



FOR OFFICE USE ONLY  
 RECEIVED BY:  
 CAMPUS:  
 INTAKE DATE:  
 COMMITTEE DECISION:  
 PROCESS DATE:  
 COMMENTS:

## REQUEST FOR GRADE CHANGE "F/FN" TO "W"

**Please read this form in its entirety before signing below:**

Students who register for a class and do not withdraw, or for students who cease attending a class, usually receive an "F" or an "FN" grade depending on the last date of participation. In cases with documented extenuating circumstances, the college may approve an appeal requesting the grade of "F" or "FN" be changed to a "W" with the permission of the instructor and/or department chair. Appeals of this nature are forwarded to the academic area for review and action.

**To All Financial Aid Recipients:** Financial aid will be reviewed to insure all federal Title IV refund regulations are applied based upon the grade and last date of attendance previously reported by the faculty member.

**Submission Deadline:** Before the last day of the next major semester after the course is taken.

The College response to all appeals will be sent to your **FalconMail** account.

**Prior to submitting an appeal, please read carefully and completely the information on the Appeals Policy and Criteria. Be sure to complete and follow the checklist below. Please remember, the committee reviewing the appeals does not know you, and must judge the merit of your case solely on your statement and supporting documentation. This appeal must be completed in its entirety with supporting documentation upon submission.**

Student Name

Student ID Number

(       )

Yes     No

Telephone Number

Financial Aid Recipient

- Indicate the appeal criteria of your request:
  - Serious Illness/Injury
  - Non-Voluntary Military Activation
  - Other Extraordinary Circumstance
  - Unforeseen Emergency/Natural Disaster
  - Death of Immediate Family Member
- Have you attached a personal statement and supporting documentation describing the circumstances that occurred as to why you could not withdraw from your course(s) by the date indicated on the Academic Calendar?
  - Yes
  - No
- Please initial to indicate your understanding that your appeal will be denied if a personal statement and supporting documentation is not provided at the time of submission to the college. You also agree that consideration after the submission deadline will only be made if the circumstance interfered with the deadline date. \_\_\_\_\_

Course Subject/Section	Class Number	Semester and Year	Sub-session (Circle one per course)
			A B FULL
			A B FULL
			A B FULL
			A B FULL

Student Signature

Date