

# Student Appeals Form

This form is used to consider requests to drop/withdraw from courses after the published deadlines. A request is considered only when there are documented, compelling, and unavoidable reasons to grant an exception to policies and/or procedures. **Submission:** [regappeals@kean.edu](mailto:regappeals@kean.edu) or **One Stop Service Center, Lobby of the Center for Academic Success (CAS) building**. Notification of the outcome of your appeal will be sent to your Kean email within 30 days of receipt. Decisions made by the committee concerning Student Appeals are final.

Student Last Name	Student First Name	Student ID#
Student Phone Number	Kean Email Address	Semester/Term of Petition:
<input type="checkbox"/> I have attached supporting documentation to this appeal.		
Student Signature	Date	

### Step 1:

**A. Check the box corresponding to the exemption you are requesting.**

**B. Read the section carefully, and make sure you have met the specific criteria: (an incomplete form will not be considered)**

<input type="checkbox"/>	<b>Course drop/withdrawal.</b> Drop/withdraw from a course and adjust charges after the published deadline. <b>Write a concise statement (on reverse side) explaining the reason for the request and appropriate documentation.</b>
<input type="checkbox"/>	<b>Adjustment of charges only.</b> Adjustment of tuition/fees for courses already dropped by student. <b>Write a concise statement (on reverse side) explaining the reason for the request and appropriate documentation.</b> Did you receive financial aid during the semester for which you are requesting a drop/withdrawal? <input type="checkbox"/> Yes <input type="checkbox"/> No

**Step 2. Indicate which course(s) you are attempting to drop/withdraw.**

Course Number <i>Ex: ENG 1025</i>	Term <i>Ex: Spring 2019</i>	Course Title <i>Ex: Intro to College Composition</i>

**Step 3. Submit form and any documentation to [regappeals@kean.edu](mailto:regappeals@kean.edu) or to One Stop Service Center.**

Read below, sign, and date. By signing this form, you (the student) agree that:

- You have read this form completely and carefully.
- The information included on this request form is correct.
- Any attached supporting documentation is correct.
- You understand that submission of this form does not guarantee approval of the request.

**Financial Aid Agreement:** I am responsible for any effect this appeal may have upon my current financial aid award and/or future eligibility. (For more information on financial aid visit: [www.kean.edu/offices/financial-aid](http://www.kean.edu/offices/financial-aid))

Student Signature: \_\_\_\_\_ Submission Date: \_\_\_\_\_

**Reason for Request:** Write a concise statement explaining the reason for your request, include the reason(s) why you did not meet published deadlines. All required documentation must be submitted with this form. Additional sheets may be attached.