



**HCI College – West Palm Beach**  
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 1201 W Cypress Creek Rd. Ste. 101, Fort Lauderdale, FL 33309  
 (954) 626-0255

<b>INTERNAL USE ONLY</b>	
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Date Student Notified: _____	

## THIRD ATTEMPT APPEAL REQUEST FORM

This form is used to exercise the student’s right to appeal for a third attempt (i.e., a second repeat) of one ADN core course (excluding general education courses). Please carefully read and follow the directions in the information section of this form. For further information, please refer to the Repeat Course Policy in the Student Catalog. This form must be submitted by the student, through the student's HCI College issued student e-mail once completed.

**Student Name:** \_\_\_\_\_ **Campus:** \_\_\_\_\_  
Last Name, First Name, Middle Initial

**HCI College Student Email:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Course Appealing for Third Attempt:** \_\_\_\_\_

**Semester End Date:** \_\_\_\_\_  
Month/Year

**Instructions:** The student is responsible for meeting all policies and financial obligations. An appeal for a third attempt is only considered under limited, documented circumstances. It is the student’s responsibility to provide documentation and justification for consideration by the HCI College President and CEO along with the Senior Review Panel. The Senior Review Panel will review an appeal for a third attempt only once; a re-appeal of the same request will not be accepted. The decisions made by the Panel are final.

**Students are required to submit the following for their Third Attempt Appeal to be considered:**

- Step 1:** Complete this Third Attempt Appeal Request Form in its entirety.
- Step 2:** Attach a typed letter of explanation including any details you wish to be considered. The student must prove that the failure was not due to a lack of academic ability, but rather a specific, external event. *Required to be written and signed by the student, must be typed, limited to one (1) page.*
- Step 3:** Attach any relevant information or supporting documentation to substantiate your request (see below). *Any documentation submitted will become a part of the student’s permanent academic record.*

**Documentation (Please check all that have been included):**

<input type="checkbox"/> <b>Serious Medical Event</b>	Significant illness or injury of the student or an immediate family member that physically or mentally prevented successful completion. <i>Examples include: A doctor's note (on letterhead with their signature); hospital/medical facility records, appointments, medical bills; letter from Therapist/Social Worker/Counselor (on letterhead with their signature).</i>
<input type="checkbox"/> <b>Death of an Immediate Family Member</b>	Loss of an immediate family member during the term. For purposes of this policy only, HCI College defines “immediate family” as the student’s current spouse or domestic partner, child, parent, legal guardian, brother, sister, grandparent, grandchild, or mother-, father-, sister-, brother-, son- or daughter-in-law. <i>Examples include: obituary or death certificate; court records; police report; plane ticket(s)/receipts; funeral or memorial service program.</i>
<input type="checkbox"/> <b>Severe Financial Hardship</b>	Unforeseen, uncontrollable events causing significant financial distress, such as sudden job loss, major medical emergencies, death of a primary provider, divorce, or natural disasters. <i>Examples include: Medical bills or doctor’s notes; death certificates or separation agreements; termination letters or unemployment records; insurance claims and police reports.</i>
<input type="checkbox"/> <b>Extreme Hardship</b>	Unforeseen, uncontrollable events causing significant distress, such as eviction from residence, divorce, family separation. <i>Examples include: court order; divorce decree or divorce certificate; child custody documents.</i>
<input type="checkbox"/> <b>Military Service Obligations</b>	Involuntary call to active duty or mandatory training that interrupted the student's ability to attend or study. <i>Examples include: Military orders</i>

**Appeal Details:**

Please provide a briefly summary of your appeal below:

**Acknowledgement and Signature:**

Submission of a Third Semester Appeal request does not guarantee approval. It is the responsibility of the student to access their HCI College email account for any correspondence concerning the request. An incomplete request with no student contact for 30 days will be automatically denied. Notification of a rendered decision may take up to 10 business days from the date of appeal submission. In complex situations, a decision may exceed the 10 business days.

As an HCI College student who has failed the course on two prior occasions, I hereby acknowledge and accept full responsibility for my academic record to date and voluntarily submit this appeal for authorization to attempt the course a third time, free from any coercion, pressure, or inducement by the College. I further acknowledge, understand, and agree that I am solely responsible for all tuition, fees, and any other costs associated with repeating the course, and that my ability to satisfy such financial obligations may be taken into consideration by the College in its review and determination of this appeal. I additionally acknowledge and affirm that the College has not advised, encouraged, or otherwise induced me to incur additional loan debt or other financial obligations for the purpose of retaking this course.

**I HAVE READ, UNDERSTOOD, AND WILL COMPLY WITH THE RULES, REGULATIONS, REQUIREMENTS, AND ACADEMIC POLICIES OF THE COLLEGE, INCLUDING THE REPEAT COURSE POLICY PROCEDURES AS DESCRIBED IN THE HCI COLLEGE STUDENT CATALOG. I HAVE ATTACHED MY LETTER OF EXPLANATION, LIMITED TO ONE TYPED PAGE, AND HAVE INCLUDED ALL RELEVANT DOCUMENTATION. I CERTIFY THAT THE ABOVE AND ANY ACCOMPANYING INFORMATION IS ACCURATE AND NOT IN VIOLATION OF THE STUDENT CODE OF CONDUCT.**

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_