

Siena College Draft

COLLEGE AND ADMINISTRATIVE POLICY (TEMPLATE)

(Use Arial Font size 10 for everything below)

Italicized instructions provided in this template are for guidance in policy creation and should be deleted as policy content is inserted.

Policy Title:	Summer Session Student Policy - 2022
Type or category of Policy:	College
Approval Authority:	Provost and Senior Vice President
Responsible Executive:	Summer Session Coordinator
Responsible Office:	Office of Academic Programs, Academic Affairs
Owner Contact:	April Backus, Director of Academic Programs & Events, abackus@siena.edu.
Reviewed By:	April Backus
Reviewed Date:	May 25, 2022
Last Revised and Effective Date of Revision:	May 31, 2022

Policy template Approved by President's Cabinet 25 October 2016

All policies are subject to amendment. Please refer to the Siena College Policy website for the official, most recent version.

***=Optional**

***Brief Overview of the Policy**

Reason for Policy

To provide information, deadlines and protocols regarding the Summer Session schedule, Summer Scholars Program, student summer employment and housing, and the High School Scholars Program.

Scope of the Policy: Entities or Individuals affected by this policy:

- *All members of the Siena College community*

The Official Policy



SUMMER SESSION STUDENT POLICY – 2022

SIENA SUMMER SESSION

The academic Summer Session is administered annually by the Office of Academic Affairs (Summer Session Coordinator), with coordination through the three Deans, the School Offices, and the Office of the Registrar. Five academic terms are being offered during Summer 2022: two 4-week terms, two 6-week terms, and one 8-week term.

Deans recruit interested faculty members during September and October to allow for initial compilation of the Schedule of Classes. An emphasis each year is placed on offering various Core courses, as well as a variety of other courses and major required /elective courses, in addition to independent studies and internships. Such diversity in offerings is beneficial to increasing enrollment, and affording opportunities for part-time and returning adult students. Full-time faculty members are compensated with an overload stipend, and part-time faculty members receive an adjunct contract. School Offices are required to submit expected faculty member names for contract administration purposes to the Office of Academic Affairs by mid-March, for budget planning /contract preparation.

Policy template Approved by President's Cabinet 25 October 2016

All policies are subject to amendment. Please refer to the Siena College Policy website for the official, most recent version.

Registration for classes is conducted through BANNER commencing in November, in conjunction with Spring Semester registration, and continues through the opening day of each term. Withdrawal and refund policies are published by the Registrar in conjunction with the Summer Schedule of Classes. Schedule information is published by the Office of Academic Affairs, updated as required, and posted at www.siena.edu/summer. Final grades for all courses are to be submitted to the Office of the Registrar by **Web for Faculty** within one week of the end of each course. There are no Mid-Term grades used during Summer Session.

SUMMER TUITION RATES

The undergraduate part-time tuition rate is discounted to \$500/credit hour (\$1,500 for a 3-credit course and \$2,000 for a 4-credit course) for a single course taken during the 2022 summer session. Undergraduate internships and independent studies are also \$500/credit hour during the summer. Regular part-time tuition during the fall and spring semesters is \$675/credit hour. *Graduate courses are not eligible for the discounted rate.*

**The summer tuition rate is only available for courses taught at Siena College.*

Take More than one course and save even more.

Students taking a second or third course from any of the undergraduate summer session offerings receive an *additional* discounted rate of only \$250/credit hour on those added courses. Taking two 3-credit courses would be \$2,250 and three would be \$3,000 (a potential savings of up to \$3,075).

These rates only apply to students taking **less than 12 credits** over the entire summer. If a student registers for more than 11 credits, they are considered a full-time student and **FULL-TIME TUITION RATES** will apply. Students who choose to be full time during the summer must register through the Office of Academic Affairs in Siena Hall 202, and not through self-serve. Please see the Siena College Catalog for full-time tuition rates and fees.

Fees: A College Registration Fee of \$110 is applied to all part-time student registrations, per semester. See College Catalog for a list of all applicable fees.

Policy template Approved by President's Cabinet 25 October 2016

All policies are subject to amendment. Please refer to the Siena College Policy website for the official, most recent version.

