

Grade Change Policy - Statute of Limitations

All requests for a grade change from an evaluative symbol to a "W" (Withdrawal), "EW" (Excused Withdrawal), Pass/No Pass or No Record must be made within three (3) years of the date when the grade was posted. Please note we cannot make exceptions to state or federal laws or regulations.

Excused Withdrawals

Fall 2021 - Summer 2023

Supporting documentation that clearly and directly speaks to the student's extenuating circumstance is required for consideration of an EW during these semesters.

It is important that:

- the documentation be dated within the semester of the course(s) being petitioned
- student's full name be visible or last name if documentation speaks to immediate family member or shared home address within SURF
 - Additional documentation may be requested if the committee is unable to make a clear connection to the student.

Fall 2023 - present

Students can **submit a COE petition for a EW with no documentation but only when they have a non evaluative grade** (see chart below for a list of non evaluative grades).

IMPORTANT: A written justification that proves an extenuating circumstance is still required and is more important than ever since no documentation is required.

EXAMPLE:

- Student has a "W" in COUN 100 this fall 2023
- Next week, the student decides to submit a COE for an EW for COUN 100
- No documentation is required
- A written statement with justification proving an extenuating circumstance is still required as part of the COE petition process

SUPER IMPORTANT: Once an evaluative grade is posted, supporting documentation is **REQUIRED** to prove the extenuating circumstance. A statement **alone** by the student will not suffice.

Excused Withdrawal (EW)

Excused withdrawal occurs when a student is permitted to withdraw from a course(s) due to extenuating circumstances beyond the control of the student affecting their ability to complete a course(s). "Extenuating circumstances" means cases of accidents, illnesses, or other circumstances beyond the control of the student. Colleges shall

proactively engage with the student or their representative to identify available college support services that may mitigate the extenuating circumstances and prevent withdrawal. If mitigation efforts are unsuccessful, the student shall receive the excused withdrawal symbol ("EW") on their transcript. Students shall not be denied an excused withdrawal due to a college's inability to respond to the petition or to provide sufficient assistance to mitigate the student's circumstances.

A student who is requesting a grade of EW shall submit a petition to the Committee on Exceptions with a written explanation of their extenuating circumstance. Once an evaluative grade has been assigned, supporting documentation is required. Upon verification of conditions consistent with the issuance of an EW grade the symbol may be assigned after the 10 percent deadline of a session.

An excused withdrawal shall be assigned if a determination is made that the student withdrew from a course due to unlawful discrimination or retaliation.

An excused withdrawal shall be assigned if a student withdraws from a course due an extraordinary condition under section 58509.

Evaluative Symbols

Symbol	Definition	Grade Points
A	Excellent	4.0
B	Good	3.0
C	Satisfactory	2.0
D	Less than satisfactory	1.0
F	Failing	0.0
P	Passing (at least satisfactory)	
NP	No Pass (less than satisfactory or failing)	
SP	Satisfactory Progress toward completion of the course (Used for noncredit courses only and is not supplanted by any other symbol).	

Nonevaluative Symbols

Symbol	Definition
I	Incomplete
IP	In Progress
RD	Report Delayed
W	Withdrawal
MW	Military Withdrawal
EW	Excused Withdrawal

Questions to CoE Coordinator Valerie Lopez (vlopez@miracosta.edu). Student inquiries to coe@miracosta.edu.