

## Appeal of Credit Hours in Base Hours Calculation

Florida law has clear stipulations about what should and should not appear in the base hours calculation. If you think that you have courses that should be removed from your base hours calculation, an appeal may be submitted to the Office of the Registrar in the Student Support Services building. The Office of the Registrar will review your documentation against the statutory requirements and respond back to you with a final decision. Only one appeal may be submitted.

Please check the condition below that applies and the applicable course(s) and include any supporting documentation. It is the student's responsibility to obtain the necessary documentation to support the appeal.

\_\_\_\_\_ Credits earned through an articulated accelerated mechanism such as AP, IB, AICE, or dual enrollment  
 Course: \_\_\_\_\_ Semester Taken: \_\_\_\_\_ Institution: \_\_\_\_\_  
 Course: \_\_\_\_\_ Semester Taken: \_\_\_\_\_ Institution: \_\_\_\_\_  
 Course: \_\_\_\_\_ Semester Taken: \_\_\_\_\_ Institution: \_\_\_\_\_

\_\_\_\_\_ Medical withdrawals  
 Course: \_\_\_\_\_ Semester Taken: \_\_\_\_\_ Institution: \_\_\_\_\_  
 Course: \_\_\_\_\_ Semester Taken: \_\_\_\_\_ Institution: \_\_\_\_\_  
 Course: \_\_\_\_\_ Semester Taken: \_\_\_\_\_ Institution: \_\_\_\_\_

\_\_\_\_\_ Credit hours required for certification, recertification, or certificate programs  
 Course: \_\_\_\_\_ Semester Taken: \_\_\_\_\_ Institution: \_\_\_\_\_  
 Course: \_\_\_\_\_ Semester Taken: \_\_\_\_\_ Institution: \_\_\_\_\_  
 Course: \_\_\_\_\_ Semester Taken: \_\_\_\_\_ Institution: \_\_\_\_\_

\_\_\_\_\_ Credit hours taken by active-duty military personnel (include a copy of your DD214)  
 Course: \_\_\_\_\_ Semester Taken: \_\_\_\_\_ Institution: \_\_\_\_\_  
 Course: \_\_\_\_\_ Semester Taken: \_\_\_\_\_ Institution: \_\_\_\_\_  
 Course: \_\_\_\_\_ Semester Taken: \_\_\_\_\_ Institution: \_\_\_\_\_

\_\_\_\_\_ Credit hours required to achieve a dual major taken while pursuing a baccalaureate degree  
 Course: \_\_\_\_\_ Semester Taken: \_\_\_\_\_ Institution: \_\_\_\_\_  
 Course: \_\_\_\_\_ Semester Taken: \_\_\_\_\_ Institution: \_\_\_\_\_  
 Course: \_\_\_\_\_ Semester Taken: \_\_\_\_\_ Institution: \_\_\_\_\_

\_\_\_\_\_ Remedial and English-as-a-Second-Language credits  
 Course: \_\_\_\_\_ Semester Taken: \_\_\_\_\_ Institution: \_\_\_\_\_  
 Course: \_\_\_\_\_ Semester Taken: \_\_\_\_\_ Institution: \_\_\_\_\_  
 Course: \_\_\_\_\_ Semester Taken: \_\_\_\_\_ Institution: \_\_\_\_\_

\_\_\_\_\_ Credit hours earned in military science courses that are part of the Reserve Officers' Training Corps (ROTC) program  
 Course: \_\_\_\_\_ Semester Taken: \_\_\_\_\_ Institution: \_\_\_\_\_  
 Course: \_\_\_\_\_ Semester Taken: \_\_\_\_\_ Institution: \_\_\_\_\_  
 Course: \_\_\_\_\_ Semester Taken: \_\_\_\_\_ Institution: \_\_\_\_\_

\_\_\_\_\_ Credit hours earned through internship programs  
 Course: \_\_\_\_\_ Semester Taken: \_\_\_\_\_ Institution: \_\_\_\_\_  
 Course: \_\_\_\_\_ Semester Taken: \_\_\_\_\_ Institution: \_\_\_\_\_  
 Course: \_\_\_\_\_ Semester Taken: \_\_\_\_\_ Institution: \_\_\_\_\_

Student Name: \_\_\_\_\_ Z Number: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_