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 Shawn Ramos and his office is located on the 2nd floor of the Barrington Student Union.

Best Wishes In All You Do,

Student Government Association
315-267-3285
SGAPres@potsdam.edu
ACADEMIC INFORMATION

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

Academic Calendar

**Fall 2015 Semester**
New Students Move In..................Friday, August 28
Welcome Week Activities .............. Sat. Aug. 29-Fri. Sep. 4
Returning Students Move In..........Sat. & Sun., Aug. 29 & 30
Classes Begin.............................Monday, August 31
Last Day to Add/Drop..................Friday, September 4
Early Alerts Due .........................Friday, October 9
Fall Recess Begins......................Friday, October 9 (10 pm)
Classes Resume.........................Wednesday, Oct. 14 (8 pm)
Last Day to Withdraw.................Fri, April 8 (wk 10)
Last Day to Elect S/U.................Fri, April 8 (wk 10)
April Recess Begins.....................Friday, Apr 8 (10 pm)
Classes Resume .........................Wed., Apr 13 (8 a.m.)
Last Day of Classes ....................Friday, May 13
Academic Preparation................Sat. & Sun., May 14 & 15
Final Examinations.....................Mon.-Fri., May 16-20
Commencement Ceremonies ..........Saturday, May 21
Final Grades Due.......................Wednesday, May 25 (10 am)

**Spring 2016 Semester**
Students Move In.......................Sat. & Sun., Jan. 23 & 24
Classes Begin............................Monday, January 25
Last Day to Add/Drop..................Friday, January 29
Early Alerts Due .........................Friday, March 4
Spring Recess Begins..................Friday, March 4 (10 pm)
Classes Resume .........................Monday, March 14 (8 am)
Last Day to Withdraw...................Fri, April 8 (wk 10)
Last Day to Elect S/U...................Fri, April 8 (wk 10)
April Recess Begins.....................Friday, Apr 8 (10 pm)
Classes Resume .........................Wed., Apr 13 (8 a.m.)
Last Day of Classes ....................Friday, May 13
Academic Preparation................Sat. & Sun., May 14 & 15
Final Examinations.....................Mon.-Fri., May 16-20
Commencement Ceremonies ..........Saturday, May 21
Final Grades Due .......................Wednesday, May 25 (10 am)

WINTERIM: Tentatively, January 6-20, 2016
No Class on MLK Day, Monday, January 18, 2016
**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:
moodle support@potsdam.edu

**Class Cancellations**

How do I find out if classes are canceled due to severe weather or other emergencies?

All students are highly encouraged to sign up for SUNY Potsdam’s emergency notification system, NY-ALERT. To enroll:

1. Go to bearpaws.potsdam.edu
2. Log into BearPAWS.
3. Select the “Personal Information” tab.
4. Select “Emergency Alert Contact Information (NY-ALERT)”.
5. Enter your emergency contact information and submit it.

Administrative process for canceling classes due to inclement weather:

In the event of inclement weather, the President upon receipt of a recommendation from the Assistant VP for Facilities may cancel classes. This recommendation will be made as early as circumstances permit for day classes and by 2 p.m. for evening classes whenever possible.

The President will notify the Provost and Office of Public Affairs of the decision, at which time the Office of Public Affairs will notify the campus community via email and call all local radio stations. A notice will also be placed on the SUNY Potsdam homepage under "News and Events." The Provost’s office will telephone the offices of the Deans of the three schools and Continuing Education and University Police, who will telephone others who may need to know as quickly as possible.

The decision to cancel classes does not presume cancellation of other events on campus; these will be determined on an individual basis by the sponsoring offices. When such events are cancelled, sponsors should notify the offices of Public Affairs, the President, and the Provost, as they often receive inquiries about such matters.

It is rare that classes are canceled for problems related to weather. However, due to the varying road conditions that occur in communities around the county, you should use your own judgment before venturing out in severe weather conditions and call your professor to make arrangements for any missed classes.
ACADEMIC INFORMATION

Office of Field Experience and Teacher Certification

The Office of Field Experience and Teacher Certification is responsible for Student Teaching placements and the placement of students in their Pre-Student Teaching field experience. To declare an Education Major, students access the Declaration of Education form on-line at http://www.potsdam.edu/EDUC/educadvising/. This website includes advising forms for all undergraduate Certification programs. Student Teaching applications are on-line at www.potsdam.edu/academics/SOEPS/fieldexperiences/apply.cfm.

New York State Teacher Certification

The New York State Department of Teacher Certification is a sub-division of the New York State Department of Education. The only responsibility of the certification department is to license individuals to teach at the elementary level and the adolescence levels in the state of New York. The certification department issues qualified candidates initial certificates, professional certificates, and to holders of provisional certificates, permanent certificates.

Students at The State University of New York at Potsdam who complete an approved program of study at this institution that leads to teacher certification will be recommended through the Office of Field Experiences for the appropriate teacher certificate.

To be recommended for the initial certificate, which is required to be employed in the state of New York, all of the following requirements must be completed.

- Complete three years of paid teaching
- Complete a relevant master's degree program
- Complete a certification application
- Complete successfully the three New York State Qualifying Exams
- Complete Health 230 (CA, SAVE), a two-credit course on drugs and alcohol, the identification and reporting of child abuse, and violence prevention and intervention
- Complete an approved program of study that leads to certification
- Be fingerprinted and receive clearance from the New York State Education Department
- Complete a certification application- this is not done until you complete all of the above requirements
- Submit an application for permanent certification

To be recommended for professional teacher certification, which must be obtained five years from the effective date of the initial certificate and which must be obtained to continue to be licensed in the state of New York, the following two requirements must be completed.

- Complete a relevant master's degree
- Complete three years of paid teaching
- Complete the video if your certification area requires it
- Submit an application for permanent certification

The State University of New York at Potsdam offers several master's degree programs that fulfill the requirement for the professional certificate and the permanent certificate. Contact the Graduate Admissions Office to seek information in regards to graduate programs offered.

The State University of New York at Potsdam can only recommend to the New York State Certification Office those candidates who have completed Potsdam's approved program of study. If you have not completed our approved program of study but still meet the minimum requirements for licensing in New York State, you will need to access the on-line certification application which can be accessed only through your personal TEACH account. To create an account, you need to go to www.nysed.gov/tcert.

New York State Teacher Certification Exams (NYSTCE)

There are three qualifying exams that are offered seven times during the calendar year. You can register for the exams by mail or through the testing center website, www.nystce.nesinc.com. Currently the fee for each test is $88. Each test consists of 80 multiple-choice questions and an essay. A passing score is 220 out of a possible 300.
LAST—Liberal Arts and Sciences Test: This test is a general knowledge test.

ATS-W—Assessment of Teaching Skills—Written: This test measures pedagogical skills and related topics.

CST—Content Specialty Test: This test is specific to the content area in which a person is seeking certification. For those seeking early childhood and childhood certification it is the multi-subject content specialty test and is similar to the LAST in that it assesses general knowledge. The recommended sequence for taking the tests is LAST, CST, and ATS-W.

If you currently hold a provisional certificate in a specific area and are seeking permanent certification, then you must also complete the ATS-P, Assessment of Teaching Skills—Performance, if your certification area requires it. The current fee is $145 and videos can only be submitted three times a year. The video application can be done by mail, on-line or through the testing center website. If you are not certain as to whether or not you need to complete the video, please contact the certification officer in Room 111 Satterlee Hall.

Policies Related to Student Teaching:
Some of the master's degree programs require a student teaching experience. The ensuing list is specific to those students who must student teach as part of their approved program of study.

Student Teaching Checklist
- Read the Guide to Student Teaching and refer to our website, www.potsdam.edu/academics/SOEPS/fieldexperiences.
- Check your Potsdam e-mail account daily. This is our main method of communicating with you.
- Schedule an advising session with your education advisor.
- Complete Part I of the on-line application by the established deadline.
- Attend the mandatory informational meeting which you will select when you complete Part I.
- MST students must return one copy each of the Approved Program of Study from to room 117 Satterlee Hall and room 111 Satterlee Hall.
- The form is needed so that an audit can be done at various stages of your course work.
- If you have a desire to student teach abroad, then refer to international education.
- Know and adhere to all the conditions contained in the student teaching contract that you signed at the mandatory informational meeting.
- Overall GPA requirements: graduate student 3.0; undergraduate student 2.75 in education major.

Notations
The School of Education and Professional Studies does not approve of courses being taken during the student teaching semester.

If you feel that your past experiences might be able to be substituted for field experiences, then an appeal must be filed through the graduate office. The School of Education and Professional Studies discourages employment during the student teaching semester.

Student Teaching Prerequisites:
The following requirements for MST candidates must be met prior to being placed in a student teaching position.
- An overall grade point average of 3.0 in graduate courses;
ACADEMIC INFORMATION

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 Office of 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; and
- 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; and

On-line Learning

SUNY Potsdam offers a variety of graduate and undergraduate Distance Learning courses, coordinated by the Office of Extended Education. More than thirty online and hybrid courses were delivered during the 2009 Summer Session, 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 e-mail the Distance Learning Coordinator at online@potsdam.edu. Additional information is available at the Office of Extended Education, Van Housen Hall.
ACADEMIC INFORMATION

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 Office of Extended Education, located in Raymond Hall, Suite 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/ExtEd/ web site.

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 French Language Camp, Basketball Camp, Swim 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 Office of Non-Credit, Conference and Special Programs, located in Van Housen, Room 389. The telephone number is 267-2167 or (800) 458-1142. Additional information, including course and camp schedules and registration, can be found on the www.potsdam.edu/community/noncredit/ web site.

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 Extended Education Web-site. 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 Office of Extended Education at (315) 267-2166 or (800) 458-1142. The information can also be found on the College's web site at www.potsdam.edu/academics/ExtEd/winterim/.

The office is located in Van Housen 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.

Effective November, 1989, persons under the age of 21 who present falsified or fraudulently altered proofs of age for the purpose of purchasing or attempting to purchase alcoholic beverages are guilty of a violation.

Effective January, 1990, persons under the age of 21 are prohibited from possessing any alcoholic beverage with intent to consume the beverage. Alcoholic beverages involved in alleged violations of this law may be seized by authorized law enforcement officials, including University Police.

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.

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).
CAMPUS POLICIES AND PROCEDURES

Alcohol Regulations

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 Associate Director of Campus Life.
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.

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

Assembly Procedures

The following constitutes SUNY Potsdam’s “time, place and manner” policy on the use of SUNY Potsdam (“the College”) owned facilities by third parties (non College or sponsored by recognized student organizations) for free speech purposes as by the College Council pursuant to a delegation of authority by the SUNY Board of Trustees. (See SUNY Policy #5603 “Use of Facilities by Non-Commercial Organizations”)

This policy shall apply to all third parties who are not sponsored by the College and/or a student group and who wants to use the College’s designated public forum for free speech purposes. This policy does not apply to students, speakers officially sponsored by recognized student groups, faculty or staff as other reservation and use policies apply to those campus community members.

Policy:
A. The College is providing a designated public forum for use by third parties for their free speech purposes.
B. Reservation and Recordkeeping of the Use of Space applications must be completed with the Center for Lifelong Education & Recreation Attention: Nancy Hess, 389 Van Housen Extension. All applications must be reviewed and approved by the Center for Lifelong Education & Recreation. Any questions about the application process can be directed to Nancy Hess at (315) 267-2168 or via email at:
C. The College shall not:
   • Inquire as the nature or content of the free speech
   • Charge the applicant an application fee to reserve the designated public forum
   • Charge the applicant/third party for the use of the space
   • Impose insurance requirements on the applicant/third party
   • Charge the applicant for any additional costs to the College that the College may incur due to the use of the space by the applicant/third party, such as security.
D. The applicant/third party shall:
   • Be responsible for any costs for parking on the campus as all students, faculty, and staff
   • Be responsible for picking up from the designated public forum any brochures, pamphlets, leaflets or other handouts or goods that the third party speaker brought with him/her to disseminate during his/her speech, and properly disposing of the same in public garbage receptacles or taking them with him/her.
E. The College reserves the right to terminate any use of designated public forum in the event either the speaker or a member of an audience engages in conduct that violates the SUNY Rules for the Maintenance of Public Order.
F. In addition to the conduct specified in the Board of Trustees policy section 535.3, no amplification will be permitted.

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.
   • Each building shall have a bulletin board designated for materials which support the right of freedom of expression. Materials posted on these boards are permitted under constitutional rights and community standards.

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
CAMPUS POLICIES AND PROCEDURES

Campus Posting Policy

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.

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 SUNY Potsdam students are required to submit some medical information to Student Health Services. This requirement applies to every new, transfer, and readmitted student, without regard to the number of credit hours being taken. The information should be sent as soon as you send your deposit to SUNY Potsdam. Your health records are kept in a confidential medical chart and will only be accessible to the staff of Student Health Services.

WHAT HEALTH INFORMATION DO I NEED TO SEND?

There are two separate steps to take to complete the health requirements:

Step 1: Mail or fax to Student Health Services proof of immunity to Measles, Mumps and Rubella. (details follow)

Step 2: Complete the following forms (details follow)
- Medical Information Form
- Meningitis Response Form
- Tuberculosis Questionnaire
- Health Insurance Information

HOW DO I COMPLETE STEP 1?

Proving you are immune to measles, mumps, and rubella will require the help of your medical provider or school nurse. It is required for all students born on or after January 1, 1957. You must prove you have received two live vaccines for measles and one each for mumps and rubella. The vaccines must have been given no earlier than 4 days before your first birthday, and the measles vaccines must have been given at least 28 days apart.

Please choose one of these four methods to prove you are immune.
1. Get a copy of your immunization record signed by your medical provider or school nurse. Fax or mail this copy to Student Health Services.
2. Make an appointment with your medical provider to have blood tests done to prove you are immune, then have copies of the blood tests faxed or mailed to Student Health Services. If any of the tests show you are not immune, you must have the appropriate vaccine(s) and a signed copy of your new vaccine record must be sent to Student Health Services.
3. Get two MMR vaccines, 28 days apart, and submit a signed copy of this vaccine record to Student Health Services.
4. Have your medical provider fill out a “Proof of Immunization Form” and have them send it to Student Health Services. Copies of this form can be found on the SUNY Potsdam website at:
   http://www.potsdam.edu/studentlife/healthservices/healthforms.cfm
SUNY Health Requirements

HOW DO I COMPLETE STEP 2?

The Health Information Form, Meningitis Response Form, and Tuberculosis Questionnaire are all completed online. Follow these instructions:

1. Set your web browser to accept pop-ups from shsweb.potsdam.edu.
2. Log in to BearPAWS with your campus computer account (CCA) username and password (sent to you in your admissions letter).
3. Click on the “New Student Services” link.
4. Click on “Student Health Services Portal.”

When the portal opens, click on the “Required Health Information” link on left of screen. The information you submit this way is transferred directly to your medical chart and is only visible to the staff at Student Health Services. Click on each of these forms, fill them out, and submit them:

Medical Information Form
This form asks you questions about your medical history, medications, allergies, and surgeries. Click on the “Health Information Form” link. Answer all the questions and click “submit.” You may only submit this form once.

Meningitis Response Form
Click on “Meningitis Response Form.” If you are 18 or older the form will open. Please select the appropriate response and then click “submit.” If you are younger than 18 years, you will be taken to a version of the form that must be printed, filled out by your parent/guardian, then faxed or mailed to Student Health Services. Please note that New York State does not require vaccination against meningococcal meningitis, just the submission of this form.

Tuberculosis Questionnaire
Click on “Tuberculosis Questionnaire.” When it opens, answer all of the questions presented to you, and then click “submit.” You may only submit this form once. If you are instructed to do so, you must have a “Tuberculosis Testing Form” filled out by your medical provider. It may require further tests, and several days, to complete this form. Your medical provider should follow the steps on the form and fax it to Student Health Services. The form should be completed IMMEDIATELY, well before you arrive on campus.

A printable version of the Tuberculosis Testing Form can also be found at: http://www.potsdam.edu/studentlife/healthservices/upload/Tuberculosis-Screening-Form.pdf
Health Insurance Requirement

All domestic, matriculated, SUNY Potsdam students taking 12 or more credit hours are required to have health insurance coverage. This includes both graduate and undergraduate students. Students without health insurance are encouraged to explore all available options to get coverage and submit a waiver proving they have it. Those students who do not submit an insurance waiver must purchase the SUNY Potsdam Insurance Policy (SPIP), a policy arranged by the university. Participation in SPIP is optional for domestic students taking 1–11 credit hours. The deadline for waiver submission is approximately 30 days after the start of classes. Waiver requests, and refund of the SPIP premium, are not allowed after the deadline.

