



**TO:** Chief Executive Officers  
Chief Student Services Officers  
Chief Instructional Officers

**FROM:** Marty J. Alavarado, Executive Vice Chancellor  
Dolores Davison, Academic Senate President

**RE:** COVID-19 Related Grading Policies, Academic Standing, and Course Cancellations

---

This memo acknowledges the continuing COVID-19 pandemic and the inevitable impact on instruction and services throughout the community college system. With the pandemic anticipated to continue throughout the remainder of the year, this memo provides critical updates regarding the status of the emergency regulations issued and policies and procedures colleges should adopt to mitigate impact and harm to students.

Specifically, this memo covers the following:

- Executive Order Grading Policy Extensions
- Fall 2020 academic probation & dismissals
- Spring 2020 cancelled courses

### **Executive Order Grading Policy Extensions**

[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, was issued on March 27, 2020 and was intended to mitigate the negative impacts of the national crisis on student academic progress and persistence. Given the persistence of the COVID-19 pandemic and state of emergency, Executive Order 2020-02 remains in effect through the 180-day time limit, or September 22, 2020. Concurrently, the regulation changes necessary for extending the Executive Order were agendaized for first reading at the July Board meeting and are agendaized for a second reading and approval vote at the September Board meeting. Once the updated regulations are approved the Executive Orders can be extended; as such, colleges are encouraged to plan for an extension of Executive Order 2020-02 recognizing this is the intent of the Chancellor's Office.

### **Academic Probation and Dismissals**

For students impacted by COVID-19 during the Spring Semester, the following Executive Orders attempt to mitigate ongoing negative implications for student persistence. Colleges should confirm local policies and procedures are in place to ensure enrollment and eligibility for courses, programs, and the California College Promise Grant (CCPG) are not impacted by No-pass (NP) or Excused Withdrawals (EW) grading symbols.

- [Executive Order 2020-01](#) stipulates that title 5, section 55024(e)(1), extenuating circumstances for purposes of an excused withdrawal (EW) shall include a student's withdrawal due to the COVID-19 crisis and such withdrawal shall not be counted in progress probation or dismissal calculations, towards the permitted number of withdrawals.
- [Executive Order 2020-02](#) suspends title 5, section 55022, the requirement that units attempted on a pass/no pass basis and for which the symbol "NP" is recorded shall be considered in probation and dismissal procedures.

All Executive Orders are located on the Chancellor's Office website at <https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/Communications-and-Marketing/Novel-Coronavirus/co-communications-to-colleges>, under the Guidance and Executive Orders section.

### **Spring 2020 Cancelled Courses**

In our continued efforts to mitigate the impact and harm to students, colleges should review their Spring 2020 course cancellations for courses where substantial progress and student work would have been completed prior to cancellation. In these instances, colleges should work with discipline faculty to identify course completion options that honor the student work completed prior to the cancellation of the course. Beginning Spring 2021 semester or Winter 2021 quarter, excused withdrawals (EW) will no longer count as an enrollment attempt for apportionment purposes, including EWs that coincide with cancelled courses (see [Memorandum FS 20-09](#), Novel Coronavirus (COVID-19) Guidance – Phase Out of Certain Emergency Allowances for Attendance Accounting Methods and Student Withdrawals ). However, the costs for providing flexible options for students directly impacted may be covered by the districts. Specifically, the COVID-19 Response Block Grant funds can be used to cover costs related to reengagement strategies for students who received an incomplete or for grants to faculty to identify course completion options that honor the student work completed prior to course cancellation.

For questions related to this memo please contact Marty J. Alvarado, Executive Vice Chancellor at [malvarado@cccco.edu](mailto:malvarado@cccco.edu) or Vice Chancellor Aisha Lowe at [alowe@cccco.edu](mailto:alowe@cccco.edu).

cc: Eloy Oakley, Chancellor, Chancellor's Office, California Community Colleges  
Dr. Daisy Gonzales, Deputy Chancellor, Chancellor's Office, California Community Colleges  
Dr. Aisha Lowe, Vice Chancellor, Educational Services and Support, Chancellor's Office, California Community Colleges  
Staff, Chancellor's Office, California Community Colleges