



# Westchester Community College

State University of New York

*Office of Academic Affairs*

## **Spring 2020 Grading Options Updated April 27, 2020**

Westchester Community College recognizes the impact that the coronavirus (COVID-19) pandemic is having on student learning during the Spring 2020 semester. Because of this public health crisis, students are facing numerous obstacles to their academic success. In light of these unforeseen obstacles, students should be aware of the following grading options. These grading options are part of the College's regular grading policy, but flexibility in deadlines and applicability has been increased in order to provide some relieve during the current emergency.

### **INCOMPLETE**

An Incomplete or "I" may be assigned when extenuating circumstances prevent a student from completing assignments in a course. For Spring 2020 courses, an "I" grade must be changed to a letter grade by **Friday, November 20, 2020** or it will automatically convert to an "IF".

Asking your instructor for an "I" grade is an excellent option if you are prepared to complete the work according to a schedule developed by you and your instructor. You should consult with the instructor to identify the specific assignments that must be completed and the date that the assignments are due. The instructor will complete a form that is available on Blackboard. The completed form will be submitted by the instructor to the Department Chair and Dean.

### **WITHDRAWAL**

After the deadline for a withdrawal passes the student may initiate a request for withdrawal. You must make this request prior to submitting the final coursework or taking the final exam. The student requests a late withdrawal by:

1. Discussing the withdrawal with the instructor;

2. reviewing how a “W” grade will impact financial aid, if applicable; and
3. providing evidence of extenuating circumstances.

The following grades may be issued:

WP= withdrawal/passing: the student was passing at the time of withdrawal

WF= withdrawal/failing: the student is failing at the time of withdrawal

The “WP” and “WF” grades are assigned by the instructor and submitted when grades are due.