

Resolution # 08
1973-1974

Resolution #8 1973-74

Routing #08 73-74

Separation, Leave of Absence,
and Withdrawal Policies

MAY 21 '74

TO: PRESIDENT ALBERT W. BROWN

FROM: THE FACULTY SENATE

Meeting on February 18, 1974
(Date)

RE: I. Formal Resolution (Act of Determination)
 X II. Recommendation (Urging the fitness of)
 III. Other (Notice, Request, Report, etc.)

SUBJECT: Separation, Leave of Absence, and Withdrawal Policies

(See
attached)



Signed Albert W. Brown Date Sent 2/21/74
(For the Senate)

TO: THE FACULTY SENATE
FROM: PRESIDENT ALBERT W. BROWN

RE: I. DECISION AND ACTION TAKEN ON FORMAL RESOLUTION *unusual decision*
a. Accepted. Effective Date May 16, 1974 - Accepted
b. Deferred for discussion with the Faculty Senate on _____
c. Unacceptable for the reasons contained in the attached explanation

II, III. a) Received and acknowledged
b. Comment:

*Held for further explanation by the request of
John Perry - Clean Student Policies*

DISTRIBUTION: Vice Presidents: Dandall, Gennarino, Wolin, Rakov

Others as identified: Faculty Senate *4/15/74*

Distribution Date: _____

Signed: Albert W. Brown
(President of the College)

Date Received by the Senate: _____

MAY 21 '74

April 4, 1974
May 16 1974

*Please substitute this agreed version
for the version originally submitted with Resolution N° 8 (1974)*
HUB 4/23/74

Resolution on Separation, Leave of Absence, and Withdrawal Policies

WHEREAS State University College at Brockport, like most other post-secondary educational institutions, faces the coming decade with the prospect of a diminishing student population, it becomes increasingly important to provide the means for retaining as members of the student body as many as wish to continue as members of our student body. At the same time, the process by which a student may terminate his/her enrollment ought to be such that (a) the student is aware of his/her rights and obligations, (b) the student is able to resume his/her education with no or as small a penalty as possible, and (c) the student receive counsel and advice from both the academic and student services sectors of the College at every stage of his/her separation; and

WHEREAS State University College at Brockport annually loses between ten and twenty per cent of its student population for a variety of academic and non-academic reasons; and

WHEREAS The College maintains a policy of "step-out, step-in", for students who wish to obtain a degree on a schedule other than the traditional four year model. Yet, existing separation policies are, in places, inconsistent with this "step-out, step-in" policy; and

WHEREAS The College's existing policies on withdrawal, separation, and leave of absence are not uniform and, in places, are contradictory; and

WHEREAS At present, a student's separation from the College is often accomplished without input from the academic sector; THEREFORE,

BE IT RESOLVED THAT: The Faculty Senate of State University College at Brockport recommend that the present statement of policies on leave of absence (Academic Information Guide, p.47) be amended to read as follows:

LEAVING THE COLLEGE

There are three ways in which a student may leave the College: involuntary separation, leave of absence, and graduation.

A. Students in the following categories shall be considered to be involuntarily separated from the College:

1. Academically dismissed students are considered involuntarily separated from the College. Regulations governing academic dismissal and readmission are to be found on page 44 of this Guide.
2. Students who leave the College either during a regular semester or between semesters without following procedures for obtaining a leave of absence, will be considered involuntarily separated from the College.
 - a. Those students who, during the course of a regular semester, simply absent themselves from all their classes, "drop-out", or leave the College without initiating procedures for securing a leave of absence, will be considered involuntarily separated from the College and, under most circumstances, will receive failing grades for the courses in which they are enrolled.

Faculty ~~Committee~~
Senate

- b. Those students who drop or withdraw from all the courses in which they are enrolled without initiating procedures for obtaining a leave of absence will be considered involuntarily separated.
- c. Those students who, after successfully completing a semester, do not complete enrollment for courses in the succeeding semester, without initiating procedures for obtaining a leave of absence, will be required to apply for readmission at the time they elect to return to College.

Involuntary Separation: In ordinary circumstances, a student who is involuntarily separated from the College is not automatically readmitted. If the involuntarily separated student wishes to be readmitted, he/she must make a formal application for readmission. All applications for readmission will be evaluated by the Committee on Admissions.

