

GRADING POLICY



1. FLEXIBILITY ON PASS/NO PASS GRADING OPTION

- Students are able to request a change to the grading option through the end of the Spring 2020 semester.
- By changing the grading option from a letter grade (i.e., A, B, C) to a Pass/No Pass (P/NP), you can limit the impact of the course outcome on your Grade Point Average (GPA).
- By earning a grade of 'C' or better, you will be issued a grade of 'P'. The 'P' grade will give you credit for passing the course, but will not factor into your overall GPA.
- If you do not end up earning a 'C' or better, you will be issued a grade of 'NP' (No Pass) and you will not earn units but it will not factor into your GPA as a substandard (D, F) grade would. Additionally, the 'No Pass' grade will not be counted towards progress probation or dismissal.
- To change your grading option to Pass/No Pass, COVID-19 Request to Change Course Grading Option (P/NP) form is available on CLASS-Web or through:
 - [CHABOT COLLEGE WEBSITE](#) • [LAS POSITAS COLLEGE WEBSITE](#)
- The COVID-19 Request to Change Course Grading Option (P/NP) form may be submitted via email:

***NOTE:** While the California Community Colleges Chancellor's Office is in discussion with the CSU's and UC's, the potentially adverse transfer implication of a Pass or No Pass grading option remain in effect. Financial Aid students should not be adversely affected. Students are strongly encouraged to seek advisement from Counseling Faculty to determine the best option for your educational goal.

2. EXTRAORDINARY WITHDRAWAL AND REFUND

- You can withdraw from your course due to COVID-19 by submitting a COVID-19 Extraordinary Withdrawal form. This form is available on CLASS-Web or through:
 - [CHABOT COLLEGE WEBSITE](#) • [LAS POSITAS COLLEGE WEBSITE](#)
- The COVID-19 Extraordinary Withdrawal form may be submitted via email:
- Once the form is received by the respective college(s), the Extraordinary Withdrawal will be processed. A refund/credit will be generated for Enrollment and Nonresident fees.
 - At the moment all other fees are not included in the refund/credit (Health Fee, Student Activity Fee, Student Representation Fee, Parking Permit, etc.)
- Requests are being accepted from March 16, 2020 until the last day of instruction for Spring 2020.
- Previous withdrawals prior to March 16, 2020 will not be reversed.
- If you have withdrawn from a course(s) on or after March 16, 2020, you may submit an Extraordinary Withdrawal form to remove the "W" or "EW" from your transcripts and receive a refund/credit.
- Other important information:
 - There will be no notation on your transcript (no "W" or "EW")
 - Your academic standing will not be affected
 - You may drop one or all of your courses
 - You may repeat the dropped class
- Financial Aid students should not be adversely affected.
- International students should check in with their respective college's International Students Program offices for guidance.
- Student Veterans should check in with their respective college's Veterans Resource Center or Veterans First Program for guidance.