



LEARN. DO. LIVE.

April 7, 2020

Dear Central Washington University Students:

I am writing to welcome you to spring quarter, 2020, at CWU and to let you know that your instructors have been working diligently these past few weeks to ensure that our online course offerings this quarter will maintain the high-quality instruction you have come to expect here at Central.

To help you to do your best work in this time of unusual stress and change, we are providing a new grading option for all undergraduate courses called Emergency Pass/Fail. The system works as follows:

**First**, your instructors will be grading this quarter like any other quarter: if you are in a class that provides letter grades, you will receive letter grades at the end of the quarter. If you are in a course that is graded satisfactory/unsatisfactory, you will receive a grade of satisfactory or unsatisfactory at the end of the quarter.

**Second**, you may opt to convert your letter grade to Emergency Pass/Fail (EP/EF) on a course-by-course basis.

At the undergraduate level, all grades of a C- or better will convert to an EP and all EP grades will count towards degree requirements. You will have 3 days after grades are due to choose to convert your letter grade to EP/EF. EP/EF grades will not be calculated in your overall GPA at Central Washington University.

It is very important to your success now and in the future that you understand this grading option as an acknowledgement of a global situation that is making all the work we do more challenging. We must all rise to this challenge and for you students that means investing extra time and giving your very best effort to your studies this quarter.

**Office of the Provost/Vice President for Academic and Student Life**

400 E University Way • Ellensburg WA 98926-7503 • Office: 509-963-1400 • Fax: 509-963-2025

Barge Hall Room 302 • Email: [provost@cwu.edu](mailto:provost@cwu.edu) • Web: [cwu.edu/provost](http://cwu.edu/provost)

EEO/AA/TITLE IX INSTITUTION • FOR ACCOMMODATION EMAIL: [DS@CWU.EDU](mailto:DS@CWU.EDU).

This is an electronic communication from Central Washington University.

There are two additional, existing grading options.

1) Before May 18, 2020, you may unconditionally withdraw from any course. Unconditional withdrawals may impact your financial aid status, resulting in a requirement that you return some or all of the funds disbursed to you.

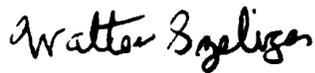
2) After May 18, 2020, you may request a grade of Incomplete (I) from your instructor. The grade of Incomplete (I) indicates that you are unable to complete the course but have a passing grade at the time of the request and have made sufficient progress to be able to complete the course without re-enrolling.

You can find the Emergency Pass/Fail Grade Option and additional information in the online catalog, (<http://catalog.acalog.cwu.edu/>). Also reference policy CWUP 5-90-40(20).

Sincerely,



Lynn Franken  
Interim Provost  
Vice President for Academic and Student Life



Walter Szeliga  
Chair, Faculty Senate  
Associate Professor, Geological Sciences