

Spring 2021 Term

Excused Withdrawals (EW) and Pass/No Pass (P/NP) Guidance

For the spring 2021 term, students will continue to have more options for Excused Withdrawal (EW) and P/NP (Pass/No Pass) Grading Options due to the continuing pandemic. These initiatives began in March 2020, when the governor issued a stay-at-home-order that necessitated a transition from in-person to online classes. To minimize the impact of this shift on students, Mt. SAC instituted new processes for dropping courses and changing grade options. The new processes included changes in how we utilize both EW and P/NP options. EW is the ability to drop a course within a particular time period and have it listed as an “Excused Withdrawal.” P/NP is the ability, within a particular time period, for a student to change the way they receive a grade in the course, along as it is allowable, from a letter grade to a “Pass”/ “No Pass” option. These processes were originally modified in spring of 2020 and were continued through summer 2020 and fall 2020. EW and P/NP allowances will be the same for winter 2021 and spring 2021. Please carefully review the current policies described below.

Excused Withdrawals (EW) Spring 2021

Students may drop themselves from classes but instructors may also drop students from classes if they stop attending or participating or are non-responsive.

The deadlines for spring 2021 are as follows:

- a. 16-week classes: The deadline for students to choose an EW is **Saturday, June 6 at 11:59 p.m.**
- b. 8-week or other short-term spring classes: The deadline for students to choose an EW is one day before the last day of that specific CRN’s (Course Record Number) part of term end date. The part of term end date is the date the short-term class ends.

Students who drop will receive an Excused Withdrawal (EW) mark rather than a Withdrawal (W). Students who drop their classes before the deadline will automatically receive refunds, unless they received a fee waiver. On class rosters, professors will see a “GW” when students drop themselves and an “FE” when professors drop students.

An EW mark will not count toward the limits on how many times students can repeat a class. In addition, it will not impact the student’s academic progress status with Mt. SAC. However, an EW may have implications for students receiving federal benefits (including federal financial aid/Pell grant and veteran’s benefits) and students planning to transfer to a university. Therefore, students are encouraged to speak with a counselor online about their options before withdrawing from classes and before changing grade options. ([Click here for counseling appointments](#))

Students can check this information in their portal. ([Click here to view Excused Withdrawal tutorial](#))

GRADING OPTIONS - PASS/NO PASS (P/NP) Spring 2021

Spring 2021 classes fall into three categories:

1. For courses that allow P/NP on the Course Outline of Record (<http://webcms10.mtsac.edu/PublicAccess.aspx>), students can change their grading options from a letter grade to a P/NP. Here is a tutorial showing you how to find the grading method on the Course Outline of Record ([Click here to view the WebCMS Tutorial](#)).
 - a. Students should check whether the classes they are taking are eligible for P/NP in their portal

[\(Click here to view instructions on how to view this in your portal\)](#). Students can choose their grading option by signing into the Mt. SAC Portal, clicking on the Student tab, and then choosing “#5 Change Class Grading Option.” Only eligible classes will allow students to change from “Letter Grade” to “Pass/No Pass.”

- b. The timeline for choosing a grading option varies by CRN. Students have until 5:00 p.m. on the Thursday after grades are due to make their final selection between a letter grade and P/NP for these courses. For regular 16-week classes, this deadline is **5:00 p.m. on Thursday, June 17**. For other short-term spring classes, students should check their portal for deadlines and additional information. It is critical that faculty submit grades on time so students have sufficient time to make a decision. Students are not given extensions when grades are submitted late. Grades are due by **11:59 p.m.** the Tuesday after the class ends for short-term classes and **Tuesday, June 15th** for 16-week classes.
 - c. Choosing Pass/No Pass may have implications for students. Students should speak with a counselor. www.mtsac.edu/counseling
 - Students transferring to the University of California should take caution in using this option and meet with a counselor or a transfer specialist in the Transfer Center.
 - Students transferring to the California State University, should note the P/NP grading option is acceptable for the spring 2021 term.
 - Students receiving Financial Aid should be aware the NP option affects their completion rate for Satisfactory Academic Progress, but doesn't impact their GPA.
 - For Veterans, an NP may be a better option than the EW, because it shows that the student completed the course. All GI Bill students should speak with a Veterans Resource Center counselor for advisement.
 - d. All “F” letter grades will be automatically converted to NPV once grades have been submitted.
2. For Course Outlines of Record [\(Click here to view the WebCMS Tutorial\)](#) that permit only standard letter grades, students CANNOT choose P/NP. Students who receive a “no pass” during this adjustment period (forced online instruction due to the pandemic) will receive a NPV mark. All “F” letter grades will be automatically converted to NPV, regardless of whether the student elected to change their grading option to P/NP once grades have been submitted unless licensing or accrediting bodies require letter grades.
 3. For courses where outside licensing or accrediting bodies require letter grades and do not allow “F” grades to be changed to NPV, students must receive a letter grade.
 - a. **Courses Requiring a Letter Grade and do not allow “F” grades to be changed to NP**
 - Mental Health: MENT 40, 56, 58D, 70, 72, 73T
 - Paralegal: All PLGL courses except for PLGL 100, 101, 102, and 103
 - Business Law: All BUSL courses
 - Business Accounting: BUSA 58

Course Repeatability

During this adjustment period due to COVID-19, students who receive a D, F or NP will have their grades marked as DV, FV and NPV. The “V” stands for virus to note the unique conditions created during the pandemic. Students who receive those grades in spring 2021 will be able to repeat the course without the unsuccessful attempt counting against the total number of maximum allowable repeats for the particular course.