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Grades of "W" (withdrawal), and "WF" (withdrawn failing), may be issued when a withdrawal from Ferris State University is processed.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 Registrar's Office. To appeal the grade/status you should complete the following, and submit it to the Registrar's Office, 1201 S State Street, CSS 201, Big Rapids MI 49307 or fax to 231-591-2242, Attn: Registrar. Please include any compelling documentation that supports this appeal (i.e. employer statements, medical documentation, death certificates….).

NOTE: If you are a student who has received a letter stating that an Unofficial Withdrawal has been processed, and you are a recipient of Federal financial aid, you will also need to complete the following in addition to the appeal form:

- Contact the instructor for each course for which you received a "F" grade. Request that the instructor submit your last date of attendance to Registrar@ferris.edu. The body of the email from the instructor should include your name, CW ID, course title and CRN, and a last date of attendance. Absolutely no verifications of last date of attendance will be accepted from the student. No verifications will be considered without a submitted appeal form, and your appeal will not be reviewed until all verifications are received.

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 Registrar's Office.
09/16/10