



## Guidelines for Submitting an Appeal to take a College Course for the Fourth and Final Attempt Due to Extenuating Circumstances.

**Please read this page before filling out the appeal form.** An appeal for a Fourth Attempt will only be granted based on major extenuating circumstances. Written documentation of those circumstances must accompany the completed appeals form.

### Major extenuating circumstances are:

- **Death of an immediate family member** - Documentation of the death and the student's relationship to the deceased. Immediate family members are limited to spouse, child, parent and sibling.
- **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 the student to have to withdraw.
- **Employment** - A letter on company stationery indicating that the student's employer changed his/her work schedule (listing old and new work schedule) and that this change prevents the student from completing the term.
- **Medical** - A letter from the student's physician or health care agency specifically indicating an illness of such severity or duration that the student cannot continue in a course(s). The letter must include dates of the illness and treatment.
- **Military Service** - Documented involuntary call to active military duty.

### STEPS TO FILE AN APPEAL

1. Complete this Appeal form.
2. Make an appointment to meet with the designated Academic Advisor for your career pathway to develop or update your educational plan.
3. Submit proper documentation to support your claim for extenuating circumstances. An appeal will not be accepted or reviewed without adequate supporting documentation. Examples of such documentation are listed below.
  - A written statement on official letterhead signed by a medical or mental health professional describing the dates and services provided or official record of jury or legal action.
  - A written statement on official letterhead signed by a medical or mental health professional or a credible professional, such as a member of the clergy, of the impact of this illness/emergency on your academic performance.
  - An objective report of the occurrence such as a police report, divorce documents, insurance damage reports for natural disasters, obituary, military orders, court records, bill for services related to the emergency, etc.
  - A written statement on official letterhead detailing involuntary job or work schedule changes. The letter must include old and new work hours and the effective date.
  - A written statement/form documenting second language barrier by respective College Department.
  - A written statement/form from a staff member of the Center for Student Accessibility (CSA) department regarding the disabilities which affect learning and academic performance.
4. Complete, sign and date your request for the Appeal and attach proper documentation and a copy of your educational plan.
5. Submit completed appeal form with documentation to your designated academic advisor.

A decision will be communicated to the student by email.

**Please Note: Florida Statutes place responsibility for the full cost of college prep and credit courses on the student after the second attempt.**

State Rule 6A-14.0301: *A student may have only three (3) attempts per course including the original grade, repeat grades, and withdrawals at any point in the semester. A fourth attempt may be allowed only through an appeals process based on major extenuating circumstances.*

**Before submitting this appeal form, you must meet with your academic advisor.**

**This process will not waive the Full Cost of Tuition requirement.** In accordance with Sections 1009.22, 1004.93, 1009.28, and 1009.285, Florida Statutes, students enrolled in the same college-preparatory or college-level course at Palm Beach State College more than two times shall pay the full cost (100%) of instruction fee, except in approved cases of extenuating circumstances or financial hardship.

**An appeal will not be accepted** without the required documentation for major extenuating circumstances relating to the term in question as listed on page 1.

**Part I – Student Information**

PRINT Name: _____			Student ID #: _____		
LAST	FIRST	MI			
Local Address: _____		City	State	Zip Code	
Home Telephone #: (____) _____		Cell: (____) _____		Work: (____) _____	
Student College Email address: _____@my.palmbeachstate.edu					
<b><u>Please initial and date that you have read and understand the following statement.</u></b>					
I understand, if approved, I will have to pay full cost of instruction for the course(s). I further understand that I will not be allowed to drop the course(s) unless it is before the 100% refund deadline. College policy does not permit withdrawal from third and fourth attempts and a grade will be issued.					
Student's Initials _____ Date: ____/____/____ Term: _____					

**Part II – Course Information**

A. Indicate Course(s) for which the Fourth Attempt Appeal is being submitted.		
SECTION #	COURSE(S) ID/Title	TERM/YEAR

B. What were the specific reasons why you were unsuccessful? Address each course(s) and term.

C. How does this course(s) fit into your educational plan? Is this specific course(s) a requirement?

**Part III – Respond to the following regarding your time obligations.** How many hours on average do you spend each week on the following?

Activity	# Hours
Homework	
In class	
Working a job	
Traveling to/from work	
Traveling to/from school	
With childcare/family obligations	
Internet/social media	
Sleeping	
Preparing and/or eating meals	
On personal hygiene (showering, grooming, etc.)	
Participating in religious activities	
On chores (laundry, shopping, etc.,)	
Socializing/attending leisure activities	
Watching TV	
<b>Total Hours:</b>	

**REFLECTION:**

There are a total of 168 hours in one week. How does your total compare to 168 hours? If you run out of hours in one week, what can you do to reduce or eliminate some activities to allow you additional hours toward this course(s)?

**Please Comment:**


**Part IV – Respond to the following questions.**

1. If approved to take this course(s), how will you budget to pay for the full cost of instruction? (Please note that Financial Aid is not increased based on the higher cost, or you may not be eligible for aid.) Consider the following: just one-three credit course may cost more than \$1,000 at its full cost.

2. Based on the reasons you identified in Part II of this form as to why you were not successful in the first three attempts of this course(s), describe in detail the changes you have made that will allow you to succeed in a fourth attempt.

3. What academic support systems will you use to help you pass this course(s)? Describe your plan for how you will schedule your study time and use of College support services.

**Part V – Attach to your Appeal the educational plan you developed with your advisor.**

**Part VI** – Please add any additional comments you wish to your appeal below.

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

**FOR OFFICE USE ONLY**

**ADVISOR SECTION**

I recommend to

APPROVE. Please state justification for the approval:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DENY. Please state justification for the denial:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Advisor Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

**STUDENT DEVELOPMENT MANAGER SECTION**

APPROVE APPEAL       DENY APPEAL

Student Development Manager's Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_