

Financial Aid Satisfactory Academic Progress
Effective: 2022-to present

Federal Regulation 34 CFR 668.34 requires Pensacola State College to establish and apply reasonable standards of Satisfactory Academic Progress for the purpose of administration of financial assistance under the programs authorized by Title IV of the Higher Education Act. The programs subject to this rule include, but are not limited to, Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Work-Study, Federal Direct Loans, and some State and Institutional aid. Failure to meet the requirements listed below will result in the suspension of financial aid eligibility. This policy is separate and independent from the Academic SAP policy at this College.

Financial Aid Satisfactory Academic Progress is evaluated at the end of each semester. Students must meet ALL of the following minimum standards:

- Pensacola State College uses the student's grade point average (GPA) to measure qualitative progress. Remedial/Developmental Education hours are excluded from this measure. A student must maintain a grade point average dependent upon the total number of hours attempted as indicated below:

| Total Credit Hours Attempted | Required Minimum Cumulative GPA |
|------------------------------|---------------------------------|
| 1 to 14 | 1.50 |
| 15 to 29 | 1.75 |
| 30 or more | 2.00 |

AND

- Pensacola State College is required to establish and evaluate the maximum time frame in which students must complete their educational programs and the pace of completion that ensures completion of the programs within that timeframe. Pensacola State College requires that all financial aid recipients successfully complete a cumulative minimum of 67% of the credit hours attempted (total hours earned divided by total hours attempted). Financial aid recipients must also complete their program within 150% of the required credits. Remedial/Developmental Education hours are excluded from these calculations, except when the student has attempted over 30 credit hours of remedial/developmental education courses. For example, an associate's degree of 60 credit hours must be completed within 90 credit hours.

Credits Used. Students who attend other colleges must submit all prior transcripts for evaluation. Students enrolled concurrently at another college must notify this College. The courses accepted as transfer credit by Pensacola State College that meet the declared program of study requirements will be considered in the evaluation of progress. All successfully completed transfer courses accepted, and courses taken at Pensacola State College that meet or could have met the student's declared

program of study requirements will be included in determining Financial Aid Satisfactory Academic Progress.

Program Changes. Students will be awarded Title IV funding for up to 4 unique programs of study at Pensacola State College. Programs with the same degree audit are considered a single program (e.g., all AA programs with various concentrations are considered a single program).

Course Incompletes/Withdrawals. Successful completion of coursework is defined at Pensacola State College as earning a grade of A+, A, B+, B, C+, C, D+, D or P.

Course Repetitions. Under HEA regulations, a Title IV recipient is permitted to repeat a course in which a failing grade was previously earned without limit, as credit is not earned with a failing grade. Once a student has earned a grade of A+, A, B+, B, C+, C, D+, D, or P (meaning earned credit for the course), one repeat of the course is permitted to be counted toward calculating Title IV aid eligibility enrollment for the semester. All subsequent attempts of that course are ineligible for Title IV funding.

Financial Aid Warning Semester. Students must meet all Financial Aid Satisfactory Academic Progress standards to be considered in “Passed Status” for Financial Aid Satisfactory Academic Progress. Students who are found not to be in “Passed Status” Financial Aid Satisfactory Academic standing at the end of any semester are automatically placed on warning for their subsequent semester of enrollment, except when the student reaches or exceeds the 150% maximum timeframe allowed for his/her program. Students enrolled during the financial aid warning semester may receive Title IV aid, provided they are otherwise eligible. Students are notified via PirateMail (college email) of the “Warning Status”.

During the warning semester, the student must successfully work to regain Financial Aid Satisfactory Academic Progress by meeting the required completion rate standard (67%) and the graduated grade point average required for the number of credits attempted (see chart). If the student does not meet the required standards during the semester of warning, he/she will no longer be eligible for Title IV aid.

Financial Aid Suspension. Students who do not regain Financial Aid Satisfactory Academic Progress after a semester of warning will have Title IV aid suspended because they are no longer eligible. Students who reach or exceed the maximum timeframe for their program of study, or mathematically cannot complete within the timeframe (150% of the required credits), will have their Title IV aid eligibility suspended. (A student may appeal this loss of eligibility if they have documentable mitigating circumstances. For more information, please refer to the appeal process.)

Financial Aid Satisfactory Academic Progress Appeals: Title IV applicants and recipients who lost their financial aid due to not meeting Financial Aid Satisfactory Academic Progress due to circumstances beyond their control may appeal their statuses by accessing the College's Financial Aid Satisfactory Academic Progress appeal process through Workday (student portal request process). Extenuating circumstances beyond the student's control that directly impacted progress must be explained and documented. All eligible students who wish to submit an appeal must also submit a completed academic plan with the advisor's signature. To develop the academic plan, the student must meet with an academic advisor to discuss and review the academic requirements for completing the program of study. When an appeal is approved, the student must adhere to the associated academic plan and the conditions listed in the approved appeal letter from the Financial Aid Office. The student's Financial Aid Satisfactory Academic Progress will then be changed to Probation. Full instructions for submitting a Financial Aid Satisfactory Academic Progress appeal and the required academic plan are located on the College's website on the financial aid pages. Pensacola State College reviews Financial Aid Satisfactory Academic Progress at the end of each semester of enrollment for all students, including those on financial aid probation, to ensure the student is meeting the conditions of the approved appeal. Students who follow their approved academic plans and meet the conditions of their approved appeals will continue to receive aid for which they are eligible until they complete their program of study or move back to Passed Status within the Financial Aid Satisfactory Academic Progress standards.

*Documented extenuating circumstances might include, but are not limited to:

- 1) Serious illness or injury to the student
- 2) Serious illness, injury or death of a student's immediate family member (parent, sibling, spouse, children)
- 3) Special documented circumstances of a unique and substantial nature.

All Financial Aid Satisfactory Academic Progress appeals will be evaluated by the Financial Aid Satisfactory Academic Progress appeals committee or its designee.

Financial Aid Satisfactory Academic Progress Probation Status: Students who have an approved appeal with an academic plan will be on Financial Aid Satisfactory Academic Progress Probation Status until they are back in Passed Status by meeting the requirements of Financial Aid Satisfactory Academic Progress or complete their program. Once they do not meet the conditions of their appeal, their financial aid will be suspended. Further appeals will only be considered once the student completes the appeals process again with a new academic plan and only if the student can complete the program mathematically within the maximum timeframe. Students must agree to and follow an approved academic plan, developed with an academic advisor and submitted with their appeal documentation and the requirements of the approved appeal by the Financial Aid Appeal Committee or its designee. Students are notified of their Probation Status via PirateMail. Conditions

of an approved appeal are determined by the Appeal Committee or designee and provided in writing to the student through PirateMail. Students who follow their approved academic plans and meet the conditions of their approved appeals will continue to receive aid for which they are eligible until their status changes or they complete their program of study.