

10-29-2012

# Elimination of Auto Reinstatement after Academic Dismissal

The College at Brockport, College Senate

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 senate@brockport.edu  
 brockport.edu/collegesenate

Resolution # 02 2012-2013  
**College Senate**

Supersedes Res #: \_\_\_\_\_

TO: Dr. John R. Halstead, College President

FROM: The College Senate: **10/29/2012**

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

SUBJ: **Elimination of Auto Reinstatement after Academic Dismissal**  
 (#02\_12-13SP)

Signed:  Date: 11/5/12  
 (Mark Chadsey, 2012-13 College Senate President)

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

TO: Mark Chadsey, 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:** Spring 2013

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: 11/7/12  
 (Dr. John R. Halstead, President, The College at Brockport)

**DISTRIBUTION:**

Upon approval, the College President will forward copies of resolutions to his staff who will, in turn, forward copies to their staff. The College Senate Office will post resolutions to the College Senate Web at <http://www.brockport.edu/collegesenate/resolutions>.

**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.

<b>Routing Number</b> <i>Routing # assigned by Senate Office 2012-2013</i>	<b>#02_12-13SP</b> <i>Use routing number and title in all reference to this proposal.</i>
<b>This Proposal Replaces Resolution</b>	

**INSTRUCTIONS**

- Use committee guidelines available at [brockport.edu/collegesenate/proposal.html](http://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 if applicable.
- **Locate the Resolution # and date this proposal will replace at our "Approved Resolutions" page on our Web site.**
- Email completed proposal to [senate@brockport.edu](mailto:senate@brockport.edu). (General Education Proposals and questions go to [dlamphron@brockport.edu](mailto:dlamphron@brockport.edu) in the Vice Provost's Office first.)
- Make revisions on the paperwork emailed to you from the Senate office that shows the assigned routing number on top. Submit updated document to [senate@brockport.edu](mailto:senate@brockport.edu).
- Questions? Call the Senate office at 395-2586 or the appropriate committee chairperson.

1. **PROPOSAL TITLE:** Please be somewhat descriptive, ie. *Use a course number and/or title, indicate if for GED code, etc.*

Elimination of Automatic Reinstatement after Academic Dismissal

**2. BRIEF DESCRIPTION OF PROPOSAL:**

Currently, probationary students who fail to earn a 2.0 GPA but who come within 12 quality points of this GPA receive an automatic reinstatement which allows them to continue as a student at the College. After a first automatic reinstatement students must come within five quality points of a cumulative GPA to receive a second automatic reinstatement. There are no requirements placed on these students that could promote their return to good standing. I propose that all students who have been academically dismissed will be required to submit an appeal if they wish to be reinstated. They will have to supply documentation and provide information indicating how they plan to return to a  $\geq 2.0$  GPA. Also, restrictions will be placed on their courses during the next semester and they will be required to attend STEPS which could promote their return to good standing.

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.**

Requiring all dismissed students who wish to be reinstated submit an appeal would help those readmitted to increase their chance of success and the likelihood they will return to good standing. Over 50% of students automatically reinstated are subsequently academically dismissed while approximately 20-25% do not return to the College the following semester. Monitoring their course load, courses, attendance at STEPS should help these students return to good standing.

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

Transfer students who are dismissed would follow the same procedures to file an appeal as students who enter the College as freshmen.

6. **ANTICIPATED EFFECTIVE DATE:**

Spring, 2013

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>
August 25, 2012	8/13/12		

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

<i>Name</i>	<i>Department</i>	<i>Phone</i>	<i>Email</i>
<i>Eileen Daniel</i>	<i>Associate Vice Provost</i>	<i>5505</i>	<i>Edaniel@brockport.edu</i>

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

<b>Standing Committee</b>	<b>Forwarded To</b>	<b>Dates Forwarded</b>
<input type="checkbox"/> Executive Committee	<b>Standing Committee</b>	8/13/12
<input type="checkbox"/> Enrollment Planning & Policies	<b>Executive Committee</b>	10/1/12
<input type="checkbox"/> Faculty & Professional Staff Policies	<b>Senate</b>	10/08/12,10/29/12
<input type="checkbox"/> General Education & Curriculum Policies	<b>Passed GED's go to Vice Provost</b>	
<input type="checkbox"/> Graduate Curriculum & Policies	<b>College President</b>	11/6/12
<input checked="" type="checkbox"/> Student Policies	<b>OTHER</b>	
<input type="checkbox"/> Undergraduate Curriculum & Policies	<b>REJECTED -WITHDRAWN</b>	

NOTES:

Under the current policy “Academic Probation and Dismissal at the Undergraduate Level”, probationary students who do not earn a cumulative 2.0 GPA but do come within 12 quality points of this GPA will receive an academic dismissal notice but will also receive an “automatic reinstatement” which allows them to continue as a student at the College at Brockport. This has been done because it was believed that such students can often return to good standing in one semester. After a first automatic reinstatement semester, the student must come within five quality points of a cumulative 2.0 GPA to receive a second automatic reinstatement. In both cases, an academic dismissal with reinstatement is recorded on the student record.

