

**SUNY BROCKPORT**

Faculty Senate  
State University of New York  
College at Brockport  
350 New Campus Drive  
Brockport, NY 14420-2925  
(716) 395-2586 (Fax) 395-2246

**Resolution #27  
2000-2001  
FACULTY SENATE**

TO: Dr. Paul Yu, College President  
FROM: The Faculty Senate Meeting on: *May 7, 2001*  
RE: X I. Formal Resolution (*Act of Determination*)  
II. Recommendation (*Urging the Fitness of*)  
III. Other, For your Information (*Notice, Request, Report, etc.*)

SUBJ: *Policy on Non-Matriculated Students*

Signed: *Jennifer M. Lloyd* Date Sent: *5/24/01*  
*(Jennifer Lloyd, Faculty Senate President)*

TO: The Faculty Senate  
FROM: Dr. Paul Yu, College President

RE: I. Decision and Action Taken on Formal Resolution (circle)  
a. Accepted. Effective Date: *9/1/01 or first opportunity for publication*  
b. Deferred for discussion with the Faculty Senate on *1/1/01*  
c. Unacceptable for the reasons contained in the attached explanation  
II, III. Response to Recommendation/Other  
a. Received and acknowledged  
b. Comment:

DISTRIBUTION: *Administrative Group*

Distribution Date: *6/18/01* Signed: *Paul Yu*  
*(Dr. Paul Yu, President of the College)*

**Undergraduate Non-Matriculated Student Status**  
TO BE EFFECTIVE FALL 2001  
**Faculty Senate Proposal**

Beginning fall 2001, the Office of Undergraduate Admissions will require the completion of an application and the submission of academic credentials including final high school and prior college transcripts of all students wishing to enroll for courses as non-matriculated students. The purpose of this change is to ensure the preparedness of non-matriculated undergraduate students for the rigor of academic work demanded by our faculty. Previous policy allowed any student the opportunity to register for courses at SUNY Brockport regardless of their qualifications or ability to benefit from such course work. In accordance with the mission statements of the College and the Office of Undergraduate Admissions, the screening of incoming students at all levels is necessary to enroll a student body of the highest quality. This will enhance the classroom experience, the opportunity for student success and the overall reputation of SUNY College at Brockport.

The Office of Undergraduate Admissions will handle all undergraduate, non-matriculated students planning to enroll for class in the fall and spring semesters from the inquiry stage to registration and eventual matriculation. This policy does not pertain to students enrolled in classes during the summer or winter sessions. Academic progress of each non-matriculated student will be tracked following the guidelines listed below.

**Application Process**

- ◆ A local application will be used.
- ◆ A non-refundable application fee of \$25 will be assessed of each new applicant.
- ◆ Undergraduates with no previous college experience who have been interviewed and deemed ready for college level course work (i.e. individuals with military training, corporate experience, etc.) will be allowed to take up to six credits before providing a high school transcript or GED certificate. Prior to enrolling for a subsequent semester of course work, students must submit such transcripts or score reports.
- ◆ Any student who has not graduated from high school or has not earned a GED may be referred to a community college or the Educational Opportunity Center.
- ◆ Any student with prior college level course work will be allowed to take up to six credits without providing transcripts (official or unofficial) from the other college(s).
- ◆ Any student who was academically dismissed from another academic institution may not register for course work as a non-matriculated student at Brockport in the semester following their dismissal.
- ◆ Students who have been previously denied admission to SUNY College at Brockport and who have not successfully completed college level course work since being denied will be allowed to take classes at Brockport only after careful consideration by the Coordinator of Non-Matriculated Undergraduates and the Director of Undergraduate Admissions. The majority of students in this situation will be referred to a community college.
- ◆ Any student who has begun the application process for undergraduate admission, but did not complete the application will be reviewed to determine if they would have been admissible. If they would not have been admissible, or there is any question about their admissibility, they will not be allowed to take courses as a non-matriculated student and will be referred to a community college.

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Advising

- ◆ The Coordinator for Undergraduate Non-Matriculated Students will provide advising for non-matriculated students.
- ◆ Non-matriculated undergraduate students may be referred to tutoring services.
- ◆ The Non-Matriculated Undergraduate Coordinator will monitor academic progress for each non-matriculated student at mid-term and the end of the semester.
- ◆ Non-matriculated students with less than 24 credits and a cumulative GPA of <2.0 will be subject to academic probation. Students with more than 24 credits and a cumulative GPA of <2.0 will be academically dismissed.
- ◆ Students who fall below a 2.0 GPA will be sent a letter at the end of the semester from Sandy Meade in Academic Advising explaining academic probation and dismissal policies.
- ◆ Students will be limited to taking 24 credits as a non-matriculated student. Students will be sent a letter when they near their limit of 24 credit hours indicating this policy to encourage them apply for matriculation. Should students wish to continue taking courses without matriculating, they will need to complete a reply form indicating that they do not wish to earn a degree from SUNY Brockport.