SUMMER SCHOLARS PROGRAM

The *Siena Summer Scholars Program* promotes inquiry and creativity by supporting scholarly activity in which faculty members and students collaborate during the summer.

Program Details and Eligibility

The proposal should be created by the mentoring faculty member, following the instructions below, and then uploaded using the on-line application form found on the CURCA website (<https://www.siena.edu/centers-institutes/curca/research-at-siena/summer-scholars-program-details-and-eligibility/>)

Each proposal shall include:

- A title and abstract for the project.
- A statement describing the proposed research or creative activity.
- A work plan or activity timeline. A typical project's duration is 4-8 weeks with 6 weeks being the default, though shorter projects will be given consideration. If additional time is requested beyond 6 weeks, this should be included in the proposal. Maximum number of weeks for a faculty member is a total of 24 student weeks.
- A description of student participation, expected learning outcomes, and ways in which results will be measured.
- A description of how the results of the activity will be disseminated (e.g., presentation by students and faculty at professional conferences, or publication in a journal or conference proceedings, exhibition, *Siena's Summer Research Symposium* [required], *Siena's Academic Showcase*, etc.)
- A description of the efforts that will be made to leverage this work to seek external funds and continue/expand this work (if this is appropriate).
- A budget statement indicating the funds requested and how this money will be used. Typically, CURCA is unable to fund research-related expenses, but please include them if appropriate. Alternate sources of funding may be recommended. (Please see stipend information below.)

Policy template Approved by President's Cabinet 25 October 2016

All policies are subject to amendment. Please refer to the Siena College Policy website for the official, most recent version.

Summer Scholars Eligibility Information

- Faculty receiving funds must be returning as a full-time faculty member in Fall 2022.
- Students must be returning full or part-time students in good academic standing for Fall 2022.
- Applications from faculty who received support during Summer Session 2021 will be considered but may have lower priority. (This will depend on demand and available funding.)

Summer Scholars Stipend Information

- Students will receive payment in the form of a stipend as a Research or Project Assistant. The student stipend is taxable to the extent described by the IRS, but taxes will not be withheld.
- Stipends are calculated based on working 35 hours /week at an hourly rate of **\$13.20**.
- The total stipend will be paid to the student in 2-4 installments, depending on the length of the project.
- The maximum faculty stipend is **\$1000**. Faculty stipend award may be less for projects of shorter duration.
- A possible budget statement might, for example, request \$1000 for the faculty member and \$2,772 for a student working 35 hours/week for an 6-week project at an hourly rate of \$13.20 for a total of \$3,772. Another proposal might request \$500 for the faculty member's time and \$1,584 for a student working 20 hours/week for 6 weeks at an hourly rate of \$13.20.

Summer Scholars Important Dates:

CALL FOR PROPOSALS: January 26, 2022

DEADLINE FOR SUBMISSIONS TO CURCA: March 28, 2022

NOTIFICATION OF AWARD: May 2, 2022

**SUMMER SCHOLARS PROGRAM DATES:
May 31, 2022 - August 5, 2022**

**FACULTY MENTOR TO SUBMIT REPORT ON ACCOMPLISHMENTS:
October 7, 2022**

Please Note for Summer Scholars:

- Maximum stipend per student = **\$2,772 for 8 weeks.**
- All projects should have a default time of 6 weeks. If a faculty member requests more than 6 weeks, please put the justification into the proposal with a plan for 6 weeks, and then what can be accomplished with additional time. If funds are available, projects may receive funding for the requested additional time.
- Students must work 35 hours/week to live in campus housing and are responsible for the cost of housing and board.
- The student stipends are taxable to the extent described by the IRS.
- Students will be required to participate in the *Summer Research Symposium* and to complete a reflection paper at the end of the summer research experience. Further, their participation in CURCA seminars is expected. (www.siena.edu/curca)
- The faculty member must submit by **October 7, 2022** a report on what was accomplished with the funds. The College is understandably interested in the impact these funded activities have on our students. Additionally, we compile information on the students and faculty who have been, and will be, involved. In the final report, it is worth noting how involvement in the *Summer Scholars Program* may have affected their career/education plans.

