11-10-2008

Enrollment Status When Finishing an Incomplete

The College at Brockport, College Senate

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Resolution # 01
2008-2009
College Senate

New Resolution: ✓
Supersedes Res #:

TO: Dr. John R. Halstead, College President
FROM: The College Senate: November 10, 2008
RE: I. Formal Resolution (Act of Determination)
II. Recommendation (Urging the Fitness of)
III. Other, For Your Information (Notice, Request, Report, etc.)

SUBJ: Enrollment Status When Finishing an Incomplete - routing #07 08-09 EP/SP

Signed: [Signature] Date: 11/13/08
(Thambradhali M. Rao, 2008-2009 College Senate President)

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

TO: T.M. Rao, The 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 2009
   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 __/__/___
      Comment: ____________________________
   b. Signed: [Signature] Date: 11/21/08
      (Dr. John R. Halstead, President, SUNY College at Brockport)

DISTRIBUTION
PRESIDENT'S OFFICE COPIES: Provost, Vice Presidents, College Senate, Other:

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DEAN(S) COPY: Department Chair(s), Other:

COLLEGE SENATE COPIES: Originator, College Senate Website, Other:

Page 1 of 4
College Senate Office, 11/12/2008
2008-2009-01_res.doc
INSTRUCTIONS – please, no multiple attachments – each proposal must be submitted as one document:

- Submit only complete proposals. Include support letters from department chair and dean.
- Proposals must be prepared individually in Word format using committee guidelines (guidelines online).
- Fill out this cover page for each proposal and insert it electronically as the front page of your document. (available online at www.brockport.edu/collegesenate)
- Email whole proposal with cover page as one attachment to senate@brockport.edu and facprez@brockport.edu.
- All updates must be resubmitted to the Senate office with the original cover page including routing number.
- Questions? Call the Senate office at 395-2586 or the appropriate committee chairperson.

1. PROPOSAL TITLE: Please be somewhat descriptive, i.e. Graduate Probation/Dismissal Proposal rather than Graduate Proposal.

2. BRIEF DESCRIPTION OF PROPOSAL:
I am finishing an incomplete or thesis from last semester, can you verify that I am enrolled now.

3. HOW WILL THIS EFFECT TRANSFER STUDENTS:

4. ANTICIPATED EFFECTIVE DATE: Spring 2009

4. SUBMISSION & REVISION DATES: PLEASE PUT A DATE ON ALL UPDATED DOCUMENTS TO AVOID CONFUSION.

<table>
<thead>
<tr>
<th>First Submission</th>
<th>Updated on</th>
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<tr>
<td>9/17/08</td>
<td>10/29/08</td>
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5. SUBMITTED BY: (contact person)

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Peter Dowe</td>
<td>Registrar</td>
<td></td>
<td><a href="mailto:pdowe@brockport.edu">pdowe@brockport.edu</a></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Standing Committee</th>
<th>Forwarded To</th>
<th>Date</th>
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<tbody>
<tr>
<td>XX Enrollment Planning &amp; Policies</td>
<td>To Committee for approval</td>
<td>9/17/08</td>
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<tr>
<td>__ Faculty &amp; Professional Staff Policies</td>
<td>Committee Passed</td>
<td>10/29/08</td>
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<td>__ General Education &amp; Curriculum Policies</td>
<td>To Executive Committee</td>
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<td>__ Graduate Curriculum &amp; Policies</td>
<td>GED to Vice Provost</td>
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<tr>
<td>XX Student Policies</td>
<td>To Senate</td>
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<tr>
<td>__Undergraduate Curriculum &amp; Policies</td>
<td>To College President</td>
<td>11/13/08</td>
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</tbody>
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* follow special Gen Ed procedures for submission of General Education proposals at “How to Submit Proposals” on our website.

**Use routing number and title in all reference to this proposal.
A question that has been asked in my office a number of times came up again this morning and I am wondering if the answer to the question should be a policy statement or just a definition.

Here's the question:

I am finishing an incomplete or thesis from last semester, can you verify that I am enrolled now.

The answer is "The College can only verify enrollment for the current term if the student is currently register in that term."

One thing that causes confusion is that we classify students as active once they become matriculated. By Brockport's definition this means that they are eligible to register for courses not that they have registered. Students do not understand this but it is consistent with the practices of other colleges and universities.
Clarification of Difference Between
“Active Students” and “Enrolled Students”
Enrollment Planning and Policies Committee
of the College Senate

Since implementation of the Banner Student Information System in summer of 2002, all individuals who are eligible to register for courses have been considered “Active Students” in the system regardless of whether or not the student is registered for courses in the current term.

An “Enrolled Student” is an individual who is registered for a course in the current term.

Good clarification! I added a second example for consideration.

If this wording is stated once in policies, we could footnote any other references to enrollment or registration where this could have an effect, saying "see enrollment definition in section xxx".

Students who were assigned a grade of either PR (In-Progress) or I (Incomplete) in a course from a previous term cannot apply the credits associated with that course towards their registered credits and enrollment status for the current term. For example, a student who has an incomplete in a three-credit course from a previous term and registers for 9 credit hours in the current term is not considered to be enrolled as a full-time student (12 or more credit hours).

A student who has an incomplete in a three-credit course from a previous term and is not registered for any credits in the current term is not considered to be enrolled.