

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 NWF State College's Financial Aid Standards of Academic Progress (SAP) to receive Federal Title IV funds (Pell Grant, Academic Competitive Grant, 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 NWF State College and all transfer credits.

<u>Credit Hours Attempted</u>	<u>Grade Point Average</u>
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 NWF State College and all transfer credits.

<u>Credit Hours Attempted</u>	<u>Successful Completion Rate</u>
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

NWF State College 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.

## EVALUATION OF SAP AND SUSPENSION OF FINANCIAL AID

A student's Financial Aid Standards of Academic Progress will be evaluated when NWF State College receives the student's Free Application for Federal Student Aid (FAFSA). A student must meet the college's standards to be eligible for federal financial aid during the current academic year. A student's financial aid file will not be completed and no federal financial aid will be awarded unless the student meets NWF State College's Financial Aid Standards of Academic Progress.

NWF State College will evaluate SAP following the completion of the fall term each academic year. This is the first term of the academic year. Student's not meeting SAP following the fall term will be granted a one-term probationary status during the spring term. A student in a probationary status is still eligible for federal financial aid. Every student placed on a probationary status will receive a letter explaining the probationary status.

NWF State College will evaluate SAP following the completion of the spring term each academic year. This is the second term of the academic year. Any student not meeting SAP following the spring term will be suspended from federal financial aid. Every student suspended from federal financial aid will receive a letter explaining the suspension. Once a student is suspended from federal financial aid, the student must meet SAP to regain eligibility for federal financial aid.

Following the completion of the summer term each academic year, SAP will be evaluated for each student NWF State College has received a Free Application for Federal Student Aid (FAFSA) for the next academic year. This is the third and last term of the current academic year. A student must meet NWF State College's SAP to be eligible for federal financial aid prior to the beginning of each academic year. Students who initially met SAP and are notified of their financial aid eligibility for the next academic year, and enroll for courses after this notification, may lose federal financial aid eligibility based on the SAP evaluation following the summer term.

**Financial Aid will pay for no more than 30 credit hours of college prep coursework.**

### APPEAL PROCEDURE

Students who do not meet NWF State College'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 (Appeals forms are available in the Financial Aid Office, at any college campus or center, or on the college's website at [www.nwfstatecollege.edu](http://www.nwfstatecollege.edu)). Members of the Student Financial Aid Committee will act as an appeals committee. 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 REVIEWED. 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.