

Please use this template to communicate to your students regarding grading and withdrawal 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Please reach out to your whole roster of students with this latest information, including withdrawn students whether initiated by the student or the instructor.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 and in turn help them to feel more empowered in their decision-making.

PART 1. LEAD WITH A PERSONALIZED GREETING

Craft a message in your own voice, let students know you are aware of the disruption in their lives. Include the following key points:

- Encourage all students, acknowledging the pandemic is a difficult time.
- Let them know they are an important part of the College community.
- Let your students know this communication is for them to know their options.
- Offer ways the student can contact you, e.g. provide office hours, how best to reach you.
- Emphasize you are available throughout the term to assist in students exercising their options.
- Close with a statement to the effect that you want to see them continue and thrive in this course and at the College.

PART 2. ENSURE GUIDANCE OPTIONS ARE CLEAR

You are encouraged to use the below portion word for word.

Not all grading and withdrawal options are for everyone. Students who have transfer goals, Veteran and International students, are encouraged to seek guidance from their College Counselors. Students have until May 22 to request a different grading option for any Spring 2020 course.

Students may repeat any class taken in Spring 2020 due to COVID-19 exceptions regardless of grade.

Connect with a Chabot College Counselor: <http://www.chabotcollege.edu/counseling/>

Connect with a Las Positas College Counselor: <http://laspositascollege.edu/counseling/>

For your convenience, refer to the links below for transfer student guidance.

- UC Guidelines <https://admission.universityofcalifornia.edu/response-covid-19.html>
 - CSU Guidelines <https://www2.calstate.edu/apply/freshman/Pages/community-college-guidance-incoming-transfers.aspx>
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PART 3. DESCRIBE GRADING AND WITHDRAWAL OPTIONS FOR STUDENTS

You are encouraged to use the below portion word for word.

OPTION 1

I wish to act now or reserve the right to decide up until the end of the term to opt for a COVID-19 Extraordinary Withdrawal.

OPTION 1A I want to opt for a COVID-19 Extraordinary Withdrawal in this class now. This is a special COVID-19 “W” with no impact on grade point average (GPA) or academic progress. There will be no record that you have taken the class in the Spring 2020 term.

OPTION 1B I want to continue in this course but may still opt for a COVID-19 Extraordinary Withdrawal by the end of the course.

Choosing this option will **NOT IMPACT** your GPA, or your ability to repeat the course (it will not count against you), or your financial aid status in terms of your eligibility for federal or state aid (for those of you receiving scholarships from outside sources, you will need to check with them). You will also receive a refund of enrollment fees for the class. Please caution – those of you with transfer goals need to contact your four-year institution to check and see what the impact of an “Extraordinary Withdrawal” might be. For example, those transferring with ADTs in the Fall, you would need special permission to transfer with a shortage of units. Veterans and International Students need to check with their counselor.

How to opt for the COVID-19 Extraordinary Withdrawal: If you choose this option, as your instructor I can submit this non-punitive option to Admissions & Records for you through May 26. Or you can request this for yourself through May 22 by visiting the Student Services section of Class-Web and follow the “Spring 2020 Extraordinary Withdrawal and Pass/No Pass Request” link.

You can opt for a COVID-19 Extraordinary Withdrawal now or through the end of Spring 2020 term

Make sure to use your zonemail for all official information!

OPTION 2

I wish to continue to improve my grade in the class. In order to achieve this option, you **MUST** continue in the class, participate in all discussions, take all quizzes/ exams, and submit all assignments for the traditional grading scale of A-F.

OPTION 2A For this option I would like my real grade reflected (A,B,C, etc.)

OPTION 2B For this option I would like a Pass/No Pass (P/NP) grade reflected.

The state system has extended the deadlines for Pass/No Pass for community college students. Opting for P/NP means your grade would not raise or lower your GPA. This is complicated for transfer students, however. The UCs have lifted their cap on P/NP for transfer students, and some UC campuses may be accepting them for courses in the major area (UC Berkeley, UC Riverside, UC Irvine are accepting them for classes taken this semester), but some UC campus may not be (although this changes daily). CSUs will allow P/NP grading for all transferable courses for this semester and the summer, including lower division major requirements. A “pass” is a C (70%) or above in the class.

How to opt for P/NP: The student initiates this form by May 22.

https://bw11.clpccd.cc.ca.us/stuforms/COVID_ChangeCourseGradingOption.pdf

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