

## **Standards of Academic Progress (SAP) Policy and Procedures**

### **✓ POLICIES GOVERNING FINANCIAL AID**

To receive funds administered by the Office of Student Financial Aid at the Florida SouthWestern State College, students must be making measurable academic progress toward completion of an eligible degree or certificate program. Federal regulations require evaluation of both qualitative and quantitative academic progress as well as completion of the degree or certificate objective within 150% of the normal time frame.

All enrollment periods will be included in the measurement of satisfactory academic progress. Terms in which the student enrolled but did not receive financial aid are included in the measurement. All transfer credits reflected on the Florida SouthWestern State College transcript are evaluated.

### **Guidelines for Satisfactory Academic Progress (SAP)**

For Satisfactory Academic Progress (SAP) purposes, the academic year at Florida SouthWestern State College consists of Fall, Spring and Summer enrollment periods. Fall begins the year and Summer concludes it. Florida SouthWestern State College evaluates Satisfactory Academic Progress for financial aid purposes annually at the end of the Spring semester and the status is effective the first enrollment period of the next academic year. Students that chose to enroll in Summer semester of the same academic year progress will be evaluated again at the end of Summer semester effective for the first enrollment period of the next academic year.

If a student changes majors or academic programs, all credit hours reflected on the Florida SouthWestern State College transcript will be included in the qualitative and quantitative measurements. Credit hours not used for the new program will not be used for normal time frame measurement.

As per federal guidelines, students enrolled in an aid eligible certificate program, Satisfactory Academic Progress will be evaluated at the end of each enrollment period.

#### *Students with Prior Degrees or Certificates from Other Schools*

Students attending Florida SouthWestern State College for the first time and have prior degrees or certificates from other schools may be required to submit an Appeal Form prior to attending their first semester to determine if their prior degree or certificate will affect their financial aid eligibility at Florida SouthWestern State College. All credit hours reflected on the Florida SouthWestern State College transcript will be included in the qualitative and quantitative measurements. Credit hours not used for the new program will not be used for normal time frame measurement.

#### *Qualitative Standard*

The qualitative component measures the quality of the student's academic progress through a semester review of the student's cumulative grade point average (GPA). Students must meet a

qualitative standard of academic progress measured through the cumulative GPA. Students must have a minimum cumulative 2.0 GPA to meet the qualitative standard. The required GPA is based upon the total number of GPA credit hours.

Specific federal, state, institutional and external scholarships or grants may require a higher GPA for continued eligibility. This is a separate and distinct factor for renewing or continuing eligibility for these specific funds. The GPA requirement for specific scholarships or grants supersedes those above. Information on the terms and conditions of specific financial aid programs that have GPA requirements is available to the student.

### *Quantitative Standard*

Students must meet a quantitative standard of academic progress measured by completion rate. Students must successfully complete 2/3 of all attempted credit hours to graduate within 150% of the normal time frame. Transfer coursework on the Florida SouthWestern State College transcript is also included. The calculation is made as follows:  $\text{Passed Credit Hours} / \text{Attempted Credit Hours} = \text{Completion Rate}$  (result rounded to the closest whole number; e.g.,  $17/27=70.8\%$  or rounded to 71%). Courses with grades of "W," "WF," "M," and "I" are included in attempted credit hours, but are not included in passed credit hours.

### *Maximum Time Frame for Degree Completion*

Students must obtain their degree objective within 150% of the normal time frame for degree completion.

1. For baccalaureate programs requiring 120 credit hours, students must obtain a degree within 180 attempted credit hours ( $120 \times 1.50=180$ ).
2. For associate programs of 60 credit hours, students must obtain a degree within 90 attempted credit hours ( $60 \times 1.50=90$ ).
3. For certificate programs requiring 24 credit hours, students must obtain a certificate within 36 attempted credit hours ( $24 \times 1.50=36$ ).

This maximum time frame is based upon the student degree or certificate classification in the Florida SouthWestern State College academic records.

NOTE: Students pursuing second degree programs continue to remain eligible for financial aid as long as the qualitative, quantitative and maximum time frame measurements for SAP are met.

### **Effects of Developmental, Remedial, EAP, and Repeated Courses**

Financial aid may be used for no more than 30 developmental (remedial) credit hours. Developmental (remedial) credit hours beyond 30 cannot be used to establish enrolled hours for financial aid purposes unless the student did not receive financial aid for all 30 credit hours.