**I am proposing:**

- **The elimination of automatic reinstatement for all students who are academically dismissed, regardless of their level of quality points;**
- **All academically dismissed students who wish to be reinstated will need to file an appeal.**

Rationale:

- A high percentage (over 50%) of automatically reinstated students do not return to good standing in one or more semesters and are academically dismissed. In addition, on average, approximately 20-25% of students automatically reinstated do not register for subsequent semesters. Additionally, approximately 15% of those automatically reinstated, are back on probation after returning to good standing.
- Students who are automatically reinstated, unlike those reinstated on appeal, do not have to:
  - provide any third party documentation in support of the appeal;
  - offer any evidence that they have resolved the issues that led to the dismissal;
  - Indicate how they plan to change their personal/academic life in such a way to improve their academic success;
  - Restrict the number of credits taken in the upcoming semester;
  - Attend the STEPS program
  - Repeat courses they have failed.
- Students reinstated on appeal are required to restrict the number of credits taken in the upcoming semester to 12-13, attend the STEPS program, and retake courses they have failed. With this support, it is hoped more students will return to good standing. It is clear that too many students who are automatically reinstated are not able to return to good standing in the subsequent semester and are dismissed.

Documentation:

- (1) Current Policy on Academic Probation and Dismissal at the Undergraduate Level Policy.
- (2) Current Policy on Reinstatement at the Undergraduate Level After Dismissal
- (3) Current Policy on Readmission at the Undergraduate level Policy
- (4) Sample Letters currently sent to dismissed and reinstated students:

- a. Reinstatement Upon Appeal
  - b. Automatic Reinstatement I
  - c. Automatic Reinstatement II
- (5) Forms/Information provided to dismissed students:
- a. Appeal of Academic Dismissal- Information for Appeals Committee
  - b. Information on appeals of Academic Dismissal
  - c. Criteria for Support Documentation for Student Appeals of academic Dismissal
- (6) Automatic Reinstates Student Data

**Documentation:****(1)POLICY TITLE: Academic Probation and Dismissal at the Undergraduate Level**

**OVERVIEW:** Academic performance problems can lead to probation and/or dismissal based on the College's rules for satisfactory performance.

**OFFICE/DEPARTMENT RESPONSIBLE:** Office of Registration & Records; Office of the Vice Provost for Academic Affairs

**DATE UPDATED:** July 2008

To earn an undergraduate degree from The College at Brockport students must complete their degree requirements with a minimum cumulative GPA of 2.0 or higher (referred to as "being in good standing" academically). It is neither in the student's best interest nor the best interest of the College to let students continue their studies indefinitely unless they are achieving at that minimal level. For this reason, the College has a probation and dismissal policy — a system for warning students are not meeting minimal academic standards, and dismissing them if the problem continues.

Students must have attained a grade point average of 1.0 or better by the time they have completed 12 credits (that's the end of the first semester at Brockport for full-time students). Students who do not meet this criterion will be dismissed without first being placed on academic probation. Earning such a low GPA in the first semester usually means that there is a serious problem with academic achievement and it is better for the student not to continue at Brockport until her/his ability to do college level work improves.

Students who earn a 1.0 or better in the first semester at Brockport, but fall below a 2.0 GPA in this (or any future) semester, will be placed on academic probation (Probation I) for the next semester. After being placed on Probation I, there are three possibilities: (1) The student regains a GPA of 2.0 by the end of the semester on Probation I and is simply taken off probation; (2) The student does not manage to get the cumulative GPA back to a 2.0, but does attain a 2.0 or better for that particular semester and is granted one more semester of probationary to work toward raising the overall GPA to a 2.0 (Probation II); (3) The student who does not earn a cumulative GPA or a semester GPA of 2.0 during that Probation I period, will be academically dismissed. There is a common misconception on campus that students are entitled to two semesters on probation. It is important to understand that students are only granted a second semester of probation (Probation II) if they attain a semester GPA of 2.0 or above during the Probation I period.

