Sociology Department’s Attendance Policy

In keeping with the guidelines offered by the College as outlined on the Academic Policies website (http://www.brockport.edu/policies/category.php?id=1), students whose unexcused absences account for more than 15 percent of class time risk automatic failure. Note that individual instructors can impose more stringent criteria than what is outlined here.

This 15% translates as follows:
- For classes that meet 1 day a week: 2 unexcused absences
- For classes that meet 2 days a week: 5 unexcused absences
- For classes that meet 3 days a week: 7 unexcused absences

If you miss 15% of class you risk failing the course. Coming in late and leaving class early will also be noted and could negatively affect your final grade.

An absence will be considered “excused” only if you submit to the instructor documentation of a legitimate excuse. It is also your responsibility to provide the necessary notification and documentation in a timely manner, generally within one week of your absence. Notes from family members will not be accepted.

Legitimate excuses include:
- Official College sports competition with documentation from the coach.
- Official College representation at an event with documentation from the supervisor of the event.
- Religious holiday.
- A note from Health Services documenting restriction from attending class. A note merely documenting your presence at Health Services is not sufficient. If the note is for an exam, it must document your inability to take the test on the scheduled day.
- A doctor’s note on official stationery. If the note is for an exam, it must document your inability to take the test on the scheduled day.
- Evidence of your car breaking down.
- A funeral announcement with indication of the relationship of the person to you.
- A note from the day care or a physician for a sick child.

Examples of excuses that are not considered legitimate:
- Weddings
- Vacations (including Spring, Thanksgiving and Christmas)
- A heavy workload
- Conflicts with employment
- Practices for sporting events (including Collegiate sports practices)
- Extra-curricular activities
- Job-hunting
- Meeting with advisor
- Registration
• Meeting with another faculty person

*Missed Material*
You are responsible for keeping track of any and all material you miss, regardless of your excuse for being late, leaving early, or missing class. The instructor is not obligated to provide you with lecture notes. You should consult with other students if you miss lectures.

*Missed Exams*
Failure to take an exam will result in a zero for that exam. Please note that the instructor is under no obligation to offer a make-up exam unless the student provides documentation for a legitimate excuse.

(last updated 9/10/12)