For details regarding SPIP, including the exact waiver deadline date, how to submit an insurance waiver, and what SPIP covers, please go to:

“http://www.potsdam.edu/studentlife/healthservices/insuranceplan.cfm”

STUDENT HEALTH SERVICES

Van Housen Hall 1st Fl.
Monday—Thursday (8 a.m. to 5 p.m.)
Friday (8 a.m.—4:30 p.m.)

(315) 267-2377

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 the receptionist. Walk-ins are not accepted.

You will be seen by our physician or nurse practitioners in a clinic that has been approved by the Accreditation Association for Ambulatory Health Care, ensuring the quality of the care you receive meets or exceeds nationally recognized standards for excellence. 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 and referral
• A physical exam
• Reproductive health
• Allergy shots
• HIV/STD testing
• Continuation of care requested by your provider at home
• Blood draws or other lab work
• Health Education
• And more….

NON-DISCRIMINATION NOTICE

Pursuant to the State University of New York policy, SUNY Potsdam is committed to fostering a diverse community of outstanding faculty, staff, and students, as well as ensuring equal educational opportunity, employment, and access to services, programs, and activities, without regard to an individual’s race, color, national origin, religion, creed, age, disability, sex, gender identity, gender expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction. Employees, students, applicants, or other members of the campus community (including, but not limited to, vendors, visitors, and guests) may not be subjected to harassment that is prohibited by law or treated adversely or retaliated against based upon a protected characteristic.

The University’s policy is in accordance with federal and state laws and regulations prohibiting discrimination and harassment. These laws include the American with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, and the New York State Human Rights Law. These laws prohibit discrimination and harassment, including sexual harassment and sexual violence.

Inquiries regarding the application of Title IX and other laws, regulations, and policies prohibiting discrimination may be directed to Title IX Coordinator & Affirmative Action Officer Stacey Basford at (315) 267-2516/ basforsl@potsdam.edu or Title IX Coordinator Annette Robbins at (315) 267-2579/ robbinal@potsdam.edu. Inquiries may also be directed to the United States Department of Education’s Office of Civil Rights, 32 Old Slip 26th Floor, New York, NY 10005-2500; Tel. (646) 428-3800; email OCR.NewYork@ed.gov.
Parking Regulations

Any student who receives a parking ticket can pay the fine at the University Police Department, which is located in Van Housen Hall. 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 $30.00.

All vehicles must be registered with University Police. 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.

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 crosswalks.

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, 28, 30, 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.

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. Handicapped parking spaces will be used by handicapped persons only. An individual with a physical disability may be issued a handicapped 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 a handicapped person’s status officially designated by any other appropriate governmental agency and indicated as such by authorized handicapped symbol on the vehicle, as long as the handicapped person issued the handicapped decal is present.

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 at the University Police Department—Van Housen Hall.
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 crafts-person 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 POTS DAM 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

Student Code of Conduct

I. DEFINITIONS OF TERMS

When used in this Code:
A. The terms "College," "institution," and "SUNY Potsdam" mean the State University of New York at Potsdam, and collectively, those responsible for its control and operation.

B. The term "student" includes all persons taking courses at the College both full-time and part-time, pursuing undergraduate, graduate, or extended education courses, or those individuals who were students at the time of a reported violation of the Code, as well as individuals on College premises for any purpose related to registration for enrollment. Persons who are not officially enrolled for a particular term but who have a continuing relationship as a student with the College are considered “students.”

C. The term “college official” includes any person employed by the college performing assigned administrative or professional responsibilities.

D. The term "faculty" means any person employed by the institution to conduct instructional activities.

E. The term "staff" means any person employed by the institution in any other capacity.

F. In certain situations a person may be both "student" and "faculty" or "staff." One’s status shall be determined by the context of the particular situation.

G. The term “Hearing Board” means a board consisting of one student and two faculty/staff convened to determine whether a student has violated the Student Code and to determine sanctions that may be imposed.

H. The term “Hearing Officer” means a member of the faculty or staff authorized to determine whether a student has violated the Code and to determine sanctions that may be imposed.

I. An "organization" is defined as persons enrolled as students at 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, an academic honor society, an ensemble through a department, etc.

A "Greek organization" is defined as a group that identifies as a fraternity or sorority and/or uses a new member education process (pledging, training, probationary members, etc.).

A “banned organization” is defined as 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.

An “unrecognized organization” is defined as 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.

J. The term “member of the College community” includes any person who is a student, faculty member, College official, member of an organization, or any other person employed by or affiliated with the College. The Dean of Students, or designee, shall determine a person’s status in a particular situation.
CAMPUS POLICIES AND PROCEDURES

Student Code of Conduct

K. The term “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).

L. “Presenter” shall be a member of the institutional community appointed by the Dean of Students or designee to present cases herein. The presenter does not represent any one party involved but rather offers the basic information on the case at hand.

M. “Advocates” are an initial contact for students who feel they have been victims of a sexual misconduct or any harassment. Advocates will guide students to, and, if necessary, through their options including the campus student conduct system. An Advocate may serve as advisor to the reported victim during the actual proceedings of the student conduct system.

N. “Advisor” is a person who aids the victim or accused in the student conduct process as set forth herein.

O. The term "shall" is used in the imperative sense.

P. The term "may" is used in the permissive sense.

II. BILL OF RIGHTS

The enumeration of these rights shall not be taken to deny or disparage other rights retained by students as members of the institutional community.

A. Freedom of expression, inquiry and assembly are guaranteed to all students.

B. Students shall be free to pursue their educational goals. The institution shall provide reasonable and appropriate opportunities for learning.

C. All students shall be free, individually and collectively, to express their views on issues of College policy and on matters of interest to the student body.

D. Clearly defined means shall be provided for student participation in the formulation and application of College policy affecting academic and student life.

E. Students shall familiarize themselves with the rules and regulations governing their behavior as members of the institutional community. The burden of providing students with such a reasonable opportunity to be informed rests with the institution. SUNY Potsdam will provide information to each student on how to access the Code of Students Rights, Responsibilities and Conduct.

F. A student accused of violating institutional rules shall have the right to a fair and impartial hearing.

G. Access to his or her academic record is guaranteed to every student, subject only to reasonable regulations as to time, place and manner.

H. The rights of students shall not be abridged or denied on the basis of race, religion, gender, age, creed, color, disability, marital status, national origin, sexual orientation, gender identity, military status or organizational affiliation.

III. CLASSROOM EXPERIENCE

A. In those courses in which discussion is appropriate, students shall have the right to express views on the course material different from those of the instructor.
CAMPUS POLICIES AND PROCEDURES

Student Code of Conduct

B. Students shall have the right to a fair and accurate description of course requirements at the beginning of the course.

C. Students have the right to protection through orderly procedures against prejudicial conduct or capricious academic evaluation.

IV. EXPRESSION

A. Discussion and expression of all views are permitted within the institution subject only to the requirements of the Rules for the Maintenance of Public Order and this document. Support of any cause by orderly means which do not disrupt the operations of the institution shall be permitted.

B. Students and campus organizations may invite and hear any persons of their own choosing subject only to the requirements for use of institutional facilities.

C. Any student or organization may publish and distribute written material on-campus without prior approval providing such distribution does not disrupt the operations of the College. The College may impose reasonable restrictions on the posting, distribution or display of material.

D. The student press and the student electronic media shall be free from censorship. Sanctions shall not be imposed because of student, faculty, administration, alumni, or community disapproval of editorial policy or content. The student press and media shall exercise this freedom in a manner consistent with the canons of responsible journalism.

E. No individual, group or organization may use the College name without express authorization of the College except to identify institutional affiliation. The student media shall explicitly state on the editorial page or in broadcast that the opinions expressed are not necessarily those of the student body or the College.

V. PRESERVATION OF STUDENT RECORDS

No student record may be preserved beyond graduation or other final departure from the institution except:

A. Academic records subject to the limitations of the Family Rights and Privacy Act of 1974.

B. Financial records of continuing obligations.

C. Medical and psychiatric records subject to the normal rules pertaining to privileged information.

D. Placement records.

E. Records retained as required by law.

VI. PROHIBITED CONDUCT

SUNY Potsdam is an academic community committed to the principles of civility and fairness in pursuit of a purposeful academic experience. The provisions that follow shall govern the students of SUNY Potsdam as members of this institutional community. The SUNY Potsdam Code shall apply to conduct that occurs on College premises, at College sponsored activities, and to off-campus conduct that adversely affects the College community and/or the pursuit of its objectives. Each student shall be responsible for his or her conduct from the time of application for admission through the
Students under 21 years of age may not use, possess, distribute, sell, or knowingly be in the presence of alcoholic beverages on the college campus or in the SUNY Potsdam community except as expressly permitted by the law or college policy.

2. Banned Organizations

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 an organization. In addition, residing in facilities that are owned or controlled by a banned organization is considered affiliation.

3. Cooperation

Failure to comply with directions of institutional officials acting in the performance of their duties is prohibited. Failure to provide a college official with your SUNY ID upon a reasonable request constitutes a violation of cooperation.

4. Damage and/or Theft

Theft from or damage to institutional premises or theft of or damage to the property of others is prohibited.

5. Dishonesty; including but not limited to the following:

   a. Acts of academic dishonesty, to include but not limited to, such as cheating and plagiarism.
   b. Furnishing false information to any college official, faculty member or office.
   c. Forgery, alteration or misuse of any college document, record, or instrument of identification.

6. Disruptive Behavior

   a. Intentional disruption or obstruction of teaching, research, administration, disciplinary proceedings or other institutional activities is prohibited. 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.

   b. Individual behavior which adversely affects the quality of life on campus or unduly disturbs one or more members of the College community is prohibited. There will be special attention placed on incidents where it is apparent that consumption of alcohol or some other substance is a primary contributing factor.
CAMPUS POLICIES AND PROCEDURES

Student Code of Conduct

7. Doors

Willfully impeding the proper function of doors is prohibited. Propping open exterior or interior doors that allow access to a locked facility is prohibited. Unauthorized entry into any building or facility is prohibited.

8. Drugs

a. Students may not use, possess, distribute, sell, or knowingly be in the presence of marijuana, other illegal drugs, and/or controlled substances.

b. Any items that can be utilized for or are designed for the use of drugs (e.g. bowls, bongs, etc.) are prohibited. Any items that are fashioned for the purpose of drug use will also be considered a violation of this policy.

c. Students may not use, possess, distribute, sell, or knowingly be in the presence of synthetic cannabinoids or other similar substances.

9. Elevators

Willfully overloading, damaging, dismantling or tampering with elevators or elevator equipment is prohibited.

10. Fire

a. Tampering with fire safety equipment on campus is prohibited.

b. Intentionally, carelessly, or recklessly causing the false report of a fire alarm, either personally or by activating the fire alarm system is prohibited.

c. Intentionally, carelessly or recklessly causing a fire to be ignited in any College building or on the grounds of the campus without a legitimate purpose is prohibited.

d. Intentionally interfering with or failing to follow emergency procedures, including fire drills/alarms, is prohibited.

This may also be a criminal offense and persons apprehended and found responsible may be subject to both College sanctions and criminal penalties.

11. Harassment:

Includes such acts as, but is not limited to:

a. Attempting or threatening to subject another person to unwanted physical contact.

b. Stalking any person by any means including by physical, electronic, written or telephonic means.

c. Persistent, pervasive, or severe bullying behaviors such as theft or destruction of personal property, public humiliation, intimidating or threatening behaviors.

d. Directing obscene language or gestures at another person or group of people in a threatening manner.
CAMPUS POLICIES AND PROCEDURES

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Bias-Related Harassment. Harassing conduct that limits or denies equal treatment of another person or persons and is based on race, religion, gender, age, creed, color, disability, marital status, national origin, sexual orientation, gender identity, military status or organizational affiliation or other protected characteristics is prohibited.

- Oral, written, graphic or physical conduct relating to an individual’s race, color, national origin (including an individual’s ancestry, country of origin, country of origin of the student’s parents, family members, or ancestors) or other protected characteristics that is sufficiently severe, pervasive, or persistent so as to interfere with or limit the ability of an individual to participate in or benefit from the educational institution's programs or activities is also prohibited.

- Such bias-related acts may subject the offender(s) to more serious levels of sanctioning.

12. Hazing

Respect for the dignity and rights of other students are a basic tenet of the College community. 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. Hazing is prohibited in this community.

13. Published Institutional Rules

Violation of any published institutional rule, such as Residence Life policies, the Acceptable Use Policy (campus computer use policy), and the Academic Honor Code.

14. Reckless Action

The taking of any action or the creating or participating in the creation of any situation which recklessly or intentionally endangers mental or physical health is prohibited.

15. Sexual Harassment

Unwelcome, gender-based verbal, non-verbal, 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 University’s educational program and/or activities, and is based on power differentials, the creation of a hostile environment, or retaliation.

16. Sexual Misconduct

- Any sexual act that occurs without the consent of the victim or that occurs when the victim 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.
CAMPUS POLICIES AND PROCEDURES

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Note: 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, which 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.

17. Surreptitious Electronic Use

Any unauthorized use of electronic or other devices to secretly make an audio, video, photographic, or digital record of any person while on College premises or the College community without their prior knowledge or without their effective consent when such a recording is likely to cause injury or distress is prohibited.

18. Violation of Law

Violation of any local, state or federal law or rule and/or regulation established by the Board of Trustees of the State University of New York is prohibited.

19. Weapons

The possession on campus of any weapons, including but not limited to, firearms and ammunition, explosives, knives with blades over four inches, swords, martial arts equipment, stun guns, air guns, paint-ball guns, pellet guns, clubs, crossbows, archery equipment, sling shots etc. is prohibited.

20. Greek Policies Related to Alcohol and Drugs

A. The possession, sale, use or consumption of ALCOHOLIC BEVERAGES, while on chapter premises or during a fraternity event, in any situation sponsored or endorsed by the chapter, or at any event an observer would associate with the fraternity,

1. must be in compliance with any and all applicable laws of the state, province, county, city and institution of higher education, and
2. 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.
CAMPUS POLICIES AND PROCEDURES

Student Code of Conduct

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.
   a. The organization may pay for
      i. The vendor employee salaries
      ii. Set up costs excluding any purchase of alcohol
      iii. Facility rental
   b. Events with a Third Party Vendor maintain that individuals of age will pay for their own drinks on a cash per drink basis only.
   c. There may not be “all you can drink” nor “discount” rates by way of chapter subsidy or by gift of the vendor.

B. 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.
   1. The purchase or use of a bulk quantity or common source(s) of alcoholic beverage, for example, kegs or cases, is prohibited.
   2. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal drinking age).

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

D. 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.

F. 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.

1. 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.
2. 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.
3. 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.
4. All financial transactions with the vendor must take place prior to the event and not involve alcohol purchase or subsidy.
G. 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.

H. 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.

I. 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.

J. 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.

21. Dating Violence
Dating violence is 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 victim. 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 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.

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

23. Stalking
The term 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.

24. Sexual Assault
A physical sexual act or acts committed against another person without consent. Sexual assault is an extreme form of sexual harassment. Sexual assault includes what is commonly known as “rape” (including what is commonly called “date rape” and “acquaintance rape”), fondling, statutory rape and incest. For statutory rape, the age of consent in New York State is 17 years old.

25. Sex Discrimination
Includes all forms of sexual harassment, sexual assault, and other sexual violence by employees, students, or third parties against employees, students, or third parties. Student, employees, and third parties are prohibited from harassing others whether or not the harassment occurs on the SUNY campus or whether it occurs during work hours.
Sex discrimination can be carried out by other students, college employees, or third parties. All acts of sexual discrimination, including sexual harassment and sexual violence, are prohibited by Title IX.

26. Sexual Violence

Physical sexual acts perpetrated against a person’s will or perpetrated where a person is incapable of giving consent. A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

NOTE: Discrimination Complaint Procedure:
SUNY Potsdam follows the SUNY System complaint procedures which can be found at:
http://www.suny.edu/sunypp/documents.cfm?doc_id=451

VII. SANCTIONS

The following sanctions may be imposed after proper procedures have been followed if the preponderance of the evidence establishes a violation of prohibited conduct. The list is not exhaustive or exclusive. The Hearing Boards and Hearing Officers may impose any single sanction listed or a combination thereof. When determining disciplinary sanctions, the Hearing Board or Hearing Officer shall consider a student's past disciplinary record. Repeat offenses may lead to the recommendation of suspension or expulsion.

A. Hearing Board/Officer Sanctions

1. Conditional Discharge: Dismissal of charges on conditions established by the Hearing Officer or Hearing Board.

2. Disciplinary Probation: Probationary status for a specified length of time. However, students on probation and found responsible for violations of a policy, may be subject to more severe sanctions.

