

Good morning Colleagues,

I hope this update finds you all well. You are doing amazing work as we navigate these uncharted waters; thankfully, we are learning from one another as we go.

As you know, the number of Coronavirus cases is increasing in California and across our nation and the world. The virus is of course being transmitted but testing is also increasing. There have been a number of new cases diagnosed in our counties and local communities but as of today, there are still no diagnosed cases among YCCD students, faculty and staff.

During yesterday morning's Chancellors Cabinet meeting we focused our discussions on three particular topics – Excused Withdrawals (EW), Refunds and the 2020 Summer Schedule. I want to provide you a brief update on all three of these topics.

Excused Withdrawals – On March 20, 2020, California Community College Chancellor Oakley issues Executive Order 2020-01 titled: Temporary Suspension of Student Withdrawal Regulations to Address the Continuity of Education in Community Colleges during the COVID-19 Declared State of Emergency. Following is an excerpt from this order:

“Due to the existing state of emergency, strict adherence to the following sections of title 5 of the California Code of Regulations will create barriers to the continuity of educational services and are hereby temporarily suspended or interpreted only as specified:

- a. 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.
- b. Section 55024(e)(3): An excused withdrawal may be counted as an enrollment attempt for apportionment purposes, language in subdivision (e)(3) to the contrary notwithstanding.
- c. Section 58509(c): The requirement that a district must request a waiver in writing is suspended. Accordingly, districts may grant refunds of enrollment fees pursuant to subdivision (a) without additional documentation provided to the Chancellor's Office.”

As a result of this order, and with the best interest of our students in mind we will be implementing the following procedures related for Excused Withdrawals (EW). We understand that many students are transitioning to remote learning for the first time, and we hope that they will access the support services available to them in support of that transition. In the event that a student must withdraw from a course due to the coronavirus crisis, we want to support their decision and provide a simplified process for them to follow.

1. Students can initiate an EW for any class due to the coronavirus pandemic and the transition to remote instruction. EWs will be accepted from March 20, the date of the State Chancellor's Executive Order. A simple form is being developed, and will be available in a few days for students to request an EW.

2. We are working with Academic Senate Leadership to determine the details for accepting an EW, and how long the window for acceptance will be open.
3. For students that withdrew from a class between March 16 and the date of the State Chancellor's Executive Order they can petition to change their Withdrawal to an EW.
4. An EW will not affect a student's academic progress, will not be used to compute a student's GPA, will not impact academic probation, and will not impact the ability to repeat a course.
5. EW Student fees will also be refunded for students who withdraw under these circumstances.
6. Dropping a student from a class, initiated by a faculty member will continue to follow normal procedure.

Refunds – we are starting to receive inquiries from students in regard to refunding fees as a result of the transition to remote instruction. For Parking Fees there was consensus that we should provide a refund and we are exploring the best method to facilitate that. A decision was made to not refund student health fees, since student still have access to health services.

Summer 2020 Schedule – the upcoming summer schedule is scheduled to be visible on March 27th. Depending on the uncertainty of the crisis we should have contingency plans in place for as many summer courses as possible to be prepared for remotely delivery if need be. We understand some classes already have a DE addendum, and the transition of those courses should not be a significant issue. For classes that do not have such an addendum we will work with faculty, prior to the summer session, to develop strategies for the delivery of classes in a manner that makes best sense for both students and faculty.

As of right now the plan is to move forward and publish the Summer schedule as best we can on March 27, with the understanding that we may be pulling back some classes for conversion.

It goes without saying that these are indeed challenging times. As I have said in previous messages, we could be more proud of how the faculty and staff of this district have responded during this unprecedented emergency. We have certainly been learning as we go; thank you for your continued patience with one another.

Thank you for everything you do. Take care of yourselves and your families.

Dr. Douglas B. Houston, Chancellor

Yuba Community College District

(530) 741-6971

dhouston@yccd.edu

www.yccd.edu

@Yubadistrict

www.linkedin.com/in/douglas-houston