



## Academic Appeals Form

*Directions:* Submit this completed form to the appropriate person identified in the college's Academic Appeals policy. Consult with your academic advisor as needed.

Student Name:

Date:

KC Email:

KC ID#:

Academic decisions, including grade assignments made by instructors, are considered final unless an affected student demonstrates that:

- a mistake was made in making the decision;
- the decision was made by misinterpreting or inconsistently applying a College policy;
- the decision was made in an unfair or discriminatory manner; or
- the decision maker did not account for relevant information or extraordinary circumstances that the student communicated to the decision maker.

Please select the one or, if appropriate, more than one, that is/are the most appropriate given the circumstances.

Provide the rationale for your appeal below, including specific details and any appropriate evidence. This written appeal should not be a restatement of the previous appeal but should clearly reflect the basis for the belief that the previous decisions were incorrect or failed to consider the rationale you provided.

Student Signature:

Date: