

## Request FOR “F” to “W” Grade Change

Name:		Student ID#	
Address:			
City:	State:	Zip:	
Phone #Day:	Evening:	Cell:	

Last term attended: Year: \_\_\_\_\_  Fall (Aug.–Dec.)       Spring (Jan.-May)       Summer (June-Aug.)

Semester for which you are request a grade change: Year \_\_\_\_\_ Term \_\_\_\_\_

1. Please list the course for which you are requesting a change of grade from “F” to “W.” **You must use a separate form for each instructor.**

\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

3. A change from an “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:**

- The name of the Instructor from whom you earned an “F” and the interaction that took place between you and the Instructor and how the issue was resolved, including the Instructor’s final decision.
- 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).

4. 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 Department Chair Date

If REQUEST is denied, do you wish to APPEAL to the academic Dean?  Yes  No

1<sup>st</sup> Appeal:  
Approved:  Yes  No \_\_\_\_\_  
Signature of Dean for Faculty Date

If 1<sup>st</sup> Appeal is denied, do you wish to appeal to the CAAS committee?  Yes  No

2<sup>nd</sup> Appeal:  
Approved:  Yes  No \_\_\_\_\_  
Signature of CAAS Committee Chair Date

## “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 form with official documentation supporting their situation and submit to the Department Chair for that area of instruction. Documentation may include but is not limited to: doctor’s note, court order, military transfer papers, etc.
2. If the Department Chair denies the request, the student may appeal to the Dean for Faculty with these same materials. If the appeal is denied, the student may submit a final appeal to the CAAS committee.
3. Change of “F” to “W” must 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, 2018, the student must initiate the request for change to “W” by December 18, 2019).
4. No change of “F” to “W” will be considered for students who are reported as never attending class.
5. The College Catalog, Freshman Seminar class, Student Success and Enrollment Services, Academic Advisors and the Student Handbook will outline this policy.
6. Once the CAAS Committee has reached a decision, there is no additional process for appeal and the decision is final.
7. 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.

### Student’s Checklist:

1. Complete REQUEST for “F” TO “W” GRADE CHANGE and submit to Department Chair.
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 the Change of Grade Form is completed by the Department Dean or CAAS Committee Chair and sent to Registration along with this APPEAL FORM FOR “F” TO “W” REQUEST.

### **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](#). **The Department Chair** receives form from student along with mandatory documentation. **The Department Chair** 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 Department Chair’s signature. The Department Chair sends this form and other documentation INCLUDING a CHANGE OF GRADE FORM to the Registration Office for processing.
- (2) If the REQUEST is denied, Registration will forward the forms and documentation on to the Dean of Faculty and Teaching.
- (3) If the REQUEST is denied a second time and the student checks the box on the reverse side of this form requesting it go on to the CAAS Committee as their last appeal, the Registration Office will forward all documentation to the Committee. 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.