

Examples of Appeal Documentation:

Examples of Circumstances for Grade and Tuition Adjustments	Examples of Supporting Documentation (Must be on Letterhead)
The student's own illness	Letter from physician(s) that include dates, hospitalization discharge, follow-up care/treatments, etc.
Death of a family member	Copy of Death Certificate
Student's own accident and/or illness or accident of a close relative	Physician's statement that includes dates, police report, documentation, from a third party professional that includes dates, etc.
Work related issues	Letter from employer is needed with hours worked per week, etc.
Incarceration	Documentation from Department of Corrections
Military Service*	Documentation for call for active military duty or basic training
Title IX and Discrimination	Students will complete the below and include any documentation. Will then be referred to the Office of Equal Opportunity and Diversity Management.

*Active Military Personnel, Veterans, or their Dependents and Survivors:

If you are receiving education benefits under various Department of Veteran Affairs (DVA) programs, it is **strongly** recommended that you speak with a representative from the Military and Veteran Affairs Office (MAVA) (C-106) to discuss financial liability and impact the appeal *may* have on your benefits **prior** to beginning the appeal process.

Students Readmitting:

Students who are readmitting to the college and want to submit an appeal for Grade or Tuition Adjustment should submit their appeal **prior** to readmitting to the college. Students should refer to the Registrar's Office website for readmission instructions and deadlines (<http://www.kbcc.cuny.edu/registrar/readmission.html>).



Appeal for Grade and Tuition Adjustments

Academic.Appeals@kbcc.cuny.edu | (718) 368-5029

Date: _____

Student Name _____

EMPLID _____

Street Address _____

City _____, State _____ Zip Code _____

Phone # _____

Email address _____

Check preferred method of contact if follow-up is required

___ email address listed above ___ phone number listed above

Check preferred method of contact for decision:

___ email address listed above ___ phone number listed above

Before submitting this form if you have received **ANY Financial Aid (Pell or TAP) or a Stafford Loan**, please speak to a Financial Aid counselor to determine the impact the appeal may have on your financial aid eligibility.

This appeal is regarding:

- ___ a grade
- ___ a tuition adjustment

If you are appealing earned grades of A through F, have you:

- ___ (1) spoken to the Instructor and/or
- ___ (2) spoken with the Department Chair?

Include the courses you are appealing in the below table. Please see the example provided.

Subject Area	Catalog Number	Semester/Module	Grade Received
PSY	3200	Fall 2019	WU

I have included the following supporting documentation for my appeal: **list all documentation you have included**

1.
2.
3.
4.

1. How does your supporting documents explain why you received the grades you are appealing for this semester?

2. If your appeal applies to only **some** of the courses you were enrolled in for the semester, please discuss why your situation affected **some**, but not all of your classes.

3. If your appeal is regarding changing Unofficial Withdrawal (WU) grades to Withdrawal (W), what prevented you from withdrawing prior to the deadline?

4. If your appeal is regarding changing an Incomplete (INC) or Failure as a Result of an Incomplete (FIN), please discuss, based on your situation, why you are/were unable to complete your course work.

Students are **required** to read and check the box for the below Financial Aid Statement:

_____ *I understand that if I receive financial aid or a Stafford loan and my grade(s) are changed to Official Withdrawal(s) ("W"), I **may** be financially liable to the College*

Please check if you are part of the following:

_____ *I **am** Active Military Personnel, Veteran, or their Dependent or Survivor receiving education benefits under various Department of Veteran Affairs (DVA) programs.*