



CITRUS COMMUNITY COLLEGE DISTRICT 1000 W. Foothill Blvd., Glendora, CA 91741-1899

April 5, 2020

Dear Citrus College Faculty,

Thank you for your patience and flexibility during these challenging times. We know that some of our students are struggling with the transition to a remote/online method of learning, and ask that you continue to be understanding of their situations and not issue a withdrawal from your course without talking to them first.

We wanted to inform you of two changes regarding the Pass/No Pass option and withdrawals for currently enrolled students as approved by the Citrus College Curriculum Committee on April 2, 2020.

#### **Pass/No Pass**

- Removes the 30% term rule for students in classes with a Pass/No Pass grading option
- Offers the Pass/No Pass grading option for any student enrolled in a credit course

This action, taken with permission from the State Chancellor, will be active "as long as there is an emergency declared by the State, County or Local Authorities that effect the delivery of instruction outside of a student's control."

Please refer your students to [admissions@citruscollege.edu](mailto:admissions@citruscollege.edu) to process their request for a Pass/No Pass option for your course.

#### **Withdrawals**

Students who choose to withdraw due to COVID-19 circumstances should do the following:

1. Request an Excused Withdrawal (EW) by filling out an [Exceptional Action Petition](#) (EAP)
2. Submit the [EAP form](#), using their student email account, to [admissions@citruscollege.edu](mailto:admissions@citruscollege.edu). Students who submit the EAP will be dropped with an Excused Withdrawal (EW) notation on their transcript and will receive a refund of the enrollment fee. Students do not need to provide additional documentation to request the EW if the reason for the drop is due to the COVID-19 pandemic.

Students have until the end of the spring 2020 semester to email the [EAP](#) to the Admissions and Records Office.

#### **Student Resources**

**We strongly encourage students to contact a counselor before they withdraw from courses.**

Please encourage students to remain enrolled in courses and inform them of the resources available to assist them during this challenging situation. Students can make an online appointment on the [Counseling and Advisement Appointment Scheduling System web page](#). The Counseling and Advisement Center has also added sessions on the [Early Alert web page](#) to assist students with their educational experience during this time.

The college has created a [Student Services Assistance web page](#) with information and resources available for students. This site also has a [Student Resources link](#) with additional information regarding mental health, food assistance, housing and emergency aid.

Additionally, students were sent [an email reminder today \(see attached\)](#) that the physical CAMPUS REMAINS CLOSED, and that instruction and support services will continue in a remote/online format through Friday, June 12, 2020. The memo also includes information regarding COVID-19 Technology Support Grants for students that are being funded by the Citrus College Foundation.

We know you have questions regarding commencement. We will have information on this event for you soon.

Thank you again for your help in assisting students through this difficult time. Please continually check and bookmark the [Student Services Assistance web page](#) and the [Student Resources web page](#) as we increase the number of services and resources for our students.

Sincerely,

Dr. Martha McDonald  
Vice President of Student Services

Dr. Arvid Spor  
Vice President of Academic Affairs