



Dear Palomar College Student,

We hope that you are healthy and managing well with all that is going on in our world today. We understand that this is a difficult time, and it is important to us that you know we are not only committed to your health and safety, but also to your success as a student.

It is with your success in mind that we inform you that we have updated our summer session 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 summer session deadlines for dropping a course and changing your grade from a letter grade to Pass/No Pass (P/NP).

Summer 2020				
Palomar College Course Drop (Withdrawal) and Pass/No Pass Update due to COVID-19 Pandemic				
Type of Course	Session Start Date	Session End Date	EW Drops Auto Approved Pass/No Pass Accepted	Drops and Pass/No Pass by Standard Petition Process, including faculty approval
4-week course (May 26 - June 20)	5/26/2020	6/20/2020	5/26/2020 - 9/4/2020	9/5/2020 and after
4-week course (June 22 - July 18)	6/22/2020	7/18/2020	6/22/2020 - 9/4/2020	9/5/2020 and after
6-week session	6/22/2020	8/1/2020	6/22/2020 - 9/4/2020	9/5/2020 and after
8-week session	6/22/2020	8/15/2020	6/22/2020 - 9/4/2020	9/5/2020 and after
4-week (July 20 - Aug. 15)	7/20/2020	8/15/2020	7/20/2020 - 9/4/2020	9/5/2020 and after

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 is September 4.**

Grading and Pass/No Pass (P/NP): If you would like to change your grading option for a Summer 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 September 4 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.” 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. 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:

- a. 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 Summer 2020 will not count toward UC’s limit of 14 semester/21 quarter transferable units.
- b. For an allowance of “Pass” grades in preparation for a major, you should consult with an academic counselor and the individual UC campuses as well as the [UC website](#).

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 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.

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 Summer 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 Summer 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 Summer 2020 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, 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