

Grading Policy, Office Hours and Examinations

Grading Policy

We are required by New York State Education Law to provide our students with explicit information concerning the means by which grades will be determined. This is mandated by New York State Education Department regulation 52.2(e)(4) which states:

Academic policies applicable to each course, including learning objectives and methods of assessing student achievement, shall be made explicit by the instructor at the beginning of each term.

Please take particular care in calculating grades for graduating seniors since grades appearing on a student's academic record at the time of graduation will not be changed after the date of graduation, unless unusual and extenuating circumstances exist and the VPAA approves the change.

Office (Consultation) Hours

Full-time faculty members are expected to be available a minimum of five hours each week for conferences with students. Faculty with $\frac{3}{4}$ Contracts are expected to be available a minimum of four hours each week. These hours should be between 8:30 a.m. and 5:00 p.m., Mondays through Fridays and may not include "Free Periods" (MWF, 12:25 - 1:30 p.m.). In addition to notifying your students, please forward to your school office a copy of your office hours so that the school summary can be compiled.

Examinations

Institutional policy regarding examinations is published in the Siena College Catalog. Please review this policy and remind your students about these regulations. PLEASE note that **class exams may not be held during free period.**

Final written examinations are required in each course and are scheduled for the entire College at the close of each semester.

FINAL EXAMS: Examinations must be conducted in each course during the time specified in the final examination period, unless other arrangements have been made and approved by your Department Head and the Academic Affairs Office. NO EXAMS ARE TO BE GIVEN ON A READING DAY! ALSO, NO "FINAL" EXAMS ARE TO BE GIVEN AS THE "LAST CLASS." Our academic calendar counts the time scheduled for final exams as part of the time used to meet the minimum number of minutes of instruction for a semester. Avoiding the exam period by giving a so-called "final" during your last class cheats your students out of valuable instructional

time and, in many cases, reduces your total academic contact time below the state-mandated minimum. (Beginning with fall 2012, all required minutes will be incorporated in the academic calendar without consideration of final examinations.)

Every instructor schedules other tests and examinations which in his or her judgment are required either by the objectives of the course or by the specific needs of the students. Credit will not be granted in any courses until all assigned examinations have been taken. Instructors will hold final examinations on file for a period of one year. A student who is absent from any examination without an excusable reason will receive an F for that examination and will not be permitted to take it at a later date. When a student has missed a final examination in December or May for some valid reason, a make-up examination may be taken. The make-up examination must be taken within one month from the closing of the semester at the convenience of the instructor. Under no circumstances will a student who has already taken a final examination be permitted to take a reexamination.

Examinations must be consistent with the course syllabus. School policy requires all instructors to provide their school office with a copy of the examination. **Final grades must be submitted through Self Service for Faculty according to the schedule distributed with the final grade rosters.**