

Appeal for Change of Grade/Status Due to Total Withdrawal or Cancellation

Grades of “W” (withdrawal), and “WF” (withdrawn failing), may be issued when a withdrawal from Ferris State University is processed. A “W” grade is not computed in a student’s cumulative grade point average (GPA); however, a “WF” grade has a grade point value of zero (0.00) and is used when computing the GPA. Failure to officially withdraw from the University may result in “F” grades being awarded or an Unofficial Withdrawal being processed and grades of “WF” being awarded.

If you have received these grades on your academic record and you feel that they are a result of an incorrect status determination, you have the option of appeal through the Records Office. To appeal the grade/status you should complete the following, and submit it to the Records Office, 1201 S State Street, CSS 201, Big Rapids MI 49307 or fax to 231-591-2242, Attn: Registrar. Please include any documentation that supports this appeal (i.e. employer statements, medical documentation, death certificates....).

Name: _____ Student Number: _____

Address: _____

Telephone: (____) _____

I received grades of _____ for _____
(“F”, “W”, “WF”) (semester, Fall, Spring, Summer) (Year)

The reason for my appeal is as follows: _____

(if additional space is required please feel free to attach additional pages)

Student Signature

Date signed

Note: If these grades are a result of Student Judicial Services action, you should direct your inquiries to Student Judicial Services attention rather than the Records Office.