



Dear Palomar College Student,

We hope that your fall semester and winter break went well. It is hard to believe that we are now in the Spring 2021 semester. Our faculty and staff continue to work hard to make our virtual learning environment the best it can be for you. We remain committed to your success and are excited to work with you to achieve your goals this semester.

It is with your success in mind that we inform you that we have updated our Spring 2021 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 Spring 2021 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).

Spring 2021					
Palomar College Course Drop (Withdrawal) Procedure due to COVID-19 Pandemic					
Type of Course	Session Start Date	Session End Date	COVID-19 EW Drops Auto Approved, Pass/No Pass Option Accepted (No Petition Required)		Regular EW Petition Allowed Pass/No Pass Option Closed
Full Semester Course (February 1 - May 29)	2/1/2021	5/29/2021	2/1/2021	5/29/2021	5/29/2021
4-week course (February 1 - February 27)	2/1/2021	2/27/2021	2/1/2021	2/27/2021	2/27/2021
8-week course (February 1 - March 27)	2/1/2021	3/27/2021	2/1/2021	3/27/2021	3/27/2021
4-week course (March 1 - March 27)	3/1/2021	3/27/2021	3/1/2021	3/27/2021	3/27/2021
4-week course (April 5 - May 1)	4/5/2021	5/1/2021	4/5/2021	5/1/2021	5/1/2021
8-week course (April 5 - May 29)	4/5/2021	5/29/2021	4/5/2021	5/29/2021	5/29/2021
4-week course (May 3 - May 29)	5/3/2021	5/29/2021	5/3/2021	5/29/2021	5/29/2021

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 Spring 2021 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 be considered in Progress probation and dismissal procedures starting in the Spring 2021 term.

Some courses are designated as “grade only.” According to the [CSU website](#) and the [UC website](#), neither system is making exceptions to Pass/No Pass grades. 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 prior to making these decisions.
3. If you decide proceed with an EW or P/NP, please email admissions@palomar.edu using your Palomar student email. Include your Palomar ID number, course name, and section code for the EW or P/NP. Your email should clearly state that you are requesting an EW because of COVID-19 extenuating circumstances.

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 the end of your course.

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 2021 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 is attempted in the Spring 2021 session and a grade of "B" or "C" is received but you believe you could have received a better grade if not for 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 Spring 2021 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. 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