

Academic Affairs

Policies

and

Procedures

2012-13

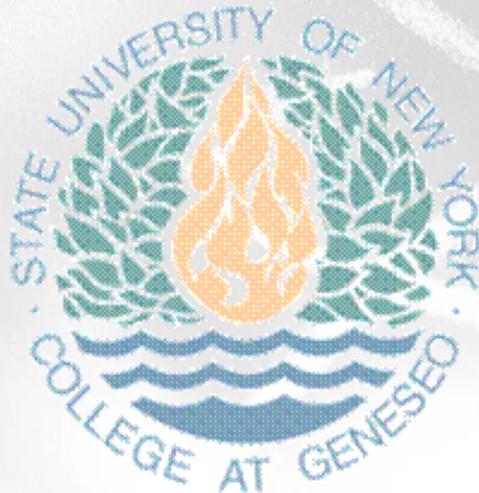


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Revised 7/08

Academic Affairs Policies and Procedures

Section I: Faculty Related Policies

A. All College and Regular Departmental Meetings

All members of the faculty are expected to attend faculty meetings as called by the President of the College and all regularly scheduled departmental/school meetings as called by the Department Chair/Dean.

B. Attendance in Classes: Instructional Faculty

Each instructor has the responsibility for meeting all his/her classes at regularly scheduled times and locations. Permission to hold a regular scheduled class off campus must be obtained from the Dean of the College. In cases when a faculty member will be absent from a regularly scheduled class, a film showing or videotape play back *may not* be substituted unless another faculty member or graduate student assistant has been designated to assume responsibilities for that class.

Members of the teaching faculty are to be present during the instructional week to:

1. Meet assigned teaching responsibilities;
2. Attend departmental and other assigned College committee meetings, and;
3. Maintain a balanced weekly schedule of office hours for student conferences.

The Department Chair/Dean has the responsibility of maintaining quality and continuity of instruction in all cases of faculty absence and shall be responsible for approving in writing appropriate alternative instructional arrangements required during the period of faculty absence. Departmental Chairs/Deans shall keep on record a written statement of instructional arrangement.

State regulations require that the daily attendance record of all faculty, professionals and classified personnel must be filed in the Department of Human Resources Office by the appropriate Dean, Department Chair, Professional Supervisor, or Classified Supervisor as a prerequisite to payroll submissions.

Chairs/Deans of academic departments and divisions are responsible for filing monthly faculty attendance reports, signed by the faculty member and the unit head, with the Department of Human Resources, Erwin 219.

Requests for Absence

Requests from faculty to be absent from campus for professional reasons must be submitted to the chairs/deans *at least three (3) days prior* to such absence. Faculty members must

request and get approval by using the **Absence and Coverage Plan Approval Form**. Requests for such faculty absences shall be approved only for the following reasons:

1. The faculty member is giving a paper or chairing a session at an annual meeting of his/her discipline;
 2. The faculty member is engaged off campus on official business of SUNY Geneseo;
 3. A department or division chair/dean (or designee) must represent his/her department or;
 4. The faculty member is engaged in research or consultation of a nature beneficial to his/her continued growth in his/her discipline, with the permission of his/her Department Chair/Dean and the Provost.
- Absences due to illness of faculty members are to be reported directly to the Department Chair/Dean, as soon as possible. If a faculty member cannot teach due to illness on consecutive scheduled teaching days (i.e.: T/R or MWF) the intervening days will also be considered sick days and will be charged appropriately as sick leave.
 - Sick days will be charged against accumulated sick leave.

C. Department Chairs and Deans Roles and Responsibilities

These positions hold important administrative roles at Geneseo by sharing responsibility with the Provost (and, through the Provost, with the President) for quality and progress of the College's entire academic enterprise. In addition to meeting continuing duties as a faculty member, the Chair/Dean will play two roles: as a leader and as a fiscal and operations officer. Both roles are essential, but it is the leadership of the Chair/Dean that will move the department, and the College, towards its most ambitious goals. Deans play these roles in addition to significant external roles with constituents, accrediting bodies and potential donors.

➤ As a *leader*, a Department Chair/Dean should, in cooperation with departmental colleagues:

1. Understand the College's priorities. Geneseo's planning document reflects the shared values and ambitions of the College, and provides explicit guidance for all professional activities.
2. Understand the direction of his or her discipline. A Chair/Dean should be alert to what students need to know (in regard to a particular discipline) and sensitive as to whether or not they are learning it. These are the keys to curricular development.
3. Devote special attention to selecting new colleagues. When an individual joins an academic unit, that decision can represent a lifetime commitment by the candidate and a multimillion-dollar investment by the College. For the sake of both the candidate and the College, all searches must be conducted properly. The academic leader must promote an open atmosphere that encourages both the development of a diverse pool of applicants for an open position and a

climate that each candidate is carefully considered for what he or she would bring to the department. A Chair/Dean should be prepared, when appropriate to admit that a search has failed.

