



COLLEGE of
CENTRAL
FLORIDA
-an equal opportunity college-

PETITION FOR FOURTH ATTEMPT OF A CF COURSE

Per Florida Administrative code 6A-14.0301, a fourth attempt of a CF course will be allowed only through academic appeal based on **major extenuating circumstances**. To petition for a fourth attempt, complete this form and return it to the Enrollment Services Center. **Petitions must be received in the Registrar's Office by the last day to add for the session in which approval is sought. If your petition is approved, you will be assessed the full cost of instruction (out-of-state fees) for the fourth attempt.**

CF ID No.: _____

Legal Name: _____
Last First Middle (complete) Jr., etc.

Mailing Address: _____
Street/PO Box City State Zip Code County

Email: _____

I request permission to retake _____ during the _____
Course No. and Section No. Semester/Year

semester for the _____ time because of the extenuating circumstances which are explained below.
No. of Attempts

In an attached letter, describe **each attempt** in **DETAIL** and **attach relevant documentation including transcripts** explaining why you were not successful in previous attempts. Also describe the steps you are taking to ensure success if you receive approval to enroll again.

Reason for Request:

☐ Medical or legal (attach documentation) ☐ Family emergency (attach documentation)
☐ Difficulty with subject matter (attach tutoring plan) ☐ Other _____

Student Signature

Date: MM/DD/YY

Submit request to your Academic Advisor. Allow 10 business days for processing.

Advising Center use only.

Is the appropriate documentation attached? ☐ Yes ☐ No _____
Advisor Signature Date

Office of Enrollment Services use only.

☐ Approved ☐ Denied ☐ Supporting Documents:

Registrar Signature: _____ Date of Decision: _____

Processed by: _____ Date Processed: _____