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