



DATE: December 2, 2020

TO: Chabot-Las Positas Community College District

FROM: Chancellor Ronald Gerhard, CLPCCD
President Susan Sperling, Chabot College
President Dyrell Foster, Las Positas College

SUBJECT: District-wide Policy Regarding COVID-19 Related Grading Policies for Fall 2020

This communication is to remind the District regarding our District-wide COVID-19 Related Grading Policies for the Fall 2020 semester. As we continue to conduct instruction and services during an extended pandemic, we thank you for all you are doing on behalf of our students to help them feel supported and successful. This communication is a reminder and 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.

California Community Colleges Chancellor's Office (CCCCO) Guidance

Following statewide guidance, our district is exercising grading policy flexibility for the Fall 2020 semester based on the CCCCCO Executive Order 2020-02 remaining in effect. The options outlined in this document are intended to support educational continuity for our students without causing undue harm to their academic standing. We will issue updates should further flexibility emerge from our state system. At this time, these flexible policies are set to expire when Fall 2020 grades are due, Monday, January 4, 2021 at 11pm.

District Policy regarding Grading Policy for Fall 2020 semester

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 Fall 2020 semester finals, Friday, December 18, 2020. Students have until Friday, December 18, 2020 to request a different grading option for any Fall 2020 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.

CLPCCD faculty has 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.

Students may repeat any class attempted in Spring 2020, Summer 2020, or Fall 2020 due to COVID-19 exceptions regardless of grade.

District Policy regarding Extraordinary Withdrawals for Fall 2020 semester

Students may request a “COVID-19 Extraordinary Withdrawal” at any point in the Fall 2020 term by filling out the form by the same title in CLASS-Web. For students on 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.

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 is 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 COVID19 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.

The Fall 2020 semester deadline for a student-initiated request for a COVID-19 Extraordinary Withdrawal is Friday, December 18, 2020, the last day of finals. Faculty can request a COVID19 Extraordinary Withdrawal on behalf of Fall 2020 semester students up until Monday, January 4, 2021, when final grades are due.

District Policy regarding Academic Standing through Fall 2020 semester

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 Fall 2020.

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.