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## Community Policies

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## Attendance Policy

The attendance policy is focused on achieving effective instruction, scholarly accomplishment, and sustaining an effective learning environment. Student achievement and the development of scholarship are responsibilities shared by the student and the College. It is the responsibility of the staff of The College to provide worthwhile and rewarding learning experiences commensurate with the objectives of the College, and it is the responsibility of each student to maintain attendance at each class and other assigned educational activity since such attendance is essential to obtain optimum benefits from the College programs. Regular class attendance is expected. Regular class attendance is obligatory. Faculty may consider attendance when determining grades.

Student conduct that disrupts class, including but not limited to the use of electronic devices, may be addressed by the faculty member directly to the student in private. Further occurrences of disruptive behavior may result in the student being dropped from the class and/or being subject to College disciplinary action.

Students who have two unexcused absences during the first two class meetings of the semester may be dropped from the course at the discretion of the instructor. The instructor or the department offering the course will notify the Registrar of this action. However, students should not assume that they have been dropped from a class just because the first two classes were missed. It is ultimately the responsibility of students to drop a course that they are not planning to attend by the deadline published in the College calendar. Failure to do this may result in a failing grade for the course.

The College does not set a numerical quota of allowable absences. However, regular class attendance is obligatory and each faculty member may set an attendance policy in his/her course syllabus. Any absence from class or other assigned educational activity results in lessening, to some degree, the student's progress. It is, therefore, the responsibility of each student, insofar as possible, to become acquainted with the concepts and to attain the skills developed in any class missed.

### A. Procedures

An instructor may recommend to the dean of the division in which the student is enrolled that the student be dropped from class because of poor academic achievement due to excessive absence. Excessive absence in any course will be construed to be absence, regardless of cause, which appreciably lowers the accomplishment of a student in that course. If the dean agrees that such action is justified, the student will be notified by the dean that he or she has been dropped. If such absence has been avoidable on the student's part, a mark of E will be recorded on his or her record. If, however, the absence was unavoidable, the student shall be dropped without penalty. The dean will take action only after the end of the "drop" period.

### B. Cause for Absence

The College recognizes that certain instances of absence from class are unavoidable. In the case of such unavoidable absence, the student should consult the course syllabus for any statements concerning absence and talk with the instructor before, or if possible, during or immediately after the absence occurs.

Faculty members have the responsibility, insofar as feasible, to provide students with the opportunity to make up any examination, study, or work requirement missed for duly verified medical reasons, College sponsored activities, religious observances or other unavoidable absence.

### C. Class Absences Beyond Two Consecutive Days

In recognition of the fact that "regular class attendance is obligatory" and that there is no provision for an excused absence from class, students must follow the attendance policy for each class as

it is presented in the course syllabus. From time to time, students may find that they will be absent from class for a period of time of three (3) days or more for extenuating circumstances that are beyond their control. When this occurs, students are expected to notify The Compass (312-2240) prior to their absence from class. The Compass will then notify faculty members of the absence. This notification is not an excuse nor does it obligate the faculty member in any way. The notification is merely an attempt to facilitate faculty-student contact, particularly in emergency or urgent situations that require the student to be away from the campus.

The Compass will provide out-of-class notification to faculty members only under the following circumstances:

1. notification is prior to or concurrent with the absence;
2. the absence is due to circumstances beyond the student's control (documentation may be requested);
3. the absence will be for three or more class days and the student is absent from campus.

D. Absence from Class Due to Religious Beliefs

The following statement regarding absence from class because of a student's religious beliefs is taken from State Education Law, paragraph 224a.

