

# IMPERIAL VALLEY COLLEGE 2019-20 CATALOG ADDENDUM



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## Disclaimer

Imperial Valley College is committed to providing students with the most accurate, current information available regarding the College's programs, courses, regulations, and policies. However, there may be times when course changes concerning prerequisites, content hours, or units of credit are determined after publication of the catalog or when district policy or state regulations dictate a change in current practice. When such a circumstance arises, every effort will be made through the college website ([www.imperial.edu](http://www.imperial.edu)), class schedules, public media, and at the time of registration to notify students of any changes in the course descriptions or college policies, as presented herein. Students with questions or concerns about a specific course need to contact a counselor at (760) 355-6543. Questions or concerns regarding standard practice and process can be directed to the Office of Admissions and Records at (760) 355-6101.

**Changes to page 37:**

**Grading System**

Grades are based upon the quality of work done; that is, upon actual accomplishment in courses offered for credit. Grades are issued at the end of each term.

**Non-Evaluative Symbols**

I	Incomplete	W	Withdrawal	EW	Excused Withdrawal
IP	In Progress	MW	Military Withdrawal		

**Symbol Definitions**

<b>P/NP</b>	<p>Some courses may be taken for Pass/No Pass (“P”/“NP”) grades only; others may be designated by the appropriate divisions to be taken for either standard letter grades or for grades of P/NP. ***Students usually must select this option using the online registration system by the deadline to register for the course.</p> <ol style="list-style-type: none"> <li>1. P will reflect the student has earned the equivalent of a grade of C or higher.</li> <li>2. NP will reflect the student has earned the equivalent of a grade of D or F.</li> <li>3. P grades are permissible in the student’s major field if permitted or allowed by the division or department.</li> </ol> <p><i>***Due to COVID-19, the request for Pass/No Pass was extended to May 8, 2020. Students requesting to change to P/NP need to consult with a counselor to determine impacts to financial aid or transfer.</i></p>
<b>I</b>	<p>An “I” symbol is used when an incomplete contract is negotiated for UNFINISHED WORK, OTHERWISE PASSING indicating that because of medical or other sufficient reason an important assignment such as a term paper, final examination, or experiment is missing. ***An incomplete (“I”) grade, which is not made up by the end of the sixth week of the next regular semester, shall be converted to a letter grade. The letter grade shall be used in computing grade point average. Incomplete symbols should be assigned for academic work under unforeseeable, emergency and justifiable reasons at the end of the term.</p> <p><i>*** Due to COVID-19, students with an “I” will be allowed to complete unfinished work until the end of fall 2020.</i></p>
<b>IP</b>	<p>In progress “IP” symbol is used only when a course extends beyond the normal end of the academic term.</p> <p><i>*** Due to COVID-19, faculty who need additional instructional time to assess and assign grades may submit the In Progress form for a class section after consultation with their division dean.</i></p>

**Change to page 38:**

<b>EW</b>	<p>Excused Withdrawal occurs when a student is permitted to withdraw from a course due to specific events beyond the control of the student affecting his or her ability to complete a course and may include a job transfer outside the geographical region, an illness in the family where the student is the primary caregiver, when the student who is incarcerated in a California state prison or county jail is released from custody or involuntarily transferred before the end of the term, when the student is the subject of an immigration action, or other extenuating circumstances as described in §55024 (a)(2) making course completion impracticable. In the case of an incarcerated student, an excused withdrawal cannot be applied if the failure to complete the course(s) was the result of a student's behavioral violation or if the student requested and was granted a mid-semester transfer. ***Upon verification of these conditions and consistent with the district's required documentation substantiating the condition, an excused withdrawal symbol may be assigned at any time after the period established by the governing board during which no notation is made for withdrawals. The withdrawal symbol so assigned shall be an “EW.” Excused withdrawal shall not be counted in progress probation and dismissal calculations. Excused withdrawal shall not be counted toward the permitted number of withdrawals or counted as an enrollment attempt.</p> <p><i>***For the spring 2020 semester only, withdrawals due to extenuating circumstances that are related to COVID-19 do not require a petition or additional documentation. Students or faculty can process an EW (COVID-Withdrawal) in Webstar until the last day of the spring class.</i></p>
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