

Academic Senate Grading Policies Recommendations For Spring 2020

Based on CCCC Executive Orders, stated to remain in place in full force and effect as long as the declaration of the COVID-19 state of emergency is in place or the expiration of the appropriate Title 5 section, whichever is earlier (EO 2020-01; EO 2020-02)

Overall Recommendation for all cases:

ENCOURAGE YOUR STUDENTS, BEFORE MAKING A DECISION:

- SPEAK TO A COUNSELOR
- SPEAK TO A FINANCIAL AID ADVISOR IF RECEIVING ANY FORM OF FINANCIAL AID

Senate Recommendation for Pass/No Pass (P/NP)

- Students can petition a P/NP for your course until end of semester
 - Encourage student to talk to a counselor first to be sure there is no harm to their transfer
- If they earn an NP, the student may elect to withdraw. (See information on excused withdrawal below)
- Allow P/NP for local degrees

Senate Recommendation for Excused Withdrawal (EW)

- If you are still in contact with your student, follow these guidelines
 - Encourage your students to “stick it out”.
 - Students can withdraw through June 1st (potentially after knowing their final grade), so nothing to lose as far as GPA. (*See note below on Self Service procedure for students to withdraw.)
 - Encourage your students to talk to a Financial Aid advisor first, if student is getting financial aid. An EW will not affect a student’s [Satisfactory Academic Progress](#) (SAP) if the [reason is for COVID-19](#), but it is best if the student drops her/himself. See the [Financial Aid website](#) for more information.
- If you are not in contact with a student, who hasn’t dropped their class and they’re getting a failing grade:
 - faculty have the option to use their discretion to award an EW due to COVID-19 on behalf of their student. (Use the COVID-19 FACULTY DROP ROSTER on WEBADVISOR.)
 - Make every attempt to contact the student and inform them of their option to drop with an EW, using COVID-19 as the reason code.
 - If all attempts at communication have been exhausted and student has not responded, use your best judgement for issuing an EW on behalf of that student.
- If the student is at a D or higher, we recommend giving the student the grade they earned, and provide the student with options for using Self Service to drop with an EW through June 1st (see Self Service instructions below), petitioning a grade change after June 1st and using the course repetition option (see below).
- Consider: if a student takes an EW, they will need to repeat the entire class. The student and faculty can agree on an *incomplete*, where students will need to finish just those assignments they are missing. They have one year to complete. (see below)

Senate Recommendation for **Incomplete (I)**

- There are no changes to the Incomplete process, except that students will have 1 year (2 full semesters) to complete:
 - The condition for the removal of the "I" must be stated by the instructor in a written record.
 - The "I" may be made up no later than one year following the end of the term in which it was assigned. The "I" symbol will not be used in calculating units attempted nor for grade points.
- Faculty should assess on a student-by-student basis when the use of an "I" symbol would be appropriate for a student impacted by COVID-19.

Senate Recommendation for **Course Repetition**

- Due to the COVID-19 crisis, a student will be allowed to repeat a course even if they get a C. They can decide to repeat the course to try for an A or B next time, in order to be more competitive in the transfer process.
 - UC may not accept this, as well as other private colleges. Students must *talk to a counselor* regarding the guidelines from the institution they are transferring to.
- Inform your students that this may be an alternative to withdrawing.

*** Student procedure for withdrawing via Self Service**

- Executive Order designates the COVID-19 emergency as an approved "extenuating circumstance" for [students to withdraw](#) with an EW
 - Students will withdraw themselves using Self Service. They go to their schedule and click "Drop" on a course. A "Drop reason" selection will pop up. Two reasons will pop up, "COVID-19 Related" or "Other Related" They choose "COVID-19 Related" or any direct or indirect relationship to COVID crises. This will automatically give them an Excused Withdrawal (EW).
 - All withdrawals related to COVID-19 will result in an EW and a refund will automatically be triggered.
 - Unlike a "W" an "EW" will not be used for determining progress or in the GPA calculation by the campus. This may not be true for Financial Aid, so please see your financial aid advisor.
 - Students have until June 1st to withdraw themselves.

Academic Senate:

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