

Office of the Registrar

450 North Avenue • Battle Creek, MI 49017-3397
(269) 965-4150 • fax (269)565.2048
www.kellogg.edu

Kellogg Community College policies on refund appeals and academic (grade) appeals are found in the KCC Catalog and Student Handbook.

The college realizes that, on rare occasions, students may need to appeal due to extenuation circumstances such as:

- Your induction into or deployment for services in the U.S. military
- Death of an immediate family member (parent, child, spouse, life partner, sibling or grandparent)
- A documented medical emergency, including a one-time appeal based on a documented health condition

In all cases, the situation must have disrupted your ability to:

- Attend class(es) for a substantial length of time
- Complete the course requirements
- Adhere to the standard withdrawal or refund procedures

Examples of reasons not accepted for an appeal are:

- Incarceration
- Academic disputes between the student and the instructor (see Division Chair person)
- Unaware of refund/withdrawal deadlines
- Lack of meeting course prerequisites
- Loss of transportation to/from class
- Lack of your communication with the instructor
- Disabilities not officially filed with the Support Services Office or failure to observe the guidelines provided for academic success
- Disciplinary action
- Late registration/inability to perform in the classroom
- Unexcused absences
- Acceptance into another school

The appeal form must be accompanied by:

- A typed statement from you, the student, which details the basis of the appeal
- How the occurrence affected your ability to complete course(s), and the outcome you seek in the appeal
- Supporting documentation must also be included on any appeal

Note: An appeal written on behalf of a student (i.e. parent, counselor, doctor, etc.), even with the student signature, will not be considered.

Instructions for Submitting an Academic or Refund Appeal

- An academic appeal must be submitted within one year of the date when the grade was assigned. Questions regarding the receipt of a final grade should be directed to the instructor. If a satisfactory solution is not received, you are to discuss your concern with the chair person, director, or the department dean of the division prior to submission of an academic appeal.
- A refund appeal must be submitted within one year of occurrence.
- You must withdraw, or be administratively withdrawn from the class(es) for which you are submitting the refund appeal. No action will be taken if the course withdrawal has not been completed.
- No adjustment will be made if you were withdrawn from any course for disciplinary reasons.
- The appeal will be considered in a timely manner and you will be notified of the decision via regular mail at the address on file with the college. It is your responsibility to ensure the college has your most current address on file.
- All supporting documentation must be attached for consideration.
- The responsibility for ensuring that the college has received the needed documentation rests with you.
- If your refund appeal is granted and you are a financial aid recipient, including student loans, your financial aid may be reduced or removed and could result in a return of funds to the federal government. You will be responsible for repaying those funds immediately. This includes any financial aid refunds that you have received and/or bookstore charges. You should discuss the impact of the appeal with the Financial Aid Office before submission.
- Filing a refund appeal does not relieve your current obligation to the college. You are responsible for all charges assessed on your account pending a decision on your appeal.

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Academic and Refund Appeal Form

- Complete these forms and submit them to the Records/Registration Office or Regional Center
- Be sure to include appropriate documentation

First Last KCC ID Number

Street

City State Zip Code Phone Number

Appeal is for the following semester and year: Fall of _____ Spring _____ Summer _____

Please list the course(s) you are appealing:

Course Number (example ACCO*101)	Course Title (General Accounting)	Number of Credits (4credits)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Check Reason for Appeal

- U.S. Military Induction/Deployment: submit the induction/deployment notice that clearly displays the date of induction/ deployment
- Death of an immediate family member (parent, child, spouse, life partner, sibling or grandparent): submit a death certificate, obituary, or death notice. If the documents do not clearly indicate the relationship of the deceased to you, please supply document(s) that do indicate the relationship.
- A documented medical emergency: submit statement from a Doctor, or Medical Facility (including phone number), dated and signed. The statement must indicate that the medical situation is preventing you from attending class(es) for a substantial length of time, completing the semester, and/or prevented you from adhering to the usual withdrawal or refund procedures. The college reserves the right to verify the authenticity of submitted documentation.
- Other: provide a detailed explanation of the circumstances and include documentation such as legal documents, police reports, etc. Please review non-acceptable reasons on page 1.
- Grade appeal, I was unable to find a satisfactory solution regarding the grade issued by my instructor. I have had conversations with the chair/director and dean and did not find a satisfactory solution.

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Checking each box below verifies that I have read, understand, and will follow each guideline:

- I acknowledge that I have withdrawn or received an administrative withdrawal from the class(es) listed above.
- Attached is a letter of explanation and the supporting documentation. (Student letter must accompany these forms for consideration.)
- I understand that I am approving the college to conduct a thorough investigation of my account. The college will notify me in writing of the Review Board's decision regarding my appeal.
- If I am receiving any financial aid and this appeal is approved, I understand that it may reduce or cancel my financial aid. Any balance or bookstore charges will be due in full and will remain on my account until paid.
- Bookstore charges are not refundable through this appeal
- I have reviewed the information contained in this document, and by signing below I understand the implications of my appeal

An incomplete application will be returned to you and will not be reviewed.

Student Signature: _____ Date: _____

OFFICE USE ONLY

Tuition Refund/ Academic Appeal

- Refund Appeal Academic Appeal Both Academic and Refund Appeal

Refund Appeal: Approved Denied Tabled Beyond 1 year time limit

Academic Appeal Approved Denied Beyond 3 year time limit

Change of grade from _____ to _____

Full Refund: Any payment due back to student will be mailed to address on record in the Registrar's Office

Partial Refund Percentage: _____

Any payment due back to student will be mailed to address on record in the Registrar's Office.

Letter to student sent on: _____ Business Office: _____