With these goals in mind, the campus minister plans and oversees programming activities including discussion groups, study sessions, retreats and conferences, and other events that support the spiritual needs of the campus community. Programs may include presentations on faith, culture and morality; theological discussions and debates; belief expressed in acts of charity; the pursuit of religious truth within a spirit of community; and peace and justice.

The campus minister also builds connections between the College and local faith communities in an effort to create and promote opportunities for students to explore and express their spiritual nature. Finally, the campus minister maintains posted office hours for students dealing with questions of faith, grief, relationships, and any range of issues or matters calling for support.

**SUNY Potsdam Child Care Center, Inc.**

SUNY Potsdam Child Care Center, Inc. is a non-profit, privately run childcare facility centrally located on campus in Merritt Hall. The Center accepts children for care from six weeks through age nine, to include school age, after school, vacation and snow days. Staff members are carefully screened and well trained; many hold degrees in early childhood education. The Center serves children of SUNY faculty, students and staff, as well as the community at large, providing a safe, loving environment with child-centered programs, and meals prepared at the Center. Space is limited, so it is very important to contact the Center as soon as a need for childcare is known. For more information, contact the Center's Director at 315-267-2391 or log on to the website: [www.potsdam.edu/faculty/spccc](http://www.potsdam.edu/faculty/spccc).

**University Police**

The University Police at SUNY Potsdam provides the highest levels of safety and security through a professional, skilled and compassionate workforce. The Department strives to support a rich academic and diverse social experience at Potsdam by working in tandem with all departments and organizations on campus while promoting strong and positive relationships with our surrounding communities.

Currently, the Department is staffed with nine police officers, two Lieutenants, one Chief of Police and two civilian employees. We also hire about 15 students each year who serve as clerical and dispatch assistants. The Department is a fully functioning law enforcement agency that is responsible for the enforcement of federal, state, county and local laws. They serve on many committees including the Campus Safety Advisory Committee, the Parking Committee and the committee charged with tobacco use on campus.

The University Police Department prepares the Annual Security Report each year that provides detailed crime statistics on and around the campus and describes many of our campus programs and processes. This can be viewed at [www.potsdam.edu/studentlife/safety/index.cfm](http://www.potsdam.edu/studentlife/safety/index.cfm) (Annual Report). A hard copy or digital version is also available from University Police at 315-267-2222 or universitypolice@potsdam.edu. This statistical information is also available through the United States Department of Education web site: [www.ope.ed.gov/security/](http://www.ope.ed.gov/security/).

**Computing & Technology Services**

Computing & Technology Services (CTS) provides support and leadership for SUNY Potsdam in all areas of information technology including desktop computing, networking, administrative systems and telephone services. To learn about the many services we provide and support, CTS strongly encourages students to visit our regularly updated website at [www.potsdam.edu/cts](http://www.potsdam.edu/cts).

For questions or concerns, students can contact our Helpdesk by calling x2083 or sending email with questions or concerns to: helpdesk@potsdam.edu. Students are always more than welcome to stop by our Helpdesk location in Stillman Hall 103.

**ACADEMIC PHILOSOPHY**

The academic programs at SUNY Potsdam offer students the opportunity to combine career preparation with strong liberal arts education. The College maintains its emphasis on the liberal arts because we believe that liberally educated individuals are best equipped to respond to challenges and to take advantage of opportunities in all areas of life. The liberal arts foster the flexibility needed to adapt to our rapidly changing society by developing skills in observation, analysis, communication, research, and judgment that are applicable in any situation.

The curriculum at SUNY Potsdam also encourages students to pursue professional preparation through selected degree and certification programs as well as second majors and minors at the same time that they study the liberal arts. The curriculum at SUNY Potsdam blends the liberal and the professional to prepare the whole person for the challenges of living in a complex and changing global environment. This philosophy governs all of the programs of the College, from performance in The Crane School of Music to secondary education certification in the School of Education and Professional Studies, from studio art to biology or sociology in the School of Arts and Sciences.

The College desires to provide the opportunities for students to develop into citizens who are able to contribute in a positive, creative way to the demands of our society, and who have the knowledge, skills and experiences to accomplish their personal goals. The Potsdam Graduate, adopted by the Faculty and SUNY Potsdam, is a statement of the College's expectations of the SUNY Potsdam student expressed in terms of knowledge, skills and experiences to be acquired during the college experience.

**The Potsdam Graduate**

The Potsdam Faculty believes that an educated person is one who can thrive and provide leadership in our complex, ambiguous and mutable world. Such an individual possesses not only knowledge and skills, but also the commitment to apply them reflectively in order to create a more humane, sustainable and just world.