4. Assist colleagues with the development and achievement of professional goals. It is not unusual in higher education for the Chair/Dean to meet annually with each colleague to identify a set of clearly understood goals, to agree about the appropriate instruments to measure success, and to apply those measures fairly and consistently in the evaluation process. A negative tenure, renewal, or promotion decision should never come as a surprise.
5. Assist students with the achievement of their personal and educational goals. Students enroll at Geneseo with expectations of academic success and personal satisfaction.
6. Ensure the department/school's programs serve the College mission, accurately reflect the field, and effectively achieve the unit's programmatic learning outcomes.
7. Develop and offer courses that meet the departmental/school's responsibilities to the College's general education program.
8. Propose and implement change when needed.
9. Represent the department's interests, and the College's, to on and off campus constituencies.

➤ **To fulfill the departmental mission as a fiscal and operations officer, a Department Chair/Dean should:**

1. Develop semester schedules that allow students to progress in a timely manner toward the completion of major and/or minor requirements.
2. Assign and schedule teaching, advising, and other related duties.
3. Allocate budgets and other resources in ways consistent with departmental/school and College priorities.
4. Be responsible for the hiring, supervision, and evaluation of faculty.
5. Provide day to day supervision of the normal activities, such as meetings, appeals procedures, committee structures and assignments, faculty office hours, support for student groups, and student recruitment and recognition.
6. Assure that the efforts in short- and long-range planning, assessment, program development, interdisciplinary programming and other professional activities maintain momentum.
7. Keep records, as appropriate, of student and faculty successes, and communicate those successes to appropriate campus offices.
8. Seek ways to reduce "administrivia," to improve unit functioning, and to strengthen the principle and practice of shared governance.
9. Schedule departmental/school meetings regularly and carry out the regular business of the department/school.

D. Discretionary Salary Increase (DSI) Process

1. The campus faculty DSI pool is divided among departments on the basis of number of eligible faculty or professional staff in each unit. Each Department Chair/Dean is notified of the total number available for his/her department/school.
2. Unit Leaders submit their recommendations for DSI to the Provost in late summer. The Provost will notify Department Chairs/Deans of the exact date. The Provost will also communicate the exact amount of DSI funds available to each department. DSI funds should be allocated based on merit. Some departments have developed explicit criteria for DSI based on performance outcomes, rank, and other factors.
3. Chairs/Deans are not included in the departmental DSI allocations. The Provost makes recommendations for Chair/Dean DSI and uses effective leadership as an important criterion in her decisions.
4. The Provost reviews the recommendations from Chairs/Deans and will make any needed adjustments before forwarding recommendations for both faculty and Chairs/Deans to the President.

E. Institutional Survey Policy

The widespread availability of electronic media makes the administration of questionnaires relatively easy. When used skillfully and judiciously, surveys can provide important and useful information. However, the accumulated effect on students, faculty, and staff can result in the campus being over-surveyed, which, in turn, can reduce response rates and make surveys less useful. To prevent this problem from developing, the College has developed the following policy: Before administering any survey that goes beyond the normal teaching activities within the context of a course, faculty and staff must obtain approval by the Director of Institutional Research. A request for permission should be addressed to the Director of the Office of Institutional Research. The proposal must contain: 1) a statement of the purpose of the survey, 2) the nature and size of the sample, 3) the number of questions on the questionnaire, and 4) the means of administration.

F. Research Involving Human Subjects and IRB Procedures

Appropriate review of all research involving human subjects is an important component of ethical research. Please refer to the following web site for details on IRB procedures: <http://www.geneseo.edu/~irb/?pg=policy>

G. Sabbatical Leaves

General policy concerning sabbatical and other (Title F) leaves conforms with the conditions which are applied to the University as a whole. See *Policies of the Board of Trustees*, Article XIII.

Faculty who wish to be considered for a sabbatical leave, or a leave for other purposes, should request the leave through Department Chairs/Deans and the Provost, where appropriate forms may be secured.

The sabbatical proposal should clearly and thoughtfully discuss the sabbatical project and how it benefits teaching or scholarship. The proposal should be of sufficient detail to develop a complete discussion of the merit of the proposal project.

The request for a sabbatical leave should be made in the fall of the academic year prior to the effective date of the leave. The specific deadline for applications is set by the Provost and the Faculty Professional Leave Review Committee.

The request for a leave, including a clear and detailed statement as to the intent of the proposal, should be transmitted by the applicant to the Department Chair/Dean for a written recommendation. This recommendation should accompany the faculty member's proposal when it is submitted to the Provost. See "Sabbatical Information" on the [Provost's website](#) for examples of recent successful proposals.

