



COVID-19 UPDATE

March 26, 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.

Excused Withdrawal

Previous Deadline: April 17, 2020

Approved New Deadline: May 8, 2020 (primary term)

Any student who withdraws from classes between March 9 and May 8, 2020 will have their W changed to an Excused Withdrawal (EW). After May 8, 2020, a petition will be required. The EW symbol will show on a student's official transcript but will be annotated with 'COVID-19' to indicate the reason. It does not count against the student for academic standing purposes or as a repeat for enrollment purposes. Students are being notified via email of this new process.

Financial Aid students may be impacted:

- Loans may be reduced if units enrolled drops below half-time (6 units) prior to the disbursement
- Repayment of Federal funds may apply*
- May affect Satisfactory Academic Progress status for the 2020-2021 aid year*

*Note: This is subject to change due to pending legislation.

Next Steps:

- Detailed instruction regarding the process will be ready in the next few weeks.
- Students are encouraged to consult with the counseling and financial aid offices prior to dropping a class.

Refunds

Previous Deadline: February 18, 2020

Approved New Deadline: May 8, 2020 (primary term)

Students with the EW grade will be given a refund of enrollment fees and non-resident tuition. There will not be a refund of the student health/accident fees, student representation fees, dosimetry fees, golf fees, Associated Student membership or parking permits for classes that have already begun.

Next Steps:

- Refunds will be processed in alignment with the Excused Withdraw process.
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Class Cancellation

Some classes may need to be cancelled as there is not a remote teaching methodology permitted (e.g. Nursing). These can be treated the same as other classes and student may receive an EW and a refund (assuming the class was in session).

Financial Aid students may be impacted:

- Loans may be reduced if units enrolled drops below half-time (6 units) prior to the disbursement
- Repayment of Federal funds may apply*
- May affect Satisfactory Academic Progress status for the 2020-2021 aid year*

*Note: This is subject to change due to pending legislation.

Next Steps:

- Classes will be cancelled and students notified. If the class has not started, students will receive a drop and a refund.

Incomplete Grade

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. There is no change to this process.

Financial Aid students may be impacted:

- May affect Satisfactory Academic Progress status for the 2020-2021 aid year*

*Note: This is subject to change due to pending legislation.

Extend P/NP Deadline

Previous Deadline: March 9, 2020

Approved New Deadline: April 17, 2020

The Chancellor's office is currently discussing options to allow the extension of the Pass/No Pass deadline for approved courses. It is typically set at the 30% point in a course.

Extend Grades Due deadline for 1st 8-week session

Previous Deadline: April 11, 2020

Approved New Deadline: April 30, 2020

Due to the classes moving to remote methodology and the staff working from home, more time is needed to finalize student grades.

Forms and Petition Processing

Due to the current situation with COVID-19 (Coronavirus) and campus closure, we are piloting an online submission process for student petitions and forms through the mySDCCD Support Desk system – JIRA.

The following forms may be submitted by students:

- [Recency/Code of W's \(10+ Years\)](#)
 - [Excused Withdrawal Petition](#)
 - [Academic Renewal with Course Repetition](#)
 - [Academic Renewal without Course Repetition](#)
 - [Petition for Appeal of Enrollment Priority and/or Loss of CCPG](#)
 - [Modification of Graduation Requirements](#)
 - [Reinstatement After Disqualification](#)
 - [Proof of Prerequisites or Corequisites](#)
 - [Student Academic Contract](#)
 - [Student Petition \(also used for Unit Overrides\)](#)
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Resources

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/>

Future Topics

The California Community College Chancellor's Office and SDCCD are continually working on business processes and outstanding questions related to the impacts of COVID-19. Please know that there are many topics currently in the pipeline. Here are a few that we expect guideline within the few weeks:

- Pass/No Pass and transferability
- Work Experience courses
- Virtual Platforms & Software to support Career Technical Education and lab courses
- Guidance on Categorical programs (CalWorks, EOPS, etc.)
- Financial Aid regulations from the Department of Education