



Instructor Feedback form

This form must be initiated by the student to complete his/her Student Services Appeals Committee packet.

This form shall be used for the following:

- Exception to the Refund or Withdrawal
- Reinstatement and Grade Issuance

Student Services Appeals Committee may also utilize this request form for additional information.

Student: _____ Student ID #: _____

Instructor: _____

Course: _____ Term: _____

Last day of attendance: _____ Current Grade: _____

Additional documentation attached: yes no

Comments (you may continue on the back side or attach a letter):

Instructors Signature

Date

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