

2024-2025 Student Handbook Changes

POLICY #	POLICY NAME	REASON FOR CHANGE/NOTES	POLICY OWNER
20.7.2	Honors Lists	Provided further clarity to the honor definitions/lists	Academic Affairs
30.16.1	Tobacco Policy	Added in vaping, electronic cigarettes	Student Affairs
30.6.0	Chosen First Name Policy	Updated to note that chosen names must be standard English alphabet characters	Student Affairs
30.8.0*	<i>Discrimination Procedure (largely encompassing Title IX)</i>	<i>Changes forthcoming from federal government and SUNY; will have later this summer and will share for an electronic vote</i>	<i>Student Affairs</i>
40.11.0	Loitering	Updated penal code definition of loitering, as well as University Police response to said act	Administrative Affairs
50.3.0	Roo Express Policy	New policy; passed by College Association Board of Directors largely to address how abandoned funds are managed	Administrative Affairs
20.1.1	Course Selection/Registration	Clarified language and provided additional detail to assist in student understanding of policy	Academic Affairs
20.1.6	Withdrawal From Courses	Clarified language; updated language for non-credit learners	Academic Affairs
20.1.7.3	Involuntary Leave Policy	New policy; mandated and written by SUNY; will replace former policy entitled "Suspension or Dismissal of a Student for Non-Academic Reasons"	Student Affairs
20.4.11	Transcript of Records	We are no longer able to hold transcripts for outstanding financial obligations per NYS Governor; redacted from policy, clarified other language	Academic Affairs
20.4.3	Incomplete Grades	Clarified access to LMS	Academic Affairs
20.4.8	Academic Integrity	Updated & clarified language	Academic Affairs
30.17.4	Transportation, Wheeled Vehicles	DMV and Vehicle & Traffic Law updates necessitated changes. Updated to add E bikes, E scooter, E skateboards. Updated to reflect manufacturers recommendations for charging.	Administrative Affairs
50.1.8	Commencement Fee Policy	New policy to address collection of commencement fee	Administrative Affairs

* -Policy is not yet available for review

ORIGINAL POLICY:

20.1.1 Course Selection/Registration

Registration allows students to select courses for the next semester. The Registrar arranges for and coordinates the registration of returning students each semester. The Advising Center coordinates the registration of new students. Faculty advisors will assist students with appropriate selections to meet their program requirements; however, the responsibility for meeting all graduation requirements is that of the student. Following advisement, continuing students schedule their classes for the subsequent semester through secure access to [UCanWeb](#), the online student information system. Non-matriculated students and those who do not register may register for courses on a space-available basis.

~~Note: Only courses required for a student's current curriculum will be considered eligible for federal and state financial aid.~~

REQUESTED CHANGES:

20.1.1 Course Selection/Registration

Students are responsible for selecting courses and registering in [UCanWeb](#) each semester. The Registrar arranges the class schedule and publishes it, as well as relevant dates related to registration. Students must meet with an advisor to obtain a Registration Code and Time Ticket to schedule classes in UCanWeb. The Advising Center coordinates the advising and registration of new students. Continuing and returning students will work with faculty advisors to determine appropriate selections to meet their program requirements; however, the responsibility for meeting all graduation requirements is that of the student. **Students should regularly monitor their DegreeWorks audit to ensure course selection is appropriate and determine progress towards degree completion.** Non-matriculated students sign up for courses via the [Part Time Non-Degree portal](#).

Note: Only courses required for a student's current curriculum will be considered eligible for federal and state financial aid.

Original Policy:
20.1.6 Withdrawal From Courses

There will be no academic record of courses dropped during the first 7 days (weekend included) of the semester. Beginning the 8th day of the semester, students may withdraw from credit courses without academic penalty (receiving a grade of “W”) under the following conditions, unless dismissed for deviant academic conduct:

