



DATE: April 16, 2020

TO: Chabot-Las Positas Community College District

FROM: Interim Chancellor Ronald Gerhard, CLPCCD

SUBJECT: District-wide Policy Regarding COVID-19 Extraordinary Withdrawals

Dear CLPCCD Faculty, Staff, and Administrators:

This communication is to advise of the District's policy regarding COVID-19 Extraordinary Withdrawals. I want to express my gratitude to our College Presidents, Academic Senate Presidents, and the Faculty Association for the quick turnaround and collaborative work in putting this policy together. As we continue to modify policies to reflect the current emergency, we thank you for all you are doing on behalf of our students to help them feel supported and successful. This communication is meant to complement all previous communications regarding student withdrawal and grading options. This policy, as outlined below, is accompanied by a template letter that faculty can use to communicate the withdrawal options to their students. In cases of conflict, please use this source as the latest accurate information.

New State guidance on grading and withdrawals:

Following statewide guidance from the California Community College Chancellor's Office, our district is exercising grading and withdrawal flexibility during the time of this pandemic. Governor Newsom declared a state of emergency on March 4, and an end date has not been announced. Therefore, we continue to work and build guidance under the direction that online learning and shelter-in-place orders will be in effect until further notice from our state and local government agencies. The withdrawal options outlined in this document are intended to help our students complete their Spring 2020 semester with as little impact as possible. We will continue to keep communications flowing as we learn further information from our state system and Governor.

District Policy regarding COVID-19 Extraordinary Withdrawals:

1. Attached is a template letter that you can use to communicate to your students regarding their withdrawal and grading options. This template has been endorsed by the Academic Senate Presidents.

- Please reach out to your whole roster of students with this latest information, including withdrawn students whether initiated by the student or the instructor.
 - This communication template is intended to help you in your efforts to provide your students with information and knowledge of their options, your support and assistance, and in turn, help them to feel more empowered in their decision-making.
2. Faculty can now issue COVID-19 Extraordinary Withdrawals for students when students have stopped attending and/or communicating **effective March 4, when the state of emergency was declared.**
 3. Faculty are able to change Spring 2020 grades up to the published grade submission deadline, May 26, 2020, 11 p.m. to the COVID-19 Extraordinary Withdrawal non-grade option. **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 federal financial aid purposes, it is essential to document all COVID-19 Extraordinary Withdrawals. Please use the form on Class-Web to document student requested COVID-19 Extraordinary Withdrawals.** The student-initiated withdrawal deadline is May 22, 2020, 11 p.m. **Faculty have the ability to initiate a withdrawal on behalf of students up to May 26, 2020, 11 p.m.**
 4. The ITS department is working on a function within Class-Web that will allow faculty to request the COVID-19 Extraordinary Withdrawal. More information will be sent out shortly.
 5. **Spring 2020 term will end as calendared.** Only a few courses are identified as Hard-to-Convert Courses eligible for a term extension, and those faculty are in discussion with their Deans and Vice Presidents.

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.

Regards,

Ron P. Gerhard
Interim Chancellor

Attachment: Communication template to students RE: COVID-19 Extraordinary Withdrawals