



eINFO
student email notification

CITRUS COMMUNITY COLLEGE DISTRICT 1000 W. Foothill Blvd., Glendora, CA 91741-1899
www.citruscollege.edu

DATE: April 20, 2020
TO: Citrus College Students
FROM: Martha A. McDonald, Ed.D., Vice President of Student Services
RE: Student Update – Excused Withdrawals and Pass/No Pass

The college would like to make you aware of two important policy changes regarding the Pass/No Pass grading option and excused withdrawals.

Pass/No Pass

All Citrus College classes are now eligible for Pass/No Pass (P/NP) grading. There are no limits on the number of classes or units that are eligible for P/NP grading. The P/NP grading option will remain in effect for all classes as long as the existing COVID-19 emergency remains in place.

To request P/NP grading, please do the following:

- Use the [Pass/No Pass Petition](#) to request P/NP grading at least one week prior to the end date for any currently enrolled class.
- Use your Citrus College student email to send the completed form directly to the Admissions and Records Office at admissions@citruscollege.edu.

I strongly encourage you to meet with a counselor prior to changing your grading option to P/NP to discuss potential implications for transfer. You can schedule a Zoom meeting or phone appointment with a counselor on the [Appointment Scheduling System web page](#).

Excused Withdrawals

If you need to drop one or more classes as a result of COVID-19, please do the following:

- Complete the [Exceptional Action Petition](#).
- Submit the petition using your student email account to the Admissions and Records Office at admissions@citruscollege.edu. The fillable PDF does not need to be signed and may be submitted as an image so long as the form is legible.

You will be dropped with an Excused Withdrawal (EW) notation on your transcript and will receive a refund of the enrollment fee. Additional documentation is not required if the reason for the drop is due to the COVID-19 pandemic. The EW symbol does not count in the calculation of probation or dismissal and is not counted as an enrollment attempt for purposes of course repetition. The course, along with the EW symbol, will appear on your transcript. You have until June 12, 2020 to [email](#) the [Exceptional Action Petition](#) to the Admissions and Records Office. **We strongly encourage you to meet with a counselor prior to dropping any class.**

Sincerely,
Dr. Martha A. McDonald
Vice President of Student Services