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“I was a stranger here myself.”

SUNY POTSDAM

2018—2019 Guide to Student Life

www.potsdam.edu
Welcome to the State University of New York at Potsdam!

Your experience here at Potsdam is not only about your education, it is also about learning things about yourself and others while you are here. Our best advice to you from one student to another is to take advantage of the opportunities offered to you here. Join clubs, make friends, take classes you know nothing about and most of all talk to those around you and experience life here and all it has to offer.

The student handbook explains your rights and privileges as a student here at SUNY Potsdam. The few years you spend here will go quickly but you are likely to make life long friends and memories while you are here. This handbook is designed to help you better understand the expectations the university has of you and what you can expect to get from the faculty, staff, and students of this campus. It contains valuable information such as contacts for different services offered to you as a student as well as organizations and activities on this campus. Use this information wisely and it will take you far! I hope you find this information useful throughout your college career here at Potsdam.

As your Student Government Association leaders, our job is to represent you and your feelings to the faculty and staff. Please don’t hesitate to stop by our office or e-mail the SGA president with any questions, comments, or concerns you have about our campus. The current SGA President is Kadiatou Balde and her office is located on the 2nd floor of the Barrington Student Union—Room 209.

Best Wishes In All You Do,

Student Government Association
Barrington Union Rm 213
315-267-3285
SGAPres@potsdam.edu
ACADEMIC INFORMATION

- Academic Calendar
- Academic Honor Code
- Moodle
- Class Cancellations
- Graduate Programs
- Field Experience & Teacher Certification
- On-line Learning
- Summer Session
- Winterim

Academic Calendar

**Fall 2018 Semester**
- New Students Move In: Friday, August 24
- Welcome Week Activities: Sat. Aug. 25-Fri. Aug 31
- Returning Students Move In: Sat. & Sun., Aug. 25 & 26
- Classes Begin: Monday, August 27
- Last Day to Add/Drop: Friday, August 31
- Early Alerts Due: Friday, October 5
- Fall Recess Begins: Friday, October 5 (10 pm)
- Classes Resume: Wednesday, Oct. 10 (8 am)
- Last Day to Withdraw: Monday, April 8
- Last Day to Elect S/U: Monday, April 8
- April Recess Begins: Wednesday, April 17 (10 p.m.)
- Classes Resume: Monday, April 22 (8 a.m.)
- Thanksgiving Recess Begins: Tuesday, Nov. 20 (10 pm)
- Classes Resume: Monday, Nov. 26 (8 am)
- Last Day of Classes: Friday, December 7
- Academic Preparation: Sat. & Sun., Dec. 8 - 9
- Final Examinations: Mon.-Fri., Dec. 10-14
- Final Grades Due: Tuesday, Dec. 18 (10 am)

**Winterim**: Online: December 19, 2018—January 16, 2019

**On Campus**: January 3-16, 2019

**Spring 2019 Semester**
- Students Move In: Sat.—Sun., Jan 19-20
- Classes Begin: Tuesday, January 22
- Last Day to Add/Drop: Monday, January 28
- Progress Reports Due: Friday, March 8
- Spring Recess Begins: Friday, March 8 (10 pm)
- Classes Resume: Monday, March 18
- Last Day to Withdraw: Monday, April 8
- Last Day to Elect S/U: Monday, April 8
- April Recess Begins: Wednesday, April 17 (10 p.m.)
- Classes Resume: Monday, April 22 (8 a.m.)
- Last Day of Classes: Friday, May 10
- Academic Preparation: Sat.-Sun., May 11-12
- Final Examinations: Mon-Fri, May 13-17
- Commencement Ceremonies: Saturday, May 18
- Final Grades Due: Wednesday, May 22 (10 a.m.)

No Class on MLK Day, Monday, January 21, 2019
ACADEMIC INFORMATION

Moodle

Moodle is the new LMS (Learning Management System) SUNY Potsdam will be transitioning to over the 2011-2012 academic year.

Moodle Support Contact Information can be found as follows:

General Moodle Help
Hours Mon-Fri 8 a.m.4 p.m. by Phone: 315-267-3220
or email to: moodlesupport@potsdam.edu
Evening Hours:
moodlesupport@potsdam.edu

Class Cancellations

In order to receive campus alerts, weather delay notices and emergency notifications to your cell phone, land line or personal email address, new users MUST log in to the Potsdam Rave Alert System to add your contact information. Students should receive a “Welcome to the Potsdam Rave Alert System” email from Rave before the start of their first term.

To Login to Potsdam Rave Alert:
Go to https://getrave.com/login/Potsdam (https://getrave.com/login/Potsdam)

1. Use your SUNY Potsdam email account username and password to log in.
2. Confirm your contact information.
3. You can add up to: 2 additional email addresses, 3 cell phone numbers and 3 landline phone numbers.

Tip: Try using one of your additional phone numbers to add contact information for your close family member, so that they can be aware of campus alerts as well!

Questions? Contact the CTS Helpdesk at helpdesk@potsdam.edu (mailto:helpdesk@potsdam.edu) or (315) 267-4444.

Administrative process for canceling classes due to inclement weather:

In the event of inclement weather and in consultation with the President, the Provost, upon the recommendation of the Chief of University Police and the head of Facilities, may cancel classes. This recommendation will be made as early as circumstances permit for day classes and by 2:00 p.m. for evening classes (classes that begin at or after 4:00 p.m.) whenever possible.

The Provost will notify the Office of College Communications and the President’s Council of the decision, at which time the Office of College Communications will notify the campus community via email and/or RAVE Alert, and contact all local media outlets. The Provost’s Office will telephone the offices of the Deans of the three Schools, CLEAR, Extended Education, Registrar and the chief Student Affairs officer, who will in turn contact those who may need to know as quickly as possible.

The decision to cancel classes does not presume cancellation of other events on campus, which will be determined on an individual basis by the sponsoring offices. When such events are cancelled, sponsors should notify the offices of College Communications, the President and the Provost, as they often receive inquiries about such matters. The campus policy on severe weather (http://www.potsdam.edu/about/safety/weather/policy) is still in place as it relates to employees and services required.

Updated: February 2017
ACADEMIC INFORMATION

Graduate Programs

SUNY Potsdam is one of 12 University Colleges in the SUNY system offering graduate degree programs of study. Please refer to the Graduate Catalog for admissions information for each program. SUNY Potsdam offers the following programs in each school.

School of Arts and Sciences
The School of Arts and Sciences has two Master of Arts programs.

The M.A. in English and Communication prepares students for teaching or professional careers. Applicants should have earned a bachelor’s degree with a major in English, Communication, or Writing. Outstanding applicants who hold degrees in other areas may be admitted; however, additional coursework might be required.

The M.A. in Mathematics is designed to develop students’ abilities to work independently and to enable them to obtain a basic knowledge of algebra, real and complex variables, and topology. The program prepares students for both postgraduate study and careers in the field of mathematics.

There is also a mathematics honors program, which allows students to achieve a combined B.A./M.A. within a four-year time period. Students enter this program on the recommendation of the mathematics faculty.

School of Education and Professional Studies
Several master’s degrees and one certificate program are offered in the School of Education and Professional Studies.

The Master of Science in Education leads to professional teacher certification at the early childhood, childhood, and adolescent level. M.S.Ed. programs leading to an additional certification are also available in literacy, special education, and educational technology.

The Master of Science for Teachers degree offers a graduate program leading to initial teacher certification in childhood or adolescence education to students with liberal arts backgrounds, but who have no undergraduate teacher education coursework or experience.

The Master of Science in Community Health is a degree that prepares students to practice in the field of public health, which serves to enhance health through education, research, and policy.

The Master of Science in Organizational Performance and Technology is designed to prepare students for careers in human performance improvement, training and development, with an emphasis on the use of technologies to solve performance problems.

In addition to degree programs, a Certificate of Advanced Study (C.A.S.) is available for those seeking to prepare for careers in Inclusive and Special Education. The C.A.S. completion is shorter in duration to a full degree program, but does result in an additional credential.
Graduate Programs

Graduate Courses for Undergraduate Students

Courses at the 500-level are designated as graduate courses, but may, with permission of the instructor, be taken by upper-division undergraduates (students who have earned 57 or more semester hours of credit) on a space-available basis for undergraduate credit. Courses at the 600-level are limited to students seeking graduate credit only. Seniors wishing to enroll in courses for graduate credit must complete an application with the Center for Graduate Studies, Raymond Hall 204.

Seniors may enroll in graduate coursework for graduate credit under the following conditions and on a space-available basis. They must:
1. Have a cumulative GPA of at least 3.0, at least 75 hours earned in numerical grading;
2. Be within 9 hours of completing their undergraduate program;
3. Register for no more than 6 hours of graduate credit;
4. Register for no more than 15 credit hours of combined undergraduate and graduate courses; and
5. Be approved by the department offering the course(s).

Office of Field Experience and Teacher Certification

- Full admission to the graduate program (including completion of all the prerequisite courses);
- Read and understand policies in the Graduate Catalog and the Guide to Student Teaching;
- A signed approved Program of Studies Form must be on file with the Center for Graduate Studies and the Office of Field Experiences;
- Submission of the Application for Student Teaching prior to the deadline date and attendance of all required meetings;
- Complete all the required courses prior to the student teaching semester.

The following requirements for undergraduate candidates must be met prior to being placed in a student teaching position.

- Completion of all education courses with a 2.0 and overall 2.75 GPA;
- Completion of the majority of specialized courses and/or major courses with a 2.0 and an overall of a 2.5 GPA in specialization and/or major

On-line Learning

SUNY Potsdam offers a variety of graduate and undergraduate Distance Learning courses, coordinated by the Division of Graduate and Continuing Education. More than sixty online and hybrid courses were delivered during the 2015-2016 academic year with many more under development. Courses are offered during the Fall and spring semesters, Winterim, and Summer Session.

These web-based courses are delivered through the Blackboard Course Management System hosted by the College. Designed with a student-centered approach, faculty members facilitate content delivery and activities to actively engage students in discussions, collaboration, group work, and critical thinking. Two types of Distance Learning courses are offered: (1) online and (2) hybrid (a mix of online and on-campus sessions/meetings).

For more information please visit the Online Learning web site: http://www.potsdam.edu/academics/online or email the Distance Learning Coordinator at online@potsdam.edu. Additional information is available at the Division of Graduate and Continuing Education offices, 206 Raymond Hall.
Summer Session

Spending the summer in Potsdam? There are a few good reasons for staying here during the summer months. First, the weather during June, July and August is beautiful. Just as the climate is much more inviting, so is the environment. In the nearby Adirondack Mountains, there are great places to camp, canoe and hike. Even though Potsdam is fairly quiet during the summer, excitement can be found in Lake Placid, Montreal and Ottawa. All three are less than two hours away.

Another great reason to stay in Potsdam during the summer months is to enroll in courses offered in one of our several summer sessions. If you are an undergraduate student, Summer Session is a good time for you to fulfill course prerequisites, lighten your load for the upcoming fall semester, take a travel or other type of special interest course that is not offered during the regular fall or spring semesters, retake a course to achieve a higher grade, or to make sure that you earn your degree and graduate on time.

Our summer sessions are of varying lengths, typically beginning the week after spring graduation and ending in the middle of August.

Registration for credit courses is surprisingly easy. Fax, mail or walk-in registration is available through the Division of Graduate and Continuing Education, located in Raymond Hall, Room 206. In addition, web registration, through BearPaws, is available to all matriculated graduate and undergraduate students. Additional information, including course schedules and registration, can be found on the www.potsdam.edu/academics/grace

Financial aid is available to students enrolling in Summer Session credit courses. Each aid program requires that a student be matriculated in a degree program and registered for a minimum of six credit hours. It is important to contact the Financial Aid Office (267-2162) as far in advance as possible to confirm your eligibility and to complete the necessary forms. Just in case there is a rainy or cool day, Maxcy Hall’s facilities are available Monday - Friday while classes are in session. Also open during the summer is the Advising Center, Bursar’s Office, the Student Union, the Counseling Center, Financial Aid Office, Office of Graduate Studies, Registrar’s Office, Student Health Services, the Library, the Levitt Computer Center and the College Bookstore. On-campus housing, as well as food service, is available for students during all summer sessions. Consult the Summer Session Schedule Bulletin for a complete listing of services, locations and time schedules.

In addition to over 70 undergraduate and 80 graduate courses, sports, music and language camps, as well as numerous conferences, seminars and workshops on a variety of topics are offered. Examples of camps are the Basketball Camp and the very popular and well-known Crane Youth Music Camp. Fax, telephone, mail or walk-in registration for non-credit courses, conferences and camps is available through the Division of Graduate and Continuing Education, located in Raymond Hall Room 206. The telephone number is 267-2167 or (800) 458-1142. Additional information, including course and camp schedules and registration, can be found online at www.potsdam.edu/academics/grace

Winterim

Winterim is a two-week mini-session typically offered in January prior to the beginning of the regular spring semester. Typically between 30 and 35 graduate and undergraduate credit courses are offered. Students enroll in Winterim for many reasons. The three most prominent reasons are: "To be able to graduate on time; to lighten the course loads for the spring semester; and to complete needed prerequisite courses or required general education elective courses." Additional reasons that Winterim has proven to be very beneficial with students is to: "Take a course that would not otherwise fit into a student’s fall or spring schedule; enroll in a special interest/unique topic course that is not offered in regular semesters such as domestic and international travel courses; and to take a course of personal interest."

The Winterim schedule of classes is available in mid to late October with Web registration beginning in the first part of November.

The full schedule and related information is also available under The Division of Graduate and Continuing Education website. Since Winterim is a "stand alone" session, the official College New York state and out-of-state resident/non-resident undergraduate and graduate per credit hour tuition rates apply. Housing in campus dormitories and special meal plans are available for students for an extra charge.

For further information regarding course schedules, registration procedures, etc., please contact The Division of Graduate and Continuing Education website at (315) 267-2165 or (800) 458-1142. The information can also be found on the College’s web site at www.potsdam.edu/academics/grace

The office is located in Raymond Hall.
Alcohol Regulations

I. Statement of Purpose
SUNY Potsdam recognizes that a responsible attitude towards the use of alcoholic beverages is a desirable goal and should be encouraged by College policy. These regulations are to act as guidelines to provide members of the College community with an opportunity to develop a realistic and reasoned approach to alcohol use. They presume adherence to New York State Law and respect for the rights of all others in the College community. It is important to note that college policy does not recognize misuse of alcoholic beverages as an excuse for misconduct of any kind.

The SUNY-Potsdam Alcohol Regulations apply to all members of the College community and their guests. They are in effect for all campus buildings and the College grounds. They are meant to provide a framework through which responsible use of alcohol is a prime objective.

II. State and Local Alcohol Regulations

A. New York State Law
New York State has taken major steps to deal with alcohol abuse. The penalties for “Driving While Ability Impaired” and “Driving While Intoxicated” have increased substantially (including fines, suspension or revocation of license, imprisonment.) The best advice: If you drink, don’t drive.

It is a crime in New York State to purchase alcoholic beverages for, or to give alcohol to, a person under 21 years of age. The legislature has passed several bills to substantially increase penalties for these offenses.

Effective December, 1985, the minimum legal age for purchase of alcoholic beverages became 21. The College must comply with State law.

Effective October, 1989, a person under the age of 21 who presents an altered New York State driver’s license for the purpose of illegally purchasing an alcoholic beverage may be subject to a suspension of that driver’s license for up to 90 days and may also be required to apply to the Department of Motor Vehicles for a restricted use driver’s license following the suspension.

B. Civil Liability
General Obligations Law of New York State Section 11-100 provides for civil liability against any person knowingly causing intoxication of a person under 21 years of age by furnishing alcoholic beverages to that person or by aiding such a person in procuring alcoholic beverages. Section 11-100 (Dram Act) provides for civil liability against any person selling or procuring alcoholic beverages for an intoxicated person regardless of age.

C. Village of Potsdam
It is a violation in the Village of Potsdam to possess an open container that contains or has contained alcoholic beverages on a street, in a parking lot, on a highway, on a sidewalk, in other public places or in a motor vehicle. This applies equally to the campus premises.

III. General Regulations

A. The College will not accept use of alcohol as an excuse for misconduct.

B. The violation of New York State law and the ordinances of the Village of Potsdam regarding the use and possession of alcohol is a violation of SUNY Potsdam regulations. New York State law regarding DWI and DWAI is applicable to all College property and the violation of same on College property constitutes a violation of these regulations.

C. Misconduct on College property resulting from the use of alcohol constitutes a violation of these regulations which may result in penalty as set forth in Article VI.

D. Possession of any alcoholic beverage by a person under the age of 21 is expressly forbidden.

E. Referrals of alcohol abusers to an appropriate campus program or to the St. Lawrence County Alcohol Referral Service may be a provision of any penalty or sanction for violation of these regulations.
CAMPUS POLICIES AND PROCEDURES

Alcohol Regulations

F. No vendor shall deliver, or cause to have delivered, alcoholic beverages to the campus except where such delivery is made to a College authorized representative or agent of a licensed vendor (i.e. PACES).

G. Any violation(s) of these regulations shall be dealt with in accordance with Article VI.

H. Alcoholic beverage restrictions are determined by the policy governing the type of area in which alcohol is to be involved (i.e. Thatcher Hall, residence hall room) rather than the type of event (i.e. party, function).

IV. Regulation of Alcoholic Functions

A. Campus-wide Regulations

1. Reasonable amounts of solid, substantial food and non-alcoholic beverages must be available.
2. Availability of alcoholic beverages in PACES leased facilities will be authorized by the Director of Dining Services, or designee, in consultation with the appropriate building administrator. The duration of alcohol service at an event will be determined by the vendor (PACES) as part of their responsibility as a license holder.
3. The College reserves the right to charge supervisory fees, cleaning and damage deposits for the use of College facilities. Fees are payable in advance.
4. Outdoor functions must be approved by the Director of Student Life Facilities.
5. The primary thrust of an activity should not be drinking alcoholic beverages. Advertising should promote a realistic activity and advertising will be limited to designated, controlled and appropriate places.
6. The number of persons attending a function is limited to the legal limit of the area.

B. Residence Hall Regulations - See the section on Residence Hall Living

V. Application Procedure

Sale and/or Service of Alcohol

The only group that may sell or serve alcohol on the College premises is PACES (by contract with the State University of New York). The only areas licensed for regular sale of alcoholic beverages are the Barrington Student Union, Thatcher Hall and the Student Union Patio. All other areas require that PACES purchase a one-day caterer’s permit from the New York State Liquor Authority. The permit must be visible at the event and no event will be held without this permit. This requires a significant lead time (presently 8-10 weeks—please check with the catering office for current information.) The cost of this permit will be passed on to the sponsoring group. Failure to receive a permit may require the event to be moved to a licensed facility, if available. or suggestions for modification to these policies should be made to the Chief Student Affairs Office or designee.

VI. Enforcement Procedures

College groups and individuals not in compliance with this policy may be charged under the College disciplinary system.

VII. Policy Questions or Modifications

Questions or suggestions concerning the sale and/or service of alcohol on campus should be made to the Director of Dining Services. Questions concerning alcohol regulations or suggestions for modification to these policies should be made to the Chief Student Affairs Office or designee.
CAMPUS POLICIES AND PROCEDURES

Student Rights & Assembly Procedures

Policy on Student Rights & Assembly Procedures

1. Purpose
SUNY Potsdam (the “College”) seeks to encourage and preserve freedom of expression and inquiry within the entire college community. The College, as a public institution, serves uniquely as a marketplace for the exchange of ideas and opinions and as a forum for the public expression of views. Some of the expressions may be counter to commonly-held or popular values, theories, and beliefs. SUNY Potsdam has a special obligation to protect the First Amendment rights of free speech and assembly. These rights are guaranteed by the United States and New York Constitutions.

2. Scope
This policy is applicable to all SUNY Potsdam students as defined in the College’s Student Code of Conduct. The College’s “Use of Facilities by Third Parties for Free Speech” Policy applies to all third parties, who are not sponsored by the College and/or a recognized student group, who want to use the College’s designated public forum for free speech purposes.

3. Definitions
Public Area: Space designated by the College as open and not requiring a reservation for use.*

Assembly: A group of students gathering together in a public area for a common purpose. This includes, but is not limited to, activities such as protests, demonstrations, rallies, vigils, and picketing.

4. Rights of Students
A. SUNY Potsdam students are guaranteed the following rights:
   i. The right to examine and discuss all questions of interest to them, and to express opinion privately and publicly;
   ii. The right to learn in the spirit of free inquiry;
   iii. The right to be informed of the purposes of all research in which they are expected or encouraged to participate either as subject or researcher;
   iv. The right to freedom from censorship in campus newspapers and other media;
   v. That the right to freedom of speech, press, and inquiry shall not be interpreted as an authorization for a student, who sits on a committee, to disseminate or divulge any information that was given on a basis of confidentiality within a committee; and
   vi. The right to hold public meetings and to engage in peaceful, orderly assemblies and demonstrations.

5. Rights of the College
A. The College will not interfere with orderly assemblies in public areas of grounds and buildings unless participants engage in any of the following conduct:
   i. Prevent the orderly conduct of a College function or activity, such as classes, lectures, meetings, interviews, ceremonies, and other public events;
   ii. Obstruct the free movement of vehicles or of persons, including, but not limited to in any building or facility, inclusive of blocking hallways and doors;
   iii. Willfully cause injury or damage to persons or property;
   iv. Willfully operate audio amplification equipment in a manner that conflicts with normal College operations or that is deemed injurious to health and safety,**
   v. Jeopardize the safety and security of others;

* At the College, public areas are limited. These areas are often reserved for particular events and activities, but are otherwise open for general use by students. For information or questions about public areas, please contact Casey Nelson in the Campus Life Office, Student Union 208, nelsonca@potsdam.edu, 315-267-2013.

** Sound amplification that interferes with class activity, College events or activities, or that is in violation of village or other ordinances is not permitted.
CAMPUS POLICIES AND PROCEDURES

Student Rights & Assembly Procedures

vi. Enter into any private office of an administrative officer, member of faculty, or staff member without implied or explicit permission;

vii. Without authorization from the Campus Life & University Police Offices, occupy a building after it is normally closed;

viii. Without authorization from the Campus Life and Physical Plant Offices, construct structures, inclusive of objects requiring penetration in concrete or grass, or camp on College grounds; or

ix. Violate the provisions of the SUNY Policy 3653, titled Rules for the Maintenance of Public Order.

B. Violations of this policy could result in disciplinary action under the College’s Student Code of Conduct.

6. Assembly Procedures

A. Statement

i. SUNY Potsdam respects and supports students’ efforts to exercise their rights to free speech and assembly. The Division of Student Affairs has designated the Office of Campus Life to provide the appropriate support for the successful implementation of these events. Following College procedure will ensure a safe and effective assembly activity. Every effort will be made by the College to respond affirmatively to all requests to engage in assembly activity. However, consideration must be given to the time, place, and manner of the assembly activity to ensure the health and safety of the participants and the non-interference with authorized College business, activities, or events.

B. Services

i. To help ensure the safety of participants and the protection of the rights of all members of the campus community, the College can provide services such as location, safety, crowd control, sound equipment (unless prohibited in certain areas as per College rules), site preparation/cleanup, and/or other such facilities or services it deems necessary (“Services”).

C. Request for Services

i. Assemblies for which Services are necessary (see paragraph (ii) below) should, within two (2) business days prior to the planned event, submit a written Request for Services, as follows:

1. The written request should contain the name of the sponsor/organizer, the proposed location and any other Services sought, the date and time of the planned assembly, and the number of persons expected to participate.

