

## 4<sup>th</sup> Attempt Appeal Form

Appeals must be brought to the **Counseling Center** (R-227) for discussion at least **4** business days prior to the start of the semester/term for which approval is sought. After completion of this form please turn it and all documentation in to the **Records Office** (R-112) no later than **1** business day prior to the start of the semester/term for which approval is sought.

Student Name \_\_\_\_\_ SFID# \_\_\_\_\_

Phone Number \_\_\_\_\_

Course Number \_\_\_\_\_ Section Number \_\_\_\_\_ Term \_\_\_\_\_

**Read Carefully: Omission of information or documentation will result in a longer waiting period or possible denial.**

- Per Florida Administrative Code 6A-14.0301, a student is allowed only 3 attempts at a course. A fourth attempt of a course may be granted only through an academic appeal based on documented **major extenuating circumstances**.
- You must meet with a Counselor in the Counseling Center (Building R, Room 227) to design an academic success plan before submitting to the Records Office.
- On a separate sheet, please describe your major extenuating circumstance(s), how they impacted each attempt in detail, and attach supporting documentation. Be sure to explain why you were not successful in previous attempts and what steps you are taking to ensure success if you receive approval to enroll again. **The quality of your explanation and documentation will have a direct bearing on the likelihood of approval.**
- If your appeal is approved, you will be assessed the **full cost of instruction** (out-of-state fees) for the fourth and final attempt.
- If you are seeking transient status, please state what school you are planning on attending and explain reason for attending other institution.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Counselor Signature: \_\_\_\_\_ Ex: \_\_\_\_\_

Counselor Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **Records Office Use Only**

**Approved**

Authorization \_\_\_\_\_

**Denied**

Date \_\_\_\_\_

Comments: \_\_\_\_\_

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