

5-7-2007

## Attendance Policy

The College at Brockport, College Senate

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**SUNY BROCKPORT**

College Senate  
State University of New York College at Brockport  
350 New Campus Drive  
Brockport, NY 14420-2925  
(585) 395-2586 (Fax) 395-2246

**Resolution # 36**

**2006-2007**

**COLLEGE SENATE**

COLLEGE SENATE  
SUNY College at Brockport  
JUN 6 2007  
350 New Campus Drive  
Brockport, NY 14420-2925

**RECEIVED**

MAY 29 2007

**SUNY BROCKPORT  
PRESIDENT'S OFFICE**

TO: Dr. John R. Halstead, College President  
FROM: The College Senate: *May 7, 2007*  
RE: I. Formal Resolution (*Act of Determination*)  
II. Recommendation (*Urging the Fitness of*)  
III. Other, For Your Information (*Notice, Request, Report, etc.*)  
SUBJ: **Attendance Policy** Routing #44 06-07 SP

Signed: Jeffrey T. Ashbrook Date: 5/18/07  
(Dr. Jeffrey T. Ashbrook, 2006-07 College Senate President)

**Please fill out the bottom portion and return document to the College Senate Office.**

TO: The College Senate President  
FROM: College President

RE: I. Decision and Action Taken on Formal Resolution (circle choice)  
a. Accepted  
    • \*Implementation Effective Date: Fall 2007  
    \*Date resolution will begin to be used by the College. (i.e. spring, fall, when included in catalog, etc.)  
b. Deferred for discussion with the Faculty Senate on \_\_\_/\_\_\_/\_\_\_  
c. Unacceptable for the reasons contained in the attached explanation  
⇒ II, III. Response to Recommendation or Other/FYI  
a. Received and acknowledged 6/1/07  
b. Comment: \_\_\_\_\_

DISTRIBUTED BY PRESIDENT'S OFFICE TO: President's Cabinet

DISTRIBUTE ALSO TO: Originator, Academic Advisement, Registrar (as appropriate)

Signed: John R. Halstead Date: 6/1/07  
(Dr. John R. Halstead, President, SUNY College at Brockport)

**DEADLINE FOR SUBMISSIONS: FEBRUARY 23**

Incomplete proposals or proposals received after the deadline may not be reviewed until next semester.

**INSTRUCTIONS:**

- Submit only complete proposals. Cabinet Members, Registrar, Accademic Advisement
- Proposals must be prepared individually in Word format using committee guidelines (guidelines online).
- Fill out this cover page for each proposal (available online at [www.brockport.edu/collegesenate](http://www.brockport.edu/collegesenate)) and insert it electronically as the front page of your document.
- Email whole proposal with cover page as one attachment to [senate@brockport.edu](mailto:senate@brockport.edu) and [facprez@brockport.edu](mailto:facprez@brockport.edu) .
- All updates must be resubmitted to the Senate office with the original cover page including routing number.
- Questions? Call the Senate office at 395-2586 or the appropriate committee chairperson.

**1. PROPOSAL TITLE:**

Please be somewhat descriptive, for example, *Graduate Probation/Dismissal Proposal* rather than *Graduate Proposal*.

<b>Revision to the College Attendance Policy</b>
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**2. BRIEF DESCRIPTION OF PROPOSAL:**

<p>The current proposal is not explicit in the right of faculty members to set their attendance requirements and grading in the area of both <u>excused</u> and unexcused absences. After seeking external comments, several rewrites and feedback from the Executive Committee, the Student Policies Committee is now recommending a simple reordering of the current policy to uncouple the sentence about the right of the faculty to have more restrictive grading policies from the sentence about the 15% guideline. We also recommend that the sentence about distributing the instructor’s attendance policy be more prominent. The next page shows the old and new locations of these sentences. Based on the premise that no wording has been added or deleted from the current policy, we recommend that this be announced as a slight change.</p>
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**3. ANTICIPATED DATE OF IMPLEMENTATION:**

Enter date this will be effective if passed by the Senate.

Fall 2007
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**4. SUBMISSION & REVISION DATES: PLEASE PUT A DATE ON ALL UPDATED DOCUMENTS TO AVOID CONFUSION.**

<i>First Submission</i>	<i>Updated on</i>	<i>Updated on</i>	<i>Updated on</i>
Feb. 21, 2007	March 30, 2007	April 27, 2007	

**5. SUBMITTED BY: (contact person)**

<i>Name</i>	<i>Department</i>	<i>Phone</i>	<i>Email</i>
Davida Bloom	Theatre	395-5262	dbloom@brockport.edu

**6. COMMITTEES TO COPY: (Senate office use only)**

<b>Standing Committee</b>	<b>Forwarded To</b>	<b>Date</b>
<input type="checkbox"/> Enrollment Planning & Policies	Committee	2/22/07
<input type="checkbox"/> Faculty & Professional Staff Policies	Executive Committee	4/30/07
<input type="checkbox"/> General Education & Curriculum Policies *	Senate	5/7/07
<input type="checkbox"/> Graduate Curriculum & Policies	Senate President’s Signature	
<input checked="" type="checkbox"/> Student Policies	College President’s Signature	
<input type="checkbox"/> Undergraduate Curriculum & Policies	To Vice Provost	
	Other	

\*(ROUTING NUMBER IS A CHRONOLOGICAL NUMBER SEQUENCE FOLLOWED BY ACADEMIC YEAR AND COMMITTEE INITIALS – Please use routing number and title in all references to proposals.)

## CURRENT ATTENDANCE POLICY

PASSED BY SENATE, RESOLUTION #3, SIGNED JANUARY 25, 1996 AND 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; 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.

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.~~ *(moved to first paragraph and linked to statement on excused/unexcused to more clearly establish the professor's authority)*

~~Instructors are responsible for distributing their individual course attendance policy in their syllabi during the first class each term.~~ *(moved to first paragraph)*

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