



Grading During Covid-19

Spring Semester 2020

- Letter grades of **A, B, C**
- **EW** (*Excused Withdrawal*)
- **P/NP** (*Pass/No Pass*)
- **IEW** (*Incomplete, converts to EW if no grade given within a year of end date*)

The letter grade options of **A, B, C** are the most straightforward and encourage students to continue in their studies next semester. Students who earn a letter grade in Spring 2020 will receive credit for the course like any other semester.

An **EW** is a withdrawal due to extraordinary circumstances (*Title 5, 55022*) and does not calculate in the student's GPA, progress probation or potential academic dismissal. If a student withdrew on or after *March 4th* and received a **W** on their transcript, this will be automatically converted to an **EW** grade soon.

The last of the recommended grade options of **P/NP** and **IEW** are more complicated in that they require additional action *prior to a specific deadline*. Until *April 24th* students may file for a **P/NP** (*Pass/No Pass*) option by submitting the [Pass/No Pass Grade Request to mjceseforms@mjc.edu](#). Faculty can also issue an **IEW** (*Incomplete that converts to an EW if no grade is submitted by the instructor by the agreed upon due date or within one year of the course end date*), assigning the deadline by which the student must address the Incomplete during grade entry in *PiratesNet*. Also, if the **IEW** option is exercised, the faculty member should remember to complete and submit the [Incomplete Grade Form](#) for each **IEW** given, and do so within 72 hours of grade finalization. Faculty should clearly communicate the terms of completion to the student (e.g. list of assignments with clear due dates).

Faculty are encouraged to widely share these grading options with students as soon as possible, and can direct student questions concerning grading options during Spring 2020 to <https://www.mjc.edu/student-services/enrollment/gradingoptionsduringcovid19.php>.

Students can also live-chat with the college through www.mjc.edu during normal business hours, or students can contact Enrollment Services Office at mjcadmissions@mjc.edu for additional questions concerning transcript and grading options.

Finally, faculty are invited to the **"Grading During Covid-19" Townhall on Monday, April 27th** at **2pm** to review these recommended grading options for Spring 2020 semester; questions will be addressed by the VPI and the Academic Senate President through live-video and the chat box. An Outlook invitation will soon follow. *Thank you for all you do for students!*