



FOR OFFICE USE ONLY
 RECEIVED BY:
 CAMPUS:
 INTAKE DATE:
 COMMITTEE DECISION:
 PROCESS DATE:
 COMMENTS:

REQUEST FOR 4TH (FINAL) ATTEMPT

Please read this form in its entirety before signing below:

The following information applies to courses attempted at Daytona State College.

The state of Florida does not allow a student to enroll into a class for the fourth time unless an appeal is approved due to documented extenuating circumstances that occurred during the third attempt. Students who attempt a course for the fourth time are required to be charged 100% of the full cost of instruction (out-of-state tuition). Per Florida Administrative Code 6A-14.0301 a fourth attempt will be allowed only through academic appeal based on documented extenuating circumstances. If your petition is approved, you will be assessed 100% of the full cost of instruction (out-of-state tuition) for the fourth and final attempt. Students may not withdraw from the course(s) and will be assigned a final grade other than "W" upon their third and fourth attempt.

Submission Deadline: Before the end of the add/drop period of the semester in which the course will be taken.

The College response to all appeals will be sent to your **FalconMail** account.

Prior to submitting an appeal, please read carefully and completely the information on the Appeals Policy and Criteria. Be sure to complete and follow the checklist below. Please remember, the committee reviewing the appeals does not know you, and must judge the merit of your case solely on your statement and supporting documentation. This appeal must be completed in its entirety with supporting documentation upon submission.

Student Name _____

Student ID Number _____

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Yes No

Telephone Number _____

Financial Aid Recipient _____

- Indicate the appeal criteria of your request:
 - Serious Illness/Injury
 - Non-Voluntary Military Activation
 - Other Extraordinary Circumstance
 - Unforeseen Emergency/Natural Disaster
 - Death of Immediate Family Member
- Have you attached a personal statement and supporting documentation describing the circumstances that occurred during the third attempt that prevented you from successfully completing the course(s)? Please include in your personal statement an action plan for what you will do differently to be successful in the course(s).
 - Yes
 - No
- Please initial to indicate your understanding that your appeal will be denied if a personal statement and supporting documentation is not provided at the time of submission to the college. You also agree that consideration after the submission deadline will only be made if the circumstance interfered with the deadline date. _____

| Course Subject/Section | Class Number | Semester and Year | Sub-session (Circle one per course) |
|------------------------|--------------|-------------------|--|
| | | | A B FULL |
| | | | A B FULL |
| | | | A B FULL |

Student Signature _____

Date _____