The Provost will inform the Faculty Professional Leave Review Committee of all faculty requests for sabbatical or professional leaves and will make available to the committee all completed leave request documents. The committee will review all completed leave request documents and will submit its recommendations to the Provost.

The completed leave request document must be transmitted through the Provost to the President, whenever possible, no later than December 15th. Final recommendations of approval or disapproval will be communicated by the President to the applicant in writing.

When the faculty member returns to instructional assignments from a sabbatical leave, a sabbatical leave report must be submitted to the President with a copy to the Provost within six months of returning to active teaching duties.

A sabbatical leave is not automatic and depends on its recommendation by the Department Chair/Dean, the Provost, the Faculty Professional Leave Review Committee, and for its approval by the President upon a number of factors, e.g., the appropriateness of the proposal, the staffing and budget situation of the College, and Legislative action.

H. Student Evaluation of Faculty Instruction (SOFI)

SOFI's are delivered on-line for students to complete. Faculty are required to alert students to the process and to encourage their timely completion of the SOFI forms.

I. Submission of Grades

A faculty member is expected to provide the grades for a course to the Office of the Registrar within the period of time specified by the Registrar. Prompt compliance with this procedure benefits the students and greatly assists the staff of the Office of the Registrar in providing service and information.

J. Syllabus Policy

Each faculty member is required to prepare for each course an outline (or syllabus) subject to reasonable changes as circumstances demand, which will contain the following information and will be made available (as either a paper copy or an electronic version) to the students during the first week of the semester:

1. An outline of the sequence of the course and the topics to be covered in the course;
2. A reading list, texts, and/or materials required;
3. Grading procedures;
4. Test dates including date and time of the final examination
5. Schedules for assignments, experiments, and projects;
6. Descriptions and due dates of papers required for the course

Students who request a paper copy of the syllabus will be provided with one by the instructor.

Copies of the syllabi shall also be placed in department files.

Adopted by College Senate: April 8, 2008

K. Term Renewal, Continuing Appointment, and Promotion Criteria, Policies, and Procedures

Criteria for Appointment, Term Renewal, Continuing Appointment, and Promotion

LECTURER

Requirements include an advanced degree as defined by the discipline or in some cases extensive practical experience in a professional field as with performing artists or writers. Teaching experience at the college level and some evidence or research, writing, publication, or creative activities in the arts are desirable. Continuing appointment shall not be granted to holders of this rank.

INSTRUCTOR

Requirements include pursuit of a terminal degree as defined by the discipline or in some cases extensive practical experience in a professional field as with performing artists or

writers. Teaching experience at the college level and some evidence of research, writing, publication, or creative activity in the arts are desirable.

ASSISTANT PROFESSOR

Requirements include the earned doctorate or other terminal degree as defined by the discipline or in some cases extensive practical experience in a professional field as with performing artists or writers, and wherever possible some successful teaching experience, evidence of depth and breadth in mastery of subject matter, and clear evidence of on-going research.

TERM RENEWALS

Requirements include increasing teaching effectiveness based upon evaluation by superiors, colleagues and students; evidence of on-going research presented in paper or article form, or in the case of the fine arts, performances, exhibitions, and the like; participation in professional organizations; and significant service to the department and college.

CONTINUING APPOINTMENT

Requirements include the doctorate or other terminal degree as defined by the discipline or in some cases extensive practical experience in a professional field as with performing artists or writers; demonstrated teaching effectiveness based upon evaluation by superiors, colleagues and students, including classroom visitation; evidence of growing expertise in subject matter; contributions to course design and curriculum development; evidence of recognized accomplishment in one's field that included research and publications, or in the fine arts, performance activity or exhibitions; and significant departmental and college-wide service. Normally, at least three years of term appointment status shall be required before continuing appointment is granted.

ASSOCIATE PROFESSOR

Requirements include the earned doctorate or other terminal degree as defined by the discipline or in some cases extensive practical experience in a professional field as with performing artists or writers; demonstrated teaching effectiveness based upon evaluation by superiors, colleagues and students, continuing expertise in subject matter; contributions to curriculum and course design; evidence of significant research and publication (e.g. conference papers, refereed articles in important journals in the field, books or books-in-progress, textbooks, funded research activities) or creative activities in the arts (e.g. exhibitions, performances); participation in professional organizations; and significant service to the department and college. Usually, those who hold this rank will hold continuing appointment.

PROFESSOR

Requirements include the earned doctorate or other terminal degree as defined by the discipline or in some cases extensive practical experience in a professional field as with performing artists or writers; demonstrated evidence of consistent and superior teaching for a number of years based upon the evaluation of superiors, colleagues and students; continuing expertise in subject matter; significant contribution to course design and

curricular development; a track record, recognized by authorities in the field, of important research and publication or creative activity in such forms as books, articles, musical compositions, performances, or works of art; a demonstrated leadership role in service at the departmental, college community or national level. Usually, those who hold this rank will hold continuing appointment.

