

# Reinstatement and Grade Issuance Appeal



**Student Name:** \_\_\_\_\_ **Student ID#:** \_\_\_\_\_

**Objective:** To be reinstated into the following course(s) from which the student was dropped.

**Deadline:** Reinstatement requests will only be considered for up to two (2) weeks from the date grades were due for the course(s) according to the College’s Academic Calendar.

Term of Request: \_\_\_\_\_

Course Title	Course Number	CRN (5 digits)	Instructor

**Procedure:** To petition for reinstatement, complete this form and submit the following required documentation in support of your request:

- A Letter of Explanation: Attach a letter of explanation describing the circumstance(s) to the Student Services Appeals Committee (SSAC) that is the reason for your request; and
- A completed 75.59(D) Instructor Feedback Form for each course requesting petition.

Instructors must attach the 75.59(D) Instructor Feedback Form. For incompletes or extensions, instructors must complete and follow the Grade Change Request outlined in CFK Procedure 60.7.

**I understand that:**

- I have been fully informed that upon reinstatement I will have 24 hours (or one business day) to pay all tuition and fees due for these course(s), or that I will be automatically dropped from the course(s). Payment may be made by credit card on-line or by calling the CFK Business Office at 305-809-3186.
- If I am receiving financial aid, military assistance, veterans’ benefits, or am an international student, it is my responsibility to check with the appropriate office to determine if this request will affect my benefits or status.

- If reinstatement is approved, my instructor(s) will be notified so that my grade for this course(s) may be released and posted.
- Requests received without proper documentation will be returned and not reviewed until proper documentation is provided to the Student Services Appeals Committee (SSAC) and this could jeopardize the timeliness of the Committee's decision.
- It is my responsibility to monitor my CFK email account for any correspondence from the Committee regarding this request.
- The Committee has the right to seek relevant input regarding this request from other college departments, including instructors, and use this information in their decision-making.

**I accept the decision of the SSAC as final and not subject to further appeal within the college.**

By signing below, I certify that I have read and understand all of the information on this form. I further certify that all statements and documentation provided by me in support of this exception are truthful and representative of the facts.

Student's signature:

Date:

**Submit your request for consideration to:**

CFK Student Services Appeals Committee  
Student.Appeals@cfk.edu  
The College of the Florida Keys  
5901 College Road, Key West, FL 33040  
Phone: (305) 809-3230