



Course Repeat Appeal Form

Beginning in Spring 2008, a student may attempt a course No More Than Three Times. This includes any course for which the student has earned a letter grade, an “L” for auditing a course, or a “W” for courses from which the student has withdrawn.

Date: _____ Student ID #: _____

Student Name: _____

Current Semester: _____

Appeal requested for this course (course name/number): _____

Please document the reason for this request:

Please call the Academic Services Administrative Assistant at 410-827-5806 to schedule a meeting to discuss this appeal with the Vice President of Academic Services. Bring this form and your AER (Academic Evaluation Report) to the meeting.

Office location of the Vice President for Academic Services:
Wye Mills Campus
Dorchester Administration Building, Room 216

Permission to Register: **Approved** _____ **Denied** _____

Notes: _____

Clayton Railey, Vice President for Academic Services

Date

Office Use Only

Date: _____

Registration Processed By: _____

STRK entered: _____

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COURSE REPEAT APPEAL PROCEDURE

Beginning with the Spring 2008 semester, a student may attempt a course NO MORE THAN THREE TIMES. This includes any course for which the student has earned a letter grade, an “L” for auditing a course, or a “W” for courses from which the student has withdrawn.

Any student who is impacted by this policy may appeal it in writing. An appeal *may only* be granted by the Vice President for Academic Services.

To appeal the Course Repeat Policy, a student must follow the procedure outlined below. (There will be no exceptions.) The student will:

1. Obtain and complete a Course Repeat Appeal form, which is available from the Student Success and Enrollment Services office on the Wye Mills campus or the College website (www.chesapeake.edu). (To access the form from the website, click on “Current Students” at the top of the homepage and scroll to “Important Forms.”)
2. Call the Academic Services Administrative Assistant at 410-827-5806 to request a meeting with the Vice President for Academic Services.
3. Meet with the Vice President for Academic Services to discuss the reason for the appeal request. The reason must be written on the Course Repeat Appeal form. The student must bring a completed Course Repeat Appeal form and a copy of his/her AER (Academic Evaluation Report) to the meeting.
4. Receive in writing the appeal decision of the Vice President for Academic Services at the close of the meeting.
5. If the student receives permission to register for the course... The student will be called by the Academic Services office staff after the form has been delivered to the Registration office. **Note:** The form will be hand delivered by the Academic staff to the Registration office the day the appeal request is heard.
6. The student then makes arrangements to meet with an academic advisor to register for classes **or** make schedule revisions as needed. (The Registration staff will enter approval notes in STRK.)
7. Once the Course Repeat Appeal form is received by the Registration office and the student meets with an academic advisor to enroll, the Registrar or Assistant Registrar will register the student, if space is available. The Course Repeat Appeal form will be kept in the Registration office for future reference.

NOTE: APPEAL REQUESTS MUST BE SUBMITTED TO THE VICE PRESIDENT OF ACADEMIC SERVICES AT LEAST TWO WEEKS PRIOR TO THE START OF THE SEMESTER. APPEALS SUBMITTED AFTER THAT TIME WILL NOT BE CONSIDERED FOR THAT SEMESTER.