



3<sup>rd</sup> Attempt Appeal Form

Office of Director of Student Services

Appeals must be brought to the Director of Student Services (A107) for discussion at least 2 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 Director of Student Services office no later than 1 business day prior to the start of the semester/term for which approval is sought.

Student Name \_\_\_\_\_ Jenzabar ID: \_\_\_\_\_
(Last) (First)

Phone: \_\_\_\_\_

I am requesting permission to retake the following course for the third time at the regular tuition rate because of extenuating circumstances and/or financial hardship:

Course Number \_\_\_\_\_ Section Number \_\_\_\_\_ Term/Year \_\_\_\_\_

Please Read: Students who are Florida residents are allowed to attempt a course twice at the in-state tuition rate. If the student registers for a course for the third time, Florida Administrative Code 6A-14.0301 requires the student to pay the full cost of tuition (out-of-state tuition) for that attempt. A petition for fee reduction may be granted by the Director of Student Services Office, for documented cases of extreme hardship. A student petitioning for a third attempt fee reduction is required to submit a letter as well as documentation to this form explaining the extenuating circumstance that affected academic progress as to why he or she was unsuccessful in the first and second attempts at the course. Incomplete requests will not be considered. Poor use of one's opportunities in former attempts or poor planning on the student's part will not be considered valid reasons to grant fee reduction.

Check and provide documentation for condition(s) that apply:

- Checkboxes for: Serious Illness, Documented Medical Condition, Involuntary call to Active Military Duty, Financial Hardship\*, English as a Second Language Background, Documented Change in Conditions of Employment, Documented Learning Disability, Other Emergency Circumstances

\* The criteria for determining financial hardship should include, but not be limited to, qualification for federal need-based financial aid. Students with other documented financial hardships may also be considered.

IMPORTANT: 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 Florida State Board of Education Administrative Rule # 6A-14.0301.

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

Director of Student Service Signature \_\_\_\_\_ Date \_\_\_\_\_

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

\*\*Please submit request to the Office of Director of Student Services, Room A 107\*\*

Student Services Use only

Approval checkboxes and fields for Authorization and Date

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