

**SUNY New Paltz Department of English  
Composition Program  
Fall 2021 Policies**

Composition I (ENG160) and Writing & Rhetoric (ENG170)

Students may only enroll in one Composition course per semester. Students must complete the two-course sequence in consecutive semesters. ENG160 is a pre-requisite for ENG170, which fulfills General Education requirements; these courses are required for ALL students to graduate.

### **Attendance Policy**

The Composition Program has a VERY STRICT attendance policy:

Students are expected to attend **every** class; however, we do allow for two absences without consequence to cover illness and emergencies. Instructors will take attendance at the beginning of each class session. This roster is taken diligently, it is accurate and incontestable. Students who are not in the classroom when the roster is called are marked absent. If the student is LATE it is their responsibility to inform the professor AFTER the class and make sure they are signed in (tardy are monitored). If students do have to miss class, they should notify the instructor in advance via email whenever possible. This is to allow students to better prepare for the next class and make alternate arrangements for missed or late work as needed.

Exceptions:

- Death &/or funeral in the family
- Religious observances. Please notify instructors in advance via email if you choose to participate in observances in order to avoid being marked absent
- Athletes: away games/matches, conferences etc. Athletes must bring official documentation to the instructor's attention in advance.

**Two absences** in a three or two session/week course are acceptable without consequence. ~~HOWEVER,~~ missing more than two classes will reduce your grade in this course by 1/3 of a letter grade per absence through six absences as follows:

- **Three absences** will reduce your final grade by a third of a grade point

Example: **B+ will be reduced to a B**

- **Four absences** will reduce your final grade by half a grade point

Example: **B+ will be reduced to a B-**

- **Five absences** will reduce your final grade by a full grade point

Example: **B+ will be reduced to a C+**

- **Six absences** will reduce your final grade by one and a third grade points

Example: **B+ will be reduced to a C**

- **Seven or more absences** results in an **AUTOMATIC FAILING GRADE**

**Note:** Three tardy constitute one absence. Tardy is defined as arriving after the instructor has taken attendance based on the roster and begun class. Students are responsible for making sure they are marked present.

If there are long-term situations resulting in prolonged absences, the instructor will address them on a case-by-case basis in consultation with the Composition Program Coordinator. It is the student's responsibility to provide any necessary supporting medical documentation or other evidence of extenuating circumstances.

In general, it is the student's responsibility to let the instructor know the reason for the absence, and to make arrangements to keep abreast of homework and projects.

### **Participation Policy**

The particular assignments and verbal contributions required for the participation grade\* (typically 5-10%) is at the discretion of the instructor, and will be approved by our office.

### **Assignment Policies**

To prevent students from passing composition courses without completing significant work or practicing essential skills, the following will be required of all students:

#### **ENG 160**

Students must COMPLETE the following to PASS the course:

- All 4 of the main writing assignments
- ePortfolio
- Oral presentation
- Library module (P/F)
- \*Foundations of College Writing Unit

#### **ENG 170: Writing & Rhetoric**

Students must COMPLETE the following to PASS the course:

- All 6 of the formal writing assignments
- ePortfolio
- Oral presentation
- Library session (P/F)
- \* Foundations of College Writing Unit

### **Late Work Policy**

Students are expected to submit their work on the due date set by their instructor and to make sure assignments have been uploaded successfully and where possible, obtain a submission receipt from Blackboard. Instructors are responsible for clearly communicating their own late policies.

All work must be completed by [Common Final Day](#)

### **Grade Evaluation and Special Circumstances**

Final grades are submitted via mynewpaltz.edu by 2pm 21 December.

Instructors may only make grade changes via a Grade Change Request form in mynewpaltz if they have made a mistake in calculations. If a student disagrees with their final grade, please inform the Composition Coordinator of the dispute in writing. This is officially step 1 of the [Appeals Process](#). If the issue is not resolved and student decides to move to step 2 of the appeals process, this documentation is extremely important in making sure the process runs correctly.

If a student tries to pass the course but fails Composition I or Writing & Rhetoric because the writing lacks proficiency as per our portfolio rubric (but is not failing due to excessive absence or an inability to complete at the main assignments) a Repeat ("R") grade may be granted. [An "R" grade does not affect GPA](#), and the student earns the new grade in place of the "R." The student is required to repeat the course the following semester without exception.

A grade of "F" is earned by a student who failed a course due to excessive absences, or for a student who did not complete all of the main assignments, or who earned failing grades on essays as a result of poor work throughout the semester. An "F\*" is reserved for a student who never attended or who attended just a few classes. This indicates failure due to not attending (as opposed to those who attended but missed a lot of class).

[Withdrawals or course drops](#) are rarely allowed and are typically approved by our office in consultation with the Associate Dean of Liberal Arts and Sciences, who may request documentation to justify extenuating circumstances for this appeal. Only under documented and extenuating medical or personal circumstances may an adviser or instructor recommend a "W." Regarding extreme situations that affect all courses for the semester, students should speak to their advisers about a Leave of Absence, which results in a withdrawal from all courses that term. [The last day to withdraw without penalty is 29 October 2021.](#)

[An Incomplete](#) may be authorized by instructors in consultation with our program coordinator. The student must have completed approximately 75% of the work to be eligible and may need to provide documentation to justify extenuating circumstances for this appeal. The Incomplete allows the student to complete any missing assignments beyond the end of the semester for which the instructor sets a due date. (We recommend that this date does not exceed one month.) Upon evaluating the work, the instructor submits a grade change form (available on the Records and Registration website). The new grade replaces the "I" grade. The last day for a student to request an Incomplete is 6 December 2021.

## Placement, Digital Portfolios, and Registration

- All students compose a diagnostic writing sample on the first day of class to confirm their proper placement in a particular type of composition course (SWW, ESL/SWW, Advanced courses).
- All students must submit a portfolio of their writing at the end of Composition I for review in order to pass to Writing & Rhetoric. Students must be earning a grade in the "D" range or higher, and have completed all major writing assignments in order to submit the portfolio. A portfolio is also required for Writing & Rhetoric; randomly selected and borderline cases will be reviewed for assessment purposes.
- In some cases, students who submit Composition I portfolios will be given a provisional pass. This means that the student must immediately enroll in a Writing & Rhetoric Supplemental Writing Workshop (SWW) or ESL/SWW (for second language learners). This is required. Students may also be recommended for Advanced Writing & Rhetoric/ENG206 (a Writing & Rhetoric equivalent designed for student interested in writing) based on portfolios.

## Transfer and Placement

- Refer to the [Transfer Admissions website](#) for details about transfer credit; students may contact our office regarding appeals for clearly similar courses. Transfer students may take Intermediate Composition (ENG207) to meet their Composition requirements. This course also fulfills the university Writing Intensive requirement for graduation.

## Plagiarism

- All [plagiarism](#) cases must be documented and reported in writing to the Associate Dean of Liberal Arts & Sciences, and copied to the Chair of the English Department. The brief letter should include how the instructor will evaluate the original assignment, whether a revision will be required, and how the revised work will be evaluated. The letter should include to what extent the student's grade for the assignment/course will be affected, depending on the severity of the case.

**For Further Information, please contact the Composition Program:**

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