2. The request should be submitted to: Casey Nelson in the Campus Life Office, Student Union 208, nelsonca@potsdam.edu, 315-267-2013.

ii. Due to limited space at the College, when it is anticipated that participants for a particular assembly will equal or exceed ten (10) students, the sponsor/organizer must submit a Request for Services.

iii. A professional staff member from Campus Life will promptly respond to the request for Services after receipt of the written request and prior to the date of the assembly.

iv. A professional staff member will review the request and work with the sponsor/organizer to accommodate requests and determine a reasonable time, place, and manner for the assembly activity.

v. While every attempt will be made to accommodate all requests, some modifications to the assembly activity request may be required due to the availability of the proposed time and place of the activity. A Campus Life professional staff member will inform you of these modifications and guide you as you plan your assembly activity.

vi. In the event that the proposed assembly activity is planned in direct response to a current event, the Office of Campus Life realizes that it may not be possible to submit a request in advance. In such cases, the event organizer should connect as soon as possible with a liaison in the Office of Campus Life in order to swiftly coordinate the assembly activity.
CAMPUS POLICIES AND PROCEDURES

Student Rights & Assembly Procedures

D. No Services Required
   i. Assemblies requiring no Services (when it is anticipated that participants will not exceed ten (10) students) may take place without any prior notification by the sponsors and/or organizers. However, conformity with the specific campus rules noted above, is required. If you are unsure of whether your assembly requires Services, you are encouraged to contact the appropriate office designated in subparagraph (c)(2) above for guidance.

Approved by SUNY Potsdam College Council—10/7/16

Campus Posting Policy

Individuals and groups are welcome to post advertising materials on the SUNY-Potsdam campus. Materials not in compliance will be removed without notification. The following are in effect for all areas of all campus buildings.

A. Content
   • Materials shall be appropriate for a college campus and shall not advertise activities or events which are illegal.
   • Materials shall include the sponsor of an activity or event as well as a specific date and time for the activity.

B. Placement of Materials
   • Materials shall be posted on bulletin boards which are designated for that type of material. They shall not be posted on doors, windows or walls. The exception to this policy are notices dealing with college designated emergencies.
   • Only one poster per activity may be placed on any one bulletin board.
   • Posters may not exceed 14” x 22” (half of a regular poster board) due to limited space. Exceptions may be made by individual building administrators.

C. Administration of Posting Policy
   • The administration of this policy shall be the responsibility of the Director of Student Life Facilities. Those using college posting space and individual building administrators should contact this person with questions & problems related to this policy.
   • All decisions regarding posting of materials on campus may be appealed. The Appeals Board shall include a designated administrator from the Office of Residence Life (selected by the Director of Residence Life), the Dean of Students, one resident member of the Student Assembly (selected by the Student Assembly), one non-resident member of the Student Assembly (selected by the Student Assembly), one student appointed at large by the SGA Executive Committee. Decisions on appeals must be made within 5 business days.

D. Sanctions
   • Individuals or groups who do not comply with these guidelines or who, without authorization, remove materials placed by other individuals or groups may be denied access to the campus for posting of materials and may be subject to disciplinary action.

E. Banners
   • Banners should be attached to the tack strip on the balcony railing and may not exceed 6’ in height. Banners are limited to on-campus sponsored activities only. Advertising materials should be appropriate for a college campus. Advertising materials shall not refer to the availability of alcoholic beverages (price, quantity, brand, type, specials, etc.). All banners should include the date of the event and the sponsoring organization. Individuals or groups who do not comply with these guidelines or who, without authorization, remove materials placed by other individuals or groups, will be subject to disciplinary action. All banners must meet New York State Fire Code.

F. College responsibility
   • It shall be the responsibility of the Assistant Vice President for Facilities to convene a meeting of all building administrators to fully explain the Campus Posting Policy.
   • It shall be the responsibility of a designee of the Assistant Vice President for Facilities to meet with all maintenance supervisors to fully explain the Campus Posting Policy and to require their participation in removing of inappropriate or outdated materials.
   • It shall be the responsibility of the Director of Residence Life (or designee) to include appropriate training of Resident Assistants as relates to this policy in the Residence Halls.
SUNY Health Requirements

All matriculated students taking 12 or more credit hours are required to have health insurance coverage. See the SUNY Potsdam Insurance Plan webpage for further details: [http://www.potsdam.edu/studentlife/healthservices/insuranceplan](http://www.potsdam.edu/studentlife/healthservices/insuranceplan)

In addition, Student Health Services (SHS) must ensure all new, readmitted, and transfer students meet state and local health requirements. The **required** health forms should be submitted by **August 15th** for the fall semester and **January 15th** for the spring semester.

**Step 1 - Complete the Online Health Forms**

Access the online forms by following these instructions:

- Log into BearPAWS
- Open the ‘New Student Services’ link
- On the ‘Home Screen’, click on ‘Forms’

Complete the Health Information Form, Meningitis Response Form, and the Tuberculosis Questionnaire.

**Step 2 - Mail or Fax Proof of Immunity to Measles, Mumps, and Rubella**

- We may have your records already if they have been entered into the NYS Immunization Registry (NYSIIS). You can call 315-267-2377 to confirm that we have received your record through the Electronic Medical Record interface with NYSIIS.
- Send a copy of your immunization record to:
  SUNY Potsdam SHS
  44 Pierrepont Ave.
  Potsdam, NY 13676
- Fax a copy of your immunization record to 315-267-3260
- Email a copy to [shs@potsdam.edu](mailto:shs@potsdam.edu)

**Health Information Form**

This form asks you questions about your medical history, medications, allergies, and surgeries. The information you submit is kept in our confidential electronic medical record and is only accessible to the staff at SHS.

**Meningitis Response Form**

Submission of a Meningitis Response Form is required by New York State law. Please note that the law does not require you to have a meningitis vaccine. Although if you state that you have had the vaccine, you are required to submit proof that you have had the meningitis vaccine within the past 5 years.

**Tuberculosis Questionnaire**

The US Center for Disease Control and Prevention recommends college student answer a series of questions to screen for tuberculosis risk. Using this method, only 'high risk' students will need actual testing for tuberculosis. If you are required to have further testing for tuberculosis, it must be completed **BEFORE ARRIVING ON CAMPUS!**

Make an appointment with your medical provider and have them fill out the printable version of the Tuberculosis Testing Form.
Health Insurance Requirement

All domestic, matriculated, SUNY Potsdam students taking 12 or more credit hours are required to have health insurance coverage.

Students without health insurance:
°Contact Health Initiative at 315-261-4760 ext. 237, email: Navigators@gethealthyslc.org, or visit the website: www.gethealthyslc.org. Health Initiative is located at 6439 State Highway 56, Potsdam, NY 13676

°SUNY Potsdam Insurance Policy: there is an insurance already added to your bill that you can enroll in. See the SUNY Potsdam Insurance Plan webpage for further details.

Students with Health Insurance:
Need to submit a health insurance waiver online each semester!
°Log into BearPAWS.
°BearPAWS>New Student Services>SUNY Potsdam Insurance Plan Waiver Link
°Clicking the waiver link will take you to the United Healthcare website where you will be asked to submit information from your health insurance card so have it available.
°You will be notified by United Healthcare whether or not your waiver is approved within a week. If the waiver is approved, the SPIP premium will be removed from your student bill 1-2 business days after that.
°If you have any technical problems with the waiver process, contact Haylor, Freyer, & Coon’s college division @ 800-289-1501 ext 2384 or SHS at 315-267-02377.
Parking Regulations

All vehicles must be registered with University Police. Vehicle registration is done online through BearPaws.

Any student who receives a parking ticket can pay the fine in person at the University Police Department, which is located in Van Housen Ext. or pay online. The fine for a parking ticket is $15. Illegal parking in a handicapped space will result in a fine of $50. Parking in a fire lane, loading dock or bus stop will result in a fine of $30.

Campus Parking Regulations are as follows (§567.3):

A. No person shall park a vehicle in any area except one specifically designated for the type of parking permit issued and displayed. Parking areas are designated on the official campus map. Copies of the map are available at the University Police Department.

B. Parking or standing in posted, restricted or reserved areas on campus streets or roads and in parking lots is prohibited. Parking or standing on lawns and in driveways is likewise prohibited as is the blocking of walkways or cross-walks.

C. No person shall park a vehicle on the premises of the college in such a manner as to interfere with the use of a fire hydrant, fire lane or other emergency zone, create any hazard or unreasonably interfere with the free and proper use of a roadway or pedestrian way.

D. Permission to park or stand in unauthorized areas to load or unload materials necessary to the college function must be obtained from the University Police Department.

E. No person shall park a vehicle in such a way that it is not completely in a lot, or to block an entrance or exit, driveway or any other vehicles in a lot or so as to prevent access to a parking space.

F. Overnight parking is restricted to parking lots 6, 17, 18, 19, 22, 23, 24, 25, 25A, 26, 27, 31 and 32. Vehicles parked in lots other than the above between 2:00 a.m. and 6:00 a.m. are in violation of these regulations.

G. Storage of motor vehicles which are inoperative or without valid state registration in campus lots is prohibited.

H. Operators of disabled motor vehicles shall notify the University Police Department when it is necessary to leave the vehicle in an unauthorized area.

I. Special parking designation may be granted for extraordinary circumstances upon written request from a building administrator after consultation with and the approval of both the Chief of University Police and the Parking Advisory Committee.

J. Visitors to campus may park in the following lots: 1, 2, 6, 9, 10, 14, 17, 18, 19, 20, 22, 23, 24, 25, 25A, 26, 27, 28, 30, 31 and 32. Veterans Only parking spaces (thank you for your service) are located in Lots 1, 6 and 30.

K. Visitors who wish to park on campus must obtain temporary parking permits. Permits are available at the University Police Department and selected campus offices as designated by the Chief of University Police.

L. Accessible parking spaces will be used by handicapped persons only. An individual with a physical disability may be issued an accessible decal following his or her written application to the Chief of Police. The application must be supported by a physician’s written statement certifying such need. The State University of New York, College at Potsdam will also honor an accessible person’s status officially designated by any other appropriate governmental agency and indicated as such by authorized accessible symbol on the vehicle.

M. Any motor vehicle which is parked in violation of these regulations may be ticketed and/or towed from campus at the owner’s expense.

N. Parking regulations may be suspended for special events at the discretion of the Chief of University Police (or designee.)

A complete copy of the campus Traffic and Parking Regulations can be obtained from the University Police Department, Van Housen Hall Ext.-1st Floor.


campus Policies and Procedures

Recycling Program

Recycling not only reduces waste and landfill fees, it also lowers energy, water and primary raw material requirements. SUNY Potsdam will continue to recycle solid waste such as paper, plastic, metal and glass products and access the feasibility of recycling other solid waste as well.

Recyclable Materials

Paper: Computer and office paper, newspapers & inserts, catalogs, "junk mail", books & publications including phone books and paperbacks, paper grocery bags, cereal boxes and other food boxes.

Plastic: "Pourable" plastic bottles and jugs. Recycle all containers with a 1, 2, or 3 recycling number on the container.

Metal: "Tin" food cans, aluminum cans, foil & pans, aerosol spray cans (spent), bottle and jar caps and lids, small metal items.

Glass: Bottles & jars, clear, green, and brown.

Where do I take my recyclables?

There are large recycling containers for paper, plastic, metal and glass on each dormitory floor. Each student room in the Residence Halls at SUNY Potsdam has been supplied with a recycling container to collect recyclable materials. When your student room container is full, simply empty it into the larger container on the floor. The custodial staff will pick up recycled paper (blue containers) in the academic buildings.

How to recycle

Rinse away all residue. Remove and recycle metal caps/lids. It is not necessary to remove labels or metal or plastic rings. Crush large cans, plastic bottles and jugs to the best of your ability. DO NOT crush glass bottles or jars. Remove all plastic and metal items from paper recyclables (except staples & envelope windows). Flatten all non-corrugated boxes. Place all corrugated boxes next to paper recycling container. Place all paper, glass, metal and plastic in the appropriate recycling containers.

Non-Recyclable Items

Items containing any liquid or solid residue, window and plate glass, mirrors, light bulbs, plastic bags/wrap/etc., heat resistant ovenware/ceramic dishes/clay pots/etc., foam cups, foam trays, packing peanuts, Sharps (needles, syringes, razors). *See Special Disposal Procedures below.

*Special Disposal Procedures: To protect our employees, please place sharps in a puncture-resistant container (capped detergent bottle), label it "Needles" or "Sharps" and place in clear plastic bag with rest of trash.

sales on campus

Generally, SUNY does not permit commercial sales on campus (including residence halls) by businesses, staff or students. There are some limited items which may be permitted as "cultural events" if they are sponsored by a campus based organization. These are items which are determined to be craft items and are sold by the craftsperson who created them. Most items, however, are either under contract to our auxiliary service corporation or would present unfair competition to local business.

The SUNY policy states, "No authorization will be given to private commercial enterprises to operate on State University campuses or in facilities furnished by the University other than to provide for food, campus bookstore, laundry, dry cleaning, barber and beautician services, and cultural events. This shall not apply to Faculty-Student Corporation (PACES) activities approved by the University."

The fact that SUNY-Potsdam is a public university does not permit individuals or businesses to operate a commercial enterprise on campus, nor does it permit individuals or businesses free access to campus buildings. Additionally, no such commercial activity may occur in the residence halls (as confirmed by the Supreme Court of the United States). Advertisers must comply with the campus posting policy.
CAMPUS POLICIES AND PROCEDURES

Student Code of Conduct

THE POTSDAM PLEDGE
Being more than a collection of individuals, SUNY Potsdam is a community dedicated to the pursuit of common goals. While these goals can be elusive and controversial, the community described in this document reminds us not only of what we are seeking to become but of all that we share in common. Therefore, let it be known that

SUNY Potsdam strives to be:
An Educational Community: sharing academic goals in which students, faculty and staff work together to strengthen teaching and learning;

An Open Community: uncompromisingly protecting freedom of thought, belief and expression;

A Civil Community: expressing disagreements in rational and non-threatening ways and treating all individuals with consideration, decency and respect;

A Responsible Community: accepting obligations under clearly articulated principles of behavior designed to support the common good;

A Safe Community: respecting each other’s rights, privacy and property;

A Healthy Community: respecting and promoting physical and emotional wellness;

An Ethical Community: reflecting honesty, integrity and fairness in both academic and extracurricular activities;

A Diverse Community: celebrating our differences and learning from our diversity;

A Socially Conscious Community: seeking to contribute to the betterment of the campus, the local community, the nation and the world; and

A Watchful Community: remaining alert to the threats posed by hatred, intolerance and other injustices and ever-prepared to combat them.
CAMPUS POLICIES AND PROCEDURES

Introduction—Community Rights and Responsibilities

Community Rights and Responsibilities is the official code of conduct outlining behavioral expectations for State University of New York College at Potsdam (“SUNY Potsdam” or the “College”) students. The College has developed this code of standards and expectations, consistent with its purpose as an educational institution and requires that each student accept responsibility for his or her own behavior and consequences. These regulations and the procedures for their enforcement apply to all student conduct and behavior. Once a student is accepted as a member of the College community, they are responsible to uphold the standards outlined in this document. As such, students should be familiar with this document. These specific regulations should not be viewed as a comprehensive code of desirable conduct; rather they describe the minimum standards.

The Office of Student Conduct and Community Standards (“Student Conduct Office”) oversees all aspects of the student conduct system. This office works closely with students, faculty, staff, and the local community on concerns related to policy violations, conflict resolution, appropriate citizenship, social responsibility, academic integrity, inclusivity, and other quality of life issues. It is the goal of the office through coordination of the Student Conduct System (“Student Conduct System”), to help students learn to think proactively about their own behavior and its effect on others. More information can be found at http://www.potsdam.edu/studentlife/studentconduct

It should be understood that all rules of the Board of Trustees of SUNY, and all local, state and federal laws apply on the SUNY Potsdam campus. The State of New York laws include, but are not limited to, the New York State Penal Law, the New York State Vehicle and Traffic Law, the New York State Education Law, and the Alcohol Beverage Control Law. Violations of these regulations may result in a referral to the Student Conduct System. In such cases, the College may commence the Student Conduct System procedure independent of criminal or civil court proceedings.

1. Philosophical Approach to Standards of Conduct

Because disciplinary actions must be commensurate with the seriousness of the offense and the total conduct record of the student, each case is determined on its own merits. Student conduct procedures and subsequent disciplinary outcomes are designed to find a balance between the interests of the individual student and the community.

2. Jurisdiction of the College’s Code of Conduct

The student code of conduct shall apply to conduct that occurs on College premises, at College sponsored activities and to off-campus conduct that adversely affects the College community, the pursuit of its objectives, or neighboring communities. A student may be charged with violating local, state and federal laws and the campus code of conduct as the student is subject to the rules of multiple jurisdictions, including the State and the College.

3. Inherent Authority for the Student Disciplinary Program

Section 356 of the Education Law empowers the University Council of each State-operated campus of State University of New York to make regulations governing the conduct of students, subject to the general management, supervision, control and approval of the Board of Trustees of the State University of New York. All programs for student welfare and conduct are entrusted to and administered by the SUNY Potsdam President on behalf of the College Council.

The President has delegated administration of programs for student welfare and conduct to the Chief Student Affairs Officer. Enforcement of standards of conduct, College regulations, recommendations for new policies, or modification of policies or regulations affecting student welfare and conduct are initiated through the Chief Student Affairs Officer. The Chief Student Affairs Officer has jurisdiction over the Student Conduct System.

In addition to Community Rights and Responsibilities, the rules, regulations, and procedures for The Maintenance of Public Order on campuses of the State University of New York, adopted by the Board of Trustees, are in effect at SUNY Potsdam. (See Rules for the Maintenance of Public Order: http://www.suny.edu/sunypp/documents.cfm?doc_id=351.)
CAMPUS POLICIES AND PROCEDURES

Definitions

1. “Accused” shall mean a person accused of a violation who has not yet entered an Institution’s judicial or conduct process.

2. “Affirmative Consent” is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant’s sex, sexual orientation, gender identity, or gender expression.
   a. Consent to any sexual act or prior consensual sexual activity between or with any party does not necessarily constitute consent to any other sexual act.
   b. Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol.
   c. Consent may be initially given but withdrawn at any time.
   d. Consent cannot be given when a person is incapacitated, and a reasonable person knows or should have known that such person is incapacitated. Incapacitation occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by the lack of consciousness or being asleep, being involuntarily restrained, or if an individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent.
   e. Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.
   f. When consent is withdrawn or can no longer be given, sexual activity must stop.

3. “Appeal Board” means any person or persons authorized by the Chief Student Affairs Officer to consider an appeal. This body shall consist of two students and three members of the faculty and staff. Every effort will be taken to include at least one faculty member. The Appeal Board can impose any of the sanctions set forth in Section 6, or any combination thereof, of this Code. Decisions will be made by a simple majority of the Board.

4. “Banned Organization” means a group who met the definition of “organization,” but who has permanently lost recognition by a college entity or by Student Government Association. Banned Organizations are not permitted to participate, as an organization, in SUNY Potsdam sponsored activities.

5. “Bystander” shall mean a person who observes a crime, impending crime, conflict, potentially violent or violent behavior, or conduct that is in violation of rules or policies of an institution.

6. “College” means the State University of New York College at Potsdam.

7. “College Official” includes any person employed by the College, performing assigned administrative or professional responsibilities.

8. “College Premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College including adjacent streets and sidewalks.

9. “Course of Conduct” is defined as a pattern of actions composed of two or more acts over a period of time.

10. “Director of Student Conduct &Community Standards” means the person designated by the Chief Student Affairs Officer to administer Community Rights and Responsibilities.

11. “Chief Student Affairs Officer” means the Chief Student Affairs Officer, or designee, who, as the President’s designee, is responsible for the administration of Community Rights and Responsibilities.
Definitions

12. “Faculty Member” means any person hired by the College to conduct classroom and/or research activities.

13. “Greek Organization” means a group that identifies as a fraternity or sorority and/or uses a new member education process (pledging, training, probationary members, etc.).

14. “May” is used in the permissive sense.

15. “Member of the College Community” includes any person who is a student, faculty member, College official or any other person employed by or contracted with the College. A person’s status in a particular situation shall be determined by the Chief Student Affairs Officer.

16. “Organization” means any persons enrolled as students as The College who are associated with each other and who are recognized as a collective grouping by a college entity, or by Student Government Association. Examples of these include, but are not limited to: a club that is recognized by SGA or registered through the office of Campus Life, and academic honor society, an ensemble through a department, etc.

17. “Policy” is defined as the written regulations of the College as found in, but not limited to, Community Rights and Responsibilities, Residence Hall License Agreement, and the Graduate and Undergraduate Catalogs.

18. “Proceedings” refers to the activities related to an institutional disciplinary complaint, including but not limited to, fact-finding investigations, formal or informal meetings, hearings, and appeals.

19. “Reasonable Person” refers to a hypothetical person who exercises average care, skill and judgment in conduct and who serves as a comparative standard.

20. “Referring Party” shall mean a person who files a Student Conduct Referral against a student for an alleged violation of the Community Rights and Responsibilities.

21. “Reporting Individual” shall encompass the terms victim, survivor, complainant, claimant, witness with victim status, and any other term used by an institution to reference an individual who brings forth a report that they have personally experienced a violation.

22. “Respondent/Referred Party” shall mean a person accused of a violation of the Community Rights and Responsibilities who has entered an Institution’s judicial or conduct process.

23. “Results” means any initial, interim, and final decision by any College official or entity authorized to resolve disciplinary matters within the institution.

24. “Sexual Activity” shall have the same meaning as “sexual act” and “sexual contact” as provided in 18 U.S.C. 2246(2) and 18 U.S.C. 2246(3): (A) contact between the penis and the vulva or the penis and the anus, and for purposes of this subparagraph contact involving the penis occurs upon penetration, however slight; (B) contact between the mouth and the penis, the mouth and the vulva, or the mouth and the anus; (C) the penetration, however slight, of the anal or genital opening of another by a hand or finger or by any object, with an intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person; or (D) the intentional touching, not through the clothing, of the genitalia of another person who has not attained the age of 16 years with an intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person; (3) the term “sexual contact” means the intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or buttocks of any person with an intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person.

25. “Sexual Misconduct” is sexual harassment or sexual violence and encompasses a wide range of behavior for sexual purposes that is against another’s will or at the expense of another. Sexual misconduct includes, but is not limited to sexual assault, intimate partner violence, stalking of a sexual nature, or any conduct of a sexual nature that is nonconsensual, or has the effect of threatening or intimidating another.
CAMPUS POLICIES AND PROCEDURES

Definitions

26. “Shall” is used in the imperative sense.

27. “Student” is defined as: persons registered for courses, either full time or part time, pursuing undergraduate, graduate, or professional studies, as well as non-degree seeking students; individuals who confirm their intent to enroll in programs; those attending orientation sessions; between academic terms; taking online classes; auditing classes; residing in the residence halls; those that were enrolled on the date of an alleged incident; persons who are active but not enrolled at the College.

28. “Student Conduct Administrator” means any College official appointed by the Chief Student Affairs Officer to resolve student conduct referrals in lieu of a hearing or to review appeals.

29. “Student Conduct Hearing Board” refers to the authorized persons who hear all student conduct referrals, including alleged violations of academic dishonesty. This body shall consist of one student and two faculty and staff. Every effort will be made to include at least one faculty. The Hearing Board can impose any of the sanctions set forth in Section 6, or any combination thereof, of this Code. Decisions will be made by a simple majority.

