thereby creating a physical danger to themselves and others as well as a hazard to property. Thus, trick or stunt riding is prohibited. Trick or stunt riding is defined as repetitive or competitive moves where wheels leave the surface and those acts that use railings, curbs, stairs, etc. Skateboards and roller blades using sidewalks will do so safely and will yield the right of way to pedestrians.

The above listed physical or recreation activities or others that could be defined as Hall Sports (including metal tipped darts, wrestling, etc.) are not permitted within the residence halls. Wheel chairs and child strollers are exempt from this. Exceptions also include the use of pool, Ping-Pong, and air hockey or foosball tables in designated hall recreation rooms.

Residence Life

Improper Use of College Property

Tampering with and/or unauthorized use of the college provided technology and equipment is prohibited.. This includes improper use of e-mail and the internet (see Information Technology Acceptable Use Policy) and all forms cyber-bullying and cyber-stalking. Access to roofs, mechanical rooms, service areas and other locations not designed for student use is prohibited.

In addition, students are not allowed to operate a commercial enterprise from any State University facility or property. This includes, but is not limited to prohibiting tattooing, piercings, cosmetology (i.e. hair, nails, etc.), telemarketing, and using College provided technology (i.e. wired or wireless internet) in the halls whether money is actually exchanged or not.

Noise

Students are under a continuous obligation to be respectful of each other at all times. The right to study or sleep in your room without being disturbed is of the utmost importance. All residence halls observe quiet hours that begins at 10:00 p.m. and goes to 8:00 a.m. weekdays and 12:00 a.m. to 10:00 a.m. weekends. Outside of these times, quiet hours are relaxed, however, residents must still be courteous of others. Inappropriate noise at any time will be addresses by the Residence Life Staff. In general, sound should not travel from within the confines of your own room. Electrical amplification of any musical instrument is specifically prohibited. The creation of excessive noise outside or when you are entering or exiting the residence halls that may disturb students within the building is also prohibited. 24 hour quiet hours will be in effect for time periods around final exams.

Pets

With the exception of fish in small tanks (10 gallons or less), animals are not permitted anywhere in the residence halls. The only exceptions to this are service and comfort animals which are approved through the Medical Housing process. Animals that are just visiting must be left outside.

If a pet is suspected and/or found in the residence halls, the College staff will inspect that area in ensure the safety of the students and the animal. The staff will attempt to contact the owner of the pet to inform him/her of the discovery. This staff may immediately remove the pet and take it to an animal shelter where it will stay until the student comes to claim it. The student will be told where the pet was taken. All expenses that are incurred due to the removal of the animal will be the student's responsibility, to include any damages and/or cleaning costs.

Posting Policy

1) Postings are limited to common area designated bulletin boards. Any material that is not posted on properly designated bulletin boards may be removed.
2) 30 copies of items to be posted should be brought to the Residence Life Office in Draime Hall for approval and posting at least 5 days prior to the event. Postings cannot be posted by individuals or groups.
3) Posted material must include the name of the sponsoring group or individual and the date of the advertisement's posting.
4) No materials are to be posted on any glass or door in any residential area. Any exceptions to this will be made by the Director of Residence Life or designee and are usually related to an emergency, hall closing or critical information that needs to get to residents quickly.
5) The Director of Residence Life or designee is responsible for determining the appropriateness of any posted materials in all public locations (i.e. exterior room doors, all windows, bulletin boards, lounges, hallways, etc.). Flammable materials are not to be posted on the exterior surface of room doors or on walls or hallways unless covered with contact paper. Exterior room door postings are limited to one door/name tag per resident, one 8 ½ inch by 11 inch posting per resident, and one dry erase or cork board.
6) Any materials advertising non-College sanctioned alcohol or alcohol related events are strictly prohibited.
7) Only one copy of each advertisement can be posted on each designated bulletin board. Material may not be larger than 11.5 X 17 inches. Postings may not remove, rearrange, cover up or otherwise tamper with material already posted. Material may be posted for no longer than one month.
8) The Office of Residence Life is responsible for enforcing this policy. Any materials deemed inappropriate or not in compliance with this posting policy will be removed by the residence life staff. Exceptions to this policy will be made by the Director of Residence Life or designee.
9) Any person or group that is found to be in violation of this policy may face disciplinary action and loss of posting privileges in the residence halls.
10) No more than 10% of a given surface in common areas (i.e. lounges, hallways, room doors, stairwells, bathrooms, elevators) may be covered at any time.