Probationary students who do not earn a cumulative 2.0 GPA but do come within 12 quality points of this GPA will receive an academic dismissal notice but will receive an "automatic reinstatement" allowing them to continue as a student at the College. This is done because such students can often return to good standing in one semester. After a first automatic reinstatement semester; the student must come within five quality points of a cumulative 2.0 GPA to receive a second automatic reinstatement. In both cases, an academic dismissal with reinstatement is recorded on the student record.

Being on probation doesn't place any specific restrictions on a student; it serves primarily as a warning. However, the College does strongly encourage students on probation to limit their course load, to discuss the situation with their advisor, and to seek the assistance of the Student Learning Center to help them succeed in their coursework.

**Please be aware that a common reason that probationary students proceed to academic dismissal in future semesters is that they do not immediately retake courses that they fail. Immediately retaking courses with "E" grades (in the next semester) and improving the grade removes the "E" from the GPA calculation and makes it easier to bring up the cumulative GPA to a 2.0 or higher. This is very important. For questions, students should discuss this with their academic advisor.**

[http://www.brockport.edu/policies/docs/academic\\_probation\\_and\\_dismissal\\_at\\_the\\_undergraduate\\_level.pdf](http://www.brockport.edu/policies/docs/academic_probation_and_dismissal_at_the_undergraduate_level.pdf)

**(2) POLICY TITLE: Reinstatement at the Undergraduate Level after Dismissal**

**OVERVIEW:** Students may appeal their first dismissal from the College for poor academic performance.

**OFFICE/DEPARTMENT RESPONSIBLE:** Office of the Vice Provost for Academic Affairs

**DATE UPDATED:** July 2008

Brockport does allow dismissed students to appeal their first dismissal. A faculty/staff committee organized by the Office of the Vice Provost for Academic Affairs handles this appeal. Dismissed students will receive information about appeals with their letters of dismissal. A student who successfully appeals an academic dismissal and who is allowed to return for the next regular semester is called a reinstated student. In the case of reinstated students, no readmissions decision is required and no forgiveness policy (recalculation of GPA) is applied to the academic record. Reinstated students must bring the cumulative GPA to a minimum 2.0 during the reinstatement semester or they will be dismissed again.

If a student does not return for the approved reinstatement semester or returns to the College and then separates from the College for any reason (failing to complete the reinstatement semester), the College will return the student to dismissal status. It will then be another two regular semesters before the student can apply for readmission to the College.

**Note:** The degree requirements that were in effect at the time of the reinstated student's original admission remain in effect after reinstatement. However, if the student is returned to dismissal status and is subsequently readmitted, the student will be subject to the degree requirements in effect during the semester of readmission.

[http://www.brockport.edu/policies/docs/reinstatement\\_at\\_the\\_undergraduate\\_level\\_after\\_dismissal.pdf](http://www.brockport.edu/policies/docs/reinstatement_at_the_undergraduate_level_after_dismissal.pdf)



### **(3) POLICY TITLE: Readmission at the Undergraduate Level**

**OVERVIEW:** This policy outlines the policy for readmission to the College after separation, leave of absence, academic dismissal and/or conduct suspension.

**OFFICE/DEPARTMENT RESPONSIBLE:** Office of Undergraduate Admissions, Office of Academic Advisement

**DATE UPDATED:** November 2008

#### **Readmission at the Undergraduate Level**

Formerly matriculated students who have separated from the College, or for whom a leave of absence has expired, must apply for readmission. Readmission decisions are based on previous academic achievement at the College, current admission requirements, grades received for college work completed elsewhere, information or recommendations received from other sources, and the circumstances under which the student left The College at Brockport. These decisions are contingent on space availability at the College and/or in a given academic program for any session or academic year.

Students are required to clear all outstanding obligations to the state and College before they can be considered for readmission. Official transcripts must also be submitted for courses taken at other institutions. Students seeking readmission should file the request for readmission no later than four weeks before the start of classes for the term in which they plan to return.

**Note:** Students are required to meet degree and program requirements in effect the semester of readmission.

#### **Readmission after Academic Dismissal or Conduct Suspension**

Students who have been academically dismissed from The College at Brockport for failure to maintain good academic standing, or who have been suspended for reasons of social conduct or academic dishonesty, must apply for readmission to the College, and as such are subject to the requirements and conditions of readmission.

In all cases at the undergraduate level, applications for readmission shall be reviewed by the director of admissions, or an admissions counselor or a committee designated by the director. Undergraduate students who have been academically dismissed are not eligible to apply for readmission for a minimum of one year from the date of separation. If an undergraduate student is readmitted following an academic dismissal, the Office of Academic Advisement will invalidate enough grades (both credits and quality points) to bring the GPA to a minimum 2.0. This forgiveness policy may be utilized only once during a student's enrollment at the College at Brockport.

