APPEAL FORM FOR “F” to “W” Request

Name: ____________________________ Student ID#: ____________________________

Address: __________________________

City: ____________________________ State: ____________________________ Zip: ____________

Phone #Day: __________________________ Evening: __________________________ Cell: __________________________

Last term attended: □ Fall (Aug.–Dec.) □ Spring (Jan.–May) □ Summer (June–Aug.) Year: ________

Please answer the following questions:

1. Semester for which you are requesting a grade change: ____________________________ Year: ____________

2. Your academic major in the semester of the request: ____________________________________________________________

3. Your current (or intended) academic major as of this semester: ______________________________________________________

4. Please list the course(s) for which you are requesting a change of grade from “F” to “W.”
_______________________________________________
_______________________________________________
_______________________________________________
_______________________________________________

5. Please list the other course(s) taken in the same semester and the grade(s) you received in them.
_______________________________________________
_______________________________________________
_______________________________________________
_______________________________________________

6. A change from a “F” to “W” requires documentation explaining the action taken by the student to resolve the grade issue with the Instructor. Please attach to this form a typed explanation of the following:

a. The name of the Instructor from whom you earned an “F”.

b. The interaction that took place between you and the Instructor and how the issue was resolved, including the Instructor’s final decision.

7. Explain the exceptional circumstances supporting this request. (Please attach official documentation to this form which may include, but not be limited to a doctor’s note, court order, military transfer papers, etc.) (Attach additional sheets if necessary).

________________________________________________________________________________________________________

_______________________________________________________________________________________________________

8. Please state what you plan to do differently in upcoming semesters to ensure your academic success.

________________________________________________________________________________________________________

________________________________________________________________________________________________________

Student Signature ____________________________ Date ____________

Last Date of Attendance: ____________

Approved: □ Yes □ No ____________ ____________

Signature of Instructor ____________ Date ____________

If REQUEST is denied, do you wish to continue this APPEAL through the CAAS? □ Yes □ No

Approved: □ Yes □ No ____________ ____________

Signature of Chair of CAAS ____________ Date ____________

Revised January 2016
“F” to “W” POLICY

The faculty of Chesapeake College is committed to student success by providing the necessary resources to assist students in achieving their academic goals. Students are expected to be proactive in their learning and request assistance before a failing grade is achieved by utilizing all the academic resources available and abide by all academic policies and deadlines at Chesapeake College. However, there are situations that occur out of the student’s control whereby, a student must stop attending class and he/she fails to withdraw during the designated withdrawal period. The end result is a grade of “F”. The excuse of not knowing the policies set forth by Chesapeake College is never a defense for this grade change request.

1. Students must follow the proper chain of command by completing this APPEAL FORM FOR “F” TO “W” REQUEST with official documentation supporting their situation, and submit to their Instructor. Documentation may include but is not limited to: doctor’s note, court order, military transfer papers, etc.
2. If the instructor is no longer employed, the student should meet with the Dean of the Department with the same materials. If approved, the Instructor/Department Dean sends this form along with a CHANGE OF GRADE REQUEST FORM to Registration.
3. If the Instructor/Department Dean denies the request, the student may appeal to the Committee for Admissions and Academic Standing (CAAS) with these same materials. This Committee serves as the appeal body ONLY when the change of grade is denied by the Instructor/Department Dean.
4. Change of “F” to “W” may be initiated by the student within one calendar year from the time the “F” grade is posted to the academic roster. (For example, if the “F” grade is posted on December 18, 2015, the student must initiate the request for change to “W” by December 18, 2016).
5. No change of “F” to “W” will be considered for students who are reported as never attending class.
6. “F” to “W” changes may be issued to currently enrolled students ONLY.
7. The College Catalog, Freshman Seminar class, Student Success and Enrollment Services, Academic Advisors and the Student Handbook will outline this policy.
8. Once the Committee has reached a decision, there is no additional process of appeal and the decision is final.
9. Faculty will make every attempt to report “no show” students on their class rosters to be submitted to the Office of Registration and encourage students to drop during the official drop period as stated in our academic calendar.
10. The appropriate “F” to “W” Change of Grade fee will be applied to all “F” to “W” grade changes. Upon receipt of this form and the Change of Grade form in the Office of Registration, the student must pay the Change of Grade fee before processing will take place (currently $5 for each “F” to “W” grade change).

Student’s Checklist:

1. Complete APPEAL FORM FOR “F” TO “W” REQUEST and submit to Instructor or Dean or Chair of CAAS (in that order).
2. Attach official documentation. If documentation is not attached, the request will not be considered.
3. Provide a written explanation of circumstances.
4. If “F” to “W” is approved and the Change of Grade Form is completed by instructor or Department Dean or CAAS Chair and sent to Registration along with this APPEAL FORM FOR “F” TO “W” REQUEST, the student MUST pay the “F” to “W” Change of Grade fee before processing will take place.

Instructions for Chesapeake College Faculty/Staff:

(1) Forms are located on our website: Student Services \ Records and Registration\ Important Forms\Appeal Form for “F” to “W” Request and cCHEST: Public \ Advising and Registration\ Advising Forms\ Appeal Form F to W Request. INSTRUCTOR receives form from student along with mandatory documentation. INSTRUCTOR approves or denies request by filling in checkbox, adding the “Last Date of Attendance” of Student on the reverse side of this form and adding Instructor’s signature. INSTRUCTOR sends this form and other documentation INCLUDING a CHANGE OF GRADE FORM to the Registration Office for processing. Student MUST pay fee before processing takes place.
(2) DEAN will follow same procedure as above if INSTRUCTOR is no longer employed.
(3) If the REQUEST is denied, Registration will forward the forms and documentation on to the Chair of CAAS for the APPEAL process, IF the student checks the box on the reverse side of this form requesting it go on to the CAAS as their last process. After the final decision of the request being approved or denied, the COMMITTEE CHAIR sends this form and other documentation, INCLUDING a CHANGE OF GRADE FORM to the Registration Office for processing. Student MUST pay fee before processing takes place.

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