

Kirkwood

COMMUNITY COLLEGE

6301 Kirkwood Boulevard S.W.

P.O. Box 2068

Cedar Rapids, IA 52406

Academic Appeal Procedure

A student wishing to appeal a course grade should first meet with the instructor of the course to resolve the situation. If the student-instructor meeting(s) does not resolve the situation, the student should meet with the Dean of the academic department. If the student-dean meeting(s) does not resolve the situation, the student should file this student appeal form with the Chair of the Academic Policies and Procedures Committee. The student must respond to all three sections of this form. If the student wishes to attach additional information, or expand beyond the space provided, please follow this format and attach additional documentation. This completed appeal form must be filed with the Chair of the Academic Policies and Procedures Committee before the 100th business day following the completion of the semester in which the student is appealing the course grade.

ACADEMIC POLICIES AND PROCEDURES COMMITTEE STUDENT APPEAL FORM

Name: _____ Kirkwood ID: _____

Address: _____ Date: _____

City/State/Zip: _____ Telephone: () _____

This form should be used by a student who wishes to appeal a grade received in a course.

1. State the appeal.



