

**MIAMI DADE COLLEGE
KENDALL CAMPUS
STUDENT SERVICES APPEAL COMMITTEE**

**APPEAL FOR REDUCTION OF FULL COST OF INSTRUCTION FEES
FOR A COLLEGE PREP OR COLLEGE CREDIT COURSE
BASED ON A MAJOR EXTENUATING CIRCUMSTANCE**

TO THE STUDENT:

- **READ** the steps to file an appeal below and the guidelines on the reverse side before completing this form to determine your eligibility.
- **SUBMIT** a personal letter with this completed form describing the situation and the reason(s) why you are requesting action by the committee. Be specific: indicate dates/time periods and how the circumstances affected your academic performance.
- **PROVIDE** proof which will support the statements in your letter. Such documentation must be submitted with this appeal.

Name (Print): _____ **MDC Student ID #:** _____
Last First

Local Address: _____
City, State Zip Code

Telephone: () () () ()
Daytime Evening Cellular Other

I understand that if my appeal is approved, this is my only major extenuating circumstance appeal for the course.

Please initial and date here that you agree to the statement above: (Your Initials:) _____ (Today's Date:) _____

<u>Course Abbr. & #</u>	<u>Reference #</u>	<u>Term/Year</u>	<u>Grade received in last attempt</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

 Student's Signature Date

Dean's Action

Approved: _____
Denied: _____

 Dean's Signature Date

Guidelines for Submitting an Appeal For Reduction of Full Cost of Instruction Fees for College Prep and College Credit Courses Based on a Major Extenuating Circumstance

Florida Statutes place responsibility for the full cost of College Prep and College Credit instruction on the student after the second attempt. The legislation also provides for one-time exception to the increased fees due to a major extenuating circumstance for College Prep and College Credit courses.

Examples of major extenuating circumstances to appeal the full cost of instruction fees include:

- a. Serious illness or injury to the student or immediate family member
- b. Death of an immediate family member (i.e., parent, spouse, child)
- c. Involuntary job change, work schedule change, or transfer
- d. Extended jury trial or the direct involvement of the student in a current legal action (i.e., bankruptcy, divorce, etc.)
- e. Disability which impacts academic performance
- f. Involuntary call to active military duty
- g. Other emergency circumstances or extraordinary situations (i.e., natural disaster)
- h. Second language barrier

STEPS TO FILE APPEAL:

1. Provide a written statement detailing the circumstances which prohibited you from fulfilling the academic requirements of your course(s):
 - Be specific; indicate dates/time periods involved
 - Indicate how these circumstances affected your ability to complete the course(s)
2. Submit proof to support your claim. Examples of documentation include:
 - A written statement signed by a medical or mental health professional describing the dates and services provided or official record of jury duty 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, bill for services related to the emergency, obituary, military orders, court records, etc.
 - A written statement on official letterhead detailing involuntary job or work schedule changes
 - A written statement/form documenting second language barrier by respective College Prep Department
 - A written statement/form from the director of the program serving students with disabilities that documents how your circumstance affects learning and academic performance
3. Complete, sign, and date your request for Appeal Committee Action.
4. Attach current degree audit or academic transcript.
5. Attach a copy of your course schedule for the current term (if registered).
6. Submit completed request to Room 3166, Student Retention and Transition Services Department.