

Dear Palomar College Student,

Welcome back to the continuation of our spring semester! We hope that you are all healthy and managing well with the Stay Home restrictions in response to COVID-19.

We know that many of you have been waiting for information on whether or not our grading policies will change due to COVID-19. We now have guidance from the Chancellor's Office and below you will find the details of the amended grading policy due to this unprecedented time.

1. If you would like to change your grading option from a letter grade (A, B, C, D, F) to pass/no pass (P/NP), you may do so until May 1, 2020 without petition.
  - a. This means that, if you earn an A, B, or C in the course, you will receive a P on your transcript. If you earn a D or an F in the course, you will receive a NP. Your Palomar GPA will not be impacted by a P or a NP. Units completed and awarded with an NP will not be considered in probation and dismissal procedures.
  - b. It is important for you to speak with an academic counselor to determine the impact of your P or NP on transferring to a UC, CSU, out of state or private university. We are aware that some institutions calculate a P as a 2.0. Email [CounselingDepartment@palomar.edu](mailto:CounselingDepartment@palomar.edu)
  - c. If you have decided to switch your grade to P/NP, please email [admissions@palomar.edu](mailto:admissions@palomar.edu) using your Palomar student email. Please include your Palomar ID number, course name and section code for the P/NP.
  
2. If you are considering an Incomplete, contact your instructor to discuss your options so that together you can find the best remedy for your situation.
  - a. A Record of Incomplete Grade form must be completed by both you and your instructor.
  - b. The form is located on the Palomar College website [here](#).
  - c. The signed Record of Incomplete Grade form must be submitted to the Records Office before Spring 2020 grades are finalized.
  
3. Course Repetition – COVID-19 is recognized as an extenuating circumstance and suspends the requirements for students to prove an extenuating circumstance to repeat a course.
  - a. If a class was attempted in the Spring 2020 semester for a third time, but received a grade of D, F, FW, or W; you may submit a petition to repeat the class for a fourth time if COVID-19 is the stated reason.
  - b. If a class was attempted in the Spring 2020 semester and a grade of "B" or "C" was received, but you believe you could have received a better grade due to the remote learning environment implemented on March 30, you may submit a petition to repeat the class if COVID-19 is the stated reason.

If you have any questions regarding this information, please contact the Academic Counseling Department at [CounselingDepartment@palomar.edu](mailto:CounselingDepartment@palomar.edu).

Sincerely,

Shayla Sivert  
Vice President, Instructional Services

Dr. Kendyl Magnuson  
Senior Director, Enrollment Services

Craig Thompson  
President, Faculty Senate