



Dear Palomar College Student,

We hope that your winter break went well. It is hard to believe that we are now in the Spring 2022 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 are informing you of our Spring 2022 semester withdrawal and grading policies. Our intention is to provide you with the flexibility you may require, while we continue to deliver many courses remotely. In addition, between January 31 – February 21, many of our face-to-face courses are being taught remotely. With guidance from the Chancellor's Office and in collaboration with our faculty leaders, we are following the standard deadlines for dropping a course for the Spring 2022 semester. If you experience issues related to COVID-19 and the remote delivery of instruction, you are 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 GPA. You will not get credit for the course. [Click here](#) for the petition for an Excused Withdrawal form.

Grading and Pass/No Pass (P/NP): If you would like to change your grading option for a Spring 2022 course from a letter grade (A, B, C, D, F) to Pass/No Pass (P/NP), or vice versa, **you may do so up to the last day of instruction for the class.** The petition is available on the [here](#). 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 Progress probation and dismissal procedures for the Spring 2022 term. Having a NP not count towards Progress probation is a COVID-19 exemption that is planned to expire at the end of the 2022 calendar year.

Some courses are designated as "grade only." According to the [CSU website](#) and the [UC website](#), neither system is continuing to make exceptions for Pass/No Pass grades. Students considering a grade change to P/NP should consult with a Palomar College [counselor](#).

Your Next Steps for an EW or P/NP:

1. It is important for you to [speak with a 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 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.

- 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.

1. If a class was attempted between Spring 2020 and Fall 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 Fall 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. Just a reminder, in addition to our [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

Dr. Kendyl Magnuson
Senior Director, Enrollment Services