

Options for Final Grades, Spring 2020

During this extraordinary semester, we have witnessed the best of the Montgomery College community. Some community members have expressed concern about their course grades and have requested some guidance regarding their options for final grades this semester. Here are some guidelines to follow for the spring semester.

Faculty Members:

As part of the grade submission process, in addition to the regular final letter grades assigned based on the assessment of student work, you may:

- Assign an “I” grade in consultation with the student if the student needs more time to complete the course work, not as a result of the COVID-19 crisis. The work must be completed by the fourth week of the fall semester.
- Assign an “IC” grade in consultation with the student in cases where the COVID-19 crisis has interrupted the student’s work. The student must complete the work by the end of the spring 2021 semester.

The incomplete contract will be used for both the I and IC grades.

Students:

Before the final grade is submitted, you may:

- Withdraw from the course with a “W” using the registration page for situations that do not involve the COVID-19 crisis. The deadline for most courses is April 19, 2020. You can view the deadline for your specific course(s) in MyMC by selecting “View My Class Schedule,” then “View Drop Deadlines & Booklist.”
- Request an involuntary withdrawal from the course due to the COVID-19 crisis, for a “WC” on your transcript. In your personal statement, explain the impact of the crisis on your ability to complete the course. Documentation may be required on a case-by-case basis.
- Discuss an “I” or an “IC” grade with your professor.

After grades are submitted, you may appeal to change your final grade to

- A retroactive withdrawal (WC) grade due to the COVID-19 crisis (Use the [Involuntary Withdrawal Process](#) Form)
- An audit (AU) grade (Use the [Academic Appeal Process](#) Form)

Forms for involuntary withdrawals and academic appeals are available under Student Forms on the Records and Registration website: <https://www.montgomerycollege.edu/admissions-registration/student-resources/student-forms.html#appeals-withdrawals>

The deadline to submit these requests is July 1, 2020.

Students should confer with an academic advisor or financial aid advisor prior to withdrawing from classes.