Dear Student,

Due to the current situation, the regulations for Withdrawals and Pass/No Pass Options have relaxed for Spring 2020. We have created some FAQs for your information, but **we encourage you to reach out to your Counselor and/or Financial Aid Technician** to discuss your particular circumstance.

Withdrawals

Q: Can I withdraw from a class without receiving a W on my transcript?
A: Yes, you can receive an EW (Excused Withdrawal) – a withdrawal due to extraordinary circumstances. The EW does not calculate into GPA calculation, progress probation or dismissal calculations. If a student withdrew on or after March 4, 2020, and received a W on their transcript, that will be automatically converted to an EW grade soon.

Q: If I receive an EW, will I have to return my financial aid funds?
A: For more financial aid information related to withdrawing from classes please contact your Financial Aid Technician.

Q: Will the EW count as an attempt of the course?
A: No – this will not count as an attempt. You can retake the course without any issues.

Q: How do I withdraw from a class?
A: The deadline for you to withdraw from courses has passed. However, you can let your instructor know that you would like to receive an EW instead of a grade. They will have this option during this Spring 2020 grading period.

Q: If I end up with a bad grade because of the COVID-19 crisis, can I get that changed to an EW?
A: Yes. After you receive your grades for Spring, 2020, you can convert your posted grade to an EW. Petitions will be available on the Admissions website. (Check out the ***Easy Petition*** below.)

Q: Will I receive a refund if I ask for an EW?
A: To receive a refund, please submit a "Fee Refund Request Form", available on the Admissions webpage in "Online Student Forms". If you receive a California College Promise Grant (fee waiver) or other type of waiver, you will not receive a refund. **Please speak with your Financial Aid Technician if you are receiving Federal Financial Aid.**

Q: What if I already withdrew from my course and there is a W on my transcript?
A: Students who withdrew after March 4, 2020, will have their W changed to an EW.

Q: What if I just can't get everything done in my class due to the switch to online and I just need a little more time?
A: Talk with your instructor about an Incomplete.

Grading Options

Q: Can I still select a Pass/No Pass option?
A: Not directly. The deadline to change your grading to Pass/No Pass was several months ago. But read on…

Q: Can I convert my grades to Pass/No Pass *after* the term?
A: Yes, after you receive your grades, you can convert them from A, B, C, D, or F to a Pass or No Pass. A, B, and C become P. D and F become NP. Please contact your Counselor on how this may affect your personal circumstance. Petitions will be available on the Admissions website. (But check out the ***Easy Petition*** below.)

Q: What if I selected Pass/No Pass earlier, and I earned a No Pass because of the virus situation?
A: You can convert the No Pass grade to an EW. (Check out the ***Easy Petition*** below.)

Q: So what is this "***Easy Petition***"?

A: Until Thursday, May 14, 2020, students can fill out this new, simple "Easy Spring 2020 Grade Change Petition," a.k.a. the "Easy Petition." It simply asks you to list the courses for which you want grade changes made, and then we will change your transcript as follows:

> **Grades of A, B, or C will be automatically converted to P (Pass).**
>
> **Grades of D, F, or NP will be automatically converted to EW (Excused Withdrawal).**

Very few students will convert As to Ps! But if you received a lower grade due to the impact of the virus, changing that grade to a P or EW may be a good choice for you, depending on your own unique situation.

We understand that this semester has been a difficult transition for you and we are here to help you figure out what is in your best interest. Your final grade is up to you. **Completing either the "Easy Spring 2020 Grade Change Petition" or the regular Grade Change Petition is your responsibility** if you are not satisfied with the grade assigned by your instructor.

(P.S. When we examine course grades across the college after this semester, we expect to see mostly As, Ps, and EWs, with a few Bs, Cs, and Ds here and there.)