
College of Humanities and Social Sciences Undergraduate Advising Center • 470.578.7728 • chssadvising@kennesaw.edu
Office of the Registrar • 470.423.6200 • registrar@kennesaw.edu
<http://registrar.kennesaw.edu/student-records/academic-standing-appeals.php>

Academic Standing Appeals are for students to appeal dismissal or grades of F or WF for non-academic, personal hardships that have impacted the student's studies. It is the responsibility of the student to submit a complete Academic Standing Appeal packet to the Office of the Registrar by the posted deadline. Packets received after the posted deadline will be deferred to the next appeal meeting.

Deadlines to submit appeal requests can be viewed online:
<http://registrar.kennesaw.edu/student-records/academic-standing-appeals.php>

Students will be notified of the committee decision by email and letter. Students whose appeals have been approved will be notified by phone.

Late and Incomplete Appeal Packets

Appeal packets received after the appeal deadline will be deferred to the next appeal meeting. Incomplete appeal packets will not be accepted.

What is NOT appropriate for Appeal to the University Academic Appeals Committee?

- Academic grievances concerning the grade itself. Consult the academic catalog for the appropriate grade appeal.
- Issues related to financial aid and Satisfactory Academic Progress (SAP).
- Requesting removal of W's from the record.

THE APPEAL PROCESS

- A complete appeal packet must be received in the Office of the Registrar no later than the posted deadline. See deadlines posted online for dates.
- Incomplete, illegible or handwritten appeal packets will not be addressed by the Academic Standing Appeal Committee. Students will be notified of missing or incomplete appeal packets by email.
- The appeal decision will be emailed two to three business days after the committee reviews the appeal.
- It is important to provide a phone number and complete contact information. The preferred method of contact is the KSU student email account. Former students who do not have an active KSU student email account may provide an alternate email address.

Inquiries should be directed to 770.423.6200 or emailed to academicappeal@kennesaw.edu.

WITHDRAWAL APPEAL INSTRUCTIONS

The following items are needed to complete the appeal:

- A completed Academic Standing Appeal for Withdrawal form. Be sure to pay strict attention to completing the section that includes course numbers from which you are withdrawing.
- A typed personal statement limited to one page explaining the non-academic situation. This should provide sufficient information to the Academic Standing Committee in order to make a decision regarding your withdrawal appeal. Be sure to include any and all dates that relate to the hardship.
- Official documentation that supports your personal statement (see Documentation Requirements).
- For partial appeal requests, include justification and documentation of why only the identified courses were impacted.
- A completed and signed [Instructor Form](#) for each course being appealed. This must be completed by both student and instructor for each course.

DISMISSED APPEAL INSTRUCTIONS

The following items are needed to complete the appeal:

- A completed Academic Standing Appeal for Dismissal form.
- A typed personal statement limited to one page explaining the non-academic situation. This should provide sufficient information to the Academic Standing Committee in order to make a decision regarding your appeal to readmit. Be sure to include any and all dates that relate to the hardship.
- Official documentation that supports your personal statement (see Documentation Requirements).

DOCUMENTATION REQUIREMENTS

Personal Statement

In addition to completing the appeal form, a student is required to write a personal statement of the hardship. The statement is a narrative, to explain and convey the non-academic emergency or hardship to the Academic Standing Committee. It is essential that accurate details about the circumstances surrounding the hardship are included such as dates of the emergency, and an account of how the situation specifically prevented the student from completing the course work.

Medical (e.g. physical or psychological emergencies or birth of a child)

Typed correspondence on office letterhead from a physician, psychologist, psychiatrist, or any licensed healthcare professional should be submitted as part of your documentation. The letter should include the dates for which you were under the doctor's care, a statement of how your illness/condition interfered with the completion of your coursework and the name, title and signature of that individual. Notes on prescription pads, appointment slips, and or medical consultation forms are not acceptable in lieu of a doctor's letter. Regarding the birth of a child, a copy of the child's birth certificate and a written statement from a medical professional confirming the extenuating circumstances caused by the birth of the child.

Personal (e.g., death in the family, family crisis, etc.):

All family emergencies require official and/or notarized forms, documents or correspondence from a state agency, a governmental entity or reputable business. For example, death of a close family relative requires a death certificate or written statement from a pastor or funeral director confirming your relationship to the deceased. In cases of divorce, attach supporting court documents and a written statement from a counselor, pastor, employer, instructor, attorney or adviser confirming the extenuating circumstances.

Financial (e.g., loss of sole-supporting job, head of household challenges, mandatory job changes):

Financial emergencies require the student's employer or supervisor to document the mandatory change(s), the date of the change, and the organizational representative who can verify the circumstances of the job change, preferably a human resources professional.

APPEAL FORMS

- Instructor Form: http://registrar.kennesaw.edu/docs/Instructor_Form.pdf
- Complete online, Dismissal Appeal Form: https://appeals.kennesaw.edu/d dismissal_appeal.php
- Complete online, Withdrawal Appeal Form: https://appeals.kennesaw.edu/withdrawal_appeal.php