



DATE: February 11, 2021  
TO: Chabot-Las Positas Community College District  
FROM: Chancellor Ronald Gerhard, CLPCCD  
SUBJECT: District-wide Policy Regarding COVID-19 Related Grading Policies for all terms through December 2021

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Dear CLPCCD Faculty, Staff, and Administrators:

This communication is to update our District-wide COVID-19 Related Grading Policies for the **Spring 2021, Summer 2021, and Fall 2021 terms**. As we continue to adapt instruction and services during an extended pandemic, we appreciate and thank you for supporting our students. This communication complements all [previous communications](#) regarding student withdrawals and grading options. In cases of conflicting policies or procedures, please use this document as the latest and most accurate information.

As always, we want to do what is best for students, please share with students that grading options due to COVID-19 may complicate plans with financial aid, special programs, and transfer, and they should seek advisement from those programs.

#### **California Community Colleges Chancellor's Office (CCCCO) Guidance**

Following statewide guidance, our district is exercising grading policy flexibility for the Spring 2021, Summer 2021, and Fall 2021 terms based on the extension of CCCCCO Executive Order 2020-02 as stated in the February 4, 2021 CCCCCO Memorandum ESS 21-200-300. The options outlined in this document are intended to support educational continuity for our students without causing undue harm to their academic standing. At this time, these flexible policies are extended through Fall 2021 and set to expire when Fall 2021 grades are due, January 3, 2022 at 11pm.

**District Policy regarding Grading Policy for all terms through December 2021:**

Students should seek a College Counselor to talk through best options based on their educational goals. Not all grading options are for everyone, for example, students who have transfer goals, or Veteran and International students are specifically encouraged to seek guidance from their program leads. Please encourage your students to research implications of their grading options on their educational goals, special programs, and with the Financial Aid Office.

Students may elect to be evaluated in a course on a letter grade or on a pass/no pass (P/NP) basis through the last day of finals for the term as posted in the [official posted district academic calendars](#) for 2020-21 and 2021-22. The following (last day of finals) dates are deadlines for students to request a different grading option.

- For Spring 2021, the deadline is Friday, May 28, 2021;
- For Summer 2021, the deadline is Thursday, August 5, 2021;
- For Fall 2021, the deadline is Tuesday, December 21, 2021.

According to Title 5, section 55025, once pass/no pass grading option has been selected, it is faculty decision whether a P/NP is eligible for grade change.

CLPCCD faculty have full flexibility in issuing grades and converting low grades (D, F, NP) to **COVID-19** Extraordinary Withdrawals in consultation with students to ensure no adverse impact to the student's educational goals (for example, for some students a D is better than withdrawing). However, to mitigate repaying federal financial aid, faculty should advise students on financial aid to initiate their own request for a COVID-19 Extraordinary Withdrawal via CLASS-Web.

We view COVID-19 as a valid extenuating circumstance for student requests to repeat any class attempted from Spring 2020 through December 2021, regardless of grade.

**District Policy regarding Extraordinary Withdrawals for all terms through December 2021:**

Students may request a "COVID-19 Extraordinary Withdrawal" at any point through Friday, May 28, 2021 for Spring 2021; Thursday, August 5, 2021 for Summer 2021; and Tuesday, December 21, 2021 for Fall 2021 by filling out the **form** by the same title in CLASS-Web. For students on Financial Aid who are considering this option, please advise the student to initiate their own request for a COVID-19 Extraordinary Withdrawal via CLASS-Web in accordance with federal guidelines.

It is possible for faculty to request a COVID-19 Extraordinary Withdrawal non-grade option on behalf of a student when that student has stopped attending and/or communicating and the cause is reasonably attributed to barriers related to the pandemic.

Faculty are able to change grades to the COVID-19 Extraordinary Withdrawal non-grade option up to the published grade submission deadline. It is essential that grade changes and the COVID-19 Extraordinary Withdrawal are given on an individual student basis and not en masse, due to unintended consequences to specific student populations. For state reporting purposes, it is essential to document all COVID-19 extraordinary withdrawals.

Faculty can request a COVID-19 Extraordinary Withdrawal on behalf of students up until the date and time term grades are due. The following are deadlines for faculty to initiate a COVID-19 Extraordinary Withdrawal on behalf of a student:

- For Spring 2021, the deadline is Thursday, June 3, 2021 at 11pm;
- For Summer 2021, the deadline is Monday, August 9, 2021 at 11pm;
- For Fall 2021, the deadline is Monday, January 3, 2022 at 11pm.

**District Policy regarding Academic Standing through December 2021:**

Students' academic standing should not be affected by the pass/no pass (P/NP), Excused Withdrawals, or Extraordinary Withdrawal options, and attempted units evaluated with any of the aforementioned will not be considered as cause for probation or dismissal. No Pass, Excused Withdrawals and Extraordinary Withdrawal options shall not be counted in progress probation or dismissal calculations for Spring 2021, Summer 2021, or Fall 2021.

**Impact of Spring 2020 Cancelled Courses**

To mitigate impact and harm in the semester the pandemic was declared a state of emergency, we encourage faculty to consider course completion options that honor significant student work completed in Spring 2020 prior to the cancellation of the course.

Thank you for your support and collaboration in the effort to support our students during this challenging time. If you have additional questions, please reach out to your respective Deans or Vice Presidents.

Regards,

Ronald P. Gerhard  
Chancellor

Dr. Sperling  
Dr. Foster

[Sources](#)

CCCCO Executive Order 2020-02 March 27, 2020  
CCCCO Memo ESS-20-300-002 dated August 13, 2020  
CCCCO Executive Order 2021-01 February 4, 2021  
CCCCO Memo ESS-21-200-300 dated February 4, 2021