

To: Montgomery College Community

From: Dr. Monica Brown, Senior Vice President for Student Affairs
Dr. Sanjay Rai, Senior Vice President for Academic Affairs

Subject: Final Grades for Spring 2020 Semester

Date: April 7, 2020

During this extraordinary semester, we have witnessed the best of the Montgomery College community. Faculty and staff have been creative and flexible in adapting to remote teaching, advising, academic support, and service to students. Students have demonstrated remarkable resilience in the face of the sudden changes to their course delivery. At the same time, we know that many students have expressed concern about their course grades and have requested some guidance regarding their options for final grades this semester.

The best option for students is to complete their courses this semester with final grades as determined by the faculty member's assessment of student work. A final letter grade submitted by the faculty member to indicate successful completion of a course will ensure compliance with federal and state financial aid regulations and will qualify students for graduation. However, we understand that this semester especially, some students may require more time to complete a course. In keeping with Montgomery College's academic regulations, a faculty member may choose from these options when recording a student's grade for the semester:

1. Course letter grade as defined in the course syllabus – The faculty member submits this grade by **the final grade deadline, May 22, 2020**.
2. Incomplete (I) grade – The faculty member submits this grade after agreement with the student to complete the work by a specified deadline beyond **May 22 and until September 25, 2020**. Faculty members may choose to extend this deadline.
3. Incomplete due to crisis (IC) grade – The faculty member submits this grade after agreement with the student, who has completed a portion of the course but is unable to complete because of the COVID-19 crisis. The student may complete the work through the end of the spring 2021 semester, **May 15, 2021**.

Through the Academic Appeals process, a student may request to change their enrollment status in the course by choosing one of the following options. Students may request these changes themselves, and as an emergency exception to the usual academic regulations, **the deadline for making these requests has been extended to July 1, 2020**. Students may make the change after faculty members have submitted their grades.

4. Change from credit to audit (AU) status. The AU grade will appear on a student's transcript and may have an impact on the student's financial aid.
5. Withdrawal in crisis (WC). The WC grade is appropriate if a student was unable to participate in the course after March 23, 2020, because of the COVID-19 crisis.

Processes for requesting the AU and WC grades through an expedited academic appeal will be posted on the COVID-19 website and on the academic appeals website. Specific instructions will be available by April 10, 2020. Questions may be directed to raptorcentral@montgomerycollege.edu.

6. Withdrawal from course (W). The W grade will appear on a student’s transcript and may have an impact on the student’s financial aid status. Students can withdraw from any course by choosing the “Drop” option on their schedule screen in MyMC **by April 19, 2020**.

Students who receive a W or WC grade may be eligible for a full or partial refund of tuition depending on their individual circumstances. All requests for refunds will be handled on a case-by-case basis, and refunds may have an effect on a student’s financial aid.

Students should confer with their faculty members about whether an incomplete grade is appropriate, or if they should consider withdrawing from the course or changing to audit; however, students do not need the faculty member’s permission to do so. Students who receive financial aid should confer with a financial aid advisor about the impact on their financial aid status. The following page provides some specific information about each option that can provide guidance to students and advisors.

We know that Montgomery College faculty and staff members have taken into consideration the profound stress that this crisis has placed on students, and we appreciate the dedication to student success that they have shown through their ingenuity and compassion. None of us could have imagined this situation at the beginning of the semester, yet after two weeks of remote teaching and learning, Montgomery College continues to demonstrate its values of academic rigor and excellence, student support, and service to the community.

Please be well and stay safe.

Grading Options and Financial Aid for Spring 2020

If you do this:	This is how it will affect your financial aid:
1. Withdraw from a class with a W and no refund of tuition.	W grade on transcript. No credit for course. A W grade is not satisfactory completion of a course, so this will affect your satisfactory academic progress for federal and state financial aid.
2. Withdraw from a class with a W and get a refund of tuition.	W grade on transcript. No credit for course. A W grade is not satisfactory completion of a course, so this will affect your satisfactory academic progress. If you get a refund of tuition, all or part of your spring financial aid may be removed. You will owe the College for whatever aid we are required to return.

<p>3. Change a class from credit to audit.</p>	<p>No credit for course. AU on transcript. The AU grade is not satisfactory completion of a course, so this will affect your satisfactory academic progress. The date of the AU change determines if the college must return spring aid, which you will have to repay.</p>
<p>4. Withdraw from class with a “WC” grade for “withdrawal in crisis.”</p>	<p>WC grade on transcript. Under new federal guidance for spring 2020, this does not affect your satisfactory academic progress. If you get a refund of tuition, all or part of your spring financial aid may be removed. You will owe the College for whatever aid we are required to return. Athletes should talk to the Athletic Director before withdrawing and veterans receiving GE benefits should consult the college Veterans Specialist.</p>
<p>5. Request a grade of “IC” for “incomplete in crisis.”</p>	<p>IC is a temporary grade. You will be required to complete your classwork by the end of the spring 2021 semester, or the grade will convert to an “F.” Under new federal guidance for spring 2020, this does not affect your satisfactory academic progress. It may affect future Maryland state financial aid eligibility if you don’t complete the course by the end of summer 2020.</p>
<p>6. Grades as currently defined in syllabus</p>	<p>This will have the same impact as before on satisfactory academic progress.</p>