- In order to maintain the academic integrity of the institution, the academic focus of the students, and adequate student academic progress toward a degree, a matriculated, full-time student may not withdraw from courses below a 12 credit-hour load while a semester is in progress without written approval of the School’s Dean. Students are encouraged to consult with the Offices of Financial Aid and Residence Life to determine the impact of this academic decision before dropping to part-time status.
- Withdrawal from a course is requested via a course change available in [UCanWeb](#) under the registration tab. The request must be approved by the student’s academic advisor and/or the School Dean. A \$20 fee must be paid at the Student Accounts - One Hop Shop.
- Withdrawal is allowed under the above conditions prior to the last ten class days of the semester. In courses less than a semester in length, withdrawal is allowed prior to completion of 85 percent of the class meetings.
- Non-matriculated students are not required to obtain Advisor and School Dean’s signatures but are still required to pay the \$20 fee.
- Approvals of the advisor and School Dean do not necessarily indicate approval of the action but signify that the student is aware of the academic consequences of course withdrawal.
- Failure to attend class or merely giving notice to an instructor is not an official withdrawal.
- A “W” (withdrawn) will be recorded for courses withdrawn from and will not be used in calculating GPA. When all approvals have been completed, the official withdrawal will be confirmed by the student by returning to the course change request outcome page in [UCanWeb](#) and submitting requested changes.

Students who receive financial aid are reminded that their aid is based on the number of credit hours they maintain. A loss of aid may occur if a student drops below a certain credit hour level (e.g., from full-time to part-time). Students should consult with the Financial Aid Office - Student Service Center prior to any decision to withdraw from courses.

Students may withdraw from non-credit courses based on the specified requirements of the course and or workshop; official notice must be given in writing by the student to the CREST Office, this may be done by email crest@canton.edu or fax 315-386-7640. Call the CREST office 315-386-7229 for specific withdrawal details.

Requested Changes: **20.1.6 Withdrawal From Courses**

There will be no academic record of courses dropped during the first 7 days (weekend included) of the semester. Beginning the 8th day of the semester, students may withdraw from credit courses without academic penalty (receiving a grade of “W”) under the following conditions, unless dismissed for deviant academic conduct:

- In order to maintain the academic integrity of the institution, the academic focus of the students, and adequate student academic progress toward a degree, a matriculated, full-time student may not withdraw from courses below a 12 credit-hour load while a semester is in progress without written approval of the School’s Dean. Students are encouraged to consult with the Offices of Financial Aid and Residence Life to determine the impact of this academic decision before dropping to part-time status.
- Withdrawal from a course is requested via [a the Course Change Request course change](#) available in [UCanWeb](#) under the [R](#)egistration tab. [Step by step instructions on how to submit a withdrawal request are available online.](#) The request must be approved by the student’s academic advisor and/or the School Dean. A \$20 fee must be paid at the Student Accounts - One Hop Shop.
- Withdrawal is allowed under the above conditions prior to the last ten class days of the semester. In courses less than a semester in length, withdrawal is allowed prior to completion of 85 percent of the class meetings.
- ~~Non-matriculated students are not required to obtain Advisor and School Dean’s signatures but are still required to pay the \$20 fee.~~
- Approvals of the advisor and School Dean do not necessarily indicate approval of the action but signify that the student is aware of the academic consequences of course withdrawal.
- Failure to attend class or merely giving notice to an instructor is not an official withdrawal.
- A “W” (withdrawn) will be recorded for courses withdrawn from and will not be used in calculating GPA. When all approvals have been completed, the official withdrawal will be confirmed by the student by returning to the course change request outcome page in [UCanWeb](#) and submitting requested changes.

Students who receive financial aid are reminded that their aid is based on the number of credit hours they maintain. A loss of aid may occur if a student drops below a certain credit hour level (e.g., from full-time to part-time). Students should consult with the Financial Aid Office ~~–Student Service Center~~ prior to any decision to withdraw from courses.

~~Students may withdraw from non-credit courses based on the specified requirements of the course and/or workshop; official notice must be given in writing by the student to the CREST Office, this may be done by email crest@canton.edu or fax 315-386-7640. Call the CREST office 315-386-7229 for specific withdrawal details.~~

Learners may withdraw from non-credit courses based on the specified requirements of the course and/or training; official notice must be provided to the Center for Workforce, Community & Industry Partnerships by email wcip@canton.edu or by calling the office at (315)386-7504 prior to the start of the course and/or training.

ORIGINAL POLICY:**20.1.7.3 Suspension or Dismissal of a Student for Non-Academic Reasons**

As discussed in The SUNY Board of Trustees Rules for the Maintenance of Public Order (9f) Temporary suspension from all or part of the institution's premises or facilities may be ordered by the Vice President for Student Affairs/Dean of Students or designee for a non-academic reason other than Title IX (which is explicitly addressed in Title IX Grievance Policy) where the conduct of the student has been unlawful or in violation of rules and regulations of SUNY Canton, or in the event that a student who has been accused of a violation fails to respond to the Vice President for Student Affairs/Dean of Students or designee when asked to do so. The Vice President for Student Affairs/Dean of Students or designee shall grant a hearing as soon as possible upon request of any student so removed with respect to the basis of the action.

