

# **EDUCATIONAL POLICY COMMITTEE ATTACHMENT**

## **FINAL GRADE DEADLINE *CURRENT* WORDING:**

*Due Date for Submitting Final Grades.* The due date for submitting final grades to college offices is set by each college independently but is normally within seventy---two hours of the completion of the examination. Prompt submission of final grades is essential inasmuch as a great deal of processing follows this submission.

## **FINAL GRADE DEADLINE *PROPOSED REPLACEMENT* WORDING:**

*Due Date for Submitting Final Grades.* Prompt submission of final grades is essential. Colleges set their own due dates for final grades independently each semester in consultation with the university registrar.

## **CURRENT ATTENDANCE POLICY WORDING**

Students have an obligation to be present throughout each term at all meetings of courses for which they are registered. In some courses, such as physical education and courses in which participation in classroom discussion is considered vital, there may be penalties for absences per se or defined limits to absences, the exceeding of which leads to the student failing the course or receiving a grade of Incomplete. These rules are set by the department or instructor.

In most courses, however, attendance is not taken, and the student's responsibility is for the work covered in the class rather than for being physically present when the class is held. A student is then not penalized directly for missing a lecture, for instance, but is held responsible (in subsequent tests) for knowledge of material presented in the lecture. There are various means by which students can acquire such knowledge and thus avoid an indirect penalty.

It is harder to make up missed work if the class that was missed was a test or a laboratory session or field trip. Such makeups involve the direct cooperation of the instructor. If the instructor feels the absence was unjustified, he or she is not required to provide the student with the opportunity to make up the missed work.

There is no such thing as a "university excuse" for absence from class that frees a student from responsibility for the missed work. Only the instructor of a course can provide such an exemption to a student. **And even the faculty member is not permitted (by legislation of the University Faculty) to cancel classes just before or after academic recesses without special approval of the dean of the school or college concerned. Each faculty member and instructor has the special responsibility of maintaining the regular quality and content of instruction in classes just before and after university vacations, regardless of the number of students present in the classroom.**

There are some circumstances, however, in which faculty members are not supposed to penalize students directly for missing classes and are urged to try to make opportunities for the students to make up work that was missed. These circumstances include, but are not limited to, the following:

Illness, or family or personal emergency. The University expects that students will be honest with their professors about routine illnesses, injuries, and mental health problems that may lead to missed classes, labs, studios, exams, or deadlines. Academic advising staff and associate deans are available to provide assistance to students or faculty members who have concerns about attendance issues.

## **PROPOSED ADDITIONAL WORDING TO ATTENDANCE POLICY**

Employment interviews. Students often have limited control over the timing and location of interviews with prospective employers. The University expects that students will be honest with their professors about interviews that require an absence, and also that students will plan ahead as much as possible to facilitate arrangements for making up work missed due to the absence.

## **BOOK LISTS FOR COURSES – *CURRENT* WORDING**

Faculty members are encouraged to submit textbook orders to the Cornell Store as promptly as possible in order to help the university manage students' total cost of education. Orders can be submitted to the store online (<http://www.store.cornell.edu/faculty.html>) or by email ([textbooks@cornell.edu](mailto:textbooks@cornell.edu)).

Faculty may submit orders directly to the store, or work with the department's textbook coordinator. Deadlines for submitting text lists are April 15th for the fall term, November 10th for the spring term, and March 31st for the summer sessions. (These dates do vary from year to year, so please check the course materials section of the store's website for the latest information.) The Cornell Store is a department of the university and advocates for students by providing textbook shopping advice, many used books, a convenient returns process during drop/add, and paying good value for unneeded books at the end of each semester.

In addition to providing traditional textbook services, The Cornell Store can assist faculty in providing departmentally authored materials, custom course packs and copyright clearance. Deadlines for such services are similar to book list deadlines. See the website for more information.

Faculty can help minimize students' textbook expenses by informing the store well before the end of the term of the text they will use the following term. This enables students to receive the highest possible value for books they sell at the store's biannual textbook buyback event. Early adoptions also increase the store's ability to locate as many used books as possible from national wholesalers.

The Cornell Store provides desk copy forms, as well as a database of publisher information, both are available online at the course materials section of the Store's website. Requests for desk copies should be made directly to publishers.

### **BOOK LISTS FOR COURSES – *PROPOSED NEW WORDING***

Faculty members are encouraged to submit textbook orders to the Cornell Store as promptly as possible in order to help the university manage students' total cost of education. Faculty may work with their departments' textbook coordinators or submit orders directly to the store online (<http://www.store.cornell.edu/faculty.html>) or by email (textbooks@cornell.edu). Textbook lists for the fall term are usually due by mid-April, for the spring term by mid-November, and for the Summer Session by late March. (Please check the course materials section of the store's website for the actual dates.)

In addition to providing traditional textbook services, The Cornell Store can assist faculty in providing departmentally authored materials, custom course packs and copyright clearance. Deadlines for such services are similar to book list deadlines.

The Cornell Store provides desk copy forms and a database of publisher information, both available online at the course materials section of the store's website. Requests for desk copies should be made directly to publishers.

Faculty can help minimize students' textbook expenses in a variety of ways.

Early textbook adoptions enable students to explore multiple purchase options and give students broader access to used books.

Faculty should indicate on their course syllabi and inform the store whether students can use an earlier edition of a required textbook.

University libraries can help ensure that enough copies of every required text are available through the course-reserve system.

Course syllabi should indicate the frequency that students will be using required textbooks so that students can decide whether to purchase or rent the textbooks or rely on the course-reserve system.

Faculty should take advantage of technological resources that can alleviate textbook expenses, including free electronic versions of texts and open-access materials when available.