

**TO: Interim Chancellor Gerhard, President Sperling, President Foster**  
**RE: Spring 2020 Extraordinary Circumstances related to COVID-19**

District-wide Goal CLPCCD will support educational continuity in as many ways as possible for our students during the COVID-19 disruption.

### **Grading**

The flexibility granted by the state has the intent to ensure students who attempt to continue to complete a course under the current COVID-19 situation, rather than withdraw, will not be negatively affected should they ultimately be unable to successfully complete the course.

- **Course Repetition Due to Extenuating Circumstances** Students are allowed to repeat courses in all instances. Students' new grade in the repeated class becomes the permanent record, the Spring 2020 attempt becomes a disregarded grade and credit.
- **Pass/No Pass Grade (P/NP) Options** P/NP is an option for all courses and we encourage faculty to offer this option with guidance to students. We encourage faculty teaching the same course, but in different sections, to offer this option in a consistent manner.

Faculty are the primary agent to present options to students to convert their letter grade to a Pass (P) or No Pass (NP). P and NP are considered non-letter grades and do not calculate into grade point average. As published in the CC and LPC catalog, a grade of C or better constitutes a P. In these extraordinary Spring 2020 circumstances, a NP will not be calculated into academic probation or dismissal procedures.

- For students to change their grading option to Pass/No Pass, **COVID-19 Request to Change Course Grading Option (P/NP)** is available on CLASS-Web or through:
  - Chabot College <http://chabotcollege.edu/admissions/forms.php>
  - Las Positas College <http://www.laspositascollege.edu/admissions/forms.php>
  - The **COVID-19 Request to Change Course Grading Option (P/NP)** form may be submitted via email:
    - Chabot College: [ccarcom@chabotcollege.edu](mailto:ccarcom@chabotcollege.edu)
    - Las Positas College: [lpc-admissions@laspositascollege.edu](mailto:lpc-admissions@laspositascollege.edu)

Transfer students may face potential impact based on their choice. Students are advised to meet with a College Counselor and continue to follow updated policies. CSU and UC preliminary guidance is available.

- [UC guidance](#) as of April 3, 2020
- [CSU guidance](#) as of March 31, 2020.
- **Incomplete or In Progress Grade (I/IP) Options** Faculty are the primary agent to present to students options to request in Incomplete (I) or an In Progress (IP) to indicate a non-completion with intent to complete. I and IP are considered non-evaluative symbols and not calculated into grade point average until the student completes the coursework within the allotted time frame. In these extraordinary Spring 2020 circumstances, the

student will have one year to complete the requirements of the course. Faculty assess appropriateness on a student by student basis.

- Incomplete “I” symbol is valid and justified by the pandemic,
  - Faculty award “I” and provide support to finish the course;
  - The condition for awarding “I” must be in the written record;
  - Students have one year to complete.
- In Progress “IP”
  - Used only for courses which plan to extend beyond the Spring 2020 term due to “Hard-to-Convert” (HtC) status.
    - HtC defined by each College due to clinical, lab, or other requirements to deliver instruction face-to-face and/or other reasons making it extremely difficult to transition content to online.
  - CC and LPC will produce a list of Hard-to-Convert (HtC) courses, expected to be a small exception of courses;
  - Most appropriate when HtC courses are temporarily suspended and expected to re-meet and finish beyond the expected term;
  - HtC Instructional Faculty are guided to teach everything possible online and then pause instruction for those SLOs and requirements that can only happen face to face (F2F);
  - Further discussion is taking place on assumptions we can make on Spring 2020 HtC courses being able to resume to complete F2F.

### **Extraordinary Withdrawal and Refund**

- Students can withdraw from any course at any point in the Spring 2020 term by submitting a **COVID-19 Extraordinary Withdrawal** form. This form is available on CLASS-Web or through:
  - Chabot College <http://chabotcollege.edu/admissions/forms.php>
  - Las Positas College <http://www.laspositascollege.edu/admissions/forms.php>
- The **COVID-19 Extraordinary Withdrawal** form may be submitted via email:
  - Chabot College: [ccarcom@chabotcollege.edu](mailto:ccarcom@chabotcollege.edu)
  - Las Positas College: [lpc-admissions@laspositascollege.edu](mailto:lpc-admissions@laspositascollege.edu)
  - Once the form is received by the respective College (CC or LPC), the Extraordinary Withdrawal will be processed. A refund/credit will be generated for Enrollment and Nonresident fees.
    - At the moment all other fees are not included in the refund/credit (Health Fee, Student Activity Fee, Student Representation Fee, Parking Permit, etc.)
- Requests are being accepted from March 16, 2020 until the last day of Spring 2020 instruction (May 22, 2020).
- Other important information about the Extraordinary Withdrawal during the time period specified:
  - There will be no notation on student’s transcript (no ‘W’);

April 3, 2020 Summary of CLPCCD (District-wide) Approach,  
Educational Support Services Committee  
CCCCO Flexible Guidance regarding: Grading and Hard-to Convert Classes

- Student's academic standing will not be affected;
- Students may repeat the class after filing for the C19 Extraordinary W.
- All C19 Extraordinary Ws are being checked for International or veteran student status at time of processing, to mediate complications based on their status.
- For Financial Aid recipients, the federal government passed the CARES Act, which allows withdrawal without repayment issues or Satisfactory Academic Progress (SAP) consequences.

**Extension possible to June 30** as per CCCCCO Guidance for courses that need it.

- CC and LPC will make decisions in best interest of educational continuity. May 22 is the last day of Spring 2020 instruction, most courses will complete without an extension.
- Term extensions are expected for HtC courses. CC and LPC will produce a list of HtC courses. All programs determined to fall under the Governor's [16 Essential Sectors](#) will be accommodated to extend to the extent possible.
- All Faculty should submit grades as per the district Spring 2020 term calendar deadlines. For those HtC courses that issue IPs, faculty submit IP at time grades are due during the Spring Term calendar and final letter grades by June 30.

**CONTINUING CONVERSATIONS | ITEMS FOR DISCUSSION AT NEXT ESS COMMITTEE**

Ongoing efforts continue across the Colleges, with the Academic Senates, and through shared governance committees on resolving all related issues to COVID-19. For example,

1. Best way to support students with Ws and IWs, to convert to non-punitive XWs.
  - a. Explore if IWs can be converted to XWs, when occurring on March 16 or after. Is it possible with Banner 9? Would there be audit implications?
  - b. Determine impact on cases when faculty made IW decisions based on January and February student inactivity and initiated IWs after March 16.
  - c. How do we accommodate students who request EW but cannot follow through with filing themselves?
2. Explore process for allowing a student to switch from P back to a letter grade option past the end of term considering Financial Aid implications and accommodating students with options as outlined by UC and CSU.
3. Identify HtC Courses and matters affecting students' ability to complete.
4. If a determination is made to extend Spring 2020 to June 30 based on the flexibility the state has provided, need to examine any related issues to running two terms at the same time (Summer starts June 1).
5. Regular and substantive communication with students in online instructional delivery.
6. Resolving issues and solutions for any courses at risk for cancellation.
7. Guiding students in making choices about educational continuity.
8. Published Updates on COVID-19 Exceptions in Websites, Catalogs, FAQs, etc..
9. Impact of any further clarifying Financial Aid guidance from the Feds.