

## AT A GLANCE: Spring 2020 Instructor Grade Assignments (EW, P/NP)

Due to the impact of the coronavirus (COVID-19) on instructional delivery and in accordance with [Executive Order 2020-02](#) from the California Community Colleges Chancellor's Office, students may request an Excused Withdrawal (EW) or Pass/No Pass (P/NP) grading basis for any class offered during Spring 2020. **NOTE:** At its 4/21/2020 meeting, the Cerritos College Faculty Senate voted to recommend that instructors reach out to any student who is in danger of receiving a D or F grade for Spring 2020 so that the student can consider requesting an "EW" or "P/NP" grading option.

Student Grade Option	Instructor-assigned grade	Student transcript will show:	IMPORTANT NOTES
<p><b><i>If a student has requested Excused Withdrawal (EW)</i></b></p> <p><i>*Students will have until May 22, 2020 to choose the EW grading option.</i></p>	<p>Any assigned grade</p>	<p>→ EW</p>	<p>Students can access the <a href="#">EW request form</a> and additional information about the EW grade notation by clicking <b>Admissions &amp; Records Questions</b> on the <a href="#">COVID-19 Updates webpage for students</a>.</p>
<p><b><i>If instructor would like to assign Excused Withdrawal (EW)</i></b></p>	<p>FW</p>	<p>→ EW</p>	<p>If you believe that a student should receive an Excused Withdrawal (EW) but the instructor-initiated drop deadline has passed, you should assign an "FW" grade in RostersPlus.</p> <p>The Admissions &amp; Records Office will replace the "FW" you assigned with an "EW" on the student transcript within 15-20 business days after the grade has been assigned. <i>Please note that you may not see the change in grade reflected in RostersPlus although the change will be made on the student transcript.</i></p>
<p><b><i>If a student has requested Pass/No Pass (P/NP)</i></b></p> <p><i>*Students will have until June 5, 2020 to choose the P/NP grading option.</i></p>	<p>A, B, C, or P</p>	<p>→ P</p>	<p>If the student chose the P/NP grading basis after May 4<sup>th</sup>, the "P" and "NP" options may not appear in the RostersPlus dropdown menu. In such cases, you will need to assign an A - F letter grade which will be replaced with its P/NP counterpart within 15-20 business days after the grade has been assigned.</p> <p><i>Please note that if you assign an A - F letter grade, you may not see the change in grade reflected in RostersPlus although the change will be made on the student transcript.</i></p> <p>Students can access the <a href="#">COVID-19 Pass/No Pass form</a> and additional information about the P/NP grade option by clicking <b>Admissions &amp; Records Questions</b> on the <a href="#">COVID-19 Updates webpage for students</a>.</p>
	<p>D, F, or NP</p>	<p>→ NP</p>	
<p><b><i>If a student has NOT requested Pass/No Pass (P/NP)</i></b></p>	<p>Any assigned grade</p>	<p>No change</p>	<p>If the student has <u>not</u> chosen the P/NP option, the letter grade you assigned will appear on the student transcript.</p>

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**NOTE:** At its 4/21/2020 meeting, the Cerritos College Faculty Senate voted to recommend that instructors reach out to any student who is in danger of receiving a D or F grade in Spring 2020 so that the student can consider requesting an "EW" or "P/NP" grading option.

### EXCUSED WITHDRAWAL (EW)

#### ***If a student has requested an Excused Withdrawal (EW):***

- Any student who requests an Excused Withdrawal from a Spring 2020 class will receive an "EW" on his/her transcript.

**NOTE:** At its 4/21/2020 meeting, the Cerritos College Faculty Senate voted to recommend that instructors reach out to any student who is in danger of receiving a D or F grade for Spring 2020 so that the student can consider requesting an "EW" grading option. Students 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](#).

*\*Students will have until **May 22, 2020** to choose the EW grading option.*

#### ***If you believe that a student should receive an Excused Withdrawal (EW):***

- If you believe that a student should receive an Excused Withdrawal (EW) but the instructor-initiated drop deadline for Spring 2020 has passed, you should assign an "FW" grade in RostersPlus.

The Admissions & Records Office will replace the "FW" you assigned with an "EW" on the student transcript within 15-20 business days after the grade has been assigned. Please note that you may not see the change in grade reflected in RostersPlus although the change will be made on the student transcript.

### PASS/NO PASS (P/NP)

#### ***If a student has requested the P/NP grading option:***

- If a student requested the P/NP grading option *after May 4<sup>th</sup>*, the request might not be processed in enough time for the "P" and "NP" to appear in the RostersPlus dropdown menu.

If the "P" and "NP" options do not appear in the dropdown menu, you will need to assign an A-F letter grade which will be replaced by the Admissions & Records Office with its P/NP counterpart within 15-20 business days after the grade has been assigned. Please note that you may not see the change in grade reflected in RostersPlus although the change will be made on the student transcript.

*\*Students will have until **June 5, 2020** to choose the P/NP grading option.*

#### ***If a student has not requested the P/NP grading option:***

- If a student has not requested the P/NP option, the grade that you assign is the grade that will appear on the student transcript.

**NOTE:** At its 4/21/2020 meeting, the Cerritos College Faculty Senate voted to recommend that instructors reach out to any student who is in danger of receiving a D or F grade so that the student can consider requesting the "P/NP" grading option. Students 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](#).