30. “Student Conduct Referral” means the College Student Conduct System Standard Case Form that includes a description of alleged misconduct and specific Community Rights and Responsibilities code violations.

31. “Student Conduct System” means the program established to maintain the integrity of the values of the College community by reviewing alleged violations of Community Rights and Responsibilities.

32. “Title IX Coordinator” shall mean the Title IX Coordinator and/or his or her designee or designees.

33. “Unrecognized Organization” means persons enrolled as students at the College who are associated with each other and who are not recognized as a collective grouping by a college entity or by Student Government Association. Unrecognized organizations are not permitted to participate, as an organization, in SUNY Potsdam sponsored activities.

Prohibited Conduct

The behaviors listed in this section violate the College’s student code of conduct. This list is not exhaustive, but is intended to describe general types of behavior that may result in disciplinary action. These codes apply both to student behavior, which occurs on campus or at College sponsored events as well as those occurring off-campus. Prohibited behavior includes not only completed actions, but also attempted violations of the student code of conduct.

A student who withdraws from the College shall not be exempt from disciplinary proceedings for behavioral infractions, which took place prior to withdrawal. Campus disciplinary procedures shall be followed with the accused student receiving due notice of hearing. Any resulting sanction of suspension or dismissal will be notated on the undergraduate or graduate academic transcript, as well as the student's conduct record.

1. Fire Safety

   A. Causing or creating a fire, regardless of intent (except as authorized for use in class, or in connection with University-sponsored research or other approved activities).

   B. Tampering with safety measures or devices, including but not limited to, alarm systems, fire extinguishers, exit signs, emergency phone systems, smoke or heat detectors, fire hoses, security systems, locked exterior doors, etc.

   C. Failing to conform to safety regulations, including but not limited to, falsely reporting an incident, failure to evacuate facilities in a timely fashion in emergency situations or in response to fire alarms, inappropriate use of the fire alarm system.
CAMPUS POLICIES AND PROCEDURES

Prohibited Conduct

2. Weapons and Dangerous Objects

Possessing or using any object or substance designed to inflict a wound, cause injury, or incapacitate, including, but not limited to, all firearms, switchblade knives, knives with blades five or more inches in length, explosives, fireworks or dangerous chemicals (except as authorized for use in class, or in connection with College-sponsored research or other approved activities). The term firearms include pellet guns, air guns, rifles, shotguns, handguns, paint ball guns, pellets, ammunition, multiple firing weapons and any weapon capable of firing a shot.

NOTE: Possession of any rifle, shotgun or firearm in or upon any building or grounds of the College is also a crime under New York state law without written authorization from the President. Any person doing so without authorization is subject to arrest and incarceration in addition to any penalty that may be assessed through the University’s Student Conduct System.

3. Threatening or Abusive Behavior

Intentionally or recklessly causing physical harm to any person or reasonable fear of such harm. Students cannot justify such behavior as defensive if:

A. The behavior is a physical response to verbal provocation;
B. The student has the ability to leave the situation, but instead chooses to respond physically;
C. In circumstances where such actions are punitive or retaliatory.

4. Harassment

Engaging in behavior that is sufficiently severe, pervasive, and objectively offensive that it unreasonably interferes with, denies, or limits an individual’s ability to participate in or benefit from the College’s education program and/or activities, and creates an academic environment that a reasonable person would find intimidating or hostile. Activity protected by the First Amendment will not constitute harassment. Harassment may include:

A. Directing unwanted physical or verbal conduct at an individual based on one or more of that person’s protected characteristics or status, including age, color, race, disability, marital status, national/ethnic origin, religion, veteran’s status, sex [including pregnancy], gender expression or gender identity, sexual orientation, political activities or genetic information; or
B. Subjecting a person or group of persons to unwanted physical contact or threat of such; or
C. Engaging in a course of conduct, including following the person without proper authority (e.g., stalking), under circumstances which would cause a reasonable person to fear for his or her safety or the safety of others or to suffer emotional distress.

5. Intimate Partner Violence

Intimate Partner Violence includes Dating Violence and Domestic Violence, both of which are further defined below. Intimate Partner Violence can occur in relationships of the same or different genders.

Dating Violence—Any act of violence, including physical, sexual, psychological, committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. Dating Violence can occur as a single act, or it can consist of a pattern of violent, abusive, or coercive acts that serve to exercise power and control in the context of a romantic or intimate relationship. The existence of such a relationship shall be determined based on the victim’s statement and with consideration of the type and length of the relationship and the frequency of the interaction between the persons involved in the relationship. Two people may be in a romantic or intimate relationship, regardless of whether the relationship is sexual in nature; however, neither a casual acquaintance nor ordinary fraternization between two individuals in a business or social context shall constitute a romantic or intimate relationship.

Domestic Violence—Any violent felony, non-violent felony, or misdemeanor crime, as those terms are defined by the laws of the State of New York and of the federal government committed by a current or former spouse or intimate partner of the vic-
Prohibited Conduct

A person sharing a child with the victim, or a person cohabitating with the victim as a spouse or intimate partner.

6. Stalking

Intentionally engaging in a course of conduct, directed at a specific person, that is likely to cause a reasonable person to fear for his or her safety or the safety of others or cause that person to suffer substantial emotional damage. Examples include, but are not limited to, repeatedly following such person(s), repeatedly committing acts that alarm, cause fear, or seriously annoy such other person(s) and that serve no legitimate purpose, and repeatedly communicating by any means, including electronic means, with such person(s) in a manner likely to intimidate, annoy or alarm him or her. Stalking does not require direct contact between parties and can be accomplished in many ways, including through the use of electronic media such as internet, pagers, cell phones, or other similar devices.

7. Endangerment

Acting to create or contribute to dangerous or unsafe environments anywhere on or off-campus. Reckless or intentional acts, which endanger, or put at risk, the welfare of oneself or others are prohibited.

8. Sexual Harassment

- Unwelcome, verbal, nonverbal, or physical conduct that is sexual in nature and sufficiently severe, persistent, or pervasive that it unreasonably interferes with, denies, or limits someone's ability to participate in or benefit from the College's educational program and/or activities, and is based on power differentials, the creation of a hostile environment, or retaliation.

9. Rape, Sexual Assault and Sexual Exploitation

- Sexual Assault I—sexual intercourse or any sexual penetration, however slight, of another person's oral, anal, or genital opening with any object (an object includes but is not limited to parts of a person's body) without the active consent of the victim.

- Sexual Assault II—touching a person's intimate parts (defined as genitalia, groin, breast, or buttocks), whether directly or through clothing, without the active consent of the victim. Sexual Assault II also includes forcing an unwilling person to touch another's intimate parts.

- Sexual Exploitation—Nonconsensual, abusive sexual behavior that does not otherwise constitute Sexual Assault I, Sexual Assault II or Sexual Harassment. Examples include but are not limited to: intentional, nonconsensual tampering with or removal of condoms or other methods of birth control and Sexually Transmitted Infection ("STI") prevention prior to or during sexual contact in a manner that significantly increases the likelihood of STI contraction and/or pregnancy by the non-consenting party; nonconsensual video or audio taping of sexual activity; allowing others to watch consensual or nonconsensual sexual activity without the consent of a sexual partner; observing others engaged in dressing/undressing or in sexual acts without their knowledge or consent; trafficking people to be sold for sex; and inducing incapacitation with the intent to sexually assault another person.

10. Hazing

Any activity expected of someone that humiliates, degrades, abuses, or which endangers the mental, emotional, physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in an organization or team whose members are or include students at SUNY Potsdam is prohibited. Hazing may occur regardless of the person's willingness to participate. (Note: A person commits a hazing offense if the person engages in hazing; solicits, encourages, directs, aids or attempts to aid another engaging in hazing; or intentionally, knowingly, or recklessly permits hazing to occur.)

11. Academic Dishonesty

Conduct including, but not limited to, plagiarism, cheating, multiple submission, forgery, sabotage, unauthorized collaboration, falsification, bribery or use of purchased research service reports without appropriate notation; and theft, damage or misuse of library or computer resources. Attempts to commit such acts shall also constitute academic dishonesty. Students assume full
CAMPUS POLICIES AND PROCEDURES

Prohibited Conduct

Responsibility for honesty in academic exercises.

(Students should be warned that if found in-violation of academic dishonesty they may be subject to two types of sanctions. If the instructor is convinced that the student has been dishonest, he or she may administer an academic penalty. The student who disagrees with the judgment or penalty may appeal through established academic appeal procedures. Consult the appropriate department chair, school dean, or academic catalogs for details. At the same time, the student may be subject to the proceedings and sanctions of the Student Conduct System outlined in Community Rights and Responsibilities.)

12. Forgery, Fraud, Dishonesty

Altering or misusing documents, records, stored data or instrument of identification, or furnishing false information to any College, local, state or federal official.

13. Property Damage

Removing, destroying or damaging College property, or property under College administration or supervision. Destroying or damaging the property of others, on or off-campus.

14. Theft

Stealing property and/or services; possessing stolen property.

15. Unauthorized Entry or Use

Entering or using facilities or property on or off-campus, belonging to individuals, College-recognized groups and/or corporate entities without proper authorization.

16. Drugs

Consistent with the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), possessing, using, or distributing a controlled substance or dangerous drug, or any drug unlawful to possess, e.g. marijuana, except as expressly permitted by law. Drug paraphernalia including, but not limited to: bongs, water pipes, or hypodermic needles that are not specifically required for the administration of prescribed medications are not allowed on campus. Use of legal medication outside the parameters of the medical authorization is prohibited and prescription drugs on campus must have an authentic medical prescription.

17. Alcohol

Consistent with New York State Law, individuals under the age of 21 years are prohibited from using, possessing, or distributing alcoholic beverages. Individuals over the age of 21 may use and possess alcohol as permitted by the law and College regulations. Open containers and public intoxication are prohibited. Students who are irresponsible in their use of alcohol or who provide alcohol to minors will be subject to this code regardless of the student’s age. This applies to both on campus and off-campus behavior.

18. Obstruction or Disruption

Any obstructing or disruption of College activities. Such activities include, but are not limited to, teaching, research, administration, disciplinary procedures, or other authorized activities including public service functions. It can include participation in campus demonstrations which disrupt the normal operations of the College and infringes on the rights of other members of the College community by leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
Prohibited Conduct

19. Student Group Violations

Students are expected to know and abide by the regulations governing their membership in a student organization (e.g. SGA recognized groups, Campus Life recognized groups, Greek Organizations, etc.). All violations of College policy and the law by officers/members of student groups/organizations will be adjudicated through the Student Conduct System including both individual and organizational violations.

Affiliating with any group that has been permanently banned by the College is prohibited. For this purpose, affiliation is defined as joining, rushing, pledging or being involved in any activity that would normally be associated with being a member of such organization. In addition, residing in facilities that are owned or controlled by a banned organization is considered affiliation.

20. Compliance

Failing to comply with the directions of an authorized local, state, federal or College official acting in the performance of his or her duties, or any other person responsible for a facility or registered function acting in accordance with those responsibilities.

21. Parking and Motor Vehicle Violations

Violating College policies and regulations governing the possession or use of motor vehicles on campus. College parking regulations are available at http://www.potsdam.edu/studentlife/safety/parking. University Police has the ability to fine or withdraw the right to use a vehicle on campus in addition to or in lieu of sanctions imposed through the campus Student Conduct System.

22. Smoking/Tobacco Use

Smoking is prohibited in all indoor College buildings, including campus residence halls. Smoking is prohibited out of doors in the following areas: within 50 feet of exterior ventilation intakes; within 50 feet of building entrances and open windows; and in all exterior stairwells. This includes the use of E-cigarettes and other smokeless devices. The College is a Tobacco-restricted campus; as such, Tobacco products can only be used in designated areas.

23. Residence Hall Regulations/ Published Institutional Rules

Failure to abide by any College policies, including the Residence Hall policies as defined in the terms and conditions of the Residence Hall License. Complete text of the Residence Hall policies are available at http://www.potsdam.edu/sites/default/files/ResLife.pdf.

24. Disruptive Conduct

Impairing, interfering with or obstructing the orderly conduct, processes and functions of the College or surrounding community. This behavior includes, but is not limited to, excessive noise, abusive or obscene language in a public place, obstructing vehicular or pedestrian traffic and boisterous or threatening conduct, which is unreasonable in the area, time or manner in which it occurs.

25. Information Technology Acceptable Use Policy

Violations of this policy are subject to referral to the Office of Student Conduct and Community Standards. https://www.potsdam.edu/cts/policiesforms/acceptableuse

26. Hate or Bias-Related Crime

Intentionally selecting a person against whom a criminal offense is committed or intended to be committed because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability, or sexual orientation, regardless of whether the belief or perception is correct.
CAMPUS POLICIES AND PROCEDURES

Prohibited Conduct

27. Gambling

Gambling, including, but not limited to, contests of chance, illegal lottery and policy for money or something of value; promoting or advancing gambling; gambling using College computing/network facilities; possessing gambling devices or gambling records is prohibited.

28. Abuse of the Student Conduct System

Abusing the Student Conduct System, including but not limited to:

- Failure to obey the request of a Student Conduct Hearing Board or College official.
- Falsification, distortion, or misrepresentation of information before a Student Conduct Hearing Board.
- Disruption or interference with the orderly conduct of a student conduct proceeding.
- Knowingly instituting a student conduct referral without cause.
- Attempting to discourage an individual’s proper participation in, or use of, the Student Conduct System.
- Attempting to influence the impartiality of a member of a Student Conduct Hearing Board prior to, and/or during, and/or after a student conduct proceeding.
- Harassment (verbal or physical) and/or intimidation of a member of a Student Conduct Hearing Board prior to, and/or during, and/or after a proceeding.
- Failure to comply with the sanction(s) imposed under the student code of conduct.
- Influencing or attempting to influence another person to commit an abuse of the Student Conduct System.

29. Retaliation

A. Engaging, directly or indirectly, in any action or attempting to harass, intimidate, retaliate against, or improperly influence any individual involved with the Student Conduct System.

B. An intentional act taken against an individual who initiates any sexual misconduct complaint, including stalking of intimate partner violence, pursues legal recourse for such a complaint, or participants in any manner in the investigation of such a report. Any act of retaliation is prohibited and is subject to a student conduct referral.

30. Greek Policies Related to Alcohol and Drugs

1. The possession, sale, use or consumption of ALCOHOLIC BEVERAGES, while on chapter premises or during a fraternity or sorority event, in any situation sponsored or endorsed by the chapter, or at any event an observer would associate with the fraternity or sorority:
   a. must be in compliance with any and all applicable laws of the state, province, county, city and institution of higher education, and
   b. must comply with either the BYOB or Third Party Vendor Guidelines.
      i. Sponsorship and endorsement may include the contribution of funds, supplies, food, or management of the event or significant portion of membership in attendance.
      ii. There is increased potential for responsibility where alcohol is present at an event.
      iii. BYOB (Bring Your Own Beverages) is the process where members or guests bring their own individual supply of a beverage for personal consumption. BYOB is not the use of a common source of alcohol provided by any members, alumni, guests, or co-sponsors such as cases of beer, bottles of alcohol, kegs, party balls, etc.
      iv. Third Party Vendor use applies to situations in which the organization contracts a licensed purveyor of alcohol in a bar, dance hall, drinking establishment, hotel, restaurant, etc., or by inviting a catering company to the organization’s or co-sponsor’s location.
      v. The organization may pay for:
         1. The vendor employee salaries.
         2. Set up costs excluding any purchase of alcohol.
         3. Facility rental.
vi. Events with a Third Party Vendor maintain that individuals of age will pay for their own drinks on a cash per drink basis only.

vii. There may not be “all you can drink” nor “discount” rates by way of chapter subsidy or by gift of the vendor.

2. No alcoholic beverages may be purchased through or with chapter funds nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name of or on behalf of the chapter. The purchase or use of a bulk quantity or common source(s) of alcoholic beverage, for example, kegs or cases, is prohibited.

3. OPEN PARTIES, meaning those with unrestricted access by non-members of the fraternity, without specific invitation, where alcohol is present, are forbidden.

4. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal drinking age).

5. The possession, sale or use of any ILLEGAL DRUGS or CONTROLLED SUBSTANCES while on chapter premises or during a fraternity event or at any event that an observer would associate with the fraternity is strictly prohibited.

6. No chapter may co-sponsor an event with an alcohol distributor or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) at which alcohol is given away, sold or otherwise provided to those present. This includes any event held in, at or on the property of a tavern as defined above for purposes of fundraising. However, a chapter may rent or use a room or area in a tavern as defined above for a closed event held within the provisions of this policy, including the use of a third party vendor and guest list. An event at which alcohol is present may be conducted or co-sponsored with a charitable organization if the event is held within the provisions of this policy.

   a. An organization may have events with a bar or drinking establishment, but without the use of advertisement, and only within a controlled setting regarding guests and Third Party Vendor guidelines.
   b. The sale of tickets to an event, such as a band, may not be coordinated at the event, may not be used to pay the vendor, and must be paid to the entertainment prior to the event and separate from any situation where alcohol is present. Such events must still remain restricted and careful sale of tickets may only be to those determined by the guest list.
   c. The organization may not advertise for an event using the name of an alcohol vendor or information about the presence of any alcohol whether it is BYOB or using a Third Party Vendor.
   d. All financial transactions with the vendor must take place prior to the event and not involve alcohol purchase or subsidy.

7. No chapter may co-sponsor, co-finance or attend or participate in a function at which alcohol is purchased by any of the host chapters, groups or organizations.

8. All recruitment or rush activities associated with any chapter will be non-alcoholic. No recruitment or rush activities associated with any chapter may be held at or in conjunction with a tavern or alcohol distributor as defined in this policy.

9. No member or pledge, associate/new member or novice shall permit, tolerate, encourage or participate in "drinking games”. The definition of drinking games includes but is not limited to the consumption of shots of alcohol, liquor or alcoholic beverages, the practice of consuming shots equating to one’s age, “beer pong”, “century club”, “dares” or any other activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol.

10. No alcohol shall be present at any pledge/associate member/new member/novice program, activity or ritual of the chapter. This includes, but is not limited to, activities associated with “bid night”, “big brother/big sister night,” and initiation.
CAMPUS POLICIES AND PROCEDURES

Student Conduct Procedures

1. Introduction

The Student Conduct System addresses charges that are brought against a student or organization that allegedly violates the student Code of Conduct, Community Rights and Responsibilities. The Student Conduct System utilizes a “preponderance of evidence” standard of proof. A preponderance of evidence standard evaluates whether it is more likely than not that a violation occurred.

2. Referrals

A. When an incident occurs and there are allegations that a student violated the code of conduct, a Student Conduct Referral may be filed by any College faculty, staff and/or student.

B. Individuals who wish to initiate a Student Conduct Referral must meet with a Student Conduct Administrator who will determine if the case has merit to move forward to a referral.

C. If the case is deemed to have merit, then the Referring Party will be asked to put the allegations of misconduct in writing with sufficient detail to support a referral. Any charge should be submitted as soon as possible after the event takes place, preferably within the academic year in which the alleged infraction took place. While timeliness is preferable, there is no deadline by which a complaint must be filed as long as the referred party is a current student at the College.

D. If there is an allegation of misconduct that the Student Conduct Administrator has determined has merit, the Referred Party will:
   I. Be notified that a complaint has been filed against him/her via College email;
   II. Have an opportunity to meet with a Student Conduct Administrator to review the Student Conduct Referral which includes the code violations;
   III. Learn about the student conduct process and have questions answered;
   IV. Have an opportunity to give his/her perspective about the incident;
   V. Provide witness information, if applicable;
   VI. Sign the Student Conduct Referral indicating the referral and possible sanction outcomes have been reviewed; and
   VII. Receive a copy of the Student Conduct Referral.

E. After the Referred Party has received a copy of the Student Conduct Referral, the Referred Party has the option to take up to three calendar days to review their Student Conduct Referral and decide whether or not to accept responsibility for the charges. After three calendar days, the Referred Party must communicate their decision to the Student Conduct Administrator. The Student Conduct Administrator will determine the manner in which the case will be resolved and will communicate this to the Referred Party.

3. Resolutions

Resolutions are the manner in which student conduct cases are resolved. A description of each type of resolution follows:

A. Administrative Agreement

   I. Sanction Agreement

      The Referred Party acknowledges responsibility for violating the code of conduct and resolves the case with a Student Conduct Administrator by agreeing to an appropriate disciplinary sanction. An application to appeal may not be filed, except for cases of Sexual Misconduct, where the Reporting Party may appeal.
II. Imposed Sanction

If the Referred Party does not wish to accept an appropriate sanction from the Student Conduct Administrator, but the preponderance of evidence standard has been met, a sanction will be imposed. A sanction may also be imposed if the student fails to attend a scheduled meeting with the Student Conduct Administrator. The Referred Party maintains the right to file an application to appeal.

Imposed sanctions may only be applied in cases where sanctions will not result in removal from residence hall, suspension or dismissal.

B. Hearing before a Student Conduct Hearing Board

When the Referred Party contests the charges and/or sanctions and/or is facing removal from residence, suspension or dismissal from the College or at the discretion of the Student Conduct Administrator, a hearing will be scheduled. Regardless of who served as the original Referring Party, the Student Conduct Administrator may later serve as the Referring Party at a Student Conduct Hearing. The Director of Student Conduct and Community Standards will make every effort to schedule hearings around students' academic schedules only.

Hearings are conducted as follows:

I. Both the Referred Party and Referring Party:
   a. Receive written notice of a hearing date, time and place at least 5 calendar days in advance;
   b. Must represent themselves;
   c. May have one advisor present. The advisor may not address the Student Conduct Hearing Board but may speak privately with the advisee during the proceedings;
   d. Have the right to call witnesses who have direct knowledge of the incident;
   e. Hear the description of incident and conduct charges (the Referred Party will then make a plea of responsible or not responsible for the charges);
   f. Have the opportunity to make an opening statement;
   g. Have the opportunity to ask questions of each other and their witnesses;
   h. May be questioned by the Student Conduct Hearing Board.
   i. Have the opportunity to make a closing statement.

II. The Student Conduct System encourages student involvement in the conduct proceedings and relies on full and open discussion of cases with all parties concerned in order to render a fair judgment. The Student Conduct System is administrative in nature and, as such, is not considered a court of law where formal rules of process, procedure or technical rules of evidence apply.

III. Referrals involving multiple students for the same incident may be resolved at one hearing.

IV. Hearings are regarded as confidential and closed to all but the principals of the case, their witnesses, their advisor and the Director of Student Conduct and Community Standards.

V. An official audio recording will be made of the proceedings. This recording is the property of the College and will not be duplicated or released. Participants are prohibited from making their own recording during the hearing (including but not limited to audio, photographic and/or written recording). The Referred Party and Referring Party may submit a written request to the Director of Student Conduct and Community Standards for permission to listen to the official audio recording in a supervised location on campus. An official written transcript can be provided by the College at the requesting party’s expense.

VI. Evidence to be presented by the Referring Party and Referred Party during any hearing on the charges must be submitted to Community Standards at least two (2) business days in advance of the scheduled hearing. This evidence will be shared with the opposing party. The Student Conduct Hearing Board may exclude evidence that has not been
CAMPUS POLICIES AND PROCEDURES

Student Conduct Procedures

shared or adjourn the hearing to afford all parties the opportunity to review evidence to be presented during the hearing. Community Standards or the Student Conduct Hearing Board will make the final decision related to the admissibility of all evidence.

VII. It shall be the responsibility of the Student Conduct Hearing Board to determine the relevancy of testimony and written evidence.

VIII. Should the Referred Party or Referring Party fail to appear for a scheduled hearing, a finding will be made based upon the information available and sanction(s) imposed, if appropriate.

