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

CWU is offering this grading option as an acknowledgement of the challenges created by the COVID-19 pandemic. EP/EF grades are recorded on the transcript, and the transcript legend includes advice that a global public health emergency existed during the term the grade was posted.

The EP/EF option is only available for undergraduate level courses. Students have 3 days after final grades are due to request the EP/EF grading option. Requests for the EP/EF grading option can be submitted at any point during the term before the EP/EF grading option deadline, even if a grade has not posted for the course.

Students may elect EP/EF conversions on a course-by-course basis. Instructors will submit letter grades as usual. If the EP/EF grading option has been elected for the course, letter grades of C- or better shall be converted to a passing grade of EP and the student will earn credit for the course. Courses graded with a D+ or lower shall be converted to EF and the student will NOT earn credit. Please consult with your major advisor about your program specific requirements.

Credits earned with a grade of EP/EF are not included in the computation of grade point averages. There are no tuition refunds for courses graded with the EP/EF grading option.

Courses that are graded satisfactory/unsatisfactory are not eligible. Graduate level courses numbered 500 and above are also not eligible for EP/EF grading.

Credits earned with a grade of EP shall count toward program-specific requirements and general education requirements. A grade of EP shall satisfy the prerequisite for a subsequent course. Credentialing for some programs/scholarships may require students to select the graded option. Students should consult with their major advisor and/or The Financial Aid Office before choosing the EP/EF grading option. If you are a veteran, please reach out to the Veterans Center before selecting this grading option.

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