

4-18-2005

Withdrawal Policy, Exceptions

The College at Brockport, College Senate

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SUNY BROCKPORT

College Senate
State University of New York
College at Brockport
350 New Campus Drive
Brockport, NY 14420-2925
(585) 393-2586 (Fax) 393-2246

**Resolution # 18
2004-2005
COLLEGE SENATE**

COLLEGE SENATE
SUNY College at Brockport
APR 27 2005
350 New Campus Drive
Brockport, NY 14420-2925

TO: Dr. John B. Clark, Interim College President
FROM: The Faculty Senate Meeting on: **April 18, 2005**
RE: ⇒ I. Formal Resolution (*Act of Determination*)
II. Recommendation (*Urging the Fitness of*)
III. Other, For Your Information (*Notice, Request, Report, etc.*)

SUBJ: **Withdrawal Policy - Exceptions (#29 04-05 SP)**

Signed: Dawn M. Jones Date: April 20, 2005
(Dr. Dawn M. Jones, 2004-2005 College Senate President)

Please fill out the bottom portion and return document to the College Senate Office.

TO: The College Senate
FROM: Dr. John B. Clark, Interim College President
RE: ⇒ I. Decision and Action Taken on Formal Resolution (circle)
a. Accepted. Effective Date: 4/21/05
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:

DISTRIBUTED BY PRESIDENT'S OFFICE TO: Executive Council
DISTRIBUTED BY PROVOST'S OFFICE TO: Dean's Council
DISTRIBUTED ALSO TO: Originator, Academic Advisement, Registrar (as appropriate)
Signed: John B. Clark Date: 4/21/05
(Dr. John B. Clark, Interim College President, SUNY College at Brockport)

**COLLEGE SENATE OFFICE
RESOLUTION PROPOSAL COVER PAGE**

ROUTING NUMBER*	#29 04-05 SP
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NUMBER TO BE ASSIGNED BY SENATE OFFICE

DEADLINE FOR SUBMISSIONS: FEBRUARY 23 - Proposals received after the deadline may not be reviewed until next semester.

Submit all proposals in **Word format** to the College Senate President **electronically or on a disk** with a hard copy.

Please provide cover page information requested.

facprez@brockport.edu, fSenate@brockport.edu

College Senate Office, 426 Allen Building

1. PROPOSAL TITLE:

Please be somewhat descriptive, for example, *Graduate Probation/Dismissal Proposal* rather than *Graduate Proposal*.

Amendment to the College Withdrawal Policy to Authorize Exceptions

2. BRIEF DESCRIPTION OF PROPOSAL:

This proposal amends the current College withdrawal policy to reaffirm long-standing exceptions that the College implemented under the previous policy.

The text of the amendment is included below:

"As exceptions to the general College policy on drops and withdrawals, the College may require advisor approvals for all schedule changes for first-semester freshmen and program coordinators' approvals to drop/withdraw from specific courses in composition (ENL 101, 102, 112), mathematics (MTH 110, 111), GEP 100/120, GEP 150, Military Science courses, as well as, developmental courses in EOP and the Exceptional Talent Program."

"In addition, students enrolled in internships, practica and other field placements can be required to receive prior approval of the program coordinator to drop/withdraw from such courses. Current programs to which this exception will apply include the Albany Semester Program, the Brockport Career Exploration Course, America Reads and the Disney College Program as well as field placements coordinated by the academic departments/programs. This exception may be applied to similar programs developed in the future."

3. SUBMISSION & REVISION DATES: PLEASE DATE ALL UPDATED DOCUMENTS and resubmit to the Senate Office electronically prior to Senate review and vote at fSenate@brockport.edu.

First Submission	Updated on	Updated on	Updated on
March 2, 2005	March 10, 2005	March 21, 2005 (rk)	

4. SUBMITTED BY: (contact person)

Name	Department	Phone	Email
P. Michael Fox	Academic Affairs	395-2504	mfox@brockport.edu

5. COMMITTEES TO COPY: (Senate office use only)

Standing Committee	Forwarded To	Date
<input type="checkbox"/> Enrollment Planning & Policies	Committee Chair	3/3/05
<input type="checkbox"/> Faculty & Professional Staff Policies	Executive Committee	3/28/05
<input type="checkbox"/> General Education & Curriculum Policies	Senate Floor	4/4/05, 4/18 vote
<input type="checkbox"/> Graduate Curriculum & Policies	College President	4/19/05
<input checked="" type="checkbox"/> Student Policies	Other	
<input type="checkbox"/> Undergraduate Curriculum & Policies		

*(ROUTING NUMBER WILL BE A CHRONOLOGICAL NUMBER SEQUENCE FOLLOWED BY COMMITTEE INITIALS)

Proposal to amend the College Withdrawal policy to reaffirm exceptions made under the previous policy

Submitted by P. Michael Fox, Vice Provost

Background: For some time, it has been the College's practice to require advisor sign-off for all schedule changes of first semester freshmen (adds, drops, withdrawals) and to require the permission of the coordinators of composition, developmental mathematics, EOP, and Exceptional Talent program to drop or withdraw from specific courses in those areas.

The rationale for these exceptions is three-fold: 1) freshman students may make mistakes by changing their schedules without advisor sign-off because they are not yet familiar enough with degree requirements to make these changes on their own; 2) these courses are "foundational" and should be taken as early in the student's academic career as possible to adequately prepare them for other courses they will be taking; 3) coordinators want to make certain that withdrawals from certain of these courses do not lead to backlogs of students needing to take the courses at a future date.

The revised College withdrawal policy allows students to withdraw from individual courses without anyone's permission through the tenth week of the semester. There is some concern that these previously mentioned (and long-standing) exceptions seem to be at variance with the official withdrawal policy and that the exceptions do not have official approval of the College Senate.

Proposal:

To make it clear that these exceptions have official status as College policy, we ask that the College Senate approve the following amendment (addition) to current withdrawal policy:

"As exceptions to the general policy on drops and withdrawals, the College may require advisor approval for all schedule changes for first-semester freshmen and program coordinator approvals to drop/withdraw from specific courses in composition (ENL 101, 102, 112), mathematics (MTH 110, 111), GEP 100/120, GEP 150, Developmental courses in EOP and the Exceptional Talent Program, and Military Science courses."

"In addition, students enrolled in internships, practica and other field placements can be required to receive prior approval of the program coordinator to drop/withdraw from such courses. Current programs to which this exception will apply include the Albany Semester Program, the Brockport Career Exploration Course, America Reads and the Disney College Program as well as field placements coordinated by the academic departments/programs. This exception may be applied to similar programs developed in the future."