Complete this form for initiative and funding approval decisions on Guided Pathways proposals. Submit the completed form and accompanying documentation to Kim Palmore and Lydia Hearn with a request for a briefing meeting **at least seven days in advance of the planned Core Team Presentation date**.

2021-22 submission deadlines vary per team; Core Team presentation opportunities are available the first and third Tuesdays of each month from 2:00 -3:30pm.

Team Name	**Student Ready Rapid Response Team**
Date	**August 9, 2021**
Team Specialty	
Initiative Name	**Outreach to Inform Students: D & F Grades May Be Requested as No Pass for the "COVID" Quarters**
Team Leads	**Walter Gonzalez, Mary Pape**
Initiative Lead	**Karen Chow, Patty Guitron**
Contact Information	**papemary@fhda.edu, 408-864-8877**
Resources / Initiative Team Members	**Jovanah Arrington, Sal Breiter, Jayme Brown, Karen Chow, Claudia Guzman, Lydia Hearn, Julie Keiffer-Lewis, Jesus Ruelas, Nina Van**

Associated Initiatives / Prior Decisions

N/A

Alignment to Objectives

Brief description of how this initiative supports one of the Seven Core Equity Values of Guided Pathways.

A frustrating and defeating outcome is realizing that you missed an opportunity because you did not hear about it until too late. This is doubly difficult on students who are already struggling to see themselves as "student".

We pledge to eliminate any unnecessary bureaucratic barriers that are within local control.

Purpose and Solution

Purpose: Treating all students equitably. Students who are most at risk are often students who are not networked with others who might prompt them to take advantage of opportunities that are theirs if they apply in time. This is a reminder that is focused on the students who could actually benefit.

Pros:
Since a grade of NP No Pass "units are not counted in GPA" (https://www.deanza.edu/policies/grades.html), the student's grade point average will be higher.

Cons:
A grade of D+, D, and D- is considered passing at some schools
Veterans could be negatively impacted by a reduction in the units completed

We propose targeted email to students who received a deficient grade (grade of D or F) for Winter 2020, Spring 2020, Summer 2020, Fall 2021, Spring 2021, and Summer 2021.

>>

Dear Student,

Our records indicate that this information is pertinent to you.

If you received a grade of D or F for a course that you took during any of these terms: Winter 2020, Spring 2020, Summer 2020, Fall 2020, Winter 2021, Spring 2021, Summer 2021, then you are eligible to petition to request a retroactive No Pass grade in place of the D or F on your De Anza College transcript. The deadlines for requesting a "No Pass" grade in place of the D or F, have been extended to December 31, 2021, in consideration of the disruptions caused by the ongoing coronavirus pandemic.

Requesting a "No Pass" grade in place of a D or F grade **may be helpful** if you feel your academic performance has suffered because of disruptions related to COVID-19 and health officials' orders to stay home. This grade change could help your transferable grade point average (GPA). However, there can be **drawbacks** to choosing this **Pass/No Pass** grading option**. For instance,** D+, D, and D- grades are considered passing for some purposes and credit is earned, while "No Pass" on your transcript means credit will not be earned.

To learn more about these important considerations and **how to submit** a request, please review carefully the **Special Rules: Pass/No Pass webpage** **. Note: The deadline for these requests is December 31, 2021.**

It is recommended that you speak to a counselor before deciding to submit a request for a "No Pass" grade in place of a D or F on your De Anza transcript. Veteran students should check in with De Anza's Veterans Resource Specialists & Certifying Officials. Any student may make an appointment to speak with a counselor at this webpage: https://www.deanza.edu/our-counselors/

We're here to support your success in achieving your educational goals!

Sincerely,
[office/title???]
De Anza College

Key Activities, Timeline and Outputs

Activities	Start Date	End Date	Deliverable/Metric of Success
List key activities and steps required to achieve the project goal.	Enter start date for each	Enter end date for each	List anticipated outcomes to result from this activity

	key activity/step.	key activity/step.	when successfully completed.
Financial Aid consulted	July 15 – 29		
Dean of Admission and Records consulted	July 15 - 29		
Acquire list of students	Upon approval		
Contact Communications Department	Upon approval		
Send email (see "Purpose and Solutions" for wording)	Dependent upon Communication Department		

Assumptions

To be most helpful to the student this email should be sent as soon as Summer 2021 grades are posted to transcripts. This will be helpful for students with transfer applications due Fall 2021.

We are assuming:
- Receipt of list of students that this email is pertinent to
- Communications department will send the email

Campus Consultation and Impact Assessment

Counseling, Financial Aid, Veterans, and articulation officer were consulted for possible negative impact on students. All responded and wording was added to email as advised.

Index of Supporting Documentation

N/A

Resources	Explanation
External Resources	N/A

Project Funds – One-Time Funds						
In this section, break out expenses by line item for new/additional <u>one-time</u> project costs.						
• List estimated one-time costs for implementing project, for example: recruitment or training costs, new technology, software upgrades, and one-time meeting or travel costs.						
• Do not include existing staff compensation or costs already incurred.						
Expense Description	**Y 21-22**					**Total**
Describe expense.	$ 0.00					$ 0.00
Describe expense.	$ 0.00					$ 0.00
Describe expense.	$ 0.00					$ 0.00
Describe expense.	$ 0.00					$ 0.00
Describe expense.	$ 0.00					$ 0.00
Total	**$ 0.00**					**$ 0.00**

Explain Expenses	Explain each expense listed. If this proposal intends to replace an existing solution / process, outline current costs of existing solution / process and how quickly it can be phased out. Enter N/A if not applicable.					

Project Sustainability	
Project Costs after Y2021-22	N/A
Sustainability after Y2021-22	Investigate ways that copy of emails could be archived in student's MyPortal account.

Please do not complete the below sections during the submission process. These sections are reserved for ongoing information gathering between reviewers and project team, as needed.

Stakeholder Review	Reviewed?	Details
Guided Pathways Leadership Team	Yes or No	Detail engagement including dates, participants, and feedback. Enter N/A if not applicable.
Guided Pathways Core Team	Yes or No	Detail engagement including dates, participants, and feedback. Enter N/A if not applicable.
Other Reviews	Yes, No, or N/A	Detail any others groups who have been engaged or consulted, including dates, participants, and their feedback. Enter N/A if not applicable.

Version 07/12/2021

Final Determination on Initiative

Summary Recommendation from Review Committee:
Include proposal name, brief description, costs, funding source and division.

____   Approved

____   Not Approved

____   Approved with the following modifications:

_____

_____

_____

_____

Additional comments:

_____

_____

_____

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_____   _____

Final Approval Body   Date