



## FINANCIAL AID, VETERAN SERVICES, AND SCHOLARSHIPS

### 2021-2022 Financial Aid Suspension Appeal

#### APPEAL TIMELINES

**Your financial aid file must be complete before your appeal packet will be submitted to the appeal committee to review. If you are currently enrolled, you must wait until your grades for the current term have posted to submit an appeal.** All appeals are considered “pending” until the committee decision is made. You will be notified via your Pirate E-mail. 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 RIGHTS & RESPONSIBILITIES

Your responsibility is to earn grades that maintain Financial Aid Satisfactory Academic Progress (FASAP). 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. FASAP is evaluated at the end of each semester of enrollment. The required standards are described in detail in the Pensacola State College catalog.

**FASAP GPA requirement:** PSC students must earn the minimum criteria listed below:

Credit Hours Attempted	Minimum Required GPA
1-24 Hours	1.50
25-45 Hours	1.75
46 or More Hours	2.00

**FASAP Course Completion requirement:** Course completion is calculated as hours earned divided by hours attempted in your program of study. PSC students are required to complete 67% of hours attempted in their program of study. NOTE: Courses with withdrawn status must be counted in attempted hours.

**FASAP Maximum Hours requirement:** PSC students may not attempt more than 150% of the hours needed to complete their program of study.

**Program Changes:** Students will be awarded Title IV funding for a maximum of four unique programs of study at Pensacola State College.

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 – Must include medical documentation
- Illness, injury or death of a relative (parent, sibling, spouse)–Must include medical documentation and/or obituary
- Special documented circumstance of a unique and substantial nature

**Please Note: Extenuating circumstances do not include college adjustment, difficult coursework, and/or issues with faculty or staff.**

#### APPEAL INSTRUCTIONS & APPEAL COMMITTEE PROCESS

**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 may result in an automatic denial. It is advisable to have a Financial Aid Staff Member review your appeal packet for completeness.**

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. Unsigned forms will NOT be processed. Students should review the email sent to them by the committee. If the appeal is approved or deferred, students should make plans to adhere to all the conditions set for them in the email. 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. If your appeal is denied, you may submit a written letter of disagreement to the Director of Financial Aid, Veteran Services, and Scholarships. It must be submitted within 14 days of the date of the email 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, AND 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 \_\_\_\_\_ Date of Birth \_\_\_\_\_ Student ID \_\_\_\_\_

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 for:
\_\_\_\_\_ Fall term (August – December) \_\_\_\_\_ Spring term (January – May) \_\_\_\_\_ Summer term (May – August)

I plan to enroll in: Term and Academic Year \_\_\_\_\_

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

- My cumulative Grade Point Average (GPA) in my current program of study is below the required standard.
My course completion average is less than 67% (including transfer coursework) in my program of study.
I have attempted more than 150% of the hours needed to complete my program of study.
I did not meet the terms of my previously approved appeal. If students encounter new extenuating circumstance(s), not reported in prior appeals, an additional appeal would be appropriate and could receive consideration.
My course exceeds the limit of program changes.

Check off all items you are submitting:

- Attachment 1 Appeal Request Form
Attachment 2 Signed, typed, detailed letter clearly explaining the following:
A. The mitigating circumstances that were beyond your control that impacted your academic success.
B. How the mitigating circumstances were resolved.
C. Your plan of action to make sure those circumstances will not affect you again in the future.

Helpful Tips: Include the mitigating reasons or circumstances that caused you to not meet your completion rate, GPA and/or exceed your maximum timeframe. Your letter must clearly detail the circumstances that were beyond your control which blocked your progress. For each term in which you had academic problems, you must explain the circumstances. Make sure you address ALL unsuccessful semesters separately. This should include ALL academic problems or withdrawals listed on your transcript. Describe in detail the changes you have made that will now support your academic success in your next term of enrollment. Include what resources and assistance you are/will be utilizing to succeed academically. 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.

Attachment 3 Proof/Documentation (You must provide supporting documentation related to the circumstances you describe in your statement. If you are refusing, please initial here: \_\_\_\_\_)

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)

NOTE: Any letter of support written by a third party must include a name, address, phone number, their relationship to you, and must relate to the circumstances you described in your statement. Letters must be signed, dated, and notarized. If you do not have documentation, submit a written statement outlining the reason(s) you do not have documentation. Letters from immediate family members are not acceptable.

Attachment 4 Financial Aid Satisfactory Academic Progress Educational Plan and Degree Audit signed by student and advisor

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.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

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



**FINANCIAL AID, VETERAN SERVICES, AND SCHOLARSHIPS**  
**Attachment 4 – Financial Aid Satisfactory Academic Progress Educational Plan**

Student Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Student ID \_\_\_\_\_

Program of Study (Major) - **current** \_\_\_\_\_

**Section 1. To be completed by Student prior to meeting with Academic/Faculty Advisor**

*My Academic Goals* - Examine the courses you are taking this semester (or the next one you will enroll) to complete this chart.