For students who have been suspended, whether for reasons of social conduct or academic dishonesty, the period of suspension specified by the authority issuing the sanction shall be adhered to. The policy of academic forgiveness described for academically dismissed students shall not apply to suspended students.

All students who are readmitted after academic dismissal must successfully complete a minimum of 12 indexable credits at The College at Brockport subsequent to readmission as well as meeting all other graduation requirements.

**Note:** Students will only be readmitted once following an academic dismissal.

[http://www.brockport.edu/policies/docs/readmission\\_at\\_the\\_undergraduate\\_level.pdf](http://www.brockport.edu/policies/docs/readmission_at_the_undergraduate_level.pdf)

(4a)

## SAMPLE REINSTATEMENT UPON APPEAL LETTER

Date

Name

Address

Dear \_\_\_\_\_:

The Appeals Advisory Group and I have given your appeal of academic dismissal our very serious consideration. This letter is a written confirmation of my verbal offer of reinstatement for Fall, 2011

This decision was made primarily because we believe that the semesterly GPA required to return your cumulative GPA to a 2.00 or better is within the range of possibility for you. You **must** honor the following conditions of reinstatement:

- You may register for no more than **12/13 total credit hours** in the Fall 2011 semester which includes repeating the two courses in which you earned an E: PSH \_\_\_\_ and PSH \_\_\_\_.
- Attend the STEPS program. Contact Erin Rickman at [erickman@brockport.edu](mailto:erickman@brockport.edu) or 395-5439.
- I would strongly encourage you to make use of the services of the **Student Learning Center** in B 10 Cooper Hall for help as needed. The Director of the Center will be happy to work with you to help you succeed.

I hope that you will recognize that this reinstatement is a **final opportunity** to continue with your education at The College at Brockport and that you will give your academic work the attention required for success. The grade record on your college transcript is a permanent record that will be with you for the rest of your life. I would like to remind you that becoming a serious competitor in today's job market or gaining entry to graduate and professional schools demand that you do more than just get by in your undergraduate studies. It is very much in your interest to make certain that your academic transcript reflects your best effort and abilities through the record of grades that you earn.

I would recommend that you accept the reinstatement only if you have resolved any personal issues or problems that were hindering you in the previous semester and are ready to give your academic work the attention that it demands. Please be aware that if you register and begin the Fall, 2011 Semester and then do not complete the semester, you will be placed back on dismissal status effective **Fall 2011**. It would then be two semesters or Fall 2012 before you would be eligible for readmission assuming that all other requirements were met.

You have my best wishes for a successful semester. Please don't hesitate to contact my office with any questions regarding your reinstatement (395-2504).

Sincerely yours,

Eileen Daniel  
Associate Vice Provost for  
Academic Affairs

Copy: Peter Dowe, Registration and Records;

Deb Birkins, Academic Advisement  
Teresa Donnelly-Major, Student Accounts  
Scott Atkinson, Financial Aid

(4b)

**SAMPLE REINSTATEMENT 1 LETTER**

Date  
Name  
Address

Banner ID#: 800-----

Dear \_\_\_\_\_:

Enclosed you will find a copy of your Brockport grade report for the spring 2012 semester. This letter is to inform you that you have been academically dismissed from the College for failure to regain a Brockport cumulative index of 2.0. However, because you have shown significant improvement, we are willing to offer you reinstatement based upon the following conditions:

1. You will be placed on final probation. This means that you must achieve a Brockport cumulative grade point average of 2.0 or better by the end of the fall 2012 semester or you will be academically dismissed.
2. You should consult with your academic advisor to limit/adjust your course load for the fall. If you have registered for the fall 2012 semester, you will need to meet with your advisor so that appropriate adjustments can be made before the end of the add period, Tuesday, September 4, 2012.
3. You are strongly encouraged to repeat courses in which you have received grades of D or E. Since the grade for the repeated course replaces the previous grade in the calculation of your index, you have a better chance of raising your cumulative index to a 2.0 by repeating courses with grades of D or E than you do by taking totally different courses. A grade of C in a repeated course will help to raise your cumulative index to a 2.0, but if you do not repeat courses with grades of D or E, only grades of A or B will help to raise your cumulative index to a 2.0. PLEASE NOTE: If you are receiving state financial aid and repeat courses with grades of D, you may lose your financial aid eligibility. You can find the requirements for Financial Aid on the college website under Student Policies: [http://www.brockport.edu/policies/docs/federal\\_academic\\_standards\\_for\\_title\\_iv\\_financial\\_aid\\_recipients\\_at\\_the\\_undergraduate\\_level.pdf](http://www.brockport.edu/policies/docs/federal_academic_standards_for_title_iv_financial_aid_recipients_at_the_undergraduate_level.pdf).

