Resolution # 01
2008-2009
College Senate

New Resolution: ✓

Supersedes Res #:

RECEIVED
NOV 13 2008
The College at Brockport
Office of the President

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 907 08-09 EP/SP
Signed: ____________________________ Date: 11/13/08
(Thamburadil 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 ___/___/___
      b) Comment: ____________________________

Signed: ____________________________ 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
DEADLINE FOR SUBMISSIONS: FEBRUARY 28
Incomplete proposals or proposals received after the deadline may not be reviewed until next semester.

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.

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

<table>
<thead>
<tr>
<th>Standing Committee</th>
<th>Forwarded To</th>
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<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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<tr>
<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>
<td>NA</td>
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<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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* 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.
TO: College Senate  
FR: Peter Dowe, Registration and Records  
DT: September 17, 2008  
RE: Enrollment status when completing and Incomplete

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.