3. Residence Hall Probation: Loss of priority in the housing assignment process and notification that the student's housing privilege is in jeopardy.

4. Restitution: Compensation for damages done or payment for expenses incurred as a result of the student's behavior. In most cases, this sanction should be imposed in conjunction with another sanction.

5. Community Service: Assignment of tasks to be carried out on campus or within the community at large within a specified period of time.

6. Residence Hall or Campus Restriction: Restriction from appearing in any residence hall or other area of campus. Other restrictions may be imposed such as denial of access to specified campus services or activities. A student may also be barred from the entire campus if behavior threatens the health, safety or well-being of the College community.

7. Disciplinary Removal from Residence: Removal from College residence halls on either a permanent basis or for a stated period of time without refund.

8. No Contact Order: A directive that the sanctioned student shall stay away from other faculty, staff, or student(s) and shall not in any way communicate or interact with said named faculty, staff, or student(s).

9. Restriction Order: A directive restricting the sanctioned student from certain stated acts, activities, places, people or things.

10. 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.
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Note: Failure to complete sanctions by the assigned deadline will result in a “Conduct Hold”. The “Hold” will remain in effect until all assigned sanctions are complete. The “Hold” means you are unable to register or make changes to your class schedule.

B. Recommendations to President

Hearing boards/officers may recommend a sanction of suspension or expulsion. Only the President of the College (or designee) can impose them. Such a case is not acted upon by the President until the student conduct process, to include appeal, is completed.

1. Disciplinary Suspension:
   a. Partial suspension: exclusion from particular activities, academic or co-curricular, for a specified period of time.
   b. Full suspension: exclusion from all College activities for a specified period of time.
   c. Students sanctioned with full suspension shall not receive credit for the semester in which the suspension occurred, and will be liable for all tuition and fees for that semester.
   d. Student will not be allowed on the SUNY Potsdam campus, as a student, guest, employee, or in any other role or for any other purpose without permission of the Director of Student Conduct and Community Standards.
   e. Students found in violation of this sanction could result in arrest for trespass/criminal trespass.

2. Disciplinary Expulsion: Meaning the student can never return to SUNY Potsdam to finish their course of study.
   a. Students sanctioned with expulsion shall not receive credit for the semester in which the expulsion occurred and will be liable for all tuition and fees for that semester.
   b. Student will not be allowed on the SUNY Potsdam campus as a student, guest, employee, or in any other role or for any other purpose without permission of the Director of Student Conduct and Community Standards.
   c. Students found in violation of this sanction could result in arrest for trespass/criminal trespass.

NOTE: Conduct that leads to death or serious physical injury of another person including, but not limited to, hazing, physical abuse or sexual misconduct, will result in a permanent transcript notation indicating a disciplinary separation from the College. The transcripts shall read “Suspension – Disciplinary” or “Expulsion – Disciplinary”. Further, students found responsible for such violations shall not receive credit for the semester in which the suspension or expulsion occurred and will be liable for all tuition and fees for that semester.
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VIII. CONDUCT HEARINGS

College disciplinary proceedings are administrative proceedings and do not rise to the level of civil or criminal proceedings and are not courts of law. Thus, the due process requirements for hearings conducted under this Code are not identical to the due process requirements of courts of law. College disciplinary proceedings shall extend fundamental rights to all parties.

The standard for establishing responsibility shall be based on what most likely occurred.

A. General Procedures for Individual Student Hearings

1. Any academic or administrative official, faculty or staff member, or student may file a complaint against any student.

2. Any party involved in a disciplinary proceeding may be accompanied by another individual whose role shall be advisory only.

3. A Hearing Board/Officer member who is unable to be impartial for whatever reason shall recuse himself or herself.

4. The institution may conduct a preliminary investigation to determine if the charges may be disposed of informally without the initiation of formal disciplinary proceedings. If all parties do not agree to informal disposition of charges, then the Director of Student Conduct and Community Standards must initiate formal charges.

5. All charges shall be initiated by the filing of a written complaint with the Director of Student Conduct and Community Standards. Said officer shall conduct a preliminary investigation to determine if formal charges are to be filed.

6. If charges are filed, the accused student shall have the following choices:
   a. an Administrative Agreement in Waiver of a Hearing with the Director of Student Conduct and Community Standards or designee
   b. a hearing before a Hearing Board or Hearing Officer, as directed by the student conduct charge letter, except in cases of reported harassment or sexual misconduct.

7. Interim Suspension
   The Director of Community Standards or designee may summarily suspend a student and/or student organization; prohibit access any or all appropriate portions of College premises, College-related activities, and/or registered student organization activities; and/or permit the student or student organization to remain only under specified conditions for the interim period prior to a conduct hearing. An interim suspension will be imposed whenever the Director of Community Standards or designee determines that the continued presence of the student on the College campus poses a significant risk of substantial harm to the health and/or safety of another student, other members of the College community, to the stability or continuance of normal College functions, or to property.
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The Director of Community Standards or designee may suspend a student for an interim period pending conduct proceedings or medical/mental health information. The interim suspension will become effective immediately without prior notice. Interim suspension may be imposed only:

• To ensure the safety and well-being of members of the College community or preservation of College property;

• If the student poses a significant threat of disruption or interference with the normal operations of the College.

A student subject to an interim suspension will be given written notice of the suspension and will be referred to these standards and procedures. The student will be given an opportunity to appear personally before the Director of Community Standards or designee within four (4) College business days from the effective date of the interim suspension, in order to review the following issues only:

• The reliability of the information concerning the student’s conduct;

• Whether or not the conduct and surrounding circumstances reasonably indicates a significant risk as described above;

If the risk posed by the student is the result of a medical or mental health condition or disability, the Director of Community Standards or designee shall also determine whether the risk can be eliminated or sufficiently reduced through reasonable accommodation and, if so, shall take appropriate steps to ensure that accommodation is provided. The Director of Community Standards or designee may require that the student submit medical or mental health information to determine whether any such condition exists and whether reasonable accommodation is possible. If the student fails to submit required information and the available evidence establishes that the student’s presence poses a significant risk of substantial harm to the health and/or safety of other students, other members of the College community, to the stability or continuance of normal College functions or property, the Director of Community Standards or designee may continue the interim suspension.

A student suspended on an interim basis shall, upon his or her request, be given an opportunity to appear personally before the Dean of Students or designee, within five (5) school days from the effective date of the interim suspension except when the student is physically or mentally incapacitated. In such cases, the meeting shall be held at the student’s request as soon as is practical. A meeting shall then be held on the following issues only:

• The reliability of the information concerning the student's conduct, including the matter of his or her identity;

• Whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student on the College campus poses a substantial threat to others, or to the stability and continuance of normal College functions.

8. All effort will be made to ensure that the calendar of the disciplinary proceedings shall be set within three and ten days from the date of notification of the filing of formal charges by the Director of Student Conduct and Community Standards. The actual disciplinary hearing shall be scheduled in a manner that is both expeditious and fair to all parties. The accused student shall receive written notification of the date, time and place of the hearing. A request for delay may be made to the Director of Student Conduct and Community Standards or designee. This delay, if granted will be no more than five days.

9. If a violation of the Code of Conduct occurs when the College is not in session, when the Boards have not been formed, or when the end of the semester precludes conformance to the established procedures, and an
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Administrative Agreement in Waiver of a Hearing is not a viable option, a hearing before a Hearing Officer shall be held in lieu of a Hearing Board.

This determination shall be made by the Director of Student Conduct and Community Standards. In such cases, appeal from the decision of the Hearing Officer shall be to the Dean of Students.

10. All disciplinary hearings are presumptively closed to the college community in an effort to maintain confidentiality of student conduct/education records.

11. In hearings involving more than one party, the Hearing Board/Officer may agree to separate hearings for any of the accused upon request by that student no less than twenty-four (24) hours in advance of the hearing.

12. The College and accused party shall have the right to offer witnesses and to challenge evidence and/or witnesses against him or her.

13. There shall be a digital recording of the hearing. Access to this recording must be made available to either the victim or the accused for use in an appeal. It will be accessible in the Office of Student Conduct and Community Standards upon request and shall not be removed from the office.

14. No recommendation for the imposition of sanctions may be based solely upon the failure of the accused student to answer the charges or appear at the hearing. In such a case, the evidence in support of the charges shall be presented and considered.

15. Individual Student Hearing Procedures:

A. Pre-hearing discussion by board members. Board members discuss the case to ensure that all written material is understood, to develop questions that should be asked, and to ensure that any procedural questions are answered. The Director of Student Conduct and Community Standards will work with the board during this time to clarify any procedural questions.

B. Everyone involved in the hearing is invited into the room. This includes all witnesses.

C. Digital recorder is turned on.

D. Introductions. Chair asks each person to introduce him/herself, giving name and what their role is in the hearing (Individual bringing forth charges, student charged, advisor, witness, etc.)

E. Explain use of the recording. A digital record is made in order to be available for an appeal. An appeal may be made within 4 business days of receiving notification of the outcome of a hearing. The digital record will be kept only for the length of the appeal period, except in cases of suspension or expulsion.

F. Query student charged as to the appropriateness of board members. If the student objects to the participation of any member of the board, ask for an explanation. The chair will then call a brief recess so that the board can consider the objection. The chair will rule on the objection and may (a) continue the hearing with the same board, (b) ask the board member in question to leave and continue the hearing, or (c) adjourn the hearing and take steps to have a new hearing scheduled. Students will be asked to return to the room and the chair will announce the decision with the rationale recorded on digital recorder.

G. Remind all parties of the following information:

• Confidentiality of the hearing: It is expected that all information (testimony and written material) given in the hearing will remain confidential. Sharing information presented during the hearing may result in disciplinary action.

• Role of the advisor to either party: Advisors are reminded that they may only speak with their advisee. If the advisor has a question, he/she must ask their advisee to address the board.
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• Presenting false information: It is a violation of College policy to present false information in a student Conduct hearing. Such a violation may lead to disciplinary action.

H. Chair reviews the format of the hearing.
   1. Both parties have the opportunity to make an opening statement.
   2. After each opening statement, witnesses will be asked to participate.
   3. At the appropriate time during the hearing, each party will have an opportunity to question their witness as well as the witnesses called by other parties to the proceeding.
   4. Board members may ask questions throughout the hearing.
   5. Both parties can make final statements.
   6. Finally, there will be a time for the board and either party to ask final questions to help everyone understand the incident.

I. Witnesses are asked to leave the room. In most cases, witnesses are asked to wait outside the hearing room. They are called in individually to explain whatever information they might have regarding the incident.

J. Response of the accused student to each charge. Read each charge, completely, as presented on the charge letter. Have the student state verbally into the recorder whether or not s/he is RESPONSIBLE or NOT RESPONSIBLE for the charge. For more than one charge, ask the student to respond to each charge individually. In the unlikely event that a student will not respond responsible or not responsible, indicate the student failed to respond.

K. Opening statement made by individual bringing forth charges, (if student or non-Res Life Staff). The statement should be relevant to the charges; then
   1. The board will ask questions.
   2. The student charged will ask questions.
   3. Additional questions may be asked.

L. Opening statement made by student accused. The statement should be relevant to the charges.
   1. The board will ask questions.
   2. The student charged will ask questions.
   3. Additional questions may be asked.

M. Witnesses for the individual bringing forth charges, make statements. Each witness comes in individually. Restate name and provide address for the record.
   1. The board will ask questions.
   2. The student charged will ask questions.
   3. Additional questions may be asked.

N. Witnesses for the student charged make statements. Each witness comes in individually. Restate name and provide address for the record.
   1. The board will ask questions.
   2. The student charged will ask questions.
   3. Additional questions may be asked.

O. Final comments made by Individual bringing forth charges.
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P. Final comments made by student charged.

Q. Final questions and discussion. This is a chance for everyone in the hearing to ask any final questions which will add to everyone’s understanding of what happened in the incident and help the board to understand the student’s attitude about the incident.

R. Explain that the board will move into closed session to deliberate. At this point, the board will go into closed session to determine whether or not the student charged is responsible or not responsible for each of the charges and will recommend sanctions. These recommendations will be given to the Director of Student Conduct and Community Standards, who will notify the student charged, in writing, of the board’s decision as soon as possible. If the student is found responsible, s/he may appeal the board’s decision based on specific criteria that is defined in the Code of Student Rights, Responsibilities and Conduct.

S. Turn off the digital recording.

T. All but board members leave the room.

16. An appeal of a decision from the initial hearing may be made by the Director of Student Conduct and Community Standards, or the accused student in a case within four (4) school days of receipt of the decision. The time period to file an appeal may be extended through a written request to the Dean of Students. Extensions are granted on a case by case basis. A victim, if dissatisfied with the sanction(s) imposed, may request the Director of Student Conduct and Community Standards or designee to file an appeal.

17. Appeals must be written by and submitted by the student, on the designated form, to the Director of Student Conduct and Community Standards, who will forward it to the Appellate Board members. An appeal is a review of all testimony and evidence presented at the Hearing. Therefore, every effort should be made to include all important information that the appealing party wants the Appellate Board to review.

A. An appeal may be filed by the accused student on the following grounds only:

1. that the initial hearing body failed to observe the procedural requirements established by this Code;
2. that the sanction imposed by the initial hearing body was unreasonable;
3. that due process requirements have not been met;
4. that new evidence has appeared that was not available at the time of the hearing, which could have substantially affected the decision.

B. Appeals may be filed by the Director of Student Conduct and Community Standards, on the following grounds only:

1. that the initial hearing body failed to observe the procedural requirements established by this Code;
2. that the sanction imposed by the initial hearing body was unreasonable.

18. A party charged with an offense under the Code may choose to waive, in writing, any of the rights attendant to these proceedings.
General Procedures for Organizational Hearings

1. Any academic or administrative official, faculty or staff member, or student may file a complaint against an organization. The organization’s president or designee and no more than 2 other organization members shall represent the organization charged throughout the conduct process.

2. Any organization representatives involved in the conduct proceedings may be accompanied by another individual whose role shall be advisory only.

3. A Hearing Board member who is unable to be impartial for whatever reason shall disqualify himself or herself.

4. All investigations will be initiated by the Director of Student Conduct and Community Standards or designee.

5. The Director of Student Conduct and Community Standards or designee may do a preliminary investigation to determine if the complaint may be disposed of informally or if formal charges are to be filed.

6. If charges are filed, the accused organization shall have the choice of an Administrative Agreement in Waiver of a Hearing with the Director of Student Conduct and Community Standards or designee or a Hearing Board, as directed by the organization conduct charge letter.

7. Upon the service of notice of investigation and/or charges, the Director of Student Conduct and Community Standards or designee may suspend an organization and/or activities of said organization for an interim period pending disciplinary proceedings. This will happen at the discretion of the Director of Student Conduct and Community Standards or designee.

8. The actual disciplinary hearing shall be scheduled in a manner that is both expeditious and fair to all parties. The President of the accused organization shall receive written notification of the date, time and place of the hearing; generally 3 days prior to the hearing.

9. If a violation of the Code of Conduct and/or Greek Policies Related to Alcohol and Drugs occurs when the College is not in session, or when the end of the semester precludes conformance to the established procedures and an Administrative Agreement/Waiver of a Hearing is not a viable option, a hearing will be held as soon as administratively possible at the beginning of the next semester. This determination shall be made by the Director of Student Conduct and Community Standards or designee.

10. All disciplinary hearings are presumptively closed to the College community in an effort to maintain confidentiality of conduct/education records.

11. There shall be a verbatim record (recording) of the hearing. Access to this record must be made available to either the victim or the accused for use in an appeal.

12. No recommendation for the imposition of sanctions may be based solely upon the failure of the accused organization to answer the charges or appear at the hearing. In such a case, the evidence in support of the charges shall be presented and considered.

13. Organization Conduct Hearing Process

   A. Pre-hearing discussion by board members. Board members discuss the case to ensure that all written material is understood, to develop questions that should be asked, and to ensure that any procedural questions are answered. The Director of Student Conduct and Community Standards will work with the board during this time to clarify any procedural questions.

   B. Everyone involved in the hearing is invited into the room. This includes all witnesses.

   C. Digital recorder is turned on.
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D. Introductions. Chair asks each person to introduce him/herself, giving name and what their role is in the hearing (Individual bringing forth charges, organization charged, advisor, witness, etc.) for the record.

E. Explain use of the digital recording. A digital recording is made in order to be available for an appeal. An appeal may be made by either party within 4 working days of receiving notification of the outcome of a hearing. The digital recording will be kept only for the length of the appeal period, except in cases of any form of separation from the institution when it becomes part of the permanent record.