Passed by College Senate, April 30, 1991

Term Renewal and Continuing Appointment Procedures

1. The Provost sends a notice to the candidate that he/she will be considered for term renewal or continuing appointment (copy to Department Chair/Dean).
2. The candidate submits materials in support of his/her application to the Department Chair/Dean.
3. The Department/School Personnel Committee and the Chair/Dean consider the candidate's materials and make separate recommendations. *It should be clearly understood by the candidate that no one may orally promise renewal of term or continuing appointment.*
4. The Chair/Dean forwards both sets of recommendations and the candidate's portfolio (all materials considered by the Department/School committee and the Chair/Dean) to the Provost. The candidate's file is considered complete once it has been received by the Provost. Additional material may be added after this point only with the Provost's approval.
5. ***For Continuing Appointment.*** (This step is used in term renewal only if specifically requested by the candidate.) The College Faculty Personnel Committee reviews all materials sent to the Provost and makes an independent recommendation to the Provost and to the President.
6. The Provost reviews the materials and considers each candidate on the basis of the criteria contained in the *Policies of the Board of Trustees*, Article XII, Title A, Section 4. During this review the Provost may ask for additional information and may discuss candidates with the Chair/Dean before making a recommendation to the President.
7. The Provost notifies the candidate of his/her intended recommendation (copy to Chair/Dean) and all recommendations may be reviewed by the candidate in the Provost's Office within five working days.
8. The candidate may file a statement in response to the recommendations contained in the documents to be forwarded to the President.
9. The Provost forwards all recommendations, including his/her own, and the candidate's portfolio to the President.
10. The President reviews all recommendations and documents. During this review the President may ask for additional information and may discuss the candidate with the Provost and/or the Chair/Dean before making a final decision. The President or Provost notifies the candidate of the decision (copy to department chair/dean).

Promotion Procedures

Consideration for promotion may be initiated by the individual faculty member, the School/Department Chair/Dean, or the School/Department committee. Any faculty member who wishes to be considered for promotion shall prepare material for review by the Chair/Dean and the department committee.

1. The candidate submits materials in support of his/her application to the Department Chair/Dean.
2. The Department Personnel Committee and the Chair/Dean consider the candidate's materials and make separate recommendations. *It should be clearly understood by the candidate that no one can orally promise promotion.*
3. The Chair/Dean forwards both sets of recommendations and the candidate's portfolio (all materials considered by the Department/School committee and the Chair/Dean) to the Provost. The candidate's portfolio is considered complete once it has been received by the Provost. Additional material may be added after this point only with the Provost's approval.
4. The College Faculty Personnel Committee reviews all materials sent to the Provost and makes an independent recommendation to the Provost and to the President.
5. The Provost reviews the materials and considers each candidate on the basis of the criteria contained in the *Policies of the Board of Trustees*, Article XII, Title A, Section 4. During this review the Provost may ask for additional information and may discuss candidates with the Chair/Dean before making a recommendation to the President.
6. The Provost notifies the candidate of his/her intended recommendation (copy to Chair/Dean) and all recommendations may be reviewed by the candidate in the Provost's Office within five working days.
7. The candidate may file a statement in response to the recommendations contained in the documents to be forwarded to the President.
8. The Provost forwards all recommendations, including his/her own, and the candidate's portfolio to the President.
9. The President reviews all recommendations and documents. During this review the President may ask for additional information and may discuss the candidate with the Provost and/or the Chair/Dean before making a final decision. The President or Provost notifies the candidate of the decision (copy to Department Chair/Dean).

Classroom Observation Procedures and Criteria

Pursuant to the recommendation of the Task Force Report on Peer Evaluation, the Faculty Affairs Committee moves adoption of the following college-wide Procedures and Criteria for Classroom Observations for use in evaluating faculty for renewal, continuing appointment, and promotion.

Procedures for Classroom Observations:

1. Classroom observations of teaching shall be conducted during each review cycle by a minimum of two members of the department or school, at least one of whom is a member of the Personnel Committee of the Department or School of the observed faculty member, and by the Chair of the Department or the Dean of the School.
2. A second classroom observation by the same observer shall take place if requested by either the observer or the observed faculty member.
3. Faculty members who are being observed have the option of requesting an additional classroom observation from a department member or another faculty member of their own choosing.
4. Each observation shall be preceded by examination of syllabi and pertinent instructional materials provided by the faculty member to be observed and/or a pre-observation conference with the faculty member.
5. Each observer shall provide written feedback on each classroom observation to the faculty member observed and the departmental or school Personnel Committee. A post-observation conference may take place in addition to the written feedback given to the faculty member.
6. Written feedback from classroom observations provides evidence to be considered in the preparation of official evaluation documents such as Form H narratives.

