

**PENSACOLA STATE COLLEGE**  
**Employee/Spouse/Dependent Scholarship**  
**Academic Progress Appeal Policy and Procedure**

**POLICY**

**INTRODUCTION**

Pensacola State College Board of Trustees Policy 6Hx20-3.003 requires that an otherwise eligible employee, employee spouse or dependent, retired or disabled employee or their dependents must maintain the Standards of Academic Progress in order to receive the scholarship. Employees (active or retired/disabled) are not subject to the maximum timeframe portion of College's Standards of Academic Progress for this benefit. In determining academic progress, college credit, vocational credit, and preparatory credit are combined. "Attempted" is defined as all courses in which a student has processed an official registration and in which a student remains enrolled after the schedule adjustment period. Transfer courses, courses taken for audit, and courses for which a student received a 100 percent refund will not be included in the determination of academic standing for grade point average (GPA) or rate of completion. Transfer credits will be included in calculating the total attempted credits.

**SATISFACTORY ACADEMIC PROGRESS**

A student's progress is monitored at the end of the term in which the 13<sup>th</sup> hour is attempted. At the end of that semester and every semester thereafter, a student must have earned credit in 50 percent of all hours attempted. Cumulative grade point average (GPA) and completion requirements are:

<b><u>Attempted Hours</u></b>	<b><u>Completion Requirements</u></b>	<b><u>Minimum GPA</u></b>
13 to 35	50 percent of total hours attempted	1.50
36 to 45	50 percent of total hours attempted	1.75
46 or more	50 percent of total hours attempted	2.0

**MAXIMUM TIMEFRAME**

Dependents otherwise eligible for the Dependent Scholarship who are enrolled in an A.A. or A.S. degree and have attempted more than 90 credits prior to the beginning of an academic year are considered to be making unsatisfactory academic progress. Transfer credits accepted by Admissions prior to the start of the semester will be included in the calculation.

Dependents otherwise eligible for the Dependent Scholarship who are enrolled in a certificate program and have attempted more than 60 credits prior to the beginning of the semester are considered to be making unsatisfactory academic progress. Transfer credits accepted by Admissions prior to the start of the semester will be included in this calculation.

**GOOD STANDING**

A student is in good academic standing, demonstrating academic progress, when all the applicable requirements are met. Refer to the Grading Policy section of the catalog for an explanation of cumulative grade point average calculation.

## **RIGHT OF APPEAL**

Persons who do not meet the applicable Standards of Academic Progress criteria may submit an appeal of their ineligibility for the scholarship via the Cashier's Office to the Vice President of Business Affairs. An appeal may be granted if there is a finding that the direct cause of the student's unsatisfactory progress is due to mitigating circumstances and circumstances have improved to such a degree as not to interfere with the student's ability to successfully resume his/her education.

## **MITIGATING CIRCUMSTANCES**

For these purposes, mitigating circumstances are generally defined as those unanticipated and unavoidable circumstances which directly hinder a student's satisfactory pursuit of a course(s), are judged to be beyond the student's control and directly result in the student being placed on academic probation or suspension waiver. The following are examples of mitigating circumstances but are not all inclusive:

- A. Serious illness or injury of the student
- B. Serious illness, injury or death in the student's immediate family
- C. Immediate family or financial obligations which require a change in place of employment or work schedule which precluded ability to satisfactorily complete course(s)
- D. Divorce or separation of student or parents
- E. Any special circumstances of a specific substantial and unique nature as determined by the review authority may also be considered as mitigating

**The student should furnish documentation supporting the circumstances presented.**

## **FINAL DETERMINATION**

The Vice President for Business Affairs may impose provisions to which the person must adhere in order for his/her financial aid academic appeal to be considered or approved.

A granted appeal will permit the otherwise eligible person to receive the scholarship while on probation, suspension waiver, or due to exceeding the maximum timeframe during the term specified by the Vice President for Business Affairs. If the person fails to achieve satisfactory progress upon completion of the academic term, he/she must submit another appeal.

## **PROCEDURE**

The student completes the attached Appeal Request. The student should clearly state the circumstances he/she believes caused his/her unsatisfactory progress and should furnish any available supporting documentation. The student should also state why he/she believes scholarship eligibility should be reinstated.

The student submits the completed Scholarship Academic Appeal Request to the Cashier's Office who reviews the request for completeness and documentation. The Cashier's Office then submits the student's appeal request to the Vice President for Business Affairs who will grant or deny the request.

The student will be notified in writing of the decision regarding his/her appeal.

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**Academic Progress Appeal Request**

Student's Name \_\_\_\_\_ ID# \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip Code

Telephone: Day (\_\_\_\_\_) \_\_\_\_\_ Evening (\_\_\_\_\_) \_\_\_\_\_

Employee's Name \_\_\_\_\_ Employee's ID# \_\_\_\_\_

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

- \_\_\_\_\_ Cumulative Grade Point Average below required standard.
- \_\_\_\_\_ Failure to satisfactorily complete at least 50 percent of all coursework attempted.
- \_\_\_\_\_ Enrolled in an A.A. or A.S. program and exceeded 90 total attempted credits prior to beginning of the academic year.
- \_\_\_\_\_ Enrolled in a Certificate program and exceeded 60 total attempted credits prior to the beginning of the academic term.

I am appealing my ineligibility to receive the Employee/Dependent Scholarship due to my unsatisfactory academic progress. I wish the appeal to be granted for the term beginning \_\_\_\_\_.

Use the following space to state the specific circumstances which you feel resulted in your inability to maintain satisfactory academic progress. You should also state why you believe scholarship eligibility should be reinstated. (If more space is needed, attach an additional page.)

**NOTE: Refer to the attached "Employee/Spouse/Dependent Scholarship Academic Progress Appeal Policy and Procedure" for a discussion of mitigating circumstances. Be sure you provide relevant documentation.**

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Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved \_\_\_\_\_  
 Denied Vice President for Business Affairs Date \_\_\_\_\_