F. Query group charged as to the appropriateness of board members. If the organization representatives objects to the participation of any member of the board, ask for an explanation. The chair will then call a brief recess so that the board can consider the objection. The chair will rule on the objection and may (1) continue the hearing with the same board (2) adjourn the hearing and take steps to have a new hearing scheduled. The organization will be asked to return to the room and the chair will announce the decision with the rationale recorded on record. If the objection is with the chair, the Director of Student Conduct and Community Standards will request an explanation and work with parties involved to determine whether to proceed or adjourn.

G. Remind all parties of the following information:

• Confidentiality of the hearing: It is expected that all information (testimony and written material) given in the hearing will remain confidential. Sharing information presented during the hearing may result in disciplinary action.

  NOTE: An organization representative may share information with the members and/or alumni as it relates to the hearing.

  NOTE: The College may choose to share information with affiliated alumni, affiliated students and group advisor as it relates to the hearing.

• Role of the advisor to either party: Advisors are reminded that they may only speak with their advisee. If the advisor has a question, they must ask their advisee to address the board.

• Presenting false information: It is a violation of College policy to present false information in a conduct hearing. Such a violation may lead to further disciplinary action.

H. Chair reviews the format of the hearing.

1. Both parties have the opportunity to make an opening statement.
2. After both opening statements, witnesses will be asked to participate.
3. At the appropriate time during the hearing, each party will have the chance to question the other and all witnesses.
4. Board members may ask questions throughout the hearing.
5. Both parties may make closing statements.
6. Finally, there will be a time for the board and either party to ask final questions to help everyone understand the incident.

I. Witnesses are asked to leave the room. In most cases, witnesses are asked to wait outside the hearing room. They are called in individually to explain whatever information they might have regarding the incident.
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J. Response of the accused organization to each charge. Read each charge, completely, as presented on the charge letter. Have the organization state verbally into the recorder whether they are RESPONSIBLE or NOT RESPONSIBLE for the charge(s). For more than one charge, ask the organization to respond to each charge individually. In the unlikely event that a organization will not respond, record not responsible on the summary form.

K. Opening statement made by Individual bringing forth charges. The statement should be relevant to the charges; then

1. The board will ask questions.
2. The organization charged will ask questions.
3. Additional questions may be asked.

L. Opening statement made by organization accused. The statement should be relevant to the charges.

1. The board will ask questions.
2. The organization charged will ask questions.
3. Additional questions may be asked.

M. Witnesses for the Individual bringing forth charges, make statements. Each witness comes in individually.

1. The board will ask questions.
2. The organization charged will ask questions.
3. Additional questions may be asked.

N. Witnesses for the organization charged make statements. Each witness comes in individually.

1. The board will ask questions.
2. The organization charged will ask questions.
3. Additional questions may be asked.

O. Final comments made by Individual bringing forth charges.

P. Final comments made by organization charged.

Q. Final questions and discussion. This is a chance for everyone in the hearing to ask any final questions, which will add to everyone’s understanding of what happened in the incident and help the board to understand the organization’s perspective about the incident.

R. Explain that the board will move into closed session to deliberate. At this point, the board will go into closed session to determine whether or not the organization charged is responsible or not responsible for each of the charges and will determine sanctions if appropriate. The Hearing Board or Hearing Officer may request the Director of Student Conduct and Community Standards remain in the hearing area in case there are questions of clarification. Should there be a need for sanctioning, the Director of Student Conduct and Community Standards and the Director or Assistant Director of Campus Life will work with the hearing board to ensure the sanctions are appropriate and educational in order for the organization to continue positive growth in the campus community. These decisions will be given to the Director of Student Conduct and Community Standards or designee, who will notify the organization charged, in writing, of the board’s decision. If the organization is found responsible, they may appeal the board’s decision based on specific criteria that is defined later in this document.
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Student Code of Conduct/Sexual Misconduct Policy

14. Past History

A. The past history of an organization will not be admissible in a hearing except in the following cases:
   1. A representative for the organization presents false information during the hearing about the organization’s past judicial and/or other history.
   2. 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 by the Hearing Board if:
      a. The previous violation was substantially similar to the present complaint; and
      b. The previous violation indicates a pattern of behavior and substantial conformity with that pattern by the organization charged.

15. Appeals

An appeal of a decision from the initial hearing may be made by Director of Student Conduct and Community Standards or designee, or the accused organization within four (4) school days of the decision except as the period may be extended by the Appellate Board. A victim, if dissatisfied with the sanction(s) imposed, may request the Director of Student Conduct and Community Standards or designee to file an appeal, and such request shall not be unreasonably refused.

• Appeals may be filed by the Director of Student Conduct and Community Standards or designee, on the following grounds only:
   a. that the initial hearing body failed to observe the procedural requirements established by this Code;
   b. that the sanction imposed by the initial hearing body was clearly unreasonable in light of the known circumstances.

• An appeal may be filed by the accused organization on the following grounds only:
   a. that the initial hearing body failed to observe the procedural requirements established by this Code;
   b. that the sanction imposed by the initial hearing body was clearly unreasonable in light of the known circumstances;
   c. that new evidence has appeared, that was not available at the time of the hearing, which could have substantially affected the initial decision.

NOTE: In cases of Greek affiliated Hearings and Appeal Processes, every effort will be made to ensure at least one member of each board is/was affiliated with a Greek community either at SUNY Potsdam or at his/her past college/university. While we work to ensure this occurrence, it is NOT an absolute and the hearing will proceed if there are no hearing officers or appellate board members with Greek affiliation available at the scheduled time.

C. SUNY Potsdam Sexual Misconduct Policy, Process and Procedures

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, sexual harassment and stalking. These acts have a real effect on the lives of victims. 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
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Sexual Misconduct Policy

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 victim. SUNY Potsdam is committed to protecting the privacy (and confidentiality when possible) of victims, 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 Victim 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.

Community expectations related to sexual relations:

• **Mutual Respect:** Sexual relations includes respecting your partner (their desires, boundaries, and body) and having open communication with the person(s) with whom you are engaging in sexual contact so that all involved are comfortable with the activity that may occur and understand the boundaries and needs of those involved.

• **Communication:** The College encourages students who choose to engage in sexual behavior to talk with each other clearly about what they want or do not want from sex prior to engaging in sexual activity. Open communication and listening includes understanding one's own needs and desires, discussing these needs and desires with your partner(s), and, in general, creating open communication within the relationship however long the encounter or commitment. Verbal communication in sexual situations is almost always the clearest means to communicate. An environment based on open communication and listening promotes effective consent, which SUNY Potsdam considers integral to any responsible sexual relationship.

• **Cultural Awareness and Respect:** The SUNY Potsdam community is a multi-cultural educational environment where the customs and values of each individual are to be respected. Although the College’s standards regarding behavioral expectations and guidelines apply to all individuals, each person should recognize and respect the variations in the cultural expectations of others and demonstrate civility while engaging in open communication regarding sexual desires and boundaries.

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

Students’ Bill of Rights
The State University of New York and SUNY Potsdam are committed to providing options, support and assistance to victims/survivors of 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:

All students have the right to:

1. Make a report to local law enforcement and/or state police;
2. Have disclosures of domestic violence, dating violence, stalking and sexual assault treated seriously;
3. Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal process free from pressures from the institution;
4. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
5. Be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services where available;
6. Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;
7. Describe the incident to as few institutional representatives as practical and not be required to unnecessarily repeat a description of the incident;
8. Be free from retaliation by the institution, the accused and/or the respondent, and/or their friends, family and acquaintances within the jurisdiction of the institution;
9. Access to at least one level of appeal of a determination;
10. Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial or conduct process including during all meetings and hearings related to such process;
11. Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the College.

Options in Brief:

Victims have many options that can be pursued simultaneously, including one or more of the following:

• Receive resources, such as counseling and medical attention;
• Confidently or anonymously disclose a crime or violation (for detailed information on confidentiality and privacy, http://www.potsdam.edu/studentlife/safety/witnessform.cfm

Make a report to:

○ Title IX Co-Coordinator(s)  Susan Stebbins: stebbisa@potsdam.edu, MacVicar 125, 315-267-3372 or Annette Robbins: robbinal@potsdam.edu, BSU 218, ext. 315-267-2579

○ University Police:  universitypolice@potsdam.edu, Van Housen Hall Extension, 315-267-2222, anonymously at http://www.potsdam.edu/studentlife/safety/incidentreporting/witnessform.cfm

○ Potsdam Village Police, Main Street, Potsdam, NY, 315-265-2121

○ Family Court: see campus Domestic Violence in the Workplace policy; http://www.potsdam.edu/offices/hr/upload/DomesticViolence.pdf
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Sexual Violence Response Policy

In accordance with the Students’ Bill of Rights, reporting individuals shall have the right to pursue more than one of the options below at the same time, or to choose not to participate in any of the options below:

1) Reporting:

• To disclose confidentially the incident to one of the following college officials, who by law may maintain confidentiality, and can assist in obtaining services:
  ○ Anonymously via an internet http://www.potsdam.edu/studentlife/safety/witnessform.cfm;
  ○ Counseling Office Van Housen Ground Floor, 315-267-2330;
  ○ Student Health Services Van Housen Ground Floor, 315-267-2377; and
  ○ Campus Ministry, Barrington Student Union Room 221B, 315-267-2680, edsachs@verizon.net
• To disclose confidentially the incident and obtain services from the New York State, New York City or county hotlines: http://www.opdv.ny.gov/help/dvhotlines.html. Additional disclosure and assistance options are catalogued by the Office for the Prevention of Domestic Violence and presented in several languages: http://www.opdv.ny.gov/help/index.html (or by calling 1-800-942-6906), and assistance can also be obtained through:
  ○ SurvJustice: http://survjustice.org/our-services/civil-rights-complaints/;
  ○ Legal Momentum: https://www.legalmomentum.org/;
  ○ NYSCASA: http://nyscasa.org/responding;
  ○ NYSCADV: http://www.nyscadv.org/;
  ○ Pandora’s Project: http://www.pandys.org/lgbtsurvivors.html;
  ○ GLBTQ Domestic Violence Project: http://www.glbtqdv.org/; and

○ Safe Horizons: http://www.safehorizon.org/. (note that these hotlines are for crisis intervention, resources, and referrals, and are not reporting mechanisms, meaning that disclosure on a call to a hotline does not provide any information to the campus. Reporting individuals are encouraged to additionally contact a campus confidential or private resource so that the campus can take appropriate action in these cases).

• To disclose the incident to one of the following college officials who can offer privacy and can provide information about remedies, accommodations, evidence preservation, and how to obtain resources. Those officials will also provide information contained in the Students’ Bill of Rights, including the right to choose when and where to report, to be protected by the institution from retaliation, and to receive assistance and resources from the institution. These college officials will disclose that they are private and not confidential resources, and may still be required by law and college policy to inform one or more college officials about the incident, including but not limited to the Title IX Co-Coordinator. They will notify reporting individuals that the criminal justice process uses different standards of proof and evidence than internal procedures, and questions about the penal law or the criminal process should be directed to law enforcement or district attorney:
  ○ Susan Stebbins: stebbisa@potsdam.edu, MacVicar 125, 315-267-3372 or
  Annette Robbins: robbinal@potsdam.edu, Barrington Student Union Room 218, 315-267-2579;
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○University Police, Van Housen Hall ext., 315-267-2222 (24 hours a day); and
○Wellness Advocates, Van Housen, 315-261-8873;
○Coaches/Athletic Trainers
○Center for Diversity
○Faculty
○Area Coordinators/Residence Hall Directors and Resident Assistants
  ◗ Lehman Hall
  ◗ Knowles Hall
  ◗ Bowman East
  ◗ Bowman South
  ◗ Bowman West
  ◗ Draime/Van Housen/Sisson/Townhouses

• To file a criminal complaint with University Police and/or with local law enforcement and/or state police:
  ○ University Police, Van Housen Ext. 315-267-2222
  ○ Potsdam Village Police, Main Street, Potsdam, NY, 315-265-2121
  ○ State police 24 hour hotline to report sexual assault on a NY college campus: 1-844-845-7269.

• To receive assistance by Title IX Co-Coordinator in initiating legal proceedings in family court or civil court.

• To file a report of sexual assault, domestic violence, dating violence, and/or stalking, and/or talk to the Title IX Co-
  Coordinators for information and assistance. Reports will be investigated in accordance with SUNY Potsdam policy and the
  reporting individual’s identity shall remain private at all times if said reporting individual wishes to maintain privacy. If a reporting
  individual wishes to keep his/her identity anonymous, he or she may call anyone on the Title IX committee anonymously to dis-
  cuss the situation and available options: http://www.potsdam.edu/studentlife/safety/witnessform.cfm
  ○ Title IX Co-Coordinator(s): Susan Stebbins: stebbisa@potsdam.edu, MacVicar 125, 315-267-3372 or
  Annette Robbins: robbinal@potsdam.edu, Barrington Student Union Room 218, 315-267-2579

• When the accused is an employee, a reporting individual may also report the incident to the Office of Human Resources or may
  request that one of the above referenced confidential or private employees assist in reporting to Human Resources. Disciplinary
  proceedings will be conducted in accordance with applicable collective bargaining agreements. When the accused is an employee
  of an affiliated entity or vendor of the college, college officials will, at the request of the reporting individual, assist in reporting to
  the appropriate office of the vendor or affiliated entity and, if the response of the vendor or affiliated entity is not sufficient, assist
  in obtaining a persona non grata letter, subject to legal requirements and college policy.
  ○ Human Resources Office, Raymond Hall 219; 315-267-4816

• You may withdraw your complaint or involvement from the SUNY Potsdam process at any time.

• Every college shall ensure that, at minimum, at the first instance of disclosure by a reporting individual to a college representa-
  tive, the following information shall be presented to the reporting individual: “you have the right to make a report to University
  Police, local law enforcement, and/or State Police or choose not to report; to report the incident to your institution; to be protect-
  ed by the institution from retaliation for reporting an incident; and to receive assistance and resources from your institution.”

2) Resources:
To obtain effective intervention services.
• College Counseling Center, 131 Van Housen Hall, 315-267-2330. All services are available and free to registered students.
  ○ Wellness Advocates, Van Housen, 315-261-8873
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- Student Health Services; 315-267-2377; Van Housen Hall. Sexual contact can transmit Sexually Transmitted Infections (STI), HIV, Hepatitis B and C and may result in pregnancy. Testing for STIs and emergency contraception is available. Student Health Services does HIV testing for $8, gonorrhea/chlamydia testing for $5. And syphilis testing is free. Hepatitis B and C testing is usually billed to insure and is not free.

- Canton/Potsdam Hospital, Leroy Street, Potsdam, 315-265-3300
  o Within 96 hours of an assault, you can get a Sexual Assault Forensic Examination (commonly referred to as a rape kit) at the hospital. While there should be no charge for a rape kit, there may be a charge for medical or counseling services off campus and, in some cases, insurance may be billed for services. You are encouraged to let hospital personnel know if you do not want your insurance policyholder to be notified about your access to these services. The New York State Office of Victim Services may be able to assist in compensating victims for health care and counseling services, including emergency funds. More information may be found here: http://www.ovs.ny.gov/files/ovs_rights_of_cv_booklet.pdf, or by calling 1-800-247-8035. Options are explained here: http://www.ovs.ny.gov/helpforcrimevictims.html.

- To best preserve evidence, victims/survivors should avoid showering, washing, changing clothes, combing hair, drinking, eating, or doing anything to alter physical appearance until after a physical exam has been completed.

3) Protection and Accommodations:

- When the accused is a student, to have the college issue a “No Contact Order,” consistent with college policy and procedure, meaning that continuing to contact the protected individual is a violation of college policy subject to additional conduct charges; if the accused and a protected person observe each other in a public place, it is the responsibility of the accused to leave the area immediately and without directly contacting the protected person. Both the accused/respondent and reporting individual may request a prompt review of the need for and terms of a “No Contact Order”, consistent with SUNY Potsdam’s policy. Parties may submit evidence in support of their request.

  ○ A “No Contact Order” is provided to both the accused student and victim. This order clearly states that neither party should be in contact by telephone, text message, twitter, instant message, skype, facebook, etc…, in person or through a third party (other than an attorney). Persons receiving a “No Contact Order” should also not find themselves in the general vicinity of one another.

- To have assistance from University Police or other college officials in initiating legal proceedings in family court or civil court, including but not limited to obtaining an Order of Protection or, if outside of New York State, an equivalent protective or restraining order.

- To receive a copy of the Order of Protection or equivalent and have an opportunity to meet or speak with a college official who can explain the order and answer questions about it, including information from the Order about the accused’s responsibility to stay away from the protected person(s); that burden does not rest on the protected person(s).

- To an explanation of the consequences for violating these orders, including but not limited to arrest, additional conduct charges, and interim suspension.

