

In accordance with federal regulations, Northwest Florida State College must establish standards of satisfactory academic progress for degree/certificate programs. These standards include an established grade point average (GPA), successful completion rate, and a maximum time frame (limited number of credit hours) according to federal financial aid guidelines. A student must meet the college's Financial Aid Standards of Academic Progress (SAP) to receive Federal Title IV funds (Pell Grant, ACG, Stafford Loan, SEOG, Work-Study). The entire academic history is reviewed for all students applying for federal financial aid, regardless of whether financial aid has been previously received. Only college credits and vocational credits are used to calculate a student's satisfactory academic progress. College preparatory courses (remedial credit) will not be used in the calculation of a student's GPA, successful completion rate, or maximum time frame (150% rule).

### **Financial Aid Standards of Academic Progress**

#### **1. Grade Point Average**

A student must meet the following grade point average on all college credits and vocational credits attempted, which includes credits attempted at NWFSC and all transfer credits.

<b><u>Credit Hours Attempted</u></b>	<b><u>Grade Point Average</u></b>
0 – 11.99	N/A
12 – 24.99	1.50
25 & Over	2.00

Students are given a grace period until 12 credits are attempted. Once the student attempts 12 or more credits, the required GPA will apply for all college credits and vocational credits attempted.

Grades used in GPA calculation: A, B, C, D, F, WF -- Grades not used in GPA calculation: AW, I, IP, IW, N, P, S, U, V, W, X, XC  
Repeating Courses - Only credit from the last attempt of a course will be used in the calculation of a student's GPA.

#### **2. Successful Completion Rate**

A student must meet the following successful completion rate on all college credits and vocational credits attempted, which includes credits attempted at NWFSC and all transfer credits.

<b><u>Credit Hours Attempted</u></b>	<b><u>Successful Completion Rate</u></b>
0 – 11.99	N/A
12 – 24.99	50%
25 & Over	67%

Students are given a grace period until 12 credits are attempted. Once the student attempts 12 or more credits, the required completion rate will apply for all college credits and vocational credits attempted.

Successful grades: A, B, C, D, P, S -- Unsuccessful grades: AW, F, I, IP, IW, N, U, V, W, WF, X, XC

Repeating Courses – Only the grade from the last attempt of a course will be used to determine if a student successfully completed a course. All previous attempts are considered unsuccessful grades.

#### **3. Maximum Time Frame - 150% Rule**

NWFSC is required to establish a maximum time frame in which students are reasonably expected to complete their educational objectives. Students can't attempt more than 150% of the total credit hours required for completion of their degree or certificate program. For example, a student working toward an A.A. degree needs 60 college credit hours to graduate. Once that student completes 90 college credit hours he/she is no longer eligible for financial aid (60 hours x 150% = 90 hours). Students enrolled in a one-year certificate program CANNOT ATTEMPT more than 150% of the total number of college credits and/or vocational credits required for their certificate. Transfer credits WILL be included in the maximum number of credits allowed.

Grades used to calculate the maximum time frame (150% Rule): A, AW, B, C, D, F, I, IP, IW, N, P, S, U, V, W, WF, X, XC

Repeating Courses – All attempts are used to calculate the maximum time frame.

### **APPEAL PROCEDURE**

Students who do not meet NWFSC's Financial Aid Standards of Academic Progress and are not eligible for an initial financial aid award or whose financial aid is suspended may appeal this decision through the college's appeal process. The appeal must be based on a MITIGATING circumstance. The student must submit the appeal in writing to the Director of Financial Aid (Appeal forms are available in the Financial Aid Office, at any NWFSC campus or center, or on the college's website at www.nwfsc.edu). The Student Financial Aid Committee will review student appeals. The appellant is required to provide documentation as necessary for determination of financial aid eligibility and shall fulfill reasonable requests by the committee with reference to submitting the appeal before the published deadlines and the submission of supporting documents. ALL SUPPORTING DOCUMENTATION MUST BE ATTACHED OR THE APPEAL FORM WILL NOT BE ACCEPTED. The committee will determine if mitigating circumstances justify a student's academic record. Mitigating circumstances are defined as:

1. Death of a close relative affecting the student's academic record.
2. Illness of the student or close family member having a direct effect upon the student's academic record.
3. Special circumstances of a substantial nature or of a unique kind as determined by the committee.

After reviewing the written appeal and all documentation, the student will be notified of the committee's decision in writing. A student will not be awarded financial aid or have suspended financial aid reinstated unless a mitigating circumstance exists and the appeal request is approved.

**The Appeal Request for Financial Aid Eligibility requires the following:**

**PART I: Student Information**

Student's Name	Student I.D. Number
Street Address	City State Zip

**PART II: \*Written Request must include student's strategies to be successful.** (300 words or less – use the space below **or** you may attach a separate piece of paper. Please be **concise** and **legible**.)

\*Please check one of the following and continue with your appeal below.

- Death of a close relative affecting the student's academic record.
- Illness of the student or close family member having a direct effect upon the student's academic record.
- Special circumstances of a substantial nature or of a unique kind.

I have reviewed the information provided by the NWFSC Financial Aid Office regarding Standards of Academic Progress for Financial Aid Eligibility. I am basing my appeal upon the following items for consideration.

**PART III: \*Proper Documentation must be submitted with this form.**  
**Appeal will not be considered without proper documentation.**

**Students exceeding the maximum time frame (150%) must provide an approved Program of Study.**

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

Please forward this completed form to the Financial Aid Office.