

## **Appeal of Policy Form**

To submit an appeal, email this form to the Registrar's Office at [registrar@kirkwood.edu](mailto:registrar@kirkwood.edu).

**Add the subject line of “Appeal of Policy” and attach supporting documentation to the email that reinforces your statement.**

For more information on the Appeal of Policy and examples of supporting documentation, please go to <https://www.kirkwood.edu/get-started/registrar/policies>.

First Name:

Last Name:

K Number:

Phone Number:

What happened that was beyond your control (more space on pg 2):

When the event(s) occurred:

What are you asking Kirkwood to do - include the term and classes impacted:

*Example: I am asking to have my tuition refunded for this term OR I want to be withdrawn from my classes with a W.*

Alternatively, you can mail your request and the supporting documentation to:

Registrar's Office  
3046L Iowa Hall  
Kirkwood Community College  
6301 Kirkwood Blvd SW  
Cedar Rapids, IA 52404

What happened that was beyond your control (continued):