Resolution #10 2013-2014
College Senate

TO: Dr. John R. Halstead, College President

FROM: The College Senate: 12/09/2013

RE: I. Formal Resolution (Act of Determination)
   II. Recommendation (Urging the Fitness of)
   III. Other, For Your Information (Notice, Request, Report, etc.)

SUBJ: Plan of Study and Advisement Key Number (13-13-14 GC/SP)

Signed: Dawn Jones Date: 12/20/13
(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**: Spring 2014
   **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:

Signed: John R. Halstead Date: 1/9/14
(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.

   Plan of Study and Advisement Key Number

2. BRIEF DESCRIPTION OF PROPOSAL:

   Proposed changes to policy “Plan of Study at the Graduate Level”

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.

   N/A

5. HOW WILL THIS AFFECT TRANSFER STUDENTS:

   N/A

6. ANTICIPATED EFFECTIVE DATE:

   Spring 2014

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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<tr>
<td>October 1, 2013</td>
<td>11/18/13</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>James Spiller, Dean</td>
<td>The Graduate School</td>
<td>5817</td>
<td><a href="mailto:jspiller@brockport.edu">jspiller@brockport.edu</a></td>
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9. COMMITTEES: (Senate office use only)

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<thead>
<tr>
<th>Standing Committee</th>
<th>Forwarded To</th>
<th>Dates Forwarded</th>
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<tbody>
<tr>
<td>__ Executive Committee</td>
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<tr>
<td>__ Enrollment Planning &amp; Policies</td>
<td>Executive Committee</td>
<td>11/18/13</td>
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<td>__ Faculty &amp; Professional Staff Policies</td>
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<td>__ General Education &amp; Curriculum Policies</td>
<td>Senate</td>
<td>11/25/13, 12/09/13</td>
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<tr>
<td>X Graduate Curriculum &amp; Policies</td>
<td>Passed GED's go to Vice Provost</td>
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<td>X Student Policies</td>
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<tr>
<td>__ Undergraduate Curriculum &amp; Policies</td>
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NOTES:
Existing Policy Title: Plan of Study at the Graduate Level
By the end of the first semester in matriculated status, every graduate student must obtain approval of a Plan of Study from the academic department in which the student is enrolled. The department retains one copy of the approved plan, files one copy with the Office of Registration and Records, and provides one copy to the student. Any student who does not secure approval of a Plan of Study by the end of his/her first matriculated semester will lose matriculated status.

Normally, all graduate work being applied toward the student’s Plan of Study must have been taken no more than five years prior to her/his date of matriculation.

Proposed Policy Title: Plan of Study and Advisement Key Number
By the end of their first semester in matriculated status, graduate students must meet with their faculty advisor to determine their Plan of Study. Faculty will then provide their graduate students advisees with an “advisement key number,” which students need to be able to register for classes in their second semester of matriculation.

While students’ Plans of Study are evident in their electronic Degree Audit (DARS or Degree Works), some academic departments require students, by the end of their first semester, to work with faculty advisors to draft a printed Plan of Study. Signed by the student and faculty advisor, this approved plan must be completed for a student to qualify for graduation.

(Explanation- since the introduction of DARS for graduate students, and continuing when DARS will be replaced by “Degree Works”- graduate students no longer need to sign a paper copy of their Plan of Study and file it with Registration and Records. Their DARS reports are effectively their plans of study, and their qualification for graduation comes when their DARS requirements are met. This graduate process replaces the old system, in which faculty advisors had to sign off as complete the paper Plans of Study on file in Registration and Records. Policy proposal approved by the Graduate Council)