

## LTCC GUIDANCE MEMO CHANGES IN RESPONSE TO COVID-19

- INCOMPLETE (I)
- PASS/NP (P/NP)
- IN PROGRESS (IP)
- EXCUSED WITHDRAWAL (EW)
- COURSE REPETITION

### **SUMMARY:**

The California Community Colleges Chancellor's Office (CCCCO) has issued two Executive Orders and a number of guidance documents detailing the suspension of specific sections of title 5 of the California Code of Regulations and the temporary suspension of local rules and regulations that they consider a barrier to the continuity of educational services at this time.

The links below outline these specific sections:

- Executive Order 2020-10: [Temporary Suspension of Student Withdrawal Regulations to Address the Continuity of Education in Community colleges During the COVID-19 Declared State of Emergency \(PDF\)](#)
- Executive Order 2020-02: [Temporary Suspension of Various Specified Grade-Related Regulations to Address the Continuity of Education in Community Colleges During the COVID-19 Declared State of Emergency \(PDF\)](#)
- Memorandum FS 20-04: [Novel Coronavirus \(COVID-19\) Guidance – Attendance Accounting Implications and Guidance \(including information on Positive Attendance Accounting and Refunds due to EW\)](#)
- Memorandum ES 20-10: [Grading Policies and Term Extension Guidance Due to COVID-19 Pandemic](#)
- Memorandum FS 20-02: [Novel Coronavirus \(COVID-19\) Guidance – Clarification on Apportionments, Withdrawals, and Student Fee Refunds](#)

The District has interpreted these suspensions and has translated the orders into guidance for operations. This guidance is provided below.

### **INCOMPLETE – “I” GRADING OPTION:**

There is no specific change to the regular process for awarding an incomplete. If a student has incomplete academic work because of unforeseeable, emergency, and/or justifiable reasons at the end of the term, including reasons related to COVID-19, a faculty member may work with that student to issue an incomplete. The conditions for the removal of the incomplete will be included in this record. Faculty should communicate the intent to award the incomplete and the plan to complete

the work to students as soon as it is established in order to allay any concerns that students may have.

**“EXCUSED WITHDRAWAL ‘EW’” GRADING OPTION:**

The Excused Withdrawal (EW) is reserved for when a student withdraws from a course(s) for reasons beyond their control. A student may currently use the EW for any spring quarter courses. Students are strongly advised to speak to a counselor before making the decision to request an Excused Withdrawal.

Students who wish to change their final grade to an Excused Withdrawal upon completion of the course will have one year from the end of the course to make the grade-change request.

Students can request an Excused Withdrawal by sending an email to Enrollment Services at [enrollmentservices@ltcc.edu](mailto:enrollmentservices@ltcc.edu) with their student ID# and the class number and section for which they are requesting an “EW” grading option. Faculty will not be able to award the Excused Withdrawal option when entering the final grades for the course. Instead, Enrollment Services will input those requests, just as they would a regular request to withdraw.

An Excused Withdrawal is not considered in GPA calculations nor academic progress determinations. An Excused Withdrawal due to extraordinary conditions should not affect a student’s ability to repeat a course and is not counted towards the permitted number of withdrawals.

It may affect academic progress requirements for Federal Financial Aid, Veterans Educational Benefits, or load requirements for International Students. Additionally, an Excused Withdrawal may affect how long it takes students to earn their degree or certificate or their ability to transfer into a four-year institution. Therefore, again, it is vital that students talk with a counselor prior to requesting an Excused Withdrawal so as to avoid any adverse impact on aid or status.

Students will receive a full refund of enrollment fees for any course for which they choose the “EW” option. A grade change request changing a recorded grade to an “EW” within the one-year timeframe will still allow for a full refund of enrollment fees. Non-resident/international students will receive a full tuition and capital outlay refund if they choose the “EW” option prior to and including June 30, 2020. Non-resident/international students will also be able to request a grade change for up to one year but will not receive a refund of tuition and capital outlay after June 30, 2020. Students will not receive a refund of materials fees nor facilities fees, as these are “pass through” costs.

**PASS/NO PASS – “P/NP” GRADING OPTION:**

Students who attempt to continue to complete a course under the current situation rather than withdraw should not be negatively affected if they ultimately are unable to complete the course successfully. Because selecting a Pass/No Pass grade may have implications for transfer or other long-term, unforeseeable situations, such as future transfer and graduate school

applications, and/or licensure requirements, students should be strongly encouraged to meet with a counselor before changing a class to Pass/No Pass.

Students are able to request the Pass/No Pass grading option for any Spring Quarter 2020 courses, regardless of the grading options currently recorded in the course outline of record. The deadline for requesting a Pass/No Pass option has also been waived; thus, students may request the Pass/No Pass option at any point in the term prior to and including the last day of the course.

Students will request the Pass/No Pass option by sending an email to Enrollment Services at [enrollmentservices@ltcc.edu](mailto:enrollmentservices@ltcc.edu) with their student ID# and the class number and section for which they are requesting a Pass/No Pass grading option. Faculty will then be able to see that a student has selected this option when entering the final grades for the course.

Pass/No Pass options are being accepted in a variety of ways, some more limited than others, at the California State University and the University of California system schools. It is vital that students planning to transfer to these systems or others (private and public, in California and other states) talk with a counselor prior to selecting this option. For instance,

- a) Most transfer institutions do not compute a GPA for a P/NP course; however, in some instances a passing grade is computed at a 2.0 level, potentially adversely affecting a student's overall GPA score.
- b) Many transfer institutions require courses for the major to be completed with a letter grade, therefore a "P" grade may result in a student needing to retake a course.
- c) Many transfer institutions restrict the allowable transfer units that may be taken as P/NP.

"No Pass" grades will not be considered in probation and dismissal procedures.

**IN PROGRESS 'IP' GRADING OPTION:**

Under section 55023, the "IP" symbol may be used only in those courses which, for all students, extend beyond the normal end of an academic term. It indicates that work is "in progress," but that assignment of an evaluative symbol (grade) must await its completion. The "IP" symbol must remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate evaluative symbol (grade) and unit credit must be assigned and appear on the student's permanent record for the term in which the course is completed. The "IP" symbol must not be used in calculating grade point averages.

For the duration of the COVID-19 crisis, the "IP" symbol should be used when a course has been temporarily suspended and is expected to reconvene and complete instruction at some point beyond the end of the established term. Colleges should communicate this clearly to students

in impacted courses and proactively plan for when courses may reasonably be continued and completed.

**COURSE REPETITION DUE TO EXTENUATING CIRCUMSTANCES**

In light of the variety of ways that COVID-19 may disrupt course progress and completion, Executive Order 2020-02 establishes COVID-19 as a recognized extenuating circumstance and suspends the requirements in title 5, section 55045, for students to prove an extenuating circumstance when petitioning to retake a course attempted during the recognized pandemic.

In other words, students will be allowed to repeat any and all courses attempted in the spring quarter, regardless of grade recorded or previous attempts. LTCC will disregard the previous grade and credit when computing GPA, once the course has been repeated and successfully passed.