TO: Dr. Paul Yu, College President  
FROM: The Faculty Senate Meeting on: May 7, 2001  
RE: X I. Formal Resolution (Act of Determination)  
II. Recommendation (Urging the Fitness of)  
III. Other, For your Information (Notice, Request, Report, etc.)  
SUBJ: Policy on Non-Matriculated Students  
Signed: Jennifer Lloyd, Faculty Senate President  
Date Sent: 5/24/01  

TO: The Faculty Senate  
FROM: Dr. Paul Yu, College President  
RE:  
I. Decision and Action Taken on Formal Resolution (circle)  
   a. Accepted, Effective Date: 9/1/01 or first opportunity for publication  
   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: Administrative Group  

Distribution Date: 5/24/01  
Signed: (Dr. Paul Yu, President of the College)
Undergraduate Non-Matriculated Student Status
TO BE EFFECTIVE FALL 2021
Faculty Senate Proposal

Beginning fall 2021, the Office of Undergraduate Admissions will require the completion of an application and the submission of academic credentials including final high school and prior college transcripts of all students wishing to enroll for courses as non-matriculated students. The purpose of this change is to ensure the preparedness of non-matriculated undergraduate students for the rigor of academic work demanded by our faculty. Previous policy allowed any student the opportunity to register for courses at SUNY Brockport regardless of their qualifications or ability to benefit from such course work. In accordance with the mission statements of the College and the Office of Undergraduate Admissions, the screening of incoming students at all levels is necessary to enroll a student body of the highest quality. This will enhance the classroom experience, the opportunity for student success and the overall reputation of SUNY College at Brockport.

The Office of Undergraduate Admissions will handle all undergraduate, non-matriculated students planning to enroll for class in the fall and spring semesters from the inquiry stage to registration and eventual matriculation. This policy does not pertain to students enrolled in classes during the summer or winter sessions. Academic progress of each non-matriculated student will be tracked following the guidelines listed below.

Application Process

♦ A local application will be used.
♦ A non-refundable application fee of $25 will be assessed of each new applicant.
♦ Undergraduates with no previous college experience who have been interviewed and deemed ready for college level course work (i.e. individuals with military training, corporate experience, etc.) will be allowed to take up to six credits before providing a high school transcript or GED certificate. Prior to enrolling for a subsequent semester of course work, students must submit such transcripts or score reports.
♦ Any student who has not graduated from high school or has not earned a GED may be referred to a community college or the Educational Opportunity Center.
♦ Any student with prior college level course work will be allowed to take up to six credits without providing transcripts (official or unofficial) from the other college(s).
♦ Any student who was academically dismissed from another academic institution may not register for course work as a non-matriculated student at Brockport in the semester following their dismissal.
♦ Students who have been previously denied admission to SUNY College at Brockport and who have not successfully completed college level course work since being denied will be allowed to take classes at Brockport only after careful consideration by the Coordinator of Non-Matriculated Undergraduates and the Director of Undergraduate Admissions. The majority of students in this situation will be referred to a community college.
♦ Any student who has begun the application process for undergraduate admission, but did not complete the application will be reviewed to determine if they would have been admissible. If they would not have been admissible, or there is any question about their admissibility, they will not be allowed to take courses as a non-matriculated student and will be referred to a community college.
Advising

- The Coordinator for Undergraduate Non-Matriculated Students will provide advising for non-matriculated students.
- Non-matriculated undergraduate students may be referred to tutoring services.
- The Non-Matriculated Undergraduate Coordinator will monitor academic progress for each non-matriculated student at mid-term and the end of the semester.
- Non-matriculated students with less than 24 credits and a cumulative GPA of <2.0 will be subject to academic probation. Students with more than 24 credits and a cumulative GPA of <2.0 will be academically dismissed.
- Students who fall below a 2.0 GPA will be sent a letter at the end of the semester from Sandy Meade in Academic Advising explaining academic probation and dismissal policies.
- Students will be limited to taking 24 credits as a non-matriculated student. Students will be sent a letter when they near their limit of 24 credit hours indicating this policy to encourage them to apply for matriculation. Should students wish to continue taking courses without matriculating, they will need to complete a reply form indicating that they do not wish to earn a degree from SUNY Brockport.
SUNY Brockport
Undergraduate
Non-Matriculated Student Application

Please complete this application in its entirety. Incomplete applications will not be processed.

