



March 30, 2020

Dear Palomar Student,

As we progress through this unprecedented time, we know you must have a few important questions on your mind. You may be wondering about the remote learning experience you will have going forward as you complete your coursework. We also realize that you want to understand the options available to you as you head into the remainder of the semester.

First and foremost, we highly recommend that you continue to pursue the completion of your course(s). You have worked extremely hard through the first half of the semester and there really isn't a reason to stop now in pursuing your educational goals. Your instructor(s) are talented and have worked tirelessly to move your coursework into a remote format. Please direct your questions about the new online learning format to your instructor(s).

We remain focused on your success and want you to continue working toward gaining the knowledge you need to pursue your path in life. All of our student support services remain available to you including but not limited to [tutoring](#), [financial aid](#), and [academic counseling](#).

Second, we are aware the coronavirus (COVID-19) has impacted thousands of individuals and families throughout the region. It is with this awareness and an understanding that you may not be able to continue to pursue your coursework and will need to withdraw. If you are receiving financial aid, please contact your [financial aid advisor](#), before you begin to make any changes to your schedule to avoid possibly reducing your financial aid award.

Below is an updated Course Drop/Withdrawal Procedure that takes into account the impact of COVID-19. This updated process considers our variety of courses and scenarios. Students who want to drop a course late in the semester will be required to provide a written request to Admissions and Records. The Drop by Petition date ranges are included in the table below.

Palomar College Course Drop (Withdrawal) Procedure due to COVID-19 Pandemic									
Type of Course	Session Start Date	Session End Date	Standard Drop Processed- EW Petitions Allowed		Revised Process to Drop - EW Drops Auto Approved - No Petition required		Drops by Petition only* (see below)		Drops no longer allowed
Full Semester Course (16 weeks)	1/23/2020	5/23/2020	1/23/2020	3/8/2020	3/9/2020	5/1/2020	5/2/2020	5/15/2020	5/16/2020
8-week course (1st 8-week)	1/23/2020	4/4/2020	1/23/2020	3/8/2020	3/9/2020	3/31/2020	4/1/2020	4/3/2020	4/4/2020
4-week course (February - April)	2/24/2020	4/4/2020	2/24/2020	3/8/2020	3/9/2020	3/31/2020	4/1/2020	4/3/2020	4/4/2020
8-week course (2nd 8-week)	4/6/2020	5/23/2020	NA	NA	4/6/2020	5/1/2020	5/2/2020	5/15/2020	5/16/2020
4-week course (April 4 - May 2)	4/6/2020	5/2/2020	NA	NA	4/6/2020	4/17/2020	4/18/2020	4/24/2020	4/25/2020
4-week course (April 27 - May 23)	4/27/2020	5/23/2020	NA	NA	4/27/2020	5/1/2020	5/2/2020	5/15/2020	5/16/2020

* Drops by Petition require a written request to admissions and records. Requests can be generated from the student's palomar.edu email address. No verbal requests are permitted.

Finally, it is important to know that we have received guidance from the Chancellor of the California Community Colleges to change all withdrawals occurring within the above stated date ranges, to an Excused Withdrawal (EW). Therefore, your transcript will show an EW instead of a W or your earned grade. Please refer to the table above to understand the date in which drops will not be permitted.

Please contact the [admissions and records office](#) to discuss any questions you have. We look forward to participating in your success. Stay safe! Stay well!

Sincerely,

Jack S. Kahn
Acting Superintendent/President