



Student Request for Academic Second Chance

Charlotte Campus
26300 Airport Road
Punta Gorda FL 33950

Collier Campus
7007 Lely Cultural Pkwy
Naples FL 34113

Hendry/Glades Center
1092 E Cowboy Way
LaBelle FL 33935

Lee Campus
8099 College Pkwy
Ft. Myers FL 33912

Before completing this form, please carefully read the instructions listed on the reverse side.

Name: _____ Banner # @ _____

Local Address: _____ Phone#: _____

City/State/Zip: _____ Email _____

Please attach a letter explaining the reason this request should be considered. Your signature on this form certifies that you have read the instructions on the back of this form and that you understand the possible ramifications if your request is approved.

I. () I am requesting that **all Florida SouthWestern State College course work/grade(s)** taken during the year(s)/term(s) indicated below be excluded from my GPA and for graduation purposes.

Year/Term

Year/Term

Year/Term

Year/Term

II.) I am requesting that **all transfer course work/grade(s)** taken at _____
(Name of Institution)
during the year(s)/term(s) indicated below be excluded from my GPA and for graduation purposes.

Year/Term

Year/Term

Year/Term

Year/Term

Major/program: _____ Anticipated graduation date (year/term): _____ Catalog year: _____

Student Signature: _____ Date: _____

Student Request for Academic Second Chance

Please carefully read these instructions before completing this form.

1. Students petitioning the College should consider the importance of this request and take great care in organizing the content of the letter of explanation that is to be attached to this form. The letter of explanation should be typed or legibly printed in blue or black ink.
2. Requests should be submitted to the Office of the Registrar on the Lee Campus. Requests may also be submitted to the Academic Services Office on the Charlotte, Collier Campuses or Hendry/Glades Center.
3. All decisions are sent to the student in writing.
4. An appeal of an action may be made under certain conditions. Additional considerations must be addressed to warrant re-submission.
5. Requests will be processed as quickly as possible.

The Academic Second Chance policy allows a student who is transferring to or seeking readmission to Florida SouthWestern State College a **one- time, non-reversible opportunity** to have course work that is five (5) calendar years or older excluded when computing the grade point average (GPA) or for graduation. To be eligible for an Academic Second Chance, the student must complete all admissions requirements and be admitted to a degree or certificate program.

The student must submit a written request to the Office of the Registrar. Requests are evaluated at the end of the term. **For the request to be considered, transfer or readmitted students must complete a minimum of twelve (12) semester hours at Florida SouthWestern State, within two semesters, while maintaining a term GPA of 2.00 or better. ESL/ENS and Developmental Learning Assistance courses are not applicable.**

When the request is approved, the following statement will be added to the student's transcript: "Academic Second Chance policy has been applied." The grade(s) and course(s) will remain on the transcript and the approved course(s) will be marked with a notation indicating that the grade(s) was not used to compute the student's GPA and/or to determine graduation status.

The Academic Second Chance policy is applied only once and it cannot be reversed. Students planning to transfer to another college or university are cautioned that the receiving institution may use all grades earned in computing GPA's for admissions or other purposes. Academic Second Chance has no effect on the student's financial aid award history. **ACADEMIC SECOND CHANCE HAS NO EFFECT ON THE CALCULATION OF COURSE ATTEMPTS RELATED TO MULTIPLE COURSE ATTEMPT SURCHARGES.**

(Do not write below this line. For College use only)

(Date)	(Term)	Hrs Completed	FSW GPA	Reviewed by

() Approved

_____ Signature College Administrator	_____ Date
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- () Denied - Minimum FSW GPA (2.0) requirement not met.
- () Denied - Minimum FSW credit (12) requirement not met.
- () Denied - Minimum five (5) calendar year requirement not met.