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Attendance Policy

The College at Brockport, College Senate

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Resolution # 3

1995-96

TO: President John E. Van de Wetering

FROM: The Faculty Senate Meeting on: October 30, 1995

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

SUBJ: **Attendance Policy**



Signed: Robert M. Weiss Date: 12/1/95
 (Faculty Senate President)



TO: The Faculty Senate

FROM: President John E. Van de Wetering

RE: I. Decision and Action Taken on Formal Resolution

a. Accepted. Effective Date: 1/1/96

b. Deferred for discussion with the Faculty Senate on 1/1

c. Unacceptable for the reasons contained in the attached explanation

II, III.

a. Received and acknowledged

b. Comment: _____

DISTRIBUTION: Will accept subject to a renewal and extended appeals process.

Distribution Date: 1/25/96 Signed: John E. Van de Wetering
 (President of the College)

forms disk: resform.wp6:1995/10/31:ask

BROCKPORT

State University of New York
College at Brockport
350 New Campus Drive
Brockport, New York 14420-2925

Faculty Senate
(716) 395-2586

TO: Dr. John Van de Wetering, College President
FROM: *Anne*
Anne H. Parsons, Faculty Senate President
DATE: June 14, 1996
RE: Resolution #3, 1995-1996 - Attendance Policy/Appeals Process

With regard to your acceptance of this resolution contingent upon a revised and extended appeals process, the attached was written by the Student Policies Committee and was reported at the Faculty Senate's last meeting in May. It is essentially the same process used for grade appeals.

Thank you for reviewing this once again. I hope this meets with your expectations. Please let me know your decision.

cc: Dr. B. Sirvis, VP for Academic Affairs

Resolution # 3 1995-96

Attendance Policy

Signed January 25, 1996

Effective Fall 1996

The student is responsible for all assigned course work and cannot be absolved of his/her responsibility. When enrolled in a particular course, the student is obligated to do all of the work assigned. Punctual and regular attendance is vital to the discharge of this obligation. Absences, excused or not, do not alter this responsibility.

Absences will be excused for (a) documented illnesses, (b) official representation of the College, (c) death of a close relative, (d) religious holiday, and (e) other circumstances beyond the control of the student. Excuses for official representation of the College must be obtained from the official supervising that activity or event.

Students whose unexcused absences exceed 15 percent of the scheduled classes and laboratories may receive a lowered grade or failure at the instructor's discretion. Regulations more restrictive than College policy, but not in conflict with it, may be established by the instructor for any course.

Instructors are responsible for distributing their individual course attendance policy in their syllabi during the first class each term.

Student objections to an application of an instructor's attendance policy must be pursued through the Attendance Policy Appeal Process.

ATTENDANCE POLICY APPEAL PROCESS

The student shall discuss the matter informally with the instructor who enforced his/her attendance policy. If the instructor is off campus or otherwise not available, the student must confer with the chair of the department, who will attempt to contact the instructor, or, failing that, to ascertain the facts of the case.

STEP 1.

By mid-semester of the next regular semester, the student, after having conferred with the instructor and not receiving satisfaction, shall initiate the Attendance Policy Appeal Process by preparing a written statement which shall meet the following criteria:

1. It sets forth the student's case in detail.
2. It indicates the date on which the student conferred with the instructor.
3. It sets forth the reasons why the student believes the attendance policy was unfairly enforced.
4. It includes all relevant supporting materials, documents, evidence, etc., identified and listed in an index.

The student shall submit complete copies of the written statement and all attachments to the chair of the department which offered the course in question and to the instructor.

In an effort to resolve the matter, the chairperson shall carefully review the student's written statement and confer with the student and the instructor, individually, and/or together. The chairperson will review the material provided by the student and may also employ other means to review and investigate the matter.

STEP 2.

1. If the matter is not resolved to the student's satisfaction in STEP 1, the student may write the Vice President for Academic Affairs and request a hearing, forwarding the documentation as outlined above. The Vice President for Academic Affairs shall assign a dean to convene a hearing by a panel of three faculty members. These three faculty members must be acceptable to the student, the instructor, and the dean. If an acceptable panel cannot be agreed upon, then the dean and the president of the faculty/staff senate or his/her designee shall prepare a list of seven faculty members and the student and the instructor shall alternately strike names until three names are left.

2. The panel shall meet and solicit a response from the instructor regarding his/her application of his/her attendance policy and the student's case against his/her attendance policy. The panel members will familiarize themselves with the attendance policy for the course. Their concern shall be limited to a consideration of the fairness of the application of the attendance policy and whether the attendance policy was made known to the student in a reasonable manner and as required by College policy. The burden of proof shall be on the student, who may be asked to appear before the panel.

3. If, in the opinion of a majority of the panel members, no case can be made, the original application of the attendance policy will remain in effect. If they find the attendance policy was not made known to the student as required by College policy or was unfairly applied they may recommend a different outcome and give their reasons for so recommending. The panel shall report their findings in writing to the student, the instructor, the dean and the Vice President for Academic Affairs.

4. If the panel recommends a different outcome, the instructor shall have ten working days from the receipt of the panel's report to implement the recommendation of the panel or appeal the decision to the Vice President for Academic Affairs.

5. Either the student or the instructor may appeal to the Vice President for Academic Affairs when:

- a. There is substantial new evidence
- b. There is clear evidence of substantial irregularity on the part of the panel.

If the Vice President for Academic Affairs supports the appeal, he/she will convene a new panel, whose decisions are final.

6. If the panel recommends an alternative solution and the instructor does not appeal, or, upon appeal, is denied, the Vice President for Academic Affairs will instruct the appropriate administrative office to implement the recommendation of the panel.