IX. The primary function of any Student Conduct Hearing Board is to determine, by simple majority, using a preponderance standard, whether the Referred Party has violated the provisions of Community Rights & Responsibilities and if so, determines an appropriate sanction.

X. The Referred Party will be notified, in writing, of the final decision of the Student Conduct Hearing Board and of the right to appeal. Consistent with the provisions of the Family Educational Rights and Privacy Act (FERPA) regulations, and in cases involving sexual offenses or crimes of violence, the Referred Party, Referring Party, and Reporting Individual will be notified of the final decision of the Student Conduct Hearing Board.

XI. The Referred Party’s status at the College is not altered until the appeal decision is final. In certain cases, however, the Chief Student Affairs Officer may determine that the Referred Party’s presence is a threat to the College community and uphold the sanction imposed by the Student Conduct Hearing Board until the appeal is final.

C. Alternative Dispute Resolution

I. Mediation

Mediation is a voluntary process that requires the commitment of all parties. It is appropriate when a violation arises out of a dispute between students. It is generally reserved for first time and less serious violations. The goal is to reach a written agreement to resolve the dispute and to prevent it from reoccurring. The Student Conduct Administrator will act as the mediator, and will retain a record of the mediation efforts and the mediation agreement. If the parties fail to live up to the agreed settlement, or if mediation attempts fail to reach an agreement, a referral will be processed.

D. Procedures for Organizational Hearings

Hearing for organizations will follow the same procedure as hearing for individual students as described in this section 4 B. Additional guidelines for organizational hearings are as follows:

I. The organization’s President or designee and no more than 2 other organization members shall represent the organization charged throughout the conduct process. All representatives/designees must be current SUNY Potsdam students.

II. SUNY Potsdam may choose to share information with affiliated alumni, affiliated students and the advisor of the organization. The organization can share information with members and alumni as it relates to the hearing.

III. The past history of an organization will not be admissible in a hearing except in the following cases.

   a. A representative for the organization presents false information during the hearing about the organizations’ past conduct and/or other history.
   b. If, in the past, the organization charged was found to have violated a similar policy (“Past Violation”), the information related to the Past Violation may be considered if:
      i. The previous violation was substantially similar to the present complaint; and
      ii. The previous violation indicated a pattern of behavior and substantial conformity with that pattern by the organization charged.

IV. Should there be a need for sanctioning, the Director or Assistant Director of Campus Life will work with the hearing board to ensure the sanctions are appropriate and educational.

Note: In the case of Greek affiliated hearing and appeal boards, every effort will be made to ensure that at least one member of the Hearing or Appeal Board is/was affiliated with a Greek community either at SUNY Potsdam or at their previous institution. While the College will work towards this goal, it is not absolute and the hearing or appeal will proceed even if there are no hearing or appeal board members with Greek affiliation available at the scheduled time.
CAMPUS POLICIES AND PROCEDURES

Cases of Sexual Misconduct

Introduction

This section outlines the policy and procedures that will be followed for all cases of sexual misconduct in addition to procedures described in 4.3A or 4.3B and Section 7.4.

In the event that there is a conflict between any procedures set forth in this section with any procedures described in any other portion of this code, the procedures set forth in this section will control for cases of sexual misconduct.

Compliance with any of the below listed provisions does not constitute a violation of Section 444 of the General Education Provisions Act (20 U.S.C. 1232g), commonly known as the Family Educational Rights and Privacy Act of 1974 (FERPA).

The burden of proof in all sexual misconduct cases is a “preponderance of the evidence” - whether it is more likely than not that, the sexual misconduct occurred. If the evidence meets this standard, than the respondent MUST be found responsible of a violation of this code.

A. Students’ Bill of Rights

The State University of New York and SUNY Potsdam are committed to providing options, support and assistance to members of our community that are affected by sexual harassment, sexual assault, domestic violence, dating violence, and/or stalking to ensure that they can continue to participate in College/University-wide and campus programs, activities, and employment. All victims/survivors of these crimes and violations, regardless of race, color, national origin, religion, creed, age, disability, sex, gender identity or expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction, have the following rights, regardless of whether the crime or violation occurs on campus, off campus, or while studying abroad. To view a complete list of all of the rights afforded to students in the Student Bill of Rights, please visit: http://www.potsdam.edu/offices/hr/titleix/billofrights

B. Policy for Alcohol and/or Drug Use Amnesty in Sexual Misconduct Cases

The health and safety of every student at the State University of New York and its State-operated and community colleges is of utmost importance. SUNY Potsdam recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking, or sexual assault occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. SUNY Potsdam strongly encourages students to report incidents of domestic violence, dating violence, stalking, or sexual assault to institution officials. A bystander acting in good faith or a reporting individual acting in good faith that discloses any incident of domestic violence, dating violence, stalking, or sexual assault to SUNY Potsdam officials or law enforcement will not be subject to SUNY Potsdam's code of conduct action for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking, or sexual assault.

2. Student Conduct Process in Cases involving Sexual Misconduct

A. Reporting Individuals have the right to request that student conduct charges be filed against the Accused. Conduct proceedings are governed by the procedures set forth in the Community Rights & Responsibilities as well as federal and New York State law, including the due process provisions of the United States and New York State Constitutions.

B. Throughout conduct proceedings, the Respondent and the Reporting Individual will have:

   I. The same opportunity to be accompanied by an advisor of their choice who may assist and advise the parties throughout the conduct process and any related hearings or meetings. Advisors may not address the Student Conduct Hearing Board during a disciplinary hearing but may speak privately with the advisee during the proceedings.

   II. The right to a prompt response to any complaint. SUNY Potsdam will conduct timely reviews of all complaints of sexual misconduct. Absent extenuating circumstances, review and resolution is expected to take place within sixty (60) calendar days from receipt of the complaint.
CAMPUS POLICIES AND PROCEDURES

Cases of Sexual Misconduct

All deadlines and time requirements below may be extended for good cause as determined by the Title IX Coordinator or the Chief Student Affairs Officer, or a designee of either of those individuals. The Respondent, Referring Party, and Reporting Individual will be notified in writing of the delay, the reason for delay, and provide the date of the new deadline or event. Extensions requested by one party will not be longer than five (5) business/school days. With respect to timing, parties should take notice of the following:

a. The preliminary review of all complaints, including any necessary interviews to be conducted and any necessary interim measures to be put in place, will usually be completed within seven (7) days of receipt of the complaint.

b. The subsequent, comprehensive review and investigation of the complaint, including interviews with all involved parties and gathering of evidence, will usually be completed within thirty (30) days of receipt of the complaint.

c. Results of the complaint, via either a formal hearing or waiver of hearing will typically be issued within sixty (60) days of receipt of the complaint, or, if longer, within a prompt and timely manner.

d. Appeals for cases of sexual misconduct will be conducted as per the procedures described in Section 7.4, “Appeals of Cases of Sexual Misconduct”.

III. The right to have their complaint investigated and adjudicated in an impartial and thorough manner by individuals who receive annual training in conducting investigations of sexual violence, the effects of trauma, impartiality, the rights of the Respondent, including the right to a presumption that the Respondent is “not responsible” until a finding of responsibility is made and other issues related to sexual assault, domestic violence, dating violence, and stalking.

IV. The right to an investigation and process conducted in a manner that recognizes the legal and policy requirements of due process (including fairness, impartiality, and a meaningful opportunity to be heard) and is not conducted by individuals with a conflict of interest.

V. The right to receive advance written or electronic notice of the date, time, and location of any meeting or hearing they are required to or are eligible to attend. Accused individuals will also be told the factual allegations concerning the violation, a reference to the specific code of conduct provisions alleged to have been violated, and possible sanctions.

VI. The right to have a conduct process run concurrently with a criminal justice investigation and proceeding, except for temporary delays as requested by external municipal entities while law enforcement gathers evidence. Temporary delays should not last more than 10 days except when law enforcement specifically requests and justifies a longer delay.

VII. The right to offer evidence during an investigation and to review available relevant evidence in the case file (or otherwise held by SUNY Potsdam).

VIII. The right to present evidence and testimony at a hearing, where appropriate.

IX. The right to a range of options for providing testimony via alternative arrangements, including telephone/videoconferencing or testifying with a room partition.

X. The right to exclude prior sexual history with persons other than the other party in the conduct process or their own mental health diagnosis or treatment from admittance in college disciplinary stage that determines responsibility. Past findings of domestic violence, dating violence, stalking, or sexual assault may be admissible in the disciplinary stage that determines sanction.
CAMPUS POLICIES AND PROCEDURES

Cases of Sexual Misconduct

XI. The right to ask questions of the decision maker and via the decision maker indirectly request responses from other parties and any other witnesses present.

XII. The right to make an impact statement during the point of the proceeding where the decision maker is deliberating on appropriate sanctions.

XIII. The right to simultaneous (among the parties) written or electronic notification of the outcome of a conduct proceeding, including the decision, any sanctions, and the rationale for the decision and any sanctions.

XIV. The right to written or electronic notice about the sanction(s) that may be imposed on the Respondent based upon the outcome of the conduct proceeding. For students found responsible for sexual assault, the available sanctions are suspension with additional requirements and expulsion/dismissal.

XV. Access to at least one level of appeal of a determination before a panel that is fair and impartial and does not include individuals with a conflict of interest (See Section 7.4)

XVI. The right to have access to a full and fair record of a student conduct hearing, which shall be preserved and maintained for at least five years.

a. Student Conduct & Community Standards, (315) 267-2579, Barrington Student Union Room 218

XVII. The right to choose whether to disclose or discuss the outcome of a conduct hearing.

XVIII. The right to have all information obtained during the course of the conduct or judicial process be protected from public release until the appeals panel makes a final determination unless otherwise required by law.

XIX. Evidence to be presented by the Referring Party and Respondent during any hearing on the charges must be submitted to the Director of Student Conduct and Community Standards at least two (2) business days in advance of the scheduled hearing. This evidence will be shared with the opposing party. The Student Conduct Hearing Board may exclude evidence that has not been shared or adjourn the hearing to afford all parties the opportunity to review evidence to be presented during the hearing. The Director of Student Conduct and Community Standards or the Student Conduct Hearing Board will make the final decision related to the admissibility of all evidence.

3. Temporary and Administrative Directives

A. When the Accused or Respondent is a student, the College may issue a “No Contact Order” meaning that continuing to contact the protected individual, either directly in person, by telephone, email, text message, or other electronic means of communication, or through a third party (other than an attorney), is a violation of College policy subject to additional conduct charges; if the Accused or Respondent and a protected person observe each other in a public place, it is the responsibility of the Accused or Respondent to leave the area immediately and without directly contacting the protected person.

B. When the Accused or Respondent is a student and presents a continuing threat to the health and safety of the community, the Accused or Respondent may be subject to a temporary suspension pending the outcome of the student conduct process (see Section 6.2A regarding “Temporary Suspension”).

C. Both the Accused/Respondent and the Reporting Individual shall, upon request, be afforded a prompt review, reasonable under the circumstances, of the need for and terms of any Administrative Directives and/or Temporary Directives (see Section 6.2 or 6.3). The Accused/Respondent or Reporting Individual shall be allowed to submit evidence in support of his or her request.
CAMPUS POLICIES AND PROCEDURES

Cases of Sexual Misconduct

I. The request for review must be submitted in writing to the Director of Student Conduct and Community Standards (by email: studentconduct@potsdam.edu or in person: Barrington Student Union Room 218) within two (2) calendar days of the imposition of Temporary and/or Administrative Directives.

II. The College may establish an appropriate schedule for the Accused/Respondent to access applicable institution buildings and property at the time when such buildings and property are not being accessed by the Reporting Individual.

Sanctions, Temporary and Administrative Directives

Failure to comply with sanctions and directives is a violation of College policy subject to additional conduct charges.

I. Sanctions

A sanction is a requirement or status that is imposed as a result of either accepting responsibility or being found responsible for violating the student code of conduct, Community Rights and Responsibilities.

Disciplinary sanctions shall be communicated to students in writing via College email, which is the official means of communication between Student Conduct Administrators and students.

Sanctions are determined by the seriousness of the code violation and are not necessarily progressive. For example, a student with no prior disciplinary record may be assigned a sanction commensurate with the offense up to and including removal from residence, suspension or dismissal.

A. Conduct Warning
   A written notice to a student that the behavior is counter to the expectations in the student code of conduct. A Conduct Warning is issued for low-level behavior infractions. This is not considered a formal referral, rather a written understanding between the administrator and student with the expectation that the student modifies future behavior.

B. Disciplinary Warning
   This is a lower level sanction issued as a result of a formal Student Conduct Referral. A student is placed on Disciplinary Warning for a period of four months excluding winter and summer intersessions. This serves as a stronger notice to a student that the behavior is counter to the expectations in the student code of conduct.
   Having an active Disciplinary Warning can affect your ability to hold positions with campus offices and/or organizations and other campus opportunities.

C. Disciplinary Probation
   This is a higher-level sanction issued as a result of a formal Student Conduct Referral that does not compromise a student’s housing or their status as a student. Disciplinary Probation lasts 15 weeks (while classes are in session) and includes all the restrictions of Disciplinary Probation. This is an official written notice that advises that the student may risk separation from the college if there are any further violations.

D. Terminal Disciplinary Probation
   This is the most severe sanction issued as a result of a formal Student Conduct Referral and is imposed for serious violations or a pattern of violations of the student code of conduct. A student is placed on Terminal Disciplinary Probation for a specified period to include until Graduation based on the violation. Having an active Terminal Disciplinary Probation status can affect your ability to hold positions with campus offices and/or organizations and other campus opportunities. Specifically, a student cannot run for or hold certain campus-wide leadership positions including elected or appointed student government offices; hold a position in Residential Life; or serve on the Student Conduct Board.
CAMPUS POLICIES AND PROCEDURES

Cases of Sexual Misconduct

E. Removal from Residence
Students who have a serious violation of the community standards set in the student code of conduct or the residence license, or because of a series of breaches of the community standards in the Residence Halls will be asked to leave campus residence either permanently or for a period of time. This sanction carries with it the penalty of forfeiting room and board charges for the semester in which the disciplinary action occurs. Depending on the nature of the incident, the student may also receive a disciplinary probation as part of this sanction.

F. Deferred Suspension
This sanction is imposed when the hearing officer/board has found the student(s) responsible for a violation sufficient to warrant suspension but feels there are mitigating circumstances that warrant one final chance.

Being found responsible for another violation during the period of deferred suspension, no matter how minor, will result in immediate suspension without appeal.

G. Suspension – Disciplinary
A student who is suspended from the College is unable to register for and attend classes or to be present on College property for a prescribed period of time. Suspension is a severe sanction and the student forfeits tuition and fees along with room and board if a residential student and does not receive academic credit for the semester in which the suspension occurred. Students who are Disciplinarily Suspended and wish to return to the College must first meet with The Director of Student Conduct and Community Standards to assess their readiness for readmission. Students who are Disciplinarily Suspended with conditions and who wish to return to the College must meet with The Director of Student Conduct and Community Standards to verify the successful completion of the conditions.

H. Dismissal – Disciplinary
A student who is dismissed (expelled) from the College is permanently separated from the community, prohibited from being on any property of the College and may never return to the institution. The student forfeits tuition and fees along with room and board if a residential student, as well as the academic credit for the semester in which the dismissal occurred.

I. Residence Hall or Campus Restriction
A student may be restricted from appearing in any or all of the residences, buildings or grounds on campus if it is reasonably believed that the student poses a threat to the health or safety of the campus community. Other restrictions may be imposed such as denial of access to specified campus services or programs. A student may also be barred from the entire campus if the Director of Student Conduct reasonably believes the student poses a threat to the health, safety or well-being of the College community.

J. Restitution
If College property is damaged, the appropriate College department and/or personnel will make an assessment of the damage. The responsible student(s) may be billed as appropriate. Restitution for personal property cannot be resolved via the Student Conduct System.

K. Educational Programs & Services
Educational Programs & Services such as Alcohol Education Programs, Drug Education Programs, Community Service, By-Stander Intervention Programs, reflection or research papers, etc., may be used to supplement any other student conduct sanction. It is the sole responsibility of the student to bear any costs associated with these sanctions.
CAMPUS POLICIES AND PROCEDURES

Cases of Sexual Misconduct

2. Temporary Directives

A. Temporary Suspension
The Director of Student Conduct & Community Standards or designee may take action immediately to suspend a student from the College and remove the student from campus, when in consultation with the Chief Student Affairs Officer, reasonably believes that the continued presence of such student would constitute a danger to the safety of persons or property. The Director of Student Conduct or designee may also temporarily suspend an organization and/or the activities of an organization for an interim period pending conduct charges and proceedings. The suspension is temporary pending the resolution of the student’s or organization’s Conduct Referral as outlined in Section 4: Student Conduct Procedures of the Community Rights & Responsibilities.

B. Temporary Removal from Residence
When the Director of Student Conduct & Community Standards or his/her designee reasonably believes that the behavior of a resident student significantly detracts from the educational environment of the residence hall or constitutes a danger to the safety of other persons or property in the residence hall, the Director may temporarily remove the student from campus housing and restrict the student from the buildings and grounds of the residential complexes. The removal is temporary pending the resolution of the student’s Student Conduct Referral as outlined in Section 4: Student Conduct Procedures of the Community Rights & Responsibilities.

3. Administrative Directives

A. No Contact Order
A written directive prohibiting certain behaviors with a protected individual, either directly in person, by telephone, email, text message, or other electronic means of communication, or through a third party (other than an attorney). If the accused or respondent and a protected person observe each other in a public place, it is the responsibility of the accused or respondent to leave the area immediately and without directly contacting the protected person.

B. Cease & Desist
A written directive to both parties prohibiting contact with each other, either directly or through a third party.

C. Residence Hall or Campus Restriction
A student may be restricted from appearing in any or all of the residences, buildings or grounds on campus if it is reasonably believed that the student poses a threat to the health or safety of the campus community. Other restrictions may be imposed such as denial of access to specified campus services or programs. A student may also be barred from the entire campus if the Chief Student Affairs Officer reasonably believes the student poses a threat to the health, safety or well-being of the College community.
CAMPUS POLICIES AND PROCEDURES

Student Conduct Appeals

1. Introduction

An appeal is the process to request a review of the original student conduct outcome. The Referred Party has the right to submit one application for appeal to the Director of Student Conduct and Community Standards. In cases of Sexual Misconduct, the Referred Party, Referring Party, and Reporting Individual have the right to appeal (see Section 7.4 for further clarification). An appeal does not rehear a student conduct case, but rather, determines if the conclusion reached in the original case is valid based on substantiation of a procedural error, new evidence, or the severity of the sanction.

Note: Student conduct cases that are resolved through Administrative Resolution: Sanction Agreement (Section 4.2.A.I) are not eligible for appeal, except for cases of Sexual Misconduct.

2. Appeal Grounds

An application for appeal may only be filed on the grounds below and must meet at least one of the three standards to be considered for appeal.

A. Procedural Error: Procedural error occurs when the policies outlined in Community Rights and Responsibilities are not followed, and as a result, the outcome of the case was significantly impacted. A procedural error and its impact on the case outcome must be clearly described in the appeal.

B. New Evidence: This refers to new evidence that was unavailable during the original hearing or investigation that could significantly affect the original finding or sanction. A summary of the new evidence and its potential impact must be included. This does not include information available but not disclosed at the Student Conduct Hearing by choice (i.e., opting not to disclose information for any reason).

C. Sanction Severity: A sanction imposed as a result of the original student conduct hearing that is significantly outside of the parameters of the Sanction Guidelines may be appealed. Evidence must show that the sanction is inappropriate based on the infraction, according to standard Sanction Guidelines available at http://www.potsdam.edu/studentlife/studentconduct/judicial/sanctions.

3. Appeal Procedure

A. An application for appeal must be submitted electronically within seven calendar days of receiving the decision letter via College e-mail. Instructions on how to file an application for appeal are provided in the decision letter. Applications for appeal may not be submitted by a third party.

B. Applications for appeal are reviewed by the Chief Student Affairs Officer or his/her designee to determine if the appeal was submitted timely for appeal. The original decision and sanction will stand if the appeal is not timely or does not meet the grounds for appeal, and the decision is final.

C. If the application is timely AND meets the grounds, the Appeal Board will review the appeal.

D. Appeal outcomes are determined based on the Referred Party’s approved written application for appeal and the rationale of the original Student Conduct Hearing Board. A simple majority will make the Appeal Board’s decision.

E. Appeal findings shall be recommended to the Chief Student Affairs Officer or designee who will render a final decision. A written notification of the appeal decision will be made via College email. This decision is final.
4. Appeals of Cases of Sexual Misconduct

In such cases, both parties will receive written notification of the Student Conduct Hearing Board’s decision and either party can then submit an application for appeal within seven calendar days according to the procedures described above under “Student Conduct Appeals.”

If one party submits an application for an appeal, the non-requesting party will receive notice that an appeal was submitted and may then submit either his/her own appeal or a written response to the requesting party’s appeal within seven days of the notification. If both parties appeal, the appeals will be considered concurrently. The appeal(s) shall be considered in accordance with the “Student Conduct Appeal Procedure” described above Section 3. Both parties will be notified of the appeal decision within thirty days of the last appeal received and the decision is final.

Appointment of Student Conduct Hearing & Appeal Boards

I. Appointment

All members of the Student Conduct Hearing Board and Appeal Boards shall be appointed by the Director of Student Conduct and Community Standards.

A. The Director of Student Conduct & Community Standards will select Student Conduct Hearing Boards and Appeal Board members who are capable of adjudicating cases in a fair, knowledgeable, and impartial manner.

B. Student Conduct Hearing Board and Appeal Board members will possess or receive the necessary education and training regarding the subject matter of cases they will be adjudicating. Training will minimally be done annually.

C. The Director of Student Conduct & Community Standards shall choose from a list of currently trained Student Conduct Hearing Board members and Appeal Board members.

D. Student Conduct Hearing Board members and Appeal Board members who are unable to be impartial for whatever reason shall disqualify themselves.
TV Cable and High-Speed Internet Modem
Tampering with and/or unauthorized use of the TV cable and/or the high-speed internet modem is expressly forbidden. This offense will be subject to college disciplinary action.

Wheeled Vehicle Policy
SUNY Potsdam recognizes that skateboards, rollerblades, 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 hazard to property.

SUNY POTS DAM'S POLICY ON WHEELED VEHICLES
SUNY Potsdam recognizes that skateboards, rollerblades, 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 hazard to property. In an effort to continue to provide for the open use of College property of these modes of transportation, the following are adopted:

Trick or stunt riding is prohibited. Trick or stunt riding is defined as repetitive or competitive moves where wheels leave the surface. Vehicles or devices used in such a manner are subject to impounding.

No wheeled vehicle or device for personal transportation may be used in any campus building. Wheelchairs and youth strollers are exempt from this provision.

Skateboards, bicycles, rollerblades and similar wheeled devices are prohibited from any tennis court surface.

Skateboards and rollerbladers using sidewalks will do so safely and will yield the right of way to pedestrians.

Skateboards and rollerbladers using campus roadways will travel in the right lane of traffic only, as close to the right hand curb as is feasible and safe.

VILLAGE OF POTSDAM VILLAGE CODE
In an effort to continue to provide for the open use of College property of these modes of transportation, the following guidelines are applied to SUNY Potsdam from the Potsdam Village Code:

§ 145-14 Playing in streets. – Village Code
[Amended 5-5-1997 by L.L. No. 4-1997]

A. Winter coasting and sliding. No person shall coast or slide downhill or ice skate upon, into, over or across any street or sidewalk in this municipality except on such streets and during such hours as the Village Board may designate by resolution and only then after such street is properly blocked off and adequately policed.

