

May 3, 2018

To: Brooklyn College Faculty

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

Re: Summer 2018 Obligations of the Faculty and Syllabus Preparation

In planning for the upcoming summer term, 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 term (a period equivalent to 15 weeks) as indicated in the college calendar.
 - Summer Session I classes begin on Monday, June 4. The final examinations for undergraduate classes and the final exam/final class meeting for graduate classes must be held on July 10 or 11 in the regularly assigned room.
 - Summer Session II classes begin on Thursday, July 12. The final examinations for undergraduate classes and the final exam/final class meeting for graduate classes must be held on August 16 in the regularly assigned room.
 - The Summer I and II final exam schedule 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.
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 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.

By now you have already received notices and reminders to post textbook information, and hopefully you've already had an opportunity to do that.

If you have not already done so, please visit www.CUNYBrooklynBooks.com and use your CUNYfirst credentials to log in to our new online bookstore, administrated by *Akademos*. All information submitted to the online bookstore will be transferred to CUNYfirst within 48 hours. *If your course does not require textbooks, this must be indicated online.*

All course material information must be posted no later than Monday, May 14 for Summer I classes and Thursday, June 21 for Summer II classes. 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.

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 direct 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, and to demonstrate their achievement of, the course's 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 [Student Bereavement Policy](#).
9. Reference to the state law regarding non-attendance because of religious beliefs (p. 66 in the [Undergraduate Bulletin](#) or p. 42 of the [Graduate Bulletin](#)).
10. Your class policies (e.g., attendance, participation, etc.) and required class readings.

Important Dates to Include in Syllabi (Undergraduate Courses)

SUMMER SESSION I

Monday, June 4	First day of Summer Session I classes
Tuesday, June 5	Last day to add a course
Monday, June 11	Last day to drop a Summer I course without a grade
Monday, June 25	Last day to withdraw from a Summer I course with a “W” grade
Wednesday, July 4	Independence Day – College is closed
Monday, July 9	Conversion Day – classes follow a Wednesday schedule

SUMMER SESSION II

Thursday, July 12	First day of Summer Session II classes
Saturday, July 14	Last day to add a course
Thursday, July 19	Last day to drop a Summer II course without a grade
Friday, August 3	Last day to withdraw from a Summer II course with a “W” grade

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 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 Minnesota maintains a helpful [list of major Jewish, Hindu, Islamic and Christian holidays](#), which may be useful when planning your activities for the semester. 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 on religious grounds, instructors should seek guidance from Tony Thomas, Esq., Executive Chief Diversity 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 Summer Term are the following:
 - Summer I – **Sunday, July 15, 2018**
 - Summer II – **Sunday, August 19, 2018**
- Students whose course schedule requires an advisor’s approval must obtain that advisor’s approval for any changes to that schedule.
- 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 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 will be asked by the Office of the Registrar to submit official attendance rosters indicating those students who have never attended/participated. 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).
- 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.
- 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 an enjoyable and productive summer!

cc: President Michelle Anderson
Provost William Tramontano
Vice President Lillian O'Reilly
Vice President Ronald Jackson
Associate Provost Jo-Ellen Asbury
Dean April Bedford
Dean Maria Ann Conelli
Acting Dean Kenneth Gould
Dean Willie Hopkins
Dean Kleanthis Psarris
Associate Dean Mary Mallory
Associate Dean Susanne Scott

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/>

2017-2018 Undergraduate Bulletin

http://www.brooklyn.cuny.edu/web/off_registrar/2017-2018_Undergraduate_Bulletin.pdf

2017-2018 Graduate Bulletin

http://www.brooklyn.cuny.edu/web/off_registrar/2017-2018_Graduate_Bulletin.pdf

Office of the Registrar

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

University of Minnesota Religious and U.S. Public Holidays, 2017-2018

<https://diversity.umn.edu/eoaa/religiouscalendar20172018>