1. Developmental, remedial, and/or most EAP coursework do not count toward degree requirements. These courses are calculated in the quantitative and completion rate measures.

2. Students who have taken developmental, remedial, and/or EAP coursework that affect maximum time frame eligibility calculation should contact the Office of Student Financial Aid to have a review done on a case-by-case basis. This request for review is not considered an Appeal.
3. All repeated courses will affect the qualitative, quantitative and time frame measures even if they are not eligible courses to establish Financial Aid enrollment status.

### **Appeal Process for GPA and Completion Rate**

There may be extenuating circumstances encountered by a student which impacts his or her ability to be successful and meet Standards of Academic Progress.

1. These circumstances include personal injury or illness; death of an immediate family member; or other documented circumstances that were unexpected in nature and beyond control of the student.
2. In these cases, cumulative grade point average and/or completion rate may decline, resulting in the student not meeting the minimum qualitative and/or qualitative SAP policy standards.

If this occurs and the student wishes to appeal for reinstatement of financial aid, a Satisfactory Academic Progress Appeal Form must be submitted to the Financial Aid Office by the deadline date on the Appeal form.

1. An appeal must include appropriate documentation regarding the extenuating circumstance(s) and what has changed that will allow the student to achieve successful academic progress at the next evaluation. Incomplete appeal forms will not be reviewed.
2. Students who are granted an appeal and placed on an academic plan which requires that students complete successfully all coursework attempted cannot withdraw from or fail any attempted courses.
3. A review will be completed at the end of each enrollment period to ensure the student is meeting the terms of the academic plan. If the academic plan requirements are not met, the student is no longer eligible for further financial aid from the Florida SouthWestern State College until such time the student becomes compliant with the SAP policy standards.
4. Students will not be able to submit a second appeal after being granted an extension of financial aid eligibility while not compliant with the SAP policy standards. After one granted appeal, students will only be able to establish financial aid eligibility after meeting the SAP policy standards through enrollment that leads to academic improvement using personal or private funds for payment of registration and associated costs.
5. Appeals will be reviewed by a Financial Aid Appeals Committee.
6. Evaluation and decision are based upon the information provided in the student Appeal. Students will be notified of the decision of the review committee through a Message being placed in the student's portal.
7. The decision of the review committee is final.

If an appeal is denied, the student is no longer eligible for further financial aid from the Florida SouthWestern State College until such time the student becomes compliant with the SAP policy standards.

### **Appeal Process for Maximum Time Frame**

In some cases, a student may not complete their degree objective within 150% of the normal time frame as a result of a change of an academic program, transfer credits not applicable to current degree program, or extenuating circumstances. If this occurs and the student wishes to appeal the suspension from financial aid eligibility, a Satisfactory Progress Appeal Form must be submitted by the deadline date on the Appeal form.

1. Extenuating circumstances may include personal injury or illness which occurs during an enrollment period; death of an immediate family member during an enrollment period; or other documented circumstances that were unexpected in nature and beyond control of the student.
2. An appeal must include appropriate documentation regarding the extenuating circumstance(s) and what has changed that will allow the student to achieve successful academic progress at the next evaluation. Incomplete appeal forms will not be reviewed.
3. Appeals will be reviewed by a Financial Aid Appeals Committee.
4. Evaluation and decision are based upon the information provided in the student Appeal. Students will be notified of the decision of the review committee through a Message being placed in the student's portal.
5. Students who are granted an appeal will be expected to meet an academic plan; successfully complete all coursework attempted and a term GPA of 2.5 or higher. No Withdrawals, Fails and No Shows will be allowed. Only courses required for the current degree program will be used to determine financial aid eligibility. More stringent conditions may be required on a case-by-case basis, and the student will be notified of these modified conditions through a Message being placed in the student's portal.
6. A review will be done at the end of each enrollment period to ensure the student is meeting the terms of the academic plan. If the academic plan requirements are not met, the student is no longer eligible for further financial aid from the Florida SouthWestern State College until such time the student becomes compliant with the SAP policy standards.
7. Students will not be able to submit a second appeal after being granted an extension of financial aid eligibility while not compliant with the SAP policy standards. After one granted appeal, students will only be able to establish financial aid eligibility after meeting the SAP policy standards through enrollment that leads to academic improvement using personal or private funds for payment of registration and associated costs.
8. The decision of the review committee is final.

