

“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.