

# ACADEMIC POLICY

EFFECTIVE DATE: 4/3/2020

## POLICY TITLE Spring 2020 Pass/Fail Policy

In light of the challenge of shifting to distance learning mid-semester due to the Covid-19 public health crisis, MCLA shall enact a temporary P/F policy. This policy is to be in effect for the Spring 2020 semester only, in order that students be given the opportunity to request pass/fail grading for some or all of their classes that normally would carry letter grades, according to the following parameters.

o At the student level, all students will have the option to select P/F, per the process described below, for any eligible course.

o At the course level, all courses would be designated as P/F compatible, with the possibility of some exemptions. Department Chairs and/or Program Coordinators shall receive a communication from Academic Affairs requesting submission of any courses that would be detrimental in which for students to receive a P/F grade. These courses would be excluded from the P/F option. The expectation is that very few courses would fall into this category, and would need to present justification for exemption, for approval by Academic Affairs.

o Faculty members shall complete grading and submit earned letter grades by the deadline established in the Academic Calendar (May 13).

o Students have until one week after final grading deadline to opt in to changing a grade from Letter Grade to Pass/Fail (May 20).

- A form shall be created by the Registrar's Office that will be sent to students. Students will be able to indicate which courses they would like to convert from letter grade to pass/fail.
- Students must receive advisor approval for their form to be processed.

o Students receiving an Incomplete for a course shall have until the conclusion of the Fall 2020 semester to complete the required work.

- Through a correspondence from Academic Affairs, faculty shall be encouraged to consider granting Incomplete grades for those students who may need more time to complete needed work, or be able to conduct some academic work that could not be completed remotely even if the student is currently failing the course.

o The deadline for students to withdraw from a class shall be extended to the same date as the deadline for electing the P/F option.

- Full-time students may not withdraw from a sufficient number of classes so as to drop below full-time status without first receiving the counsel of Student Financial Services
- This policy does not in any way affect the last day by which a student may withdraw from the institution

o Academic Standing shall be processed as usual, with the exception that suspended students should be granted a "Probation After Suspension Status" - no appeal needed.

- Courses in which a student opts for a Letter Grade shall be calculated into their GPA
- Any passing grade issued in a class which a student has elected to take P/F during the Spring 2020 semester shall not be calculated into their GPA
- Any non-passing grade issued in a class which a student has elected to take P/F during the Spring 2020 semester shall not be calculated into their GPA
- The mechanism for recording these non-passing grades shall be determined by the Registrar's Office, either through utilizing an existing option (such as NR) or the creation of a new one
- Dean's List would proceed as usual
- Graduation honors designations would proceed as usual

PLEASE SEE NOTE ON FOLLOWING PAGE

## AUTHORIZING SIGNATURES

DATE \_\_\_\_\_

SPECIFY

SUBMITTED BY:  CURRICULUM COMMITTEE  ACADEMIC POLICIES COMMITTEE  OTHER \_\_\_\_\_

COMMITTEE CHAIR

APPROVED

DISAPPROVED YEA \_\_\_\_\_ NAY \_\_\_\_\_ ABSTAIN \_\_\_\_\_

DATE 03/31/2020

ALL COLLEGE COMMITTEE CHAIR

APPROVED

DISAPPROVED YEA 11 NAY 0 ABSTAIN 0

Jerome Socolof

JSS

DATE 4/1/20

PRESIDENT

APPROVED

DISAPPROVED

James Birge

JFB

DATE 4/2/20

ENTERED INTO INVENTORY

Lisa Milanesi

LDM