An educated person is one who aspires to learn throughout life and is committed to the search for truth through free inquiry and open debate. While all aspects of the student experience contribute to such an education, the curriculum is central. Each student's curriculum is ideally an integrated whole, consisting of three components: the general education program which provides a framework of skills, knowledge
and experience for learning; a major that permits disciplined study of a particular body of knowledge; and in most programs of study, electives that allow students to shape learning to individual goals and needs.

Skills
Students will demonstrate the ability to:
- organize thought and communicate in written and oral form
- reason analytically, formally, symbolically and quantitatively
- solve problems by creative synthesis of knowledge
- judge, appraise and evaluate, in matters ethical, aesthetic, empirical and logical
- locate, evaluate, and effectively use information
- use technology appropriately to solve problems and disseminate ideas

Knowledge
Students will demonstrate knowledge of:
- the historical method of investigation, including knowledge of the heritage of Western Civilization and of at least one non-Western culture
- fundamental biological and physical concepts
- the impact of human activities on the environment
- contemporary social institutions, including their underlying values and principles.
- both historical and contemporary currents in and approaches to literature, arts, and philosophy
- a second language and of the culture of speakers of that language the rights and responsibilities of citizens and the principles of democratic civic engagement

Experiences
Students will experience opportunities to:
- actively engage with the creative process in the arts
- explore the way the sciences generate, organize, and verify scientific concepts
- participate in physical activities that include instruction emphasizing the importance of life-long health and wellness
- serve the campus as well as the wider community

Advising Mission Statement
SUNY Potsdam is committed to promoting student success through responsible academic advising. Our mission is to foster dynamic and interactive relationships between advisers and advisees that help students satisfy the academic requirements of the College, take advantage of support services, explore career opportunities, and develop skills necessary to thrive and provide leadership in a complex and mutable world.

Philosophy
Advising is a crucial personal and professional relationship between a student and their faculty adviser, built through the process of periodic communication. Advising focuses on utilizing campus resources to assist students in selecting courses and formulating sound educational, career and life goals. The advising relationship provides students with a direct mentoring link to teaching faculty and professional staff, encouraging active engagement in their educational process, increasing their overall connection the College and its mission, as well as assisting them in making the academic decisions that are ultimately their responsibility. Personal and professional advising also promotes a supportive educational and social environment. The advising process enables students to pursue their educational goals and encourages them to become successful and productive members of the College community.

ACADEMIC POLICIES AND PROCEDURES

SUNY Potsdam Academic Honor Code

I. Academic Integrity
Throughout their history, institutions of higher learning have viewed themselves and have been viewed by society as a community of persons not only seeking the truth and knowledge, but also seeking them in a truthful and ethical fashion. Indeed, the institution traditionally trusted by the public and the one to which individuals most often turn for unbiased factual information is the university. Thus, how a university behaves is as important as what it explores and teaches. SUNY Potsdam expects all members of its community to conduct themselves in a manner befitting this tradition of honor and integrity. Enrollment at the College requires a commitment to the principles of the SUNY Potsdam Academic Honor Code both in spirit and in adherence to rules and policies. The Academic Honor Code makes SUNY Potsdam a better and more enjoyable place as it affords to each member of the SUNY Potsdam community the trust and freedom that honesty promotes.

Personal honor, integrity and respect for the word and work of another are the basis of the Academic Honor Code. Thus, it is the responsibility of every student enrolled in SUNY Potsdam to adhere to and uphold this Code in pursuit of academic integrity. The Academic Honor Code furthers this effort by prohibiting lying, cheating and stealing.

This Code applies to all academic programs, faculties and departments at the College both graduate and undergraduate. More detailed standards of academic conduct may be set forth by each of the schools and individual faculty members. It is the responsibility of every member of the academic community to be familiar with and supportive of the Academic Honor Code.

II. Academic Honesty Pledge
On all academic work done by students at SUNY Potsdam, the pledge below is either required or implied. Furthermore, this statement is regarded as an indication that the student understands and has complied with the requirements and assignments as set forth by the course instructor and as stated in this Academic Honor Code.

“On my honor: I will not give nor receive any inappropriate assistance on any academic work in accordance with the SUNY Potsdam Academic Honor Code and the directions given to me by each course instructor.”

III. Basic Standards of Academic Integrity
Specific acts that are considered to be academic dishonesty and that are prohibited by this Code include, but are not limited to:

1. Cheating: using unauthorized notes, study aids or information on an examination; altering graded work after it has been returned, then submitting the work for re-grading; allowing another person to do one’s work and submitting that work under one’s own name.

2. Plagiarism: presenting, as one’s own the distinctive ideas, facts or words of another (in part or in whole) without appropriate acknowledgment of the source. Issues of plagiarism apply to any type of work including, but not limited to, exams, papers, any writing or printed text, computer programs, web sites, art, music, photography or video.

3. Fabrication: falsifying or inventing any data, citation or information.
   a. Citation: any attribution to, or use of, a source (real or invented)