



**PENSACOLA JUNIOR COLLEGE
FINANCIAL AID/VETERANS AFFAIRS
Financial Aid Suspension Appeal**

GENERAL INFORMATION

Tax payers provide the funding for the federal aid awarded to students at PJC through PELL, Supplemental Education Opportunity Grant, Academic Competitive Grant, College Work Study, and the Federal Family Education Loan Program. PJC has legal and ethical responsibilities to ensure taxpayer monies are wisely invested. Students completing and passing courses is a wise investment. You asked to be “hired” for the job of student. In accepting your “job” of student you agreed to go to school, attend and pass your classes.

STUDENT RESPONSIBILITIES

As a college student you have the responsibility to earn grades that maintain satisfactory academic progress. The degree or certificate you selected as your goal at Pensacola Junior College 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 satisfactory academic progress. Your academic progress is evaluated at the end of each semester of enrollment. The required standards are described in detail in the College catalog.

STUDENT RIGHTS

The College has a process by which you may appeal for eligibility reinstatement when you can demonstrate and document mitigating circumstances which directly attributed to your failure to meet the required standards. While there are many events that can negatively impact a student’s academic performance, not all are considered mitigating and beyond student control. The following brief list is intended to give you an understanding of events or situations that CAN NOT be considered as “mitigating” or justification for poor academic performance.

- Nobody told me that...
- Instructor or other college personnel said it would be OK to withdraw (exception – FA Staff member)
- Felt overwhelmed
- 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

HOW DO YOU BEGIN THE APPEAL PROCESS?

Carefully read and follow all the instructions. **The importance you place in regaining your financial aid will be demonstrated to the committee by how well your appeal is prepared.**

FINANCIAL AID SUSPENSION APPEAL PACKET INSTRUCTIONS

There are four (4) required attachments. Failure to include any one of these attachments will result in an automatic denial. The committee will make its decision solely upon your past performance and the information you furnish in the four required attachments. When possible, type your appeal letter. The committee will not try to decipher poor handwriting. It is advisable to have someone you trust proofread your appeal packet prior to submitting it to the Financial Aid/Veterans Affairs office.

Attachment 1 Appeal Form

Read, complete, and sign the "Appeal Request Form." Your appeal request form is a part of this packet of materials and is available from the PJC Financial Aid office on any campus. It is also available on the web.

Attachment 2 Detailed Letter of Explanation of Mitigating Circumstances

Your letter for reinstatement of aid eligibility must clearly detail the circumstances that were **beyond your control** which prohibited your progress. Focus on the events that occurred and how they affected your academic progress.

The Financial Aid Academic Progress Standards are briefly described below and in more detail in the PJC catalog and on the PJC website.

- Financial Aid Suspension Due to Completion Rate/Grade Point Average: You received notification that you were on Warning of Aid Suspension because of your completion rate and/or grade point average for one or more semesters. You failed to earn grades of C or better or you withdrew or had in incomplete grade during the following semester and therefore your aid was suspended.
- Maximum Hours Timeframe: Your total hours attempted exceeds 150% of your degree program/certificate program.

Content of Appeal Letter: You must explain the following three areas:

- A. Explain the reasons or circumstances that have caused you not to complete 67% of your attempted credits. Or, explain why you have exceeded the maximum number of credits required to complete your program. Give a detailed description of how and when you plan to complete your program for the committee's review. If you are enrolling for an additional degree (or certificate) explain the reasons for pursuing a new program. 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.
- B. Explain the actions you took to try to prevent or to limit the negative impact of these circumstances on your academic performance.

Note: For each term you had academic problems you must answer **items A and B above**.

- C. Describe in detail the changes you have made or that have occurred that will now enable you to be academically successful in your next term of enrollment. When do you plan to graduate? What actions will you take to ensure this timeline?

Attachment 3 Required Documentation

Provide documentation to support the fact that the mitigating circumstances you described actually occurred. For example: copy of death certificate and proof of relationship of the deceased; statements from physicians, medical excuse, letters from counselors or therapists, copy of police report, court documents, etc. Do **not** provide medical/hospital records/bills; only a letter from the treating physician is acceptable.

Attachment 4 Your Educational Plan

You must submit a list of the courses (course number and course name) in which you will enroll during the next semester for which you are requesting aid eligibility reinstatement. You must attach a copy of your degree audit that you can access online via your PJC Spyglass at www.pjc.edu. The degree audit outlines the courses you must take to graduate from Pensacola Junior College with your program of study. You must meet with your academic advisor or program director to complete your Educational Plan form.

Your financial aid file **MUST** be complete before your appeal will be reviewed. When your financial aid file is complete, your appeal packet will be forwarded to the Appeals Committee for review.

