



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: registrar@wku.edu.cn or the Office of the Registrar, Room D202 of General Education Hall. 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"/>	Course drop/withdrawal after the published deadline has passed with extenuating circumstances. Write a concise statement (on reverse side) explaining the reason for the request and appropriate documentation.
<input type="checkbox"/>	Take a leave of absence after the deadline has passed with extenuating circumstances. Write a concise statement (on reverse side) explaining the reason for the request and appropriate documentation.

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

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

Continued on next page:

Step 3: Submit form and any documentation to registrar@wku.edu.cn or to the Office of the Registrar. 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 Agreement: I am responsible for any effect this appeal may have upon my bill.

Written statement/appeal: 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.

Student Signature: _____ **Submission Date:** _____