



# MEMO

TO: All MIAT Students, Faculty and Staff

FROM: John Willis, Campus President

DATE: April 13, 2020

RE: Houston Campus - Catalog Volume 18 (Dated March 12, 2020) – Temporary Amendment

Please be advised that **Catalog Volume 18 for the Houston campus** has been amended temporarily based on the change in delivery method necessitated by Stay at Home order issued by Harris County (COVID-19). The language of the temporary amendment to the catalog has been published and is available to staff on the network at:

<M:\SHARED\CATALOGS and HANDBOOKS\Current Catalogs and Handbooks\Houston\ Student Catalog Volume 18 Temporary Amendment 2020 04 13>

The temporary amendment to **Catalog Volume 18** reads as follows:

Affected Pages	
15-16	Grading System and Pace of Completion

## COVID-19 Limited Provisions - Grading

### Temporary Grading Provision – Incomplete Course Work

Students may be issued a grade of “IC19” (Incomplete COVID-19) for any course work that cannot be completed by the end of a course due to federal or state mandates related to the COVID-19 virus. Students receiving an “IC19” grade under this provision will be issued a final grade upon successful of all required course work once federal and/or state mandates related to the COVID-19 virus are lifted.

The “IC19” grade will turn to an “F” should the student fail to complete all required course work within 90 days after the final completion date of the hands-on component of the course. Based on extenuating circumstance, the Campus President or designee may extend or waive the 90-day timeframe upon request by the student. Each instance will be reviewed, and a determination made on a case-by-case basis.

### GPA and CGPA Calculations Temporary Provision

Grades of “IC19”, “W”, “R”, “WM” and “CR” do not enter into GPA calculations. Since grades of “IC19” are not included in the calculation of GPA, the GPA nor CGPA is final until grades of “IC19” are resolved.

### Pace of Completion

Grades of “IC19” will not count as attempted for minimum pace of completion.