



Dear Palomar Student,

As we head into summer, we wanted to check back in with you on the recent spring semester. We understand that you may have experienced challenges pursuing your course online because of extenuating circumstances due to COVID-19. **To this end, our faculty leaders have approved an extension of the previously established May 15 deadline for an Excused Withdrawal (EW) and Pass/No Pass requests to August 15 for spring 2020 classes.**

Excused Withdrawal: By requesting an EW, you are dropping the course based on extenuating circumstances related to COVID-19. The updates for spring 2020 Excused Withdrawals are highlighted in the chart below.

Palomar College Course Drop (Withdrawal) Procedure due to COVID-19 Pandemic								
Revised May 25, 2020								
	Session Start Date	Session End Date	Drops Processed as Normal - EW Petitions Allowed		COVID-19 EW Drops Auto Approved (No Petition)		COVID-19 EW Drops Auto Approved (by Petition)	
Full Semester	1/23/2020	5/23/2020	1/23/2020	3/8/2020	3/9/2020	5/15/2020	5/16/2020	8/15/2020
8-week cours (1st 8-week)	1/23/2020	4/4/2020	1/23/2020	3/8/2020	3/9/2020	4/3/2020	4/4/2020	8/15/2020
4-week cours (February-April)	2/24/2020	4/4/2020	2/24/2020	3/8/2020	3/9/2020	4/3/2020	4/4/2020	8/15/2020
8-week course (2nd 8-week)	4/6/2020	5/23/2020	NA	NA	4/6/2020	5/15/2020	5/16/2020	8/15/2020
4-week course (April 6 - May 2)	4/6/2020	5/2/2020	NA	NA	4/6/2020	4/24/2020	4/25/2020	8/15/2020
4-week course (April 27 - May 23)	4/27/2020	5/23/2020	NA	NA	4/27/2020	5/15/2020	5/16/2020	8/15/2020

Grading and Pass/No Pass (P/NP): If you would like to change your grading option for a spring 2020 course from a letter grade (A, B, C, D, F) to Pass/No Pass (P/NP), or vice versa, **you may do so until August 15, without petition.** 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.

Some courses are designated as “grade only”. After receiving guidance from the Chancellor’s Office and based on assurances from the UC and CSU systems, you can replace your letter grade with a P/NP during this unprecedented time. Most 4-year institutions consider a “P” as a 2.0 grade point. The CSU and the UC are allowing temporary exceptions to the “P” grade. Students considering this change should consult with an [academic counselor](#).

CSU impact:

The CSU campuses will accept "Pass" grades for all transferable college courses completed in spring or summer 2020 including courses taken to satisfy:

- a. The Golden Four (English language [A2], oral communication [A1], critical thinking [A3], and mathematics/quantitative reasoning [B4]);
- b. All other General Education courses; and
- c. Major prerequisite courses.

For up to date information, please visit the [CSU website](#).

UC Impact:

- The UC has temporarily suspended its cap on “Pass” units required to enroll at a UC campus as a junior. Any courses taken with Pass/No Pass grading in the spring and summer terms of 2020 will not count toward UC’s limit of 14 semester/21 quarter transferable units.
- Berkeley, Davis, Irvine, Los Angeles, Merced, Riverside, San Diego, and Santa Barbara have agreed to accept “Pass” grades in major preparatory coursework completed in spring 2020 for all

majors. Santa Cruz has agreed to accept “Pass” grades in major preparatory coursework completed in spring 2020 for all majors except Psychology and Cognitive Science.

- “Pass” grades in major preparation are acceptable as noted above **for admission purposes only**; articulation of courses with “Pass” grades will be determined by the individual department after you enroll at UC.

For up to date information, please visit the [UC website](#).

Your Next Steps for an EW or P/NP:

1. It is important for you to [speak with an academic counselor](#) if you are considering an EW or changing your grade to a P/NP.
2. It is also very important to check with a Financial Aid Counselor via email at finaid@palomar.edu.
3. If you decide proceed with a EW or P/NP, please email admissions@palomar.edu using your Palomar student email. Please include your Palomar ID number, course name and section code for the EW or P/NP.

Additional Grading Information

Incomplete Grade: 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 signed Record of Incomplete Grade form must be submitted to the Records Office before Summer 2020 grades are finalized.

Repeat a Course: If you need to repeat a course, COVID-19 is recognized as an extenuating circumstance and suspends the requirements for students to prove an extenuating circumstance.

- a. If a class was attempted in the spring 2020 session 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.

If a class was attempted in the spring 2020 session 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, you may submit a petition to repeat the class if COVID-19 is the stated reason. Repeating a class in which a grade of “A” was recorded will require confirmation by the instructor of the Spring 20 course that some course materials were not fully covered.

- b. If you have any questions regarding this information, please contact the Academic Counseling Department at CounselingDepartment@palomar.edu. Just a reminder, in addition to our [academic counseling](#), all of our student support services remain available to you including but not limited to [tutoring](#), and [financial aid](#).

Sincerely,

Shayla Sivert
Vice President, Instructional Services

Dr. Kendyl Magnuson
Senior Director, Enrollment Services

Dr. Rocco Versaci
President, Faculty Senate