



SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE • MESA COLLEGE • MIRAMAR COLLEGE • CONTINUING EDUCATION

April 6, 2020

Dear Student:

We hope this email finds you and your family healthy in these most difficult times. The following notice has detailed information about grades, refunds, commencement, and many other topics that are undoubtedly on your mind. These are challenging times, and you are encouraged to continue to work toward your educational goals. As you manage your coursework and remain in classes, please reach out for assistance from your faculty and counselor.

We recognize there is a significant amount of information being provided to you. We hope to keep you as informed as possible. Your health and success are our primary priorities. Following you will find some helpful information regarding the grading process, please read it carefully. As you review the information, if you have questions, do not hesitate to contact the Campus Solutions HelpDesk at studenthelp.mysdccd.info.

Excused Withdrawal (EW)

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's the week of April 6, 2020. Depending on the status of COVID-19, for student withdrawals before March 9 and after May 8, 2020, a petition may be required. Excused Withdrawals will not count against you for progress probation, disqualification procedures, or as a repeat for enrollment purposes.

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

Pass/No Pass Deadline (P/NP)

The Pass/No Pass deadline has been **extended to May 8, 2020**. Students can self-select this option using mySDCCD.

Financial Aid Impact: We have not received final details, though the Department of Education has enacted legislation to exclude the **No Pass (NP)** for progress purposes.

UC/CSU Impact: Students should contact their transfer institution regarding the acceptance of P/NP grades for courses required in the major and the Golden Four (English, Oral Communication, Critical Thinking, and Mathematics/Quantitative Reasoning). Typically, P/NP is NOT acceptable in these areas. However, the CSU COVID-19 guidelines state it will accept P/NP in these areas for Spring, Summer, or Fall 2020 coursework.

Currently, the University of California system has not provided the corresponding language.

Reinstatement

If you previously dropped or were dropped by your instructor, you may request to be reinstated into the class. *Note that the instructor makes the final decision.*

In Progress (IP)

Faculty teaching one of the courses that were "hard to convert" to remote teaching will have the option of assigning an **In Progress (IP)** grade for coursework that will be completed later. These are typically lab type classes where special equipment is necessary to complete the course requirements. You will be notified by your instructor of the make-up sessions when it is permitted.

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

Incomplete Grade (I)

At the faculty's discretion, an **Incomplete (I)** grade may be assigned to any student who has unfinished coursework at the end of the semester; typically, this would be a final exam, paper, or assignment. An *Assignment of Incomplete* form will be submitted by the faculty to detail the missing work and the due date, not to exceed one year.

Financial Aid Impact: We have not received final details, though the Department of Education has enacted legislation to exclude the "I" for progress purposes.

Refunds

Refund processing will align with the **Excused Withdrawal (EW)** schedule and **begin** the week of **April 6, 2020**. Refunds will be processed for EW grades between **March 9 – May 8, 2020**, *there is nothing for you to do*. All payments made by credit cards will be refunded to the credit card used; cash/check payments will be refunded via check and mailed to your address of record. You may verify or update your address in [mySDCCD](#).

Due to the volume involved, EW refunds will take several weeks to process.

Bookstore: Please be aware that the bookstore will accept returns of supplies/books for **one week after campuses re-open**. *Note that materials must be in new/unused condition and accompanied by an SDCCD original 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

As public health experts continue to indicate that we are likely to be impacted by COVID-19 throughout this semester, San Diego City College, Mesa College, Miramar College, and

Continuing Education have made the difficult decision to **postpone** the Spring 2020 Commencement Ceremonies.

It was a disheartening decision, but to protect the health and safety of our students, faculty, staff, and communities, we feel this is the best course of action. Plans for rescheduling have not been made at this time, but you will be informed of future commencement plans as they become available.

Summer 2020

We will continue to offer a full schedule of classes for Summer 2020, and they will be held in an online format.

If you need help or have questions, please reach out!

City: <http://www.sdcity.edu/>

Mesa: <http://www.sdmesa.edu/>

Miramar: <http://www.sdmiramar.edu/>

Continuing Education: <http://www.sdce.edu/>

You can find many answers here in the [Student FAQs \(https://www.sdccd.edu/students/COVID-19.aspx\)](https://www.sdccd.edu/students/COVID-19.aspx). We will update these frequently as we receive information from the state and the SDCCD leadership.

Take Care,

Your Student Services Team