



Course Repeat Appeal Form

A student may attempt a course No More Than Three Times. This includes any course for which the student has earned a letter grade, an "L" for auditing a course, or a "W" for courses from which the student has withdrawn.

Date: _____ Student ID #: _____

Student Name: _____

Current Semester: _____

Appeal requested for this course (course name/number): _____

Please document the reason for this request:

**Please call 410 822-5400 ext. 2250 Jacki McArdle (jmcardle@chesapeake.edu) to schedule a meeting to discuss this appeal with
Jim Davidson, Registrar (j davidson@chesapeake.edu)
or
Joan Seitzer, Associate Dean for Enrollment and Advising (jseitzer@chesapeake.edu)
Bring this form and your AER (Academic Evaluation Report) to the meeting.**

Office of the Registrar
1st Floor Dorchester, Room D138
Wye Mills Campus

Office of the Associate Dean for Enrollment and Advising
1st Floor Dorchester, Room D152
Wye Mills Campus

Permission to Register: **Approved** _____ **Denied** _____

Notes: _____

Registrar or Associate Dean for Enrollment and Advising Date

Office Use Only Date: _____
Registration Processed By: _____ STRK entered: _____
Updated 8/27/18



Chesapeake College

COURSE REPEAT APPEAL PROCEDURE

A student may attempt a course NO MORE THAN THREE TIMES. This includes any course for which the student has earned a letter grade, an “L” for auditing a course, or a “W” for courses from which the student has withdrawn.

Any student who is impacted by this policy may appeal it in writing. An appeal *may only* be granted by the Registrar or Associate Dean for Enrollment and Advising.

To appeal the Course Repeat Policy, a student must follow the procedure outlined below. (There will be no exceptions.) The student will:

1. Obtain and complete a Course Repeat Appeal form, which is available from the Advising Office D106 on the Wye Mills campus or the College website (www.chesapeake.edu). (To access the form from the website, click on “Current Students” at the top of the homepage and scroll to “Important Forms.”)
2. Call the College at 410 822-5400 ext. 2250 to request a meeting with the Registrar or Associate Dean for Enrollment and Advising.
3. Meet with the Registrar or Associate Dean for Enrollment and Advising to discuss the reason for the appeal request. The reason must be written on the Course Repeat Appeal form. The student must bring a completed Course Repeat Appeal form and a copy of his/her AER (Academic Evaluation Report) to the meeting.
4. Receive in writing the appeal decision of the Registrar or Associate Dean for Enrollment and Advising at the close of the meeting.
5. *If the student receives permission to register for the course...* The student will be notified by the Registrar or Associate Dean for Enrollment and Advising at the time of the meeting.
6. *If the student doesn't receive permission to register for the course....* The student can appeal to Melina Baer (Dean for Students and Learning). Please contact Kimberly Sellers at 410 822-5400 ext. 5829 to schedule an appointment.
7. The student then makes arrangements to meet with an academic advisor to register for classes **or** make schedule revisions as needed. (The Registration staff will enter approval notes in STRK.)
8. Once the Course Repeat Appeal form is received by the Registration office and the student meets with an academic advisor to enroll, the Registrar or Assistant Registrar will register the student, if space is available. The Course Repeat Appeal form will be kept in the Registration office for future reference.

NOTE: APPEAL REQUESTS MUST BE SUBMITTED TO THE REGISTRAR OR ASSOCIATE DEAN FOR ENROLLMENT AND ADVISING AT LEAST TWO WEEKS PRIOR TO THE START OF THE SEMESTER. APPEALS SUBMITTED AFTER THAT TIME WILL NOT BE CONSIDERED FOR THAT SEMESTER.