



State University of New York
College of Environmental Science and Forestry

Faculty Governance

Resolution No:

A RESOLUTION of the SUNY College of Environmental Science and Forestry Faculty
Introduced by **Charles M. Spuches, Associate Provost for Outreach**
Seconded by (if not sponsored by committee) **Bruce C. Bongarten, Vice President for Academic
Affairs and Provost**

REQUESTING AN AMENDMENT TO DROP/ADD PROCEDURES FOR SUMMER SESSIONS

WHEREAS SUNY-ESF has recently established a Summer Session as a third academic semester and that said Summer Session is using the drop/add procedures originally devised for Academic Year classes,

WHEREAS the procedures for Drop/Add at undergraduate level during the Academic Year require a hard copy form, in duplicate, bearing the original signatures of the student, the student's advisor and the course instructor. During the summer of 2011, students, whether matriculated or visiting, had major difficulties in their attempts to drop or add a course. Many students intending to drop a class were no longer in the Syracuse area and, in the case of online students, may have never been in the Syracuse area. These students have difficulty obtaining a standard hard-copy registration form to drop or add a class. Students who were fortunate enough to be present on campus to obtain a form had extreme difficulties obtaining signatures of advisors, instructors, and/or department chairs. At graduate level, the procedures during the Academic year may involve utilizing the MySlice system. The MySlice system used for registration during the Academic Year is not available during the Summer Sessions.

A majority of faculty are on 10-month contract and are not required to be on campus after a mid-May date. During the Summer Sessions these faculty, along with other potential Summer Session instructors who have adjunct status, do not normally have a presence on campus outside their class commitments. When faculty members are absent or otherwise unobtainable, Department Chairs have the authority to sign registration and drop/add forms on their behalf. These extra duties were an unnecessary burden on the Department Chairs.

NOW, THEREFORE, BE IT RESOLVED that:

1. The only signature required to drop or add a class during the Summer Sessions will be that of the student (whether an ESF matriculated student or a visiting student).
2. ESF's Registrar will make drop/add forms available on the web or institute a system in which emails are accepted as confirmation of withdrawal.

BE IT FURTHER RESOLVED that:

The Executive Chair of the SUNY College of Environmental Science and Forestry Faculty Governance convey in writing (email is acceptable) the contents of this resolution to the President of the College and Faculty Chair of this body, with copies to _____, _____, _____, _____, and _____ within ten (10) days of the date of approval below. The contents of this resolution shall also be conveyed to the main body of the SUNY-ESF faculty via email, campus news, the faculty governance website, and shall be included *verbatim* in the minutes of the meeting at which it was passed.

Approved and adopted the _____ day of _____ 20_____.

Following Roll Call Vote: Ayes: _____
 Nos: _____
 Absent: _____

Secretary for the SUNY College of Environmental Science and Forestry Faculty