

Request for Course Retake with a Grade of C or Better Appeal



Student Name:

Student ID #:

Objective: Per Florida Administrative Code, 6A-14.0301 repeat enrollment in courses in which a grade of C or above has been earned is prohibited. Occasionally, under very special circumstances, repeat permission is granted. Examples are a need for teacher recertification, specifications of a regulatory agency, licensure, and program requirements.

The initial grade and the subsequent grade appear on the transcript, but only the first grade is included in the grade point average (GPA) with credit earned. The second attempt will not earn credit, will not be included in the GPA, and the Forgiveness Rule will not apply. Registration for such a course without approval will be cancelled, the course dropped, and fees refunded.

Course Title	Course Prefix	Course Number	CRN (5 digits)	Term

Procedure: To petition for a retake with a grade of C or better, 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 are requesting an exception to The College of the Florida Keys’ (CFK) policy and Florida Statutes.
- Documentation to support your appeal.
- Copy of student transcript.
- Educational plan signed by Academic Advisor: You must meet with your academic advisor to discuss your educational plan.

Deadline: Request must be received two weeks before the first day of classes, according to the College’s Academic Calendar, for the term that the student is requesting to retake the course.

I understand that:

- I am requesting an exception to CFK policy and have submitted the necessary documents to substantiate a special circumstance.
- 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 Student Services Appeals Committee (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.
- **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 provided by me 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