

Addendum to the College of San Mateo 19/20 Catalog

May 1, 2020

In order to ensure compliance with California Community College Chancellor's Office Executive Orders suspending specific sections of title 5 of the California Code of Regulations and the temporary suspension of local rules and regulations that are a barrier to the continuity of educational services due to the COVID-19 crisis, College of San Mateo issues the following addendum to its College Catalog for the 2019/2020 Academic Year:

"PASS/NO PASS" GRADING OPTION

Pursuant to Executive Order Executive Order 2020-02 students are able to exercise the Pass/No Pass grading option for ALL courses as of April 15, 2020. Because changing to a Pass/No Pass grade may have implications for transfer or other long-term, unforeseeable situations, such as future graduate school applications, and/or licensure requirements, students are strongly encouraged to meet with a counselor before changing a class to Pass/No Pass. Students are able to self-select the Pass/No Pass grading option via WebSMART. Faculty will then be able to see that a student has selected this option when entering the final grades for the course.

SELECTING "EXCUSED WITHDRAWAL" (EW)

The Excused Withdrawal (EW) is reserved for when a student withdraws from a course(s) for reasons beyond their control. Pursuant to Executive Order 2020-01 a student may use the EW on spring 2020 classes that end between March 17th – May 22nd. Students are strongly encouraged to speak to a counselor before making the decision to use an Excused Withdrawal. Students can self-select the 'EW' option for a course via WebSMART.

An EW grade is not considered in GPA calculations or academic progress locally. It may affect academic progress requirements for Federal Financial Aid and Veterans Educational Benefits. Students who do not select an EW by the end of this semester, but wish to change their final grade to an EW upon completion of the course, will have one year from the end of the course to make the grade-change request. If students are considering taking an Excused Withdrawal, this may affect how long it takes them to earn their degree or certificate, or their ability to transfer into a four-year institution.

Students will receive a full refund of enrollment fees for any course which they choose the 'EW' option. A grade change request changing a recorded grade to an 'EW' within the one-year timeframe will still allow for a full refund of enrollment fees. Non-resident/international students will receive a full tuition and capital outlay refund if they choose the EW grade option until June 15, 2020. Non-resident/international students will also be able to request a grade change for up to one year but will not receive a refund of tuition and capital outlay after June 15, 2020; only the enrollment fees associated with the course.

Students will not receive a refund for materials fees or Inclusive Access fees as these are "pass through" costs.

"A/B/C/D/NP" GRADING

In accordance with District Academic Senate Resolution 14.01S20 Grading options for the Spring 2020 semester will include the letter grading options of A, B, C, and D. The letter grade 'F' will be replaced with the 'NP' for all courses that had a Letter Grade option.

OTHER REFUNDS AND FEE ISSUES

Parking Permits

All students may petition for a prorated refund. Refund rates are based on 2 months of proration for the tiered levels of payment of California College Promise Grant (CCPG) recipients and 1 and 2 Term permits. Students need to request the prorated parking refund by June 15, 2020. The Parking Refund Request form can be found on college parking websites.

Withdrawal Processing Fee

The \$10 or \$50 fee is waived for students requesting a check disbursement for refunds.

International Student Health Insurance

International students who withdraw from all their courses and do not return to SMCCCD in the Fall can be refunded their Summer health insurance monthly premiums (June & July) by working with their International Students Program Manager.

NelNet Payments

Students utilizing the Payment Plan who missed their last payment on April 6th, will not be assessed a late fee of \$30.

Other Fees

Please note that students who withdraw, from any or all courses, will not receive a refund for Health Fees, Student Body Fees, Student Representation Fees, or Student Union Fees (Skyline College only).