REQUESTED CHANGE:

Involuntary Leave Policy (required to adopt; SUNY policy; see attached)

Original Policy:
20.4.3 Incomplete Grades

An incomplete grade may be assigned by a faculty member in cases when, for valid reasons (illness, accident, etc.), all of the required work has not been completed but is otherwise satisfactory. (Unexcused absence from the final exam and/or failure to turn in a final project or paper are not extenuating circumstances). Except in unusual cases, the delinquent work should not exceed 10-20 percent of the total required work. An Incomplete Grade Contract must be completed in full, including all signatures, prior to receiving a grade of (“I”) Incomplete.

Responsibility for making up incomplete work lies with the student. Incomplete work must be made up by the due date posted on the academic calendar of the subsequent regular-term semester. Alternate arrangements (shorter or longer time frame) can be implemented if agreed upon by the instructor and student and approved by the School Dean. If the work is not completed according to the agreed-upon plan, the incomplete grade will be recorded as “F” on the student’s record.

Requested Changes:
20.4.3 Incomplete Grades

An incomplete grade may be assigned by a faculty member in cases when, for valid reasons (illness, accident, etc.), all of the required work has not been completed but is otherwise satisfactory. (Unexcused absence from the final exam and/or failure to turn in a final project or paper are not extenuating circumstances). Except in unusual cases, the delinquent work should not exceed 10-20 percent of the total required work. An Incomplete Grade Contract must be completed in full, including all signatures, prior to receiving a grade of (“I”) Incomplete.

- Responsibility for making up incomplete work lies with the student. Incomplete work must be made up by the due date posted on the academic calendar of the subsequent regular-term semester. Alternate arrangements (shorter or longer time frame) can be implemented if agreed upon by the instructor and student and approved by the School Dean. If the work is not completed according to the agreed-upon plan, the incomplete grade will be recorded as “F” on the student’s record. [Access to the course content via the Learning Management System \(Brightspace\) is available as long as the course remains in Incomplete status, but is terminated once a final grade is assigned in the course.](#)

Original Policy:

20.4.11 Transcript of Records

SUNY Canton's transcripts are processed through Credentials Solutions. Students will request their transcript(s) through their secure [UCanWeb](#) account. SUNY Canton will cover the cost of the actual transcript(s) from the \$5 transcript fee that students are charged each semester. However, it is the student's responsibility to pay the handling fee associated with having their transcript(s) sent. The handling fee includes valuable notifications that alert students of any potential problems that may prevent their transcript(s) from being sent. In addition, students will have the ability to track the delivery status of their transcript(s). Electronic, official transcripts are available for a smaller handling fee. Expedited shipping is also available for an additional fee. The College reserves the right to deny transcripts to any student with a delinquent financial obligation to the College. A link to order your transcript is available by logging into your [UCanWeb](#) account.

Requested Changes:

20.4.11 Transcript of Records

SUNY Canton's transcripts are processed through ~~Credentials Solutions~~[Parchment](#). Students ~~can access and view unofficial transcripts in UCanWeb.~~ will request their transcript(s) through their secure [UCanWeb](#) account. Official transcripts can be requested direct from SUNY Canton at the Registrar's Office by completing this form which must include student signature. Print or electronic transcripts can be ordered from [Parchment](#). SUNY Canton will cover the cost of the actual transcript(s) from the \$5 transcript fee that students are charged each semester. However, it is the student's responsibility to pay the handling fee associated with having their transcript(s) sent. The handling fee includes valuable notifications that alert students of any potential problems that may prevent their transcript(s) from being sent. In addition, students will have the ability to track the delivery status of their transcript(s). ~~Electronic, official transcripts are available for a smaller handling fee.~~ Expedited shipping is also available for an additional fee. ~~The College reserves the right to deny transcripts to any student with a delinquent financial obligation to the College. A link to order your transcript is available by logging into your [UCanWeb](#) account.~~

Original Policy:

20.7.2 Honors Lists

President's Honors Lists will include the names of the full-time students who earn semester GPA's of 3.75 or higher. To be eligible students must be enrolled in 12 or more credit hours. The President's Honors List includes students taking imputed– or remedial-level courses and students taking pass/fail courses if fewer than 3 credit hours.

