



Received by: _____
Date: _____

STUDENT APPEAL FORM

(see directions on reverse side)

PART I: *(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.
- 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.
- Second Degree Appeal:** applicable to students who have completed an Associate degree and seek consideration to pursue a second degree and/or certificate at the college and maintain financial aid eligibility to do so.
- Maximum Timeframe/Credits Appeal:** applicable to students who have been denied from receiving financial aid funds due to exceeding the maximum timeframe allowed for their degree/certificate program.

PART II: *(Institutional Decision)*

Approved **Denied** VP Appeal Committee

Signature _____ 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 the STUDENT section on the front of this form. Check all appropriate box(es). Provide all the appropriate information in order for your request to be considered. Please attach a signed and dated letter describing the following:

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 course work are not considered conditions that are appropriate to file an appeal.
Resolution:	Describe the steps you have taken to resolve the issue. For example, if you had childcare issues, how have you resolved them?
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

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. Please print or type all information.
3. **Second Degree/Maximum Timeframe:** If you are appealing to exceed the maximum allowable credits or pursue a second degree, you must meet with your Academic Advisor and have them sign the front of this form. You must also submit an Academic Plan developed with your Advisor.
4. Submit the completed Student Appeal Form to the Receptionist or Student Success Representative in Building 3.
5. KCC will notify students of appeal decisions in writing 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. A Student Appeal will not be heard until any debt to the college is paid in full.**