Suggested Criteria for Classroom Observations

1. Context of the class
 - Class prefix and title
 - Number of students enrolled
 - Number of students present
 - Day and hour of class meeting
 - Type of class (e.g. satisfying core requirement, required in the major, requirement related to the major, elective, studio, laboratory, etc.)
2. Intellectual rigor
 - Appropriateness of course content, readings, and instructional materials
 - Clear presentation of materials to stimulate understanding
3. Mastery of subject
 - Appropriate choice of research, topics, and/or findings in the field
 - Currency in the field
 - Incorporating the faculty member's own research into teaching (as appropriate)
4. Careful preparation and clear organization of classroom activities
 - Effective use of class time
 - Encouragement of critical thinking
 - Appropriate response to students' questions and comments
5. Clear and effective communication with students
 - Ability to arouse student interest and curiosity
 - Clear explanation of important ideas
 - Willingness to seek and respond to feedback from students

Adopted by College Senate: November 14, 2006

External Review of Candidates for Term Renewal, Continuing Appointment, or Promotion

When a faculty member is being considered for a term renewal, continuing appointment, or promotion, external evaluation of the professional work (publications, written research in progress, art works, musical compositions, etc.) of the candidate may be sought by any of the parties to the process (the candidate, a Department/School committee, a Department Chair/Dean, the Faculty Personnel Committee, the Provost, or the President).

If a candidate wishes to initiate an external review, he/she will make this request in writing to the Provost no later than when the Provost receives the recommendations from the Department/School.

If a party to the process other than the candidate wishes to initiate an external review, that party will make this request in writing to the Provost. **Before** any of the parties to the review process take action to seek a written external review, the Provost will inform the candidate in writing that this action is to be taken.

The candidate will be asked to sign the following brief statement and return it to the Office of the Provost:

_____ (one of the parties to this process) has requested an external review of your scholarly work. Information supplied by the external reviewers will be restricted to the Department/School committee, the Department Chair/Dean, the Faculty Personnel Committee, the Provost, and the President. Please sign below indicating your acknowledgement of this review. The Associate Provost will contact you in the next few days concerning this process.

Signature acknowledging this notification

Date

All candidates for promotion to Full Professor will have samples of their scholarly work evaluated by external reviewers. Because this requires considerable lead time to find appropriate reviewers and for the reviewers to complete their evaluations, you must submit samples of scholarly work to be reviewed prior to submitting other review materials to your department. Please submit these according to the following schedule:

- Fall Semester Promotion Workshop with Provost
- January 17 Submit to Provost's Office
 - Current vita and 2-3 samples of scholarly work for external review
 - List of 3 or 4 potential external reviewers with contact information

- March 1 Submit to Department/School Office
 - All other promotion materials:
 - Vita
 - Self-reflective statement
 - Supporting materials
- June 1 Faculty Personnel Committee submits recommendations for promotion to Provost and President
- June 15 Provost submits recommendations for promotion to President

External evaluations that identify the evaluator are confidential documents that may be read *only* by the Faculty Personnel Committee, the Department Chair/Dean, a Department/School committee, the Provost and the President. A list of potential reviewers will be developed by seeking nominations from the candidates applying for promotion/continuing appointment, the Chair/Dean and the Provost.

At the conclusion of this process these external evaluations will be released to the candidate only if the external reviewer has authorized release of the evaluation to the faculty member. This information can be useful to the candidate in assessing the value of his/her academic research or creative endeavors.

L. Textbook Policies

Members of the teaching faculty should carefully choose texts that best meet the content information needs and pedagogy of each class. Textbooks should be chosen to provide the best available information relevant to the topic(s) under discussion. Faculty utilizing self-authored texts should use the same criteria. Department Chairs/Deans should review these texts to ensure that self-authored texts are equivalent in quality to other available texts.

Faculty-authored texts that are self-published should be scrutinized closely by Chairs/Deans. In order to prevent the appearance of improper financial gain by an instructor, approved self-published books should be handled (sold) by an established bookstore serving the needs of students. Under *NO* circumstances should faculty directly sell and/or receive money from students for texts or other class materials.

Textbook Ordering

Accurate booklists (for ordering) should be prepared and submitted to Department Chairs/Deans. A copy of all book orders, including title, author(s)/editors(s), edition, and ISBN should be uploaded to an authorized site. Department Chairs/Deans are responsible for reviewing textbook selections and approving the use of any faculty-authored text. This booklist will be provided to the campus bookstore. Students will be given access to the list of books being ordered for their classes once the list has been finalized.

