**MA PROGRAM IN APPLIED SOCIOLOGY (including Post-Graduate Certificates)**

**GRADING POLICY FOR SPRING 2020**

In response to the COVID-19 pandemic and the abrupt transition of all courses to an online format, leadership of the Graduate School at UMBC decided to allow graduates students to change the grading method for any of their Spring 2020 courses until June 10 (after course grades are posted). This includes changing a letter grade to P/F or to withdraw from any or all of their spring courses. Specifically, the policy offers the following options:

1.  Graduate students currently enrolled in an **elective SOCY course or Master's Paper/Thesis Credits**under the regular grading method (A, B, C, D, or F, including +/- options) may request to have the grading method changed **to Pass/Fail (P/F)** by submitting a request to the Graduate School that is approved by both their faculty advisor and graduate program director (GPD).  Students are encouraged to wait until after May 27, when Spring 2020 final grades are posted, before submitting a request to change the grading method to the Pass/Fail option.

2.  Graduate students may **withdraw** from an individual course(s), **including required courses**, via myUMBC self-service through May 12. After this date and through June 10, students may submit an RT Help Ticket to the Registrar’s Office and the withdrawal will be processed administratively. Students who are receiving financial aid or scholarships should also contact their financial aid counselor to determine any impact a “W” grade may have on their future financial aid. Students are also encouraged to wait until after May 27, when Spring 2020 final grades are posted, before making the decision to withdraw from an individual course(s).

3.  Graduate students may **withdraw from the entire semester**via myUMBC self-service through May 12. After this date and through June 10, students may submit an RT Help Ticket to the Registrar’s Office and the semester withdrawal will be processed administratively. Students are also encouraged to wait until after May 27, when Spring 2020 final grades are posted, before making the decision to withdraw from the entire semester.

4.  Graduate students, **who are passing a course**but are unable to complete the coursework for reasons beyond the student’s control, may request to be **granted an Incomplete grade in an elective or required course.** A grade of “I” may be granted at the discretion of the course instructor. Students should have a written agreement with the instructor that specifies the work remaining in the course and the timeline for completion.

**Note: In general, students are strongly encouraged to confer with their faculty advisor and GPD and discuss the various implications associated with changing the grading method to the Pass/Fail, the W, or I options, and before withdrawing from the entire semester to make sure they have exhausted all other options to successfully complete the semester.**