



Dear Palomar Student,

It is hard to believe that we are entering the home stretch of the spring semester. I hope that you are finding our new remote learning environment engaging. I know that our faculty and staff are doing everything possible to keep you on your path to success. Just a reminder, all of our student support services remain available to you including but not limited to [tutoring](#), [financial aid](#), and [academic counseling](#).

In reviewing our COVID-19 Course Drop (Withdrawal) Procedure that we issued earlier this semester, our faculty leaders indicated that it would be more beneficial to you to extend the deadline to May 15, dependent upon certain course schedules. The updates are highlighted in the chart below.

Palomar College Course Drop (Withdrawal) Procedure due to COVID-19 Pandemic										
Revised April 24, 2020										
	Session Start Date	Session End Date		Standard Drop Processed EW Petitions Allowed			COVID-19 EW Drops Auto Approved (No Petition)			Drops no longer allowed
Full Term	1/23/2020	5/23/2020		1/23/2020	3/8/2020		3/9/2020	5/15/2020		5/16/2020
FT1	1/23/2020	4/4/2020		1/23/2020	3/8/2020		3/9/2020	4/3/2020		4/4/2020
4W2	2/24/2020	4/4/2020		2/24/2020	3/8/2020		3/9/2020	4/3/2020		4/4/2020
FT2	4/6/2020	5/23/2020		NA	NA		4/6/2020	5/15/2020		5/16/2020
4W3	4/6/2020	5/2/2020		NA	NA		4/6/2020	4/24/2020		4/25/2020
4W4	4/27/2020	5/23/2020		NA	NA		4/27/2020	5/15/2020		5/16/2020

If you are thinking about dropping a class, please speak with an academic counselor before you begin the process. Please complete a [Request to Make a Counseling Appointment](#) and our team will reach out to you. It is also very important to check with a Financial Aid Counselor via email at [finaid@palomar.edu](mailto:finaid@palomar.edu) before dropping a class.

Should you decide to drop a class, please submit an e-mail to [admissions@palomar.edu](mailto:admissions@palomar.edu) from your Palomar College student e-mail account and include your student ID number, the course you wish to drop (including the 5 digit code associated with the class), and verbiage that specifically requests for us to drop the class on your behalf.

By requesting an EW, you are dropping the course based on extenuating circumstances related to COVID-19. The EW will **not** affect your GPA or your eligible units toward financial aid. You will not get credit for the course.

Stay safe! Stay well!

Sincerely,

Jack Kahn, Ph.D.  
Acting Superintendent/President