APPEALS COMMITTEE PROCESS

Approved Appeals

If your appeal form and documentation is complete the Appeals Committee will review and make a determination. You will be notified via your PJC Pirate e-mail. A letter outlining specific conditions will also be sent to you at your mailing address listed with Admissions/Registrar.

If the appeal is approved, certain conditions must be met in order for the favorable appeal to continue from one term to the next. **When any of your appeal conditions are not met, no further appeals will be considered during that academic year. You should carefully read your approval letter and note the conditions of approval. If you met all of the conditions of your appeal during that academic year, you may submit a new appeal for the next academic year.**

Denied Appeals

If your appeal packet is incomplete, your appeal will be automatically denied without evaluation. You will be notified via your **PJC** Pirate e-mail. A letter will be sent to you at your mailing address listed on your student record with the college.

If your appeal letter is evaluated and denied, you will be notified in writing via your PJC Pirate e-mail. A letter detailing the specific reasons for the denial will be sent to you at your mailing address listed with Admissions/Registrar. Additional information may be provided as to how you may regain Financial Aid Satisfactory Academic Progress.

If your appeal is denied and you disagree with the decision, you may appeal the denial by submitting a letter of disagreement to the Director of Financial Aid/Veterans Affairs **within fourteen (14) days**. Your letter must clearly state the new information or documentation supporting your claim of mitigating circumstances that was not available to you when you filed your original appeal. You should understand that re-submitting your original appeal packet or simply re-phrasing your original argument will result in a denial. The Director will review your previously submitted appeal packet, your letter, and the new documentation you have provided within seven (7) days. When necessary, the Director may request a meeting to discuss your appeal prior to a final decision. The Director will provide a written decision. If you remain dissatisfied with the Director's decision, you may request in writing to the Director that your appeal packet be forwarded for further review by the Vice President for Student Affairs whose decision is final.

TIMELINE

All appeals are considered "pending" until the committee makes their final decision. Once a decision on your appeal is made, you will be notified via your PJC Pirate e-mail. A letter providing specific conditions will also be sent to you at your mailing address on file with Admissions/Registrar. Telephone calls or appointments to question the status of the appeal are not appropriate.

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

**PENSACOLA JUNIOR COLLEGE
FINANCIAL AID/VETERANS AFFAIRS**

**Financial Aid Suspension Appeal Packet
Attachment 1**

Please print using blue or black ink. Complete and sign this page. It is Attachment 1 and the first page of your appeal packet. You should keep a copy of your appeal packet for your own record.

Student Name _____ SSN/ID _____

Contact Info: Telephone: Day _____ Evening _____

Pirate E-mail Address: _____@students.pjc.edu Program of Study _____

I am appealing my ineligibility to receive federal financial aid due to my unsatisfactory academic progress. I plan to enroll in the following term (check one ONLY):

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

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

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 form
 Attachment 2 Detailed letter clearly explaining Sections A, B , and C
 Attachment 3 Proof/Documentation
 Attachment 4 Educational Plan and Degree Audit

Student Signature

Date

FOR FA/VA OFFICE USE ONLY:

_____ Attachment 1 Appeal form
_____ Attachment 2 Detailed letter of explain Sections A, B, and C
_____ Attachment 3 Proof/Documentation
_____ Attachment 4 Educational Plan and Degree Audit

FA/VA Staff _____ Date _____

**PENSACOLA JUNIOR COLLEGE
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YOUR EDUCATIONAL PLAN FORM

**Financial Aid Suspension Appeal Packet
Attachment 4**

Students who request reinstatement of aid eligibility must present this form to an Academic/ Faculty Advisor to determine the remaining number of credits the student must earn to complete the degree or certificate program. Submit this form attached to the other required attachments and supporting documents in the Financial Aid Suspension Appeal Packet as "Attachment 4". The student must be in an eligible Degree or Certificate program in order to receive Federal Financial Aid.

NOTE: This form must be completed in blue or black ink and signed by an Academic/Faculty Advisor and the student should submit this form as Attachment 4 along with all other required documentation.

Student Name: Last, First, MI Student ID Number

Academic Year / Term of Review Date of Review

Academic Major/Degree or Certificate Program: _____

- Total Credits required for current Degree or Certificate Program _____
- Total Credits earned that count toward current Degree or Certificate _____
- Total Number of remaining credits to complete current Degree/Certificate
(Do not include credits needed only for transfer purposes) _____

Academic/Faculty Advisor's Comments Regarding Student's Educational Plan:

Academic/Faculty Advisor:
Signature _____ Date _____
Printed Name _____ Department _____

NOTE: If you have been placed on academic suspension and wish to appeal that status, you should contact the Admissions Office for instructions (850.484.1601). There are two separate appeal processes for academic suspension and financial aid suspension.