Academic Appeals Form
ACADEMIC BANKRUPTCY

Registrar Staff sign and date this form: __________________________________________

Signature                                          Date

Fill-In Information Below:

Student Name: __________________________________    CWID: ____________________

OFFICE OF
THE REGISTRAR                                Street                                       City                       State                       Zip

Home Address: ______________________________________________________________

Phone: 502-597-6340

Home Phone: (____) ____________    Advisor:  ____________________________________

Fax:     502-597-6239

The Academic Appeals Committee can best contact me at the following address:

Local Address:_________________________________________________________________________________

Street                                                City                       State                       Zip

Phone

Term(s) for Academic Bankruptcy Request: _______________________________________________________

1. **Attach a letter from you.** Write the committee a letter explaining *exactly* what difficulty you experienced that led to your request for academic bankruptcy. Tell the committee why your appeal should be granted. All committee records are confidential. Be sure to sign your letter.

2. **Provide DOCUMENTATION:** For example, if you had medical or legal difficulties, include something on official stationery from your doctor or lawyer. Letters on official stationery and or photocopies of official documents are best. In many cases, the committee *CANNOT* grant your appeal unless you provide documentation to support your appeal.

3. **Letter from your advisor (optional):** Ask your advisor to write a letter to support your appeal and send it to Dr. David Benders in Exum 226. If your advisor is not available, find your advisor’s chairperson or dean and ask him/her to review your appeal. Although not required, such a letter may improve your chances of having your appeal granted.

4. **Turn in your completed form, letter, and documentation by the deadline:** You must have not been enrolled at the University for a minimum of two years prior to declaring bankruptcy. This appeal *must be* returned to the Office of Academic Affairs, Hume Hall, Suite 202, Kentucky State University, Frankfort, KY, 40601. If you have questions please call (502) 597-5531. Fax number (502) 597-6409.

For complete directions and guidelines for appeals, please refer to the Academic Policies section of the latest edition of the KSU Catalog.