

TO: All Instructors of Fall, 2009 Undergraduate Classes
FROM: The Provost's Office
SUBJECT: **MINIMAL INSTRUCTIONAL AND STUDENT RESPONSIBILITIES**

I write to provide a reminder of several University policies and procedures that should prove helpful in managing your undergraduate classes:

Instructional Responsibilities: The University's statement of *Minimal Instructional Responsibilities* was updated by the University Senate's Undergraduate Council in Fall2008. Please review it carefully for changes in protocols that you may have established. Also listed are the *Minimal Undergraduate Student Responsibilities*. You may wish to copy these for your classes or direct students to the website. Both statements may be found in the *Academic Policies and Regulations* section of the on-line **Undergraduate Bulletin**, <http://www.stonybrook.edu/ugrdbulletin/current/pdfs/AcademicPolReg.pdf>, page 82.

Student Participation in University-Sponsored Activities: On occasion students may be forced to miss class as a result of their participation in an event or activity sponsored by the University. Please see page 91 of the on-line **Undergraduate Bulletin** for policy regulating the accommodations that should be made for these students, <http://www.stonybrook.edu/ugrdbulletin/current/index.shtml>

Withdrawals: The academic calendar, published in the **Undergraduate Class Schedule**, lists various dates that students must follow. Permission for a student to withdraw from a course after the deadline may be granted only by the Arts and Sciences Committee on Academic Standing and Appeals or the Engineering and Applied Sciences Committee on Academic Standing. The same is true of withdrawals that will result in an underload. A note from the instructor is not sufficient to secure a withdrawal from a course without regard to deadlines and underloads.

Exceptions to University and College Graduation Requirements: Neither individual faculty neither members nor departments may grant waivers or substitutions for general education requirements or any other College-wide or University-wide requirements. Students should be directed to Undergraduate Academic Affairs or the CEAS Undergraduate Student Office for information about the process for requesting an exception.

Family Education Rights and Privacy Act (FERPA): Often times issues involving students arise that require knowledge about access to student records and other information. Please refer to the following campus website for guidance with laws regulating confidentiality of student records and dissemination of other student personal and academic information: <http://ws.cc.sunysb.edu/registrar/federalrights.shtml>

Further information about most academic matters is available in the **Undergraduate Bulletin**, the **Undergraduate Class Schedule**, and the **Faculty-Employee Handbook**. If you have any questions, I encourage you to contact Donna Di Donato in the Office of Undergraduate Academic Affairs (2-7081), or Elyce Winters in the College of Engineering and Applied Sciences (2-8381).

Best wishes for a fine semester.

8.26.09