



Registrar's Office Use Only:

Received by: _____

Date: _____

STUDENT APPEAL FORM – Over 18 credits Enrollment

(See directions on page-2)

Enroll in more than 18 credits:

Total number of credits _____

Term/Year _____

Note: Student must have a minimum GPA of 2.75 to appeal for enrolling in more than 18 credits. Appeal may be submitted as early as possible, but no later than the first week of term. Please submit the appeal to the Registrar at Registrar@klamathcc.edu or drop off at Front Desk of Founders Hall.

STUDENT INFORMATION: *(student completes)*

Name: _____ ID # _____
(Please print all information) Last First MI

Mailing address: _____
Street City State Zip

Email address: _____

Phone: _____ Degree/Certificate program: _____

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

Student Signature (sign or type name): _____ Date: _____

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 page-1 and include a personal email address as secondary email.
2. Include a short letter of resolution with this appeal, either attach a separate sheet or write in the reply email body, following the guidelines provided below.

Letter of Resolution:	Taking more than 18 credits is considered an above normal course load for a full-time student at KCC and requires an appeal to be approved first. Describe how you can manage the course load, other commitment, and still successfully complete all courses.
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3. Submit the completed appeal form and your letter of resolution to the Registrar at Registrar@klamathcc.edu or drop it off at the front desk of Founders Hall. Deadline is by the end of first week of a term; however, you are encouraged to submit it before the term starts.
4. KCC will notify student of the appeal decision by email sent to the student's KCC email.

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.**