B. Bicycle riding. No bicycle shall be ridden in this municipality except in accordance with Article 34 of the New York State Vehicle and Traffic Law. No person shall ride a bicycle on any sidewalk in this municipality except for children under the age of 11 years.

C. Skating.
(1) In-line skating, roller-skating, skateboarding and play vehicles.

(a) No persons except those capable of reasonable and sufficient control shall ride or propel in-line skates, roller skates or skateboards (hereinafter collectively called skates) upon a public street, highway or sidewalk of this municipality except in a prudent and careful manner.

(b) No person shall ride or propel skates unless operated with reasonable regard for the safety of the operator and other persons and property on the streets, sidewalks and other areas of this municipality.

(c) No person shall ride or propel skates in a manner which shall impede or interfere with pedestrian or vehicular traffic.

(d) No person 14 years of age or older shall ride or propel skates or use any other play vehicle on the sidewalk or in any parking lot in the downtown business section of this municipality.
CAMPUS POLICIES AND PROCEDURES

(e) All operations of skates shall adhere to the rules relating to bicycles as stated in Article 34 of the New York State Vehicle and Traffic Law except as to those provisions which by their nature have no application.

(f) Operators of skates emerging from an alley, driveway or building shall, upon approaching a sidewalk, yield the right-of-way to all pedestrians approaching said sidewalk.

(g) Operators of skates shall yield the right-of-way to pedestrians and shall give a reasonable audible signal be fore overtaking and passing such pedestrian.

(h) All operators of skates shall, during the hours of darkness, wear reflective clothing which shall be visible from a distance of not less than 50 feet and a maximum of 300 feet from the front, side and rear when directly in front of the lawful beams of a motor vehicle; or shall wear or display a red or flashing red light which can be seen from the same distances as stated above without any additional illumination. Reflective clothing shall be defined for this section as any shirt, vest or jacket or other apparel equipped with a reflective surface.

(i) All operators of skates are encouraged to wear protective equipment, including but not limited to helmets, wrist guards, kneepads and elbow pads.

(j) All persons under the age of 14 shall wear approved helmets as defined in Article 34 of the New York State Vehicle and Traffic Law and wrist guards commonly sold for in-line skating.

(k) Parents and guardians shall be responsible for children under their care and be subject to the penalties provided in this chapter.

(2) Nothing herein shall prohibit this municipality from designating an area in the Village of Potsdam which may be primarily used by operators of skates, including the placement of equipment therefore, upon the request and approval of the Chief of Police.

D. Ball playing. No person shall practice ball playing or other open-field sports on the streets of this municipality or bat or throw stones or other substances in any of the streets or other public places of this municipality except parks and playgrounds provided for this purpose.
CAMPUS POLICIES AND PROCEDURES

Student Records Confidentiality: Rights and Procedures

The Family Educational Rights and Privacy Act of 1974 (FERPA) provides current and former students with the right to inspect and review educational records, the right to seek to amend those records, the right to limit disclosure of information from the records and the right to file a complaint with the U.S. Department of Education. Applicants or students may also waive their rights to inspect confidential letters or statements of recommendation.

College officials may not disclose personally identifiable information about a student nor permit inspection of their records without the student’s written permission unless such action is covered by certain exceptions permitted by FERPA. Under the provisions of the Act, a college may disclose information about a student if it has designated the information as “Directory Information.” SUNY Potsdam has designated the following as Directory Information:

- Student’s name, date and place of birth, address, telephone number, email address, previous institution(s) attended, dates of attendance, enrollment status (full/ part time), class standing, major field of study, academic honors or awards received, past and present participation in officially recognized sports or activities, physical factors (height, weight of athletes), and degrees conferred (including dates).

In accordance with FERPA, the student’s consent is not required when a college official has a legitimate educational interest in the student’s educational record: that is, if the official needs to review this information in order to fulfill his/her professional responsibility. However, this does not constitute authorization to share that information with a third party without the student’s written consent. A “college official” is a person employed by the college in an administrative, supervisory, academic, research, or support staff position (including Campus Police and Student Health); a person or company with whom the College has contracted (such as an attorney, auditor or accrediting agent); a person employed by SUNY System Administration; a person serving on the College Council; or a student serving on an official committee, or assisting another College official in performing his or her tasks.

A former or currently enrolled student may request the Directory Information not be published in the printed or web version of the Campus Directory nor released to non-college personnel without the student’s prior consent by filing a “Request to Withhold Release of Directory Information” in the Registrar’s Office. Requests must be filed before September 1st in order to be excluded from the Campus Directory printed for the upcoming academic year. Privacy requests are valid until rescinded by the student.

Please consider very carefully the consequences of any decision to withhold Directory Information. All requests for such information from outside the College will be refused. Regardless of the effect on you, the College assumes no liability for honoring your instructions that such information be withheld.

FERPA Rights and Procedures
FERPA affords students certain rights with respect to their educational records. Students have the right to review their educational records within 45 days of the date the college receives a request for access. Students should submit to the College Registrar written requests that identify the record(s) they wish to inspect and the student will be notified of the time and place where the records may be inspected. If the records are not maintained in the office of the College Registrar, the Registrar will advise the student of the correct official to whom the request should be addressed.

Students have the right to request an amendment to the educational records that are believed to be inaccurate. They should write to the college official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
The Department of 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 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. 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 the 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 diverse 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.

In pursuit of this vision:
* we provide staff who are caring, dedicated, diverse, professional, and well-trained in order to provide support and guidance to our students;
* our facilities will be clean, safe, accessible, and modern and include amenities and furnishings that contribute to student success;
* and programs offered will promote community development and active campus involvement in order to serve the interests and needs of our diverse students.

LEARNING OUTCOMES

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

1. **Self-Discovery & Development**
   Students will grow in their understanding of themselves; building upon their strengths and improving their shortcomings.

2. **Community Engagement**
   Students will learn to form healthy, interdependent, and meaningful connections with others by embracing civility and diversity.
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. You will be issued at check-in an individual key to your 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. We recommend that you follow the following steps in order to keep yourself and others safe:

- 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.
- 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 red emergency phones on each floor/house that direct dial University Police. In addition, 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 (Peer Counselors) 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.

Facilities and Services

Bathrooms

Each residence hall floor is equipped with common area bathrooms. Gender neutral bathrooms are located in areas that are housed as co-ed and gender inclusive.

Cable TV

SUNY Potsdam has partnered with Time Warner Cable (subject to change) to provide cable TV service with over 60 channels in residence halls at no extra charge. Students needing assistance can call their support line at (1-844-725-4339).

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
Residence Life

Facilities and Services

and room furniture are not permitted in common area spaces. Please see the storage section for more information. Sleeping in any common area space is also prohibited. If a group or person would like to reserve a common area space, please see the RD of that residence hall. Reservations for the Bowman Commons are done through the main Residence Life office.

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 1-877-264-6622 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 or donated to local charities.

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 (reslife@potsdam.edu) 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 the 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 student Resident Assistant (RA) office that is staffed during posted hours.

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.

Wireless, High-Speed Internet
SUNY Potsdam has partnered with Apogee (MyResNet) to provide high speed wireless internet service in the residence halls at no extra charge. If students need assistance, they can access online support at myresnet.com or call Apogee at (1-855-410-7380).
Residence Life

Housing Policies

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
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-RCR). 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-RCR 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 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. 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.
Residence Life

Housing Policies

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 their room or suite will be subject to action through the student conduct system.

Occupancy

In the fall semester, the halls will open the weekend prior to the start of classes. 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.
Residence Life

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 may be 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 by noon the day after graduation exercises. Registered summer sessions students may be allowed to stay longer, until the summer session housing area is ready for occupancy.

Students must be registered for classes in order to live on campus. Students continuing from the fall semester to the spring semester must be registered for classes for the spring semester by the last day of classes in the fall semester. Students who are not registered by this date will be required to move out of their room at the end of the fall semester.

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 registered 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 (e.g. immunization).

Room Changes

Students requesting a room change must see their respective RD before making any moves. All Change of Occupancy forms must have the Residence Hall director’s signature. 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). Once this is accomplished the student must bring the form and the new RCR to the Office of Residence Life and obtain their new room key. 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:

<table>
<thead>
<tr>
<th>Official Withdrawal During Semester</th>
<th>Room Liability</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Week</td>
<td>0%</td>
</tr>
<tr>
<td>2nd Week</td>
<td>30%</td>
</tr>
<tr>
<td>3rd Week</td>
<td>50%</td>
</tr>
<tr>
<td>4th Week</td>
<td>70%</td>
</tr>
<tr>
<td>5th Week</td>
<td>100%</td>
</tr>
</tbody>
</table>

If a student is removed from the residence halls due to disciplinary reasons or failure to comply with College requirements (e.g. 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, or designee.

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 that are in storage areas. For permission to store or access personal or college items to or from storage, please consult your RD.

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 Associate 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.
Residence Life

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 may 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, unless they are not returning to SUNY Potsdam.

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 AC/RD/GA 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.

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.

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bed Frame</td>
<td>$158.00</td>
</tr>
<tr>
<td>Carpet Repair</td>
<td>$20.00</td>
</tr>
<tr>
<td>Closet Door</td>
<td>$104.00</td>
</tr>
<tr>
<td>Desk</td>
<td>$138.00</td>
</tr>
<tr>
<td>Desk Chair</td>
<td>$85.00</td>
</tr>
<tr>
<td>Desk Hutch</td>
<td>$75.00</td>
</tr>
<tr>
<td>Desk Pedestal</td>
<td>$123.00</td>
</tr>
<tr>
<td>Door Repair</td>
<td>$50.00</td>
</tr>
<tr>
<td>Door Replacement</td>
<td>TBA</td>
</tr>
<tr>
<td>Dresser</td>
<td>$202.00</td>
</tr>
<tr>
<td>Entrance Light</td>
<td>$15.00</td>
</tr>
<tr>
<td>Excessive Cleaning (includes removal of cinder blocks)</td>
<td>$25.00 (Minimum)</td>
</tr>
<tr>
<td>Failure to return assigned furniture</td>
<td>$25.00</td>
</tr>
<tr>
<td>Floor Lamp</td>
<td>$79.30</td>
</tr>
<tr>
<td>Floor Lamp Repair</td>
<td>$10.00</td>
</tr>
<tr>
<td>Floor Tile</td>
<td>$5.00/square foot</td>
</tr>
<tr>
<td>Heat Sensor</td>
<td>$25.00</td>
</tr>
<tr>
<td>Lamp Shade</td>
<td>$8.40</td>
</tr>
<tr>
<td>Lock Change/Keys</td>
<td>$50.00</td>
</tr>
<tr>
<td>Mattress</td>
<td>$103.49</td>
</tr>
<tr>
<td>Mirror</td>
<td>$21.75</td>
</tr>
<tr>
<td>Outlets</td>
<td>$10.00</td>
</tr>
<tr>
<td>Outlet Covers</td>
<td>$3.00</td>
</tr>
</tbody>
</table>
### Residence Life

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recycling Container</td>
<td>$20.00</td>
</tr>
<tr>
<td>Removal of personal property</td>
<td>$25.00</td>
</tr>
<tr>
<td>Smoke Sensor</td>
<td>$53.00</td>
</tr>
<tr>
<td>Towel Bar</td>
<td>$10.00</td>
</tr>
<tr>
<td>Wall Repair</td>
<td>$25.00/per wall</td>
</tr>
<tr>
<td>Wardrobe</td>
<td>$274.00</td>
</tr>
<tr>
<td>Wastebasket</td>
<td>$10.00</td>
</tr>
<tr>
<td>Window</td>
<td>To Be Determined</td>
</tr>
<tr>
<td>Window Blinds/Repair</td>
<td>$50.00</td>
</tr>
<tr>
<td>Window Blind Replacement</td>
<td>$100.00</td>
</tr>
<tr>
<td>Window Screen/Repair</td>
<td>$30.00</td>
</tr>
</tbody>
</table>

#### 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.

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time Warner Splitters</td>
<td>$4.00</td>
</tr>
<tr>
<td>Time Warner Cable Outlet</td>
<td>$10.00</td>
</tr>
<tr>
<td>Time Warner Cable TV Connector</td>
<td>$3.50</td>
</tr>
<tr>
<td>Time Warner Cable Modem Power Pack</td>
<td>$25.00</td>
</tr>
<tr>
<td>Time Warner Cable Modem</td>
<td>$86.00</td>
</tr>
<tr>
<td>Time Warner Cable Wire (jumpers)</td>
<td>$5.00</td>
</tr>
</tbody>
</table>

#### 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 RD. They 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 RD. 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.
Residence Life

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.

Residence Life Safety Policy

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 (except those living in FYE buildings). Those students under 21 cannot. More specifically, the alcohol policy states:

1. Individuals over the age of 21 may use and possess alcohol as permitted by law and College regulations, except in areas designated as substance free or in areas otherwise restricted by SUNY Potsdam policies.
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.

Drug Policy
Consistent with the Drug Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), possessing, using, or distributing a controlled substance or dangerous drug, or any drug unlawful to possess, e.g. marijuana, except as expressly permitted by law. Drug paraphernalia including, but not limited to: bongs, water pipes, or hypodermic needles that are not specifically required for the administration of prescribed medications are not allowed on campus. Use of legal medication outside the parameters of the medical authorization is prohibited and prescription drugs on campus must have an authentic medical prescription.

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.
Residence Life

Residence Hall Safety Policy

Endangerment
Acting to create or contribute to dangerous or unsafe environments anywhere on or off campus. Reckless or intentional acts, which endanger, or put at risk, the welfare of oneself or others are prohibited.

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 legal 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 (e.g. electronic cigarettes, vapes, etc.). 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 be 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.

All hands-free, self-balancing scooters (more popularly known as Hoverboards) are not allowed to be used or stored in the residence halls.

Gambling
Gambling, including, but not limited to, contests of chance, illegal lottery and policy for money or something of value; promoting or advancing gambling, gambling using College computing/network facilities, possessing gambling devices or gambling records is prohibited.
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 their 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. An 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 RD 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.

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 addressed 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 and those who live in the Pet Friendly Housing area. Students in these excepted categories must abide by guidelines set forth in the agreements. Animals that are just visiting must be left outside.
Residence Life

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 them 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.

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 RD.

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
Possessing or using any object or substance designed to inflict a wound, cause injury, or incapacitate, including, but not limited to, all firearms, switchblade knives, knives with blades five or more inches in length, explosives, fireworks or dangerous chemicals (except as authorized for use in class or in connection with College sponsored research or other approved activities). The term firearms include pellet guns, air guns, rifles, shotguns, handguns, paint ball guns, pellets, ammunition, multiple firing weapons, and any weapon capable of firing a shot.

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
Residence Life

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.

Residence Hall Office Phone Numbers

<table>
<thead>
<tr>
<th></th>
<th>Professional Staff</th>
<th>RAs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bowman East</td>
<td>267-2629</td>
<td>267-3766</td>
</tr>
<tr>
<td>Bowman South</td>
<td>267-2650</td>
<td>267-2365</td>
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<tr>
<td>Bowman West</td>
<td>267-2645</td>
<td>267-3765</td>
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<tr>
<td>Draime &amp; Van Housen</td>
<td>267-2357</td>
<td>267-7408</td>
</tr>
<tr>
<td>Knowles Hall</td>
<td>267-2641 or 267-2636</td>
<td>267-2760</td>
</tr>
<tr>
<td>Lehman Hall</td>
<td>267-2633 or 267-2630</td>
<td>267-3291</td>
</tr>
<tr>
<td>Townhouses</td>
<td></td>
<td>267-3135</td>
</tr>
</tbody>
</table>

Roommate Bill of Rights

It is important to note that a room is a private space that should be shared equally by everyone living there. As a responsible roommate, it is not appropriate to engage in any activity which would deny your roommate(s) access to the room, or make them feel uncomfortable while in the room. When one roommate has a friend or friends visiting, it should always be with the consent of the other roommate(s). When this isn’t happening and roommates cannot figure out how to confront the problem, we suggest involving one of the Residence Life staff (RAs or RDs). Should roommates not be able to come to a resolution, or should one roommate continue to exhibit behavior that is inconsiderate or inappropriate, the Residence Life staff may take further action to resolve the conflict. This may include disciplinary action or a room change.

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. It is worth spending time discussing these rights and using them as a 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).

- Each person has the right to read, study and sleep without undue interference from roommates & guests.
- Each person has the right to expect that their personal property will be respected and that their property is secure when it is in the room.
- Each person has the right to a clean environment, and the responsibility of doing their fair share to keep the environment clean.
- Each person has the right to having free access to their room whenever they need/want to be in it.
- Each person has the right to a reasonable level of personal privacy.
- Each person has the right to expect that the rules and regulations of the Residence Halls, and the campus, will be followed, and that no one will be put at risk of harm through actions that violate policies.
- Each person has the right to be free from pressure intimidation, physical or emotional harm, and/or behavior that is demeaning or disrespectful.
- Each person has the right to discuss issues constructively, openly, and timely — either in private or with the assistance of Residence Life staff.
- Each person should expect that in order to have a positive relationship, they are likely going to need to compromise.
- Each person has the right to be listened to when they are articulating one’s feelings.
- Should a person wish to host a guest (defined as anyone who does not live in the room), it must be done with the permission of the roommate(s) and also follow the guest policies outlined in the Residence Life policies. In addition, the host of the guest is responsible for the behavior of their guests.

(Adopted from the University of Cincinnati)
Residence Life

SUNY 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 to 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.

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.
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.

www.potsdam.edu/studentlife/reshalls
Crime Awareness and Campus Security

Campus Law Enforcement

The University Police Department is the law enforcement agency for the campus. All University Police Officers are certified by the State of New York with full law enforcement responsibilities. All officers are required to attend a certified Police Academy in the State of New York in order to be certified with full law enforcement responsibilities. They also receive specialized training and in-service training in first aid, defensive tactics, legal updates and other law enforcement topics.

The University Police Department is a Department of Criminal Justice Services (DCJS) accredited police agency. This means the University Police Department meets 121 best practices law enforcement standards.

University Police officers are appointed by the State University of New York as defined in the Criminal Procedure Law. They have the authority to make arrests, conduct criminal investigations, issue uniform traffic tickets, execute warrants and issue summonses for parking. The officers also enforce any general, special or local law or charter, rule, regulation, judgment or order.

The main emphasis is to protect the people, campus, grounds, and roadways within this area. The University Police have signed a memorandum of understanding that allows the University Police to assist the Village Police when requested.

The department forwards crime incident information to the Division of Criminal Justice Services (DCJS) for state and national distribution. Crime reports and related statistical information are entered into the SUNY Campus Crime Information System for statistical purposes. Potential criminal actions and other emergencies on campus can be reported, in person, by any faculty, student or staff member or by calling 315-267-2222. Or anonymously at http://www.potsdam.edu/studentlife/safety/incidentreporting/witnessform.cfm.

The University Police Department enjoys a close proximity to and a working relationship with the Potsdam Village Police, the St. Lawrence County Sheriff’s Department and the New York State Police.

**RAVE Guardian: Campus Safety App**

Free download on Apple or Google Play App Stores—just search for “Rave Guardian.”

The App allows you to contact University Police at the touch of a button, provide tips and assign guardians. This app provides you with a call directory as well as an online directory.
Crime Awareness and Campus Security

Alcohol and Drugs

The legal use of alcoholic beverages, narcotics, and dangerous drugs is governed by laws of the State of New York and college policy as detailed in the Student Handbook, the Code of Student Conduct, the Residence Hall Policies, the Personnel Handbook and the Policies and Procedures Manual. Irresponsible and/or illegal possession, use or sale of alcohol, narcotic or dangerous drugs and/or the resulting inappropriate behavior, is strictly prohibited.

There is a need to send both a consistent and strong message that illegal consumption of alcohol abuse as well as drug abuse and the resulting behavior will not be tolerated. The University Police Department is responsible for the enforcement of all federal, state, and local laws related to alcohol, narcotics and drugs. Therefore, all alcohol, narcotics and dangerous drug violations that are reported receive immediate attention and are thoroughly investigated.

Drug and Alcohol Abuse Education

As an educational institution, SUNY Potsdam believes that the best approach to drug and alcohol abuse is education. The college provides ongoing drug and alcohol awareness educational programs and dissemination of pertinent information as illustrated below:

**Programs conducted by Counselors and Peer Educators:**
- **Alcohol and drugs awareness**: Provides students with facts and statistics about alcohol and other drugs and how they can affect your life; also goes into legal issues. Provides students with alternatives to drinking and using drugs.
- **Signs of someone who is possibly abusing drugs and alcohol**: Students with information on behavior signs of someone who is possibly abusing drugs/alcohol. If students have a friend they are worried about, they are encouraged to contact resident assistants, resident directors and/or counselors on campus.
- **Caution: Drugs & alcohol don’t mix**: Explains the possible consequences of mixing alcohol with certain types of medication. Mixing antibiotics, antihistamines, over-the-counter pain killers, and sleep medicines are dangerous when mixed with alcohol.
- **Alcohol/Drugs can lead STIs**: Provides students with an overview of various STIs and makes them aware of how alcohol and drugs can lead to unsafe sex.
- **Binge drinking**: Describes what binge drinking is, the dangers and what it can lead to, how to resist pressures, and offers health options.
- **Alcohol Poisoning**: Covers warning signs of alcohol poisoning and how to react immediately.

**Opiate Education Programming—OASAS**

Other topics will be covered upon request.

**Marijuana and its Effects**

Provides students with an overview of marijuana and how it affects the body. Issues covered are personality changes, panic reactions, memory deficits, risks and side effects, trends and demographics.

**Programs Conducted by the University Police**
- Personal Safety and Alcohol Use
- Alcohol and Drug Awareness
- Drinking and Driving (Beer Goggles)
- The ABC Law (Alcohol Beverage Control Law)
- Drug Identification for Resident Assistants
- Other programs on alcohol and drugs are also provided on campus by the Potsdam Village Police, the New York State Police, Alcoholics Anonymous, and the Potsdam Volunteer Rescue Squad.
Crime Awareness and Campus Security

Crime Prevention Programs

Orientation programs are conducted during the summer to inform parents and new students about crime prevention and personal safety. Crime prevention tips in the student newspapers and other college publications, as well as brochures distributed throughout the residence halls and department offices, enhance the educational process. University Police Officers complete ongoing checks of blue light phones and campus lighting. The reports are submitted to appropriate personnel for review and action.

University Police services include: Operation ID (property identification), sexual assault awareness, transmittal of crime information, monitoring the blue light phone system and red emergency phones in academic buildings, publishing crime tips in campus media and on the University Police website (www.potsdam.edu/studentlife/safety) and Facebook page.

New employees are provided with information on personal safety, crime prevention, emergency procedures and other prevention measures.

Educational programs are offered each semester in the residence halls on Crime Prevention. Listed below are some of the programs offered:

- Operation Identification
- Sexual Assault Awareness and Prevention
- Personal Safety
- Drug and Alcohol Awareness

Programming on Security and Safety

The Residence Life Department is involved in sponsoring a large number of safety and security related programs on campus during each academic year. The staff in the department is dedicated to providing a safe and secure environment within the residence halls where students live and learn. The Central Office staff is a group of seasoned professionals who have a great deal of combined experience with residential living. In addition, each hall has a professional, live-in Residence Hall Director who is responsible for the overall management of the building and available to help meet students’ needs, especially for emergencies that may arise after regular business hours. Moreover, there are student staff members, called Resident Assistants, who live on every residence hall floor. These students are specially selected and trained to work with students on a variety of concerns. The entire staff works together to develop a strong sense of community within the halls and to help students make the transition to living away from home. Department planned programs and activities focusing on safety and security are a big part of residence life community building.