B. Leave of Absence: A student who is voluntarily separated from the College is guaranteed readmission to the College without having to apply for readmission, subject to conditions specified by the Office of the Vice President for Academic Affairs or Student Affairs.

A leave of absence constitutes voluntary separation from the College. It may be obtained either prior to or during the semester in which the student desires to separate from the College. In both cases the student will be guaranteed readmission to the College for a period of five years from the time the leave is granted. The student will receive from the College a statement of his/her progress toward the completion of the degree when the leave is granted. In the case of a leave of absence granted during a semester for that semester, the following regulations apply:

1. In ordinary circumstances, no such leave of absence may be applied for or obtained during or after the last week of classes.
2. After the first one-third of the semester applications for this type of leave of absence must be accompanied by statements from each of the student's instructors containing an evaluation of the student's progress toward completion of the course and an evaluation of the quality of the student's work to that point in the semester. While, in most cases, the student will receive a grade of "W" for these courses, however, at the request of the student the instructor may at his/her option assign another grade.
3. In usual circumstances, if a student is unable to obtain statements from all his/her instructors, a leave of absence may be approved by the Vice President for Student Affairs. In such a case, the Office of Student Affairs will secure these statements on behalf of the student.
4. Students who obtain a leave of absence during the course of a semester and students who are not in good standing at the time absence is granted are assured readmission upon notification of intent to return. Normally, at that time, the academic status and progress in course-work of these students will be reviewed by the Committee on Admissions. Copies of the statements and evaluations from instructors and statements of the student's progress toward the degree will be kept by the College solely for the purpose of this review and subsequent advisement and counseling.

TYPES OF LEAVE OF ABSENCE: There are two types of leaves of absence: personal and academic. Personal and academic leaves of absence must be approved by the Vice President for Student Affairs or his designee. Academic leaves of absence must be recommended for approval by the Director of Academic Advisement prior to the approval of the Vice President for Student Affairs.

BASES FOR GRANTING LEAVES OF ABSENCE: A personal leave of absence may be granted for medical, financial, or military reasons, or for other extenuating circumstances.

Academic leaves of absence may be granted to sophomores, juniors and seniors for study in the Visiting Student Program for Colleges and Universities in the State of New York, for study at other regionally accredited universities and colleges, and for other academic programs approved by this College.

PROCEDURES AND QUALIFICATIONS: To obtain a leave of absence, a student must comply with all separation policies and procedures established by the Office of Student Affairs. The College will indicate at the time the leave is granted under what conditions the student may renew his matriculation or complete his degree.

Students on a personal leave of absence or an academic leave of absence (providing the degree is not completed while on academic leave) are assured readmission to the College by filing a notice of intent to return with the Admissions Office no later than two weeks before the beginning of the semester in which the student will enroll for courses.

BE IT FURTHER RESOLVED THAT: "Course Withdrawal Procedures" (p. 40, 1973 Academic Information Guide) be amended to contain the following new item three:

- "3. At the wish of the student each approval for withdrawal will be accompanied by a statement from the instructor which consists of an evaluation of the student's progress toward completion of the course material and an evaluation of the quality of the student's work to that point in the semester. While in most cases, the student will receive a grade of "W" for these courses, however, at the request of the student the instructor may at his/her option assign another grade."

and that the present numeration of items 3, 4, and 5 be changed to 4, 5, and 6.

BE IT FURTHER RESOLVED THAT: Information contained in the Student Information Guide under the heading "Separation from College" be amended to conform with the policies stipulated in this resolution.

THE EFFECTS OF THIS CHANGE IN POLICY ARE:

1. Readmission will be guaranteed to all students who formally and voluntarily separate from the College.
2. An academic evaluation will be made whenever a student separates from the College.

3. The instructor of the student who separates from the Colleges during a semester will have the opportunity to comment on that student's progress, and will be notified of the separation.
4. Separation in the final week (and during the week of exams) will no longer be permitted.
5. The various policies concerning separation will be made consistent.
6. The limbo of "formally separated" will be eliminated. Students who have left the College will either be on leave of absence (voluntarily separated) or will have "walked away" (involuntarily separated).