

Fourth Attempt Appeal



Name:

Student ID #:

Per 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 be allowed only 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 (father, mother, sister, brother);
- involuntary call to active military duty; and/or
- documented change in conditions of employment.

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.

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

- A Letter of Explanation: please describe your major extenuating circumstance(s) that is the reason for your 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 fourth time;
- Transcripts;
- Copy of student bill and schedule; and
- Relevant documentation: (Please select applicable documentation 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- must include 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).