- To have assistance from University Police in effecting an arrest when an individual violates an Order of Protection or, if outside of New York State, an equivalent protective or restraining order within the jurisdiction of University Police or, if outside of the jurisdiction or University Police to call on and assist local law enforcement in effecting an arrest for violating such an order.

- When the accused is a student and presents a continuing threat to the health and safety of the community, to have the accused subject to interim suspension pending the outcome of a conduct process. Parties may request a prompt review of the need for and terms of an interim suspension.

- When the accused is not a student but is a member of the college community and presents a continuing threat to the health and safety of the community, to subject the accused to interim measures in accordance with applicable collective bargaining agreements, employee handbooks, and SUNY Potsdam policies and rules.

- When the accused is not a member of the college community, to have assistance from University Police or other college officials in obtaining a persona non grata letter, subject to legal requirements and college policy.
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• To obtain reasonable and available interim measures and accommodations that effect a change in academic, housing, employment, transportation, or other applicable arrangements in order to ensure safety, prevent retaliation, and avoid an ongoing hostile environment. Parties may request a prompt review of the need for and terms of any interim measures and accommodations that directly affect them. While reporting individuals may request accommodations through any of the offices referenced in this policy, the following office can serve as a point to assist with these measures:
  ○ Annette Robbins, Director of Student Conduct and Community Standards, Barrington Student Union Room 218, 315-267-2579.

4) Student Conduct Process:

• To request that student conduct charges be filed against the accused, conduct proceedings are governed by the procedures set forth in the Code of Student Rights, Responsibilities and Conduct: http://www.potsdam.edu/studentlife/studentconduct/upload/1415CodeOfConduct.pdf as well as federal and New York State law, including the due process provisions of the United States and New York State Constitutions.

• Throughout conduct proceedings, the respondent and the reporting individual will have:
  ○ 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. Participation of the advisor in any proceeding is governed by federal law and the Student Code of Conduct;
  ○ The right to a prompt response to any complaint and to have their complaint investigated and adjudicated in an impartial, timely, 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.
  ○ 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.
  ○ 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.
  ○ 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.
  ○ The right to offer evidence during an investigation and to review available relevant evidence in the case file or otherwise held by SUNY Potsdam.
  ○ The right to present evidence and testimony at a hearing, where appropriate.
  ○ The right to a range of options for providing testimony via alternative arrangements, including telephone/videoconferencing or testifying with a room partition.
  ○ 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.
  ○ The right to ask the decision maker questions, and to ask questions of other parties and any witnesses present through the decision maker.
  ○ The right to make an impact statement during the point of the proceeding where the decision maker is deliberating on appropriate sanctions.
  ○ The right to simultaneous (among the parties) written or electronic notification of the outcome of a conduct proceeding, including the decision, any sanction(s), and the rationale for the decision and any sanctions.
  ○ The right to written or electronic notice about the sanction(s) that may be imposed on the accused 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.
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- Access to at least one level of appeal of determination before a panel, which may include one or more students, that is fair and impartial and does not include individuals with conflict of interest.
- 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.

*Director of Student Conduct and Community Standards, Annette Robbins; 315-267-2579; robbinal@potsdam.edu
- The right to choose whether to disclose or discuss the outcome of a conduct hearing.
- 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.

Options for Confidentially Disclosing Sexual Violence

The State University of New York and SUNY Potsdam want you to get the information and support you need regardless of whether you would like to move forward with a report of sexual violence to campus officials or to police. You may want to talk with someone about something you observed or experienced, even if you are not sure that the behavior constitutes sexual violence. A conversation where questions can be answered is far superior to keeping something to yourself. Confidentiality varies, and this document is aimed at helping you understand how confidentiality applies to different resources that may be available to you.

In this Policy:
- Privileged and Confidential Resources.
- Non-Professional Counselors and Advocates.
- Privacy versus Confidentiality.
- Requesting Confidentiality: How the College/University Will Weigh the Request and Respond.
- Public Awareness/Advocacy Events.
- Anonymous Disclosure.
- Institutional Crime Reporting.

Privileged and Confidential Resources:
Individuals who are confidential resources will not report crimes to law enforcement or college officials without your permission, except for extreme circumstances, such as a health and/or safety emergency. At SUNY Potsdam, this includes:

- SUNY Potsdam’s Counseling Services Center; 315-267-2330; http://potsdam.edu/studentlife/counseling/index.cfm
- Individuals serving in a pastoral role: Campus Ministry, Barrington Student Union room 221B, 315-267-2680, elsachs@verizon.net
- SUNY Potsdam’s Student Health Services; VanHousen Hall; 315-267-2377
http://www.potsdam.edu/studentlife/healthservices/index.cfm

Off-campus options to disclose sexual violence confidentially include (note that these outside options do not provide any information to the campus):

- Off-campus counselors and advocates. Crisis services offices will generally maintain confidentiality unless you request disclosure and sign a consent or waiver form. More information on an agency’s policies on confidentiality may be obtained directly from the agency.
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○ A trained advocate/volunteer at St. Lawrence Valley Renewal House, a local domestic violence/sexual assault agency (315-379-9845).
○ Canton-Potsdam Hospital at 50 Leroy Street, Potsdam {315-265-3300}, ER open 24 hours. In Canton: 80 East Main St (M-F 4-9pm, Sat 9am-9pm, Sun 10am-6pm) (315-386-3300)
○ REACHOUT of St. Lawrence County for crisis intervention (315-265-2422)
○ Planned Parenthood of Canton (315-386-8821)

Off-campus healthcare providers
○ Note that medical office and insurance billing practices may reveal information to the insurance policyholder, including medication and/or examinations paid for or administered. The New York State Office of Victim Services may be able to assist in compensating victims/survivors for health care and counseling services, including emergency compensation. More information may be found here: http://www.ovs.ny.gov/files/ovs_rights_of_cv_booklet.pdf, or by calling 1-800-247-8035. Options are explained here: http://www.ovs.ny.gov/helpforcrimevictims.html.

Note that even individuals who can typically maintain confidentiality are subject to exceptions under the law, including when an individual is a threat to him or herself or others and the mandatory reporting of child abuse.

Non-Professional Counselors and Advocates:
Non-professional counselors and advocates can also assist you without sharing information that could identify you. At SUNY Potsdam, this includes the Wellness Advocates, trained peer counselors; 315-261-8873. These individuals will report the nature, date, time, and general location of an incident to SUNY Potsdam's Title IX Co-Coordinators, but will consult with you to ensure no personally identifying details are shared without your consent. These individuals are considered confidential resources as discussed above.

Privacy versus Confidentiality:
Even those SUNY Potsdam offices and employees who cannot guarantee confidentiality will maintain your privacy to the greatest extent possible. The information you provide to a non-confidential resource will be relayed only as necessary to investigate and/or seek a resolution and to notify the Title IX Co-Coordinators or designee, who is responsible under the law for tracking patterns and spotting systemic issues. SUNY Potsdam will limit the disclosure as much as possible, even if the Title IX Co-Coordinators determine that the request for confidentiality cannot be honored.

Requesting Confidentiality: How SUNY Potsdam Will Weigh the Request and Respond:
If you disclose an incident to a SUNY Potsdam employee who is responsible for responding to or reporting sexual violence or sexual harassment, but wish to maintain confidentiality or do not consent to the institution's request to initiate an investigation, the Title IX Co-Coordinators must weigh your request against our obligation to provide a safe, non-discriminatory environment for all members of our community, including you.

We will assist you with academic, housing, transportation, employment, and other reasonable and available accommodations regardless of your reporting choices. While reporting individuals may request accommodations through several college offices, the following office can serve as a primary point of contact to assist with these measures: Office of Student Conduct and Community Standards, Barrington Student Union Room 218, 315-267-2579. We also may take proactive steps, such as training or awareness efforts, to combat sexual violence in a general way that does not identify you or the situation you disclosed.

We may seek consent from you prior to conducting an investigation. You may decline to consent to an investigation, and that determination will be honored unless SUNY Potsdam's failure to act does not adequately mitigate the risk of harm to you or other members of the SUNY Potsdam community. Honoring your request may limit our ability to meaningfully investigate and pursue conduct action against an accused individual. If we determine that an investigation is required, we will notify you and take immediate action as necessary to protect and assist you.
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When you disclose an incident to someone who is responsible for responding to or reporting sexual violence or sexual harassment, but wish to maintain confidentiality, SUNY Potsdam will consider many factors to determine whether to proceed despite that request. These factors include, but are not limited to:

• Whether the accused has a history of violent behavior or is a repeat offender;
• Whether the incident represents escalation, such as a situation that previously involved sustained stalking,
• The increased risk that the accused will commit additional acts of violence;
• Whether the reporting individual is a minor; and
• Whether we possess other means to obtain evidence such as security footage, and whether the report reveals a pattern of perpetration at a given location or by a particular group.

If SUNY Potsdam determines that it must move forward with an investigation, the reporting individual or victim/survivor will be notified and SUNY Potsdam will take immediate action as necessary to protect and assist them.

Public Awareness/Advocacy Events:
If you disclose a situation through a public awareness event such as “Take Back the Night,” candlelight vigils, protests, [applicable student organization or other event or forum], or other public event, the SUNY Potsdam is not obligated to begin an investigation. SUNY Potsdam may use the information you provide to inform the need for additional education and prevention efforts.

Anonymous Disclosure:
The Hotline is for crisis intervention, resources and referrals and is not a reporting mechanism.
• New York State Hotline for Sexual Assault and Domestic Violence: 1-800-942-6906

Institutional Crime Reporting:
Reports of certain crimes occurring in certain geographic locations will be included in the SUNY Potsdam Clery Act Annual Security Report in an anonymized manner that neither identifies the specifics of the crime or the identity of the reporting individual or victim/survivor. Susan Stebbins: stebbisa@potsdam.edu, MacVicar 125, 315-267-3372 or Annette Robbins: robin@potsdam.edu, Barrington Student Union Room 218, 315-267-2579; University Police: universitypolice@potsdam.edu, VanHousen ext., 315-267-2222.

SUNY Potsdam is obligated to issue timely warnings of Clery Act crimes occurring within relevant geography that represent a serious or continuing threat to students and employees (subject to exceptions when potentially compromising law enforcement efforts and when the warning itself could potentially identify the reporting individual or victim/survivor). A reporting individual will never be identified in a timely warning.

The Family Educational Rights and Privacy Act allows institutions to share information with parents when (1) there is a health or safety emergency, or (2) when the student is a dependent on either parents’ prior year federal income tax return. Generally, SUNY Potsdam will not share information about a report of sexual violence with parents without the permission of the reporting individual.

HEARING PROCESS

• Pre-hearing discussion by board members. Board members discuss the case to ensure that all written material is understood, to develop questions that should be asked, and to ensure that any procedural questions are answered. The Director of Student Conduct and Community Standards will work with the board during this time to clarify any procedural questions.

• Everyone involved in the hearing is invited into the room. This includes all witnesses.

• Digital recorder is turned on.

• Introductions. Chair asks each person to introduce him/herself, giving name and what their role is in the hearing (Individual bringing forth charges, Student charged, advisor, witness, etc.)
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• Explain use of the digital recording. A digital recording is made in order to be available for an appeal. An appeal may be made within 4 working days of receiving notification of the outcome of a hearing. The digital recording will be kept only for the length of the appeal period, except in cases of any form of separation from the institution.

• Query student charged as to the appropriateness of board members. If the student objects to the participation of any member of the board, ask for an explanation. The chair will then call a brief recess so that the board can consider the objection. The chair will rule on the objection and may (1) continue the hearing with the same board (2) adjourn the hearing and take steps to have a new hearing scheduled. The student will be asked to return to the room and the chair will announce the decision with the rationale recorded on record. If the objection is with the chair, the Director of Student Conduct and Community Standards will request an explanation and work with parties involved to determine whether to proceed or adjourn.

• Remind all parties of the following information:

  • Confidentiality of the hearing: It is expected that all information (testimony and written material) given in the hearing will remain confidential. Sharing information presented during the hearing may result in disciplinary action.

  • Role of the advisor to either party: Advisors are reminded that they may only speak with their advisee. If the advisor has a question, they must ask their advisee to address the board.

  • Presenting false information: It is a violation of College policy to present false information in a conduct hearing. Such a violation may lead to further disciplinary action.

• Chair reviews the format of the hearing.

  1. Both parties have the opportunity to make an opening statement.
  2. After each opening statement, witnesses will be asked to participate.
  3. At the appropriate time during the hearing, each party will have the chance to question the other and all witnesses.
  4. Board members may ask questions throughout the hearing.
  5. Both parties can make final statements.
  6. Finally, there will be a time for the board and either party to ask final questions to help everyone understand the incident.

• Witnesses are asked to leave the room. In most cases, witnesses are asked to wait outside the hearing room. They are called in individually to explain whatever information they might have regarding the incident.

• Response of the accused student to each charge. Read each charge, completely, as presented on the charge letter. Have the student state verbally into the recorder whether they are RESPONSIBLE or NOT RESPONSIBLE for the charge(s). For more than one charge, ask the student to respond to each charge individually. In the unlikely event that a student will not respond, record not responsible on the summary form.

• Opening statement made by College or victim. The statement should be relevant to the charges; then

  1. The board will ask questions.
  2. The student charged will ask questions.
  3. Additional questions may be asked.
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• Opening statement made by Student charged. The statement should be relevant to the charges.
  1. The board will ask questions.
  2. The student charged will ask questions.
  3. Additional questions may be asked.

• Witnesses for the College or Victim make statements. Each witness comes in individually.
  1. The board will ask questions.
  2. The student charged will ask questions.
  3. Additional questions may be asked.

• Witnesses for the Student charged make statements. Each witness comes in individually.
  1. The board will ask questions.
  2. The Student charged will ask questions.
  3. Additional questions may be asked.

• Final comments made by College or victim.

• Final comments made by Student charged.

• Final questions and discussion. This is a chance for everyone in the hearing to ask any final questions, which
  will add to everyone’s understanding of what happened in the incident and help the board to understand the
  organization’s perspective about the incident.

• Explain that the board will move into closed session to deliberate. At this point, the board will go into closed
  session to determine whether or not the student charged is responsible or not responsible for each of the
  charges and will determine sanctions if appropriate. The Hearing Board or Hearing Officer may request the
  Director of Student Conduct and Community Standards remain in the hearing area in case there are ques-
  tions of clarification. These decisions will be given to the Director of Student Conduct and Community
  Standards or designee, who will notify the student charged, in writing, of the board’s decision. If the Stu-
  dent is found responsible, he/she may appeal the board’s decision based on specific criteria that is defined
  later in this document.

• Turn off the digital recorder.

• All but board members leave the room.

Appeals

• An appeal of a decision from the initial hearing may be made by Director of Student Conduct and Community Standards or
designee, or the student found responsible within four (4) school days of the decision except as the period may be extended by
the Appellate Board. A Victim, if dissatisfied with the sanction(s) imposed, may request the Director of Student Conduct and
Community Standards or designee to file an appeal, and such request shall not be unreasonably refused.

• Appeals may be filed by the Director of Student Conduct and Community Standards or designee on the following grounds only:
  1. that the initial hearing body failed to observe the procedural requirements established by this Code;
  2. that the sanction imposed by the initial hearing body was clearly unreasonable in light of the known cir-
cumstances.
CAMPUS POLICIES AND PROCEDURES

Sexual Misconduct Policy

3. An appeal may be filed by the responsible student or Victim on the following grounds only:
   a. that the initial hearing body failed to observe the procedural requirements established by this Code;
   b. that the sanction imposed by the initial hearing body was clearly unreasonable in light of the known circumstances;
   c. The new evidence has appeared, that was not available at the time of the hearing, which could have substantially affected the initial decision.

• The non-requesting party will receive notice of the appeal and may submit either his or her own appeal or a written response to the requesting party’s appeal within 4 days, which the appeals board will consider together.

• The purpose of the appeal is not to rehear the underlying case; rather, it is to determine if there is sufficient information presented to allow a reconsideration of the Hearing Board’s decision.

• The Director of Student Conduct and Community Standards will ask the Appellate Board to reconsider the case based on new information presented.

• The decision of the appeal board is final.

IX. ADMINISTRATIVE PROCESS

A. APPOINTMENT: All members of the Harassment and Sexual Misconduct Board, the Appellate Board, and all Hearing Officers shall be appointed by the Student Conduct Council.

1. The Student Conduct Council shall consist of the President of the College, the President of the Student Government Association, and the Chairperson of the Faculty Senate. The Affirmative Action Officer shall be an advisor to the Student Conduct Council and attend all meetings.

