

VII. ATTENDANCE POLICY

A. Program Attendance

Attendance is required for ALL classes in which students are registered.

B. Class Attendance/Tardiness

1. Students are required to attend classes as assigned and must assume responsibility for notifying instructors of tardiness and absences. Students are expected to arrive to class on time. Any student who arrives late to class may be locked out of class and/or marked absent. Any student who leaves a class early may not receive credit for attending class for that day.
2. Students are responsible for completion of all assigned work for all classes. **Absences can result in a lower grade; being dropped from the class, the program, or REOC; and, in some cases, denial of federal, state, and county benefits.**
3. Students with excessive absences (see program policy) in one or more classes may be dropped from the REOC program. When students are dropped for poor attendance, appropriate agencies (i.e., Monroe County Department of Human Services (DHS), Division of Veterans' Affairs, etc.) are promptly notified.
4. Students absent from a class for three consecutive days without contacting the instructor will be dropped from their program at the end of the third day.
5. Students who are dropped for attendance reasons may have to wait one year from the term that they were dropped before they can be considered for re-admittance.
6. Students who are dropped for no show, or termination due to behavior, or unsatisfactory

academic progression may be ineligible to reapply for a minimum of one year.

7. Programs and departments may have additional attendance policies.

C. No Shows

If a student cannot attend the first day of his or her class, they must call or email the contact person listed below (designated by program). Students who do not come to the first day of a class, and who do not contact the program's contact person listed below, are dropped from the program.

Your Program	Contact Person	Telephone Number	E-mail Address
I don't know my program	Dr. Gloria Morgan	327-4034	gmorgan@brockport.edu
Barbering	Jonathan Perkins	327-4014	jperkins@brockport.edu
Certified Nursing Assistant	Janice Priestler-Bradley	232-2730 x 446	jpriesterbradley@brockport.edu
Child Development Associate	Tricia Crissman	327-4080	tcrissman@brockport.edu
Civil Service Exam Preparation	Wendy Vonhold	327-4057	wvonhold@brockport.edu
College Preparation	Dr. Gloria Morgan	327-4034	gmorgan@brockport.edu
Cosmetology	Jonathan Perkins	327-4014	jperkins@brockport.edu

Culinary Arts	Jim Liebow	327-4021	jliebow@brockport.edu
Customer Service Professional	Wendy Vonhold	327-4057	wvonhold@brockport.edu
Emergency Telecommunications	Wendy Vonhold	327-4057	wvonhold@brockport.edu
Emergency Medical Technician	Valerie Joseph	327-4031	vjoseph@brockport.edu
English for Speakers of Other Languages	Wendy Vonhold	327-4057	wvonhold@brockport.edu
Academic Foundations/High School Equivalency	Wendy Vonhold	327-4057	wvonhold@brockport.edu
Home Health Aide	Valerie Joseph	327-4031	vjoseph@brockport.edu
Licensed Practical Nursing	Valerie Joseph	327-4031	vjoseph@brockport.edu
Medical Secretary/Medical Office Assistant/Office Support Specialist	Wendy Vonhold	327-4072	wvonhold@brockport.edu
Pharmacy Technician	Cynthia Walton	327-4053	cstewart@brockport.edu
Pre-Vocational Studies	Wendy Vonhold	327-4057	wvonhold@brockport.edu
Security Guard	Dr. Gloria Morgan	327-4034	gmorgan@brockport.edu
Sterile Processing Technician	Valerie Joseph	327-4031	vjoseph@brockport.edu
Teacher Assistant	Tricia Crissman	327-4080	torissman@brockport.edu

VIII. REOC WITHDRAWAL/DROP, AND TERMINATION POLICY

A. Withdrawal

A student should withdraw from a class or program if he/she is no longer able to attend. A student is allowed to withdraw up to the last week of class of a particular term. After that point, a student will be given a grade by his/her instructor. If a student withdraws from a class or program, it will appear as a "W" for withdrawal on student records (transcript).

Students are encouraged to see their program counselor before making a formal decision on withdrawing or leaving school. The counselor will help the student create a plan for returning to school.

B. Drop

A student may be dropped from a class or program by his/her instructor or Department Chair/Coordinator for violating REOC and/or program policy, not attending classes, inappropriate behavior or disciplinary reasons.

C. Termination

A student is terminated due to violation of Zero tolerance and/or failure to adhere to the conditions of a probation and/or contract.

IX. GRADE POLICY

A. Grading Scale

Students receive an individual grade for each registered class. Class grading scales are either letter grades or pass/fail depending on the course. Department Chair/Coordinators determine the grading scale for each class. The two grading scales are as follows:

<u>LETTER GRADE</u>		<u>PASS/FAIL/OTHER</u>	
A	96-100	P	Passed
A-	90-95	FN	Failed (non-punitive)
B+	86-89	S	Satisfactory
B	83-85	U	Unsatisfactory
B-	80-82		
C+	76-79	IP	In Progress
C	73-75	E	Exempt from Course
C-	70-72	I	Incomplete
D	65-69	W	Student Withdrawal
F	0-64	WA	Admin. Withdrawal
		NG	No Grade

In some programs, grades below a stated percent constitute unsatisfactory performance. Students should see the Department Chair/Coordinator or their instructor for further clarification.

B. Grade Change

A grade change is made by the instructor when appropriate.

C. Incomplete Grade

1. An "I" (Incomplete) shall be given as a grade for a class at the discretion of the instructor and Department Chair/Coordinator when it is expected that the student can complete all required coursework within a specified time period.
2. An "I" contract is completed between the instructor and student to clarify expectations and time frame to complete the coursework for a passing grade.
3. It is the responsibility of the instructor or Department Chair/Coordinator to provide grade change information to the Registration &

Records Office once all coursework has been completed by the student.

4. All "I" grades will be converted to a grade of "U" or "F" if coursework is not satisfactorily completed according to the terms of the contract.

X. PROGRAM COMPLETION POLICY

Each REOC program has specific courses and additional requirements that must be met in order to complete that program and receive a certificate. Program completion requirements for each program are available from the faculty or the Registration & Records Office.

Upon verification of satisfactory program completion, a student will be mailed an REOC certificate.