

E grade (Unofficial Withdrawal) – An “E” grade can only be assigned to a student who *ceases to attend a course prior to sixty percent (60 %) of the duration of the semester*, and fails to officially withdraw from that course. The sixty percent (60 %) date is published in the *Faculty Registration Calendar* for each semester and mini-semester. “E” grades must be accompanied by the last date of attendance. For an “E” grade to be assigned, the student’s last date of attendance *must* be prior to the established date of sixty percent (60 %) of the semester. “E” grades are computed into a student’s Grade Point Average (GPA) as a value of zero (0). Students receiving Title IV funding who receive *E grades* for all of the courses in which they are enrolled in a semester, will be determined to have unofficially withdrawn from all of said courses. For a student who has been determined to have unofficially withdrawn from all of his/her courses (i.e., receives all “E” grades), the College must return fifty percent (50 %) of Title IV funds to the Federal programs from which the student received aid during the respective semester (Federal Stafford loans, Federal Pell grant, et cetera). If a student receives at least one earned grade other than an E (e.g., A, B+, B, C+, C, D, F), he/she will not be subject to the return of funds. For a student to officially withdraw from a course (i.e., receive a “W,” which is not used in GPA calculations), he/she must do so on or prior to the official withdrawal deadline, which is published in the Registration Calendar. A student who does not satisfy the two conditions above should be assigned an earned grade (e.g., A, B+, B, C+, C, D, F).

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