Dean's Honors Lists will include the names of full-time students who earn semester GPA's of 3.25 - 3.74. To be eligible, students must be enrolled in 12 or more credit hours. The Dean's Honors List includes students taking imputed– or remedial– level courses and students taking pass/fail courses if fewer than 3 credit hours.

Part-Time Academic Honors Lists will include the names of part-time, matriculated students who earn semester GPA's of 3.25 or higher. To be eligible, students must complete 6 or more credit hours. The Part-Time Academic Honors List includes students taking imputed– or remedial– level courses and students taking pass/fail courses if fewer than 3 credit hours.

At the end of each semester, Honors Lists will be prepared by the Registrar's Office and sent to the Office of Public Relations for distribution to the news media. Media releases will not include the names of students who have restricted the release of directory information pursuant to FERPA. Students who wish to receive a formal letter sent to their residence may do so by emailing the appropriate office (President's Office for President's Honor List or Provost's Office for Dean's Honor List). Requests must be sent from the student's SUNY Canton email.

Note: Students who receive any incomplete grades at the completion of a semester are not included in the Dean's/President's/Part-Time honors lists. If a student is eligible for an honor's list once the grade is changed, the appropriate honor will be notated on the student's transcript. However, because the change will occur after the deadline, media releases will not include the names of students who are eligible for an honor's list.

Requested Changes:

President's Honors Lists will include the names of the full-time students who earn semester GPA's of 3.75 or higher. To be eligible students must be enrolled in 12 or more credit hours. The President's Honors List includes students taking imputed– or remedial-level courses and students taking pass/fail courses if fewer than 3 credit hours. When the pass/fail credit hours exceed 2-credit hours due to specific program requirements, a student can be named to the President's Honors List, as long as they have an additional minimum 10 hours of graded coursework.

Dean's Honors Lists will include the names of full-time students who earn semester GPA's of 3.25 - 3.74. To be eligible, students must be enrolled in 12 or more credit hours. The Dean's Honors List includes students taking imputed- or remedial- level courses and students taking pass/fail courses if fewer than 3 credit hours. When the pass/fail credit hours exceed 2-credit hours due to specific program requirements, a student can be named to the Dean's Honors List, as long as they have an additional minimum 10 hours of graded coursework.

Part-Time Academic Honors Lists will include the names of part-time, matriculated students who earn semester GPA's of 3.25 or higher. To be eligible, students must complete 6 or more credit hours. The Part-Time Academic Honors List includes students taking imputed- or remedial- level courses and students taking pass/fail courses if fewer than 3 credit hours. When the pass/fail credit hours exceed 2-credit hours due to specific program requirements, a student can be named to the Part-Time Honors List, as long as they have an additional minimum 4 hours of graded coursework.

At the end of each semester, Honors Lists will be prepared by the Registrar's Office and sent to the Office of Public Relations for distribution to the news media. Media releases will not include the names of students who have restricted the release of directory information pursuant to FERPA. Students who wish to receive a formal letter ~~sent to their residence~~ may do so by emailing the appropriate office (President's Office for President's Honor List or Provost's Office for Dean's Honor List). Requests must be sent from the student's SUNY Canton email.

Note: Unless required by the major, students who receive any incomplete grades at the completion of a semester are not included in the Dean's/President's/Part-Time honors lists. If a student is eligible for an honor's list once the grade is changed, the appropriate honor will be notated on the student's transcript. However, because the change will occur after the deadline, media releases will not include the names of students who are eligible for an honor's list. When an Incomplete grade is a result of a requirement in the major (e.g. Internship hours still to be completed) then students with Incomplete grades can qualify as long as they have at least 12 completed credits and qualifying GPA.

ORIGINAL POLICY:

30.6.0 CHOSEN FIRST NAME POLICY

Last Update: Saturday, July 1, 2023

SUNY Canton is committed to welcoming and supporting diversity and inclusion on our campus. This policy provides the procedure for students and employees who wish to be identified by a first name that differs from their legal name to notify the College of their chosen first name. The SUNY Canton Chosen First Name Policy provides the procedure for students and employees to officially notify the College of their chosen first names and to have this change reflected in on-campus communication systems, as long as the chosen first name is not used for purposes of misidentification, fraud, or misrepresentation and that the chosen first name meets community standards (e.g. is not profane, obscene, or derived from hate-speech and conforms to technical requirements). There are limits to where chosen first names will be reflected in college communications.