Section II: Student Related Policies

A. Absence from Classes

1. The Dean of the College and the Dean of Students will send notice of absence to instructors when a student has been absent for at least one week and has not been able to contact faculty due to reasons beyond the student's control.
2. The Dean of the College and the Dean of Students will notify faculty of emergencies (usually medical) which prevent a student from attending classes at the beginning of a semester or participating in final examinations at the end of a semester. Students in the latter situation usually receive incomplete grades.
3. Faculty should indicate their policies concerning making up missed work on their syllabus. In some cases, faculty may wish to receive verification from the student for the reasons for a student's absence.
4. Students who wish to make up missed work are to provide, if possible, advance notice to faculty of absence from classes and to explain the reasons. A student is also responsible for providing documentation for a faculty member to verify reasons for absence from classes. A faculty member may request a statement from a doctor, a report from the Health Center, a notice of the death of a family member, or other documentation specific to the reason for the absence.
5. Observance of religious holidays:

Section 224-a of the Education Law (of New York State) reads as follows:

Students unable because of religious beliefs to attend classes on certain days:

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 or she is unable, because of his or her religious belief, 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 or her 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 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. 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 4:00 p.m. 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 or her availing himself or herself 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 or her rights under this section.
7. A copy of this section shall be published by each institution of higher education in the catalog of such institution containing the listing of available courses.
8. 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.

B. Advisement Policies

Assignment of Academic Advisors

Academic advisement is a part of the responsibility of the teaching faculty of the College. Assignments of this responsibility are coordinated by the Dean of the College. Faculty advisors provide advice on the progression through a student’s chosen program of study and serve as a resource by advising students on issues related to registration, program details, and post graduation options. Students should carefully review the options provided by faculty and be aware that student’s are ultimately responsible for the programmatic choices they make.

Academic Advisors shall be assigned to all students. The procedure shall be as follows:

1. Freshmen

Entering freshmen shall be advised during the summer orientation program by a group of advisors assigned especially for this purpose. Where the student has indicated a preference in a broad academic area, such student shall be assigned to an advisor representing that area.

The faculty appointed to advisement duty during summer orientation shall include at least one member from each of the following broad academic areas: Business, Communicative Disorders and Sciences, Education, Fine Arts, Humanities, Social Sciences, and Natural Sciences.

Following the initial registration, students shall be assigned to advisors in the various departments/schools, subject to the following provisos:

- a) Where the student has expressed a preference for a broad academic area, every effort shall be made to assign an advisor from the area.
- b) A student with a clearly stated commitment to an academic major or program shall be assigned an advisor in this major department or program.

2. Transfer Students

Entering transfer students shall, when possible, be given an advisement appointment during the summer (or semester) preceding their first registration. At orientation, the student shall be assigned to an advisor from his/her broad academic area. The student and his/her advisor shall have available at least preliminary evaluation of transfer credits. It is the student's responsibility to see that his/her transcript is forwarded to the Registrar's Office.

- a) Following the initial registration, students shall be assigned to an advisor in their major department or program.
- b) Where the transfer student arrives on campus too late for the above procedure, each student shall be asked to select a major and shall be assigned to an advisor in his/her department or program.
- c) The student and the advisor shall have available at least a preliminary evaluation of transfer credits.

3. Access Opportunity Program Students

AOP students will be assigned an AOP staff member as an academic advisor during the first two years.

4. Selecting an Advisor

Upon selecting a major department or program, the student shall be given the option of choosing his/her advisor within the department or program subject to the approval of the Chair/Dean.

5. Changing Advisors

A student may request a change of advisor, either because of a change in major or because he/she feels that a change of advisor will be beneficial to his/her program. Official acceptance of a new advisor must be approved by the advisee's Department Chair/Dean. All such changes shall be reported to the previous advisor, the appropriate Department Chair/Dean and the Office of the Dean of the College in order to provide continuity in the student's program.

6. Self Advisement

All sophomores, juniors, and seniors (with the exception of first semester transfers, students in the Access Opportunity Program, and students in academic difficulty) shall have the option of dispensing with formal academic advisement provided that:

- a) All students shall retain their assignment to a permanent advisor whether or not the student has elected to act as his/her own advisor. Such advisor shall maintain a file of the student's records. Any student who is acting as his/her own advisor and who subsequently requests assistance with advisement shall report to his/her permanent advisor for such assistance.
- b) Students who choose to not seek advisement are reminded that they alone are responsible for the programmatic decisions they make.

Academic Advisors Responsibility

1. Advisors shall post a reasonable number of office hours for advisement during the academic year and during the pre-registration period each semester.
2. The advisor shall be aware of the curricular requirements for each advisee, and advise the student based on knowledge of pre-requisite requirements and course sequencing.
3. The advisor shall keep records of decisions made during advisement each semester in the student's advisement file.
4. The advisor shall review with the student her/his on-line degree audit and call to the attention of the Dean's Office any discrepancies or inconsistencies noted.

Administrative Responsibility

1. The Office of the Dean is responsible for ensuring that advisors are assigned, that advisors and students have access to appropriate materials and information for advisement, and that pre-graduation audits take place in a timely way.
2. The Office of the Dean will verify student progress, both at the time of the pre-graduation audit and at the time of graduation.

