



## **PASS / NO CREDIT REQUEST PROCESS FOR UNDERGRADUATE COURSES FALL 2020 AND SPRING 2021 SEMESTERS ONLY**

In response to the continued COVID-19 pandemic, students enrolled in undergraduate, credit-bearing courses during the fall 2020 and spring 2021 semesters can submit a request for approval for a Pass / No Credit (NC) grade in one, maximum 3-credit, course per semester that meets policy criteria. It is the College's hope that this grading request process, along with other previously announced measures to provide flexibility including the wide array of hybrid and remote course options this academic year, will help to bring additional relief to students who we recognize have been and continue to be impacted in numerous ways by COVID-19.

Any student (degree-seeking or non-matriculating) enrolled in an undergraduate course during fall 2020 and spring 2021 may **request to be approved to take ONE, maximum 3-credit, course per semester** as Pass/No Credit (P/NC) provided it meets the criteria listed below.

Students must complete the request form and send to the Faculty of the class they would like to take P/NC, as well as seek additional approvals and submit to the Registrar's Office, **no later than December 1, 2020 for fall 2020 courses and May 3 for spring 2021 courses**. Faculty may deny requests (for example, some faculty may choose to only issue letter grades for their courses); if you are interested, please reach out to your faculty to see if P/NC is an option.

Students who earn Pass (P) grades for courses covered by this policy will satisfy remaining degree requirements. Exceptions to this policy are any courses more than 3 credits, courses used to fulfill Art Education core requirements for Art Education students and Professional Practice-related courses such as Senior Capstone courses, Internship/Adv. Internship and Independent Studies (see below for further explanation).

Students currently on Academic Probation, Financial Aid Probation/Warning or those in danger of not making Satisfactory Academic Progress (SAP) or PACE should consult with the Academic Dean's and Financial Aid offices before making any decisions about Pass/No Credit. It is ultimately the student's decision to proceed through the Pass/No Credit request process.

Important information regarding the Pass/No Credit request policy:

- Students who wish to request one, maximum 3-credit, eligible course per semester as Pass/No Credit, must complete the Pass / No Credit (NC) Request form and reach out to their faculty for review and seek approvals; all requests (whether approved or denied) should be submitted to the Registrar's Office by **December 1, 2020 for fall 2020 requests and May 3, 2021 for spring 2021 requests**
- Pass / No Credit (NC) requests may be denied
- The decision to switch to Pass/No Credit, once approved, is not reversible unless granted approval by the Academic Dean's Office
- Students who request and are approved for Pass/No Credit must continue to participate in remote/in-person classes and adhere to the course syllabus and requirements for credit in order to continue to be eligible for a Pass grade consideration; students who stop participating and communicating with their faculty are at risk for No Credit
- Exceptions to the policy for Art Education students: In order to fulfill graduation requirements, Art Education concentrators must earn standard letter grades for core Art Education program courses (ie not only courses coded AExxx but including those courses which require a minimum grade of B- such as the psychology and diversity requirements) as this degree leads to initial licensure and per state guidelines and accreditation. For questions about this exception please reach out to Patricia Palmer, Director of Art Education or the Registrar's Office
- Additional exceptions to the policy: any course more than 3 credits; Senior Capstone courses; Professional Practice-related courses such as Internship / Adv Internship and Independent Studies
- Students who are repeating a class this fall or spring whose P/NC request is approved and earn a Pass (P) grade will be considered to have fulfilled that course requirement providing it meets the criteria as described above
- The Pass (P) grade carries no grade points and is not computed into a student's Semester or Cumulative Grade Point Average (GPA)
- A grade of No Credit (NC) is a failing grade; a NC grade is computed into a student's Semester and Cumulative GPA
- Per current College policy, in order to earn Semester Honors (Dean's Honors or Dean's Highest Honors) a student must be enrolled in and earn a minimum of six semester credits with standard letter grades and GPA qualifying for honors designation (3.5+)
- Semester Honors and/or Graduation Honors will not include grades of Pass (P) in the calculation

- In addition to completing all required curricular requirements for a student's degree program, all students must earn a minimum Cumulative GPA of 2.0 in order to graduate; this should be taken into serious consideration if a student requests a Pass/No Credit grade particularly if your current Cumulative GPA is close to or below this threshold
- Students currently on Academic Probation, Financial Aid Probation/Warning or those in danger of not making Satisfactory Academic Progress (SAP) or PACE during fall 2020 and/or spring 2021 should consult with the Academic Dean's and Financial Aid offices to determine if a Pass grade could jeopardize your future academic status and/or financial aid eligibility
- This P/NC grade request process does not affect the grade appeals policy or process; however, students who request and earn a Pass (P) grade are not eligible to appeal for a standard letter grade and students who request and earn a standard letter grade are not eligible to appeal for a Pass (P) grade unless under special circumstances for which approval is granted by the Academic Dean's Office
- If you are a student receiving VA Education benefits, Pass (P) grades will not affect your eligibility for benefits; however, if you stop participating in courses, earn grades of NC or W or do not maintain SAP this can impact your eligibility for benefits
- Although many colleges around the country have implemented similar policies, Montserrat College of Art is not responsible if another institution or employer does not accept a Pass grade in admissions decisions, awarding of transfer credit or offers of employment
- External students enrolled this fall and spring (NECCUM, High School Dual-Enrolled, New Opportunities in Art, Continuing Education) should reach out to their home school as necessary to determine if Pass grades are transferable for program/degree requirements
- Students are not eligible for tuition refunds or account adjustments for classes taken Pass/No Credit
- This grading request policy applies to undergraduate courses taken in the fall 2020 and spring 2021 semesters only
- The College reserves the right to make exceptions to this policy