10-28-2002

Minor Change late Add deadline for Spring 2003

The College at Brockport, College Senate

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Resolution #01
2002-2003
FACULTY SENATE

TO: Dr. Paul Yu, College President
FROM: The Faculty Senate Meeting on: October 28, 2002
RE: I. Formal Resolution (Act of Determination)
II. Recommendation (Urging the Fitness of)
III. Other, For Your Information (Notice, Request, Report, etc.)

SUBJ: Minor Change: Late Add Deadline for Spring 2003, February 14

Signed: [Signature]  Date Sent: 10/21/02
(Rev. Kenneth O'Brien, 2002-2004 Faculty Senate President)

TO: The Faculty Senate
FROM: Dr. Paul Yu, College President
RE: I. Decision and Action Taken on Formal Resolution (circle)
   a. Accepted  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/Other
   a. Received and acknowledged
   b. Comment:

# DISTRIBUTION: President's Staff

Distribution Date:  Signed:  [Signature]
(Dr. Paul Yu, President, SUNY College at Brockport)

Faculty Senate, 10/31/02
C:My Documents/Resolutions/RESFORM.doc
Proposal to Change the Late Add Deadline for Spring 2003

**Background:** The late add dates for the academic calendar were set without regard for the SUNY census date for certifying College enrollment. Students registered and added after the census date are not included in the numbers reported to System Administration and so the College loses credit for those students relative to potential funding.

**College Policy:** College policy specifies that the late add period should be the “second and third weeks” of the semester.

**Spring 2003 Deadlines:** The current deadlines for Spring 2003 are listed as
- January 27 to February 3, 2003 - Add Period = one week
- February 4 to February 18, 2003 (Tuesday) - Late Add Period = two full weeks plus an additional two days in the fourth week (Monday Feb. 17 is President’s Day holiday).

**Proposal:** Change the end date of the Late Add Period to February 14, Friday, the last day of the third week of the spring semester. This complies with the College policy of providing for Late Adds during the second and third weeks and terminates Late Adds (and registrations for Spring 2003) on the census date of February 14, the end of the third week of the semester.

**Implementation:** This change, if approved now, could be announced in the printed *Spring 2003 Schedule of Classes* and also put on-line. The change would be announced to all departments.