This offer of reinstatement is good for the fall 2012 semester only. Enrollment in courses for the fall 2012 semester constitutes acceptance of the reinstatement offer.

**Failure to enroll for the fall 2012 semester will result in your academic dismissal effective the end of the spring 2012 semester.** You would then be eligible to apply for readmission to the College for the fall 2013 semester, that is, after the lapse of two academic semesters.

If, after you begin fall 2012 semester classes, you separate from the College, withdraw from all your classes, or simply walk away at any time during the semester, you will be academically dismissed effective at the end of the fall 2012 semester. You will not be eligible for a Leave of Absence during the fall 2012 semester. You would then be eligible to apply for readmission to the College for the spring 2014 semester, that is, after the lapse of two additional academic semesters.

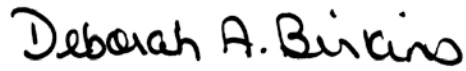
If you do not accept this offer of reinstatement for fall 2012, but wish to continue your education at Brockport at a later date, you will be eligible to apply for readmission to the College for the fall 2013 semester after the lapse of two academic semesters.

To be considered for readmission for fall 2013 or any subsequent semester, you must meet admission requirements in effect at the time of your application. Though not required, the Admissions Office recommends the completion of coursework at another accredited institution to demonstrate readiness for readmission. All applications for readmission will be evaluated by the Admissions Committee, and the College's transfer policy, as published at the time of your readmission, will apply to all courses taken elsewhere.

You should be aware that your lack of good academic status might have an impact on your eligibility for state and/or federal financial aid for the fall 2012 semester, should you accept this offer of reinstatement. For additional information, see the Undergraduate Studies catalog. You will receive notification from the College if your aid is in jeopardy.

I hope that this information will be of help to you in your educational planning. If you have any questions or if the Academic Advisement staff can be of assistance, please feel free to contact us.

Sincerely,

A handwritten signature in black ink that reads "Deborah A. Birkins". The signature is written in a cursive, slightly slanted style.

Deborah A. Birkins  
Acting Director of Academic Advisement

(4c)

**SAMPLE REINSTATEMENT 2 LETTER**

Date  
Name  
Address

Banner ID#: 800-----

Dear \_\_\_\_\_:

Enclosed you will find a copy of your Brockport grade report for the spring 2012 semester. This letter is to inform you that you have been academically dismissed from the College for failure to regain a Brockport cumulative index of 2.0. However, because you have shown significant improvement, we are willing to offer you a second reinstatement based upon the following conditions:

1. You will be placed on final probation. This means that you must achieve a Brockport cumulative grade point average of 2.0 or better by the end of the fall 2012 semester or you will be academically dismissed.
4. You should consult with your academic advisor to limit/adjust your course load for the fall. If you have registered for the fall 2012 semester, you will need to meet with your advisor so that appropriate adjustments can be made before the end of the add period, Tuesday, September 4, 2012.
5. You are strongly encouraged to repeat courses in which you have received grades of D or E. Since the grade for the repeated course replaces the previous grade in the calculation of your index, you have a better chance of raising your cumulative index to a 2.0 by repeating courses with grades of D or E than you do by taking totally different courses. A grade of C in a repeated course will help to raise your cumulative index to a 2.0, but if you do not repeat courses with grades of D or E, only grades of A or B will help to raise your cumulative index to a 2.0. PLEASE NOTE: If you are receiving state financial aid and repeat courses with grades of D, you may lose your financial aid eligibility. You can find the requirements for Financial Aid on the college website under Student Policies: [http://www.brockport.edu/policies/docs/federal\\_academic\\_standards\\_for\\_title\\_iv\\_financial\\_aid\\_recipients\\_at\\_the\\_undergraduate\\_level.pdf](http://www.brockport.edu/policies/docs/federal_academic_standards_for_title_iv_financial_aid_recipients_at_the_undergraduate_level.pdf).

This offer of reinstatement is good for the fall 2012 semester only. Enrollment in courses for the fall 2012 semester constitutes acceptance of the reinstatement offer.

**Failure to enroll for the fall 2012 semester will result in your academic dismissal effective the end of the spring 2012 semester.** You would then be eligible to apply for readmission to the College for the fall 2013 semester, that is, after the lapse of two academic semesters.

