The State of Florida requires the college to charge students who attempt a course for the third time the full cost of instruction (out-of-state tuition) unless an appeal is approved. Students are allowed to appeal the full cost charge and request to be charged the in-state tuition if there are documented extenuating circumstances resulting in the inability to complete the course earlier. The college is also authorized to allow continued enrollment at the in-state tuition rate contingent upon the student’s financial hardship as evidenced by the receipt of need-based financial aid for the semester in question.

Upon the 3rd attempt, a student will not be able to withdraw and will be assigned a final grade other than “W”. The last date to submit this appeal is the 1st day of the semester in which the course is taken. The college response to all appeals will be sent to the FalconMail account if not approved at the time of submission.

**OPTION I.** I request an exception to the full cost for the 3rd attempt based on documented extenuating circumstances. Please indicate below the reason(s) for your appeal and write on the reverse, or attach additional pages as necessary. An explanation of the extenuating circumstances that have prevented you from being successful earlier AND attach required documentation.

- [ ] Death of Immediate Family Member
- [ ] Non-Voluntary Military Activation
- [ ] Unforeseen Emergency
- [ ] Serious Illness/Injury

**OPTION II.** I request an exception to the full cost for the 3rd attempt based on financial hardship, as evidenced by my eligibility for need-based financial aid for the term in question.

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<th>COURSE PREFIX/NUMBER</th>
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<th>SESSION/YEAR</th>
<th>SUBSESSION</th>
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STUDENT’S SIGNATURE ___________________________ DATE ____________

OFFICE USE:                  APPEAL APPROVED ______   APPEAL DENIED ______
APPEAL INPUT ______ TUITION ADJUSTED ______   EMAIL ______ LETTER ______ CONTACT ______
COMMENT: ____________________________

FULL COST APPEAL – REVISED JUNE 2012
College policies are printed in the college catalog and are displayed on the web site. The college will accept an appeal of college policies to assist students who have experienced an extraordinary set of circumstances (e.g. a prolonged hospitalization, serious illness, death of an immediate family member, or non-voluntary military activation). Documentation from health care providers, clergy, attorneys and/or other professionals on their corporate letterhead, must be attached to the appeal applications that require documentation to verify the extraordinary circumstances.

Appeals can be made for the following situations:

- Financial Aid Suspension
- 4th attempt permission
- Formal Grade Appeal
- Academic Second Chance
- Withdraw from a class after the deadline to receive a W grade without GPA penalty

At times the academic and administrative appeal actions requested of the College adversely affect a student. When classes are dropped or all classes are changed to “withdrawal” as part of an appeal, the student financial aid award will need to be recalculated. As a result, a student may owe repayment of all or part of the financial aid received.

The College recommends that each student thinking of submitting an appeal contact the Office of Financial Aid so that the requested action will not adversely affect their aid status or payments before submitting an appeal.

Appeal Process:

An appeal application needs to be completed and returned to the Question and Answer Center, Room 119, Building 100, on the Daytona campus or to the Falcon Center on any campus. A signed written statement along with additional documentation, if required, supporting the appeal must be submitted. In some cases the application will be forwarded to the appropriate Appeal Committee for review, in others, the Q&A Center staff has been authorized to act on the appeal application.

Appeals for extraordinary circumstances may be made in cases of serious illness, death of an immediate family member, or non-voluntary military activation. Supporting documents to verify the reasons for your appeal are required. Issues such as child care, transportation, employment changes are not considered extraordinary circumstances for college appeals.

The college response will be done as soon as possible, recognizing that some appeals will require contact with faculty members, and consultations with the Records Office, Financial Aid Office, and Student Accounts. The college response to all appeals will be sent to the student FalconMail account. Please check your FalconMail on a regular basis.

Students who are denied an appeal may request an Administrative Review for a final decision by the appropriate Vice President by submitting a formal request in writing to the Question and Answer Center on the Daytona campus. Please attach to the request for an Administrative Review any additional documentation or information that would support the appeal request.

Financial Aid Suspension: Students who have received student financial assistance are required by federal regulations to maintain satisfactory academic progress. The full policy is listed in the college catalog. To be in compliance a student must earn a grade point average of 2.0 or higher, and earn 67% of all courses attempted. In addition, an aid recipient must complete, or be mathematically capable of completing, their degree within 150% of the normal timeframe (credits attempted). If there were extraordinary circumstances that prevented a student from making satisfactory progress, which will no longer be a factor, an appeal of the suspension may be approved. The last date to submit an appeal of this nature is the first day of class for the semester in question. A student who has been suspended, and approved for Probation will be able to change their major only at the time the Academic Plan is completed.

