

Siena College

COLLEGE AND ADMINISTRATIVE POLICY

Policy Title:	<i>Incomplete Grades for Fall 2020 and Spring 2021 Semesters</i>
Type or category of Policy:	<i>Administrative</i>
Approval Authority:	<i>Provost and Senior Vice President</i>
Responsible Executive:	<i>Provost and Senior Vice President</i>
Responsible Office:	<i>Provost Office</i>
Owner Contact:	<i>Margaret Madden, mmadden@siena.edu 518783-2307</i>
Reviewed By:	<i>Dr. Margaret Madden</i>
Reviewed Date:	<i>April 15, 2021</i>
Last Revised and Effective Date of Revision:	<i>April 15, 2021</i>

**This policy was developed as a response to the COVID-19 crisis. It applies to the Fall 2020 and Spring 2021 semesters. Its continuation will be reviewed periodically as the situation changes.*

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.

Reason for Policy

This policy adjusts the incomplete policy to reflect student difficulty created by pandemic environment during the Fall 2020 and Spring 2021 semesters.

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

- *All teaching faculty*
- *All students*

The Official Policy

The incomplete policy has been adjusted Fall 2020 and Spring 2021 to accommodate student difficulties resulting from the pandemic situation. The policy is adjusted as follows:

1. An incomplete grade (I) can be assigned for students who have been unable to complete a major assignment or cluster of assignments in the second half of the semester, due to extenuating circumstances (The normal policy specifies only final exams/projects are eligible);
2. For an Incomplete received in the Fall 2020 semester, the student must submit the missing work by March 5, as published in the posted Academic Calendar. For an incomplete grade received in the Spring 2021 semester the student must submit the missing work by June 30, 2021.

Faculty giving an Incomplete grade for a student this semester must make sure:

- a) the faculty member and the student have a clear understanding of what work is supposed to be turned in, and by when, in writing (email will suffice);
- b) The student knows what their grade will be if they do not turn in the specified work.

Adopted: November 20, 2020

Reviewed: April 15, 2021

Revised: April 15, 2021

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