2. Unanimity of the Student Conduct Council is a desired goal, but a simple majority vote of the Student Conduct Council shall be adequate to appoint any candidate.

3. The Student Conduct Council will select Hearing Officers and Hearing Board members who are capable of adjudicating cases in a fair, knowledgeable, and impartial manner.

4. Hearing Officers and Board members will possess or receive the necessary education and training regarding the subject matter of cases he or she will be adjudicating.

B. VACANCY: All effort shall be made to ensure that vacancies shall be filled by the Student Conduct Council within twenty (20) days of the date of the actual vacancy.

C. HEARINGS: Hearings are prescribed by the Code and may be held before the following: Hearing Board or Hearing Officer.
CAMPUS POLICIES AND PROCEDURES

Sexual Misconduct Policy

**Hearing Board** - This Board hears cases involving violations of this Code which are not referred to a Hearing Officer, or to the Harassment and Sexual Misconduct Hearing Board or Officer. This board shall consist of one student and two faculty or staff. Every effort will be taken to include at least one faculty member according to procedures outlined in Section X, A. The Hearing Board can impose any of the sanctions listed in Section VIII or any combination thereof of this Code.

**Hearing Officer** - A Hearing Officer may be a member of the faculty or the staff of the College. The Director of Student Conduct and Community Standards shall choose from a list of hearing officers one officer to hear each case in which a Hearing Officer has been requested. The choice of Hearing Officer shall be made by the Director of Student Conduct and Community Standards. A Hearing Officer who is unable to be impartial for whatever reason shall disqualify himself or herself. Hearing Officers may impose any of the sanctions listed in Section VIII or any combination thereof of this Code. For cases of Harassment and Sexual Misconduct there shall be hearing officers appointed by the Student Conduct Council.

**The Harassment and Sexual Misconduct Board** - This Board hears cases as set forth in IX (B). This Board shall consist of one student and two faculty or staff members. They may impose sanctions as set forth in Section VIII. An alternate for each Board position shall be appointed by the same process.

**The Appellate Board** - This Board is empowered to hear all appeals according to Section IX, 19. The Appellate Board may review a case, deny review, remand to the disciplinary body below with or without instructions to include the choice of Hearing Officer or Board should that option not have been originally available, and/or alter the sanctions imposed below.

The Appellate Board may not alter or reverse a disciplinary agency’s decision on any grounds other than those outlined in Section IX, 19. The burden of establishing that standard has been met rests on the party making the appeal. Further, the Appellate Board may not alter or reverse the decision of the disciplinary agency on any grounds other than that specifically cited as the basis of the appeal.

The Appellate Board shall consist of two students, two members of the faculty, and one staff member according to the procedures outlined in Section X, A.

The Appellate Board can impose any of the sanctions set forth in Section VIII, or any combination thereof of this Code.

**Administrative Agreement in Waiver of a Hearing** - Students found to be in violation of the Code of Student Conduct can have the case resolved through the Administrative Agreement in Waiver of a Hearing process (AA). An Administrative Agreement in Waiver of a Hearing would be completed only when there is acknowledgment of responsibility on the part of the student who has been charged and agreement that the sanction/s imposed is/are reasonable and fair. All parties, including the victim, must agree that the sanctions are reasonable and fair. Should the accused student not accept responsibility for the charges or accept the proposed sanction, the case will be referred to the Director of Student Conduct or designee. The case will then be heard by a Hearing Board or a Hearing Officer.
Resolving a Complaint by Mediation

1. The College encourages mediation whenever practical and appropriate. If the parties agree, the Office of Student Conduct and Community Standards may refer any disciplinary matter other than a reported act of academic dishonesty to the Campus Mediation Program or other resources for mediation.

2. It is within the sole discretion of the Director of Student Conduct and Community Standards to determine whether a disciplinary complaint is suitable for mediation. If mediation fails or new information comes to light about an unresolved matter than in mediation, the Director of Student Conduct and Community Standards may proceed with an investigation and the filing of disciplinary charges. The Director of Student Conduct and Community Standards may also set a date, after which it will begin to investigate the original complaint or file charges if a matter has not been successfully mediated.

3. If the Director of Student Conduct and Community Standards refers a complaint for mediation and both parties to the dispute agree to participate, the College Mediation Center will assign a trained mediator and advise the complainant(s) and respondent(s) in advance of the date, time, and place set for mediation. In order to resolve a disciplinary matter by mediation, both the complainant and the respondent must agree, first, to participate in the mediation and, second, to the proposed resolution.

4. If a student fails to comply with the terms of a mediation agreement, the Director of Student Conduct and Community Standards may take steps to enforce the agreement (including use of a Judicial Hold or the filing of new charges under the Code of Student Conduct) or may investigate the original complaint and bring disciplinary charges under this Code.

IX. MISCELLANEOUS

A. Compliance with Other Laws: This Code shall be administered in compliance with the Family Rights and Privacy Act of 1974 and the Crime Awareness and Campus Security Act of 1990.

B. Survival Clause: If any part, or portion, or provision of this Code is determined to be unconstitutional or illegal, the remaining provisions of the Code shall remain in full force and effect.

Revised: June 2014

Sections of this Code, in part or in whole, come from the SUNY Cortland, SUNY Delhi and SUNY Oswego Code of Student Conduct and A 21st Century Model Student Conduct Code by Edward N. Stoner II and John Wesley Lowery. This was done with permission. Special thanks for the guidance received from those documents.
# A Plain Language Explanation of Distinctions Between the New York State Penal Law and the College Disciplinary Processes

**Published: October 28, 2015**

<table>
<thead>
<tr>
<th><strong>Goals.</strong></th>
<th><strong>Criminal Justice System</strong></th>
<th><strong>College/University Disciplinary System</strong></th>
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<tbody>
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<td></td>
<td>Public safety, deterrence, and punishment.</td>
<td>Education; safety; safe and supportive campus environment.</td>
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<tr>
<th><strong>Governing Law.</strong></th>
<th><strong>Criminal Justice System</strong></th>
<th><strong>College/University Disciplinary System</strong></th>
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<td></td>
<td>New York State Penal Code; New York State Rules of Criminal Procedure (or another state’s rules if the crime took place there), Federal Criminal Law, and Rules of Evidence.</td>
<td>Title IX; The Clery Act as amended by the Violence Against Women Act; NYS Education Law sections 129-A and 129-B. More specific rules govern particular colleges and universities.</td>
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<tr>
<th><strong>How to report and whether there must be action once a report is made.</strong></th>
<th><strong>Criminal Justice System</strong></th>
<th><strong>College/University Disciplinary System</strong></th>
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<tbody>
<tr>
<td>Crimes involving sexual violence may be reported to campus police (if the campus has police officers), the local police agency, or to the New York State Police. Certain crimes may also be reported to federal law enforcement agents. Once a report is made, the decision whether to investigate is made by the police/law enforcement agency, often in consultation with a District Attorney or other prosecuting agency. An investigation may be conducted without the consent or participation of a reporting individual. The ultimate decision of whether to initiate a criminal prosecution is initially made by a prosecutor. In cases involving felony charges, the final charging decision is made by a Grand Jury.</td>
<td>Victims may disclose sexual violence to various college employees who are designated confidential resources or to others who will try to ensure privacy to the extent consistent with the institution’s obligation to provide a safe educational environment. Disclosures made to a confidential resource will not trigger an investigation. When a report is made to the Title IX Coordinator (TIXC) or another Non-Confidential resource, the TIXC will determine whether an investigation is necessary by weighing a request for confidentiality by the reporting individual against the continuing safety of that person and the safety and best interests of the campus community.</td>
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<tr>
<th><strong>Who investigates?</strong></th>
<th><strong>Criminal Justice System</strong></th>
<th><strong>College/University Disciplinary System</strong></th>
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<tbody>
<tr>
<td>Police or other law enforcement officials.</td>
<td>Investigators employed or retained by the college or university; these individuals may work for different departments within the institution, including, but not limited to, the police/public safety department, student affairs and academic affairs.</td>
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<tr>
<th><strong>Procedures</strong></th>
<th><strong>Criminal Justice System</strong></th>
<th><strong>College/University Disciplinary System</strong></th>
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<tbody>
<tr>
<td>See Governing Law. Procedures established by police departments, prosecutors’ offices, etc.</td>
<td>College/University policies and Bylaws, which generally incorporate requirements of Governing Law. Collective bargaining agreements may impact some procedures.</td>
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<tr>
<th><strong>Standard of Evidence.</strong></th>
<th><strong>Criminal Justice System</strong></th>
<th><strong>College/University Disciplinary System</strong></th>
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<tbody>
<tr>
<td>Crimes must be proven “Beyond a Reasonable Doubt”</td>
<td>A violation of disciplinary rules must be found by a “Preponderance of the Evidence” (more likely than not)</td>
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<tr>
<th><strong>Confidentiality.</strong></th>
<th><strong>Criminal Justice System</strong></th>
<th><strong>College/University Disciplinary System</strong></th>
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<tr>
<td>Law enforcement agencies offer some confidential assistance, but a criminal charge and trial must be public.</td>
<td>Colleges and universities offer confidential resources, but a disciplinary proceeding requires that relevant information be shared with those involved.</td>
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<tr>
<th><strong>Privacy.</strong></th>
<th><strong>Criminal Justice System</strong></th>
<th><strong>College/University Disciplinary System</strong></th>
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<tbody>
<tr>
<td>Criminal trials must be public.</td>
<td>Disciplinary proceedings are kept as private as possible, but information must be shared with certain individuals within the college, the parties, and pursuant to law.</td>
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### Who are the parties?
- The prosecution and defendant. The victim/survivor is not a party, but often the critical witness for the prosecution.

**Varies by school**—some consider the institution and the respondent to be parties, and confer on the reporting individual certain rights to participate, as the law provides. Otherwise, reporting individual and accused/respondent.

### Participation in the process.
- In limited circumstances, a criminal prosecution can proceed without the participation or cooperation of the reporting individual, but without a reporting individual’s participation, it is generally more difficult to prove a crime beyond a reasonable doubt.

**Reporting students cannot be required to participate in the college process. However, a college will be limited in its ability to respond if a reporting individual does not participate.**

### Who initiates the proceedings?
- A prosecutor, acting on behalf of the state (or the United States in federal cases).

**The college or university initiates proceedings. While rules vary from school to school, they most provide an active role for the reporting individual.**

### Testimony.
- In a court, testimony is generally public. Other parties are, through counsel, entitled to cross-examine witnesses.

**The rules are established by individual colleges and universities, but some institutions provide for alternative approaches that permit students to testify without having other parties in the room and/or to ask cross-examination questions only through the disciplinary panel, investigator, or representative of the reporting individual and/or respondent.**

### Role of attorneys.
- Both the state and the defendant are represented by counsel; counsel may question witnesses.

**Varies by school. Many permit the parties to be advised by attorneys but some limit the attorney’s roles to quietly speaking with their clients or passing notes.**

### Mental Health and Sexual History.
- In New York, a reporting individual’s prior sexual and mental health history is generally, but not always, inadmissible in a criminal case. There are limited circumstances under which directly relevant evidence of that kind may be admitted.

**Generally not admissible, but subject to quite limited exceptions. Education Law 129-b permits parties to exclude information about their prior sexual history with persons other than the other party and also to exclude evidence of their own mental health history in the fact finding phase of the disciplinary process.**

### Possible Results.
- If a prosecution takes place, the defendant may plead guilty or “no contest” have the case dismissed by the judge (on legal grounds) be found “guilty” or “not guilty” by a judge or jury

**In cases that do not involve sexual assault, some schools permit mediation or similar procedures if parties agree. If there is a formal proceeding, the respondent may be found “responsible” or “not responsible” for violations of the institution’s rules. Respondents may also accept responsibility before a finding by an adjudicator.**

### Sanctions.
- An individual found guilty may be fined, imprisoned, or both. In some courts, alternative sanctions are sometimes used.

**An individual found responsible for violating college policy may be given a range of sanctions (depending on the severity of the conduct and other factors, such as prior judicial history), ranging from a warning to suspension or expulsion from the institution.**
CAMPUS POLICIES AND PROCEDURES

Bias Response Team

In an effort to ensure SUNY Potsdam continues to provide an open and positive community atmosphere for all students, faculty, staff and community members, the College has formed a Bias Response Team to address any reports of harassment or discrimination.

The Bias Response Team is a sub-committee of the larger Diversity in Action Coalition (DIAC) that is charged with making SUNY Potsdam's commitment to inclusion, civility, justice and diversity clear through action. For more information about the sub-committee, please see the Bias Response Team Directory. http://www.potsdam.edu/about/diversity/biasresponse/index.cfm

The team consists of trained faculty and staff familiar with the SUNY Potsdam procedures and processes who can serve as advocates for those who believe they have experienced harassment or discrimination. These members serve as a visible and accessible contacts for students, staff and faculty.

Please contact Dr. Susan Stebbins, Special Assistant to the President for Diversity at 315-267-2047 or University Police at 315-267-2222.

Examples of Racist Language or Acts:

Language
Boy, Monkey, Nigger, White Power, Sand Nigger, Towel Head, Dot Head, Chink, Scalpers, Wetbac

Acts
(Despite the appearance and ready assumptions made when one racial group targets a member of another racial group, the only clear indication that an act is racist is when an act committed against someone is accompanied by racist language or a mention of the victim’s racial or ethnic identity.)

Denial of inclusion or access, particularly when there is a pattern of this behavior.

Cross Burning
Noose Hanging

Racially Ignorant (STILL Insensitive) Statements
(For these types of instances or occurrences, while not meeting the bar for the same penalty as racist language or acts would mandate, some type of educating or sensitizing should occur.)

“Colored.”
“Native Americans eat the hearts of people.”
“Black people are only here because of Affirmative Action.”
“Africans live in huts and trees.”

Examples of Homophobic Language or Acts:

Language
Fag, Faggot, Queer, Dike, Homo, Lesbo
(These are examples of homophobic language, keeping in mind there are many other examples as well as variations of these same words.)

Acts
(Despite the appearance and ready assumptions made when group of a particular sexual orientation targets a member of another sexual orientation group, the only clear indication that an act is homophobic is when an act committed against someone is accompanied by homophobic language or a mention of the victim’s sexual orientation.)

Denial of inclusion or access, particularly when there is a pattern of this behavior.

Insensitive Statements
All gay men are fun.
Gay people have AIDS.
Gay people are the reason for AIDS.
Bisexual people need to make up their mind.
CAMPUS POLICIES AND PROCEDURES

Bias Response Team

Examples of Sexist Language or Acts:
Language
girl, boy, bitch, ho

Acts
cat calls, whistling, inappropriate hand gestures that accentuate certain body parts

Insensitive Statements
stereotypical language that focuses on attitudes/behaviors, i.e. she must be PMSing; assumptions of gender roles, i.e., professors or military officers are males and nurses or teachers are female, most “blonde” jokes have women in the punch line.

Examples of Disability Language or Acts:
Language
Retard, Tard, Moron, Gimp, Deaf & Dumb

Acts
Mimicking, ridiculing, name-calling directly related to disability
Deliberate interference with wheelchair or other support equipment
Deliberate exclusion from conversation or other social activities

Insensitive Statements
People with disabilities can’t have sex.
People with disabilities should not be allowed to drive.
We shouldn’t have to accommodate people with disabilities.
CAMPUS POLICIES AND PROCEDURES

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. 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.

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

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

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

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

- We will provide facilities that are accessible, modern, sustainable, and technologically advanced.
- We will provide staff that is dedicated, knowledgeable, well-trained, supportive, professional, and diverse.
- We will provide a variety of social and educational programs and activities.

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

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

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

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

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

The Staff

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

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

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

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

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

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

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

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

Residence Hall Safety

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

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

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

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

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

Facilities and Services

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

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

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

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

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

Office Locations
The Office of Residence Life is located in S191 Draime Extension. Every student is welcome to visit the office during regular business hours (8 a.m. to 4:30 p.m. weekdays)
Each Residence Hall has professional staff. The AC/RD/GA each have an office located within his/her residence hall, except for Sisson, Town Houses & Van Housen (office is located in Draime for these areas. Please see their posted office hours for the times that the office will be staffed. In addition, the halls have a Resident Assistant (RA) office that is staffed during posted hours.

Wireless, High-Speed Internet & Cable TV (Residential)
SUNY Potsdam has partnered with Time Warner Cable to provide high-speed wired and wireless (in most areas) internet service, as well as over 70 cable TV channels to all students living in our residence halls at no extra charge.
To make it easier for students seeking assistance with either wired, wireless, cable TV, or to order additional cable services, there is now one convenient number to call (1-866-339-8225). This service is available 24/7 and additional information can be found at: http://www.potsdam.edu/cts/services/rruniversity.cfm.

