SUNY BROCKPORT
College Senate
State University of New York
College at Brockport
350 New Campus Drive
Brockport, NY 14420-2925
(855) 295-2586 (Fax) 395-2216

TO: Dr. John B. Clark, Interim College President
FROM: The Faculty Senate Meeting on April 18, 2005

SUBJ: Withdrawal Policy - Exceptions (R26-04-05 SP)

Signed: Dawn M. Jones Date: April 20, 2005

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:
   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/FY1
   a. Received and acknowledged
   b. Comment:

DISTRIBUTED BY PRESIDENT'S OFFICE TO: Executive Council
DISTRIBUTED BY PROVOST'S OFFICE TO: Deans Council
DISTRIBUTED ALSO TO: Registrar, Academic Advisement, Registrar (as appropriate)

Signed: Dawn M. Jones Date: April 20, 2005

(Dr. John B. Clark, Interim College President. SUNY College at Brockport)
COLLEGE SENATE OFFICE
RESOLUTION PROPOSAL COVER PAGE

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.

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<tr>
<th>First Submission</th>
<th>Updated on</th>
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<td>March 2, 2005</td>
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4. SUBMITTED BY: (contact person)

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<tr>
<th>Name</th>
<th>Department</th>
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<tbody>
<tr>
<td>P. Michael Fox</td>
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<td>395-2504</td>
<td><a href="mailto:mfox@brockport.edu">mfox@brockport.edu</a></td>
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5. COMMITTEES TO COPY: (Senate office use only)

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<tr>
<th>Standing Committee</th>
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<tr>
<td>__ Enrollment Planning &amp; Policies</td>
<td>Committee Chair</td>
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<td>__ Faculty &amp; Professional Staff Policies</td>
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<td>__ General Education &amp; Curriculum Policies</td>
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<td>__ Graduate Curriculum &amp; Policies</td>
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*(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.”