Policy on University Withdrawals

Any student dropping out of the university prior to the end of any academic term must officially withdraw. This is accomplished by completing the formal withdrawal form available in the Office of the Provost. The student’s last date of attendance for classes in the semester they plan to withdraw from is the official date of withdrawal. Failure to follow this procedure when withdrawing from the university in the middle of a semester may result in failing grades in all courses being taken at the time. By applying to the Academic Affairs Council, a student may claim extenuating circumstances. The AAC may then award the student a grade of "W" for all courses being taken when withdrawing from the university.

Policy on Grade Change

The Cheyney University grade appeal policy is intended to present a process which is fair to both students and faculty, and which maintains academic integrity. Clearly print or type the requested information below to the sections pertinent to you. Clearly specify the reason for the grade appeal. Justify the requested change of grade and attach copies of supporting documentation such as exams taken, papers or projects completed, course syllabus, etc. Utilize supporting documentation to calculate your final grade in the course by way of computation documented in the syllabus. (Attach additional pages for justification if necessary.)

How to file an Academic Appeal Petition

Secure petition form from the Provost’s Office on the Cheyney University website. Complete personal information at top of form (name, ID#, address, classification, etc). Answer the three questions listed on the petition form; DO NOT hand write. Explanations MUST be done in MS Word (or similar software); include name and ID number on the document; print out and attach to petition. Please be as detailed and clear as possible. Secure signatures as listed on petition form (Advisor, Department Chair and Dean). Attach copy of unofficial transcript (can be obtained from student’s Power CAMPUS Self Service). Attach any supporting documentation related to the appeal. Submit completed petition form to the Dean of Faculty and Academic Schools. Students should inquire how to follow up on the outcome of their petition. Official letters regarding the decision will also be prepared and emailed to students at the email address provided on the petition. The appropriate administration and/or departmental offices will be copied on this correspondence. If a student wishes to appeal a decision made by the Academic Affairs Council, they may only do so by submitting new pertinent information applicable to their original petition. *Incomplete petitions will not be accepted.*