



DATE: May 29, 2020

TO: Chabot-Las Positas Community College District

FROM: Chancellor Ronald Gerhard, CLPCCD

SUBJECT: Local Policy on Converting Ws to Extraordinary Withdrawals Due to COVID-19

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On Friday, 5/15/20, the Department of Education provided guidance regarding issuance of Extraordinary Withdrawal. *“Any institution that moved students from ground-based instruction to distance learning, closed . . . campus facilities, or experienced other interruptions in instruction may consider all withdrawals from students enrolled in ground-based instruction during the covered period to have been the result of circumstances related to the COVID-19 national emergency.”*

Therefore, our District has determined any withdrawal on and after March 4, 2020 will be converted to an Extraordinary Withdrawal due to COVID-19, for consistent and efficient process of grades without requiring student to initiate. Students with Veteran status will be exempt due to adverse impact. Students will not need to take action, this will be a system conversion automatically in effect May 29, 2020. Any withdrawal prior to March 4 will remain distinguished as initiated by the student.

To clarify Federal Financial Aid impact, Financial aid recipients from Spring 2020 with the Extraordinary Withdrawal due to COVID-19:

- will not have to repay funds received for Spring 2020 to the Department of Education or the College.
- will not have Extraordinary Withdrawal due to COVID-19 units calculated in their Satisfactory Academic Progress (SAP) review of Spring 2020 grades, which impact academic eligibility for future terms.
- will not have Pell received for those units in Spring 2020 included in their Pell Lifetime Eligibility Used (LEU) calculation (Department of Ed will calculate).
- will not have student loans received for units in Spring 2020 included in their calculation for Subsidized Usage Limit Applies (SULA), (NSLDS will calculate).