

July 26, 2016

To: Brooklyn College Faculty

From: Matthew E. Moore
Associate Provost for Faculty and Administration

Re: Fall 2016 Obligations of the Faculty and Syllabus Preparation

In planning for the upcoming semester, please consider the following information concerning faculty obligations related to your teaching assignments. In addition to what you will find below, the [Faculty Handbook](#) is an essential reference for many policies and practices related to faculty life at the college.

Faculty Attendance and Conformance to Class Schedules

It is a basic professional obligation of the faculty member to meet all classes at the time and place scheduled for the prescribed number of hours. Your careful attention is invited to the following regulations that govern classroom teaching responsibilities:

1. In accordance with New York State Education Law (Title VIII, Chapter II, Section 145-2.1), all undergraduate and graduate classes must meet for the full 15-week semester as indicated in the college calendar.
 - Final examinations for undergraduate classes must be held in the 15th week of the semester at the specified time and place during the scheduled examination period.
 - Final examinations for graduate courses will be held in their regular assigned room at their last class meeting during the 15th semester week unless instructed otherwise.
 - Final examinations for weekend courses will remain in their regular room and will be administered at the regular class time on either Saturday, December 17 or Sunday, December 18.
2. Classes must meet at the times assigned in the college course schedule. Deviations from this schedule for any reason must receive prior approval of the department chairperson and the school dean.
 - Classes must begin promptly at designated start times; repeated delays constitute a *de facto* deviation from the college course schedule and, therefore, are not permissible without prior approval.
 - Classes may not be scheduled during Common Hours on Tuesdays from 12:15 to 2:15 p.m. Only classes scheduled by the department for Flexible Common Hours on Thursdays from 12:15 to 2:15 p.m. may meet during that time period.

3. Classes must meet in the assigned room. If it is necessary for any reason to move the class to another location, even on a one-time basis, prior approval of the chairperson must be obtained, and the room change should be clearly posted on the door of the assigned room. All room changes must be cleared by the chairperson with the Office of the Registrar (ext. 5148) to verify that the desired room is available.
4. Library assignments or written assignments are not acceptable substitutes for a class meeting.
5. Faculty members who wish to be off campus for professional reasons such as attending professional meetings must obtain prior approval from the chairperson. Provisions must be made to have the classes taught by another faculty member. Brooklyn College has a tradition of collegiality in which, in most departments, faculty have covered each other's classes on a basis of mutual accommodation. Such reciprocity is encouraged but must be cleared with the department chairperson in advance.
6. In cases of personal emergency or illness the chairperson (or a deputy chairperson, if appropriate) must be notified. Faculty members should be given the mobile and/or home telephone numbers of the department chairperson and the deputy chairperson(s) to facilitate prompt reporting of unexpected absences should emergencies occur during the evening or on weekends. In cases of anticipated or actual absences of more than five consecutive calendar days (exclusive of Saturdays, Sundays, authorized holidays and recesses) due to illness, faculty must file a Temporary Disability Leave form accompanied by a physician's report.

Posting Course Material Information (Higher Education Opportunity Act of 2008)

The Higher Education Opportunity Act of 2008 mandates that all course materials assigned at Brooklyn College must be posted on [CUNYfirst](#) in advance of the start of the term. Having this information in advance makes it possible for many of our students to acquire these materials at lower cost, and so is a great help to them in coping with the increasing costs of higher education.

All faculty teaching in the Fall 2016 term must therefore have all of their materials posted by the end of day on **Thursday, August 4, 2016**. Please be sure to complete this vitally important task on time. Failure to do this harms our students and puts the college out of compliance with Federal law.

For your convenience, CUNY's ["Enter My Textbooks" Quick Reference Guide](#) is available to help you with this process. As you will see in the instructions, you can enter your course material requirements or copy from a prior term if the materials have not changed.

Syllabus Preparation and Vital Information for Students

Please post your current syllabi on [BC WebCentral](#) ("Post My Syllabus" under the My Info tab) at least one week prior to the start of class and tell your students where to find the syllabus at the first class meeting. The syllabus should include the following:

1. A statement of course goals and learning objectives (i.e., what do you want your students to know and be able to do by the end of the course?) and a statement and timetable of all required learning

activities that will enable students to achieve the course's objectives and demonstrate their achievement of these objectives (e.g., research projects, essays, exams, lab reports, presentations, portfolios);

2. An explanation of how the final grade for the course will be determined with specific weights indicated for each of the components of the course, including the mandatory final examination (except for those courses exempt from this requirement);
3. An indication of whether the final grade will be based on a curve or scale;
4. An indication of whether students will be given the opportunity to revise and resubmit essays or other assignments;
5. Your office location and office hours, your office telephone number and/or department telephone number where messages can be left, and your e-mail and web addresses;
6. The following statement on the University's policy on Academic Integrity:

The faculty and administration of Brooklyn College support an environment free from cheating and plagiarism. Each student is responsible for being aware of what constitutes cheating and plagiarism and for avoiding both. The complete text of the CUNY Academic Integrity Policy and the Brooklyn College procedure for policy implementation can be found at www.brooklyn.cuny.edu/bc/policies. If a faculty member suspects a violation of academic integrity and, upon investigation, confirms that violation, or if the student admits the violation, the faculty member *must* report the violation.

7. The following statement in reference to the Center for Student Disability Services:

In order to receive disability-related academic accommodations students must first be registered with the Center for Student Disability Services. Students who have a documented disability or suspect they may have a disability are invited to set up an appointment with the Director of the Center for Student Disability Services, Ms. Valerie Stewart-Lovell at (718) 951-5538. If you have already registered with the Center for Student Disability Services, please provide your professor with the course accommodation form and discuss your specific accommodation with him/her.

