



DATE: February 26, 2021

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
Spring 2021, Summer 2021, Fall 2021

This communication updates 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 the 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, so please share with them 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 before deciding.

California Community Colleges Chancellor's Office (CCCCO) Guidance

Following statewide guidance, CLPCCD is exercising policy flexibility for the spring 2021, summer 2021, and fall 2021 terms based on 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, the policies outlined are extended through fall 2021 and set to expire at the completion of fall 2021 finals, Tuesday, December 21, 2021.

District Policy regarding Grading Policy for all terms through December 2021

Students should meet with a college Counselor to talk through the 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.

- The spring 2021 deadline is Friday, May 28, 2021
- The summer 2021 deadline is Thursday, August 5, 2021
- The fall 2021 deadline is Tuesday, December 21, 2021

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

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 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 with Financial Aid federal awards (like the Pell grant), please advise the student to contact the Financial Aid office to get the latest information on federal guidelines and impact.

Faculty should refer students to CLASS-Web to initiate the request for a COVID-19 Extraordinary Withdrawal.

Refund of Enrollment Fees

As per published district policy, students may request a refund of enrollment fees as long as the student withdraws during the first two weeks of a regular term class, or by the 10% point of the length of a short-term class. Refunds are not automatic. Requests for refunds must be filed by June 30 for the academic year that just ended. Credit balances do not carry over from one academic year to the next.

A student who must withdraw for military purpose shall be refunded 100% of fees paid, regardless of the date of withdrawal. In this case, requests for refunds made after the end of the academic year will be honored.

To apply for an enrollment fee refund, students should file a [Refund of Fees Form \(PDF\)](#) with the Office of Admissions and Records. The enrollment refund district policy is posted on the college websites: [Chabot College](#), [Las Positas College](#).

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 Student-initiated 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 Withdrawal and Extraordinary Withdrawal options shall 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.

Sources

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