- The three Academic Deans, the VPAA, and the Director of CURCA will make final selection of funded applications.
- The Director of Grants and Sponsored Research is available for consultation regarding external funding possibilities after summer 2022.
- SPIn Projects – Interdisciplinary team research with a community partner – start to get organized in the fall with a planning session in January. Contact the director of CURCA for specific dates.

SUMMER SESSION STUDENT STATUS

Students enrolled at the College during the academic Summer Session are responsible for compliance with all Siena College student policies, contained in *Siena Life*, and other pertinent policies. Additionally, students not enrolled in a specific course, but participating as a student researcher/participant under the *Siena Summer Scholars / Summer Service Scholars Programs* or other similar Summer Research Programs / Independent Studies, or participating in other College-sponsored activities, including their receiving housing and meal plans, are also subject to the same compliance requirements.

STUDENT EMPLOYMENT

The College Work Study Program is only available during the fall and spring semesters. Students may be employed during the summer under the College’s “regular” payroll program, processed by the Business Affairs Office. Student employment policies are available for review at <https://www.siena.edu/policies-procedures/student-payroll-policies-and-procedures/>

STUDENT HOUSING

Summer housing dates will be May 31 through July 30. Students must arrange their internships, employment, or research to correspond within these dates. Students are not required to live on campus during the summer.

Summer Housing Policy: Students are eligible to reside in College housing during the summer if they meet one of the following categories:

Policy template Approved by President’s Cabinet 25 October 2016

All policies are subject to amendment. Please refer to the Siena College Policy website for the official, most recent version.

1. Employed **35 hours** on campus, verified by the appropriate college office.
2. Enrolled in **two or more** summer courses at Siena College.
3. Employed for a minimum of **20 hours** per week on or off-campus (must verify employment) and enrolled in **at least one summer class** at Siena College.
4. Student-athletes identified by the Athletics Department.
5. Participant in an approved Siena College Internship Program.

Note: The internship may be for credit or if not for credit, directly relevant to the student's major or career, or other specialized program, such as Bonner Service Leaders. For the latter, the faculty advisor or appropriate Siena College representative must provide confirmation to the Office of Community Living. To be eligible for summer housing based on an internship only, it must reflect 35 hours of work per week. If the internship does not meet the 35 hours/week requirement, a student must be enrolled in another summer course at Siena College or be employed on campus for 20 hours per week. He/she will then be eligible to request on-campus housing. Students in approved internships are eligible to remain in on-campus housing beyond the designated Summer Housing dates provided they transition into their fall housing assignment at a date to be determined and communicated to students by the Office of Community Living. Meal service will not be available beyond the Summer Housing dates, so all students will be charged for housing only and no meals. Any violations of the code of conduct after the designated Summer Housing dates and prior to the start of the fall semester will result in loss of extended summer housing.

6. Participant in a Summer Research Program/***Siena Summer Scholars Program/ Siena Summer Service Scholars Internship Program*** /approved Independent Study.

Note: To be eligible for summer housing, students in research programs and independent studies must reflect 35 hours/week in the specific program (confirmation must be submitted by the faculty advisor to the Office of Community Living). If the research/service program/independent study does not meet the 35 hours/week requirement, a student must be enrolled in another course at Siena College or be employed on campus for 20 hours per week. He/she will then be eligible to reside on campus.

All students requesting Summer Housing are to submit a Housing Request to the Office of Community Living. For more information about summer housing, see <https://www.siena.edu/offices/community-living/summer-housing/> Upon the completion of the academic Summer Session, or when their courses / internship / research activities are completed, all students are required to vacate college housing. Any request to remain in summer housing after the defined dates should be addressed to the Office of Community Living.

Community Living Summer Staffing Support Plan

The Office of Community Living selects Summer Community Assistants (CA), who are charged with maintaining a presence in the assigned Summer Session residence building, assisting student check in/outs, and serving on duty in the evenings, etc. A Residence Hall Director (RD) is also on call, (reachable by cell phone 24/7) to assist Public Safety/Summer CAs in responding to student emergencies /concerns. Students residing in residence halls are responsible for adhering to all policies contained in *Siena Life*.