Residence Life

Solicitation

All on-campus solicitation by SUNY Potsdam recognized groups or outside persons or organizations in the residence halls is prohibited. This includes going door-to-door, putting fliers/advertisements under room doors and telemarketing/mass voice mail messages. Authorized fund raising/sales and other activities are only permitted in the main lounge of a residence hall and must be approved in advanced by the AC/RD/GA.

Tobacco Restricted Campus

SUNY Potsdam is a tobacco restricted campus. Tobacco products can only be used in specific designated areas of the campus. Use of any kind of tobacco product is prohibited in the residence halls. This includes electronic cigarettes.

Weapons

The possession of all dangerous weapons, include but are not limited to firearms and ammunition, explosives, knives over four inches, swords, martial arts equipment, stun guns, air guns, paint-ball guns, pellet guns, clubs, crossbows, archery equipment, chukka sticks, sling shots etc. are strictly forbidden on campus.

Windows

Students are prohibited from removing window screens, window bars, window safety bars or windows from their tracks or frames. Students will be immediately assessed replacement costs for removal of these items. No one is permitted to sit on a window sill or to lean out of windows. Residents are also not allowed to store or hang objects, including antennae and aerials, in front of or outside of windows. Dropping objects or throwing projectiles from windows, or breaking window glass is also not allowed. Stereos and speakers are not permitted in windows. Screens that slide open must be left closed at all times.

For some, living with a roommate may be a new experience. You will find that sharing a room with another person(s) requires open and honest communication, cooperation, and compromise. Relationships of any kind involve a bit of work, some give and take, and an understanding of each other. The rights listed below are a suggested basis for agreements between roommates. Time discussing these rights would be well spent and hopefully form the basis for communication between you and your roommate(s). To a large extent, your relationship with a roommate is dependent on mutual consideration of the feelings and needs of the other person. Please remember that with every right goes the responsibility to respect that same right when it is exercised by another person(s).

Roommate Bill of Rights

- The right to read, study and sleep free from undue interference from roommates and guests and to give the same courtesy in return.
- The right to expect that one's personal property will be respected and that reasonable security of one's room will be maintained, and the responsibility to afford such respect and security to one's roommates.
- The right to a reasonably clean environment and the responsibility to do one's fair share in maintaining such an environment.
- The right to free access to one's room and the responsibility to afford the same courtesy to one's roommates.
- The right to a reasonable level of personal privacy and the responsibility to respect roommates' privacy.
- The right to host guests in accordance with residence hall rules and regulations and the responsibility to ensure that one's guests and oneself demonstrate respect and courtesy for roommates.
- The right to expect that residence hall rules and regulations will be followed in the room such that no person is put at risk of harm and the responsibilities to follow rules oneself and report violations appropriately.
- The right to be free from pressure, intimidation, physical or emotional harm, and behavior that demeans or disrespects one's identity and the responsibility to not to engage in any such behavior toward others.
- The right to address grievances and needs constructively, privately or with the assistance of hall staff, and the responsibility to participate in norm-setting or conflict resolution measures whenever necessary, to include Roommate Agreements.
- The right to expect compromise in the negotiation of standards and the settling of conflicts and the responsibility to demonstrate compromise.
- The right to timely, respectful communication of any concerns and the responsibility to respond in an open, approachable manner.
- The right to experience and to appropriately articulate one's feelings when desired and the responsibility to respect others' feelings.

