

Academic Suspension Enrollment Appeal



THE
COLLEGE
OF THE
FLORIDA KEYS

Name:

Student ID#:

Requested term of enrollment:

Objective: To maintain satisfactory academic progress at The College of the Florida Keys (CFK), students, including dual enrollment, hereto referred to as students, must achieve a minimum grade point average (GPA) of 2.0. Students who have attempted seven (7) or more college credits with less than a 2.0 cumulative GPA (not including college preparatory courses) will be placed on academic probation. Students who remain on academic probation for more than two consecutive terms will be placed on suspension.

Students on academic suspension are prohibited from enrolling in any credit courses for a minimum of one (1) college semester. Students requesting re-admission without serving the one (1) semester suspension may submit an appeal to the Student Services Appeals Committee (SSAC). Appeals must be based on extraordinary circumstances that occurred during the student's probationary semester and must include documentation to support the special circumstances. Students are only allowed one appeal approval for academic suspension during their enrollment at CFK.

Procedure: To petition for an academic suspension enrollment, complete this form and submit the following required documentation in support of your appeal:

- A Letter of Explanation: Attach an explanation as to why you have not maintained satisfactory academic progress in the past. This should include a written explanation of circumstances that is the reason for your appeal. Your letter must explain why you were not successful in each of the previous terms you were on probation, and what steps you are taking to ensure success if your appeal is approved.
- Documentation to support your appeal.
- Copy of unofficial student transcript.
- Educational plan signed by Academic Advisor: You must meet with your academic advisor to discuss your educational plan and strategies for success.

Should approval for enrollment while on academic suspension be granted, students:

- Will not be allowed to register for future terms until grades are posted and a new GPA is calculated and eligibility for further enrollment is determined.
- Will be removed from academic probation or suspension when their cumulative grade point average becomes 2.0 or greater.
- Are limited to a maximum of six (6) credit hours for the requested semester.

Deadline: Within two (2) weeks of notification of academic suspension status.

I understand that:

- I am requesting an exception to CFK academic suspension policy.
- 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.
- I have read the information regarding this process and understand the conditions established for this request to be considered by the SSAC.
- Appeals received without proper documentation will be returned and not reviewed until proper documentation is provided to the Committee and this could jeopardize the timeliness of the SSAC's decision.
- It is my responsibility to monitor my CFK email account for any correspondence from the committee regarding this appeal.
- The SSAC has the right to seek relevant input regarding this appeal 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 I provided in support of this appeal are truthful and representative of the facts.

Student's signature:

Date:

CFK Student Services Appeals Committee
Student.Appeals@cfk.edu
The College of the Florida Keys
5901 College Road, Key West, FL 33040
Phone: (305) 809-3215