



Guidance for Grading and Excused Withdrawal Options

- **Is there a deadline for issuing an 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
- **EW** is available in Pirates Net and can be found in the grading drop down menu. The **EW** can be used as a final grade

- **How do I decide whether or not to use “Incomplete” or “In Progress”?**

Instructor works directly with student to determine if “Incomplete” or “In Progress” grade will be assigned

- **Incomplete (I)** may be used for students whose academic work may result in incomplete coursework due to unforeseeable, emergency and justifiable reasons at the end of the term. Students must complete the coursework within a year.
- **In Progress (IP)** may be used for courses which have been suspended and should consult their dean. CCCCCO guidance indicates the “IP” symbol should be used when a course has been temporarily suspended and is expected to reconvene and complete instruction at some point beyond the end of the established term

- **What if student is earning a substandard grade?**

- If student is earning a “**D**” letter grade, Instructor will work with student to determine if **EW** should assign
- 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 up to one year from Spring semester 2020

- **What is the deadline for a student to elect Pass/No Pass?**

Students can elect [Pass/No Pass](#) grade option until April 24, 2020

- Student should meet with counselor to determine if P/NP meets their academic goal
- Additionally, a student can request to revert P/NP option to a letter grade
- [Executive Order: 2020-02](#) suspends 30% deadline in *Section 55022 (a)(2)*

Final Grade Options	Note
A	
B	
C	
D	
F	
IP (In Progress)	<ul style="list-style-type: none"> • IP is designated for courses that were temporarily suspended and is expected to reconvene and complete instruction • Instructor will issue final grade using an Instructor Grade Correction once the course extension has been completed
P (Pass)	Only for courses designated as P/NP grading
NP (No Pass)	Only for courses designated as P/NP grading
EW (Excused Withdrawal)	Available for Spring 2020 grading
IA	
IB	
IC	
ID	
IF	
IPP (Incomplete Pass)	Only for courses designated as P/NP grading
INP (Incomplete No Pass)	Only for courses designated as P/NP grading
IEW (Incomplete Excused Withdrawal)	Available for Spring 2020 grading
For all "Incomplete Grade" options: Instructor will submit Incomplete Grade Request for each student receiving an "I" grade	

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