

## Standards for Students Submission Form

The purpose of the Standards for Students Senate Standing Committee is to address concerns with current policies related to the 3 areas outlined below in the committee's charge. When deemed appropriate, the committee will recommend policy revisions and the formation of new policies to the College Senate. The official charge of the committee is as follows:

In support of Buffalo State College's vision, mission, and core values, the Committee on Standards for Students shall review and recommend policies dealing with: 1. The **admission** and **readmission** of all students, 2. The **retention** of all students in regard to academic policies, student conduct, and institutional programs and initiatives 3. The **graduation** of all students.

This form will assist the committee with gaining a clear understanding of your request and the related background information. Providing this data will enable us to consider your issue accurately and efficiently.

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Title and Department:** \_\_\_\_\_

**Office Phone:** \_\_\_\_\_ **Email Address :** \_\_\_\_\_

Please provide the following information. Attach additional sheets if needed or preferred.

1. Briefly explain the issue that you would like the committee to address, including how and when it came to your attention:
2. Please state what college policy the issue refers to, and attach a copy of the policy for the committee's use. Note: College policies can be found using the following resources: college catalogs, Buffalo State's website, SUNY [www.suny.edu/sunypp/](http://www.suny.edu/sunypp/), Buffalo State's DOPS (Directory of Policy Statements) [www.buffalostate.edu/academicaffairs/x560.xml](http://www.buffalostate.edu/academicaffairs/x560.xml), and from departments associated with the policy.
3. What specific problems does the issue cause for students and/or the standards of the college?

4. What solution do you propose to address the issue?

5. In what way would a change in policy affect students' experiences at BSC and/or the standards of the college?

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Procedure

1. Submit this form to Elizabeth Stevens (Chair of the Standards for Students Committee), EOP, South Wing 620c, [stevenea@buffalostate.edu](mailto:stevenea@buffalostate.edu), 878-4427 **or** to the College Senate Office, Grover Cleveland Hall 211, 878-5139.
2. The committee will review your submission and consult the appropriate individuals and sources for further information and comment.
3. Discussion will occur in committee, with decisions determined by a majority vote.
4. If a revision of policy or the formation of a new policy is supported by committee, a recommendation will be made to the College Senate, which, if approved, will be forwarded to the College President for final approval.

Record of Actions (Committee Use Only)

Date received by College Senate Office or committee chair: \_\_\_\_\_

Dates reviewed by committee: \_\_\_\_\_

Sources consulted: \_\_\_\_\_

Date and Final Committee Decision: \_\_\_\_\_

Date and College Senate Recommendation: \_\_\_\_\_

Date and Decision of College President: \_\_\_\_\_