



Housing Policies

Bathrooms

Bathroom designations are posted and are for use of the designated sex only (except in gender inclusive, co-ed 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 or access to their CBORD Mobile ID App to another student 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) (and in multi-person accommodations such as a suite, apartment or Town House you will also fill out a common room condition report (C-RDR). 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 (RCR) (and C-RCR if applicable) 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 building staff 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 and/or C-RCD 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.

Common Area Spaces

Sleeping, smoking and storage in residence hall lounges, hallways, bathrooms, lobbies, and stairwells is not permitted, including bikes. 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 (other than bunk beds) 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.

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 for the fall semester, the halls will open 2 or 3 days early for occupancy. Students can return to campus at the start of Winterim for the spring semester. At the end of each semester, the halls will close at 12:00 noon on the day after final exams end. All Residence Halls will remain open during both the fall and spring semesters. Students may need to sign up with a residence life staff member to stay over the Winter/semester break in order to have card access to their building. 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.

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 and are subject to charges. With the exception of students participating in graduation, students must vacate their rooms within twenty-four (24) hours after their last examination. Requests to remain on campus through commencement must be made through the Director of Residence Life or designee. Students graduating will vacate their rooms after graduation exercises. Registered summer sessions students may be allowed to stay longer, until the summer session housing area is ready for occupancy.

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) *Student lives with their parent(s) or legal guardian(s) at their official residence (domicile) within a 60 mile radius from campus. Domicile shall be defined by the rules pertaining to official residence in the Office of the College Registrar.*
- (2) *Have dependent children residing with them.*
- (3) *Student is married.*
- (4) *Student is twenty-one (21) years of age as of September 1, for fall admission or January 1, for Spring admission.*
- (5) *Student is a Veteran.*

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.

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 a central area in Knowles Hall 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.