



Dear Palomar College Student,

Welcome to the Fall 2021 semester! There are many courses that are being taught face-to-face; however, the majority of our course schedule is available online, due to the continuing impact of the pandemic in our region. Our faculty and staff continue to work hard to make your 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 and guidance from the California Community College Chancellor's Office and in collaboration with our faculty leaders, we are adhering to the standard deadlines for dropping a course during the Fall 2021 semester. If you experience challenges related to COVID-19 and the remote delivery of instruction, you will be able to petition for an Excused Withdrawal (EW).

**Excused Withdrawal:** By petitioning for an Excused Withdrawal (EW), you are requesting to drop the course based on extenuating circumstances related to COVID-19. The EW will not affect your Palomar College GPA or your eligible units toward financial aid. You will not get credit for the course. The petition to request an EW related to COVID-19 is available [here](#). Petitions should be filed as soon as you know you will not be completing the class.

**Grading and Pass/No Pass (P/NP):** If you would like to change your grading option for a Fall 2021 course from a letter grade (A, B, C, D, F) to Pass/No Pass (P/NP), or vice versa, **you may do so before your course is 30% complete. Please refer to your online "My Class Schedule" in MyPalomar for class specific dates.** The petition is available [here](#). The result of this choice 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 College 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.

**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) prior to making these decisions.
3. If you decide to proceed with an EW or P/NP, please complete either the Petition for an EW form or the Petition for Pass/No Pass.

**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.

1. A [Record of Incomplete Grade Form](#) must be completed by both you and your instructor.

2. 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.

1. If a class was attempted between Spring 2020 and Summer 2021 sessions 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.
2. If a class is attempted between Spring 2020 and Summer 2021 sessions 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 course that some course materials were not fully covered.

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.

Best Regards,

*Jack Kahn*

Dr. Jack Kahn

Assistant Superintendent/Vice President of Instruction

*Kendyl Magnuson*

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Senior Director, Enrollment Services