(Adopted from the University of Cincinnati)

Residence Life

Minimum Living Condition Standards

Each president shall ensure that the conditions under which students live in the State University of New York (University) residence halls are conducive to their health, safety and general habitation as well as the educational mission of the campus. Minimum guidelines are provided for the implementation of overarching standards that govern the operation of on-campus residence halls. The standards shall be promulgated to the students in the campus catalog, appear in the campus handbook and in other appropriate electronic communications to the students.

A. The residence halls shall be constructed and maintained to conform with all applicable safety codes and health standards;

1. Fire Safety and Prevention

a. Campuses shall establish comprehensive fire safety policies and procedures that address:

i. inspection and maintenance programs for fire sprinklers fire/smoke detection and fire alarm systems;

ii. residential life staff responsibilities and training;

iii. fire safety instruction for students;

iv. student responsibilities;

v. campus discipline and judicial practices relating to fire safety matters; and

vi. evacuation procedures.

b. Campus fire safety policies and procedures shall comply with the guidelines issued by the New York State Office of Fire Prevention and Control. (See Campus Fire Safety Training guidelines and the Report of the Governor's Task Force on Campus Fire Safety in the related information section.)

c. All furnishings and equipment supplied by the University should meet at least the minimum applicable fire and safety code standards in the Fire Code of New York State. Upholstered furniture shall meet all standards as described by the California Standard 117 for fully sprinkled buildings and California Standard 133 for all other buildings. Specific attention should be given to those sections on furnishings and equipment promulgated in the Fire Code of New York State.

d. All newly constructed residence halls or those undergoing major renovation, as defined in the Building Code of New York State, that are owned or operated by the University or a campus based organization or affiliates shall be fully sprinkled (i.e., all areas within the residence halls) and fitted with complete fire and smoke detection and alarm systems.

e. All existing residential facilities shall be completely equipped with fire detection and alarm systems by June 30, 2010. While this date is a final one for compliance with this policy, faster compliance is encouraged if feasible. Factors such as building construction, type, size, age, configuration, scheduled renovations and length of future service as a residence hall shall be used to assign priority for installation. Those with highest risk based on the summative assessment of the factors noted above should receive top priority.

f. An annual review of fire and safety policies and procedures shall be completed with particular attention to the items in section I.A.1 of this part as well as efforts towards full installation of complete fire and smoke detection and alarm systems throughout all residential hall facilities.

i. Campuses should produce an annual report that assesses the adequacy and effectiveness of their programs and makes recommendations for improvements. Campuses shall be use and file Form A – SUNY Annual Fire Safety Report by the date published by the University office of finance and business.

ii. A copy of this report shall be placed on file in the office of the campus chief financial officer and/or the environmental health and safety office as well as transmitted to the University office of finance and business for review and approval.

2. Use of Private Equipment and Appliances

a. Students shall adhere to all applicable safety codes and health standards in the use of private equipment and appliances (where permitted).

b. All such appliances shall be grounded or if not grounded constructed to meet electrical safety codes in such a way as to prevent electrical shocks.

3. Access to Residence Hall Living

Access to residence hall living on each campus that operates residence halls will be provided to disabled students without regard to their disabilities (see University policy Disabilities Protocols for Students).

4. Inspection and Assessment of Facilities

Inspection and assessment of the physical condition of the facility and its components (physical envelope, communication and technological infrastructure, general cosmetic conditions, environs of the residence halls, building equipment [such as elevators, exchangers, etc.] water systems, electrical service and heating systems) shall be conducted annually by the appropriate campus personnel including, but not limited to, the facilities director and residence life director. The campus should supplement their inspection results with the information from the building inspection information compiled by the Dormitory Authority of the State of New York. Based on these inspections, a report of needed building repair/refurbishment projects should be created. The reports shall be distributed to appropriate campus personnel. A priority list (as viewed by appropriate personnel) of repairs/refurbishments to be undertaken in the next budget year should be part of the report, with recommended timetables for completion. Backlogs from earlier reports should be noted. The annual reports should be completed in a timely manner so that they can be used to meet appropriate budgeting deadlines set by the University office of finance and business.

