

Dear Faculty,

The California Community College Chancellor's Office issued an [Executive Order 2021-01: Extension of Suspension of Various Specified Grade-Related Regulations Due to the COVID-19 State of Emergency](#) that impact grading policies focused on supporting students enrolled in the current environment through **December 31, 2021**.

Excused Withdrawal (EW) due to COVID-19

The deadline to request an Excused Withdrawal due to COVID-19 **with no documentation** has been extended to **December 31, 2021**. This new deadline applies to all terms impacted by the pandemic (Spring 2020 – Fall 2021). Students who request and receive an Excused Withdrawal are not eligible for a refund except for courses taken in Spring 2020.

- The Excused Withdrawal Request form can be accessed online at www.venturacollege/forms under Withdrawal Petitions or [HERE](#). Students who request and receive an Excused Withdrawal are not eligible for a refund. Students submitting the Excused Withdrawal Request due to COVID-19 should select the reason “**Other**” and upload a statement saying their withdrawal is due to COVID-19.
- The **Spring 2020** COVID-19 Excused Withdrawal/Refund Petition can be found [HERE](#). This form is used to request an Excused Withdrawal due to the COVID-19 emergency for Spring 2020 class(es). Refunds only apply to enrollment fees (per unit fee) and nonresident tuition. The last day to submit an Excused Withdrawal due to the COVID-19 emergency for Spring 2020 class(es) request is May 14, 2021, refund included.

Beginning in 2022, students can apply for an Excused Withdrawal, but documentation will be required. Additional district-wide guidance will be sent to students once a new Excused Withdrawal form has been developed.

Pass/No Pass Grading Option for Spring 2021 – Extended to May 31, 2021

The requirement to select the “pass/no pass” within the 30% mark for the Spring 2021 semester has been extended to **May 31, 2021**. Courses already designated as P/NP remain

P/NP. Students may request a change from a letter grade (A-F) to a P/NP (pass/no pass) symbol up until **May 31, 2021** for their **Spring 2021** classes. Not all classes will offer the Pass/No Pass grading option so please have your students check the college catalog or speak to an Academic Counselor. Students need to use [the Pass/No Pass Deadline Waiver](#) to submit their request.

Incompletes

An incomplete can be issued to a student as result of the COVID-19 State of Emergency. Under normal circumstances, the incomplete can only be awarded at the end of the term, but the CCCCO is allowing us to issue a grade of Incomplete now due to COVID-19. **It will be up to faculty to determine if an incomplete grade is appropriate.**

For the duration of the COVID-19 crisis, faculty should assess on a student-by-student basis when the use of an “I” symbol would be appropriate for a student impacted by COVID-19, and whether the student’s individual circumstances constitute an **“unforeseeable, emergency, and justifiable reason”** for needing additional time. When you assign an incomplete grade, you must also submit the [Incomplete Grade Agreement](#).

Please encourage your students to speak with an Academic Counselor to discuss these options and the impact it may have on their academic standing, admissions, financial aid and transfer to a CSU, UC or private universities.

If you have any questions, please contact the Admissions and Records Office at VCAdmissions@vccd.edu or extension 6457, 6791, 6041 or 6044.

Thank you for all your hard work.



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