

CWU Emergency Pass/Fail Guide

Wellington



CWU is offering this grading option as an acknowledgement of the challenges created for everyone by the COVID-19 pandemic. EP/EF grades on a transcript include a statement indicating that a state of campus emergency existed during the quarter in which the grade was posted.

After contacting your Advisor to verify whether this grading option is ideal, if you have further questions regarding EP/EF grading, please contact Registrar Services at (509) 963-3001 or at reg@cwu.edu.

The link to the Electronic EP/EF Form can be found by clicking [here](#) or by copying the link below to your browser:
https://my.cwu.edu/psp/IHPRD/EMPLOYEE/SA/c/MANAGE_FORM.EOFM_CONTAINER_FL.GBL?FT=E_PF_FORM

This option is only available for undergraduate level courses. Students will have 3 days after the date on which final grades are due to choose to retain the assigned letter grade or to choose an EP/EF grade. Requests can be submitted at any point before the due date as well, even if grades have not posted for a course. The due date for the 2020 Summer Term is no later than Friday, August 28th, 2020 by 11:59PM. For the 2020 Fall Term, the due date is no later than Friday, November 27th, 2020 by 11:59PM.

Students may elect EP/EF conversions on a course-by-course basis. Instructors will submit course grades as usual. Upon such election, letter grades of C- or better shall be converted to a passing grade of EP; grades of D+ or lower shall be converted to EF. **Please consult with you major advisor as to your program specific requirements.**

Credits earned with a grade of EP/EF are not included in the computation of grade point averages.

Courses that are graded satisfactory/unsatisfactory are not eligible.

Credits earned with a grade of EP shall count toward program-specific passing requirements and general education requirements. Moreover, a grade of EP shall satisfy the prerequisites of subsequent courses. Credentialing for some programs/scholarships may require students to select the graded option. **Students should consult with their major advisor before choosing the EP/EF grade and/or financial Aid Office. If you are a Veteran please reach out to the Veteran's Center before selecting this grading option.**

Students who believe they have been improperly graded should first attempt to resolve the matter with the instructor. If resolution is not achieved, the student may [appeal the grievance](#) to the department chair. Lastly, please be advised that an EF grade will not award a refund for the course's tuition.