

December 4, 2019

To: Brooklyn College Faculty

From: Tammy L. Lewis  
Associate Provost for Faculty and Administration (Interim)

Re: Spring 2020 Obligations of the Faculty and Syllabus Preparation

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In planning for the upcoming semester, please take careful note of 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 of the 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 governing 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 term (a period equivalent to 15 weeks) as indicated in the college calendar.
  - Final examinations for undergraduate classes must be held in the 15<sup>th</sup> 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 15<sup>th</sup> 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 May 16 or May 17.
  - Additional information will be posted on the Office of the Registrar's [website](#).
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 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. Independent library assignments or written assignments are not acceptable substitutes for a class meeting. Furthermore, the mode of instruction (in-person, hybrid, fully online, etc.) cannot be modified to differ from what is noted in the schedule of classes. Any such change must be authorized by the department chairperson, communicated in advance to registered students, and reflected in the schedule of classes.
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 online 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 course material information must be posted no later than Monday, **January 6** through our online bookstore, administrated by *Akados*. Go to [www.brooklyn.textbookx.com](http://www.brooklyn.textbookx.com) and use your CUNYfirst credentials to log in. All information submitted to the online bookstore will be transferred to CUNYfirst within 48 hours.

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. *If your course does not require the purchase of textbooks or other materials, this must be indicated online.*

## 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 (that is, 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, and to demonstrate their achievement of, the course’s objectives (for example, 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](http://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 [Student Bereavement Policy](#).

9. Reference to the state law regarding non-attendance because of religious beliefs, noted in the front matter of the *Undergraduate Bulletin* and *Graduate Bulletin*. These may be found on the [Academic Calendars, Course Schedules, and Bulletins](#) page of the Registrar's website.
10. Your class policies (for example, attendance, participation, etc.) and required class readings.

### **Important Dates to Include in Syllabi**

Monday, January 27	First day of Spring 2020 classes
Sunday, February 2	Last day to add a course
Wednesday, April 1	Last day to withdraw from a course with a "W" grade
Tuesday, April 7	Conversion Day – Classes follow a Wednesday Schedule
Friday, May 15	Reading Day
Saturday, May 16	Final Examinations Begin
Friday, May 22	Final Examinations End / End of Spring Semester

The full academic calendar, including many other important dates, is available on the [Office of the Registrar's](#) website.

### **Sexual and Gender-based Harassment, Discrimination, and Title IX**

Brooklyn College is committed to fostering a safe, equitable and productive learning environment. Students experiencing any form of prohibited discrimination or harassment on or off campus can find information about the reporting process, their rights, specific details about confidentiality of information, and reporting obligations of Brooklyn College employees on the [Office of Diversity and Equity Programs](#) website.

Reports of sexual misconduct or discrimination can be made to Public Safety (719.951.5511), the New York City Police Department (911 or a local NYPD precinct), Ivana Bologna, Title IX Coordinator (718.951.5000, ext. 3689), or Michelle Vargas, Assistant Director of Judicial Affairs, Division of Student Affairs (718.951.5352).

### **Consideration of Religious Observance**

Please bear in mind that due to religious holidays and related religious observances, a number of students will not be able to attend classes or take examinations. 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."

The University of Michigan maintains a helpful [list of religious holidays](#) for the 2019-2020 academic year, which may be useful when planning your activities for the term. Note that students may adhere to religious traditions, or have other religious obligations, not reflected in this list; the list should not be taken as exhaustive. Before denying a student's request to miss class or reschedule an examination on religious grounds, instructors should seek guidance from Tony Thomas, Esq., Chief Legal and Labor Relations

Officer. Students may also be directed to Ronald Jackson, Vice President for Student Affairs, if they have questions about accommodations for religious observance.

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

- The deadline to submit Final Grades for the Spring 2020 semester is **Thursday, May 28, 2019**.
- Students whose course schedule requires an advisor's approval must obtain that advisor's approval for any changes to that schedule.
- Please note that resolution of incomplete (INC) grades will be accepted only if the missing work was made up prior to the deadlines published by the [Office of the Registrar](#). 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 that your roster will accurately reflect drops for non-payment. (The Registrar's Office does not distribute 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 to keep an accurate record of student attendance. Faculty are required to submit official "Verification of Enrollment" (VOE) through CUNYfirst indicating those students who have never attended/participated.
  - VOE Rosters available starting Monday, February 3
  - VOE Rosters due by Monday, February 16

Failure to submit accurate attendance 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).
- 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. These may be found on the [Academic Calendars, Course Schedules, and Bulletins](#) page of the Registrar's website.

- Finally, Brooklyn College faculty are expected to check their official college email on a regular basis, and to use their college account for all college business.

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

cc: President Michelle Anderson  
 Provost Anne Lopes  
 Vice President Lillian O'Reilly  
 Vice President Ronald Jackson  
 Dean Susanne Scott  
 Associate Dean Hervé Queneau  
 Dean April Bedford  
 Associate Dean María Scharrón-del Río  
 Dean Kenneth Gould  
 Dean Louise Hainline  
 Dean Maria Ann Conelli  
 Tony Thomas, Esq.  
 Richard Feltman

*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/>

BC WebCentral Log-In  
<http://portal.brooklyn.edu/>

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

Academic Calendars, Course Schedules, and Bulletins  
<http://www.brooklyn.cuny.edu/web/about/administration/enrollment/registrar/bulletins.php>

Office of Diversity and Equity Programs  
<http://www.brooklyn.cuny.edu/web/about/offices/diversity.php>

University of Michigan: Religious Holidays during the 2019-2020 Academic Year  
[https://www.provost.umich.edu/calendar/religious\\_holidays19-20.html](https://www.provost.umich.edu/calendar/religious_holidays19-20.html)