This policy is consistent with current Title IX guidance protecting students and employees against discrimination based on gender identity and expression and is a best practice for supporting transgender and gender non-conforming members of college communities. Further, this policy is in support of the [June 2022 State University of New York Board of Trustees requirement](#). This service is not solely limited to use by transgender and gender non-conforming students and employees; it is available to anyone who uses a chosen first name on a daily basis other than their legal/primary first name.

The chosen first name must be used for internal communication and certain external communications (e.g. college promotional materials, news releases). Internal applications for the required use of an approved chosen first name include, but are not necessarily limited to: class rosters (including BrightSpace), advising lists, housing lists, diplomas, and email. A request may be made to have a SUNY Canton ID card (employee/student identification cards) reprinted (standard reprinting fees apply); the new card will display both the legal and chosen first names, with the chosen name represented on the front of the card.

Please be aware that the College is obligated to use the legal first name for many official records and reports, including but not limited to: certain employment and payroll records, billing records, financial aid documents, official transcripts, medical records, employee benefits records, expense reimbursements, credit/purchasing/travel cards, travel-related documents,

purchasing authorizations, enrollment reporting, conduct hearing results, external reporting, and federal immigration documents. All individuals are required to provide their legal first name to campus law enforcement upon request.

PROCEDURES:

Students:

Students can update their chosen first name through the Personal Information Menu on UCanWeb at any time. A report will be provided to requisite areas (faculty, College Association, advisor, dean, Residence Life, and Vice President for Student Affairs) when a student updates their chosen name.

Employees:

Employees can update their chosen first name through the Personal Information Menu on UCanWeb at any time. A report will be provided to the Director of Human Resources and the employee's supervisor when an employee updates their chosen name.

REQUESTED CHANGES:

The SUNY Canton Chosen First Name Policy provides the procedure for students and employees to officially notify the College of their chosen first names and to have this change reflected in on-campus communication systems, as long as the chosen first name is not used for purposes of misidentification, fraud, or misrepresentation and that the chosen first name meets community standards (e.g. is not profane, obscene, or derived from hate-speech and conforms to technical requirements). At this time, only standard English alphabet characters can be accommodated. There are limits to where chosen first names will be reflected in college communications.

Original Policy:

Tobacco Policy 30.16.1 Definitions

For the purposes of this policy, the following definitions apply:

Tobacco: *All tobacco products and other smoking devices, including, but not limited to: cigarettes, electronic cigarettes, cigars, hookah-smoked products, clove cigarettes, bidis, kreteks, synthetic marijuana, smokeless tobacco, vape pens and snus. This definition does not include any product that has been approved by the U.S. Food and Drug Administration for sale as a tobacco-use cessation product.*

College: *SUNY Canton.*

SUNY Canton Property: *Any property owned, leased, or operated by SUNY Canton.*

Requested Changes:

Tobacco: *All tobacco products and other smoking devices, including, but not limited to: cigarettes, electronic cigarettes, electronic aerosol delivery systems, nicotine-free electronic cigarettes, cigars, hookah-smoked products, clove cigarettes, bidis, kreteks, synthetic marijuana, smokeless tobacco, vape pens and snus. This definition does not include any product that has been approved by the U.S. Food and Drug Administration for sale as a tobacco-use cessation product.*

Original Policy:

30.17.4 Other Wheeled-Vehicles

SUNY Canton recognizes that the following forms of transportation (Including but not limited to: bicycles, skateboards, roller-blades, hoverboard/hoverboard-type vehicles) and other low-impact forms of wheeled transportation 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. In an effort to continue to provide for the open use of SUNY Canton property for these modes of transportation, the following guidelines are adopted:

1. No wheeled-vehicle used for personal transportation except youth strollers and those that assist disabled persons in navigation may be used within any campus building.
2. Bicycles, when not in use, must be securely locked to approved bicycle racks. Bicycles secured to trees, poles, railings, hand rails, and guard rails or those that block wheel chair ramps, stairways, pedestrian egress, creates a safety hazard or appears to have been abandoned, may be impounded by University Police.
3. Skateboards, rollerbladers, and hoverboarders/hoverboard-type vehicles using sidewalks will do so safely and will yield the right of way to pedestrians. They will travel at a safe speed and may not perform any of the following activities: jumping, riding over steps and/or curbs, riding on walls and railings.
4. Skateboarders and rollerbladers using campus roadways will travel at a safe speed, in the right lane of traffic only, as close to the right-hand curb as feasible and safe (proceed with the flow of traffic).
5. Motorized vehicles (Including but not limited to: scooters, mopeds and motorcycles) should not be operated on sidewalks or parked in any manner so as to block or impede pedestrian egress, emergency exits, or disability access features to any campus building.