SUNY Potsdam offers many opportunities for campus-wide programming throughout the year. These programs, designed to inform students and employees about campus security procedures and practices include: lecture series, residence hall meetings, personal safety, counseling, health services, classroom discussions and new employee orientation.

The Physical Plant Department maintains the entire campus with a concern for safety and security. Inspections of campus facilities are conducted regularly and repairs are made as needed. All safety and security hazards should be reported to University Police at ext. 2222 and/or the Environmental Health and Safety Officer at ext. 3123.

The cooperation and involvement of all members of the campus community in a campus safety and security program is essential. Everyone must assume responsibility for his/her own personal safety and security of personal belongings by taking common sense precautions. Residence hall rooms should be locked at all times. Students, faculty and staff should report to the University Police Department any suspicious persons who they believe do not belong in their residence halls or offices, or any unusual incidents that are observed. University Police officers will do presentations on safety and security related topics to any interested groups.
Crime Awareness and Campus Security

Keeping Informed

The college realizes the importance of having a system in place to advise students about security problems. The methods used at SUNY Potsdam are:

Timely Warning – A campus-wide notification regarding an incident or circumstance determined to present an ongoing or continuing threat to the safety of the campus community. This warning will provide the campus community the opportunity to take precautions to maximize their safety and will be issued as soon as sufficient information is available.

Timely Warnings are required for all incidents which constitute Clery Act Crimes and which present an on-going threat. These crimes include: Criminal Homicide, Sex Offense, Robbery Aggravated Assault, Burglary, Motor Vehicle Theft and Arson.

Emergency Notification – An Emergency Notification is issued in situations requiring immediate notification which may include but are not limited to: weather emergencies, active shooter situations, major crimes, haz-mat incidents and other dangerous situations which present an immediate threat to the health or safety of students, faculty, staff or visitors on campus.

SUNY Potsdam RAVE ALERT   Login at: https://getrave.com/login/Potsdam

Campus Media - In addition to the alert notices, the campus may utilize the campus radio station and the student newspaper [The Racquette] to alert the community of security concerns.

Off-Campus Media - It is often deemed necessary to utilize off-campus media (which would include local newspapers, radio stations and television stations) as an additional method of informing and updating students and other members of the campus community of security issues and concerns.

The above represents the primary method of advising the campus community of security threats or concerns. A secondary method which is also utilized involves direct contact with resident students. As part of the program of education outside the classroom, staff members (from Residence Life, University Police, Counseling Center and other college professionals) conduct discussion and training sessions on topics such as date/acquaintance rape, women's self-defense, relationship violence, crime prevention, alcohol, drugs and other issues as needed. These programs are at various times throughout the year including:

Counseling Center
•QPR Suicide Prevention Training
•Mental Health First Aid

Student Health
•Alcohol awareness  "Sense on Suds"
•Sex, Drugs, Rock and Roll
•National Condom Week
•Sexual Assertiveness
•Date Rape Prevention

University Police
•Rape Aggression Defense (R.A.D.)- Women’s Self-Defense Course
•Sexual Assault Awareness and Prevention
•Personal Safety
•Self Defense Class

Sex Offender Information

The Sex Offender Registration Act (S. O. R. A.) requires the Division of Criminal Justice Services(D.C.J.S.) to maintain a Sex Offender Registry. The Registry has classified all of the sex offenders as to their risk of re-offending: low-risk (level one), moderate risk (level two), and high-risk (level three).

University Police Department is working closely with the Potsdam Village Police Department to keep the community informed of specific offenders residing within our jurisdiction. For more information, call the Customer Contact Center at DCJS at 1-800-262-3257 or go to their website at http://criminaljustice.state.ny.us.
Crime Awareness and Campus Security

Monitoring Off-Campus Criminal Activity

Criminal incidents are monitored by the University Police Department. All offenses and arrests (which take place at recognized off-campus locations) are reported to college officials by the Village of Potsdam Police Department and are included in the crime statistics for this campus.

Only Greek letter organizations currently recognized by SUNY Potsdam would be considered off-campus student organizations.

Annual Safety and Security Report (Clery Act) can be found on the University Police Website.

Federal Uniform Crime Reporting Part 1 Offenses

Definitions of Offences

Offenses in Campus Crime Reporting use the Federal Uniform Crime Reporting Part 1 Offenses and their related definitions. These offenses are:

- **Arson** - Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
- **Criminal Homicide - Manslaughter by Negligence** - The killing of another person through gross negligence.
- **Criminal Homicide - Murder and Non-negligent Manslaughter** - The willful (non-negligent) killing of one human being by another.
- **Robbery** - The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- **Aggravated Assault** - An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)
- **Burglary** - The unlawful entry of a structure to commit a felony or a theft. For reporting purposes, this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.
- **Motor Vehicle Theft** - The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned, including joyriding.)
- **Weapon Law Violations** - The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.
- **Drug Abuse Violations** - Violations of State and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadones); and dangerous non-narcotic drugs (barbiturates, Benzedrine).
- **Liquor Law Violations** - The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)
- **Hate Crime** - Also known as a bias crime, a hate crime is a criminal offense committed against a person, property or society which is motivated, in whole or in part, by the offender’s bias against a race, religion, disability, sexual orientation or ethnicity/national origin.
- **Sex Offenses** - Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
- **Rape** - The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
Crime Awareness and Campus Security

Fondling—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of his/her temporary or permanent mental incapacity.

Incest—Non-forcible sexual intercourse between persons who are related to each other within the degree wherein marriage is prohibited by law.

Statutory Rape—Non-forcible sexual intercourse with a person who is under the statutory age of consent.

NYS Law on Hate Crimes and Sexual Offenses

New York State Law on Hate Crime

Sec. 485.05 Hate Crimes
A person commits a hate crime when he or she commits a specified offense and either:
(a). intentionally selects the person against whom the offense is committed or intended to be committed in whole or in substantial part because of a belief or perception regarding race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct, or
(b). intentionally commits the act or acts constituting the offense in whole or in substantial part because of a belief or perception regarding race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct.

New York State Law on Sex Offenses

The following represent all sections of the New York Penal law which are sex offenses:

Sec. 130.20 Sexual Misconduct
A person is guilty of sexual misconduct when:
1. He or she engages in sexual intercourse with another person without such person's consent; or
2. He or she engages in oral conduct or anal sexual conduct with another person without such person's consent; or
3. He or she engages in sexual conduct with an animal or a dead human body.

Sexual misconduct is a class A misdemeanor.

Sec. 130.25 Rape in the third degree
A person is guilty of rape in the third degree when:
1. He or she engages in sexual intercourse with another person who is incapable of consent by reason or some factor other than being less than seventeen years old;
2. Being twenty-one years old or more, he or she engages in sexual intercourse with another person less than seventeen years old; or
3. He or she engages in sexual intercourse with another person without such person's consent where such lack of consent is by reason of some factor other than incapacity to consent.

Rape in the third degree is a class E Felony

Sec. 130.30 Rape in the second degree
A person is guilty of rape in the second degree when:
1. Being eighteen years old or more, he or she engages in sexual intercourse with another person less than fifteen years old; or
2. He or she engages in sexual intercourse with another person who is incapable of consent by reason of being mentally disabled or mentally incapacitated.

shall be an affirmative defense to the crime of rape in the second degree as defined in subdivision one of this section that the defendant was less than four years older than the victim at the time of the act.

Rape in the second degree is a class D Felony

Sec. 130.35 Rape in the first degree
A person is guilty of rape in the first degree when he or she engages in sexual intercourse with another person:
1. By forcible compulsion; or
2. Who is incapable of consent by reason of being physically helpless; or
3. Who is less than eleven years old; or
4. Who is less than thirteen years old and the actor is eighteen years old or more
Crime Awareness and Campus Security

NYS Law on Sexual Offenses

Sec. 130.40 Criminal sexual act in the third degree
A person is guilty of criminal sexual act in the third degree when:
1. He or she engages in oral sexual conduct or anal sexual conduct with a person who is incapable of consent by reason or some factor other than being less than seventeen years old; or
2. Being twenty-one years old or more, he or she engages in oral sexual conduct or anal sexual conduct with a person less than seventeen years old; or
3. He or she engages in oral sexual conduct with another person without the person's consent where such lack of consent is by reason of some factor other than incapacity to consent.
Criminal sexual act in the third degree is a class E Felony

Sec. 130.45 Criminal sexual act in the second degree
A person is guilty of criminal sexual act in the second degree when:
1. Being eighteen years old or more, he or she engages in oral sexual conduct or anal sexual conduct with another person less than fifteen years old; or
2. He or she engages in oral sexual conduct or anal sexual conduct with another person who is incapable of consent by reason of being mentally disabled or mentally incapacitated.
shall be an affirmative defense to the crime of criminal sexual act in the second degree as defined in subdivision one of this section that the defendant was less than for years older than the victim at the time of the act.Criminal sexual act in the second degree is class D Felony

Sec. 130.50 Criminal sexual act in the first degree
A person is guilty of criminal sexual act in the first degree when he or she engages in oral sexual conduct or anal sexual conduct with another person:
1. By forcible compulsion; or
2. Who is incapable of consent by reason of being physically helpless; or
3. Who is less than eleven years old; or
4. Who is less than thirteen years old and the actor is eighteen years old or more
Sodomy in the first degree is a class B Felony

Sec. 130.52 Forcible touching
A person is guilty of forcible touching when such person intentionally, and for no legitimate purpose, forcibly touches the sexual or other intimate part of another person for the purpose of degrading or abusing such person; or for the purpose of gratifying the actor's sexual desire.
For the purpose of this section, forcible touching includes squeezing, grabbing or pinching.
Forcible touching is a class A misdemeanor.

Sec. 130.53 Persistent sexual abuse
A person is guilty of persistent sexual abuse when he or she commits the crime of forcible touching, as defined in section 130.52 of this article, sexual abuse in the third degree, as defined in section 130.55, or sexual abuse in the second degree, as defined in section 130.60 of this article and, within the previous ten year period, has been convicted two or more times, in separate criminal transactions for which sentence was imposed on separate occasions of forcible touching, as defined in section 130.52 of this article, sexual abuse in the third degree as defined in section 130.60 of this article, or any offense defined in this article, of which the commission or attempted commission thereof is a felony
Persistent sexual abuse is a class E Felony

Sexual abuse in the third degree
A person is guilty of sexual abuse in the third degree when he or she subjects another person to sexual contact without the latter's consent; except that in any prosecution under this section, it is an affirmative defense that (a) such other person's lack of consent was due solely to incapacity to consent by reason of being less than seventeen years old, and (b) such other person was more than fourteen years old, and (c) the defendant was less than five years older than such other person.
Sexual abuse in the third degree is a class B misdemeanor

Sec. 130.60 Sexual abuse in the second degree
1. A person is guilty of sexual abuse in the second degree when he or she subjects another person to sexual contact and when such other person is:
2. Incapable of consent by reason of some factor other than being less than seventeen years old; or
3. Less than fourteen years old Sexual abuse in the second degree is a class A misdemeanor
Crime Awareness and Campus Security

NYS Law on Sexual Offenses

Rape in the first degree is a class B Felony

Sec. 130.65 Sexual abuse in the first degree
A person is guilty of sexual abuse in the first degree when he or she subjects another person to sexual contact:
- By forcible compulsion; or
- When the other person is in capable of consent by reason of being physically helpless; or
- When the other person is less than eleven years old

Sexual abuse in the first degree is a class D Felony

Sec. 130.65-a Aggravated sexual abuse in the fourth degree
A person is guilty of aggravated sexual abuse in the fourth degree when:
- a. He or she inserts a foreign object in the vagina, urethra, penis or rectum of another person and the other person is incapable of consent by reason of some factor other than being less than seventeen years old; or
- b. He or she inserts a finger in the vagina, urethra, penis or rectum of another person causing physical injury to such person and such person is incapable of consent by reason of some factor other than being less than seventeen years old

2. Conducts performed for a valid medical purpose does not violate the provisions of this section.

Aggravated sexual abuse in the fourth degree is a class E Felony

Sec. 130.66 Aggravated sexual abuse in the third degree
1. A person is guilty of aggravated sexual abuse in the third degree when he inserts a foreign object in the vagina, urethra, penis or rectum of another person:
- a. By forcible compulsion; or
- b. When the other person is incapable of consent by reason of being physically helpless; or
- c. When the other person is less than eleven years old

2. A person is guilty of aggravated sexual abuse in the third degree when he or she inserts a foreign object in the vagina, urethra, penis or rectum of another person causing physical injury to such person and such person is incapable of consent by reason of being mentally disabled or mentally incapacitated.

3. Conduct performed for valid medical purpose does not violate the provisions of this section.

Aggravated sexual abuse in the third degree is a class D Felony

Sec. 130.67 Aggravated sexual abuse in the second degree
1. A person is guilty of aggravated sexual abuse in the second degree when he inserts a finger in the vagina, urethra, penis, or rectum of another person causing physical injury to such person:
- a. By forcible compulsion; or
- b. When the other person is incapable of consent by reason of being physically helpless; or
- c. When the other person is less than eleven years old

2. Conduct performed for a valid medical purpose does not violate the provisions of this section

Aggravated sexual abuse in the second degree is a class C Felony

Sec. 130.70 Aggravated sexual abuse in the first degree
1. A person is guilty of aggravated sexual abuse in the first degree when he inserts a foreign object in the vagina, urethra, penis or rectum of another person causing physical injury to such person:
- a. By forcible compulsion; or
- b. When the other person is incapable of consent by reason of being physically helpless; or
- c. When the other person is less than eleven years old

2. Conduct performed for a valid medical purpose does not violate the provisions of this section

Aggravated sexual abuse in the first degree is a class B Felony

Sec. 130.75 Course of sexual conduct against a child in the second degree: When over a period of time, not less than three months, a person:
- (1) Engages in two or more acts of sexual conduct with a child less than 11 years old; or
- (2) being 18 years old or more engages in two or more acts of sexual conduct with a child less than 13 years old. A person may not be subsequently prosecuted for any other sexual offense involving the same victim unless the other charges offense occurred outside of the time period charged under this section.
Crime Awareness and Campus Security

NYS Law on Sexual Offenses

Sec. 130.75 Course of sexual conduct against a child in the first degree
1. A person is guilty of course of sexual conduct against a child in the first degree when, over a period of time not less than three months in duration:
   a. He or she engages in two or more acts of sexual conduct, which includes at least one act of sexual intercourse, oral sexual conduct, anal sexual conduct or aggravated sexual conduct, with a child less than eleven years old, or
   b. He or she, being eighteen years or more old, engages in two or more acts of sexual conduct which include at least one act of sexual intercourse, oral sexual conduct, anal sexual conduct or aggravated sexual contact, with a child less than thirteen years old.
2. A person may not be subsequently prosecuted for any other sexual offense involving the same victim unless the other charged offense occurred outside the time period charged under this section.

Course of sexual conduct against a child in the first degree is a class B Felony

Sec. 130.90 Facilitating a sex offense with a controlled substance: A person is guilty of facilitating a sex offense with a controlled substance when he or she: (1) knowingly and unlawfully possesses a controlled substance or any preparation, compound, mixture or substance that requires a prescription to obtain and administers such substance or preparation, compound, mixture or substance that requires a prescription to obtain to another person without such person’s consent and with intent to commit against such person conduct constituting a felony defined in this article; and (2) commits or attempts to commit such conduct constituting a felony defined in this article.

Sec. 255.25 Incest in the third degree: A person is guilty of incest in the third degree when he or she marries or engages in sexual intercourse, oral sexual conduct or anal sexual conduct with a person whom he or she knows to be related to him or her, whether through marriage or not, as an ancestor, descendant, brother or sister of either the whole or the half blood, uncle, aunt, nephew or niece.

Sec. 255.26 Incest in the second degree: A person is guilty of incest in the second degree when he or she commits the crime of rape in the second degree, or criminal sexual act in the second degree, against a person whom he or she knows to be related to him or her, whether through marriage or not, as an ancestor, descendant, brother or sister of either the whole or the half blood, uncle, aunt, nephew or niece.

Sec. 255.27 Incest in the first degree A person is guilty of incest in the first degree when he or she commits the crime of rape in the first degree, or criminal sexual act in the first degree, against a person whom he or she knows to be related to him or her, whether through marriage or not, as an ancestor, descendant, brother or sister of either the whole or half blood, uncle, aunt, nephew or niece.

Sec. 130.45 Stalking in the fourth degree: When a person intentionally, and for not legitimate purpose, engages in a course of conduct directed at a specific person, and knows or reasonably should know that such conduct (1) is likely to cause reasonable fear of material harm to the physical health, safety or property of such person, a member of such person’s immediate family or a third party with whom such person is acquainted; or (2) causes material harm to the mental or emotional health of such person, where such conduct consists of following, telephoning or initiating communication or contact with such person, a member of such person’s immediate family or a third party with whom such person is acquainted, and the actor was previously clearly informed to cease that conduct; or (3) is likely to cause such person to reasonably fear that his or her employment, business or career is threatened, where such conduct consists of appearing, telephoning or initiating communication or contact at such person’s place of employment or business, and the actor was previously clearly informed to cease that conduct.

Sec. 120.50 Stalking in the third degree: When a person (1) Commits the crime of stalking in the fourth degree against any person in three or more separate transactions, for which the actor has not been previously convicted; or (2) commits the crime of stalking in the fourth degree against any person, and has previously been convicted, within the preceding ten years of a specified predicate crime and the victim of such specified predicate crime is the victim, or an immediate family member of the victim, of the present offense; or (3) with an intent to harass, annoy or alarm a specific person, intentionally engages in a course of conduct directed at such person which is likely to cause such person to reasonably fear physical injury or serious physical injury, the commission of a sex offense against, or the kidnapping, unlawful imprisonment or death of such person or a member of such person’s immediate family; or (4) commits the crime or stalking in the fourth degree and has previously been convicted within the preceding ten years of stalking in the fourth degree.
Crime Awareness and Campus Security

NYS Law on Sexual Offenses

Sec. 120.55 Stalking in the second degree: When a person: (1) Commits the crime of stalking in the third degree and in the course of and furtherance of the commission of such offense: (a) displays, or possesses and threatens the use of, a firearm, pistol, revolver, rifle, sword, blackjack, bludgeon, plastic knuckles, metal knuckles, chuka stick, sand bag, sandclub, sligshot, slung-shot, shirken, “Kung Fu Star,” dagger, dangerous knife, dirk, razor, stiletto, imitation pistol, dangerous instrument, deadly instrument or deadly weapons; or (b) displays what appears to be a pistol, revolver, rifle, shotgun, machine gun or other firearm; or (2) commits the crime of stalking in the third against any person, and has previously been convicted, within the preceding five years, of a specified predicate crime, and the victim of such specified predicate crime is the victim, or an immediate family member of the victim, of the present offense; or (3) commits the crime of stalking in the fourth degree and has previously been convicted of stalking in the third degree; or (4) being 21 years of age or older, repeatedly follows a person under the age of fourteen and engages in a course of conduct or repeatedly commits acts over a period of time intentionally placing or attempting to place such person who is under the age of fourteen in reasonable fear of physical injury, serious physical injury or death; or (5) commits the crime of stalking in the third degree, against ten or more persons, in ten or more separate transactions, for which the actor has not been previously convicted.

Sec. 120.60 Stalking in the first degree: When a commits the crime of stalking in the third degree or stalking in the second degree and, in the course and furtherance thereof, he or she intentionally or recklessly causes physical injury to the victim of such crime.

Penalties for Violations of New York State Law - Sex Offenses

Sex offenses which are committed in violation of the New York State Penal Law are subject to the following penalties:

Class A misdemeanor - fine of up to $1,000 and/or imprisonment up to one year.
Class B misdemeanor - fine of up to $500 and/or imprisonment up to three months.
Class E felony - fine of up to $5,000 and/or imprisonment up to four years.
Class D felony - fine of up to $5,000 and/or imprisonment up to seven years.
Class C felony - fine of up to $5,000 and/or imprisonment up to 15 years.
Class B felony - fine of up to $5,000 and/or imprisonment up to 25 years.

College Policies and Regulations on Sex Offenses

Sexual assault: is any physical sexual act or acts committed against a person’s will and consent or when a person is incapable of giving active consent, incapable of appraising the nature of the conduct, or incapable of declining participation in, or communicating unwillingness to engage in, a sexual act or acts. Sexual assault is an extreme form of sexual harassment. Sexual assault includes what is commonly known as “rape,” whether forcible or non-forcible, “date rape” and “acquaintance rape.”

Dating Violence: any act of violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the survivor. The existence of such a relationship shall be determined based on the survivor’s statement and with consideration of the type and length of the relationship and the frequency of interaction between the persons involved in the relationship. Two people may be in a romantic or intimate relationship, regardless of whether the relationship is sexual in nature; however, neither a casual acquaintance nor ordinary fraternization between two individuals in a business or social context shall constitute a romantic or intimate relationship. This definition does not include acts covered under domestic violence.

Domestic Violence: any violent felony or misdemeanor crime committed by a current or former spouse or intimate partner of the survivor, a person sharing a child with the survivor, or a person cohabitating with the survivor as a spouse or intimate partner.

Sexual Harassment: any unwelcome conduct of a sexual nature that is sufficiently severe, persistent or pervasive that it unreasonable interferes with, denies, or limits someone’s ability to participate in or benefit from a program or activity. Examples & Information:

- Requests for sexual favors
- Unwelcome advances
- Sexist comments
- May occur in a single episode or be persistent behavior
Crime Awareness and Campus Security

NYS Law on Sexual Offenses

Sexual Misconduct

• Any sexual act that occurs without the consent of the survivor, or that occurs when the survivor is unable to give consent, is prohibited.

• Obscene or indecent behavior, which includes but is not limited to, exposure of one’s sexual organs or the display of sexual behavior that would reasonably be offensive to others, is prohibited.

To learn more about Potsdam’s Sexual Assault and other Forms of Harassment/Discrimination Policy go to:  http://www.potsdam.edu/offices/hr/affirmativeaction.cfm

Stalking: means intentionally engaging in a course of conduct, directed at a specific person, which is likely to causes a reasonable person to fear for his or her safety or the safety of others or cause that person to suffer substantial emotional damage. Examples include, but are not limited to, repeatedly following such person(s), repeatedly committing acts that alarm, cause fear, or seriously annoy such other person(s) and that serve no legitimate purpose, and repeatedly communicating by any means, including electronic means, with such person(s) in a manner likely to intimidate, annoy, or alarm him or her.

Police Log of all Reported Crimes

The University Police Department has available to the public, copies of the Daily Shift Report. This report contains all of the activities of the University Police Department for each day, which includes all reported crimes. This document is available for inspection twenty-four (24) hours per day, seven (7) days per week, at the University Police Department, which is located in Van Housen Hall. University Police also maintains a crime/fire log which is available upon request. This report only contains crimes and fires reported on campus.

Reporting Emergencies and Criminal Activity

The State University of New York at Potsdam provides to the campus community the availability of its University Police Department. The department consists of a team of people who work to create a safe environment in which to live, work and learn. The department operates 24 hours a day, 365 days a year.

Criminal acts and/or emergencies are to be reported to the University Police Department, which is located in Van Housen Hall or by calling 267-2222. Emergency telephones are available throughout campus.

