

Academic Standing Appeal - Withdrawal After the Deadline
KENNESAW STATE UNIVERSITY
Instructor Form

This form is to be used when requesting the Academic Standing Committee to change a grade of **F** or **WF** to **W**.

NAME KSU ID #

Email Address @students.kennesaw.edu Phone Number

Course Number/Section (ex ACCT 2100/03) Term and Year of Course Being Appealed

I am requesting that the Academic Standing Committee change the grade of I received in your course to a **W**. The reason I am requesting this change from the Academic Standing Committee is

Student Signature _____

Current Date

THE STUDENT NEEDS TO COMPLETE THIS PAGE TO THIS POINT THEN PRESENT THE FORM TO THE INSTRUCTOR

TO BE COMPLETED BY THE INSTRUCTOR, then RETURNED TO STUDENT .

Did the student named above complete any examinations or other graded activity in this course? ___ No ___ Yes, specify below

What percentage of the course was completed? _____%

Did the student named above attend your class regularly? ___ No ___ Yes ___ Do not take attendance

If no, did the student ever attend? ___ No ___ Yes (what date did student stop attending? _____)

Do you support the appeal? ___ Yes ___ No ___ No Opinion

Are there any other comments, suggestions, recommendations or objections that you would like to share with the committee regarding this case?

Faculty Printed Name _____ Faculty Phone Number _____

Faculty Signature _____

Return to the student. The student must upload this form as part of the online appeals packet.
Faculty, at their discretion, may return this form in a sealed envelope to the Office of the Registrar, MD 0116.