

4-22-2013

Proposal to Remove Inactive Status from Leave of Absence Policy

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 2012-2013
College Senate

Supersedes Res #: _____

TO: Dr. John R. Halstead, College President

FROM: The College Senate: **4/08/2013**

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

SUBJ: **Remove Inactive from online form** (#47_12-13SP)

Signed:  Date: 4 / 9 / 13
(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**: Upon approval
****Implementation of resolution requires final approval from SUNY- State Education Department.**
 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: _____

Signed:  Date: 4/16/13
(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>.

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**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 2012-2013</i>	#47_12-13SP <i>Use routing number and title in all reference to this proposal.</i>
This Proposal Replaces Resolution	Does not replace existing resolution. Inactive status mentioned in background of #27 02-03

INSTRUCTIONS

- Use committee guidelines 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 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. (General Education Proposals and questions go to diamphron@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.
- 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.*

Proposal to Remove Inactive Status from Leave of Absence Policy

2. **BRIEF DESCRIPTION OF PROPOSAL:**

Proposal to Remove Inactive Status from Leave of Absence Policy

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.**

None

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

No differently than direct entry students

6. **ANTICIPATED EFFECTIVE DATE:**

Upon approval

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>
3/4/13			

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

<i>Name</i>	<i>Department</i>	<i>Phone</i>	<i>Email</i>
<i>Marcella Esler</i>	<i>Student Retention</i>	<i>X5346</i>	<i>mesler@brockport.edu</i>

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

Standing Committee	Forwarded To	Dates Forwarded
<input type="checkbox"/> Executive Committee	Standing Committee	3/5/13
<input type="checkbox"/> Enrollment Planning & Policies	Executive Committee	
<input type="checkbox"/> Faculty & Professional Staff Policies	Senate	
<input type="checkbox"/> General Education & Curriculum Policies	Passed GED's go to Vice Provost	
<input type="checkbox"/> Graduate Curriculum & Policies	College President	
<input type="checkbox"/> Student Policies	OTHER	
<input checked="" type="checkbox"/> Undergraduate Curriculum & Policies	REJECTED -WITHDRAWN	

NOTES:

Proposal to Remove Option for Inactive Status from the *Notice of Intent to Withdraw on Leave of Absence/Inactive Status*

Background:

Matriculated and non-matriculated undergraduate students voluntarily leave the College using one of two avenues. Those who may want to return request a Leave of Absence, which allows them to be away for up to three consecutive semesters. Students who do not wish to return can request Inactive status.

Inactive status is automatically given to students who have not earned any credits for a period of three consecutive semesters, and are not enrolled after the add period of a fourth semester. Inactive Status requires the student to be readmitted if they wish to return, and requires that they meet whatever graduation requirements are in place at the time of readmission. The current *Notice of Intent to Withdraw on Leave of Absence/Inactive Status* offers both Leave of Absence and Inactive Status.

Proposal:

Undergraduate students who leave the College voluntarily and are eligible for a Leave of Absence will be placed on Leave of Absence for a period of three semesters. Inactive Status would not be offered as an option.

Rationales:

1. Students completing Leave of Absence form have become confused over the options and inadvertently or hastily select Inactive Status, a choice that forces unnecessary and cumbersome readmission if the decision was made in error. Readmission also changes the catalog term.
2. Widening the pool of students on Leave of Absence increases opportunities for re-recruitment of these students.