B. The campus maintenance plan shall provide for a regular schedule of cleaning and repair for all common areas in residence halls;

1. a regular schedule for cleaning of common areas, including lounges, hallways, bathrooms and areas used by all of the residents, shall be established;
   a. copies of the schedule shall be accessible to students.
2. residence halls shall be kept sanitary and vermin free;
3. all appliances provided by the campus shall be kept in working order or removed from service; and
4. procedures shall be developed in consultation with the University office of finance and business for declaring student rooms unlivable and for removing them from service until conditions are corrected.

C. The campus shall provide each student resident with adequate living space, furniture, and appropriate and sufficient heat, light and hot water;

1. The campus will provide each resident with adequate living and lounge furniture;
   a. the minimum furniture complement except for short-term occupancy should be a bed, adequate area illumination, chair, dresser/chest, desk/carrel unit, closet or wardrobe;
   b. all furniture shall be clean, sturdy, of acceptable appearance and free of major scarring;
   c. planned regularly schedule replacement of furniture should be included in the annual facility review; and
   d. campuses shall provide at least 70 square feet of net floor space for singly occupied rooms and at least 50 square feet of net floor space per person for multiply occupied rooms as required by §404.4.1 of the Fire Code and Property Maintenance Code of New York.

D. The campus shall establish procedures for routine and emergency repairs to residence hall facilities;

1. Protocols shall be established to promptly address inquiries, request and complaints regarding routine repairs and maintenance for the provision of heat, lights and hot water;
   a. repairs regarding heat, lights and hot water shall be completed in a reasonable amount of time;
   b. the student shall be appraised periodically of her/his request; and
   c. the students shall be provided in writing with these protocols and appropriate telephone numbers for contacting repair staff.
2. Major renovations or construction within the halls shall be completed as much as is possible, when the students are not occupying the halls;

   Major construction projects that are disruptive to ongoing programs should not continue during scheduled examination periods. If the disruption cannot be stopped during these periods, then students shall be housed elsewhere.

E. The campus shall establish procedures for redress for student residents in the event of loss of services such as heat, light and hot water in residence halls for extended periods that are within the control of the campus.

1. The procedures shall include provision for housing students elsewhere if the conditions that caused loss of heat, light or sanitary conditions or create other unsafe conditions cannot be rectified within a reasonable period.
2. If housing the students elsewhere on campus is not possible, then the campus shall house the students in alternate housing off campus at no cost to the students.

Residence Life

Residence Hall Office Phone Numbers

Residence Hall Office Phone Numbers

Bowman East	267-2629
Bowman South	267-2650
Bowman West	267-2645
Draime, Sisson, Town Houses & Van Housen	267-2357 or 267-3159
Knowles Hall	267-2641 or 267-2636
Lehman Hall	267-2633 or 267-2630

Opening & Closing Dates

Fall 2014

New students move in	Thursday, August 28, 10:00 am
Returning students move in	Saturday, August 30 & Sunday, August 31, 10:00 am
Thanksgiving closing	Wednesday, November 26, 10:00 am
Halls re-open	Sunday, November 30, 10:00 am
Semester closing	24 hours after last final exam or Saturday, December 20, 12:00 noon

Spring 2015

Halls open	Saturday, January 17 & Sunday, January 18, 10:00 am
Spring break closing	Saturday, February 28, 10:00 am
Halls re-open	Sunday, March 8, 10:00 am
Semester closing	24 hours after last exam or Saturday, May 16, 12:00 noon
Semester closing for graduates	Monday, May 18, 12:00 noon

www.potsdam.edu/studentlife/reshalls