

Third Attempt Appeal



THE
COLLEGE
OF THE
FLORIDA KEYS

Name: _____

Student ID#: _____

Objective: Florida Administrative Code 6A-14.0301 places responsibility for the full cost of instruction (out-of- state tuition) on the student after the second attempt of a course. The legislation also provides students the opportunity to appeal for a one-time exception, per course, to the increased fees for cases involving major extenuating circumstances beyond the student's control.

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;
- Documented change in conditions of employment;
- Other circumstances are those required by a regulatory agency. Courses may be repeated if they are required to be repeated by a regulatory agency, or are being repeated as part of a regulatory requirement for continuing education to stay current in a field, such as teacher certification; or
- Financial hardship: The exception for financial hardship may be granted only after the student has demonstrated reasonable effort to succeed in the class.

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

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

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

- A letter of explanation describing the major circumstance to the Student Services Appeals Committee (SSAC) that is the reason for the appeal. Your 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 third time;
- Unofficial transcripts;
- Copy of student bill and course schedule; and
- 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) - 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 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); 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.

I understand that:

- When taking any course for the third 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).
- 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 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 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 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
College of the Florida Keys
5901 College Road, Key West, FL 33040
Phone: (305) 809-3215