



DATE: September 1, 2020  
TO: Chabot-Las Positas Community College District  
FROM: Chancellor Ronald Gerhard, CLPCCD  
SUBJECT: SUPPLEMENT-COVID-19 Related **Grading Policies for Summer 2020** and  
**COVID-19 Related Refund Policies** for Summer and Fall 2020

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This communication complements the memorandum titled, “CLPCCD District-wide Policy Regarding COVID-19 Related Grading Policies for Fall 2020” sent on Tuesday, August 25, 2020. This memo states our District-wide COVID-19 Related **Grading Policies for the Summer 2020** AND COVID-19 Related Refund Policies for Summer and Fall 2020. In cases of conflicting policies or procedures, please use this document as the latest and most accurate information.

#### **1. GRADING POLICY: Grading Policy for Summer 2020**

- a. Students should still 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.
- b. Students have until Tuesday, September 15, 2020 to request a different grading option for any Summer 2020 term course. 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.
- c. 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 avoid 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.
- d. Students may repeat any class attempted in Spring 2020, Summer 2020, or Fall 2020 due to COVID-19 exceptions regardless of grade.

## **2. EXTRAORDINARY WITHDRAWALS POLICY: Extraordinary Withdrawals for Summer 2020**

- a. Students may request a “COVID-19 Extraordinary Withdrawal” for Summer 2020 term by filling out the form by the same title in CLASS-Web by Tuesday, September 15, 2020. For students who received Financial Aid, please advise the student to initiate their own request for a COVID-19 Extraordinary Withdrawal via CLASS-Web in accordance with federal guidelines.
- b. 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. However, faculty are required to collect documentation to attest that the student stopped attending and/or communicating due COVID-19 in accordance with federal guidelines. Documentation may include e-mail messages, messages on Canvas, etc. between students and faculty.
- c. Faculty can change grades to the COVID-19 Extraordinary Withdrawal non-grade option through Tuesday, September 15, 2020. 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.
- d. 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 Summer and Fall 2020.

## **3. COVID-19 REFUND POLICIES: COVID-19 Refunds for Summer and Fall 2020**

- a. For Summer 2020, students who request the COVID-19 Extraordinary Withdrawal non-grade option will be eligible to receive a 100% refund on enrollment fees or tuition unless they received a fee waiver. No other student fee will be refunded to students for Summer 2020.
- b. For Fall 2020, students who request the COVID-19 Extraordinary Withdrawal non-grade option will be eligible to receive a 100% refund on enrollment fees or tuition unless they received a fee waiver. In addition, students will be eligible to receive a 50% refund in parking fees if the COVID-19 Extraordinary Withdrawal is requested for all classes for Fall 2020. No other student fee will be refunded to students for Fall 2020.
- c. It is important to note that students may opt-out of the Student Activities Fee and Student Representation Fee for Fall 2020 by Monday, September 7, 2020.

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.

### Sources:

CCCCO Executive Order 2020-02 March 27, 2020

CCCCO Memo ESS-20-300-002 dated August 13, 2020