

Campus Administrative Rules for Students

In order to be eligible for admission and readmission, and to be considered a student in good standing, each student must do the following:

1. Provide the College, through the Office of the Registrar, with current local and home addresses and telephone numbers, and respond promptly to all official requests for information or appointments.
2. Check their Geneseo email account and College mailbox in the MacVittie College Union on a regular basis as official College communication may take place via these addresses.
3. Obtain a College identification card that is to be presented upon request to any member of the faculty or staff.*
4. Notify the Registrar of name changes and change in other contact information in a timely fashion.
5. Comply with official requests of College faculty and staff members, including authorized student employees; obey regulations governing the use of campus facilities, including residence halls, and assure that guests do the same.
6. Pay on time all fees, penalties, and other debts owed to the College; and return library materials or other borrowed College property when due and upon request.
7. Be present on campus when necessary (e.g., required meetings, registration, examinations) to show an unconditional intention of doing academic work and pursuing a degree; and to notify the Dean of Students of any planned absence during class sessions which is to last more than one week, in order to make clear that permanent withdrawal is not intended.
8. Maintain the level of physical and emotional health necessary for the completion of academic work and for living in the college community that does not, in the judgment of appropriate clinical and administrative officials, present a pronounced risk to the student's own health or the welfare of others.
9. Complete the formal withdrawal procedure upon leaving the College, unless dismissed, graduated, or granted a waiver due to inability to be present on campus.
10. Register any car driven regularly on campus and obey all vehicle regulations.

* The College requires all students to procure and carry a valid SUNY Geneseo identification card. The identification card must be presented or surrendered upon request of a College official, including residence hall staff, University Police, Student and Campus Life staff, CAS staff and affiliates, and students authorized by the College to supervise campus events, activities, and residence halls. The College identification card is used to access campus services, buildings, events, library materials, and campus dining operations.

Failure to present a student identification card upon request by a College official, alteration or falsification of data on a College identification card, creation and/or distribution of falsified identification cards, or using an identification card to impersonate others are violations of this policy and may result in conduct action and/or arrest.

It is the student's responsibility to replace the identification card if it is confiscated, stolen, lost, bent, broken, or worn beyond the point of readability by College officials and/or card readers

used by the College. Replacement cards may be obtained at the Campus Auxiliary Services office for a fee.

For more information on ID cards, review the full [Student College Identification \(ID\) Card Policy](#).

Supervisors of various campus facilities (e.g., dining hall, gymnasium, game room) are authorized to suspend usage privileges of students who violate rules or direct instructions from College officials. Each loss of privilege is reported to the Dean of Students, to whom it may be appealed, and the supervisor is expected to offer an interview regarding reasons at the time a restriction is applied.

A student may act as an official representative of the College or University only with authority from the President or a Vice President. College endorsements of private endeavors may not be implied.

No student may represent a commercial enterprise, advertise or conduct business, or attempt profitable fund-raising or sales of any type on campus except as part of an approved student organization activity. (Exception: Students may charge for typing, tutoring, and similar educational services rendered solely by themselves as individuals.) Student organizations may not sell, advertise, or raise funds in any way on or off campus without written permission from the Director of Student Life or designee. Nonprofit political and charitable fund-raising must be similarly approved.

Administrative separation from the College may occur, for example, for violating any of the above regulations. Procedure for an administrative separation includes the opportunity for a hearing before the Dean of Students and an appeal to the Vice President for Student and Campus Life. Short of release, failure to meet financial or administrative obligations to the College may result in withholding an academic transcript and the credits recorded thereon, or withholding the privilege of registration for a subsequent term, or both. Failure to meet financial obligations to the College may result in withholding the privilege of registration for a subsequent term. Students released for administrative reasons will be recommended for readmission at the discretion of the Dean of Students, pending completion of stipulated requirements detailed in the student's administrative release letter.