

# GRADING POLICY



Please be advised of the updated grading, refund, and extraordinary withdrawal policies for 2021 as noted below. All related forms are available on CLASS-Web, the online student portal. The “Extraordinary Withdrawal due to COVID-19” form will go live on the [CLASS-Web](#) site on Monday, March 15. Students, who have been impacted by the pandemic, can initiate this request through CLASS-Web. For all Admissions & Records forms please visit your college website:

## [Forms for Chabot College](#)

## [Forms for Las Positas College](#)

\* Important: Students should seek a college counselor to talk through the best options based on their educational goals. Students who have transfer goals or Veterans or International students are specifically encouraged to seek guidance from their program advisors.

### [Chabot College Counseling Office](#)

### [Las Positas College Counseling Office](#)

• Please be aware that grade changes may impact educational goals and financial aid. Students are urged to research implications of their grading options with the Financial Aid Office. Students who have withdrawn due to COVID-19 over multiple semesters may be asked for further documentation.

### [Chabot College Financial Aid Office](#)

### [Las Positas College Financial Aid Office](#)

• Additionally, if you have withdrawn from Spring 2021 course/s with a “W” for reasons related to the pandemic, you are encouraged to fill out the form for an Extraordinary Withdrawal ([Las Positas College](#)) ([Chabot College](#)) to convert the “W” to a “CW”. A “CW” on a student transcripts signals there was a reason beyond the student’s control for the withdrawal.

## Grading Policy for All Terms January through December 2021

• 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 the 202-21 and 2021-22. The following dates are the deadlines for students to request a different grading option.

**Spring 2021: Deadline is Friday, May 28, 2021**

**Summer 2021: Deadline is Thursday, August 5, 2021**

**Fall 2021: Deadline is Tuesday, December 21, 2021**

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

## EXTRAORDINARY WITHDRAWAL THROUGH 2021

• Students may request a “COVID-19 Extraordinary Withdrawal” at any point by filling out the form by the same title in CLASS-Web. Deadlines are listed below.

**Spring 2021: Deadline is Friday, May 28, 2021**

**Summer 2021: Deadline is Thursday, August 5, 2021**

**Fall 2021: Deadline is Tuesday, December 21, 2021**

• Students are urged to contact the Financial Aid Office to get the latest information on federal guidelines and impact. Students receiving financial aid and who have withdrawn due to COVID- 19 over multiple semesters may be asked to provide more documentation.

## COVID-19 Refunds for 2021

• 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.

## 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 option, and attempted units evaluated with any of the aforementioned will not be considered as cause for probation or dismissal.

### [Forms for Chabot College](#)

### [Forms for Las Positas College](#)