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.
Residence Life

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

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

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

When you check in, you will receive your room/suite/Town House key, a variety of information and you will be asked to pay a hall activity fee.
All students must be in compliance with the College’s immunization policy and be in good financial standing with the College at the time of check-in.

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

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

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

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

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

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

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

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

1. All decorations used must be non-flammable and fireproofed. Lights must be non-heat producing. Electrical cords should be plugged directly into outlets or power strips with surge protectors that are not overloaded. Live trees, wreaths, corn stalks, hay, etc. are not permitted at any time

2. The use of candles is prohibited everywhere in the residence halls.

3. Please do not use washable paint, chalk or spray snow on walls, doors and lounge windows including outside brick walls.

4. Lights and light fixtures cannot be decorated or covered.

5. Decorations may not be hung on sprinklers, heat and smoke detectors and other fire safety equipment.

6. In the event a common area space is being used for a holiday event, the area can be decorated on the day of the event and must be cleaned immediately after it is over.

7. Students are strongly encouraged to practice good energy conservation.

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

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

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

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

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

Occupancy
At the opening of school in the fall and spring semesters, the halls will open 2 or 3 days early for occupancy. For other school vacations/breaks, the residence halls will be available for occupancy one day before the students’ first college commitment at 10:00 a.m. Prior to vacations/breaks the halls will close at 10:00 a.m. the day after classes are dismissed (12:00 noon for closing
Residence Life

in December and May). Students withdrawing from school during the year must vacate their rooms within twenty-four (24) hours of the date of withdrawal. Special requests will be considered by the Director of Residence Life or designee and are subject to charges. Students graduating will vacate their rooms immediately after graduation exercises. All students, with the exception of those participating in graduation, must vacate their rooms within twenty-four (24) hours after their last examination. Requests to remain on campus for a longer period of time must be made through the Director of Residence Life or designee. Registered summer sessions students may be allowed to stay longer, until the summer session housing area is ready for occupancy.

All Residence Halls will remain open during both the fall and spring semesters. 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.

Property Insurance

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

Residency Requirements

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

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

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

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

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

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

Room Assignments

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

Most students are housed in traditional double rooms. A certain number of suites, apartments, Town Houses, triples, and singles may be available each semester as total occupancy numbers permit. Single rooms can be requested in the Office of Resi-
Residence Life

Residence Life, including requests for medical singles. If a student is left alone in a double room and is uninterested or unable to secure the room as a single, students may be consolidated with other students in the same situation only within the same residence hall floor/house. Students left alone in an accidental single must only occupy their half of the room.

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

Room Changes

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

Room Charges

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

<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 (i.e. immunization), there is no refund.

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

Storage

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

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

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

Due to fire regulations, paper/card board cartons/boxes are not permitted for storage use anywhere in the residence halls. Bicycle storage is available in a central area in Knowles Hall during the winter months. Due to safety regulations, students are not allowed to store bicycles in hallways, lounges, lobbies, basements or stairwells at any time. 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 will be leaving. Staff will inspect rooms to ensure that the above conditions have been met. Students do NOT need to check out or turn in keys for break, recess and vacation periods.

Maintenance

Damage

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

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

1. The Resident Assistant will hold a meeting with all of the members of the living unit to discuss the incident(s) and ask for the cooperation of all residents to discontinue the problem behavior.
2. If the problem continues, the 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>
</tbody>
</table>
**Residence Life**

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

**Room Decorating and Personalization**

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

**Sustainability**

All students are expected to comply with all College policies and regulations in regards to recycling. Students are also required to use compact fluorescent 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 Hall Safety and Policies

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 Policies

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. Students under 21 years of age may not use, possess, distribute, sell, or knowingly be in the presence of alcoholic beverages on the college campus or in the SUNY Potsdam community except as expressly permitted by the law or college policy.
2. Regardless of your age, it is a violation for you to provide, either directly or indirectly, alcohol to someone under the age of 21. This includes your roommate(s) and/or suitemate(s).
3. Alcohol is not permitted by any person in all public areas of the residence halls (public areas being defined as outside a student room, suite, apartment, or Town House). Students who are under 21 cannot possess alcohol anywhere within the residence halls at any time.
4. It is a violation to possess or use false or altered age documentation to obtain alcohol.
5. This policy prohibits kegs, beer balls, and other common source containers (i.e. “garbage can” punches) and also does not allow for rapid consumption devices such as beer pong apparatus, beer bongs, tubing, funnels, etc.
6. Student are not permitted to engage in any type of drinking games in the Residence Halls to include, but not limited to: card games, beer pong, quarters, caps, Beirut, etc.
7. Students of any age are not allowed to make any form of alcohol in the Residence Halls. Possession of any equipment for the purpose of making alcohol is expressly forbidden.

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

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

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

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

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

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

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

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

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

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

Students may not affix anything to the ceilings in their room (i.e. curtains, tapestries, etc.) nor may items be hung in front of the room door, window, or used as a room divider. All wall hangings must cover only one wall and cannot be affixed on two or more walls or the ceiling or doors. Any items made of fabric (i.e. tapestries, clothing, fishnets, sheets, etc.) are not allowed to be hung on the walls. Curtains are the only fabric item allowed to 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.

Gambling

All forms of gambling are prohibited within the residence halls.

Guests

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

If a resident wishes to have a guest in his/her room/suite, it must always be with the consent of the other students living in the room/suite/apartment/townhouse. Overnight guests are limited to 1 person per resident. Any guest that will be here for more than 24 hours must be registered with a member of the Residence Life Staff. 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 AC/RD/GA for approval and registration well in advance of the guest’s arrival and emergency contact information provided.

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

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

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

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

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. Animals that are just visiting must be left outside.

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

Posting Policy
1) Postings are limited to common area designated bulletin boards. Any material that is not posted on properly designated bulletin boards may be removed.
2) 30 copies of items to be posted should be brought to the Residence Life Office in Draime Hall for approval and posting at least 5 days prior to the event. Postings cannot be posted by individuals or groups.
3) Posted material must include the name of the sponsoring group or individual and the date of the advertisement’s posting.
4) No materials are to be posted on any glass or door in any residential area. Any exceptions to this will be made by the Director of Residence Life or designee and are usually related to an emergency, hall closing or critical information that needs to get to resi-
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.

Any materials advertising non-College sanctioned alcohol or alcohol related events are strictly prohibited.

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.

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.

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.

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.

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 advance by the AC/RD/GA.

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.

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

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

It is important to note that a room is a private space that should be shared equally by both roommates/suitmates/apartment-mates. As a responsible roommate, it is not appropriate to engage in any activity which would deny your roommate 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. 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, ACs, RDs or GAs). Please be aware that, 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 room-
Residence Life

mates. Time discussing these rights would be well spent and hopefully form the basis for communication between you and your roommate(s). To a large extent, your relationship with a roommate is dependent on mutual consideration of the feelings and needs of the other person. Please remember that with every right goes the responsibility to respect that same right when it is exercised by another person(s).

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

(Adopted from the University of Cincinnati)

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 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.
Residence Life

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

D. The campus shall establish procedures for routine and emergency repairs to residence hall facilities;
   1. Protocols shall be established to promptly address inquiries, request and complaints regarding routine repairs and maintenance for the provision of heat, lights and hot water;
      a. repairs regarding heat, lights and hot water shall be completed in a reasonable amount of time;
      b. the student shall be appraised periodically of her/his request; and
      c. the students shall be provided in writing with these protocols and appropriate telephone numbers for contacting repair staff.
   2. Major renovations or construction within the halls shall be completed as much as is possible, when the students are not occupying the halls;
      Major construction projects that are disruptive to ongoing programs should not continue during scheduled examination periods. If the disruption cannot be stopped during these periods, then students shall be housed elsewhere.

E. The campus shall establish procedures for redress for student residents in the event of loss of services such as heat, light and hot water in residence halls for extended periods that are within the control of the campus.
   1. The procedures shall include provision for housing students elsewhere if the conditions that caused loss of heat, light or sanitary conditions or create other unsafe conditions cannot be rectified within a reasonable period.
   2. If housing the students elsewhere on campus is not possible, then the campus shall house the students in alternate housing off campus at no cost to the students.

Residence Hall Office Phone Numbers

<table>
<thead>
<tr>
<th>Residence</th>
<th>Phone Number</th>
</tr>
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<tbody>
<tr>
<td>Bowman East</td>
<td>267-2629</td>
</tr>
<tr>
<td>Bowman South</td>
<td>267-2650</td>
</tr>
<tr>
<td>Bowman West</td>
<td>267-2645</td>
</tr>
<tr>
<td>Draime, Sisson, Town Houses &amp; Van Housen</td>
<td>267-2357 or 267-3159</td>
</tr>
<tr>
<td>Knowles Hall</td>
<td>267-2641 or 267-2636</td>
</tr>
<tr>
<td>Lehman Hall</td>
<td>267-2633 or 267-2630</td>
</tr>
</tbody>
</table>
Residence Life

Residence Hall Office Phone Numbers

Residence Hall Office Phone Numbers

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

Opening & Closing Dates

Fall 2015
New students move in Friday August 28, 10:00 am
Returning students move in Saturday, August 29 & Sunday, August 30, 10:00 am
Thanksgiving closing Wednesday, November 25, 10:00 am
Halls re-open Sunday, November 29, 10:00 am
Semester closing 24 hours after last final exam or Saturday, December 19, 12:00 noon

Spring 2016
Halls open Sat./Sun., January 23-24, 10:00 am
Spring break closing Saturday, March 5, 10:00 am
Halls re-open Sunday, March 13, 10:00 am
Semester closing 24 hours after last exam or Saturday, May 21, 12:00 noon
Semester closing for graduates Monday, May 23, 12:00 noon

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.

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. Crimes committed and arrests made at recognized off-campus sites are reported to this department by the Potsdam Village Police Department on a daily basis.

University Police
315-267-2222
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.

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), rape 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).

New employees receive a campus orientation packet and 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 or Area Coordinator 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 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.

**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

**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

**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 each month 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.

NYS Law on Hate Crimes and Sexual Offenses

Definitions of Offenses

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

NYS Law on Hate Crimes and Sexual Offenses

**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.

**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.

Rape in the first degree is a class B Felony.
NYS Law on Hate Crimes and 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

Sec. 130.55 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 les than seventeen years old; or
3. Less than fourteen years old Sexual abuse in the second degree is a class A misdemeanor
NYS Law on Hate Crimes and Sexual Offenses

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 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 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.
Sec. 120.75 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 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 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

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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 or 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 Hate Crimes and 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.

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: NY-ALERT, campus alerts (emergency notifications and/or timely warnings), The Raquette (student newspaper), WAIH-FM (campus radio station) and a press release to area news media.

The University Police Department provides an on-campus escort service which is available to any student, employee, or visitor. The campus has a Disaster Preparedness Plan which provides for the dissemination of information and response to any critical incident or disaster.
Crime Awareness and Campus Security

Security of Buildings and Grounds

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.

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.
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
- Accreditation, Approval, and Licensure of Institution and Programs
- 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 CSA’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.
Financing Your Education

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 [www.potsdam.edu/financialaid](http://www.potsdam.edu/financialaid).

Consumer Information

The United States Department of Education regulates that certain consumer information be disclosed to enrolled and prospective students. Students have the right to obtain information on the following:

- Student Right-To-Know Act
  - Information on completion/graduation rates for general student body
  - Information on completion/graduation rates for student athletes
- Equity in Athletics Disclosure Act
- Drug & alcohol abuse prevention information
- Cleary (Campus Security) Act
- Family Educational Rights and Privacy Act (FERPA)
- Availability of employees for information dissemination

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. ([http://www.ifap.ed.gov/qahome/qaassessments/consumerinformation.html](http://www.ifap.ed.gov/qahome/qaassessments/consumerinformation.html))
FAQ’s

How do I apply for federal financial aid at SUNY Potsdam for the Fall 2015 or Spring 2016 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 (section G) is 002850. A Personal Identification Number (PIN) is required to complete the FAFSA and pre-fill FAFSA on-line. A PIN can be obtained at http://www.pin.ed.gov. You may access an itemized list of application steps at www.potsdam.edu/financialaid under “Other Topics of Interest.”

What is a Pre-fill FAFSA and how do I get one? If you filed a FAFSA form in the previous academic year, the federal government automatically sends you a PIN, so that you can complete the pre-fill FAFSA on-line. The pre-fill FAFSA has your application information from the previous year already completed on it and you need only make appropriate changes and updates, followed by the proper 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 sent their SAR 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 changes to the Financial Aid Office.

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) on 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, Federal Academic Competitiveness Grant, National Science and Mathematics Access to Retain Talent Grant), loans (Federal Perkins Loan, William D. Ford Federal Direct Loans), Federal Workstudy (student employment opportunities), and a grant/loan (Teacher Education Assistance for College and Higher Education –TEACH). More information may be accessed from the “Grants” 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 January 1 as pos-

Refund Information

Waiting for a refund? Things to consider...
- Complete a William D. Ford Loan Program Entrance Interview Form. All first-time borrowers must complete this requirement.
- Submit your award confirmation, promissory notes and any/all other requested documents to the Financial Aid Office.
- Turn in a copy of your bill to the Bursar Office. They must have your bill to process a refund.
- Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal ACG, National SMART Grant, Federal TEACH grant/loan, and Federal Perkins Loan funds will not be available for refund 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 vouchers for the money. The money is automatically disbursed to your account. The Bursar Office will process a refund if you are eligible. Allow at least ten working days after the Financial Aid Office vouchers for the funds to receive your check. NOTE: It may require more time to process refund checks at the beginning of each semester. The Bursar's Office will notify you via your SUNY Potsdam e-mail account when your refund is available.

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

Student Employment Opportunities

The Office of Human Resources maintains a web-site for Student Employment information, including the Student Employment Handbook, as well as listings of available on-campus jobs. The web address is http://www.potsdam.edu/offices/HR/Student/. Jobs may include those funded as Federal Work Study, Student Assistantships, PACES, SGA, Research Foundation and Temporary Services. Listings of jobs are also posted on the bulletin board located outside the Carson Hall Mailroom.

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 varies between minimum wage and $10.00 per hour depending on job duties and how long the student has been employed in the same job. If you are interested, mail a completed Free Application for Federal Student Aid (FAFSA) to the federal processor or complete the FAFSA on-line at http://www.fafsa.ed.gov after January 1, but BEFORE April 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 the student employment web-site and bulletin board.

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 the lists on the student employment web-site and bulletin boards.

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, dishroom 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 on-going 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 and designated college grounds.

Assistant Director of Campus Life
The Assistant Director of Campus Life coordinates SUNY Potsdam Weekly (SPW), Greek Life and aspects of the leadership program.

Program Coordinator of Campus Life
The Program Coordinator of Campus Life provides assistance in the areas of student activities and leadership.
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 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.

The third level provides activities, opportunities, supervision and coaching for those students with exceptional physical abilities. Potsdam’s Athletic Department provides 17 varsity teams. This level requires more rigid discipline and conditioning and provides the greatest challenges and competition.

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.

Activities Offered: Flag Football, Tennis, Co-Rec. Soccer, Men's B-Ball, Women's B-Ball, Racquetball, Volleyball, Floor Hockey, Co-Rec. Broomball, Dodge Ball, Indoor Soccer, Ultimate Frisbee.

Intercollegiate Athletic Program
The athletic program at SUNY-Potsdam offers 17 varsity sports (7 for men, 10 for women). The facilities and coaching are provided by the college. 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.

The athletic program offers entertainment, emotional involvement and pride in the institution.

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.

The Potsdam Exercise Program (PEP) began in 1982 for students, employees and their families to promote physical fitness in the SUNY-Potsdam community. PEP is staffed by students under the supervision of Operations Director Jay Green and is funded through PACES and SGA. PEP provides aerobic classes, and fitness testing.

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 to the PEP Center.

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

The PEP 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

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;
- 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 Sigma Tau (AST)
- Omega Delta Phi (Omega)
- Phi Kappa Pi (Phi K)
- Sigma Alpha Iota (SAI)
- Sigma Gamma Phi (Arethusa)
- Sigma Lambda Gamma Colony (SLG)
- 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 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 Alpha Delta Kappa (Alpha), Alpha Kappa Phi (Ago), Beta Tau (BT), Delta Tau Tau (DTT), DOD, Epsilon Omega (EO), Phi Kappa Sigma (Phi Kap) Psi Phi Epsilon, 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 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 Opportunities

At the beginning of each 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.
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, intra-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 267-2186.

Career Planning

The time to plan for your future is NOW, even for First-Year students!

