



**Appeal to Enroll in a Course for the 4<sup>th</sup> and Final Attempt  
(No Fee Reduction Possible)**

According to Florida Statutes 1009.28 and 1009.28 students whose 4<sup>th</sup> and final attempt is approved must pay the full cost of instruction for the course; no fee reduction requests are allowed. Students will not be able to drop the course unless it is before the 100% refund deadline. **Depending upon Departmental policies, fourth attempts may not be processed for Mini-Term or Virtual College courses.** Read and follow the instructions on the second page of this form to determine your eligibility for this final attempt.

**STUDENT INFORMATION (PRINT)**

<b>Last name:</b>	<b>First name:</b>	<b>Middle initial:</b>
<b>MDID:</b>	<b>Email:</b>	

**COURSE(S) INFORMATION (PRINT)**

Course Abbr.	Class Number	Term	Course Abbr.	Class Number	Term

<b>Student Signature</b>	<b>Date:</b>
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*I understand that if my appeal is approved, this is the only appeal for the course(s) that I can receive.*

*Please initial and date here that you agree with the statement above. (Your initials): \_\_\_\_\_ Date: \_\_\_\_\_*

**APPEAL MUST BE SUBMITTED BY THE 100% REFUND DATE  
Return your appeal form to the following office at your Campus:**

Campus	Department	Location / Contact
North	Advisement & Career Services	Building 1 – Room 1104-13 – (305) 237-1425
Kendall	Retention and Transition Office	Building R – Room R118 – (305) 237-0529
Wolfson	Dean of Students Office	Room 3108 – (305) – (305) 237-3007
Medical	Admissions & Records	Building 1 – Room 1201 – (305) 237-4444
Homestead	Advisement & Career Services	Building A – Room A233 – (305) 237-5046
InterAmerican	New Student Services	Building 1 – Room 1121 – (305) 237-6271
Hialeah	Dean of Students Office	Building 1 – Room 2101-11 – (305) 237-8715
West	Student and Administrative Services	Building 2 – Room 2109 – (305) 237-4917
Meek Entrepreneurial Education Center	Student Services	Room 1101 – (305) 237-1900

**FOR MDC OFFICE USE ONLY**

<b>Approved</b> _____	<b>MDC Employee Name &amp; Signature</b>	<b>Date</b>
<b>Denied</b> _____	<b>MDC Employee Name &amp; Signature</b>	<b>Date</b>

## INSTRUCTIONS FOR THE STUDENT

1. **READ** the following guidelines and follow these steps to determine your eligibility before completing this ***Appeal Form***.  
**Criteria for extenuating circumstances for 4<sup>th</sup> Attempt Appeal include:**
  - a. College change: A letter from the appropriate College official documenting the situation in which the College initiated an action that caused you to withdraw from your course(s).
  - b. Death of an immediate family member
  - c. Disability that impacts academic performance
  - d. Extended jury trial or direct involvement of the student in a current legal action (i.e. bankruptcy, divorce, etc.)
  - e. Involuntary call to active military duty
  - f. Involuntary job change, work schedule change or transfer
  - g. Serious illness / injury to the student or immediate family member
  - h. Other emergency circumstances or extraordinary situations (i.e. natural disaster)

**Proof of the stated relationship (usually birth or marriage certificate) must be provided if you are submitting supporting documentation pertaining to an immediate family member.**

**NOTE:** The following circumstances are not considered extraordinary and extenuating, and are not eligible circumstances for approval: incarceration; transportation issues; issues involving course content; Issues involving method of instruction; issues involving a lack of understanding of the College's withdrawal / refund policy, or the instructor's attendance / withdrawal / academic honesty policy.

2. **COMPLETE** this ***Appeal Form***.
3. **TYPE AND SIGN** a personal statement describing the situation and the reason(s) why you are requesting approval to take this course for the 4<sup>th</sup> time. Be specific: indicate dates/time periods, names of individuals you spoke with and their department(s), and how your circumstances prohibited you from fulfilling the academic requirements of the course during your first three attempts. **You must include this in your Appeal package.**
4. **ATTACH ALL** of the following required and relevant supporting documents for this Petition.
  - A print copy of the document(s) from #1 above AND
  - an approved copy of your ***SMART Action Plan*** detailing your strategy for passing the course this time, AND
  - a current Academic Requirements Report (Degree Audit) or unofficial transcript, AND
  - a copy of your course schedule, reflecting registration for the course at an MDC Campus for the current term, AND
5. **COPY** the completed ***Appeal Form*** and documentation for your records.
6. **SUBMIT** your original, completed Appeal packet to the Registrar's Office at least two weeks before you intend to register. **You cannot re-enroll without approval.**