

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 Second Degree/Max Timeframe Appeal, please follow the directions below:

1. Complete the STUDENT section on the front of this form. Check the appropriate box.
2. Students are required to submit a signed and dated personal statement outlining what their appeal is requesting, and address the following:

What Occurred or Why you are wanting a second degree:	Describe what has prevented you from meeting the 150% Max timeframe. Describe why you are wanting a second degree and how it will help once you have graduated.
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.
Academic Plan:	Complete an academic plan with a Student Success Rep. or your Advisor.

3. Submit the completed Second Degree/Max Timeframe Appeal Form to a Student Success Representative or to the Financial Aid office.
4. KCC will notify students of appeal decisions by 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. A Student Appeal will not be heard until any debt to the college is paid in full.**