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Office Use Only	
Receipt #	_____
Date	_____
Processed by	_____

# SUNY Brockport

## Undergraduate

### Non-Matriculated Student Application

*Please complete this application in its entirety. Incomplete applications will not be processed.*

#### Personal Information:

1) Name: \_\_\_\_\_  

Last Name
First Name
Middle Name
Maiden (if applicable)

If you have academic records under another name, please give your former name \_\_\_\_\_

2) Permanent Address:  
 Street \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 County \_\_\_\_\_

3) Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

4) E-mail Address: \_\_\_\_\_

5) Social Security # \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_      6) Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  

mm
dd
year

7) Sex  F  M

8) Are you a New York State resident?  Yes  No

9) Are you a United States citizen?  Yes  No      If No, Visa type: \_\_\_\_\_

10) Your response to the following is optional.  
 White, non-Hispanic       Black, non-Hispanic       Hispanic/Latino  
 Asian or Pacific Islander       American Indian/Native Alaskan       Not Listed

#### Academic Information:

11) Educational History:  
**Please list all educational institutions (high school, college and/or university) you have attended. Transcripts are required from each institution listed below before you will be able to register for a second semester of classes. Failure to list all educational institutions attended may be grounds for dismissal from the College. Please note that students who have been academically dismissed from another academic institution may not attend SUNY Brockport in non-matriculated status in the semester following their academic dismissal.**

High School: _____	Did you graduate? <input type="checkbox"/> Y <input type="checkbox"/> N
City, State, Zip: _____	Date of Graduation/Last year attended: _____
Dates of attendance (from/to): _____	Grade Point Average: _____
Please circle the type of diploma you received. <i>Regents</i> <i>Non-regents</i> <i>Honors</i> <i>Foreign</i> <i>Other</i>	
If you did not graduate from your high school, did you complete your GED? <input type="checkbox"/> Y <input type="checkbox"/> N    Date _____    Score _____	

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Name of Institution: _____	Did you graduate? <input type="checkbox"/> Y <input type="checkbox"/> N
City, State, Zip: _____	Degree attained/Hours completed: _____
Dates of attendance (from/to): _____	Grade Point Average: _____

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Name of Institution: _____	Did you graduate? <input type="checkbox"/> Y <input type="checkbox"/> N
City, State, Zip: _____	Degree attained/Hours completed: _____
Dates of attendance (from/to): _____	Grade Point Average: _____

12) Have you previously applied for admission to SUNY Brockport?  Yes  No  
If yes, please give the approximate date of application \_\_\_\_\_, and a brief explanation as to why you did not matriculate \_\_\_\_\_  
\_\_\_\_\_

13) Semester and year you would like to enroll: Fall 20 \_\_\_\_ Spring 20 \_\_\_\_

14) Do you plan to apply for admission as a matriculated student for a future semester?  Yes  No  
If yes, for which semester do you plan on applying? \_\_\_\_\_ Which academic program? \_\_\_\_\_  
If no, please briefly describe your academic and/or professional goals with relation to completing course work as a non-matriculated student at SUNY Brockport.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

15) Have you ever been convicted of a felony?  Yes  No

16) Have you been dismissed or suspended from SUNY Brockport or any other college/university for disciplinary reasons?  Yes  No

If you answered yes to question #15 or #16, you are required to attach a letter of explanation and may be required to sign a release form allowing SUNY Brockport to obtain additional information. In as much detail as possible, let the Admissions Committee know the circumstances that led to the above noted situation, what factors have changed and/or what factors are now in place in order for you to be successful at SUNY Brockport.

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Admission to SUNY Brockport is based on the qualifications of the application without regard to age, sex, marital status, race, color, creed, religion, national origin or disability.

I understand that this application cannot be processed if it has not been completed according to instructions and that any deliberate falsification or omission of data may result in denial of admission or dismissal. All information submitted is true to the best of my knowledge.

\_\_\_\_\_  
Signature (required) Date

*Please return this application along with the \$25 non-refundable application fee\* to:*

Office of Undergraduate Admissions  
SUNY College at Brockport  
350 New Campus Drive  
Brockport, NY 14420-2915

\*Students wishing to pay with cash, MasterCard, or Visa should bring their application along with the application fee to the Bursar's Office for payment processing. Once processed by the Bursar, students may bring their completed applications to the Office of Undergraduate Admissions.