Advisement Procedure

1. Faculty members will hold regularly scheduled office hours during the semester. During the period before advance registration each semester designated as the "advisement period" (generally two weeks before registration) by the Dean of the College, faculty will arrange to schedule meetings to consult with students to plan their schedule for the following semester.
2. The [Undergraduate Bulletin](#) is available on-line. An updated Bulletin shall be available in time for the summer orientation program each year. **Please note:** beginning in fall semester 2009, the minimum grade point average for the Dean's List will be 3.50; beginning with the graduating class in spring 2012, the minimum grade point average for graduation honors will be 3.50.
3. Advisors shall be provided with descriptions of new courses and programs. Students and their advisors shall be supplied with current and correct official curriculum guide sheets summarizing degree requirements in general education and in the major (prepared by the Office of the Dean of the College).
4. Students shall have on-line access to a degree audit showing their progress in degree program. This degree audit will be reviewed with the student's advisor in a formal **pre-graduation check** during the student's junior year.

Department Responsibility

Departments will ensure that approved course descriptions are consistent with actual course content. Where significant and legitimate variations in actual content can be expected, Bulletin course descriptions should be sufficiently general to encompass this range of variation.

1. Departments will work with the Office of the Dean in assigning advisors. They will have the option of designating specialized advisors for such categories as: new students, students in pre-professional programs, and students in certification programs.
2. The Chair/Dean of the School will be responsible for the appointment of temporary advisors whenever a regular advisor is on leave.

Student Responsibility

1. The student shall familiarize herself/himself with degree requirements in general education and the major, with hours and distribution requirements, and with academic policies as described in the Undergraduate Bulletin. The student is ultimately responsible for ensuring that her/his program satisfies Geneseo's degree requirements.
2. The student will be responsible for arranging an appointment with her/his advisor during the regularly scheduled advisement period before pre-registration, and for a pre-graduation review during the junior year.
3. The student will be responsible for the delivery of her/his advisement folder to her/his new advisor if a change of major or change of advisor is approved by the Department/School.
4. The student will need to apply for graduation by submitting a diploma application form to the Office of the Registrar no later than the beginning of the students' final semester.

Verification of Completion of Degree Requirements

Both the advisor and the student are encouraged to track the student's progress toward degree through the on-line degree audit system. Formal review of the audit should occur during the student's junior year and both students and advisors will be notified of this fact by the Office of the Dean of the College.

C. Evaluation of Students

1. The Faculty of the College affirms its responsibility to continue to provide evaluation of student progress. The form and method of evaluation are properly the concern of the particular discipline as determined by departmental policy.
2. At the beginning of each course of instruction the instructor is responsible for explaining academic standards, including the evaluation procedure to be used and the procedure should be incorporated in the course syllabus.

3. Upon inquiry by a student, or the Provost, the instructor should be prepared to provide a progress report, but not necessarily a letter grade.
4. While students are expected to assume the responsibility and initiative for determining course progress from faculty, instructors will make themselves reasonably available to provide this information.
5. At the midpoint of the fall and spring semesters, instructors report the academic achievements of freshmen and first semester transfer students to the Registrar. Grades are entered by faculty on KnightWeb. These students are instructed to review their grade reports (on-line), and the Dean sends a warning letter to all freshmen and first semester transfer students who receive a grade of less than "C" in any course.

The Provost, through the Office of the Dean, will make these below-average achievement records available to faculty advisors and those members of the staff who provide counseling to freshmen.

D. Grade Appeal Procedure

The College recognizes that it is the instructor's prerogative to determine a grade. Responsibility for resolving grading disputes is shared among the instructor, the student, the Department Chair/Academic Dean and the Office of the Dean of the College. The Office of the Dean can serve as a resource for questions or concerns about the process.

The only ground for appealing an instructor's grade is a student's belief that a grade has been assigned on a capricious or arbitrary basis. This includes:

1. The assignment of a grade to a particular student on some basis other than her/his performance in the course;
2. The assignment of a grade based on more exacting or demanding standards than were applied to other students in the course;
3. The assignment of a grade by a substantial departure from the instructor's previously announced standards (for example, using criteria not specified in the syllabus).

If a student believes that he/she has been graded capriciously or arbitrarily, the first step is to schedule a meeting with the instructor to discuss concerns. If the student continues to believe that a grade is inappropriate, the student may submit a letter of appeal to the department or program chair. The written appeal must be lodged no later than four weeks into the semester following that in which the disputed grade was assigned; the review shall be resolved by the end of the eleventh week of the term in which the review was initiated.

After reading the written appeal, the Chair/Dean will consult with both the instructor and the student in reaching a recommendation on the appeal.

