



## Implementation of EW and IEW (Incomplete/Excused Withdrawal)

3/27/2020

### References:

[YCCD Board Policy 4230](#) - Grading Symbols

Title 5 Sections [55023](#) and [55024](#)

[Executive Order 20-01](#)

[MJC Enrollment Guide for Faculty](#)

[Form for EW](#)

[Form for Incomplete](#)

### Definition of Excused Withdrawal (EW):

#### EW – CCCCCO Executive Order 20-01

Section 55024(e)(1): Extenuating circumstances for purposes of an excused withdrawal (EW) shall include a student's withdrawal due to the COVID-19 crisis and such withdrawal shall not be counted in progress probation or dismissal calculations, towards the permitted number of withdrawals.

### Process:

#### MJC Enrollment Guide for Faculty (p. 18)

#### The following will now include IEW as a grading option

Issuing incomplete grades - **If you have an agreement with the student to allow an incomplete grade**, pending make-up of classroom work, test, etc., enter one of the following grades: IA, IB, IC, ID, IF, IP-INP. Datatel incorporates the incomplete and the in lieu grade all in one grade notation. You must enter an expiration date. This date may be any date from the day after your class ends up to one year from the last date of your class. Please note that the incomplete grade automatically reverts to the in lieu of grade on the expiration date. You must submit the Incomplete Grade Form within 72 hours of grade finalization. Please advise the student to complete the work a few days earlier, giving you time to complete final grading. The incomplete expiration date does not wait for you to trigger the grade change for the "in lieu of grade." It happens automatically on the date that you assigned the incomplete to expire. You also need to send notification via college issued student email outlining the work to be completed and timeline. Be sure to notify the Enrollment Services Office in person (Student Services Building) or by email when the student has made up the work (before the expiration date) or call Enrollment Services at x6853 with questions.