



Fourth Attempt Appeal

Please Read: Per Florida Administrative Code 6A-14.0301, a fourth attempt will be allowed only through an academic appeal based on **major extenuating circumstances**. To petition for a fourth attempt, complete this form and submit it along with your letter and relevant documentation. **If your petition is approved, you will be assessed the full cost of instruction for the fourth attempt.** *Note: If you are receiving financial aid, veterans' benefits, or are an international student, please check with the appropriate office to determine if your request will affect your benefits or status.*

Deadline: The first day of classes for the session in which the fee reduction is sought.

All request must include the below items:

- A Letter of Explanation : Written explanation circumstances 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.**
- Documentation** **Transcripts**

Name: _____ Student ID#: _____ (Not Social Security Number)

Email (primary contact): _____ Phone: _____

Address: _____ City, State & Zip: _____

Supporting Documentation

- 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 prevents you from completing the term. The letter must include old and new work hours and the effective dates.
- Death of Immediate Family Member**-documentation of the death and your relationship to the deceased.
- Active Military Duty**- documentation 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).

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
- Issues involving a lack of understanding of the withdrawal/refund policy as printed in the college catalog & student handbook

Complete the information below for the course in which you are appealing to enroll for a fourth attempt:

Course Title	Course Prefix	Course Number	CRN# (5 digits)
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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 SBE 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 240.124) **Request received without proper documentation and formal withdrawal/tuition refund letter will be returned.**

Student's signature: _____

Date: _____ 11/12-KM

Submit your request for consideration to:
 FKCC Student Services Appeals Committee
 fkccstudentappeals@fkcc.edu
 Florida Keys Community College, 5901 College Road, Key West, FL 33040
 Phone: (305) 809-3292 Fax: (305) 292-5163

_____ Approved
 _____ Denied

By: _____
 Date: _____