Proposed Recommendations

President & Provost Request: March 2012

- IPEDS retention calculations
- Average LOAs a year = 300
- Opportunity for increased retention
SSSC Analysis: Internal

Freshmen LOAs
- Low 2nd year retention rate (1 in 4)
- Low graduation rate (1 in 5)

Variation Across Colleges: Issuing LOAs
- Reviewed sample student cases

Misconceptions: Purpose & Outcome
- Helps retention?
- Programs “expected” to approve LOA?
- Misguided generosity?
SSSC Analysis: External

Peer Institutions

- Use more structured approach
- Require written request & stated reason
- Not automatically granted
- Require re-entry planning
SSSC Action

Establish Cross Functional Sub-Committee
- Review RIT’s LOA policy language
- Review implementation procedures
- Recommend needed changes
- Identify implications
Sub-committee Recommendations to SSSC

1. Clarify Purpose of Voluntary LOA

- Maintain continuous enrollment for student
- Allow flexibility in extenuating circumstances
- Assure student can complete program requirements
- Focus process on what is best for student and university
2. Establish Two Types of Voluntary LOA

- **Planned LOA**
  - Requested for succeeding term
  - Student completes courses in current term

- **Immediate LOA (Extenuating Circumstances)**
  - Requested after term begins
    - Prior to end of Drop/Add (courses dropped)
    - After Drop/Add & before last day of classes ("W" in courses)
  - Can be recommended by Chair of SBCT
3. Modify Request and Approval Process

- Require written request & stated reason
- Require meeting with academic advisor to discuss reason for leave request
- Require approval by academic unit
- If denied, advisor discusses best course of action with student
4. Establish Use of Re-entry Plan to Ensure Success Upon Return

- **At time of LOA request**
  - Academic advisor and student develop re-entry plan

- **At time of Planned Return**
  - Student reviews progress on plan with academic advisor
  - Advisor ensures enrollment appointment is assigned
  - Advisor ensures communications occurs with department head
5. LOA Length

- Up to three consecutive terms (including summer but excluding intercession)

- Extension is possible (special circumstances)
Implications for Student on LOA

- Does not attend classes

- Must vacate university-owned housing (per Terms/Conditions of Housing, Debit, and Meal Plans)

- May be entitled to refunds: tuition, fees, room and board

- No access to SLC or Wallace Center resources
University Implications

Student Support and Success

- Advisor support role increased
- LOA not guaranteed option – focus on best interest of student & university

Operations

- Fewer refunds / tuition adjustments
University Implications (cont’d)

**Departments**
- Training in new procedures required
- Policy revisions require “high touch” practices and support team approach

**Related Policy Review**
- D18.1 = Student Involuntary Leave = combined with Voluntary LOA policy
- D2.C2 = Admission Policy = deactivation guidelines under review
Student Success Steering Committee
- Nicole Boulais, Asst. VP for Student Learning Support
- Jeanne Casares, Asst. VP & CIO
- Carla DiLella, Director, Housing Operations
- Joan Graham, Asst. VP Institutional Research & Policy Studies
- Christine Licata, Sr. Associate Provost, Chair
- Ed Lincoln, Asst. to VP Enrollment Management & Career Services
- Joe Loffredo, Asst. VP & Registrar
- Lynne Mazadoorian, Director, Institute Advising Office
- Kevin McDonald, VP & Assoc. Provost for Diversity & Inclusion
- Anne Wahl, Director, Student Learning Outcomes & Assessment
- Fred Walker, Dean, College of Applied Science & Technology
- Lynn Wild, Assoc. Provost for Faculty Development & TWC

LOA Sub-committee
- Stephanie Bauschard, Asst. Dir. for LCs & Student Success Initiatives, Co-chair
- Leah Bradley, Sr. Assessment Specialist
- Kathleen Cole, Sr. Assoc. Director, Student Financial Services
- Carla DiLella, Director, Housing Operations
- Liane Fitzgerald, Manager of Student Services, Computer Science, GCCIS, Co-chair
- Ed Hensel, Dept. Head, Mechanical Engineering, KGCOE
- Dan Johnson, Dept. Chair, Packaging Science, CAST
- Troy Robinson, Assoc. Director, Financial Aid & Scholarships
- Dawn Soufleris, AVP for Student Affairs, Student Behavior & Critical Incidents