

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

**GENERAL INFORMATION**

The funding for federal aid awarded to students through PELL, Supplemental Education Opportunity Grant, College Work Study, and the Direct Loan Program is supported by taxes paid by U.S. citizens and businesses. Pensacola State College has legal and ethical responsibilities to ensure taxpayer monies are wisely invested in students.

**APPEAL TIMELINES**

**Your financial aid file must be complete before your appeal packet will be submitted to the appeal committee to review.**

All appeals are considered “pending” until the committee decision is made. You will be notified via your Pirate E-mail. A letter will also be sent to your mailing address on file with the Admissions/Records office. Appointments are not scheduled with the Appeal 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 because 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 financial aid eligibility reinstated.**

**STUDENT RESPONSIBILITIES**

Your responsibility is to earn grades that maintain financial aid satisfactory academic progress. The degree or certificate program for which you appealed to have aid eligibility reinstated will determine the courses and the number of credits required to reach your goal.

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. Transfer students prior attempted credits may impact initial aid eligibility.

**STUDENT RIGHTS**

The college has a process by which you may appeal for eligibility reinstatement if you can document the mitigating circumstances which resulted in 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 are examples of circumstances that may be considered:

- Serious illness or injury to the student
- Serious illness, injury or death of an immediate family member (parent, sibling, spouse)
- Special documented circumstance of a unique and substantial nature

The following list is intended to give you a brief understanding of events or situations that you **CANNOT** provide as “mitigating” or justification for poor academic progress:

- 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 had a conflict with an 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 typed statement and supporting documentation to determine if you meet the criterion for federal aid reinstatement.**

**There are four (4) required attachments. Failure to include the required attachments will result in an automatic denial.**

Type your appeal letter; the committee will not attempt 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, follow the instructions, complete, and sign Attachment 1 - Appeal Request.

### **Attachment 2**

#### **Detailed Letters of Explanation of Mitigating Circumstances and Preparation for Success**

Make sure you address ALL unsuccessful semesters separately. This should include ALL academic problems or withdrawals listed on your transcript. 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 AND DATE YOUR LETTER.**

Your appeal letter should include:

- A. The reasons or circumstances that caused you to:
- not complete 67% of your attempted credits and/or
  - exceed the maximum number of credits required to complete your program and/or
  - fail to earn successful grades of C or better in courses you attempted and/or
  - no longer have sufficient remaining credits of eligibility to complete your degree prior to exceeding maximum timeframe (150% of the number of credits needed to complete your program).

For each term in which you had academic problems, you must explain the circumstances. Include what actions you took to prevent or to limit the negative impact of these circumstances.

- B. Describe in detail the changes you have made that will now support 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.

**Note:** After graduation from Pensacola State College, petitioning for reinstatement of aid to complete pre-requisites for a degree at another school cannot be approved. 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 describe in your statement. 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 appropriate authority.) Medical records or hospital bills will not be accepted.

**NOTE: Any letter of support written by a third party (non-family members) must include a name, address, and phone number. The letter must relate to the circumstances you described. Letters must be notarized, signed and dated.**

## 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 signed degree audit** for the program for which you are requesting aid. 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 both you and you academic 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 your appeal in the date order in which it is received. Except during periods of registration, the processing time is approximately 14 business days. You will be notified via your Pirate Email and by a letter mailed to your address on record with the college Records Office. Unsigned forms will NOT be processed.

### **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 all the conditions will result in the denial of federal aid eligibility. Questions or concerns about the conditions must be addressed within 14 days of receipt of the approved appeal.

### **Denied Appeals**

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

If you do not agree with the committee's decision and have substantive additional information and documentations, you may submit a written letter of disagreement to the Director of Financial Aid/Veteran Services/Scholarships. It must be submitted within 14 days of the date of the letter sent to you. Failure to write a letter and/or submit new additional documentation will result in no change to the Appeal Committee decision.

You will receive a letter from the Director 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

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

I plan to enroll in: 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).

\_\_\_\_\_ I no longer have the potential to complete my degree/certificate without exceeding maximum timeframe.

\_\_\_\_\_ I voided a prior Approved Appeal.

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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, typed 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
Attachment 4 Educational Plan and Degree Audit signed by student and advisor
FA/VA Staff \_\_\_\_\_ 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

**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  
 (include total prep and prerequisites) \_\_\_\_\_  
 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 is: 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 Career Path and Educational Goals.**  
 (Attach additional page if necessary)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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**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