

## Extraordinary Withdrawal due to Covid-19

Please be advised of the updated grading, refund, and extraordinary withdrawal policies for 2021, effective Spring 2021. Students who have been impacted by the pandemic can initiate a request for the "Extraordinary Withdrawal due to COVID-19" through CLASS-Web. Documentation is not typically required\*, however the student must initiate this Extraordinary Withdrawal themselves, and attest to the reason that the withdrawal is due to Covid-19 (CV19); it cannot be initiated by faculty.

The [Chabot-Las Positas College Community College District Grading Policy](#) can be seen here.

Under the CARES Act, the Department of Education has extended relief benefits for students who must withdraw from their classes due to Covid-19 (CV19) after receiving federal financial aid.

- While our office still must recalculate how much financial aid a student was actually eligible to receive based on the last date of attendance, the student may not have to repay that aid to the College or the Department of Education.
- The Department of Education will exclude from a student's Subsidized Loan usage (SULA) and Federal Pell Grant lifetime eligibility used (LEU) any payment during a period that the student does not complete due to this qualifying emergency.
- Further, we may be able to exclude those withdrawn units due to CV19 from our calculation of a student's Satisfactory Academic Progress (SAP), which determines eligibility for aid in future terms.

\*A student may receive the CARES Act withdrawal benefits more than one term. However, per the Department of Education, should the College find a student withdrawing from more than one semester due to CV19, they suggest that it is reasonable to require documentation of student circumstances prior to consideration of applying the CARES Act relief in the subsequent term.

If requested, the student must provide the College with a written attestation explaining why the withdrawal was the result of Covid-19, along with documentation that would support the student's claim. If sent via student's ZoneMail email, no signature required. In the event that the Financial Aid Office does not accept the student's assertion that their withdrawal was due to CV19, or no such attestation and documentation is received, the withdrawal will not be considered Covid-related, and the student will still be subject to repayment of financial aid received per recalculation, and all attempted units will be used to calculate SAP.