

REGISTRAR STAFF ONLY
Date Processed: _____
Processed By: _____

Excess Credit Hours Appeal Form

Pursuant to Florida Statute 1009.286, all courses are to be included in a student's excess hours' counter, this includes failed courses, withdrawn courses, repeated courses, and all credit hours accepted by Florida Poly for transfer and applied to any and all of the student's bachelor's degree programs. Florida Legislature states only courses attempted or earned under the circumstances below should be excluded from a student's excess hours' counter. **Please review the full [Excess Credit Hour information](#) and complete this appeal form only if any of these circumstances are applicable to you.**

Last Name: _____ First name: _____ MI: _____

Student ID: _____ Email: _____@floridapoly.edu

First Term in College After High School _____ Date of High School Graduation _____

First Term at Florida Poly _____

We only consider appeals for courses taken under the circumstances, which are relevant to Florida Poly. Please check the description that applies and provide a statement of appeal below. Supporting documentation or terms and dates are required and must be provided for consideration.

Credits that are earned through AP, IB, AICE, CLEP, or high school dual enrollment.	Credits taken while active duty military.
Credits that are earned through an internship.	Transfer credits that do not apply to the student's declared major when they initially enrolled at Florida Poly. (Appeals must be made within the first 12 months of enrollment.)
Courses withdrawn for medical reasons, personal hardship, etc. Mitigating Withdrawal form processed and approved by committee, but grades are not applied and/or excluded.	

Please provide a brief explanation of your appeal. Include specific courses and terms where applicable.

Student Signature

Date