Requested Change:

WHEELED-VEHICLE POLICY

SUNY Canton recognizes that the following forms of transportation (Including but not limited to: bicycles, skateboards, electric skateboards, E-bikes, scooters, E-scooters, roller blades, hoverboard/hoverboard type vehicles) and other low impact forms of wheeled transportation 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. To continue to provide for the open use of college property for these modes of transportation, the following guidelines are adopted.

No wheeled vehicles used for personal transportation are to be within any campus building, except youth strollers and those that assist disabled persons in navigating campus.

Bicycles, E-bicycles, scooters, and E-scooters when not in use, must be securely locked to approved bicycle racks. Items secured to trees, poles, stairways, railings, handrails, and guard rails or block wheelchair ramps, pedestrian egress, creates a safety hazard or appears to have been abandoned, may be impounded by University Police.

Skateboarders, rollerbladers, and hoverboarders using sidewalks will do so safely and will yield the right of way to pedestrians. They must travel at a safe speed and may not do any of the following activities: jumping, riding over steps and/or curbs, riding on walls and railings.

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

Motorized vehicles (Including but not limited to: E-scooters, E-bicycles or (bicycle with electric assist), mopeds, motorcycles) should not be operated on sidewalks or parked in any manner to block or impede pedestrian egress, emergency exits, or handicap access feature to any campus building. Motorized vehicle will travel at a safe speed and yield to pedestrians.

Owners must be present during all charging of hoverboards, E-skateboards, E-bicycles, E-scooters and follow the operations manual for proper charging, storage, repair and maintenance.

From New York State Department of Motor Vehicles

Electric scooters and bicycles and other unregistered vehicles

Operating an electric scooter or bicycle with electric assist

Effective April 2020 - the law allows people to operate bicycles with electric assist (e-bikes) on some streets and highways in New York State.

Effective August 2, 2020 - the law allows people to operate electric scooters (e-scooters) and bicycles with electric assist (e-bikes) on some streets and highways in New York State.

Electric scooter - a type of device with handlebars, a floorboard or a seat, and an electric motor that can be powered by the electric motor and/or human power.

Bicycle with electric assist - multiple classes of bicycle with an electric motor and operable pedals. A bicycle with electric assist doesn't qualify for a registration as a motorcycle, limited use motorcycle, moped or ATV and doesn't have the same equipment.

You can operate an electric scooter or bicycle with electric assist on some streets and highways in New York State:

You can operate these devices on highways with a posted speed limit of 30 MPH or less.

Municipalities can further regulate the time, place and manner of operation of these devices.

You cannot operate these devices on a sidewalk except as authorized by local law or ordinance.

Note: An electric scooter or bicycle with electric assist cannot be registered but still may be operated on some streets and highways in New York State.

1. Electric scooter. Every device weighing less than one hundred pounds that

(a) has handlebars, a floorboard or a seat that can be stood or sat upon by the operator, and an electric motor,

(b) can be powered by the electric motor and/or human power, and

(c) has a maximum speed of no more than twenty miles per hour on a paved level surface when powered solely by the electric motor. Note: It is illegal to operate an electric scooter (as defined in §114-e of NYS VTL) in excess of fifteen miles per hour.

2. Bicycle with electric assist. A bicycle which is no more than thirty-six inches wide and has an electric motor of less than seven hundred fifty watts, equipped with operable pedals, meeting the equipment and manufacturing requirements for bicycles adopted by the Consumer Product Safety Commission under 16 C.F.R. Part 1512.1 et seq. and meeting the requirements of one of the following three classes:

(a) "Class one bicycle with electric assist." A bicycle with electric assist having an electric motor that provides assistance only when the person operating such bicycle is pedaling, and that ceases to provide assistance when such bicycle reaches a speed of twenty miles per hour.

(b) "Class two bicycle with electric assist." A bicycle with electric assist having an electric motor that may be used exclusively to propel such bicycle, and that is not capable of providing assistance when such bicycle reaches a speed of twenty miles per hour.

