Resolution # 01 2010-2011
College Senate

Supersedes Res #: ____________

TO: Dr. John R. Halstead, College President
FROM: The College Senate: September 27, 2010
RE: I. Formal Resolution (Act of Determination)
    II. Recommendation (Urging the Fitness of)
    III. Other, For Your Information (Notice, Request, Report, etc.)

SUBJ: Graduate Enrollment Requirement (routing #02_10-11GC)
Signed: ____________________________ Date: 10/21/10
(Jose R. Torre, 2010-11, College Senate President)

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

TO: Jose R. Torre, 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: __________
    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 10/16/10
    b. Comment:

Signed: ____________________________ Date: 10/5/10
(Dr. John R. Halstead, President, The College at Brockport)

DISTRIBUTION
Upon approval, the College President will forward copies of resolutions to his staff who will, in turn, forward copies to their staff. The College Senate Office will post resolutions to the College Senate Web at http://www.brockport.edu/collegesenate/resolutions.
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 – submit each proposal electronically as one Word document

- Submit only complete proposals. Include support letters from department chair and dean. Signed documents can be submitted as hard copies.
- Proposals must be prepared individually in Word format using committee guidelines available at brockport.edu/collegesenate/proposal.html.
- Fill out and insert this cover page into each proposal as page 1. (/collegesenate/proposal.html)
- Locate the Resolution # and date this proposal will replace at our “Approved Resolutions” page on our Web site.
- Merge/insert all attachments/sections into one Word document. Do not send your proposal as a .pdf file.
- Email your proposal as one attachment to senate@brockport.edu. Signed pages can be sent/faxed as hard copies.
- All revisions must be resubmitted to senate@brockport.edu 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, ie. Graduate Probation/Dismissal Proposal rather than Graduate Proposal.

   Graduate Enrollment Requirement

2. BRIEF DESCRIPTION OF PROPOSAL:

Currently, there is no requirement of newly matriculated graduate students to register for a graduate course in their first semester of matriculation. The lack of this requirement makes it virtually impossible for graduate programs to accurately predict enrollments in classes. Additionally, planning for the next cycle of admission is complicated by the fact that programs don’t know when newly admitted students plan to begin their program of study. Furthermore, newly admitted graduate students are required to complete a Plan of Study within the first semester of matriculation. The lack of a requirement to enroll in classes in the first semester of matriculation and the Plan of Study policy often results in confusion for students. Finally, newly matriculated undergraduate students are required to enroll in their first semester of matriculation. This proposal would result in a parallel requirement for graduate students.

3. WILL ADDITIONAL RESOURCES AFFECTING BUDGET BE NEEDED? _X_ NO ___ YES EXPLAIN YES

4. DESCRIBE ANY DATA RELATED TO STUDENT LEARNING OUTCOMES ASSESSMENT USED AS PART OF THE RATIONALE FOR THE REQUESTED SENATE ACTION.

   Not applicable

5. HOW WILL THIS EFFECT TRANSFER STUDENTS:

   No

6. ANTICIPATED EFFECTIVE DATE:

   Spring 2011

7. SUBMISSION & REVISION DATES: PLEASE DATE ALL REVISED DOCUMENTS TO AVOID CONFUSION.

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<thead>
<tr>
<th>First Submission</th>
<th>Updated on</th>
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<tr>
<td>7/14/10 (Rec'd at Senate office 8/25/10)</td>
<td>9/22/10</td>
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8. 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>Susan Seem</td>
<td>Assistant to the Provost for Graduate Education and Scholarship</td>
<td>X2525</td>
<td><a href="mailto:sseem@Brockport.edu">sseem@Brockport.edu</a></td>
</tr>
</tbody>
</table>
Here is the wording regarding the enrollment requirement that will be included in the Office of Graduate Studies admission letter.

As a newly matriculated student for <semester> <year>, you are required to register for at least one graduate course in the <semester> <year> semester. Failure to do so will result in you being dematriculated from the college. If, for some reason, you are not able to begin your studies, you may request a deferral of admission. Please send your written request and include the semester and year you wish to defer to directly to the Office of Graduate Studies before the start of the <semester> <year>. Deferrals are considered for a maximum of one year. You will be contacted once your request is approved.

Susan Rachael Seem, Ph.D., LMHC, NCC, ACS
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