



**NEW YORK THEOLOGICAL SEMINARY**



Absence-and-Tardiness Policy

COLLEGE DIVISION

#636

FIVE WEST TWENTY-NINTH STREET NEW YORK, N.Y. 10001. (212)532-4012

Because interaction with your fellows, teacher and students, is of the essence in seminar-type learning, being present and on time for each session of a course is essential. There is simply no way to "make up" privately experiences you missed in the group, and no way for the group to recover from your absence or tardiness. In this sense, tardiness or absence are automatic "F": failure. All the school can do is provide a substitute endeavor--so that even though you are "F" as tardy or absent, you need not necessarily on that account get "F" for the course. The following details spell out the process and policy:

1. The Policy has the following aims:

- (1) To help motivate you to fulfill your covenant-contract of time and presence;
- (2) To provide you with an alternative way of enrichment when you must be tardy or absent;
- (3) To eliminate wasted time and spleen in your relationship with the teacher; and
- (4) To fulfill the Seminary's covenant-contract with the College to see to it that you do work worthy of the prospective credits and degree.

2. Please do not ask the teacher to be "excused." As the policy is automatic, your reason for being tardy or absent is irrelevant: the substitute endeavor is arithmetic, not reducible by anyone's weighing your reason for tardiness or absence. To put it another way, the Policy does not permit the teacher to "excuse" you. The teacher's responsibility is limited to (a) making sure you understand this Policy sheet and (b) informing the College Division office, immediately after each class session, of absences--and (c) handing in final grades only after all course requirements, including this Policy, have been fulfilled.

3. Tardiness and/or absence require extra reading and a written report thereon. Unless the teacher otherwise indicates, the reporting form is as follows:

- (1) Why I chose this reading (or these readings).
- (2) What, in the reading(s), I found most important for my personal life.
- (3) What, in the reading(s), I found most important for my ministry.
- (4) What, in the reading(s), I most agree with.
- (5) What, in the reading(s), I most disagree with.

Reports will be returned only if, at top right, you mark "Please return."

4. The formula determining how much extra reading is to be done and reported on is 1:30. This means that 30 pages of reading of material on the subject of the course is to be done and reported on for each credit point.

Here's how this works out:

- (1) If you miss a whole session of a 6-credit course, e.g., you have 180 pages to read and report on.
- (2) If you miss 1/2 session of a 6-credit course, e.g., 90 pages.
- (3) If you are tardy for a session of any course, do 30 pages.

5. If you want the teacher to know the reason for your tardiness or absence, write it on your reading report.

6. The beginning of the next semester is the terminus for completing all course work.

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