If, after you begin fall 2012 semester classes, you separate from the College, withdraw from all your classes, or simply walk away at any time during the semester, you will be academically dismissed effective at the end of the fall 2012 semester. You will not be eligible for a Leave of Absence during the fall 2012 semester. You would then be eligible to apply for readmission to the College for the spring 2014 semester, that is, after the lapse of two additional academic semesters.

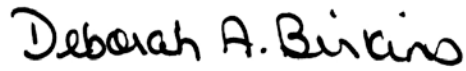
If you do not accept this offer of reinstatement for fall 2012, but wish to continue your education at Brockport at a later date, you will be eligible to apply for readmission to the College for the fall 2013 semester after the lapse of two academic semesters.

To be considered for readmission for fall 2013 or any subsequent semester, you must meet admission requirements in effect at the time of your application. Though not required, the Admissions Office recommends the completion of coursework at another accredited institution to demonstrate readiness for readmission. All applications for readmission will be evaluated by the Admissions Committee, and the College's transfer policy, as published at the time of your readmission, will apply to all courses taken elsewhere.

You should be aware that your lack of good academic status might have an impact on your eligibility for state and/or federal financial aid for the fall 2012 semester, should you accept this offer of reinstatement. For additional information, see the Undergraduate Studies catalog. You will receive notification from the College if your aid is in jeopardy.

I hope that this information will be of help to you in your educational planning. If you have any questions or if the Academic Advisement staff can be of assistance, please feel free to contact us.

Sincerely,

A handwritten signature in black ink that reads "Deborah A. Birkins". The signature is written in a cursive, slightly slanted style.

Deborah A. Birkins  
Acting Director of Academic Advisement

# Spring 2012 Dismissal

Please print or type

LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_

STUDENT BANNER ID # \_\_\_\_\_

STUDENT ADDRESS TO WHICH INFORMATION ABOUT THIS APPEAL SHOULD BE SENT:

\_\_\_\_\_  
\_\_\_\_\_

TELEPHONE (     ) \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

The student must supply any documentation in support of the appeal. If you plan to ask anyone to send “third party” documentation regarding your physical, mental, or personal issues related to the dismissal, please give their names below. **You must request these persons to send letters to this office.** Please give a copy of the “Criteria for Support Documentation” (enclosed) to any professional from whom you are requesting documentation.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NOTE: YOU MUST RESPOND TO ALL OF THE QUESTIONS BELOW IN THE SPACES PROVIDED EVEN IF YOU ALSO SUBMIT A LETTER CONCERNING YOUR APPEAL TO OUR OFFICE.

Please summarize below any factors or events that you believe had a negative impact/influence on your academic performance level in the past semester(s). You may include here any information you would like the appeals committee to know about or consider as they discuss your reinstatement request. Any information included here is ***confidential*** to be read only by the Appeals Committee members.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Summarize below any evidence you can offer to show that you have resolved these personal issues so that they would not affect your academic achievement in the Fall 2012 semester. (A letter from your physician or a mental health professional stating that any physical or mental health problems are resolved is highly desirable.)

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Summarize below any ways that you plan to change your personal life that would help make a reinstatement semester academically more successful?

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If you were to be reinstated, would you be willing to participate in a weekly program to help you achieve (in Student Learning Center)?  
 NO       YES

Usually the Appeals Committee recommends that a reinstated student retake courses with grades of "E" in the reinstatement semester Fall 2012. Are there any reasons for which you would not wish to repeat such courses or any specific course that you would not want to retake?       NO       YES      If YES, why?

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Have you had any judicial code violations, conduct warnings, or conduct probations during your time at Brockport?  
 NO       YES      If YES, what? (Please explain)

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If you would like to give permission for me and my office staff to speak to your parents/guardians about your appeal of academic dismissal and your academic record, your signature on the line indicated below will serve as your permission for such exchanges of information. Without this signature, only general information can be provided.

Dr. Eileen Daniel and her office staff may discuss specific details of my academic record and this appeal of academic dismissal with the ***persons listed on the lines below*** and with anyone who has provided written documentation related to my appeal of academic dismissal.

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**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

You must return this form and any information you wish the Appeals Committee to consider to my office as soon as possible.

Information must be received by my office no later than **NOON, TUESDAY, JUNE 12, 2012**. **Applications will not be received after this deadline.** Letters from 3<sup>rd</sup> party professionals must also be in my office by that date. This form and supporting documentation may be submitted *before* the deadline. Send this form and any other materials to:

Dr. Eileen Daniel

Associate Vice Provost

for Academic Affairs

The College at Brockport  
**350 New Campus Drive**  
**Brockport, New York 14420**  
or fax to **(585)395-2006**



The College at  
**BROCKPORT**  
STATE UNIVERSITY OF NEW YORK

## INFORMATION ON APPEALS OF ACADEMIC DISMISSAL Spring 2012

**Who can appeal an academic dismissal?** Any student dismissed for the first time can appeal the academic dismissal. However, very few students who are dismissed can make a strong case for successful appeal. Whether a student should invest time on an appeal depends on the factors involved in the academic dismissal.