In certain cases a one-time extension to the 150% rule can be approved during which time a student is allowed to receive aid only in courses that are needed to complete their current degree or certificate program. An approved graduation check-down will be required prior to approval of a time limit appeal. A change of major is not allowed once the 150% or the pace limit has been reached.

Waiver of full cost tuition for the 3rd attempt of a class: The State of Florida does not allow a student to attempt a course more than twice and receive the benefit of in-state tuition. Students who attempt a course for the 3rd time are required to pay the full cost of
education (out of state tuition rate). If extraordinary circumstances were present during the 2nd attempt, a waiver for the full cost charge can be approved by the college. The grade earned during the 3rd attempt must be entered; a withdrawal from the 3rd attempt cannot be done. The last date to submit an appeal of this nature is the last day of class for the semester in question.

4th attempt permission: In extraordinary circumstances, a student may need to attempt a class for the 4th time, if extraordinary circumstances were present during the 3rd attempt. In all cases student must pay the out of state tuition rate. The grade earned during the 4th attempt will be entered; a withdrawal from the 4th attempt cannot be done. The last date to submit an appeal of this nature is the last day of class for the semester in question.

Withdraw from a class after the deadline to receive a W grade: The academic calendar indicates the last date to withdraw from a class in order to receive a “W” grade without grade point penalty. A student who stops attending after that date will receive the grade awarded by the instructor (usually an “F” if all work is not completed). In extraordinary circumstances, the student may appeal to receive a “W” after the published date. A withdrawal from classes could affect future financial aid eligibility. The last date to submit an appeal of this nature is prior to the grade being entered for the semester.

Grade change from “F” or “FN” to “W”: Students who register for a class and do not withdraw, or for students who cease attending a class usually receive an “F” or an “FN” grade depending on the last date of participation. In extraordinary circumstances, the college will approve an appeal requesting the grade of “F” or “FN” be changed to a “W” with the permission of the instructor and department chair. Appeals of this nature are forwarded to the academic area for review and action. The last date to submit an appeal of this nature is the last day of class of the next major semester after the course was taken. Students who have received financial aid will be reviewed to insure all federal Title IV refund regulations are applied based upon the grade and last date of attendance previously reported by the faculty member.

Formal Grade Appeal: Students who believe a faculty member has issued an incorrect grade(s) based on written documentation may seek recourse through the Informal Grievance Process as outlined in the Student Handbook. The College provides an informal procedure to assist faculty and students in resolving grade disputes. The teaching faculty is authorized to issue grades based on their assessment of the student’s level of performance, participation, quality and quantity of work. If the student and the instructor cannot agree during the informal process the student may submit the formal grievance in writing to the Question and Answer Center who will forward it to the appropriate associate vice president, who reviews the written grievance and renders a decision.

Administrative Drop: A student who has paid the tuition bill may request a refund if there is extenuating circumstances that may warrant such an action. Documentation for this request needs to be extensive and indicate a serious personal situation that prevented a drop from the class prior to the start of the term in question. A student who has received financial aid will owe a repayment resulting from the recalculation of enrollment status, or if this appeal results in a drop from all courses, a student will be subject to the federal refund formula calculations and/or the requirement that all financial aid funds be returned. In most cases the result will be a balance due for tuition and fees. A student who received a financial aid refund, or received a book voucher, will have to return all funds disbursed prior to the drop being processed if the appeal is approved. Please verify with Financial Aid the impact on your request prior to submission. The last date to submit an appeal of this nature is prior to the grade being entered for the semester.

Academic Second Chance: The Second Chance Program does not apply once a Certificate or a degree (associate or bachelor's) has been earned. The program will only apply to additional courses taken toward a subsequent degree. The Academic Second Chance Program can only be used once in a lifetime. Please see the college catalog for a full description of all Academic Second Chance requirements http://www.daytonastate.edu/catalog/adm/academic_second_chance_policy.html . All courses remain on the transcript. Students planning to transfer to another college or university are cautioned that the receiving institution may use all original grades earned when computing a GPA for admissions eligibility or for other purposes. Students must clearly understand that other colleges may not use the Daytona State College GPA for transfer purposes if any type of grade amnesty has been applied.

College Suspension Appeal: Students placed on suspension will be required to stop enrollment for one major semester. Students can appeal a suspension based upon extraordinary, one-time events during their probationary semester that should not affect academic success in the future. If a suspended student wishes to return, he/she may submit an appeal requesting reinstatement to probation. The appeal should explain what factors prevented the student from succeeding earlier and how those factors will no longer interfere with the student's progress. If the appeal is granted, the student also is required to meet with the advisor who initially approved the student’s probation status to review and once again develop a prescriptive program before the student is allowed to register. The returning student will still be on probation and his/her status will be reviewed again at the end of the semester.