

Dear Students,

As you settle in for the rest of the semester we wanted to share some important updates...

### **MCLA is calling!**

MCLA Students, you are on our minds and we continue to be invested in your academic success. Don't be surprised if someone from MCLA calls you just to check-in with you as you transition to remote learning. So, if you see a call from an MCLA number, take a chance and pick up the phone! It may be one of our staff just checking in with you. Staff from CSSE, Student Affairs, Athletics, and Continuing Education want to reach out. Perhaps it will brighten your day! This is also a good opportunity to ask any questions you may have. We will respond or try to find the answer for you.

### **Pass/No Pass Policy for Spring 2020**

In light of the challenges of shifting to distance learning mid-semester due to the Covid-19 public health crisis, MCLA has enacted a temporary Pass/No Pass (P/NP) policy. This policy is in effect only for the Spring 2020 semester. Students will be given the opportunity to request P/NP grading for some or all of their classes that normally would carry letter grades, according to the following guidelines:

- Students have the option to select P/NP for any eligible course.
- This option may not be available to students enrolled in licensure courses, where grades are required for licensure. Licensure students: Please contact your academic advisor for further details.
- **Before making this decision, students should discuss whether they should choose this option with their advisors. Athletes, Education and Radiology majors, and students with certain kinds of financial aid will need to make sure the decision to change over to P/NP will not impact them negatively.**
- Students will have until one week after final grades have been submitted (May 20) to opt in to changing their grade from a Letter Grade to P/NP. In order to do so, students must fill out a form and return it electronically to the Registrar's office, indicating which courses they would like to convert from letter grade to P/NP. This form will be available for students soon.
- Students must also receive their advisor's approval for their form to be processed.
- Students receiving an Incomplete for a course will have until the conclusion of the Fall 2020 semester to complete the required course work.

### **Impact on Student GPAs:**

- Courses in which a student opts for a Letter Grade **will** be calculated into their GPA.
- Passing grades issued for those classes in which a student has elected to take P/NP during the Spring 2020 semester **will not** be calculated into that student's GPA.

- Non-passing grades issued for those classes in which a student has elected to take P/NP during the Spring 2020 semester **will not** be calculated into that student's GPA.
- Students' Academic Standing will be processed as usual, with the exception that suspended students will be granted a "Probation After Suspension Status" – i.e., no appeal needed.

**Change to Course Withdrawal Policy:**

- For this semester, the deadline for students to withdraw from a class has been extended to the same date (May 20) as the deadline for electing the P/NP option. Current full-time students may not withdraw from a sufficient number of classes so as to drop below full-time status without first discussing this decision with Student Financial Services.
- **Please note: This policy does not affect the last day by which a student may withdraw from the institution. This deadline remains May 4.** Please contact Wendy Guerra ([w.guerra@mcla.edu](mailto:w.guerra@mcla.edu)) with questions about withdrawing.

**Course Registration for Fall 2020**

Because the Spring Semester 2020 will be finished remotely, **online registration for Fall 2020 courses will now be open between April 10th and April 24th.** If you have not already, please contact your academic advisor by email to set up an advising session by phone or email to discuss course selection for Fall 2020. Your advisor will give you the alternate registration PIN that is required for access to the Banner Self Service registration menu. You will not be able to access the registration menu until your assigned registration time.

We recommend you review your Degree Works degree audit before you register. Your degree audit will show what courses are still needed for your program. Clicking on a requirement still needed will bring up a list for options available in the upcoming schedules.

Please refer to your self-service Banner account and/or the previous registration email you received from Steve King, Registrar, for additional details.

We hope your return to classes has been as smooth as possible considering the circumstances. If you have a question but don't see it on this list, please call our MCLA COVID-19 hotline at 413-662-5550, between the hours of 8:30 a.m.-5 p.m., Monday-Friday. Additionally, more information can be found on our COVID-19 landing page at [mcla.edu/COVID-19](http://mcla.edu/COVID-19).

Sincerely,



Adrienne Wootters

Vice President of Academic Affairs