An emergency “blue light” phone system is available on the campus grounds. This system provides a means for immediate contact with the University Police Department. In addition, various campus buildings have strategically located red emergency phones for emergency use. SUNY Potsdam RAVE ALERT: login at: https://getrave.com/login/potsdam

Upon receipt of a call, appropriate University Police or emergency personnel will be dispatched to your location. Criminal offenses are investigated by the University Police for future prosecution. Further, the campus community is notified of situations that pose a threat to the safety and well-being of our community through the following methods of communication: RAVE ALERT (emergency notifications and/or timely warnings), The Racquette (student newspaper), WAIH-FM (campus radio station) and a press release to area news media.

The University Police Department provides an on-campus safety escort service which is available to any student, employee, or visitor. The campus has a Emergency Response Plan which provides for the dissemination of information and response to any critical incident or disaster.

RAVE Guardian: Campus Safety App Free download on Apple or Google Play App Stores—just search for “Rave Guardian.”
Security and access to on-campus facilities is controlled by card and key access. The University Police and the Physical Plant Department monitor all access to the campus facilities. This does not include any Greek letter organizations located off-campus. Residence halls are locked 24 hours a day. Extensive foot patrols are performed by University Police Officers through all of the campus buildings each day. A special emphasis is placed on foot patrols in the residence halls between the hours of 10:00 p.m. and 7:00 a.m. In addition, door viewers have been installed in most residence hall rooms to increase safety and security.

SUNY Potsdam has a video surveillance system that monitors public areas around campus. This system is housed at University Police.

Other security considerations used in maintaining campus facilities include the checking of campus lighting by University Police and Physical Plant personnel. The Grounds Department checks areas which may be potentially dangerous and takes corrective action.

University Police Officers provide 24-hour per day vehicle, bicycle, and foot patrols of campus properties owned by the college. Campus facilities are open to the public during the day and evening hours when classes are in session. The general public can attend cultural and recreational events on campus. Access is limited only to the facilities in which these events are held.

After evening classes/functions and during times when the campus is officially closed, campus buildings are locked and only faculty, staff and students with written permission from their professors are admitted. Campus employees with assigned offices are issued keys and are responsible for reporting missing and stolen keys.

Academic Buildings on campus are closed after 11:00 p.m. and don't open again until 6:00 a.m. If, for any reason, you need to gain access to an academic building after 11:00 p.m., you need to request this through your faculty member and the faculty member will send the request to the University Police listing the name/s of those allowed and the time frame that this permission will be allowed, otherwise you will be referred for violating the college policy on being in an academic building after 11:00 p.m. without permission.

**Sexual Assault Awareness & Prevention**

SUNY Potsdam is committed to creating and maintaining an educational environment free from all forms of sex discrimination, including sexual misconduct. Any act involving sexual harassment, violence, coercion, and intimidation will not be tolerated. Specifically, SUNY Potsdam strictly prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking. These acts have a real effect on the lives of survivors. They not only violate a person’s feelings of trust and safety, but they can also substantially interfere with a student’s education. It is the policy of SUNY Potsdam that, upon learning that an act of sexual misconduct has taken place, immediate action will be taken to address the situation. This includes working with State and local law enforcement to bring possible criminal charges, seeking disciplinary action through the college/university, and enforcing mandatory transcript notifications so other institutions are on notice of the offense committed.

SUNY Potsdam encourages the reporting of sexual misconduct that is prompt and accurate. This allows the college/university community to quickly respond to allegations and offer immediate support to the survivor. SUNY Potsdam is committed to protecting the privacy (and confidentiality when possible) of survivors, and will work closely with students who wish to obtain confidential assistance regarding an incident of sexual misconduct. All allegations will be investigated promptly and thoroughly, and both the survivor and the accused will be afforded equitable rights during the investigative process.

It is the collective responsibility of all members of the SUNY Potsdam community to foster a safe and secure campus environment. In an effort to promote this environment and prevent acts of sexual misconduct from occurring, the college/university engages in ongoing prevention and awareness education programs. All incoming students [and employees] are required to participate in these programs, and all members of the college/university community are required to participate throughout the year in ongoing campaigns and trainings focused on the prevention of sexual misconduct on campus.
Financing Your Education

What kind of financial aid can I receive?
Financial aid is available from a variety of sources, such as the U.S. federal government, the state where you live, the college you attend, or a nonprofit or private organization. The first step is to fill out the FAFSA (Free Application for Federal Student Aid), to determine your eligibility for scholarships, grants, work-study and loans.

Once we have received your FAFSA information from the Federal Government, and we have received any other requested data needed from you, we will process your financial aid package and notify you of your aid eligibility. You will receive an award notification via e-mail directing you to BearPAWS.

I was awarded financial aid, but some of it doesn’t show on my bill.
Be sure to respond promptly to any inquiries from federal and state agencies, or from our office. We will notify continuing students via e-mail to access the BearPAWS system to see what information is missing in order to process your financial aid. Delays in receipt of pertinent information will delay the review process, mailing of award letters, and disbursement of funds.

Student Employment
Can I get a job on campus to help pay my bills?
BearTracker, accessible through BearPAWS, is the web-site for Student Employment information as well as listings of available on-campus jobs. Jobs may include those funded as Federal Work Study, Student Assistantships, PACES, SGA, Research Foundation and Temporary Services.

Academic Information & Financial Aid
Does my academic standing affect my financial aid?
Yes! Most financial assistance programs have some funding eligibility standards, i.e., students must maintain Satisfactory Academic Progress toward completion of a degree program to be eligible for funding. Requirements vary by program/type of funding and may include achieving a certain semester or cumulative GPA or passing a certain percentage of credit hours attempted. It is important to know and earn the minimum requirements for each type of funding you wish to receive. Federal, state and SUNY Potsdam requirements may be accessed at http://www.potsdam.edu/admissions/financial/SAP.cfm.

Additional Financing Options
How else can I pay my bill?
While your aid package will cover many of your expenses, you can also use additional options to finance the balance of your bill, such as payment plans, outside scholarships, a Federal Direct Parent Loan and/or private education loans.
Financing Your Education

Consumer Information
The United States Department of Education regulates that certain consumer information be disclosed to enrolled and prospective students.

General Institutional Information
- Privacy of Student Records—Family Educational Rights and Privacy Act (FERPA)
- Facilities and Services for Students with Disabilities
- Student Diversity
- Price of Attendance
- Net Price Calculator
- Refund Policy and Requirements for Withdrawal and Return of Federal Financial Aid
- Textbook Information
- Timely Book and Supply Allowance
- Educational Opportunity Program
- Transfer of Credit Policies and Articulation Agreements
- Copyright Infringement—Policies and Sanctions
- Computer Use and File Sharing
- Teacher Preparation Program Report
- Intercollegiate Athletic Program Participation Rates and Financial Support Data (Equity in Athletics Disclosure Act)
- Voter Registration

Student Financial Assistance
- Assistance Available From Federal, State, Local and Institutional Programs
- Federal Student Financial Aid Penalties for Drug Law Violations
- Student Loan Information
- Institutional Code of Conduct for Education Loans
- Written Agreement Disclosure

Health and Safety
- Drug and Alcohol Information
- Vaccination Policies
- SUNY Policies on Sexual Violence Prevention and Response
- SUNY Clery and Title IX Procedure for International Programs
- Crime and Incident Reporting Guidelines for CSAs’s and Responsible Employees
- Fire Log (On-Campus Housing Facilities) (Annual Report)

Student Outcomes
- Undergraduate and graduate enrollment, credit hours generated, academic program enrollment, degrees granted and retention data (Student Right to Know Act)
- Graduation Rates (Student Right to Know Act)
- Job Placement for Graduates

A printed copy of such information will be provided to students upon written request. Please submit your request to:

SUNY Potsdam
Financial Aid Office
44 Pierrepont Avenue
Potsdam, NY 13676
Phone: (315) 267-2162
Fax: (315) 267-3067

Please allow at least one week for the Financial Aid Office to provide the requested documentation.
FAQ’s

How do I apply for federal financial aid at SUNY Potsdam for the Fall or Spring semester?
All students should complete the Free Application for Federal Student Aid (FAFSA) or the renewal FAFSA on-line at http://www.fafsa.ed.gov. The SUNY Potsdam school code is 002850. A Federal Student Aid Identification Number (FSA ID)) is required to complete the FAFSA and renewal FAFSA on-line. An FSA ID can be obtained at https://fsaid.ed.gov/. You may access an itemized list of application steps at www.potsdam.edu/financialaid under “How To Apply.”

What is a renewal FAFSA?
If you filed a FAFSA form in the previous academic year, the federal government automatically sends you a reminder email, so that you can complete the renewal FAFSA on-line. The renewal FAFSA has your application information from the previous year already prefilled and you need only make appropriate changes and updates, followed by the proper e-Signatures.

What is a Student Aid Report (SAR) and how do I get one?
A SAR is an acknowledged receipt of your FAFSA. Students who filed a FAFSA or renewal FAFSA (paper or electronic) and provided an e-mail address will be notified that their SAR is available via e-mail. If you did not provide an e-mail address, a SAR will be mailed to you. Please review the information and submit any necessary corrections online at http://www.fafsa.ed.gov.

What if I filed a FAFSA but didn’t put SUNY Potsdam as a college of choice at that time?
You may electronically add our school code (002850) to your FAFSA application at www.fafsa.ed.gov.

What type of federal financial aid is available?
The federal government offers grants (Federal Pell Grant, Federal SEOG), loans (Federal Perkins Loan, William D. Ford Federal Direct Loans), Federal Work Study (student employment opportunities), and a grant/loan (Teacher Education Assistance for College and Higher Education – Federal TEACH Grant). More information may be accessed from the “Types of Aid” section of the financial aid home page at www.potsdam.edu/financialaid.

When should the financial aid application be filed?
File the FAFSA application each year as soon after October 1 as possible.
Financing Your Education

Refund Information

Waiting for a refund? Things to consider...

- Complete a William D. Ford Loan Program Entrance Counseling and Master Promissory Note online at: https://studentloans.gov. All first-time borrowers must complete this requirement.
- Accept or decline your financial aid awards on BearPAWS.
- Complete your electronic Check-In on BearPAWS.
- Disbursement of your financial aid will not begin until after the add/drop period of each semester.

How do I know my refund is available?

When your Financial Aid process is complete, the Financial Aid Office request your funds through a voucher process. Student Accounts then disburses the funds to your account. The Student Accounts Office will process a refund if you are eligible. The Student Accounts Office will notify you via your SUNY Potsdam email account when your refund is available. You must select a refund option to receive your refund; if you did not select a refund option, BankMobile will eventually mail a check to your permanent home address.

Visit the Financial Aid's Web site for more information: www.potsdam.edu/financialaid
Financing Your Education

Student Employment Opportunities

Students may search for available employment opportunities on BearTracker, which is accessed through BearPAWS. Jobs may include those funded as Federal Work Study, Student Assistantships, PACES, SGA, Research Foundation and Temporary Services.

Federal Work Study
Federal Work Study (FWS) provides jobs for students who wish to earn money to offset part of their educational expenses. The amount of the award is dependent on financial need and availability of funds. To be eligible for FWS, you must: have a high school diploma or recognized equivalent; be enrolled at least half-time as a matriculated student; be either a U.S. citizen or eligible non-citizen; be making satisfactory progress in a degree program; demonstrate financial need (as determined on the financial aid application); and complete the Free Application for Federal Student Aid (FAFSA) each academic year.

Typically, FWS students at SUNY Potsdam may choose their job assignment and work an average of 5 hours per week. Pay usually starts at minimum wage depending on job duties and how long the student has been employed in the same job. If you are interested, complete the FAFSA on-line at http://www.fafsa.ed.gov after October 1, but BEFORE January 1.

Student Assistantships
Student assistantships offer part-time employment to students who want to earn money to finance their education. Students may work at a number of places on campus, including the Office of Admission, the Public Affairs Office, and many other departments. Pay varies depending on job duties and how long the student has been employed in the same job. No financial need is necessary to obtain a Student Assistantship. For more information on job descriptions and available positions, check BearTracker.

Part-time Student Employment
A number of other part-time jobs are available on campus and in the Potsdam community. Dining Service workers, Resident Assistants and student assistants for academic departments are a few of the positions available on campus. To apply, check BearTracker.

Students who work off campus in the Potsdam area may work as bartenders, as cashiers at grocery stores, or even as waiters or waitresses at one of the restaurants in the vicinity. There are plenty of employment opportunities in the village of Potsdam.

Dining Services Student Employment
Dining Services is the largest employer of students on campus, hiring 300-400 students per year. Student employees are offered minimum wage, student supervisor rates and a longevity bonus program each year. Very few positions (approximately 12) are work study positions, and student employees are paid every other Wednesday. To apply, you need to see the Manager of the dining area in which you wish to work. Some types of student positions may include waiter/waitress duties working catered events, kitchen preparation, line server, pots and pans, dish room and several other types of jobs. Students schedule shifts around their class schedules and typically work between 10-15 hours per week. Student employment is valued as serious job experience during your campus career. Students who do not take their job duties seriously are not eligible to work for Dining Services.

Affirmative Action Statement
In affirming its commitment to equal opportunity for all individuals, SUNY-Potsdam actively seeks faculty, staff and students without regard to race, ethnicity, creed, color, national origin, native language or dialect, sex, age, disability, marital status or sexual orientation.
Financing Your Education

TAP

TAP—Tuition Assistance Program Grant (administered by New York State Higher Education Services Corporation—HESC)

Important facts regarding TAP...

General Eligibility, you must:

- Be a U.S. citizen or eligible non-citizen
- Be a legal resident of New York State
- Study full-time (at least 12 credits per semester) at a College/University in New York State
- Have graduated from high school, or have a GED, or have passed a federally-approved exam
- Be matriculated in an approved program of study and be in good academic standing
- Have at least a cumulative “C” average after receipt of TAP for four semesters
- Be charged at least $200 tuition per year
- Not be in default on a student loan guaranteed by the NYS Higher Education Services Corporation and not be in default on any repayment of State awards
- Meet income eligibility guidelines
- Have a declared major after having received TAP for four semesters

Maintaining TAP Eligibility:

- Income eligibility is re-assessed for every new academic year. The prior tax year’s New York taxable income and child support income are used to determine eligibility.
- Academic eligibility is re-assessed after each semester. Cumulative GPA, total hours earned and total hours completed in the previous term can all impact academic eligibility for TAP. Refer to the college catalog or contact the Financial Aid Office for specific academic guidelines.

How do I file for TAP (New York State aid)?

- If you have never applied for a TAP grant, you can apply for TAP at the end of the FAFSA-On-The-Web application. If you do not apply for TAP on line, the TAP Grant agency in Albany will eventually forward you information on applying for TAP.
- If you applied for TAP for the previous academic year, you should not need to reapply for TAP unless your family's financial information has radically changed. You must re-file your FAFSA each academic year. The information from your renewal FAFSA is used to determine your TAP eligibility for those years beyond your first year.
- Questions should be directed to the campus financial aid office or to the TAP agency (HESC) at 888-NYS-HESC (888-697-4372).
Campus Life—Student Activities

The mission of Campus Life is to provide activities, programs and facilities to help cultivate a positive outside-of-classroom environment that promotes student involvement, learning, and personal development. As such, responsibilities of the office include coordinating student activities, SUNY Potsdam Weekly or SPW (the student activities calendar), the leadership program, and providing services to all student clubs/organizations.

Campus Life Goals:
1. To promote engagement in student leadership activities and to provide ongoing opportunities for students to explore and enhance their leadership styles/skills to better both the campus and larger community.
2. To promote student well-being through providing an on-going student activities program to help foster student connections with peers while creating a fun and dynamic campus atmosphere.
3. To ensure student life facilities are well maintained, equipped and staffed to support the out of classroom experience.

Director of Campus Life
The Director of Campus Life provides supervision for the office staff and programs and is directly responsible for student activities and the leadership program.

Director of Student Life Facilities
The Director of Student Life Facilities is responsible for the facility management of the Student Union, Knowles Conference Center, Dunn Theater, Hurley’s Night Club and designated college grounds.

Assistant Director of Campus Life
The Assistant Director of Campus Life coordinates SUNY Potsdam Weekly (SPW), Greek Life, voter registration and a wide variety of student activities.

Program Coordinator of Campus Life
The Program Coordinator of Campus Life coordinates late night activities while also providing assistance in the area of leadership programs.
Athletics, Recreation & Physical Education

The foundation for a good overall program is sound instruction designed to meet the needs of all students. Potsdam students are required to take physical education skill and activity courses. The strength of the total program lies in the instructional aspects which encompass a wide variety of activities allowing students to explore their potential, limitations, abilities, and interests, and introduces students to activities which may be pursued throughout life.

The second level provides activities, opportunities, supervision and coaching for those students with exceptional physical abilities. Potsdam’s Athletic Department provides 19 varsity teams. This level requires more rigid discipline and conditioning and provides the greatest challenges and competition.

The third level provides recreational and intramural activities (See Intramural Sports Program). Potsdam has a very active intramural program. The program provides team, dual, individual and coeducational activities for all those who care to participate. It is organized and supervised, but informal. Intramurals provide the participants an opportunity to use the skills and knowledge obtained in the instructional program to have fun, fellowship, release energy, tension and maintain a degree of physical fitness.

Intercollegiate Athletic Program
The athletic program at SUNY-Potsdam offers 19 varsity sports (9 for men, 10 for women). The funding for equipment, uniforms, officials and transportation, lodging and meals for away contests is provided by the Student Athletic Fee. SUNY-Potsdam has membership in the State University of New York Athletic Conference, Eastern College Athletic Conference and National Collegiate Athletic Association Division III. Division III regulations prohibit financial aid to athletes beyond actual need which is administered through the Financial Aid office.

Intramural/Recreation Program
The Intramural/Recreation Program is committed to offering safe quality programs, facilities, and services to the college community. The program provides the entire student body with opportunities to participate in a variety of activities. Objectives of the offered programs are as follows: to promote participation in activities; social interaction; physical fitness; sportsmanship; skill development; personality and character development; healthy lifestyle choices; and quality use of leisure time. New activities can be offered with sufficient student interest and approval of the Intramural/Recreation office.


Maxcy Hall
For the individual, there are more than 50 acres of outdoor athletic fields, including basketball courts, tennis courts, a track and Maxcy Hall; together, they make up Potsdam’s athletic facility. Maxcy Hall itself houses three full-sized gyms, an ice rink, and Olympic size swimming pool, and a field house containing an indoor track. Also inside Maxcy Hall are class rooms, racquetball and squash courts, free exercise rooms, a dance studio, fitness center, and a therapy/ training room. Students and staff can use these facilities on their own; Maxcy is open fourteen hours a day and each area is supervised by a student worker.

There are one, two and three mile trails that weave throughout the campus to give the runner the benefit of both jogging and exercise.

In the Exercise/Fitness room, one can find the latest in exercise equipment for strengthening and conditioning the body. Exercise bikes, rowing machines, free weights, and universal gyms are examples of the kinds of equipment used. Blood-pressure, flexibility, strength, CV efficiency step tests and body composition tests that determine weight are also available at the Fitness Center.

The popular highlights of the Fitness Center include the aerobic workout classes. There are aerobic classes meeting at various times during the day to accommodate almost everyone’s schedule.

The Fitness Center is located in Maxcy Hall on the third floor.

When college is in session, the hours for the Exercise/Fitness room are:

Monday - Thurs.............. 6:45 a.m.—10 p.m.
Friday .................. 6:45 a.m.—9 p.m.
Saturday & Sunday .......... 12 p.m. - 6 p.m.

To use any facility in Maxcy Hall, including the Exercise/Fitness room, you must have a current college I.D card.
Greek Life

www.potsdam.edu/studentlife/greeklife
315-267-2013
208 Barrington Student Union

Fraternities and sororities are values based organizations. The recognized Greek chapters at SUNY Potsdam share the common values of Friendship, Scholarship, Community Service, and Leadership. Members of recognized houses work hard to uphold their values and meet the expectations of the College and the Community. They take pride in being Greek because they commit themselves to these higher standards.

Students join Greek Life by engaging in the rush/new member process. Rush is the time period that students use to become better acquainted with the fraternities or sororities in order to determine which one is the best fit for them. Although any student can rush, a student must meet certain requirements to join:

- Be in good academic standing with a minimum 2.0 cumulative and previous semester GPA; (some organizations have higher standards)
- Have completed a minimum of 12 college credit hours, post high school graduation;
- Receive a bid, or an offer, from a fraternity or sorority.

Greek Organizations

Sororities
Alpha Kappa Phi (Ago)
Alpha Sigma Tau (AST)
Omega Delta Phi (Omega)
Phi Kappa Pi (Phi K)
Sigma Alpha Iota (SAI)
Sigma Gamma Phi (Arethusa)
Zeta Gamma Sigma (Zeta)

Fraternities
Delta Kappa Theta (DK)
Phi Mu Alpha (PMA)

Co-ed
Alpha Psi Omega (APO)

While we encourage all students to take the time to get to know our recognized fraternities and sororities, we want to advise students and families that SUNY Potsdam has 4 banned organizations, which are Alpha Delta Kappa (Alpha) Phi Chi Epsilon (Phi Chi), Psi Phi Delta (Psi Phi), and Sigma Pi (Sig Pi). These groups are banned organizations because they endangered the health and safety of students. Students who pledge, join, accept membership, affiliate in any way, or seek to perpetuate a banned organization are subject to judicial referral and potential suspension or expulsion.

In addition to these banned organizations, there are several organizations in the area that are unrecognized. These include, but are not limited to Beta Tau (BT), Delta Tau Tau (DTT), DOD, Epsilon Omega (EO), Lambda Sigma Upsilon (LSU), Phi Kappa Sigma (Phi Kap), Psi Phi Epsilon, Sigma Lambda Gamma (SLG), Tau Delta Kappa (TDK) and Theta Omega Phi (Prometheus). Because unrecognized organizations have no obligation to the College and its policies and procedures affiliation with these groups is discouraged.

Student Opportunities

At the beginning of the fall semester, student groups set up in the lobby of the Student Union for the Organizational Fair. Groups inform students about their activities and sign up new members. Many of these groups are funded by your student activity fee. Students are needed to work on projects, serve on college committees and join in activities. You are eligible to participate in any student organization. New organizations may be recognized. Contact Student Government Association for the procedure. To view the current listing of student opportunities, visit www.potsdam.edu/studentlife/clubs.

Student Government Association

College is More Than Classes!

Student Government Association (SGA) provides a wide variety of activities, events, and services for the students of SUNY Potsdam throughout the entire school year. SGA has an up-to-date website that explains their organizations and the events or services they provide. You can check out all that SGA has to offer by visiting their website at:

www.potsdam.edu/studentlife/sga

If you have any questions, comments, or suggestions, please don't hesitate to call the SGA office at 267-2588. They will gladly talk with you about the activities on campus and help you get involved.
Student Services

Campus Mail Services

SUNY Potsdam provides its students a centralized student mailroom, which is located on the first floor of the Barrington Student Union. There are over 4,000 mailboxes for students and student organizations. All student mail, in-campus, USPS and courier service packages, is received at this central location. Stamps and other related USPS products are available for purchase at the service window. The student mailroom is staffed six days per week with window hours each day. Access to mailboxes is available seven days per week, which coincide with the Barrington Student Union hours. All undergraduate students are assigned a campus mailing address, which remains with them for their time at SUNY Potsdam. Students are required to sign out a mailbox key when they arrive on campus and return it when they graduate or no longer attend SUNY Potsdam. Any question or concerns please call 267-2730.

