

3-19-2012

Proposal to Change the Eligibility for Leave of Absence

The College at Brockport, College Senate

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The College at
BROCKPORT
STATE UNIVERSITY OF NEW YORK

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Brockport, New York 14420
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senate@brockport.edu
brockport.edu/collegesenate

Resolution # 09 2011-2012
College Senate

Supersedes Res #: _____

TO: Dr. John R. Halstead, College President

FROM: The College Senate: **March 19, 2012**

- RE:  I. Formal Resolution (*Act of Determination*)
II. Recommendation (*Urging the Fitness of*)
III. Other, For Your Information (*Notice, Request, Report, etc.*)

SUBJ: **Proposal to Change the Eligibility for Leave of Absence**
(#16_11-12SP)

Signed:  Date: 3/26/2012
(John P. Daly 2011-2012, College Senate President)

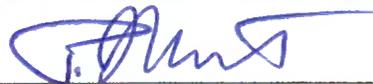
Please fill out the bottom portion and follow the distribution instructions at the end of this page.

TO: John P. Daly, College Senate President

FROM: John R. Halstead, College President

- RE:  I. Decision and Action Taken on Formal Resolution (circle choice)
- a. Accepted - **Implementation Effective Date:** _____
 - b. Deferred for discussion with the Faculty Senate on ___/___/___
 - c. Unacceptable for the reasons contained in the attached explanation
- II, III. Response to Recommendation or Other/FYI
- a. Received and acknowledged ___/___/___
 - b. Comment:

Resolution forwarded to Albany by President's Office for final approval. YES NO

Signed:  Date: 3/28/12
(Dr. John R. Halstead, President, The College at Brockport)

DISTRIBUTION:

**COLLEGE SENATE OFFICE
RESOLUTION PROPOSAL COVER PAGE
DEADLINE FOR SUBMISSIONS: FEBRUARY 28**

Incomplete proposals will be returned and proposals received after the deadline may not be reviewed until next semester.

Routing Number <i>Routing # assigned by Senate Office</i> 2011-2012	#16_11-12SP <i>Use routing number and title in all reference to this proposal.</i>
This Proposal Replaces Resolution	#43 08-09 SP

INSTRUCTIONS

- Use committee guidelines and General Education forms available at brockport.edu/collegesenate/proposal.html.
- Prepare ONE complete document in **Word format**: include this proposal cover page, proposal, attachments and support letters from your department chair and dean.
- **Locate the Resolution # and date this proposal will replace at our "Approved Resolutions" page on our Web site.**
- Do not submit your proposal as a .pdf file unless using Gen Ed forms. They are difficult to merge.
- Email completed proposal to senate@brockport.edu. (General Education Proposals go to dlamphron@brockport.edu first.)
- All revisions must be resubmitted to senate@brockport.edu with the original cover page including routing number.
- Questions? Call the Senate office at 395-2586 or the appropriate committee chairperson.

1. **PROPOSAL TITLE:** Please be somewhat descriptive, ie. *Graduate Probation/Dismissal Proposal* rather than *Graduate Proposal*.

Proposal to Change the Eligibility for Leave of Absence

2. **BRIEF DESCRIPTION OF PROPOSAL:**

Proposal changes the eligibility for Leave of Absence from the end of the fourth week of class to the end of the third week

3. **WILL ADDITIONAL RESOURCES AFFECTING BUDGET BE NEEDED?** NO YES **EXPLAIN YES**

4. **DESCRIBE ANY DATA RELATED TO STUDENT LEARNING OUTCOMES ASSESSMENT USED AS PART OF THE RATIONALE FOR THE REQUESTED SENATE ACTION.**

5. **HOW WILL THIS EFFECT TRANSFER STUDENTS:**

No differently than new freshmen

6. **ANTICIPATED EFFECTIVE DATE:**

Fall 2012

7. **SUBMISSION & REVISION DATES:** PLEASE DATE ALL REVISED DOCUMENTS TO AVOID CONFUSION.

<i>First Submission</i>	<i>Updated on</i>	<i>Updated on</i>	<i>Updated on</i>
2/3/12			

8. **SUBMITTED BY:** (contact person)

<i>Name</i>	<i>Department</i>	<i>Phone</i>	<i>Email</i>
<i>Marcy Esler</i>	<i>Student Retention</i>	<i>x5346</i>	<i>mesler@brockport.edu</i>

9. **COMMITTEES TO COPY:** (Senate office use only)

Standing Committee	Forwarded To	Dates Forwarded
<input type="checkbox"/> Executive Committee	Standing Committee	2/3/12
<input type="checkbox"/> Enrollment Planning & Policies	Executive Committee	
<input type="checkbox"/> Faculty & Professional Staff Policies	Passed GED's to Vice Provost	
<input type="checkbox"/> General Education & Curriculum Policies	Senate	2/13/12
<input type="checkbox"/> Graduate Curriculum & Policies	College President	
<input checked="" type="checkbox"/> Student Policies	OTHER	
<input type="checkbox"/> Undergraduate Curriculum & Policies	REJECTED -WITHDRAWN	

NOTES:

Under the current Leave of Absence Policy, a new Undergraduate student must be at Brockport for four weeks before he/she is eligible for a Leave of Absence.

I am proposing that the policy be adjusted to allow a new Undergraduate student to be eligible for a Leave of Absence at the end of three weeks. This change aligns the “freeze date” with eligibility for a Leave, thus providing consistency with state reporting of student numbers. Under the recommended change, students intending to take Leaves have incentive to do so before they are captured inappropriately in a specific cohort.

At the present time we are dealing with small numbers; information regarding the last four fall semesters is displayed below.

Semester	“False Starts” Week 4 Only	Total “False Starts”
Fall 2008	7	28
Fall 2009	6	24
Fall 2010	2	17
Fall 2011	6	30
Four Semester Average	5.25	24.75

The offices of Financial Aid, Registration and Records and Student Accounts verified that this change to the current policy will not negatively impact students.

Change to current policy

Leave of Absence

As defined by Brockport, a Leave of Absence is an approved complete withdrawal from a semester, or a period of approved semester(s) off. A Leave has two advantages: it "freezes" your academic requirements, allowing you to retain the requirements in place when you last enrolled. A Leave also allows you to register without being readmitted. All matriculated undergraduates are eligible except:

- students in their first semester at Brockport who have not completed the first **three four** weeks of classes, or
- students who are in their first semester back after an academic dismissal, or
- students who are on final probation (dismissed and reinstated), or students who have been reinstated following a dismissal, or
- students who matriculated for winter session who did not complete the winter session and did not complete the first **three four** weeks of the spring semester.

If none of the above situations apply, you may have a Leave of Absence.

A Leave of Absence is good for a maximum of three consecutive semesters. A Leave for part of a semester counts as one semester. Please be aware that students who earn no credits at Brockport for three consecutive semesters (by any combination of not enrolling, failing, or withdrawing) and are not registered in the fourth semester will be given Inactive Status. This is regardless of Leave status granted previously.

As a student on a Leave, you are still matriculated at the College, and therefore, are allowed to meet the degree requirements in effect when you last attended. If your Leave expires, you must apply for readmission, and meet any new admission or degree requirements in place when you return to the College. See www.brockport.edu for information.