1. No person shall be expelled from or be refused admission as a student to an institution of higher education for the reason that he is unable, because of his religious beliefs, to attend classes or to participate in any examination, study or work requirements on a particular day or days.
2. Any student in an institution of higher education who is unable, because of his religious beliefs, to attend classes on a particular day or days shall, because of such absence on the particular day or days, be excused from any examination or any study or work requirements.
3. It shall be the responsibility of the faculty and of the administrative officials of each institution of higher education to make available to each student who is absent from school, because of his religious beliefs, an equivalent opportunity to make up any examination, study or work requirements which he may have missed because of such absence on any particular day or days. No fees of any kind shall be charged by the institution for making available to the said student such equivalent opportunity.
4. If classes, examinations, study or work requirements are held on Friday after four o'clock post meridian or on Saturday, similar or makeup classes, examinations, study or work requirements shall be made available on other days, where it is possible and practicable to do so. No special fees shall be charged to the student for these classes, examinations, study or work requirements held on other days.
5. In effectuating the provisions of this section, it shall be the duty of the faculty and of the administrative officials of each institution of higher education to exercise the fullest measure of good faith. No adverse or prejudicial effects shall result to any student because of his availing himself of the provisions of this section.
6. Any student, who is aggrieved by the alleged failure of any faculty or administrative officials to comply in good faith with the provisions of this section, shall be entitled to maintain an action or proceeding in the supreme court of the county in which such institution of higher education is located for the enforcement of his rights under this section.
7. As used in this section, the term "institution of higher education" shall mean schools under the control of the board of trustees of the State University of New York or of the board of higher education of the City of New York or any community college.

Students who feel that this policy has not been fairly implemented may appeal to the appropriate department office or appropriate dean.

- E. Absence From Class Due to Athletic Team Membership
1. A student who because of her/his membership on an officially sanctioned athletic team with officially scheduled competitions is unable to attend classes on a particular day or days because of such absence is excused.
  2. Faculty and administrative officials of the institution must provide each student who is absent from school because of such competitions an equal opportunity to make up any course requirements which the student(s) may have missed because of such absence. No fees of any kind shall be charged by the institution for this opportunity. At the same time, the absent student shall not expect the instructor to repeat an entire lecture or lab session.
  3. Coaches of each athletic team must provide the student athlete a list with dates of officially scheduled competitions. The student must give this list to faculty and to administrative officials affected by these provisions at least one class meeting prior to the first competition, and at least one class period prior to any post-season competitions. It is the responsibility of the Athletic Director to see that all coaches comply with this provision.
  4. It is the responsibility of the student who misses any classes under these provisions to contact the instructor of each class (prior to the anticipated absence) to arrange for making up course requirements affected by the provisions. It is also the student's responsibility to inform the coaches and faculty affected by these provisions of changes to their athletic schedules at the time of the change. It shall be the responsibility of the Academic Advisor for Athletics to monitor student athletes' changes of schedules and notify coaches.
  5. Faculty and administrative officials of the institution must ensure that students do not suffer unfairly because of these provisions. Students who feel that this policy has not been fairly implemented by faculty may appeal to the appropriate department office. If it is felt that no satisfaction is received there, then the student may appeal to the appropriate dean.

## **Bias Crimes and Prevention**

### **New York State Education Law Article 129-A**

The College's values and goals advocate a broad degree of human understanding amongst its community members: students, faculty, staff and alumni. We seek to enroll and engage a diverse population of students across diverse cultural and national experiences. A vibrant, productive learning environment requires a richness in the variety of voices and life experiences that are represented among us.

For this reason, prejudice, discrimination, and bias related actions by community members or visitors and guests, based on race, religion, age, gender, disability, sexual orientation, or nationality, are counter-productive and harmful to the purposes of our educational community. The College does not limit freedom of expression, particularly speech, even if the ideals and values held by some of its members are challenged by that speech. Even bigoted or racist speech or other forms of intolerant speech or offensive expression are protected. In this way, the College values of an inclusive and diverse learning environment may occasionally be challenged by or at least not be furthered by, freedom of speech. However, conduct that targets a specific individual or group of individuals and creates an unreasonable interference with that individual's or group's ability to pursue educational purposes or to benefit from college life is prohibited by the College through this policy, the Code of Student Rights, Responsibilities and Conduct, and Regulations for Public Order.

### **Procedures for Reporting and Responding to Hate Crimes**

Hate crimes, also called bias crimes or bias-related crimes, are criminal activity motivated by the perpetrator's bias against an individual victim or group based on perceived or actual personal characteristics, such as their race, religion, ethnicity, gender, sexual orientation, or disability. Hate/bias crimes, in particular, are addressed by the passage of the federal Hate/Bias Crime Reporting Act of 1990 and the New York State Hate Crimes Act of 2000 (Penal Law 485.05). Copies of the New York law are available from the Office of Judicial Affairs, 501 Culkin Hall, 312- 3378 and University Police, Pathfinder Hall, 312-5555.