Course	Specific study skills I will need in this class and what I will do to complete the course successfully	Resources on campus to help me succeed in this course – please check all below that you will access to be successful	Is this course in my current program of study

*I will make an appointment with my assigned academic advisor and/or use the following campus resources to be successful:*

- Center for Advising & Career Services**
  - Pensacola Bldg. 5/Room 508 850.484.1630
  - Milton Bldg. 4200 850.484.4410
  - Warrington Bldg. 3600 850.484.2270
  - South Santa Rosa 850.471.4630
- Computer Lab**
  - Pensacola Rm 2163 850.484.1172
  - Milton Rm 4413 850.484.4468
  - Warrington Rm 3142 850.484.2322
- Virtual Tutoring** 850.484.1026
- Writing Lab** (email: [writinglab@pensacolastate.edu](mailto:writinglab@pensacolastate.edu))
  - Pensacola Bldg. 1/Rm 106 850.484.1451
  - Milton Bldg. 4200/Rm 4246 850.484.4403
  - Warrington Bldg. 3100/Rm 3142B 850.484.2351
  - South Santa Rosa Rm 5130A 850.475.4851

Note: Skype appointments available
- Math Lab** Note: Online anytime availability. See website for more information.
  - Pensacola Bldg. 1/Rm 102 850.484.2003
  - Milton Bldg. 4200/Rm 4246 850.484.4403
  - Warrington Bldg. 3100/Rm 3142D 850.484.2378
  - South Santa Rosa Rm 5130A 850.475.4851
- Pensacola State College Library**
  - Edward M. Chadbourne Library - Pensacola Campus
  - Milton Campus Library
  - Warrington Library
  - South Santa Rosa Center Library (electronic services)
- TRiO Student Support Services**
  - Pensacola Bldg. 6/Room 620 850.484.2028
- TRiO Veterans Student Support Services**
  - Pensacola Bldg. 6/Room 669 850.484.1971
- Health Sciences Learning Center** (support for allied health programs) (email: [SMoore@pensacolastate.edu](mailto:SMoore@pensacolastate.edu))
- Student Resource Center for ADA Services**
  - Pensacola Bldg. 6/Room 603 850.484.1637

**My Study Habits** (Note: Studying can be more than just preparing for a test, i.e. completing homework)

Generally, I study \_\_\_\_\_ (hours/minutes) a day. Generally, I study \_\_\_\_\_ times per week.

What am I doing during this time? \_\_\_\_\_  
(homework, tutoring, virtual tutoring, preparing for tests)

In the future, I plan to study \_\_\_\_\_ (hours/minutes) a day and \_\_\_\_\_ times per week.

What do I plan on doing during this time? \_\_\_\_\_  
(homework, tutoring, virtual tutoring, preparing for tests)

**Section 2. To be completed by/with Academic/Faculty Advisor**

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

Based on student's current enrollment status, program of study, enrollment plan, and academic progress, the student's anticipated graduation date is: **Year/Term** \_\_\_\_\_ / \_\_\_\_\_

Total # Credit Hours Currently Enrolled \_\_\_\_\_ **Year/Term** \_\_\_\_\_ / \_\_\_\_\_

Total # Credits Required for Pensacola State College Degree/Certificate \_\_\_\_\_  
(Including developmental and prerequisite credit hours required)

Total # Credits Earned toward Pensacola State College Degree/Certificate \_\_\_\_\_  
(Do not include developmental courses that are not in the required program of study)

Total # Credits needed to complete Pensacola State College Degree/Certificate \_\_\_\_\_  
(Do not include additional credits needed only for transfer purposes)

**Advisor's evaluation and comments:** (Attach additional page if necessary)

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

**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 their degree audit.*

Advisor Name \_\_\_\_\_ (Print name) Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_

**Student Certification & Agreement**

- I agree to the strategies I have mapped out in my Financial Aid Satisfactory Academic Progress Educational Plan.
- I have a clear understanding of what I need to do to be academically successful at PSC.
- If I have any questions or need further assistance, I will contact my Academic Advisor.
- I understand if I fail to follow this Educational Plan, I risk losing my eligibility to receive federal financial aid.

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

Printed Student Name \_\_\_\_\_

<b>FOR FA/VA OFFICE USE ONLY:</b>		<b>FRONT WINDOW</b> _____	<b>MAIL</b> _____
_____ 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	Financial Aid Satisfactory Academic Progress Educational Plan & Degree Audit signed by student and advisor		
FA/VA Staff _____	Date _____		