(c) "Class three bicycle with electric assist." Solely within a city having a population of one million or more, a bicycle with electric assist having an electric motor that may be used exclusively to propel such bicycle, and that is not capable of providing assistance when such bicycle reaches a speed of twenty-five miles per hour.

ORIGINAL POLICY:

40.11.0 LOITERING

Any person found on the SUNY Canton campus without a legitimate reason is a loiterer under section [240.35 of the New York State Penal Law](#) which states: "A person is guilty of loitering when they loiter or remain in or about school grounds, a college or university building or grounds not having any reason or relationship involving custody of or responsibility for a pupil or student, or any other specific, legitimate reason for being there, and not having written permission from anyone authorized to grant same." Any person found to be a loiterer is subject to removal from the campus and prosecution under the New York State Penal Law. Any person who harbors a loiterer or conspires to do so is subject to campus disciplinary action.

REQUESTED CHANGE:

~~Any person found on the SUNY Canton campus without a legitimate reason is a loiterer under section [240.35 of the New York State Penal Law](#) which states: "A person is guilty of loitering when they loiter or remain in or about school grounds, a college or university building or grounds not having any reason or relationship involving custody of or responsibility for a pupil or student, or any other specific, legitimate reason for being there, and not having written permission from anyone authorized to grant same." Any person found to be a loiterer is subject to removal from the campus and prosecution under the New York State Penal Law. Any person who harbors a loiterer or conspires to do so is subject to campus disciplinary action.~~

New York State Penal Law 240.35 (5) Loitering. A person is guilty of loitering when he or she: Loiters or remains in or about school grounds, a college or university building or grounds, not having any reason or relationship involving custody of or responsibility for a pupil or student, or any other specific, legitimate reason for being there, and not having written permission from anyone authorized to grant the same. Loitering is a violation.

NEW POLICY:

ROO Express is accessed through the campus ID card, the official identification card for SUNY Canton. ROO Express is an optional taxable debit account at SUNY Canton.

Roo Express may be used at locations on campus at Roos Court, Rendezvous, Cyber Café, Joey's, The Corner, Chaney, Campus Store and in campus vending services (excluding Micro-Market), and off-campus at select providers.

Once a ROO Express account is opened, funds can be added via credit card, cash, or debit card via Student Support, located in Miller Campus Center, 115 or contact akinsd@canton.edu. Check deposits are also accepted. There is a \$1,500 balance limit for Roo Express accounts.

Roo Express cannot be used to pay portions of a student's bill. Any federal, state or private financial aid funds that a student is entitled to receive will be applied first to educational expenses due to the College and next to credit the ROO Express account or other non-educational expenses. Once all outstanding charges have been satisfied, any remaining account credit will be refunded as appropriate.

ROO Express that has been billed for the current semester, and not paid in full by the end of the semester will be deactivated. It will not be reinstated until the total amount due on the bill is paid.

Any Roo Express amount over \$20.00 rolls forward semester-to-semester. ROO Express accounts with no transactions for twelve months will incur a monthly inactivity fee of the lesser of (i) \$20* or (ii) the amount of the remaining unused ROO Express, starting with the twelfth month of successive inactivity. CA will deduct that fee from the value of the unused ROO Express prior to issuing any refund. The amount of any monthly maintenance fee is not refundable in whole or in part and will not be restored to the student even if they later request a refund of your unused ROO Express. Upon graduation/separation or at the end of the spring semester, the student may contact CA for a refund of any remaining ROO Express funds. Accounts with a zero balance and twelve months of inactivity will be closed.

Cash withdrawals cannot be made from the Roo Express account. *Roo Express is not accepted for purchases for alcohol, tobacco products, lottery tickets, gift cards, items that could be construed as weapons, obscene materials, tattoos, gift certificates, or items sold by multilevel marketing organizations.*

Information regarding the participant's account or transactions may be disclosed to third parties when necessary to complete transactions, when the condition or existence of an account must be verified, to comply with a government agency or court orders, or with the participant's written permission.

All transactions can be viewed online. Upon reviewing transactions, inform CA of any discrepancies immediately. The error will be investigated and the participant will be notified of the determination within 20 business days. If CA is not informed within 60 days after the transaction occurred, the participant shall assume liability for the erroneous charges.

Student wishing to request a refund may contact College Association, Student Support, in Miller Campus Center 115 or email akinsd@canton.edu. An \$8.00 processing fee applies on all refunds.