Personal Information:

1) Name: ________________________________
   Last Name ____________________________
   First Name ____________________________
   Middle Name __________________________
   Maiden (if applicable) __________________

   If you have academic records under another name, please give your former name ____________________

2) Permanent Address:
   Street ______________________________________________________
   City ____________________________ State ________ Zip __________
   County __________________________

3) Daytime Phone: ________________ Evening Phone: ________________

4) E-mail Address: __________________________

5) Social Security # __________ / _______ / _______

6) Date of Birth ___ / ___ / ___

7) Sex ______ F ______ M

8) Are you a New York State resident? ______ Yes ______ No

9) Are you a United States citizen? ______ Yes ______ No
   If No, Visa type: __________________________

10) Your response to the following is optional.

    □ White, non-Hispanic
    □ Black, non-Hispanic
    □ Hispanic/Latino
    □ Asian or Pacific Islander
    □ American Indian/Native Alaskan
    □ Not Listed

Academic Information:

11) Educational History:
   Please list all educational institutions (high school, college and/or university) you have attended.
   Transcripts are required from each institution listed below before you will be able to register for a second
   semester of classes. Failure to list all educational institutions attended may be grounds for dismissal from
   the College. Please note that students who have been academically dismissed from another academic institution may not attend
   SUNY Brockport in non-matriculated status in the semester following their academic dismissal.

   High School: ____________________________
   City, State, Zip: ____________________________
   Dates of attendance (from/to): __________ / __________
   Did you graduate? _______ Y _____ N
   Date of Graduation/Last year attended: __________
   Grade Point Average: __________
   Please circle the type of diploma you received. Regents Non-Regents Honors Foreign Other
   If you did not graduate from your high school, did you complete your GED? ______ Y _____ N
   Date ______ Score ______

   *******************************************************
   Name of Institution ____________________________
   City, State, Zip: ____________________________
   Dates of attendance (from/to): __________ / __________
   Did you graduate? _______ Y _____ N
   Degree attained/Hours completed: ____________________________
   Grade Point Average: ____________________________

   *******************************************************
   Name of Institution ____________________________
   City, State, Zip: ____________________________
   Dates of attendance (from/to): __________ / __________
   Did you graduate? _______ Y _____ N
   Degree attained/Hours completed: ____________________________
   Grade Point Average: ____________________________
12) Have you previously applied for admission to SUNY Brockport?  ___ Yes ___ No
If yes, please give the approximate date of application _______ and a brief explanation as to why you did not matriculate:

13) Semester and year you would like to enroll: Fall 20___ Spring 20___

14) Do you plan to apply for admission as a matriculated student for a future semester?  ___Yes ___ No
If yes, for which semester do you plan on applying? __________ Which academic program? __________
If so, please briefly describe your academic and/or professional goals with relation to completing course work as a non-matriculated student at SUNY Brockport.

15) Have you ever been convicted of a felony?  ___ Yes ___ No

16) Have you been dismissed or suspended from SUNY Brockport or any other college/university for disciplinary reasons?  ___ Yes ___ No

If you answered yes to question #15 or #16, you are required to attach a letter of explanation and may be required to sign a release form allowing SUNY Brockport to obtain additional information. In as much detail as possible, let the Admissions Committee know the circumstances that led to the above noted situation, what factors have changed and/or what factors are now in place in order for you to be successful at SUNY Brockport.

Admission to SUNY Brockport is based on the qualifications of the application without regard to age, sex, marital status, race, color, creed, religion, national origin or disability.

I understand that this application cannot be processed if it has not been completed according to instructions and that any deliberate falsification or omission of data may result in denial of admission or dismissal. All information submitted is true to the best of my knowledge.

Signature (required) ____________________________ Date ____________

Please return this application along with the $25 non-refundable application fee* to:

Office of Undergraduate Admissions
SUNY College at Brockport
359 New Campus Drive
Brockport, NY 14420-2915

*Students wishing to pay with cash, MasterCard, or Visa should bring their application along with the application fee to the Bursar’s Office for payment processing. Once processed by the Bursar, students may bring their completed applications to the Office of Undergraduate Admissions.

8/23/01
SUNY Brockport
Undergraduate Non-Matriculated Student Reply Form

Student Name __________________________ Social Security Number ________________
Address ______________________________ Daytime Phone __________________________
____________________________________ Evening Phone ____________________________
____________________________________ Email Address ____________________________

How many credits have you completed as a non-matriculated student at SUNY Brockport?

Yes __ No _____________________________

Do you plan to apply for admission to SUNY College at Brockport as a matriculated student?

Yes __ No _____________________________

If yes, for which semester?

Do you plan to complete a baccalaureate degree at SUNY College at Brockport?

Yes __ No _____________________________

If no, please describe your academic and/or professional goals with relation to completing course
work as a non-matriculated student at SUNY Brockport.

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Please return this form to:

OFFICE OF UNDERGRADUATE ADMISSIONS
SUNY College at Brockport
350 New Campus Drive
Brockport, NY 14420-2914

4/23/01