

5-3-1999

## Leave of Absence / Readmission Policies

The College at Brockport, College Senate

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**BROCKPORT**

Faculty Senate  
State University of New York  
College at Brockport  
350 New Campus Drive  
Brockport, NY 14420-2925



**Resolution#21  
1998-99  
FACULTY SENATE**

TO: Dr. Paul Yu, College President  
FROM: The Faculty Senate Meeting on: *May 3, 1999*  
RE:   x I. Formal Resolution (*Act of Determination*)  
  II. Recommendation (*Urging the Fitness of*)  
  III. Other, For your Information (*Notice, Request, Report, etc.*)  
SUBJ: *Leave of Absence/Readmission Policies*

Signed: *Thomas Bonner* Date Sent: *6/10/99*  
*(Thomas Bonner, Faculty Senate President)*



TO: The Faculty Senate  
FROM: Dr. Paul Yu, College President  
RE: I. Decision and Action Taken on Formal Resolution  
a. Accepted. Effective Date: *9/1/99 or next opportunity for publication*  
b. Deferred for discussion with the Faculty Senate on   /  /    
c. Unacceptable for the reasons contained in the attached explanation  
II, III.  
a. Received and acknowledged  
b. Comment: \_\_\_\_\_

DISTRIBUTION: *Administrative Group - Please share with appropriate staff.*

Distribution Date: *7/1/99* Signed: *Paul Yu*  
*(President of the College)*

Resolution Disk::9899-21::ayk

## LEAVE OF ABSENCE/READMISSION POLICIES

### Leave of Absence

A matriculated undergraduate student who finds it necessary to leave the College may request a leave of absence from the Separations Office. The leave of absence will be in effect for up to two consecutive semesters. A leave of absence for all or any part of a fall or spring semester is considered to be the equivalent of a full semester of leave. New students who leave the College before they have completed their first four weeks of attendance

- are not eligible for a leave of absence and
- must reapply for readmission.

When a student returns to SUNY Brockport before the expiration of the leave of absence, he or she will do so under the same status (including probationary status) and requirements that were in effect when the student was granted the leave of absence.

Students who are academically dismissed and readmitted or reinstated are not eligible for the leave of absence in the semester of their return. If they choose not to complete the semester of their return, they are treated as separated from the College. To return to the College, they must apply for readmission. For readmitted students, any DNA (Do Not Apply) codes entered to the academic transcript will be removed.

### Degree in Absentia

Students who have applied for readmission and are within 12 credits of meeting graduation requirements may apply for permission to complete their degree in absentia, if they are unable to return to SUNY Brockport to complete their course of study. Candidates must have a cumulative GPA of 2.0, must meet all College-wide requirements for the baccalaureate degree, must receive prior approval from the Office of Academic Advisement for all course work obtained at another institution, must receive departmental support for all major course work and complete all requirements while on a leave of absence. If it will take longer than the duration of the leave of absence, the student must apply for readmission and must meet current graduation requirements.

### Readmission

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 SUNY 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 SUNY 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, applications for readmission shall be reviewed by the director of admissions, or an admissions counselor or a committee designated by the director.

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 a 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 SUNY 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 SUNY Brockport subsequent to readmission as well as meeting all other graduation requirements.

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

#### **Reinstatement**

A student who appeals an academic dismissal and who is allowed to return the subsequent semester is a reinstated student. In this case, no readmissions decision is required and no forgiveness policy (recalculation of GPA) is applied to the academic record. Separation from the College during a reinstatement semester will reactivate the student's dismissal status.

**Note:** The degree requirements that were in effect at the time of the student's original admission remain in effect.

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