8. Reference to the state law regarding non-attendance because of religious beliefs (p. 64 in the [Undergraduate Bulletin](#) or p. 40 of the [Graduate Bulletin](#)).
9. Your class policies (e.g., attendance, participation, etc.) and required class readings.

Important Dates to Include in Syllabi (Undergraduate Courses)

Wednesday, August 31	Last day to add a course Last day to file for elective course Pass/Fail
Wednesday, September 14	Last day to drop a course without a grade
Thursday, September 15	Last day to apply for Fall 2016 Graduation
Thursday, October 6	Conversion Day; Classes follow a Monday Schedule
Friday, October 14	Conversion Day; Classes follow a Tuesday Schedule
Wednesday, November 9	Last day to resolve Spring and Summer 2016 incomplete grade (INC)
Thursday, November 10	Last day to withdraw from a course with a W (non-penalty) grade

Important Dates to Include in Syllabi (Graduate Courses)

Wednesday, August 31	Last day to add a course
Wednesday, September 14	Last day to drop a course without a grade
Thursday, September 15	Last day to apply for Fall 2016 Graduation
Friday, September 30	Last day to apply for the Language and Comprehensive Exams Deadline to submit thesis title through Thesis Submission Online
Thursday, October 6	Conversion Day; Classes follow a Monday Schedule
Friday, October 14	Conversion Day; Classes follow a Tuesday Schedule
Thursday, November 10	Last day to withdraw from a course with a W (non-penalty) grade
Monday, December 5	Last day to resolve Spring and Summer 2016 incomplete grade (INC)
Wednesday, December 7	Language Exams
Wednesday, December 21	Last day to file for Maintenance of Matriculation
Monday, January 2	Deadline to upload Approved Thesis through Thesis Submission Online

The full academic calendar, including many other important dates, and the undergraduate final exam “grid” are available on the [Office of the Registrar](#)’s website.

Consideration of Religious Observance

Please bear in mind that because of religious holidays a number of students will not be able to attend classes or take examinations on the days listed below. New York State Education Law (Title I, Article 5, Section 224-a) requires that we “make available to each student who is absent from school, because of his [or her] religious beliefs, an equivalent opportunity to make up any examination, study or work requirements which he [or she] may have missed because of such absence on any particular day or days.”

- Sunday, October 16 (evening)
- Monday, October 17
- Tuesday, October 18
- Sunday, October 23 (evening)

- Monday, October 24
- Tuesday, October 25

Faculty teaching Tuesday evening courses should take particular note of the fact that classes on Friday, October 14, will follow a Tuesday schedule.

Faculty who must miss a class session for religious reasons should arrange to have that session taught by another faculty member, as discussed in item 5, on page 2 above.

Other Important Considerations

- Students whose course schedule requires an advisor's approval must obtain that advisor's approval for any changes to that schedule.
- Since many students participate in the events of Black Solidarity Day on Monday, November 7, no special events or examinations should be held on this day.
- Please note that resolution of Spring 2016 and Summer 2016 incomplete grades will be accepted only if the missing work was made up prior to the deadline. Exceptions to this policy will require the approval of the Committee on Course and Standing and must be supported by clear documentation of the reasons for the request. It is your prerogative to establish an earlier deadline in order to give you time to grade the missing work.
- During the first class meeting, make sure that the name of every student in attendance appears on your roster. Students who claim to be registered but are not on your roster should be referred to the Enrollment Services Center. Please download a first-day roster from CUNYfirst on the first day of class so it will accurately reflect drops for non-payment. (The Registrar's Office no longer distributes paper first-day rosters).
- Regardless of whether attendance is a component of your course grades, it is vital to ensure that all students appear on the roster, and that you keep a record of student attendance. Faculty are required to submit official attendance rosters through CUNYfirst indicating those students who have never attended/participated. The submission period will be announced by the Office of the Registrar. Failure to submit accurate records jeopardizes the students' financial aid and puts the college at risk for federal penalties.
- Please remind students that "late adds" will not be accepted after the deadline to add a class under any circumstances (except for acknowledged College error).
- Finally, please mention that all students should carefully and thoroughly read the section entitled "Academic Regulations and Procedures" in the Brooklyn College *Undergraduate Bulletin* or *Graduate Bulletin* for a complete listing of academic regulations of the College.

Your assistance in this effort to inform our students of essential academic information is greatly appreciated. Thank you and best wishes for an enjoyable and productive semester!

cc: President Michelle Anderson
Provost William Tramontano
Acting Associate Provost Stuart MacLelland
Dean April Bedford
Dean Maria Ann Conelli
Dean Willie Hopkins
Dean Richard Greenwald
Dean Kleanthis Psarris

The following are the full addresses for the links embedded in the text above.

Faculty Handbook

<http://www.brooklyn.cuny.edu/web/about/administration/provost/faculty/handbook.php>

CUNYfirst Log-In

<https://home.cunyfirst.cuny.edu/>

CUNY's "Enter My Textbooks" Quick Reference Guide

http://www.brooklyn.cuny.edu/web/abo_initiatives_cunyfirst/Enter-My-Textbooks_ITS.pdf

BC WebCentral Log-In

<http://portal.brooklyn.edu/>

2015-2016 Undergraduate Bulletin

http://www.brooklyn.cuny.edu/web/off_registrar/2015-2016_Undergraduate_Bulletin.pdf

2015-2016 Graduate Bulletin

http://www.brooklyn.cuny.edu/web/off_registrar/2015-2016_Graduate_Bulletin.pdf

Office of the Registrar

<http://www.brooklyn.cuny.edu/web/about/administration/enrollment/registrar.php>