

**Exceptions to the Academic Code
of the Mendoza College of Business Graduate Programs**
Spring 2020

New Grading Option

Rationale

Circumstances surrounding the public health emergency related to the COVID-19 pandemic have disrupted the instructional environment for both students and faculty. In some cases, the tools and methods for evaluating student learning that were available at the beginning of the semester may no longer be available to the faculty member for the second half of the semester. Necessary changes in both instructional modalities and approaches to student evaluation may be unsettling to students.

A Pass/No Credit Option

Under normal circumstances, most graduate courses in the Mendoza College of Business follow a traditional grading policy where letter grades correspond to quality points per credit hour. Grades of Satisfactory/Unsatisfactory, which are not included in the calculation of GPA, are occasionally awarded in experiential learning and other atypical courses.

The Pass/No Credit grading option allows for students enrolled in Mendoza graduate business courses in spring 2020 that follow a traditional grading policy to elect to take those courses Pass/No Credit. The Pass/No Credit option is a new, spring 2020 semester only, grade in the Mendoza College of Business. Students enrolled in courses that follow the Satisfactory/Unsatisfactory grading policy are not eligible to request the Pass/No Credit option.

The Pass/No Credit option is similar to a traditional Pass/Fail option, in that a Pass grade is GPA neutral and students earn course credit towards graduation (the traditional grades of A, A-, B+, B, B-, C+, C and C- are considered Pass grades). The difference is that the Fail grade is replaced with No Credit, and No Credit is GPA neutral with no course credit earned towards graduation.

Any student enrolled in Mendoza's MBA, MSM, MSBA (South Bend and Chicago), MSA, MNA, Executive MNA, and Executive MBA (South Bend and Chicago) programs may elect to take any spring 2020 course Pass/No Credit, with the exception of courses that concluded prior to March 13, 2020. There is no limit to the number of courses to which this policy can be applied.

The process is as follows:

- Faculty assign traditional letter grades for their graduate business courses (except those with the S/U designation) by May 11, 2020. The Mendoza grading guidelines are waived for the spring 2020 semester.
- Students view their grades on May 12, 2020.
- Students have through May 29, 2020 to file their request via insideND for a traditional letter grade for any course to be converted to Pass/No Credit. Only those students who affirm in InsideND to switch to P/NC by the aforementioned deadline will be able to have this grade mode adjusted. Once the request is approved by the University, the change is irrevocable.
- An appropriate notation regarding Covid-19 impact will be included on transcripts.

Leave of Absence

The Leave of Absence policy under section 5.1 of the Academic Code of the Mendoza College of Business Graduate Programs is being expanded for the remainder of the spring 2020 semester. If a graduate business student must cease enrollment due to health-related circumstances or unforeseen changes in academic programming in the wake of the COVID-19 pandemic, the student may, no later than April 29, seek a Leave of Absence for Spring Semester 2020. Such a leave requires appropriate documentation and is subject to the discretion and approval of the dean of the Mendoza College of Business (or dean's designee), after consultation with other University officials (e.g., UHS) as appropriate. If granted, the student would be required to join a new cohort in progress in the following academic year. Such a student would not be required to retake courses already completed, but would instead complete the required courses with the new cohort. Any student who does not rejoin the new cohort on the first day of class of the relevant semester in the next academic year shall be considered withdrawn and be required to go through the readmission process.

All students returning from COVID-19 related LOAs granted in Spring 2020 must receive a health clearance from UHS and an academic clearance from the dean of the Mendoza College of Business (or dean's designee) to resume full-time study.