**Who should not appeal?** Academic dismissal is a clear indication that something has gone seriously wrong with a student's approach to academic work in college. Students who recognize that their dismissals were the result of personal motivation problems and/or failure to apply themselves to their studies should not appeal. Simply admitting that one has not been serious about academics and promising to do better is **never** the basis for a successful appeal. Also, the dismissal may indicate that a student's academic preparation in high school or his/her learning and study skills may not be adequate for academic work at a four-year college. Such problems are not grounds for a successful appeal of academic dismissal. These problems are better dealt with by taking time off to gain maturity and clarify personal goals or by continuing at a community college to develop improved learning and study skills and the ability to handle academic work.

**Who might have a case for an appeal?** Occasionally, serious medical, psychological, and personal problems overwhelm an otherwise prepared and serious student and prevent successful academic work. It is these students who can sometimes prepare a successful case for reinstatement for an additional semester.

**What is the importance of documentation?** It should be understood that, while students are allowed to appeal their academic dismissal, students do not have a "right" to reinstatement. In effect, the student's only "right" is to make a strong case, backed up by third-party documentation where possible, that s/he should be granted an additional semester. Please be aware that, although documentation of a reason for poor performance is necessary, the decision to reinstate is not made on the basis of the severity of the problem but on the student's possibilities for future success at Brockport. Please give any professional who is providing support documentation a copy of the INSTRUCTIONS FOR PROFESSIONALS.

**What information do I include in an appeal?** The student must write and submit either the electronic or the paper appeal form. In reviewing appeal forms, the Appeals Advisory Board will look for answers to the following questions:

1. Has the student shown a "reason" for poor academic performance by documenting some serious factors: medical, psychological, personal or family problems that have had a severe negative impact on academic performance? Documentation should be from physicians, hospital records, counselor, social worker, etc.
2. Has the student provided evidence that this problem has been or will be resolved to an extent that it should not affect academic performance in Fall 2012? The source of the third-party documentation, a physician or counselor, must make a clear statement to this effect.

**What determines whether an appeal will be granted?** The most critical factor in determining the outcome of appeals is the student's academic situation. In order to grant a reinstatement, we must have a high degree of confidence that the student actually has the possibility of returning to good standing (2.00 or higher cumulative GPA) in one additional semester. This depends on several factors: how low the cumulative GPA is, whether or not there are courses with "E" grades that could be repeated in the reinstatement semester, and whether there are outstanding incompletes that need to be made up. My office does a calculation that determines the GPA that would be needed in the reinstatement semester to bring the cumulative GPA to a 2.00 minimum. If this calculation shows that the required GPA in the reinstatement semester is far higher than what we believe is possible for the student to achieve, we usually decide not to reinstate. As a general rule, we do not consider it in the best interests of either the students or the College to reinstate a student unless we believe that his/her chances of returning to good standing in the reinstatement semester are good. Other factors taken into consideration include: GPA record at previous colleges, any record of disciplinary actions, EOP director's recommendation, and whether there have been previous dismissals. The board also expects the student appeal form to outline a plan of action that could be expected to make Fall 2012 a more successful semester.

**The appeals review process:** A committee of faculty and staff – The Appeals Advisory Board, reviews the appeal form and documentation. Each case is discussed individually. The board decides whether the student has made a strong case for reinstatement. I discuss this recommendation with the group and we attempt to come to a consensus on whether to allow the student to return for one additional semester (reinstatement).

**THE DECISION AS REPORTED TO THE STUDENT IS FINAL.  
WE DO NOT RECONSIDER APPEALS**

**How and when can appeals of dismissal be filed?** You must submit an appeal in either of two ways:

1. Go into your Brockport ANGEL account and you will find a group called APPEALS OF DISMISSAL APPLICATION. Enter this group and click on the CONTENT tab. You will find a page called INFORMATION ON APPEALING ACADEMIC DISMISSAL. This page has all the information on appealing academic dismissal. The APPLICATION FORM (REQUIRED) FOR APPEALING ACADEMIC DISMISSAL is also under the CONTENT tab. You can click on this title and it will open the application form. Complete all the questions and submit the form. This method of submission is recommended because time between semesters is very short and it cuts down on delays due to mailing time.
2. If you prefer, the paper copy appeal form and supporting documentation can be completed and mailed in but must reach the College no later than **NOON on TUESDAY, JUNE 12, 2012**. The form and documentation can be mailed or faxed prior to the **June 12, 2012 deadline**. **Applications will not be received after this deadline**. All materials should be sent to ATTN: Dr. Eileen Daniel at the address on the letterhead. All faxed materials should be sent to (585) 395-2006. You will also receive a copy of this paperwork with your formal letter of dismissal from the College.