Center for Diversity

The Center for Diversity is comprised of Collegiate Science Technology Entry Program (CSTEP), North Country Science Technology Entry Program (NCSTEP), Office of Native American Affairs and Multicultural Affairs. The Center exists to assist all students, especially students of color and/or diverse backgrounds, in their educational and personal transition and development at SUNY Potsdam. It is the expressed goal to provide educational and social programs and services to help students meet their personal and professional goals. In its continued effort to afford students empowering opportunities, the Center provides academic and personal advising as well as referral to other campus services. The Center also coordinates diversity training sessions, skill development workshops and leadership opportunities to assist in the college-wide appreciation for multiculturalism and diversity. Please do not hesitate to stop by Sisson Hall or call us at 267-2184 for additional information regarding the division and its offices, programs and services.

Computing & Technology Services (CTS)

CTS provides SUNY Potsdam with support and leadership in all areas of information technology. Our Helpdesk is located in Stillman Hall, Room 103. You are encouraged to contact CTS with any questions you may have by calling x4444, sending an email to helpdesk@potsdam.edu or feel free to stop by our office. For a complete listing of our services and for up-to-date information regarding our computer labs and projection classrooms, please visit our website at: http://www.potsdam.edu/cts/.
The SUNY Potsdam College Counseling Center (CCC) serves to provide an opportunity for students to address psychological and emotional challenges to promote a healthier, more successful student body. The CCC provides consultation, assessment, counseling, referrals, and related services to students while they pursue their educational goals. Our services assist students with identifying and addressing facets of their behavioral, psychological, emotional and cultural experiences which may present as barriers to their success. Through our work together we strive to act as change agents to empower our students to become fully engaged members of the campus community as well as active contributors to their home communities.

Services Within the Counseling Center

**Individual Counseling:** The CCC utilizes brief, solution-focused therapy. With the time limited nature of college semesters brief therapy invites students to focus on achievable goals within the timeframe of the available sessions. Typically students are seen on a bi-weekly basis, although at times of acute crisis this can be weekly. As a student develops the needed skills to address the issues which brought them to therapy, sessions will become less frequent until it is determined the student no longer needs to be seen on a consistent basis.

**Group Counseling:** The CCC also offers group therapy. This milieu provides students access to professional counseling amongst their peers. A licensed counselor facilitates group sessions and assists students throughout the group process. Topics for therapy groups vary depending on need and student generated requests. This unique approach allows students greater access to services on campus while promoting peer-generated insight and feedback. We plan to continue the Anxiety Group for Crane Majors again this year.

**Peer Counseling:** Trained Peer Counseling interns are available in the Counseling Center during posted office hours. From 4:30pm-8:00am Peer Counselors are on call. This number is distributed to registered students through Residence Halls and the Counseling Center.

**Crisis Appointments:** Walk-in crisis sessions are generally available for all students. The CCC has at least two hours each day set aside for students in immediate need.

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Library Services and Facilities

**F.W. Crumb Memorial Library**
Located in the center of the campus quad, this library provides:
- Access to books, periodicals, and audio-visual materials on all subject except music;
- Silent individual and quiet group study spaces;
- Drop-in and by-appointment research assistance;
- Reserve materials for classes other than Crane classes;
- Desk top and laptop computers;
- Wireless access
- Minerva’s Café

**Julia E. Crane Memorial Library**
Located in the Schuette building of the Crane complex, this library provides:
- Access to music books, scores, periodicals, and audio-visual materials;
- Silent individual and quiet group study spaces;
- By-appointment and by-chance (if the librarian is available) research assistance;
- Sound recording listening equipment; Desk top and lap top computers;
- Wireless access
Student Services

Library Facilities

- Reserve materials for Crane classes
- Additional services are provided through the web:
  - Bearcat, the library catalog, showing the holdings of both libraries;
  - Any time, any place access to online resources: e-books, periodicals, reference sources;
  - Any time, any place virtual reference service;
  - Chat with a SUNY Potsdam reference librarian at scheduled hours
  - Reference consultation request form
  - Interlibrary loan services.

For complete information about library resources, services, and policies, go to [http://www.potsdam.edu/library.html](http://www.potsdam.edu/library.html)

Students can expect:
- To receive expert research assistance;
- To have formal instruction in research skills and information resources;
- To encounter friendly and helpful staff;
- To find spaces that support various activities and accommodate various learning styles.

Students are expected to:
- Understand that library materials are shared resources;
- Honor loan and other library policies;
- Contribute to maintaining an environment conducive to learning.

Library resources can make an important contribution to your academic success. Take advantage of all the Libraries have to offer you.

PACES Services

What is PACES?
PACES is a not-for-profit corporation which has been providing essential services to the campus for over 60 years. The mission of PACES is to offer high quality products and services through the provision of auxiliary services while maximizing customer value and financial return to the benefit of the larger SUNY Potsdam community.
PACES is governed by a Board of Directors: a group of four students, three faculty members, three College administrators, one member of the College Council, and the PACES Executive Director. PACES is the largest employer on campus, hiring student and community workers. PACES manages and operates the SUNYCard ID office, Bear Express accounts, The College Store, the Union Market, Dining Services, and Vending Services and the MicroFridge rental program.

SUNYCard

The SUNYCard is the campus ID card and issued and replaced at the PACES Business Office in Merritt Hall. The SUNY-Card is the campus ID card and is used to access to residence halls, Bear Express, and Meal Plan accounts, as well as other campus services. The cardholder is responsible for managing their card, its accounts and their balances: if a card is lost, stolen, or misplaced it must be deactivated and reactivated by the holder on BearPAWS. PACES is not responsible for purchases made with lost or stolen cards. A non-refundable fee of $10 is charged for replacement of lost cards; a $5 fee for a picture replacement, and damaged or broken cards are replaced free of charge.

Bear Express

Bear Express is an optional spending account. It may be used on campus and at participating off campus restaurants and businesses. Accounts are automatically opened for most students and appear on the semester bill. Any changes or account closures must be made prior to the first Thursday of the first week of classes in each semester. After that time, funds may be added to the account through Bear PAWS, or in person at the PACES and Soundcard office in Merritt Hall. Unused balances roll over from semester to semester and balances (over $20) are credited to accounts at the end of the academic year.

The College Store

The College Store and Union Market are located in the Barrington Student Union. The store has faculty requisitioned course materials, art supplies and textbooks, as well as a selection of general reference and reading books, collegememorabilia, clothing, gifts and logo items. The Union Market is the campus convenience store. Groceries, pharmacy items, cosmetics, electronics, candy, snacks, magazines, newspapers and essential dorm living supplies are available in the market. Special orders available in both locations.

Textbooks at bookstore.potsdam.edu

The College Store is the official SUNY Potsdam textbook retailer and stocks professors required and recommended course materials. Getting the right books and course materials is important to a student’s academic success. The store has a direct connection to faculty instructors and each semester it finds out directly from them which materials they...
PACES Services

need students to have. In many cases, this includes special course packs, CDs and study guides. Textbooks and course materials are expensive, so the store is constantly looking for ways to make learning more affordable. One way is to provide more options such as rental, digital or, or used books.

Students may purchase or rent textbooks online in advance through the store’s website (book- store.potsdam.edu) and they will be boxed and ready at the start of the semester. Early web orders get first dibs on textbook options (new, used, rental, digital). The online ordering system will show you which titles are required, recommended or suggested for courses.

Federal Law asks that faculty members submit course material requirements and costs when students become eligible to register for classes (April and October.) Because that is often 3-6 months in advance of purchase, the store estimates book costs. The final sale price is displayed when books are available for pre-pack in August.

Books ordered prior to that date are subject to price adjustments. Students can go directly to the store when they arrive on campus purchase books, but we recommend pre-packing the books for pick up to avoid lines.

Students go to bookstore.potsdam.edu to discover what books are needed for class: a tutorial about how to order textbooks from the store is available in the Quicklinks section of the website. The store has an easy price comparison tool so you can maximize savings and convenience. Online orders can be paid for with Bear Express or a Credit Card. No charge is processed until the books are packed. Books can be shipped to home addresses, as well as pre-packed for pick up. Check email for order confirmation and updates about any changes to the order.

There are lots of reasons why textbooks cost as much as they do: pricing depends on many variables: title availability, timely faculty requisitions, published formats, age of the edition, popularity, and publisher’s “bundles” (CDs, DVDs, manuals etc.). If you have questions, come to the store and we’ll explain the ins and outs.

ATMs on Campus

PACES contracts with North Country Savings Bank to provide ATMs on campus. NCSB is a community bank (FDIC) that offers Student Checking accounts. AT'Ms are located in the Student Union and Carson Hall.

Dining Services and Meal Plans

PACES Dining Services provides quality food, good value, and choice for its customers regard- less of where they eat on campus. A meal plans allow students to eat whenever and wherever they want on campus. For current plans, prices and details visit http://www.potsdam.edu/studentlife/dining/MealPlans

To meet the dining needs of campus customers, PACES operates restaurants at eight campus locations and is available fifteen hours a day. Traditional all-you-can-eat meals are provided in Lehman Dining Center. Other campus dining units include a la carte areas: the Student Union Dining Court in Barrington Student Union, Dexter's Café in Thatcher Hall, Minerva’s Café in the Crumb Library, the Crane Commons in Crane, Becky’s Place and Tim Hortons Café Express at Pratt Commons, and the Performing Arts Café in the new arts building. PACES Dining Service has award winning services, food, and programs. In 2015, for the second time, it was voted the #1 Dining Service in the SUNY System in the SUNY Student Opinion Survey. PACES Dining Services consistently has scored higher than the national average in most every category in the National Association of College and University Food Services Annual Benchmarking surveys.

Signing up for Plans and How Meal Plans Work

The college requires that all students living on campus have a meal plan. First-year residential students can choose from two First-Year Meal Plans. Students who are commuting, returning, or who have met the residency requirement have different meal plan options. All students are responsible for selecting or renewing their plan every semester and must agree to meal plan terms and conditions on BearPAWS. Meal plans have three parts: meal swipes, flex credits, and guest passes.

Students may use as many meal swipes as they want in a given day so there is no “missed meal factor.” Weekly plans help to ensure that students budget their meals evenly throughout the semester. Weekly meal plans reset every Sunday morning at 2 a.m.; any unused meals are relinquished at that time. The best value for a meal is at Lehman, PACES' residential dining center. If a student doesn’t care to eat at Lehman, they exchange their entry meal swipe for an all at once value at other units. One meal swipe has a buying power equal to $6.50 at most other units but has no cash value. Flex Credits allow students to purchase any item, at any time, from any PACES Dining Service facility. It could be used to grab extras during the day or supplement a meal swipe.

Guest passes allow you to take a friend to Lehman (or yourself) for an all you care to eat meal.

Any unused flex and meal balance expires at the end of the semester. An ideal flex balance chart is posted online to help guide students’ their account. If a student uses all their Flex Credits before the semester ends, more can be added, online through BearPAWS, at the registers or at the PACES Business office.

New York State law mandates that a meal plan be for the sole use of the student owner. Student can’t buy meals for friends under NYS law, but they can take a guest or friend to Lehman with one of their guess passes.
Reachout

Reachout is an information and referral service that offers St. Lawrence County’s only 24 hour crisis and information “helpline.” Reachout’s 24 hour crisis intervention hotline is staffed by trained volunteers who listen, help callers sort out problems and refer them to other useful agencies and services. Most of the volunteers working for Reachout are students who are willing to help people throughout the county. The Reachout volunteers can help you find information on services available to you throughout the county. They also have information about any drug, health and other questions you may have. The service is completely confidential and you can call 24 hours a day. The phone number is 315-265-2422.

Student Health Services

Location: Van Housen Hall 1st floor
Hours: Monday-Friday 8:30-4:30 (closed for lunch)
Phone #: 315-267-2377
Website: www.potsdam.edu/studentlife/healthservices
Portal: BearPAWS>New Student Services>Student Health Services Portal

The care delivered at Student Health Services is designed to keep students on track for healthy lives during their stay at Potsdam and in the years beyond. The clinic works just like your doctor’s office at home. Please schedule your appointment via the portal on BearPAWS or by calling 315-267-2377.

Visits to the clinic are free, and are not billed to your insurance, because you pay a health fee. There may be charges for certain lab tests or medications.

You can be seen for…..
• Any illness
• Psychological treatment with our Psychiatric Nurse Practitioner
• A physical exam
• Reproductive Health
• Allergy shots
• HIV/STI testing
• Continuation of care requested by your provider at home
• Blood draws or other lab work
• Dietary concerns
• Health Education
• And More…

The Student Success Center

SUNY Potsdam’s Student Success Center (SSC) provides students with one-stop access to a centralized, integrated group of student service offices. All offices are located on the first floor of Sisson Hall. Center personnel work together to assist students in understanding and meeting the College’s requirements and in obtaining timely, accurate information and assistance. The staff in all offices strives to guide and encourage students to effectively use available resources in order to promote students’ success at SUNY Potsdam and beyond.

For more information, contact the Director of Student Success Center by calling, 315-267-2580.

Check us out online at: www.potsdam.edu/support/ssc/
Academic Advising

Each matriculated student is assigned an academic advisor who will give advice to assist the student toward timely graduation. However, the ultimate responsibility for understanding and completing degree and graduation requirements lies with the student, not the advisor. All non-matriculated students enrolling for 9 or more credit hours, and all matriculated students, must consult with an advisor before they will be permitted to register for classes each semester. A student’s primary advisor will then release the advising hold, allowing the student to access the online registration system.

Students are assigned an advisor soon after their arrival on the SUNY Potsdam campus, usually reflecting the student’s area of interest. If students have concerns about their advisor assignment, or have questions about academic requirements that their advisor cannot answer, they may contact the following offices: Arts and Sciences Advising Coordinator in Dunn 103 or Academic Advising and Support in Sisson 110 if they are in the School of Arts and Sciences; Teacher Education Advising Services in Satterlee 111 if they are in the School of Education and Professional Studies; and, the Office of the Associate Dean of The Crane School of Music in Bishop C222 if they are in the Crane School of Music.

When students officially declare a major or a minor, the department chair assigns them an advisor in that department. Students will have an advisor assigned for each major and minor they declare and will need to see each advisor every semester before registering. Advising should be a continuing process not limited to selection and approval of courses. Students should discuss with their academic advisor any academic difficulties in their classes, problems outside of class that affect their academic performance, career planning issues, and special academic opportunities such as internships, study abroad, cross-registration, departmental awards, and honor societies. Students should also consult with their advisor before making important academic decisions, such as withdrawing from a class, selecting the S/U grading option, or attempting a semester credit overload. The academic advisor receives copies of transfer credit evaluations and can access early alerts and course summaries on BearPaws and degree progress on BearDen.

Non-traditional Students

Non-traditional Adult Learners are a large and growing segment of the student body. Non-traditional students are usually 24 years of age or older and have had at least a two-year break in their education, hold a GED rather than a high school diploma, and/or are married or single with dependents.

These students are represented on campus through the Student and Family Transitions Office in the Student Success Center. There is also a Non-traditional Student Lounge located in 107 Carson Hall where students can relax, study, or hold meetings. Lockers are available by the semester for student use in both Carson and Sisson Halls. The Adult Learner Advisor facilitates programs, advises students, answers questions and provides useful information on commuting/carpooling, childcare, tutoring and computer technology assistance.

For more information, contact Patrick Massaro in the Student Success Center at 315-267-3398 or stop by Sisson 128.

The Student Success Center

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Academic Advising & Support Office

Mission

The Academic Advising & Support Office in the Student Success Center is dedicated to assisting students with their intellectual development and decision-making skills. We guide students in making informed academic choices and provide services that help them to realize their full potential. We also support faculty and staff in fostering student success and development across campus. Our services are free and available to all SUNY Potsdam undergraduates, faculty and staff.

Group Tutoring

• Group tutoring is available for various lower-level and certain upper division undergraduates
  - Facilitated study groups of 3-8 students led by a trained peer tutor with experience in the course
  - Tutoring sessions work around student and tutor schedules
  - Groups meet for 1-3 hours a week depending on group preference
  - Tutoring is free of charge

• Walk-in tutoring for select subjects, including satellite tutoring from the College Writing Center (CWC)

Note: Each student is responsible for satisfying requirements for graduation as listed under College, general education, and major/minor requirements. This shall include notifying the Registrar’s Office in the event any course, whether failed or passed, is repeated and regular consultation with an assigned advisor.
Other Services
- Individual consultations, group workshops, and other resources are available on:
  - General study skills
  - Note-taking techniques
  - Exam preparation
  - Test-taking strategies
  - Test anxiety
  - Time management
  - Academic planning
- Open computer lab with printer
- Laptop loan program

For more information, please contact the Academic Support Lab at 315-267-3447 or stop by Sisson 106. Their email address is: aso@potsdam.edu

Accommodative Services
The Accommodative Services Office (located in Sisson 109/111) provides academic accommodations for all qualified students who have documented learning, psychiatric, and/or physical disabilities. Accommodations can include such services as note takers, text readers, alternative testing arrangements, loan of some equipment, etc. If you have any questions regarding services, please call 315-267-3267.

First Year Transitions
Visit the First Year Transitions website to find a great deal of information on Orientation Programs, Orientation Leader information and applications, First Year Programs, First Year Experience, Learning Communities, the First Year Connections Newsletter and much more!
www.potsdam.edu/support/firstyear/transitions

Special Programs (EOP & Bridges)
EOP serves talented students who are not academically eligible for general admission but meet specific economic eligibility criteria. Program services include counseling, supplemental instruction, workshops, EOP Direct Aid, an extended fall orientation program, EOP-specific Freshmen Interest Groups (FIGs), special intersession academic programs, and a freshman seminar. For additional information please call 315-267-2335 or go to
www.potsdam.edu/admissions/apply/special/EOP/index.cfm

The Bridges program provides entry to Potsdam for students who do not meet the normally applied admission criteria but who possess the potential for academic success. One of the nice things about attending SUNY Potsdam as a Bridges student is that you will discover that you are not alone. There is plenty of support and assistance available. Students accepted into the program are provided with basic academic support services including counseling assistance, learning skills, academic advising and content tutoring.

Counseling Assistance
You will be assigned to a Bridges Advisor who will serve as your main contact with our program. Assistance is available with personal, academic, social, financial and career concerns. As a new student you will be required to meet with your Bridges Advisor at least every month during the fall semester to review your academic progress. The amount of required contact during the spring semester depends upon your academic standing at the conclusion of the fall semester.
Student Services

The Student Success Center

Special Programs (EOP & Bridges)

Selecting a Major
Since approximately half of our students enter their first year without a major field of study (we call this an “Undecided/Exploratory” major), a focus of the Bridges program is to assist you in this selection.

Group Meetings
During both semesters you are required to attend meetings which are designed to assist your successful transition to SUNY Potsdam. These meetings will cover both academic and fun non-academic topics.

Tutoring Assistance
You can receive, upon request, free tutoring assistance in any of your content courses. Group content tutoring is available to you through the Student Success Center in Sisson Hall (some students may be eligible for free one-on-one tutoring through the TRiO program).

For more information, contact the Bridges Program at 315-267-2685, stop by Sisson Hall 103 or via our email address: bridges@potsdam.edu

TRiO/Student Support Services

TRiO Student Support Services (SSS) is a federally funded TRiO program designed to enhance academic skills and increase retention and graduation rates of eligible students. Services include peer tutoring, academic planning, academic monitoring, study skills assistance, financial literacy/planning, graduate school planning, counseling, cultural activities and peer mentoring. Through coordination with other campus offices, the program also assists participants with career planning and financial aid counseling.

Eligible students:

1. Are U.S. Citizens or permanent residents;
2. Are first-generation college students and/or meet certain family income guidelines and/or have a documented learning or physical disability, as well as;
3. Have a demonstrated academic need for services.

Special note: Students with disabilities who require classroom accommodations should apply for them through the Office of Accommodative Services.

For more information, visit our website at: www.potsdam.edu/support/ssc/sss or contact the Director of TRiO Student Support Services by calling 315-267-2745, or email Mark D. Millward at millwamd@potsdam.edu
Student Services

Student Union

The Thomas M. Barrington Student Union is the hub of all student activity. Campus Life, Office of Student Conduct and Community Standards, Student Affairs Office, Student Government Association (SGA), WAIH-FM 90.1, and many of the student clubs and organizations are located here. The Union also houses conference and meeting rooms, The College Store, The Union Market and Venture Outdoors.

Many of the students who frequent the Union are there in response to social and educational programs planned and promoted by the Director of Campus Life and SUNY Potsdam's Student Government Association.

Hours of Operation

Monday - Thursday: 7:00 am - 11:00 pm
Friday - Sunday: 7:00 am - 12:00 am (Midnight)
Phone: (315) 267-2013

Rooms, Reservations & Calendars

The Barrington Student Union provides many campus and outside organizations with meeting spaces for a wide variety of functions.

All rooms and spaces must be reserved in advance with the Barrington Student Union office (Room 208). Groups will be assigned to a room that meets the needs of the specific program. Rooms are available Monday through Friday from 8:00 a.m. to 10:30 p.m. as well as Saturday and Sunday from 9:00 a.m. to 10:30 p.m.

All reservations should be made online at http://ems-web/VirtualEms/

General Rules

1. The Student Union is for the use of the college community and provides areas in which out-of-class activities may occur.

2. Animals or pets of any type are not permitted in the building. The presence of animals or pets violates the Public Health Law and college policy. Service animals are exempt from this policy.

3. Guests on the campus are expected to comply with all college policies and regulations. Violations of policies and regulations may be referred to civil authorities.

4. All reservations should be made online at http://ems-web/VirtualEms/

5. Recognized student organizations can reserve a space in which they can meet on a regular basis. This type of reservation is valid for one semester. Reservations are also available to faculty members for other than regularly scheduled classes.

6. There will be a charge to organizations or individuals leaving any area in the Barrington Student Union in an unacceptable condition; this includes excessive trash that requires cleaning, damage to furniture or walls, damage to audio-visual equipment, etc. Normal wear and tear is excluded. Organizations or individuals may be denied use of the Barrington Student Union for abuse to facilities and/or equipment.

7. Suspended and/or unrecognized student organizations may not sign out any rooms or space in the Barrington Student Union nor may they post signs on bulletin boards.
Use of The Barrington Student Union Lobby

The lobby of the Barrington Student Union can be utilized for a variety of on campus activities including; recruiting new members, introducing your club to the campus, giving out information, or holding a fund-raiser, etc. If your organization is interested in using the lobby for a function, you should be aware of the following guidelines for usage:

- A table/space in the lobby must be reserved through the Campus Life Office, Barrington Student Union Room 208. Use of that space is limited by SUNY Potsdam’s building use policy and the New York State Fire Code. It is also limited by the priority of providing space and services to campus-based groups, other scheduled events (e.g. conferences and institutional events) and the appropriateness of events in the building.

- Physical space is limited to a maximum of twenty (20) six-foot tables. No tables may be located in front of the main landing. If the lobby space is full, there is the possibility of using the space near the east and west entrances. The main balcony is limited to special requests four major institutional programs.

- Table reservations are limited to Monday through Friday from 8 a.m. until 4:30 p.m. Due to the great number of evening meetings, no evening reservations will be taken. Exceptions will be made for major institutional events. Requests for exceptions can be made in the Campus Life Office.

- When groups are finished with their use of lobby space, they are responsible for disposing of their garbage.

- No student organization or campus department may table longer than two consecutive weeks for the same program.

Outside Space Requests/Sound Amplification

Sound amplification that interferes with class activity, college events or activities, or that is in violation of village or other ordinances is not permitted.

www.potsdam.edu/studentlife/handbook

The Office of Student Affairs
SUNY Potsdam
218 Barrington Student Union
44 Pierrepont Ave
Potsdam, NY  13676
315-267-2117