

AT A GLANCE: Spring 2020 Student Grade Options (EW, P/NP)

Due to the impact of the coronavirus (COVID-19) on instructional delivery during the Spring 2020 semester, **students may initiate a change in grading option to Pass/No Pass (P/NP) or Excused Withdrawal (EW) for a class in which they are enrolled in Spring 2020.**

Student Grade Option	Instructor-assigned grade	Student transcript will show:	IMPORTANT NOTES
Pass/No Pass (P/NP) <i>This option is available until June 5, 2020</i>	A, B, C, or P	→ P	<p>You can access the COVID-19 Pass/No Pass form and additional information about the P/NP grading option by clicking Admissions & Records Questions on the COVID-19 Updates webpage for students.</p> <p>If your instructor assigns a final grade before your request for the P/NP option has been processed, the final grade assigned by your instructor <u>will be replaced on your transcript</u> with the appropriate P/NP notation within 15-20 business days after the original grade was posted.</p> <p>IMPORTANT: If you plan to transfer to another institution, you should consult with a counselor before choosing the P/NP option. Although many colleges and universities have modified their transfer requirements due to COVID-19, there may be restrictions on the transferability of coursework that has been graded on a P/NP basis.</p> <p>IMPORTANT: Students enrolled in career education coursework (e.g., Nursing, Paralegal) should consult with the appropriate Program Director to discuss any regulatory standards or licensing/certification requirements related to the P/NP grading option.</p>
	D, F, or NP	→ NP	

Student Grade Option	Instructor-assigned grade	Student transcript will show:	IMPORTANT NOTES
Excused Withdrawal (EW) <i>*This option is available until May 22, 2020.</i>	FW or EW <i>(or if <u>student</u> initiates request for "EW")</i>	EW	<p>If you decide at any time before the end of the semester that it is best for you to withdraw from your Spring 2020 class, you may complete a simple form to receive an Excused Withdrawal (EW) due to COVID-19.</p> <p>You can access the EW request form and additional information about the EW grade notation by clicking Admissions & Records Questions on the COVID-19 Updates webpage for students.</p>

NOTE: The "P," "NP," and "EW" grade notations will not be included in the calculation of academic progress or considered in probation or dismissal procedures by the college. However, students should contact the Financial Aid Office for additional information about how an "NP" might affect their financial aid status.

Spring 2020 Student Grading Options

Due to the impact of the coronavirus (COVID-19) on instructional delivery during the Spring 2020 semester, **students may initiate a change in grading option to Pass/No Pass (P/NP) or Excused Withdrawal (EW) for a class in which they are enrolled in Spring 2020***.

NOTE: The "P," "NP," and "EW" grade notations will not be included in the calculation of academic progress or considered in probation or dismissal procedures by the college. However, students should contact the Financial Aid Office for additional information about how an "NP" might affect their financial aid status.

If you would like to be graded on a P/NP BASIS:

- If you have already chosen the P/NP grading option for your class, no additional action is necessary.
- If you have not previously chosen the P/NP grading option for your class, you can complete a simple form to change your grading option to P/NP. You can access the [COVID-19 Pass/No Pass form](#) and additional information about the EW grade notation by clicking **Admissions & Records Questions** on the [COVID-19 Updates webpage for students](#).
- If your instructor assigns a final grade before your request for the P/NP option has been processed, the final grade assigned by your instructor will be replaced on your transcript with the appropriate P/NP notation within 15-20 business days after the original grade was posted.

Grade Assigned	Transcript will show:
A, B, or C	P (Pass)
D or F	NP (No Pass)

IMPORTANT: If you plan to transfer to another institution, you should **consult with a counselor before choosing the P/NP option**. Although many colleges and universities have modified their transfer requirements due to COVID-19, there may be restrictions on the transferability of coursework that has been graded on a P/NP basis.

IMPORTANT: Students enrolled in career education coursework (e.g., Nursing, Paralegal) should **consult with the appropriate Program Director** to discuss any regulatory standards or licensing/certification requirements related to the P/NP grading option.

**This option is available until June 5, 2020*

If you would like to receive an EXCUSED WITHDRAWAL (EW):

- If you have decided that it is best for you to withdraw from your Spring 2020 class, you may complete a simple form to receive an Excused Withdrawal (EW) due to COVID-19.

You can access the [EW request form](#) and additional information about the EW grade notation by clicking **Admissions & Records Questions** on the [COVID-19 Updates webpage for students](#).

**This option is available until May 22, 2020.*

NOTE: If your instructor dropped you from a Spring 2020 class or assigns an FW grade at the end of the semester, your transcript will show an EW notation.

**For other grade options (e.g., Incomplete, or "I"), students should consult with their instructor and/or a counselor.*