



Course Repeat Appeal Form

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the student has earned a letter grade, an "L" for auditing a course, or a "W" for courses from which the student has withdrawn.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 contact Jim Davidson, Registrar by emailing jdavidson@chesapeake.edu and attach this form to your email. Have your Academic Evaluation Report (AER) available when you speak to Mr. Davidson. You will find it by going to MyCampus – Web Advisor/CRAB – Students. The link is listed under Academic Planning.

Permission to Register: **Approved** ____ **Denied** ____

Notes: _____

Jim Davidson, Registrar

Date

Office Use Only

Date: _____

Registration Processed By: _____ STRK entered: _____

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COURSE REPEAT APPEAL PROCEDURE

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the student has earned a letter grade, an “L” for auditing a course, or a “W” for courses from which the student has withdrawn.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 Registrar.

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 website in [“Important Forms.”](#)
2. Email the Registrar at jdavidson@chesapeake.edu to request a meeting.
3. Meet with the Registrar (by email) to discuss the reason for the appeal request. The reason must be explained on the Course Repeat Appeal form. The student must attach a completed Course Repeat Appeal form and a copy of his/her AER (Academic Evaluation Report) for the meeting.
4. The student will receive the appeal decision of the Registrar at the close of the meeting.
5. If the appeal is permitted by the Registrar, the student can then go to Student Planning and register online for the class.

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