



COVID-19 UPDATE

April 2, 2020

This Informational Update will be provided weekly to communicate the status of decisions regarding changes to business processes as it relates to COVID-19.

Grades and Grading

Grades due deadline – Spring 2020

The Grades Due deadline has been extended to June 30, 2020 for all spring 2020 classes. Faculty are encouraged to post Spring grades as soon as possible since Summer courses begin June 3rd and may impede a student's ability to transfer or graduate. Fall registration begins June 22, 2020.

Excused Withdrawal (EW)

The Chancellor's office suspended the requirement for students to file a petition and provide documentation to be assigned an Excused Withdrawal (EW).

SDCCD Action: Any student who withdraws from classes or is dropped by the faculty between March 9 and May 8, 2020 will have their W changed to an Excused Withdrawal (EW) automatically. District Student Services will begin changing student W's to EW the week of April 6, 2020. For student withdrawals before March 9 and after May 8, 2020, a petition will be required depending on the status of COVID-19. It will not count against the student for progress probation or dismissal procedures or as a repeat for enrollment purposes.

Financial Aid Impact: The Department of Education has enacted legislation to exclude the "EW" for progress purposes but have not received final details.

Reinstatement

Faculty may reinstate students in a class, up to the withdrawal deadline, by using the reinstate option in MySDCCD. For the Spring semester, the deadline is May 8, 2020.

In Progress (IP)

The Chancellors Office reminded colleges that title 5, section 55023 allows for the use of an "IP" symbol for courses that extend beyond the normal end of an academic term and that an appropriate evaluative symbol will be assigned once the course is completed.

SDCCD Action: Faculty may consider student's coursework as In Progress (hard to convert courses) that cannot be completed by June 30, 2020.

Financial Aid Impact: No impact as the class is considered "in session."

Incomplete Grade (I)

Title 5 section 55023 (e) states:

“Incomplete: Incomplete academic work for unforeseeable, emergency and justifiable reasons at **the end of the term** may result in an “I” symbol being entered in the student's record. The condition for the removal of the “I” shall be stated by the instructor in a written record. This record shall contain the conditions for the removal of the “I” and the grade assigned in lieu of its removal. This record must be given to the student with a copy on file with the registrar until the “I” is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed.”

The Chancellor’s office suspended the “I” symbol being used in the progress probation and dismissal procedures.

SDCCD Action: Faculty may assign an Incomplete grade to any student who has unfinished coursework after the June 30th grades due date. The instructor would complete the Assignment of Incomplete form identifying the coursework to be completed, per normal procedures.

Financial Aid Impact: The Department of Education has enacted legislation to exclude the “I” for progress purposes but have not received final details.

Pass/No Pass Deadline (P/NP)

The Pass/No Pass deadline has been **changed from April 17 to May 8, 2020**.

The Chancellor’s office has suspended title 5 section 55022, which requires that the Pass/No Pass deadline is set at the 30% point in a course. Additionally, it suspended the “NP” symbol in the progress probation and dismissal procedures to not negatively impact students who may continue with a course but ultimately be unsuccessful.

SDCCD Action: The P/NP deadline will be extended to May 8, 2020 until further notice. Students have the ability to self-select this option using MySDCCD.

Financial Aid Impact: The Department of Education has enacted legislation to exclude the “NP” for progress purposes but have not received final details.

UC/CSU impact: SDCCD already has a practice of limiting students to 12 units of P/NP in an effort to prevent transfer issues. An email will be sent to student to use caution in selecting this option, especially for courses required in the major and the Golden Four: English, Oral Communication, Critical Thinking and Mathematics/Quantitative Reasoning. The CSU guidelines state it will accept P/NP in these areas for Spring, Summer or Fall 2020 coursework. However, there is no corresponding language from the UC. SDCCD will continue to recommend students check with their specific transfer institution/s.

Repetition Policy

The Chancellor’s Office suspended title 5, section 55045 regarding course repetition due to extenuating circumstances, students repeating any course due to COVID-19 will not need supporting documentation.

Refunds

SDCCD Action: Refund processing will align with the EW schedule beginning April 6, 2020. Due to the volume involved, EW refunds could take several weeks to process.

Bookstore Action: The bookstore will refund books/supplies for one week after re-opening. Note that materials must be in new/unused condition and accompanied by an SDCCD receipt.

Spring 2020 Term

There will be no change to the end date of the Spring 2020 semester, it will remain as June 1, 2020.

Commencement

Due to the current situation with COVID-19 (Coronavirus) and campus closure, all college and continuing education commencement ceremonies have been postponed.

Summer 2020

Summer 2020 will be held in a fully online format.

Resources

SDCCD Online Learning Pathways

The District Online Learning Pathways is available and continues to assist faculty and students with remote instruction and learning. Please use this link for assistance: [Temporary Remote Instruction Course](#)

- Steps to convert courses temporarily remote
- Accessibility Tools
- Course Interaction/Title V
- Open Educational Resources
- Academic Honesty Strategies
- Zoom guide
 - How to host an online meeting
 - Strategies to prevent Zoombombing

CCCCO

The California Community College Chancellor's Office has additional resources for faculty and staff with daily updates.

<https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/Communications-and-Marketing/Novel-Coronavirus/>

<https://cvc.edu/about-the-oei/resources/>