Summer Housing COVID-19 Protocols

1. **Vaccination Requirement:** All students residing in College residence halls for Summer, regardless of reason, must have received both their COVID-19 vaccine and the COVID-19 vaccine booster to be eligible to live on campus. Student Life will verify each student's vaccination status to ensure compliance with the College's requirements.
2. **Isolation Protocols:** If a student tests positive for COVID-19 or is ordered to complete isolation through contact tracing, the student will be required to depart campus immediately. Isolation housing is not available on campus so students will be required to have their own isolation plan in place (either going home or securing off-campus accommodations at their own expense for the duration of the isolation period).

Summer Meal Plans

Siena offers three summer meal plans to meet the needs of our students. Students can select from 5 meals/week, 10 meals/week, or 15 meals/week. Summer meal service is provided Monday-Friday only. Meals on weekends are not provided.

Policy template Approved by President's Cabinet 25 October 2016

All policies are subject to amendment. Please refer to the Siena College Policy website for the official, most recent version.

Housing Charges

There are three options for summer housing billing based on the meal plan choice: 1) Summer Housing with the 5-meal plan is **\$200/week**. 2) Summer housing with the 10-meal plan is **\$235/week**. 3) Summer Housing with the 15-meal plan is **\$280/week**.^{*} Padua Hall has been designated for summer housing. Padua Hall offers triple-occupancy rooms, private (in-room) bathrooms, and air conditioning. The building also contains plenty of lounge space, study areas, a kitchenette, and a proportioned fitness center.

Charges are billed on a weekly basis (Sunday – Saturday). If a student departs housing during the week, he/she will continue to incur charges until that week's billing period ends (the Saturday following the check-out). Departments may not reimburse students for summer housing and/or meal plan costs or pay these costs directly, except for those students already identified in the "Student Employment Policy." Please note that for Summer Research students, the cost of their housing/meal benefit is considered taxable compensation. All inquiries for housing/meal charges which fall under the "Student Employment Policy" must be directed to the Associate Director / Coordinator of Student Accounts in the Office of Business Affairs.

** Prices subject to change*

Early Arrival Waivers

CAs, fall season student-athletes and other students, required to receive training immediately prior to the beginning of the fall semester, may request to arrive on campus before the fall semester begins and may be provided with room and board. All departments that require on-campus student training are encouraged to conduct the training during the spring semester before the students leave campus, if possible.

SIENA HIGH SCHOOL SCHOLARS PROGRAM

Courses are open to highly qualified and motivated high school juniors and seniors, whose high school counselor or principal recommends them for college-level study. A limited number of seats are available. The objectives of the program are to allow students to explore new subject areas, possible career opportunities, or study a subject in greater depth than may be possible in high school, and to provide students with college campus experience.

Currently, a Siena College three-credit undergraduate course would cost \$2,025. Students registered for the High School Scholars program receive a discounted rate of just \$750 per course, plus the cost of any textbook(s). Students will receive a letter grade and full

Policy template Approved by President's Cabinet 25 October 2016

All policies are subject to amendment. Please refer to the Siena College Policy website for the official, most recent version.

college credit for a completed course. Tuition costs are subject to change prior to the start of Summer Session. ***Instructors will be advised of a High School Scholar in their classes.***

Credit earned will appear on a Siena College transcript. Students receive a Siena I.D. card for the duration of their enrollment that will entitle them to full privileges on campus, which include use of the Marcelle Athletic Complex, computer labs, student computer accounts, the J. Spencer and Patricia Standish Library, and more. Registration and coordination of students is managed by Ms. Sam Hesler, Assistant Director of Academic Programs, who can be reached at shesler@siena.edu or by phone at (518) 782-2925. There is no option for residential status.

*** Resources**

www.siena.edu/summer

Adopted:

Reviewed: *May 25, 2022 by April Backus*

Revised: *May 25, 2022 by April Backus*

Policy template Approved by President's Cabinet 25 October 2016

All policies are subject to amendment. Please refer to the Siena College Policy website for the official, most recent version.