



FINANCIAL AID/VETERAN SERVICES/SCHOLARSHIPS
Financial Aid Suspension Appeal
2015-2016

GENERAL INFORMATION

Tax payers provide the funding for federal aid awarded to students through PELL, Supplemental Education Opportunity Grant, Academic Competitiveness Grant, College Work Study, and the Ford Direct Loan Program. Pensacola State College has legal and ethical responsibilities to ensure taxpayer monies are wisely invested. Students completing and passing courses is a wise investment.

APPEAL TIMELINES

Your financial aid file must be complete for an appeal decision to be made.

All appeals are considered “pending” until the committee makes a final decision. You will be notified via your Pirate e-mail and a letter sent to your mailing address on file with the Admissions/Registrar office. Appointments are not scheduled with the Appeals Committee.

You must make other personal arrangements to pay your fees for the current or upcoming semester in order to secure your schedule of classes, you may not receive a decision on your appeal by the time your tuition payment is due. In making those arrangements you should not assume your appeal will be granted or that you will have your financial aid reinstated.

STUDENT RESPONSIBILITIES

Your responsibility is to earn grades that maintain financial aid satisfactory academic progress. The degree or certificate program you selected will determine the courses and the number of credits required to reach that goal.

To be eligible for federal and/or state financial aid, you must maintain financial aid satisfactory academic progress. Academic progress is evaluated at the end of each semester of enrollment. The required standards are described in detail in the Pensacola State College catalog.

STUDENT RIGHTS

The college has a process by which you may appeal for eligibility reinstatement when you can demonstrate and document the mitigating circumstances which directly attributed to your failure to meet the required standards. Many events can negatively impact a student’s academic performance, however, not all are considered mitigating and beyond student control.

The following list is intended to give you a brief understanding of events or situations that **CANNOT** be considered “mitigating” or justification for poor academic performance.

STUDENT RIGHTS (continued)

Instructor or other college personnel said it would be OK to withdraw (exception – FA Staff member)
Felt overwhelmed
Did not have transportation
Changed my work schedule
Did not like my instructor or have a conflict with instructor
Did not understand college and wasn't ready or mature enough
Death or illness of friends
Withdrew or stopped attending to avoid a bad grade
Nobody told me that...

APPEAL INSTRUCTIONS

Carefully READ and follow all instructions. The committee will evaluate your well-prepared statement and supporting documentation to determine if you will be given the opportunity for federal aid reinstatement.

There are four (4) required attachments. Failure to include these 4 items may result in an automatic denial.

Type your appeal letter; the committee will not try to decipher poor handwriting. It is advisable to have someone you trust read these instructions and proofread your appeal packet prior to submitting it to the Financial Aid/Veteran Services/Scholarship office.

Attachment 1

Appeal Request

Read, complete, and sign Attachment 1 - Appeal Request.

Attachment 2

Detailed Letters of Explanation of Mitigating Circumstances

Make sure you address ALL semesters of academic problems or withdrawals. Your letter must clearly detail the circumstances that were **beyond your control** which blocked your progress. Focus on events and how they affected your academic progress.

YOU MUST SIGN YOUR LETTER.

Your appeal letter should include:

- A. The reasons or circumstances that caused you to:
 - 1) not complete 67% of your attempted credits and/or
 - 2) exceed the maximum number of credits required to complete your program and/or
 - 3) fail to earn successful grades of C or better in courses you attempted and/or
 - 4) do not have sufficient remaining credits of eligibility prior to reaching maximum timeframe.

For each term in which you had academic problems, you must explain the circumstances. Include what actions you took to try to prevent or to limit the negative impact of these circumstances.
- B. Describe in detail the changes you have made that will now enable your academic success in your next term of enrollment.
- C. Give a detailed description of how and when you plan to complete your program. If you are enrolling for an additional degree (or certificate) explain the reasons for pursuing another program. After graduation from your Pensacola State College program, petitioning for reinstatement of aid to complete pre-requisites for a degree at another school is not sufficient cause for approval and will be denied. In general, federal aid is awarded to students to complete their initial certificate/degree. Changing majors is not in and of itself a mitigating circumstance.
- D. Sign your appeal letter

Attachment 3

Proofs - Required Documentation

Document the mitigating circumstances you described actually occurred. Examples: copy of death certificate and proof of relationship with the deceased; statements from physicians, medical excuse, letters from counselors or therapists, copy of police report, court documents, etc. A letter from the treating physician is acceptable. Letters from physicians, therapists, or agencies must be on official letterhead stationery and must be signed by the physician. Medical records or hospital bills will not be accepted.

NOTE: Any letter of support written by a third party must include a name, address, phone number and relationship to you and must relate to the circumstances described. Letters must be signed. If you do not have documentation, submit a written statement outlining the reason(s) you do not have documentation.

Attachment 4

Your Educational Plan & Degree Audit

You must meet with your academic advisor or program director to review your degree plan and to complete the Educational Plan form which will outline the courses you must take to graduate with your declared major. You must attach a copy of your degree audit for the program you plan to complete. Access your degree audit online via your Pensacola State College Spyglass at *www.Pensacola State College.edu*. **Please note: Your Educational Plan and Degree Audit must be signed by you and an advisor.**

APPEALS COMMITTEE PROCESS

Your appeal packet will be forwarded to the Appeals Committee for review once your financial aid file is complete.

The committee will review in the date order it is received. You will be notified via your Pirate Mail and a letter mailed to your mailing address on record with the Student Records Office. Unsigned forms will NOT be processed. Except during periods of registration, the processing time is 7-14 business days. For continuing appeals, determination will be based on grades for the current term.

