



Dear Palomar College Student,

We hope that your summer went well and that you are enjoying the fall semester. It seems that the time is flying by and before we get too much further into the semester, we want to make sure you know that we remain committed to your success.

It is with your success in mind that we inform you that we have updated our fall semester withdrawal and grading policies and the associated deadlines. Our intention is to provide you with the flexibility you may require, while we continue to deliver the majority of our courses remotely. With guidance from the Chancellor’s Office and in collaboration with our faculty leaders, we have established the following fall semester deadlines for dropping a course with an Excused Withdrawal (EW) and changing your grade from a letter grade to Pass/No Pass (P/NP).

Fall 2020					
Palomar College Course Drop (Withdrawal with EW and Pass/No Pass Election) Procedure due to COVID-19 Pandemic					
Type of Course	Session Start Date	Session End Date	EW Drops Auto Approved Pass/No Pass Accepted (No Petition Required)		Regular EW Petitions Allowed Pass/No Pass Option Closed
Full semester course	8/24/2020	12/19/2020	8/24/2020	12/19/2020	12/20/2020
4-week course (August 24 - September 19)	8/24/2020	9/19/2020	8/24/2020	9/19/2020	9/20/2020
8-week course (August 24 - October 17)	8/24/2020	10/17/2020	8/24/2020	10/17/2020	10/18/2020
4-week course (September 21 - October 17)	9/21/2020	10/17/2020	9/21/2020	10/17/2020	10/18/2020
4-week course (October 19 - November 14)	10/19/2020	11/14/2020	10/19/2020	11/14/2020	11/15/2020
8-week course (October 19 - December 19)	10/19/2020	12/19/2020	10/19/2020	12/19/2020	12/20/2020
4-week course (November 16 - December 19)	11/16/2020	12/19/2020	11/16/2020	12/19/2020	12/20/2020

**Excused Withdrawal:** By requesting an Excused Withdrawal (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. **The deadline to request an EW without filing a petition depends on the type of course you are taking (see chart above).**

**Grading and Pass/No Pass (P/NP):** If you would like to change your grading option for a Fall 2020 course from a letter grade (A, B, C, D, F) to Pass/No Pass (P/NP), or vice versa, **you may do so by the deadline associated with the type of course you are taking.** 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.” Both the Chancellor’s Office and the UC and CSU systems have made it clear that students can replace their letter grade with a P/NP during this unprecedented time. Most 4-year institutions consider a “P” as a 2.0 grade point. According to the [CSU website](#) and the [UC website](#), both systems are no longer making exceptions to Pass/No Pass grades after the summer 2020 session. Students considering a grade change to P/NP should consult with an [academic counselor](#).

**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](mailto:finaid@palomar.edu).
3. If you decide proceed with an EW or P/NP, please email [admissions@palomar.edu](mailto:admissions@palomar.edu) using your Palomar student email. 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 Fall 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 Fall 2020 session for a third time, but you 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 provided as the stated reason for the repeat.

If a class was attempted in the Fall 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 provided as the stated reason. Repeating a class in which a grade of "A" was recorded will require confirmation by the instructor of the Fall 2020 course that some course materials were not fully covered.

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

Sincerely,

Shayla Sivert  
Vice President, Instructional Services

Dr. Kendyl Magnuson  
Senior Director, Enrollment Services

Dr. Rocco Versaci  
President, Faculty Senate