

## Academic Policies and Processes for MCW Course Directors, Faculty and Coordinators

**Academic Calendars:** Graduate, Medical (by campus) and Pharmacy Schools, MSA Program

**Academic Systems:** Contacts/Support for Brightspace, MCWconnect and Oasis

### Add/Drop Deadlines:

- Graduate School: A student may add/drop a class no later than five days after the start of the class.
- Medical School: The [add/drop deadline](#) is the 15<sup>th</sup> of each month preceding the month in which the class begins.
- Pharmacy School: A student may not drop/withdraw from any class required for completion of the program unless he/she pursues a permanent or temporary withdrawal from the entire program.

**FERPA** The Family Educational Rights and Privacy Act protects the education records of current and former students. All administrators, course directors, faculty and coordinators must complete [FERPA training](#) prior to receiving access to student information.

### Grading

#### Deadlines

- Graduate School: In fall and spring term, two weeks after the session end date. In summer term, one week after the session end date.
- Medical School: 30 days after the class end date.
  - Step 1 – complete evaluations in [Oasis](#)
  - Step 2 – enter final grade in [MCWconnect](#)
- Pharmacy School: Wednesday after class end date.

#### Final Grades

- The Office of the Registrar maintains final grades only in [MCWconnect](#) and does not have access to component grades in Brightspace or OASIS.
- A one-page MCWconnect Guide, including information on how to enter final grades, is available in Faculty and Advisor Resources directly in [MCWconnect](#).

#### Incomplete Grades

- The grade of “I” for incomplete in a course that is graded on the standard grade scale or the grade of “IC” for incomplete in a course that is graded on the pass/fail grade scale is to be assigned to a student who has started coursework and is not able to complete it by the class end date due to extenuating circumstances. A grade of “I” or “IC” is to be assigned only in cases where the student is reasonably expected to complete all coursework by the deadline:
  - **Fall Term**
    - January 31: Graduate School, Medical School and MSA Program
    - 10 calendar days after the grading deadline: School of Pharmacy
  - **Spring Term**
    - July 31: Graduate School, Medical School and MSA Program
    - 10 calendar days after the grading deadline: School of Pharmacy
  - **Summer Term**
    - September 15: Graduate School
- If a grade of “I” or “IC” is not converted to a final grade by the deadline, the grade of “I” or “IC” will automatically be replaced with a failing/unsatisfactory grade. If an extension is necessary, the course director may consult with school/program administration and must email [acadreg@mcw.edu](mailto:acadreg@mcw.edu) with the date of the extension.

#### Withdrawals

- If a student stops attending class and/or is not reasonably expected to complete all coursework, the student is to be assigned a failing grade by the course director. In some cases, a student may request to be withdrawn from a class or from the term. Please refer a student seeking a withdrawal to the school/program office. A grade of “W” for withdrawal is assigned by the Office of the Registrar only when approved by the school/program of the student.

## **Student Handbooks**

- [All Student Handbook](#)
- [Graduate School](#)
- [Medical School](#)
- [MSA Program](#)
- [School of Pharmacy](#)

## **Information Specific to the Medical School**

### **[Medical School Scheduling](#)**

#### **[Visiting Senior Medical Students](#)**

- The Office of the Registrar coordinates applications and scheduling for visiting senior medical students who wish to pursue a 4-week elective for credit. The Office of the Registrar does not coordinate observerships or any other types of visiting student placement. More information for you and prospective students can be found on our visiting student [website](#).