If the student is not satisfied with the departmental recommendation, she/he may submit a letter of appeal to the Dean of the College. The Dean of the college may convene a committee of faculty to review the case and make a recommendation to the Chair/Dean.

Recommendations of a department chairperson, the Dean of the College and faculty committees are advisory only and are not binding on the instructor.

E. Registration Procedures

1. The Office of the Registrar and the Office of the Dean will assign specific times for students to register on-line. The Office of the Registrar will notify students of those times by email.
2. Students will be required to use registration pin numbers to access the registration screens on Knightweb. Those numbers will be distributed as follows: students who do not have required advisement will receive their pin numbers in the email that designates their registration time. Students who do have required advisement will receive their pin numbers from their advisors or from a designated department representative.
3. Students will be able to print copies of their schedules when they have completed on-line registration.
4. Schedule changes may be made on-line during the drop/add period, which occurs during the first week of the semester. Students will not be permitted to add courses after the end of the designated drop/add period.
5. Course withdrawals (with a W on the transcript) may occur until approximately two-thirds of the way through the semester; the exact withdrawal date will appear in the Master Schedule of classes each semester.

F. Student Academic Dishonesty Policy and Procedures

Academic dishonesty includes cheating, knowingly providing false information, plagiarizing, and any other form of academic misrepresentation. Plagiarism is the representation of someone else's words or ideas as one's own, or the arrangement of someone else's material(s) as one's own. Such misrepresentation may be sufficient grounds for a student's receiving a grade of E for the paper or presentation involved or may result in an E being assigned as the final grade for the course.

Any one of the following constitutes evidence of plagiarism:

1. Direct quotation without identifying punctuation and citation of source
2. Paraphrase of expression or thought without proper attribution
3. Unacknowledged dependence upon a source in plan, organization, or argument.

Should incidents of academic dishonesty occur, the following procedures will be followed:

1. A faculty member suspecting dishonesty will confer with the student so accused, within a reasonable time after the alleged offense has been discovered.
2. If the student denies responsibility and the faculty member is convinced that the student is not responsible, the matter is dropped.

3. If the faculty member is convinced that the apparently unethical behavior was unintentional, the faculty member will help the student to understand what was done wrong and how to avoid doing so in the future. Unintentional violations should be reported by the faculty member to the Dean of the College and the Dean of Students.
4. If the student admits the act of dishonesty, the penalty will be an “E” on that assignment/test, a final grade of “E” for the course, or other appropriate penalty, as determined by the faculty member depending on the severity of the infraction and the significance of the assignment. When an “E” is levied on an individual assignment/test, the faculty member may require the student to complete additional work in order to continue in the course. Violations should be reported by the faculty member to the Dean of the College and the Dean of Students. If the faculty member believes that the dishonesty is severe enough to warrant suspension or dismissal from the College, he or she should refer the case to the College Judicial Committee. If the student wishes to appeal the severity of the grade assigned by the faculty member, the student will follow the procedures stated in the College academic policy for appeal of grades.
5. If the student denies responsibility and the faculty member is not convinced that the student is not responsible, the case is referred, with supporting documentation, to the College Judicial Committee for action. The faculty member will delay assigning a grade for the course or the assignment until the College Judicial Committee makes a determination of responsibility or no responsibility and takes appropriate College disciplinary action. Appeal of the disciplinary action is explained in the College Disciplinary Procedures. The faculty member will assign a grade after considering the findings of the Committee.
6. If the student wishes to appeal the severity of the grade assigned by the faculty member, the student will follow the procedures stated in the College academic policy for appeal of grades.
7. A student suspected of academic dishonesty may not withdraw from the course until the charges have been resolved. A student who receives an “E” in the course for academic dishonesty cannot obtain a “W” from that course.
8. The College Judicial Committee will be convened to hear cases of academic dishonesty when any of the following occurs: the student denies responsibility and the faculty member is not convinced that the student is not responsible, the faculty member is not convinced that the admitted violation was unintentional, the faculty member believes that the violation is severe enough to warrant suspension or dismissal from the College or the student has been involved in a previously documented incident of academic dishonesty.
9. Whenever academic dishonesty occurs, a faculty member will provide the Chair/Dean, the Dean of the College, and the student with a written report of the violation, any penalty imposed and the counseling provided by the faculty member. In order to insure that a pattern of misconduct is not established, the Dean of the College will notify the Dean of Students who will place a copy of the faculty member’s statement in the academic dishonesty file in the Dean of Students Office. This statement will be destroyed no later than three months after the student’s

graduation. Decisions of the College Judicial Committee will be placed in the student's personnel file. Materials placed in the academic dishonesty file may not be released to outside agencies. Contents of the student's personnel file may be released only as stipulated in the College Records Policy.

10. If a student witnesses an act of academic dishonesty, he/she should report it to the faculty member of the course involved. That faculty member will handle the matter according to the steps as outlined above.