**How will students be notified on the result of the appeal?** It may take several days after receiving the appeal materials to make a decision. Students are notified by telephone within a day of the decision. A follow-up letter is always sent to students by mail.

**Can parents and guardians obtain information about the dismissal and appeal?** *The Buckley Amendment* limits our ability to give out information on student records and actions such as appeals. Persons in my office will talk in a specific way about the dismissal and appeal only to the student. If students wish us to discuss the appeal in a specific way with other persons, they must give us written permission on the enclosed form to do so. Sometimes parents would like general information about dismissal and appeals procedures without receiving specific information on a student. My office will respond to such requests for general information.

**Results of appeals:** If an appeal is successful, the student is reinstated and must return to Brockport in the next full semester. My office may include recommendations for courses to be retaken in our letter of reinstatement. The student's task in that reinstatement semester is to bring the **cumulative GPA** up to a 2.00 or above. If the student does this, s/he may continue on at Brockport in good standing. If the student is not able to bring the cumulative GPA to 2.00 during the

reinstatement semester, s/he will be dismissed again. In this latter eventuality, the student must follow the dismissal policy and meet the conditions for readmission as stated in the letter of dismissal if s/he wishes to return to Brockport at some point in the future. When a student is reinstated and does not complete the reinstatement semester for any reason, a dismissal is posted for the end of the reinstatement semester and the student is not eligible for readmission to Brockport for two additional regular semesters.

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**Office of the Associate Vice Provost  
for Academic Affairs  
The College at Brockport  
350 New Campus Drive**

**Criteria for Support Documentation for Student Appeals of Academic Dismissal**

*Students should give a copy of this notice to any professional from whom documentation has been requested.*

You have received a request for documentation from a student who has been academically dismissed from The College at Brockport. To be of value in this student's appeal for reinstatement, documentation from professionals (physicians, psychologists, social workers, etc.) must make a clear statement confirming the following:

- 1) that the student in question was suffering from some (named) physical or mental condition or family situation severe enough to impair academic performance during a significant time period in the months of late January to late May. (A simple statement about diagnosis or treatment is **not** sufficient.)
- 2) that the condition or situation referred to in #1 above has been resolved or the professional expects it to be resolved by late June 2012 to the extent that it would not be expected to impair the student's academic performance in Fall 2012.

The Appeals Advisory Group does not wish to reinstate students with continuing, severe problems until these problems have been resolved. We hope that you will give us your candid professional opinion.

You may send your response in confidence by mail or to the fax number listed above, (ATTN: Dr. Eileen Daniel).

**DEADLINE FOR SUBMISSION OF DOCUMENTATION IS  
NOON, TUESDAY, JUNE 12, 2012**

**(6) Data on Automatic Reinstates**

Spring 2012

Total Automatic Reinstates	N=42
Total, % Registered for F 12	31 (74%)
Total Holds	17 (40%)
Percentage Repeating Es	19%
Range GPA	1.2-1.98 ( $\mu=1.77$ )

Fall, 2011

Total Automatic Reinstates	N=33
Total (and percent) in good standing <u>and</u> enrolled for F 2012	5; (15%) Range of GPAs=2.01-2.23 ( $\mu$ =2.03)
Total dismissed who didn't return	14 (42%)
Total academically dismissed subsequent semester	9 (27%)
Other*	5 (15%)

\*On probation, missing grades

Spring, 2011

Total Automatic Reinstates	N=35
Total (and percent) in good standing <u>and</u> enrolled for F 2012	8 (23%)
Total academically dismissed subsequent semester	20 (57%)
Total dismissed who didn't return	5 (14%)
Probation 1	2 (6%) (GPAs 1.66; 1.87)

Fall, 2010

Total Automatic Reinstates	N=45
Total (and percent) in good standing <u>and</u> enrolled for F 2012	6 (13%)
Total academically dismissed subsequent semester	23 (51%)
Total dismissed who didn't return	9 (20%)
Graduated	4 (9%)
Probation 1	3 (7%) (GPAs=1.87,1.92,1.99)