



REINSTATEMENT & GRADE ISSUANCE REQUEST

Please attach the following:

STUDENT:

Letter of explanation from student

INSTRUCTOR(S):

Letter of attendance verification from instructor

Final Grade Change Form submitted

Student Name: _____

Student ID #: _____

Email: _____

Phone #: _____ Term of Request: _____

I _____ am requesting to be reinstated into the following course(s) from which I was dropped due to non-payment of fees and tuition.

Course(s): _____ CRN #(S) _____

Instructor(s): _____

I have been fully informed that upon reinstatement I will have 24 hours (or 1 business day) to pay all tuition and fees due for this course, or that I will be automatically purged from the course(s). I will be notified by the FKCC ENROLLMENT OFFICE once I have been reinstated so that I may then make payment. Payment may be made by credit card by calling the FKCC BUSINESS OFFICE at 305-809-3186. **Reinstatement request will only be considered for up to 2 weeks from the date grades were due for the course(s).** If reinstatement is granted, my instructor(s) will be notified so that my grade for this course(s) may be released and posted.

Requested by: _____ Date: _____

Request may take up to 30 days for a response.

Submit your request for consideration to:

FKCC Student Services Appeals Committee

fkccstudentappeals@fkcc.edu

Florida Keys Community College, 5901 College Road, Key West, FL 33040

Phone: (305) 809-3292 Fax: (305) 292-5163

OFFICE USE ONLY

Approved by: _____ Date: _____

Dr. Erika MacWilliams, Dean of Student Affairs

Reinstated by: _____ Date: _____

Cheryl Malsheimer, Registrar/Director of Enrollment Services