

<b>Office Use Only:</b>
B: _____
Admit Year: _____
Received by: _____
Received Date: _____
Student ID Verified: _____

## APPEAL FOR EXCEPTION TO MAXIMUM ATTEMPTS PER COURSE

(Student Requests 4th Attempt By Exception)

Name: \_\_\_\_\_ Student Number: B \_\_\_\_\_

Address: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone: \_\_\_\_\_

**Course Information**

Term/Year	Prefix	Number	Section	Title

Florida State Board of Education Rule [6A-14.0301(3)] dictates that students are permitted only three attempts per course. Fourth attempts are allowed by exception only. Students must appeal to take a course more than three times. No more than four attempts per course are permitted.

An appeal for a fourth attempt of a course(s) requires the following information to be submitted by the student:

1. This form must be completed and signed by the student.
2. A letter addressed to the Collegewide Chair. This letter must address the following items:
  - a. Reasons for your not passing or withdrawing from the course on the first three attempts,
  - b. Explanation of how the course(s) meets the requirements for your program of study at Eastern Florida State College and/or transfer degree program, (include a copy of degree audit)
  - c. Explanation of your academic goals, and
  - d. Description of your plan for success in the course(s) if approved for a fourth attempt.
3. Documentation of any extenuating circumstances preventing success in the class on the first three attempts.
4. Complete and sign "contract."

**Incomplete appeals will not be considered.**

I understand that I am appealing to exceed the maximum attempts per course. If this appeal is approved, I will be responsible for paying the full cost of instruction. Further, I will not be permitted any additional attempts on this course.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved  Denied

Collegewide Chair: \_\_\_\_\_ Date: \_\_\_\_\_

SFASRPO Processed \_\_\_\_\_ Scanned \_\_\_\_\_  
Initials/Date Initials/Date Distribution:

Original to Collegewide Chair/Dean, Copy to Student