Approved Appeals

Students should carefully read the letter sent to them by the committee and make plans to carefully adhere to all the conditions set for them in that letter of approval. Failure to follow and comply with the conditions will result in the denial of federal aid eligibility.

Denied Appeals

Students will be notified as to the reason(s) their appeal for reinstatement was denied by the committee. The letter will be sent to your address on record with the Student Records Office. Carefully read the information in the letter from the committee.

If you do not agree with the denial and have additional documentation that you believe would impact the original denial, you may submit the additional documentation with a new written request for further review to the Director of Financial Aid/Veteran Services/Scholarships. This must be done within 14 days of your receipt of the committee's decision.

The Director will review the initial appeal packet on which the committee based their decision. Your letter requesting the additional review of the denial must include the reasons you believe the denial was in error plus the additional documentation and a new written request. When needed, the Director may schedule a meeting with you to discuss your appeal prior to a final decision. A letter will be mailed to you with the Director's determination as to whether or not the denied appeal will be overturned. If you disagree with this decision, you may request in writing to the Director, within 14 days of receiving that written notification that your denied appeal packet be forwarded for further review by the Student Financial Services Manager whose decision is final.



FINANCIAL AID/VETERAN SERVICES/SCHOLARSHIPS
Financial Aid Suspension Appeal
Attachment 1 – Appeal Request

Please print using blue or black ink. Complete and sign this page. It is Attachment 1 and the first page of your appeal packet.

Student Name _____ SSN*/Student ID _____

(See note below)

Contact Info: Telephone: Day _____ Evening _____

Pensacola State College Pirate E-mail Address: _____ @students.pensacolastate.edu

I am appealing my ineligibility to receive federal financial aid due to my unsatisfactory academic progress.

I plan to enroll in the following: Academic Year _____.

Check the first term for which the appeal is being requested:

_____ Fall term (August – December) _____ Spring term (January – May) _____ Summer Term (May – August)

I am not making satisfactory academic progress for the following reason(s): Check all that apply:

_____ My cumulative Grade Point Average (GPA) is below the required standard.

_____ I failed to satisfactorily complete at least 67% of all attempted coursework (including transfer coursework).

_____ I exceeded 150% of the number of credits required to complete my program (Maximum Time Frame-including transfer coursework).

CERTIFICATION:

I have read the Financial Aid Satisfactory Academic Progress Appeal (FASAP) information, instructions, and process. I understand what is required of me to submit an appeal. I understand that the submission of this appeal does not guarantee that it will be approved. I understand that failure to submit any of the required attached documents to support my appeal will result in the appeal being denied.

- I am submitting: Attachment 1 Appeal Request
Attachment 2 Signed detailed letter clearly explaining Sections A, B, and C
Attachment 3 Proof/Documentation
Attachment 4 Educational Plan and Degree Audit signed by student and advisor

Student Signature _____

Date _____

Student should keep a copy of their completed appeal packet for their own record.

FOR FA/VA OFFICE USE ONLY: FRONT WINDOW _____ MAIL _____

_____ Attachment 1 Appeal Request

_____ Attachment 2 Detailed letter (signed by student) of explanation of Sections A, B, and C

_____ Attachment 3 Proof/Documentation _____ None submitted _____ Student refused to submit

_____ Attachment 4 Educational Plan and Degree Audit signed by student and advisor

FA/VA Staff _____ Date _____



FINANCIAL AID/VETERAN SERVICES/SCHOLARSHIPS
Financial Aid Suspension Appeal
Attachment 4 – Your Educational Plan & Degree Audit

To ensure successful completion of your declared program of study, you must meet with an academic or faculty advisor to evaluate your academic progress and to determine the number of credits required to complete your declared program. This completed and signed form must be submitted with the other required attachments and supporting documentation.

Student _____ SSN*/Student ID _____
(See note below)

Program of Study (Major) - current _____

1. Academic/Faculty Advisor: Attach a copy of the Degree Audit Report signed by student and advisor

Total # Credit Hours Currently Enrolled _____ Year/Term ____/____
Total # Credits Required for Pensacola State College Degree/Certificate _____
Total # Credits Earned toward Pensacola State College Degree/Certificate _____
Total # Credits needed to complete Pensacola State College Degree/Certificate _____
(do not include additional credits needed only for transfer purposes)

2. Based on student's current enrollment status, program of study, enrollment plan, and academic progress, the student's anticipated graduation date: Year/Term ____/____

3. Advisor's evaluation and description of student's plan to reestablish satisfactory academic progress. (Attach additional page if necessary).

4. Advisor's Comments regarding student's Educational Plan. (Attach additional page if necessary) If student is listed as an "Applicant" for a particular program, please address the student's potential for admission and completion of that program.

Student Statement: I certify that I have met with an advisor to discuss my program. I have received a copy of the degree audit, which is signed by me and an advisor, and I understand that if I fail to follow this Educational Plan, I risk losing my eligibility for receiving federal financial aid.

Student Name (Print name) Student Signature Date

Advisor Statement: I certify that I have met with this student and have discussed their academic progress and their program and course requirements. I have provided the student with a copy of this Educational Plan and a copy of the degree audit.

Advisor Name (Print name) Advisor Signature Date

* Required and authorized by Title IV of the Higher Education Act of 1965, as amended (§§483 and 484); 20 USC 1078, 1090, 1091 & 1092; 34 CFR 668.16; 34 CFR 668.33; 34 CFR 668.36; 34 CFR 668.32(i) and 34 CFR 668.36