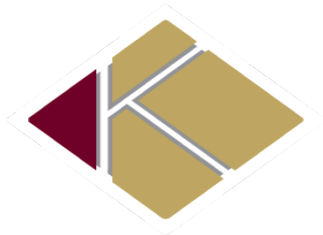




## Klamath Community College

### Student Appeal Instructions for High School Students:

1. Complete Student Appeal Form
2. Attach a signed and dated letter from the student describing “**What Occurred**”, “**Resolution**”, and “**Plan for Success**”.
  - a. **What Occurred**: Describe what occurred during the term that prevented you from meeting the Standards of Satisfactory Academic Progress. Be realistic about the events of the term. The US Department of Education has identified the following conditions as appropriate for filing an appeal to reinstate financial aid eligibility: death of a relative, injury or illness of the student, or other special circumstances; however, multiple appeals for the same condition are not allowed under the regulations. The Department of Education has also identified that failure to attend classes or not focusing on coursework are not considered conditions that are appropriate to file an appeal.
  - b. **Resolution**: Describe the steps you have taken to resolve the issue. For example, if you need to study more to improve grades, what is your plan, and how will you manage your time?
  - c. **Plan for Success**: Explain your plan for success this term and in future terms. Please include changes that have taken place to ensure your future success. Remember that the responsibility to be a successful student lies with you
3. Attach a signed and dated letter on high school letterhead from a school counselor, school administrator or teacher with an explanation of students’ reason for drop/withdrawal and preparation for success in current and/or future courses.
4. Submit the completed Student Appeal Form and all supporting documentation to the Director of Accelerated Learning, Kelly Kandra at [kandra@klamathcc.edu](mailto:kandra@klamathcc.edu), or Accelerated Learning Student Success Advisor, Heather Beaman at [beaman@klamathcc.edu](mailto:beaman@klamathcc.edu).



Received by: \_\_\_\_\_

Date: \_\_\_\_\_

## STUDENT APPEAL FORM

*(see directions on reverse side)*

**STUDENT:** *(student completes)*

Name \_\_\_\_\_ ID # \_\_\_\_\_  
(Please print all information) Last First MI

Mailing address \_\_\_\_\_  
Street City State Zip

Phone \_\_\_\_\_ Degree/certificate program \_\_\_\_\_

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ D.O.B. \_\_\_\_\_

☐ **I have read and understand the appeal instructions on the back of this form.**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Check the box for the specific action you are requesting:**

- ☐ **Financial Aid Appeal:** applicable to students who have been disqualified from receiving financial aid.
- ☐ **Probation/Suspension Appeal:** applicable to students who have received a letter of academic suspension from the college and want to challenge their status.
- ☐ **Late Drop:** applicable to students who, for reasons outside of their control and of an exceptional nature, must drop a course after the Add/Drop date.
- ☐ **Late Withdrawal:** applicable to students who, for exceptional reasons, did not withdraw from a course or courses before the withdrawal deadline.
- ☐ **Enroll in more than 18 credits/term:** applicable to students who seek consideration to take beyond a full-time load.

## Student Appeal Form Directions

Students have the right and ability to submit an appeal for a variety of college processes, procedures, and decisions as outlined in the college catalog and handbook. To complete a Student Appeal, please follow the directions below:

1. Complete the STUDENT section on the front of this form. Check all appropriate boxes. Provide all the appropriate information in order for your request to be considered. Please attach a signed and dated letter describing the following:

<b>What Occurred:</b>	Describe what occurred during the term that prevented you from meeting the Standards of Satisfactory Academic Progress. Be realistic about the events of the term. The US Department of Education has identified the following conditions as appropriate for filing an appeal to reinstate financial aid eligibility: death of a relative, injury or illness of the student, or other special circumstances; however, multiple appeals for the same condition are not allowed under the regulations. The Department of Education has also identified that failure to attend classes or not focusing on coursework are not considered conditions that are appropriate to file an appeal.
<b>Resolution:</b>	Describe the steps you have taken to resolve the issue. For example, if you had childcare issues, how have you resolved them?
<b>Plan for Success:</b>	Explain your plan for success this term and in future terms. Please include changes that have taken place to ensure your future success. Remember that the responsibility to be a successful student lies with you

2. Attach appropriate documentation (e.g., medical bills, statement from physician, court documents, newspaper articles, purchase agreements, notarized witness statements). Documentation is required for all Academic and Financial Aid appeals. Appeals will be denied if supporting documentation is not attached. Please print or type all information.
3. Submit the completed Student Appeal Form and all supporting documentation to a Student Success Representative or the Financial Aid office.
4. KCC will notify students of appeal decisions in a written document sent to the address on this form.

*If a notification letter indicates a deadline for submission, appeal forms must be submitted according to that deadline.*

**\*\*In accordance with Board Policy 720.0110, a student must meet all financial obligations to the college in order to qualify for continued enrollment.**