

COVID-19 Class Withdrawals: No W, Refund of Fees

TOVAR_ESAU

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Email sent to District

Dear colleagues,

Thank you for your patience in waiting for this important information. I know many of your students have been asking you **how to drop a class without incurring a penalty such as W on their transcript and how to get a refund on fees paid for that class**. While the Chancellor's Office has not issued full guidance on several matters we asked they address (we will share updates when they come), we now have authority to grant course withdrawals and fee refunds given the *extraordinary* conditions that our students (all of us) face with COVID-19. While I hope that all your heroic efforts to keep instruction and student supports going, effective today, students may submit a "[Petition for Withdrawal Due to Extraordinary Conditions](#)" [form also available at www.smc.edu/forms]. The Chancellor's Office has declared that COVID-19 qualifies as an extraordinary condition. Thus, even if the class' "Avoid a W" deadline has passed, students may get the withdrawal with no penalty at all. **The deadline to apply for extraordinary conditions withdrawal is the "Guaranteed Withdrawal Deadline" for the class in question.**

There are few things to note (sorry):

- In granting the drop due to extraordinary conditions, SMC will not be able to claim apportionment for these drops—even though the student was enrolled past Census. It is our intent, however, to work with the Chancellor's Office to recover some of our losses. Hence, we must track these drops and have the necessary documentation (the petition) to initiate such request.
- Students wishing to withdraw from a course or courses due to the impact of the novel coronavirus, COVID-19, are asked to carefully consider if dropping the class is in their best interest. Things to consider before dropping include impact on financial aid Satisfactory Academic Progress, possible fee balance owed to the College, progress toward education goal, health insurance, etc.
- For F1 students, withdrawal from a course can drop them to below the required full-time enrollment of 12 units. This may result in the termination of their I-20 and F-1 Visa status. Before withdrawing from a course, F1 students are asked to contact an IEC counselor at www.smc.edu/askiecc.
- **If students do decide to proceed, they must drop themselves from the class(es) on their Corsair Connect account (smc.edu/cc).** This will show a W on their transcript (temporarily).
- Students should then complete this petition in its entirety—all fields required. They should **submit petition to Admissions by EMAIL** at admissions@smc.edu.
- We still do not have the capability to process the drop with no penalty on our Student Information System, but I do expect we will have it by the end of the week (fingers crossed!).
- Once we have the ability to change the student drop (W) to a no penalty withdrawal, petitions will be processed within 1-5 business days. Students will be informed by email when done.
- Refund of enrollment fees will be issued within 45 days after the petition has been processed. If students remain enrolled in any class, student services fees (Health, Associated Students, ID Card fee) will not be refunded. Parking refunds should be requested by emailing parking@smc.edu.

A note on SMC Promise students: we have not yet heard from the CCCCO if an allowance will be made for a reduction of units for eligibility continuance. We are hopeful this request will be granted so first-year SMCP students unable to complete 12 units this spring can qualify for a second-year Promise award.

Thank you for your help in disseminating this information. Students will receive a much shorter email this evening. Stay healthy!

Best, Esau

Esau Tovar, Ph.D.

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