

2013-14 Fourth Attempt Appeal Process

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 academic appeals process based on major extenuating circumstances.*

College-Level or Technical Credit Courses: Students who request a fourth or subsequent attempt of the same course must go through an appeals process.

Developmental Courses: You will not be permitted to register for a fourth attempt in the same developmental course (preparatory courses). You will be advised to contact a public and/or private provider of developmental instruction to gain the required skill(s). Permission to register at Valencia for a fourth or subsequent attempt at a developmental course may be requested through this appeals process if you have a major extenuating circumstance.

Fourth Attempt (or First Appeal at Valencia*)

1. Students requesting fourth attempt of the same course (*for transfer students, this may be more than the fourth attempt, but it is their first appeal at Valencia) must submit a completed Appeal Application with supporting documentation. Failure to complete the application and supply all supporting documents will result in an automatic denial.
2. The Appeal Application must be submitted to the Dean of Students or their designee in the Student Services Office on any campus (see below) by the deadline.

Deadlines:

4pm, August 9, 2013	For approval of Fall Term 2013 enrollment
4pm, December 13, 2013	For approval of Spring Term 2014 enrollment
4pm, April 25, 2014	For approval of Summer Term 2014 enrollment

Student Services locations (Once you have completed your application, submit it to the Student Services' front office staff to begin the appeal process):

East:	Bldg 5- Room 210
Lake Nona:	Bldg 1- Room 149
Osceola:	Bldg 2- Room 140
West:	Bldg SSB- Room 110
Winter Park:	Bldg 1- Room 209

5. The Appeal Application will be reviewed by the Deans of Students or their designee and approval decisions made based on the written documentation, the quality of the proposed Educational Success Plan, and a meeting with the student.
6. Please note: This approval 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 Valencia more than two times beginning Fall Term 1997 shall pay the full cost (100%) of instruction fee, except in approved cases of extenuating circumstances or financial hardship. The Full Cost of Tuition Waiver Request form can be found within Atlas under the "Students" tab.

2013-14 Fourth (or Subsequent) Appeal Application

Part I – Student Information

Date: _____

Student's Name: _____

Atlas Email: _____ @mail.valenciacollege.edu

Valencia ID #: V _____ Telephone #: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Part II – Course Information

Course for which an additional attempt is requested: _____

What are your first, second and third choices IF approved? Review the class schedule and select three options and enter the Course Reference Numbers (CRN) below:

CRN #1: _____

CRN #2: _____

CRN #3: _____

A. List all prior attempts at all colleges and universities in requested course:

Attempt	College	Date	Grade
1			
2			
3			
4			
5			

B. What were the specific reasons why you were unsuccessful? Address each term. Use page five if more space is needed.

C. How does this course fit into your education plan? Is this specific course a requirement?

Part III – Respond to the following

Your time obligations:

How many hours on average do you spend each week:	
on homework	_____
in class(es)	_____
working a job(s)	_____
traveling to/from work	_____
traveling to/from school	_____
with childcare/family obligations	_____
socializing / attending leisure activities	_____
participating in religious activities	_____
watching TV	_____
on the internet / social media	_____
sleeping	_____
preparing and/or eating meals	_____
on personal hygiene (showering, grooming)	_____
on chores (laundry, shopping, etc)	_____

_____ Total hours

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 obligations to allow you additional hours toward this course?

Part IV – Respond to the following questions

Please respond to all the following questions below:

1. If approved to take this course, 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 \$1,200 at its full cost.

2. How has your work schedule changed to allow you more time to focus on this course?

3. What is different about your obligations at home since you last attempted this course?

4. What academic support systems will you use to help you pass this course?

Part V – Attach to your Appeal an Education Plan

My Education Plan can be found in your Atlas account under the *My LifeMap* tab. Use the *Learn how to use My Education Plan* and the *Build a new program plan* links to help create your education plan for your appeal.

Any additional comments you would like to add about your appeal:

Form Updated on April 12, 2013