Resolution #05 2013-2014
College Senate

Supersedes Res #: ________________

TO: Dr. John R. Halstead, College President
FROM: The College Senate: 11/25/2013
RE: →
   I. Formal Resolution (Act of Determination)
   II. Recommendation (Urging the Fitness of)
   III. Other, For Your Information (Notice, Request, Report, etc.)
SUBJ: Modification to Undergraduate Application to Graduate Policy
       (#17-13-14SP)
Signed: Dawn Jones Date: 11/25/13
       (Dawn Jones, 2013-14 College Senate President)

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

TO: Dawn Jones, 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**: _____
      **Implementation of resolution requires final approval from SUNY - State
      Education Department. _____ YES
      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: ___________________________ Date: 12/2/13
         (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.
COLLEGE SENATE OFFICE
RESOLUTION PROPOSAL COVER PAGE
DEADLINE FOR SUBMISSIONS: FEBRUARY 28
Incomplete proposals will be returned and proposals received after the
deadline may not be reviewed until next semester.

INSTRUCTIONS
• Use committee guidelines available at brockport.edu/collegesenate/proposal.html.
• Prepare ONE complete document in Word format: include this proposal cover page, proposal, attachments and support letters from your
department chair and dean if applicable.
• Locate the Resolution # and date this proposal will replace at our “Approved Resolutions” page on our Web site.
• Email completed proposal to senate@brockport.edu. (General Education Proposals and questions go to
diamphon@brockport.edu in the Vice Provost's Office first.)
• Make revisions on the paperwork emailed to you from the Senate office that shows the assigned routing number on top. Submit updated
document to senate@brockport.edu.
• Questions? Call the Senate office at 395-2586 or the appropriate committee chairperson.

1. PROPOSAL TITLE: Please be somewhat descriptive, ie. Use a course number and/or title, indicate if for GED code, etc.

2. BRIEF DESCRIPTION OF PROPOSAL:
Current policy requires students to apply for graduation. This proposal addresses those students who do not apply for graduation but have
met all requirements for a Bachelors degree

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.
This proposal will have a positive effect on graduation rates.

5. HOW WILL THIS AFFECT TRANSFER STUDENTS:

6. ANTICIPATED EFFECTIVE DATE:
Fall 2014 Semester

7. SUBMISSION & REVISION DATES: PLEASE DATE ALL REVISED DOCUMENTS TO AVOID CONFUSION.
<table>
<thead>
<tr>
<th>First Submission</th>
<th>Updated on</th>
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<td>10/21/13</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>Peter Dowe</td>
<td>Registration &amp; Records</td>
<td>X5391</td>
<td><a href="mailto:pdowe@brockport.edu">pdowe@brockport.edu</a></td>
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9. COMMITTEES: (Senate office use only)

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<thead>
<tr>
<th>Standing Committee</th>
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<tr>
<td>_Executive Committee</td>
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<tr>
<td>_Enrollment Planning &amp; Policies</td>
<td>Executive Committee</td>
<td>11/4/13</td>
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<td>_Faculty &amp; Professional Staff Policies</td>
<td>Senate</td>
<td>11/11/2013, 11/25/2013</td>
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<td>_General Education &amp; Curriculum Policies</td>
<td>Passed GED's go to Vice Provost</td>
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<td>_Graduate Curriculum &amp; Policies</td>
<td>College President</td>
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<td>_Student Policies</td>
<td>OTHER</td>
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<td>_Undergraduate Curriculum &amp; Policies</td>
<td>REJECTED -WITHDRAWN</td>
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NOTES:
Proposal to award degrees to students who have met requirements but have not applied to graduate.

Background: Currently, College policy requires students to apply to graduate in order for the degree to be awarded. The primary reason for this is that once the initial baccalaureate degree is awarded the student is no longer eligible for specific forms of financial aid. Given the fact that more than 80% of our students are receiving financial aid, it has been assumed that this is in their best interest. Every semester a small number of students complete minimum requirements and do not apply to graduate and just walk away. This creates a number of issues for both the student and the College. While the student may know that they have met all requirements, the degree is not actually awarded and cannot be verified. The College cannot report that the degree has been awarded thereby reducing the graduation rate.

Be it resolved that students who have met the minimum requirements for a baccalaureate degree and are not currently enrolled will have their degree posted at the end of the semester that they stop attending or the end of the semester when all final grades are recorded. (Students who have an incomplete grade are given a specific amount of time to complete the work.) Also be it resolved that students who do not apply for graduation by the deadline set for a specific term will have their degree posted in the next available term. Currently degrees are awarded for the following terms Winter (January), Spring (May), Summer (August) and Fall (December).

Implementation process:

1. Generate a report of all undergraduate students who have more than 120 credits and are not enrolled in either the fall or spring semester.
2. Generate a degree audit to determine if they have met all requirements
   a. Post the baccalaureate degree for those that have met all requirements.
3. For those that have not met requirements determine if they student has declared a 2nd major, minor or certification that is stopping them from meeting minimum requirements.
   a. Send a letter to the student informing them that the College will post the degree unless the student contacts the College specifically stating why the degree should not be posted. (Completing final courses at another college)

Registration and Records currently contacts students who have earned 120 or more credits and are not enrolled. These students are encouraged to apply to graduate or take leaves of absence. There would not be any significant increase in workload by modifying the policy.

Thank you for your consideration

Peter Dowe
Registrar
To: Deb Birkins

From: P. Michael Fox

Date: November 4, 2013

Re: Support for College Senate Resolution #17—13-14 SP

I have been asked for an opinion on the Resolution coming before the College Senate to modify the Undergraduate Application to Graduate Policy (17-13-14 SP)

I see the negative impact of the current policy in my office in the form of students who complete graduation requirements and leave the College without applying for graduation as an undergraduate. They may even have “walked” in the Commencement Ceremony but have never “officially” been graduated because of a failure to properly apply. Every year or so, I have had to deal with a student who should have been graduated years ago, left the College, was employed, and then, upon changing jobs was asked for a credential showing the award of the degree, which, of course, could not be produced because s/he was never officially graduated. Degree requirements may have been completed at the time but since then have changed and a good deal of administrative time is spent trying to unravel the tangled web of waivers that allow graduation in the distant past. I believe that the present proposal is a good solution to prevent this kind of problem.

I see no downside to this modification of policy. Mr. Dowe has written the necessary safeguards into the process proposed in the resolution to prevent students from being graduated if there is a reason for them to remain as an active student.

There is a possibility also that implementing this resolution might positively influence the College's graduation rates as well if we are not carrying these students as still in the process of earning their degrees.

For the reasons stated above, I am in favor of the proposed modification as proposed by this resolution.