



FOR OFFICE USE ONLY

RECEIVED BY:

CAMPUS:

INTAKE DATE:

Request for Grade Change “F” 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” 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” 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 Appeals Policy and Criteria. This appeal must be completed in its entirety with supporting documentation upon submission.

Student Name _____

Student ID Number _____

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Yes No

Telephone Number _____

Financial Aid Recipient _____

1. Indicate the appeal criteria of your request:

<input type="checkbox"/> Serious Illness/Injury	<input type="checkbox"/> Unforeseen Emergency/Natural Disaster
<input type="checkbox"/> Non-Voluntary Military Activation	<input type="checkbox"/> Death of Immediate Family Member
<input type="checkbox"/> Other Extraordinary Circumstance	

2. 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

3. 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 <small>(Circle one per course)</small>
			A B FULL

Student Signature _____

Date _____