Career Planning (206 Sisson Hall) is an excellent resource in guiding you in your future careers. The career staff can help you identify your skills, values and interests; select a career and major; obtain a summer, part-time or permanent position; make contact with career professionals; prepare your resume and portfolio; develop a self-marketing brochure; sharpen your interview techniques; conduct company research; learn how to present yourself in the best possible light to employers; and select, plan and apply to graduate school. The staff at Career Planning is here to serve all of your career-related needs.

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.
**Student Services**

**Computing & Technology Services**

Computing & Technology Services (CTS) provides support and leadership for SUNY Potsdam in all areas of information technology. The CTS main office is located in Stillman Hall, Room 103. You are encouraged to contact CTS with any questions you may have: helpdesk@potsdam.edu for account and technology problems, cts-webmaster@potsdam.edu for questions, comments, and suggestions for improving the information provided in the CTS web pages (not the SUNY Potsdam web site.)

Please visit the CTS website at www.potsdam.edu/cts.

**The Counseling Center**

**Student Services**

The Counseling Center staff provides individual or group counseling to any registered SUNY Potsdam student. Counseling may assist with a wide range of issues, but focus is on empowering a client to continue towards their educational goals in a way that is most healthy for the individual. We view each person as a unique individual and offer a safe, confidential place to discuss problems. SUNY Potsdam students often use the Counseling Center to focus on: relationship problems, depression, anxiety and stress control, relaxation and yoga, eating disorders, homesickness, social phobias, sexuality concerns, family of origin issues, psychiatric disorders, and many others. Support groups are formed based on need or interest. For those who prefer a self-help approach, we have an extensive self-help library as well as a light box to assist students struggling with Seasonal Affective Disorder.

The Counseling Center has a part-time psychiatrist in their office available for medication management. To set up an appointment with the psychiatrist students are asked to make an appointment with a counselor first to complete an intake session.

We provide consultation and workshops on a wide variety of topics in an effort to help faculty staff and students understand how to help their fellow SUNY Potsdam community members. One work-shop of particular importance to us is QPR Suicide Prevention Training (Question, Persuade, Refer) given to faculty, staff and students; over 1600 campus members have been trained.

The Counseling Center provides free yoga and meditation classes throughout the academic year. Yoga can be an effective resource that helps individuals reduce stress while increasing psychological and emotional balance in a person’s life. A certified yoga instructor facilitates group and individual work. Just outside of our office, we have installed a tile labyrinth available to students and staff for meditative purposes.

Our Peer Counselors are SUNY Potsdam students who have completed an intense training internship. If you live on-campus PCs will come right to your room, if you live off-campus you can talk on the phone or meet on campus. For a Peer Counselor call: 315-261-8873 between 4:30 p.m. and 8:00 a.m., 7 days a week while Fall and Spring classes are in session.

**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 Schutte 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: ebooks, 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.

Office of Student Conduct and Community Standards

The Office of Student Conduct and Community Standards works closely with students, faculty, staff, and the local community on concerns related to conflict resolution, appropriate citizenship, academic integrity and other quality of life issues. It is the goal of the office, through coordination of the judicial system, to help students learn to think proactively concerning their behavior and its effect on others. The desired result being that students will accept both the responsibility and consequences for their behavior and will strive to make appropriate choices. In addition, The Office of Student Conduct and Community Standards coordinates the College's research about and response to student use and abuse of alcohol and other drugs.

Summary of Services:
- Student ombudsman/advocate
- Conflict mediation
- College Judicial System

PACES Dining Services

We know that no two students have exactly the same schedule or eating preferences so PACES Dining Services offers a variety of meal plans from which to choose. Our plans give customer security, flexibility and value for their money while dining on campus. We consistently rank very high in national customer service surveys, so much so that other SUNY schools have looked to PACES plans and facilities as a model for their institutions. For information about hours of operations, restaurant descriptions, daily menus and specials, visit www.potsdam.edu/studentlife/dining.

Fresh food and healthy choices are everywhere. As founding member of the Farm-to-School Program (and recipients of the 2003 GardenShare Award), we purchase locally grown foods whenever possible - including trans-fat free oil, maple syrup, honey, fruits and vegetables. Our Bowman Commissary prepares salads and baked goods fresh each day. When we make purchasing decisions, our primary criteria is always quality. You will be familiar with most of the brand name products we serve - Thomas's® English Muffins, Dannon® yogurt, Heinz® ketchup, Tyson® Chicken, Tropicana® juices, Tazo® teas, Kraft® salad dressings, Aquafina® bottled water, Hormel® ham, Uncle Ben's® rice - to name just a few. Our vegan entrees are prepared by LeCommenca - a famous vegetarian restaurant in Quebec.

Quality service accompanies the quality food that we serve at SUNY Potsdam. Dining Service employees, many of whom are students, take pride in their work and take care to make you feel at home on campus. All employees, whether they are cashiers or clean-up crew, are trained to give you friendly, professional service. Our managers conduct monthly comment tables at every location. Your comments, concerns and suggestions are promptly addressed.
Student Services

PACES Dining Services

At PACES Dining Services, we take food safety seriously. All of our employees receive training in food safety and many – including all our managers, cooks and front-line supervisors - have gone through the extensive ServSafe© food safety certification program. We are inspected by the NYS Board of Health and we post the reports for your review. Want to take a tour through our storerooms and coolers? We’d be happy to show you around. Our facilities are clean and well-organized.

Meal Plans
Dining Services offers six residential meal plans and 3 commuter meal plans. Our residential meal plans have a combination of accounts, each of which is designed to provide for different dining needs: Guaranteed Meals, FLEX and "Be-My-Guest” Passes. Guaranteed meals are allocated every week, and provide you with the security of knowing that you won't run out of meals before the semester is over. You may use your meals anytime during the week, the only restriction being a four meal per day maximum. Each week you will begin with the number of meals detailed in your plan (for "short" academic weeks your meal allocation will be pro-rated).

FLEX Dining Credits can be used in any dining location and any time, but must be used by the end of the semester. This is a great way to purchase grab and go items between meals or special treats.

Be-My-Guest Passes are designed to feed a friend or relative while they are on campus. These passes can only be used at Lehman Dining Center during normal serving hours. Our Commuter Plan is an all FLEX account.

The Lehman Dining Center
The Lehman Dining Center provides traditional all-you-can-eat meals seven days a week. Guaranteed Meals are used here - one guaranteed meal is deducted from your plan for entrance. Lehman features a number of individual food kiosks: Passport World Foods, Terri Yaki’s Asian Wok®, New York Subs & Sandwiches, Nature’s Bounty, Grains, The Five Star Grill, Heartland Home-Style Cooking, Adirondack Sweets, and Cocina Cucina.

The Student Union Dining Court
The Student Union Dining Court is open seven days a week and for late night service until 1:00 a.m. Your guaranteed meal can be traded in for a meal allowance in the Dining Court or you can use FLEX, Bear Express or cash. We feature more than 200 menu items ranging from home made soups to Lake Champlain Chocolates®. The Student Union is made up of the following restaurants: The Blue Plate Diner, Tomassito’s, Mediterrano’s, The Firehouse Grill, Chips Old Time Deli, Fifth World Grill and Cookies, Cream & Company.

Cafes and Snack Bars
Dexter’s Cafe, located in Thatcher Hall, is a popular lunch location that has an urban sensibility. Gourmet salads, grilled panini sandwiches, espresso drinks, fine pastries, and daily specials are just a few of the products offered.

Minerva’s, located in the Crumb Library, features a full range of espresso drinks as well as a wide assortment of pastries, desserts, snacks and baked goods.

Becky’s Place, nestled within Pratt Commons, is a gateway restaurant where we offer some of our delicious signature dishes (featuring a grill area, stir fry/sauté station, coffee, specialty drinks and sweets).

The Crane Snack Bar, located in the Crane Commons, is a small snack bar and deli counter which offers hot and cold beverages, pastries, bagels, sandwiches, daily specials, soups and a full salad bar.

Microfridges
PACES offers the MicroFridge appliance on a rental basis to all resident students. The MicroFridge is a combination refrigerator/freezer and a 600-watt microwave oven. The unit is available for the low rental fee of $125 per year or $75 per semester, plus a $20 deposit. To contract a unit, download and complete the lease agreement at www.potsdam.edu/studentlife/ResHalls/CampusLiving101/microfridge and return it with your rental fee and deposit to the PACES Business Office in Merritt Hall.

Bear Express
Bear Express is an optional on-campus debit account. Every student is assigned a $500 semester account, unless a different amount ($0 - $100) is selected on-line via BearPaws. The amount selected/assigned will appear on the college bill if the account is opened within the first twenty days of classes. Students may open an account or add money to their existing account anytime during the semester by cash or credit card at the SUNYcard Office in Merritt Hall. Bear Express balances roll over from semester to semester and are added to the selected/assigned amount. The account is optional and can be cancelled or changed on-line via BearPaws. You can also use your Bear Express card at several local Potsdam business! There is a complete list on-line at www.potsdam.edu/studentlife/BearExpress/MerchantsList.
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

Van Housen Hall 1st Floor
Monday—Thursday (8 a.m. to 5 p.m.)
Friday (8 a.m. –4:30 p.m.)
(315) 267-2377

Website: www.potsdam.edu/studentlife/healthservices
Portal: BearPAWS >New Student Services >Student Health Services 

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 the receptionist. Walk-ins are not accepted. You will be seen by our physician or nurse practitioners in a clinic that has the first health center in the SUNY System to be approved by the Accreditation Association for Ambulatory Health Care. The quality of the care you receive meets or exceeds nationally recognized standards for excellence. Visits to the clinic are free, and are not billed to your insurance, because you pay a health fee. There may be some charges if you use certain lab tests or medications.

The Student Success Center

Located on the first floor of Sisson Hall, the Student Success Center offers help in the following areas:
Academic Advising (267-2580) - questions about adding, dropping or withdrawing from classes, the S/U grading option, general education and graduation requirements, academic standing, etc.
Academic Support (267-3447)
Accommodative Services (267-3267)
Experiential Education (267-2803)

First Year Transitions (267-2735)
International Education & Programs (267-3150)
Special Programs (EOP & Bridges) (267-2335)
Student Support Services (267-2347)
SUNY Potsdam PAIRS
Tutoring (267-2345) - free peer tutoring for specific classes
Withdrawal or Leave of Absence from the College (267-2580)
The Student Success Center

Academic Advising

How Do I Get An Adviser?
New Arts and Sciences freshmen and undeclared transfers are assigned an adviser by the Student Success Center and receive notification of their adviser assignment in the mail. Crane students are assigned advisors by the Office of Advising located on the second floor of Bishop Hall, C221 (267-2775) and a list of advisors is posted outside of that office and in other locations in the Crane Center. Transfer students who declare a major will be assigned an adviser by the Chair of their major department. Students can schedule a meeting with their advisers any time after the start of classes. If you have any questions about your adviser assignment, contact the Student Success Center, Main Office, Sisson 128, 267-2580.

Teacher Education students are assigned an adviser when they declare their major. Students with questions concerning Teacher Education undergraduate programs should contact Laura Chambers at 267-4801 or 267-3083.

Declaration of Major
If you are interested in declaring a major after your arrival on campus, you can do so by meeting with the Chair of the department of your intended major. The Chair will ask you to fill out a declaration form and will assign you an adviser from that department, if you do not already have one. If you have a preference for a particular adviser, be sure to tell the Chair during your meeting.

Scheduling Classes
Approximately three weeks before registration the schedule of classes becomes available. You can obtain a schedule from many campus locations including the Registrar’s Office, the walkway between Raymond and Carson, and the college union lobby. The schedule includes information about registration, schedule changes, the final exam schedule, course listings and miscellaneous information, such as the academic calendar and the addresses and phone numbers of various offices. Courses are listed by department; departments are listed alphabetically. When looking up a course you need or would like to take, you will find the course code, department abbreviation, course number, the number of credits, course title, General Education indicators, time and days the course meets, room number and building, and the instructor. General Education courses are also listed separately in the back of the class schedule.

Some Hints for Meeting with your Advisor:
- Your adviser is there to help you. But it is ultimately your responsibility to keep track of your requirements for graduation.
- Be prepared for your appointment. Make a list of courses you need or want to take.
- Ask questions. If you want to know more about a course, or if you don’t understand the requirements for your major, ask your adviser.

If you have trouble contacting your advisor, check with the department secretary, with Academic Services, or in Crane’s Office of Advising, Bishop C221.

Your Advisor Gives You:
Your Registration Time Notice. This includes your Alternate Registration PIN that you will need to register on the web. Check your record on Bear PAWS occasionally during the semester for "HOLDS" that will prevent you from registering. Check often in the weeks just before registration.

Your academic adviser is there to help you if you have academic problems or questions. You should feel free to contact your adviser any time during the year. Every semester, you must meet with your adviser the week before registration to schedule your classes. To make an advising appointment, you should either call your adviser's office or check the adviser's door for a sign-up sheet. Do not wait until the last minute to contact your adviser.

Academic Support
What is the Academic Support Office?
The Academic Support office is part of the Student Success Center. It is geared to enhancing the success of the student population on campus. The Academic Support Office Houses the Adult Learner Transitions and the Learning Lab.

Non-traditional Adult Learners are a large and growing segment of the student body. In Fall 2005, there was 963 students enrolled over the age of 24, 452 of whom were undergraduates. Adult Learners Transitions is geared to assist non-traditional students returning to college after being away from school.

The Learning Lab provides students access to resources and support services to improve their academic performance. It is host to 40+ Group Tutoring and Walk-In Tutoring Groups each semester. It also provides Study Skills Assistance to individuals or groups as needed.


**Student Services**

**The Student Success Center**

**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 267-3267.

**Experiential Education**
The Experiential Education Office offers many services which include, internships, volunteer opportunities and service learning. If you are interested in one of these programs please call the office to set up an appointment to discuss your options. Experiential learning allows students to learn in real life environments which enables them to gain real life experience.

**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/transition

**International Education**
We recognize the need to prepare students and faculty of our campus communities to succeed in an era of globalization and mass communication. Our vision is for the State University to lead the nation in offering diverse, high quality international learning opportunities. This will be implemented through the coordination of international activities on each campus and providing dynamic leadership for the management of international education policies, initiatives and programs. This vision is grounded in the values of inquiry, open-mindedness, respect, understanding and the need for academic rigor and experiential learning. Our Coordinator of International Student Services is always ready and willing to assist our international students with anything that comes up during their stay at SUNY Potsdam. Whether it is academic assistance or immigration issues, be sure to stop by or e-mail Bethany Goeke with your questions. Her office is located in Sisson Hall and her e-mail is goekeba@potsdam.edu.

**Special Programs (EOP & Bridges)**
The Educational Opportunity Program (EOP) has been host-
ed by SUNY Potsdam since 1970 and has assisted thousands of students with their educational goals. Their website is designed to provide general information about EOP at Potsdam and to give you some idea of the principles which underlie our operations (www.potsdam.edu/support/eop/services). The Bridges program has been in operation at SUNY Potsdam since 1998 and has assisted hundreds of students in beginning successful academic careers. Their website is designed to provide general information about the Bridges program and to give you some understanding of the principles which underlie our operation. (www.potsdam.edu/support/bridges).

**Student Support Services**
Student Support Services (located in Sisson 119) is a federally funded TRIO program designed to enhance academic skills and increase retention and graduation rates of eligible students. Services include tutoring, academic planning, academic monitoring, study skills assistance, peer mentoring, counseling and graduate school planning. Through coordination with other campus offices, the program also assists participants with career planning and financial aid counseling. Contact us at 267-2347 if you are interested in learning more.

**SUNY Potsdam PAiRS**
SUNY Potsdam PAiRS (Peers Assisting in Retaining Students) is a collaborative effort between the Student Success Center, the Honors Program, Career Planning, the College Writing Center, Residence Life, Experiential Education and other offices at SUNY Potsdam. It is designed to assist undeclared students at any stage in the process of declaring a major.

*During the first year of PAiRS, 66% of undeclared students declared their majors by the end of their sophomore year!*  

PAiRS are SUNY Potsdam students available to work with undeclared students, ESPECIALLY SOPHOMORES, as they investigate areas of academic and career interests, explore potential majors and minors, identify resources available to them and ultimately declare majors.

Visit the PAiRS website for more information (www.potsdam.edu/support/pairs).
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 - Sunday: 7:00am - 1:00am
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.

To reserve a meeting space: Call the office at 267-2013
Or reserve on-line at www.potsdam.edu/studentlife/BarringtonUnion

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. Rooms are reserved on a first-come - first-served basis in the Campus Life Office, Barrington Student Union, Room 208.

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. Reservations may take place in the Campus Life Office, Barrington Student Union, Room 208, during business hours or by calling 267-2013.

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 fun-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.