



COVID-19 UPDATE

April 17, 2020

This districtwide Informational Update will be provided periodically to staff, faculty, and classified professionals, to communicate the status of decisions regarding changes to business processes as it relates to COVID-19.

Thank you to everyone in the District for all of their work in moving to remote instruction and operations. We understand that this pandemic has an impact on everyone. Whenever possible please remember to be as flexible as possible with colleagues and students. Individuals are managing significant amounts of concerns, and with understanding, compassion, and flexibility, we will continue to help students achieve their educational goals.

COURSE REPETITION DUE TO EXTENUATING CIRCUMSTANCE

The California Community College Chancellor's Office suspended title 5, section 55045 which requires students to prove an extenuating circumstance when petitioning to retake a course. Since this provision has been suspended, students will be permitted to retake any course, including those where a passing grade was earned, if the repetition is due to COVID-19. Note that some UC/CSU institutions may not accept the repeated course.

IN PROGRESS (IP)

The Chancellors Office provided clarification on the use of the In Progress grade. Students who cannot/will not complete coursework for a class that extends beyond the semester end date (SDCCD will use the Grades Due deadline of June 30th) may be assigned an IP grade. Students may complete the coursework at different times. Note that a new form has been developed for this purpose as the grades will be manually entered by District staff. Once the In Progress work has been completed, a Grade Change/Assignment form must be completed for the final grade.

INCOMPLETE GRADE (I)

The Chancellors Office provided clarification on the use of the Incomplete grade. Faculty may assign the Incomplete grade to students who have a few assignments remaining to complete the course. The student has one year to complete the assignments.

FINANCIAL AID

At this time there has been no change to federal guidelines regarding course repetition and incomplete grades. The Spring 2020 grades will be counted for Financial Aid as is the current federal requirement.

SPRING PAYMENT PLAN CHANGES

- The final installment deadline for Spring payment plans has been **extended** from April 19th to May 17th (one week after the Withdraw and Refund Deadlines).
- Students with Automatic Credit Card payments will NOW be charged May 17th.
- Students can choose to pay earlier through mySDCCD.
- Students will not be charged with late fees, and their credit scores will not be affected.
- All refunds from Spring Withdrawals should be processed by May 15th.
- Students (who are on Spring Payment Plans) with an outstanding balance on May 18th will have an enrollment hold placed on their record.

- Students will not be dropped from Spring classes from missing a payment.
- Students withdrawing by May 8th will received a mark of “EW”, and a potentially a refund.

SPRING 2020 ENROLLMENT

For the Spring 2020 term from March 15, 2020, to April 12, 2020, enrollments across the colleges decreased by 1%. Last year over the same period, enrollments increased by less than 1%.

Compared to last week, enrollments across the colleges have decreased by 809 (City/ECC: -282, Mesa: -271, Miramar: -256). Last year over the same period, enrollments decreased by 381 (City/ECC: -72, Mesa: -171, Miramar: -138).

SUMMER CLASSES

The Summer Class Schedule is on target to be available online April 20, 2020. All classes will be taught either online or remotely.

Summer Registration Appointments will be available to students on mySDCCD on Friday, April 24, 2020. Registration by appointment begins May 4, 2020 with Open registration beginning May 18, 2020.

Online Forms Process

PROCESSING

District Student Services has implemented an online forms processing center. College faculty, staff and administrators began reviewing forms on April 14, 2020; nearly 100 were submitted on the first day.

NEW FORMS

Two new forms have been created to support grading flexibility due to COVID-19.

- **Petition for P/NP for Courses Not Approved** – this form will be completed by the student when a student chooses to select a P/NP grade option for courses not approved for P/NP. The student is encouraged to consult with a counselor when completing this form. The form will be processed using the new online process (see above). The form can be found at: <https://www.sdccd.edu/students/forms-and-documents.aspx>
- **Assignment of In Progress** – this form will be completed by an instructor when assigning the IP grade for hard to convert courses that will not complete by the end of the Spring 2020 semester. The form is available on the Faculty portal.

San Diego Promise Students

Due to the high demand by students for laptops, hot spots, food, etc. each college was given \$10,000 by the California Community Colleges Chancellor’s Office (CCCCO) to support these efforts. The funds will be included in each college’s emergency relief fund which will be available for both Promise and non-Promise students to provide support during these extraordinary circumstances.

Resources

SDCCD

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

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

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

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

Coronavirus/COVID-19 Information: <https://www.sdccd.edu/coronavirus/>

Student FAQs: <https://www.sdccd.edu/students/COVID-19.aspx>

CCCCO

The California Community College Chancellor's Office has additional resources for faculty and staff with daily updates.

<https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/Communications-and-Marketing/Novel-Coronavirus/>

<https://cvc.edu/about-the-oei/resources/>