



# DAYTONA STATE COLLEGE

THE RECORDS OFFICE  
 1200 W. Int'l Speedway Blvd.  
 Daytona Beach, FL. 32114  
 FAX: 386-506-4489 Email: records@daytonastate.edu

## PETITION FOR SECOND CHANCE/AMNESTY APPEAL

STUDENT'S NAME \_\_\_\_\_

STUDENT'S ID# \_\_\_\_\_ TELEPHONE # \_\_\_\_\_

FALCONNET EMAIL \_\_\_\_\_ @ FALCONMAIL.DAYTONASTATE.EDU

After referring to the Second Chance Program criteria on the back of this form, PLEASE INDICATE THE TYPE OF PETITION YOU ARE REQUESTING. (select only one)

A.  DAYTONA STATE COLLEGE RETURNING STUDENTS after earning at least 12 credit hours with a grade of "C" or higher in all courses attempted .

- Students returning to Daytona State College after a three year break in enrollment from all higher education enrollment..

B.  DAYTONA STATE COLLEGE CURRENT STUDENTS changing degree programs- The Academic Second Chance Policy permits a student to select up to three grades of "F" earned previously in required courses (not electives or General Education courses) in the prior major, to be changed to a grade of "AM" and not counted in the GPA. To take advantage of this provision the student must have earned 30 credits with a 2.0 GPA after a change of major.

- Students currently enrolled at Daytona State College but have made a program/career change.

COURSE #1	Course Prefix /#		Semester:	
COURSE #2	Course Prefix /#		Semester:	
COURSE #3	Course Prefix /#		Semester:	

C.  NEW DAYTONA STATE COLLEGE TRANSFER STUDENTS

- Effective Fall 2009, new transfer students will not have grades of "F" and "W" transferred onto the Daytona State College transcript.

This Academic Second Chance policy can only be used once in a lifetime. Courses that receive amnesty will still count for the Financial Aid Satisfactory Progress policy with regard to attempted/earned credits and 150% credit limit. Academic Second Chance has no effect on the calculation of course attempts related to the multiple course attempts surcharge.

The Second Chance Program does not apply once a certificate or a degree (associate or bachelor's) has been earned.

**Students need to clearly understand that other colleges may not use the Daytona State College GPA for transfer purposes if any type of grade amnesty has been utilized. All college response and correspondence regarding appeals will be sent to the FalconMail account.**

STUDENT SIGNATURE:	APPROVED DENIED (circle one)	PROCESSED BY:
DATE:	DATE:	DATE:

PROCESSORS NOTES:

## Academic Second Chance Program

The Second Chance Program does not apply to courses taken once a Certificate or a degree (Associate or Bachelor) 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.

### A. Academic Second Chance Program – Daytona State College Returning Students

The Academic Second Chance Program allows former students of Daytona State College, who return to college after a three calendar year break in higher education enrollment to have all coursework with grades of “F” be excluded from Daytona State GPA calculations once their appeal is approved.

Requirements:

- return to Daytona State after a 3 year break from all higher education enrollment
- complete 12 credits at Daytona State College, completing **all** courses attempted (college preparatory courses are not counted)
- earn a “C” or higher in all courses attempted
- submit a petition to the Records Office for review (If a student petitions after completing more than 12 credits, **all** credits attempted must have been completed with a C or better for consideration for amnesty.)

Students who are repeating courses with grades of “F” will still use the current grade forgiveness policy that uses the most recent grade when calculating GPA.

The courses that qualify for this amnesty program will have a notation to indicate the amnesty was applied. All courses remain on the transcript.

The following statement will be added to the student’s transcript when the petition is approved: “Academic Second Chance policy has been applied.”

Students planning to transfer to another college or university are cautioned that the receiving institution may use all grades earned when computing a GPA for admissions eligibility or for other purposes.

### B. Academic Second Chance Program – Daytona State College Current Students

Many times students are unsure of their career goals, or may attempt courses and programs not suited to their academic skills. For students who are successful after a career/program change, the Academic Second Chance Program will allow a student to select up to 3 grades of “F” earned previously at Daytona State for amnesty (not to be used in the GPA calculation) for courses **required (not electives)** in the prior major at Daytona State College, if the student has earned 30 credits with a 2.0 GPA toward a major that does not have the 3 “amnesty” courses as a degree requirement.

For example

- AA students changing to AS/AAS where the amnesty courses are not required in the new program
- AS/AAS students changing to AA where the amnesty courses are not required in the new program
- AS/AAS students changing to another AS/AAS where the courses are not required in the new program.

### C. Academic Second Chance Program – Daytona State College Transfer Students

Effective with the Fall 2009 semester, the Academic Second Chance Program for Transfer Students program would cease to transfer in grades of “F” and “W” grades onto the Daytona State College transcript. The college will continue to require the receipt of all prior college transcripts, even if no credits are to be awarded in transfer.



# DAYTONA STATE COLLEGE

## Appeal Policies

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 someone other than the student, such as health care providers, clergy, attorneys and/or other professionals, must be attached to the appeal application to verify the extraordinary circumstances.

Appeals can be made for the following situations:

- **Financial Aid Suspension**
- **4<sup>th</sup> attempt permission**
- **Formal Grade Appeal**
- **Withdraw from a class after the deadline**
- **Waiver of full cost tuition for the 3<sup>rd</sup> attempt of a class**
- **Grade change from “F” to “W”**
- **Administrative Drop**
- **Academic Second Chance**

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 verify with the Office of Financial Aid 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 supporting the appeal is required.** 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** normally 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.**

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 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.

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.

**Waiver of full cost tuition for the 3<sup>rd</sup> 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 3<sup>rd</sup> time are required to pay the full cost of education (out of state tuition rate). If extraordinary circumstances were present during the 2<sup>nd</sup> attempt, a waiver for the full cost charge

can be approved by the college. The grade earned during the 3<sup>rd</sup> attempt must be entered; a withdrawal from the 3<sup>rd</sup> 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.

**4<sup>th</sup> attempt permission:** In extraordinary circumstances, a student may need to attempt a class for the 4<sup>th</sup> time, if extraordinary circumstances were present during the 3<sup>rd</sup> attempt. In all cases student must pay the out of state tuition rate. The grade earned during the 4<sup>th</sup> attempt will be entered; a withdrawal from the 4<sup>th</sup> attempt cannot be done. Detailed written documentation is necessary, and the appeal must be done prior to the start of the semester.

**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. If this appeal approval results in a withdrawal from all courses, a student receiving financial aid will be subject to the federal refund formula calculations, and may result in a balance due for tuition and fees. In some cases, depending on the enrollment cycle for other classes, a W grade will affect future financial aid disbursements. The last date to submit an appeal of this nature is prior to the grade being entered for the semester.

**Grade change from “F” to “W”:** Students who register for a class and do not withdraw, or for students who cease attending a class usually receive an “F” grade. In extraordinary circumstances, the college will approve an appeal requesting the grade of “F” 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 regulations are applied retroactively to the date of withdrawal, many times resulting in a balance due.

**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 withdrawal prior to the start of the term in question. A student who has received financial aid could 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 some cases the result may 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. The last date to submit an appeal of this nature is prior to the grade being entered for the semester.

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The Academic Second Chance Program allows former students of Daytona State College, who return to college after a three calendar year break in higher education or for those that change degree programs to have prior failing grades excluded from the GPA calculation if certain requirements are met. The courses that qualify for this amnesty program will have a notation to indicate the amnesty was applied. All courses remain on the transcript.