

# Fourth Attempt Appeal



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

**Objective:** Under Florida Administrative Code 6A-14.0301, a student may have only three (3) attempts per course including the original grade, repeat grades, and withdrawals. A fourth attempt may only be allowed through the academic appeals process based on major extenuating circumstances.

Such circumstances include, but are not limited to:

- Serious illness;
- Documented medical condition preventing completion;
- Death of an immediate family member (e.g., parent, sibling, guardian, spouse, child/ren);
- Involuntary call to active military duty; and/or
- Documented change in conditions of employment.

The following circumstances are **NOT** considered extraordinary or extenuating, and are **NOT** eligible circumstances to file an appeal:

- Incarceration;
- Transportation issues;
- Issues involving course content;
- Issues involving method of instruction; or
- Issues involving a lack of understanding of the withdrawal/refund policy as printed in the college catalog and student handbook.

**Procedure:** To petition for a fourth attempt, complete this form and submit the following required documentation in support of your appeal:

- A Letter of Explanation: Attach a letter of explanation describing the major extenuating circumstance to Student Services Appeals Committee (SSAC) that is the reason for the appeal. The letter must explain why you were not successful in each of the previous attempts and what steps you are taking to ensure success if you receive approval to enroll in the course for the fourth time;
- Copy of current unofficial CFK transcript;
- Copy of student bill and course schedule for the term of request;
- One of the following is required. Select the document(s) you are providing:
  - Medical - Physician's letter on official letterhead, or other medical documents, indicating the *severity, duration, and academic impact* of the condition and recovery period.
  - Employment - A letter from your employer, on company letterhead, indicating that your employer changed your work schedule and that this change prevented you from completing the term. The letter must include old and new work hours and the effective dates.
  - Death (Immediate Family Member or Guardian) – At least one of the following: an original death certificate, newspaper notification, or obituary. ***It is your***

***responsibility to establish your relationship to the deceased individual.***

- Active Military Duty- Attach a copy of orders.
- College Change or Error - A letter from the appropriate college official documenting the situation in which the College was in error or initiated an action that caused you to withdraw from your course(s).
- Other Circumstances: Other circumstances are those required by a regulatory agency. Submit documentation that supports the regulatory agency requirement and your statement(s) in your letter.
- Financial Hardship: The exception for financial hardship may be granted only after the student has demonstrated reasonable effort to succeed in the class. Explain how paying the full cost of instruction impacts your financial circumstances. In determining your financial need, you should include the following: employment hours per week; where you obtain the funds for your educational costs (work, savings, other); student status (full-time or part-time); the number of dependents, whether you are receiving Federal need-based financial aid.

**Campus:**    Key West                       Middle Keys                       Upper Keys                       Virtual

Complete the information below for the course(s) that you are appealing:

Course Title	Course Prefix	Course Number	CRN (5 digits)

**Deadline:** No appeal will be considered after the first day of classes for the semester according to the College’s Academic Calendar.

**I understand that:**

- When taking any course for the fourth time, I may not exercise the option to withdraw but must complete the course and be assigned a grade, as specified in Rule 6A-14.0301. I also understand that “students who withdraw or fail a class due to extenuating circumstances may be granted an exception only once for each class” (FS 1009.285).
- 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.
- Appeals received without proper documentation will be returned and not reviewed until proper documentation is provided to the 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 appeal.
- The Committee has the right to seek relevant input regarding this appeal from other

college departments, including instructors, and use this information in their decision-making.

- If my appeal is approved, I will be assessed the **full cost of instruction (out-of-state fees)** for the fourth and final attempt.
- **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 concerning the extenuating circumstance(s).

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