

5-11-1981

Student Attendance Policy

The College at Brockport, College Senate

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Routing #31 80-81 Resolution #27
1980-1981

Student Attendance Policy

TO: PRESIDENT ALBERT W. BROWN

FROM: THE FACULTY SENATE

Meeting on 5/18/81
(Date)

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

SUBJECT: Student Attendance Policy

(See Attached)

Signed Lynn H. Parsons Sent 5/20/81
(for the Senate)

..... Lynn H. Parsons, President, Faculty Senate

TO: THE FACULTY SENATE

FROM: PRESIDENT ALBERT W. BROWN

RE: I. DECISION AND ACTION TAKEN ON FORMAL RESOLUTION

- a. Accepted. Effective Date 6/17/81
- 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:

See addition on # 2

*copy both
pages
Salvo*

DISTRIBUTION: Vice Presidents: Douglas Smith as per interpretation
Smith
Others as identified: _____

Distribution Date: _____

Signed: Albert Brown
(President of the College)

Date Received by the Senate: _____

STATE UNIVERSITY COLLEGE
Brockport, New York

Faculty Senate Meeting: 5/18/81

STUDENT ATTENDANCE POLICY

BE IT RESOLVED that the following be adopted as the official Student Attendance Policy and be placed in the Student Handbook, Faculty Handbook and Undergraduate Academic Handbook.

Students at the State University College at Brockport are expected to attend all classes and complete all assigned class activities. Class work and related assignments missed because of absence will be made up by the absent student in a timely fashion.

The individual class instructor is responsible for interpreting this class attendance policy in accordance with established programmatic or departmental guidelines. It is expected that these individual, programmatic, and/or departmental guidelines will comply with the points listed below.

- *1. Instructors are expected to maintain accurate records of student attendance for their own use, for legal purposes, and for verification of student registration.
2. Each instructor is responsible for notifying students of his or her class attendance policy in writing at the beginning of the course including announcing in class the policies of class attendance.
3. A student's standing is to be judged according to the degree to which he or she gives evidence of meeting course requirements.
4. Instructors are to give reasonable consideration to students who are absent because of illness, for attendance at College-sponsored events, religious observance as approved by SUNY Central, or because of unusual circumstances. In these cases, instructors have an obligation to cooperate with the student in providing opportunities for completion of missed work and assignments. Verification of illness may be obtained from the Office of the Vice-President for Student Affairs.
5. The student is responsible for informing his or her class instructor in advance of any contemplated absence whenever possible.
6. Students have a right to appeal decisions which appear to be in conflict with this policy. The appeal route is to the Department Chair, to the appropriate Dean, to the Provost/Vice-President for Academic Affairs, to the President of the College.

*Suggested methods of taking attendance in large classes are on file with the Deans and the Provost/Vice-President for Academic Affairs.