



Guidance for Grading and Withdrawal Deadlines

- Drop deadline cannot be extended beyond 75% of the term: see [Title 5 55204 section \(a\)\(1\)](#)
 - Withdrawal from a course or courses shall be authorized through the last day of the fourteenth week of instruction (or 75 percent of a term, whichever is less). The governing board, however, may establish a final withdrawal date which prohibits withdrawal after a designated point in time between the end of the fourth week of instruction (or 30 percent of a term, whichever is less) and the last day of the fourteenth week of instruction (or 75 percent of a term, whichever is less).
 - [Executive Order: 2020-01](#) suspends provisions set in [Section 55024\(e\)\(1\)](#)
 - April 4, 2020 is 75% of the term = drop deadline

- Instructors and students must drop by April 4, 2020
 - Students are eligible to receive an EW for dropped courses as of March 4, 2020
 - Students who have dropped and received a W – will be changed to EW

- Instructor will have option to issue EW grade until final grade submission – May 6, 2020
 - Student are encouraged to remain enrolled until end of semester

- Instructor works directly with student to determine if “Incomplete” or “In Progress” grade will be assigned
 - Angelica will continue to work with IT on creating IEW

- If student is earning a “D” letter grade, Instructor will work with student to determine if EW should be assigned

- Students who receive a “F” letter grade will be contacted regarding EW options for spring 2020
 - Student has option to petition final grade to be changed to EW for one year