

Request For Appeal Committee Action

A. **INSTRUCTIONS:** READ the Guidelines on the other side BEFORE completing the form.

The *student* **MUST SUBMIT** and provide the following documentation attached to this form.

1. A Personal Letter: The letter must describe the situation and the reason(s) for requesting action by the committee
2. Documentation: Provide documents that support the statements in your letter.
3. Complete, sign, and date the request.
4. Submit completed request to the InterAmerican Campus, Retention & Transition Office in Room 1117-B, 627 S.W. 27 Ave., Miami, FL 33135, phone 305-237-6133, FAX 305-237-6313.

B. **PERSONAL INFORMATION:** Please print.

Name: _____ Student Number: _____

Local Address: _____ Phone Number: _____

Apt. No.: _____ City: _____ State: _____ Zip Code: _____

C. **REASON FOR APPEAL:** Please select all options that apply

Appeal for:

1. Repeat Surcharge for a college prep or credit course based on a major extenuating circumstance.
2. Repeat Surcharge for a college prep or credit course based on financial hardship.
3. Fourth and final attempt.
4. The repeat of a course previously completed with a grade of "C" or better.

D. **COURSE FOR WHICH APPEAL IS FILED:** Please indicate below course #, reference #, and year/term.

E. **SIGNATURES:**

Student Signature: _____ Date: _____

Dean/Designee's Signature: _____ Name: _____

Approved Denied Date: _____

F. **COMMENTS:**

Guidelines for Submitting an Appeal

Please read and follow the instructions that correspond to the appeals process you are requesting. **Supporting documentation is required for ALL options.**

Appeal for reduction of full cost of instruction fees for a college prep or credit course based on a major extenuating circumstance.

1. Florida Statutes place responsibility for full cost of college prep and credit instruction on the student after the second attempt. The legislation provides for a one-time exception to the increase fees due to extenuating circumstances.
2. 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)
3. Submit proof to support your claim. Examples 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 from the EAP or CAP Departments indicating the student is experiencing a “language barrier” with regards to English acquisition.
 - 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, etc.

Appeal for reduction of full cost of instruction fees for a college prep or credit course based on financial hardship. Florida Statutes place responsibility for full cost of college prep and credit instruction on the student after the second attempt.

1. To apply for Financial hardship the student MUST qualify for:
 - Need-based financial aid (Federal, State, or M-DCC).
2. 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).
3. Submit proof to support your claim. A financial aid award letter, Student Aid Report (SAR), or any other document which verifies you are a recipient of Federal, State, or M-DCC need-based financial.

Appeal for a fourth and final attempt.

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 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 from the EAP or CAP Departments indicating the student is experiencing a “language barrier” with regards to English acquisition.
 - 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, etc.

Appeal to repeat a course previously completed with a grade of “C” or better.

This appeal may only be filed if:

1. You are being required to repeat a course by a regulatory agency, or
2. If a course is being repeated as part of a regulatory requirement for continuing education to stay current in a field, or
3. For recency of credit to update knowledge to meet current program requirements, or
4. To improve your grade point average to meet minimum admission requirements to a college or a program.