If an appeal is denied, the student is no longer eligible for further financial aid from the Florida SouthWestern State College until such time the student becomes compliant with the SAP policy standards.

## **Probation Period**

"Probation" is the status assigned to a student who failed to meet SAP standards, appealed, and had financial aid eligibility reinstated.

A student on financial aid "Probation" may receive financial aid for one enrollment period. At that point, the student must meet SAP standards or meet the requirements of an individual academic plan. Students that are granted an appeal are placed on an academic plan which requires a student to complete successfully all coursework attempted and earn a term GPA of 2.5 or higher. No Withdrawals, Fails or No Shows are allowed.

## **Prior Baccalaureate Degree**

Students who have completed a baccalaureate or professional degree from an institution, regardless of whether the institution is an unaccredited or foreign school, are not eligible for Pell, FSAG or FSEOG funds. Whether the degree is accepted or recognized by Florida SouthWestern State College does not change the student's eligibility status.

## **Prior Associate of Arts Degree**

Students who have completed a baccalaureate, professional or Associate of Arts degree from an institution recognized by Florida SouthWestern State College and from which the College accepts transfer credits are not eligible for financial aid for a second Associate of Arts degree.

## **✓ ACADEMIC POLICIES AND PROCEDURES RELATING TO STUDENTS**

### **Effective Catalog Policy**

A student's effective catalog is the catalog in effect at the time of the student's initial enrollment at Florida SouthWestern State College or any catalog in effect through five years from initial enrollment. Graduation requirements refer to the specific combination of general education courses, required core courses, elective courses, and any other completion requirements such as passing scores on exams or completion of capstone projects. If the prerequisite requirements for any course change since the student's time of initial enrollment, the student must meet the prerequisites in effect during the term that the student registers for the course.

A student whose enrollment was interrupted for more than one year must meet the graduation requirements of the catalog in effect at the time of readmission or any catalog in effect through five years following reenrollment.

Exceptions to the effective catalog procedure may be necessary if degree requirements change as a result of changes in statute, accreditation requirements, or requirements of other regulatory agencies to which Florida SouthWestern State College is subject.

Although Florida SouthWestern faculty, staff and administrators assist students in meeting the requirements for a degree or certificate, it is ultimately the student's responsibility to meet those requirements. Florida SouthWestern does not award a degree or certificate until all requirements and obligations have been met.

## **Class Attendance**

Students are expected to attend all class periods of the courses for which they are registered. Absence from several meetings of a course may result in a lower grade. The determination of what constitutes excessive absence in any course rests with the professor conducting that course. Attendance requirements for a given course are to be found in the course syllabus.

Students must attend each class at least once during the first week of class to be eligible to receive a financial aid disbursement. Failure to attend courses for which a student is enrolled will result in a loss or reduction of financial aid awards.

Only those persons enrolled in a class, or those persons who have authorization to be in attendance for a particular class, will be permitted to attend the class. Authorized persons include

1. Individuals who have enrolled and paid for the class;
2. Individuals identified by the Office of Adaptive Services that attend a course to assist an enrolled student who has a documented disability; and
3. Guest speakers invited by the College or the instructor. If an unauthorized visitor refuses to leave a classroom or laboratory, assistance should be sought from the Department Chair, Dean's Office, and/or Public Safety.

## **Class Cancellations**

Florida SouthWestern State College attempts to honor its commitment to provide the classes scheduled for a given term. However, at times, usually due to low enrollment, it may be necessary to cancel a class. In such cases every effort will be made to find an appropriate alternate class for the student.

## **Maximum Course Attempts**

In accordance with State Board of Education Rule 6A-14.0301, students may attempt the same course a maximum of three times at Florida SouthWestern State College. Enrollment in a course beyond the last day to drop with a refund counts as an attempt for the purposes of this rule. Upon the third attempt, the student is not permitted to withdraw from the course and will receive a grade for the course. Course withdrawals and earned grades count toward the maximum attempts.

## **Multiple Attempt Course Surcharge**

Florida Statutes require that any student enrolled more than two times in the same state-funded undergraduate course, including college preparatory courses, be assessed an additional fee per credit hour. Students are assessed the additional fee on the third and subsequent attempt. Any coursework taken prior to the Fall 1997 semester does not count as an attempt when determining course attempts. Only coursework repeated at Florida SouthWestern State College counts in attempts. Transfer coursework does not count in the repeat calculation.

Florida Statutes also provide a one-time exception to the surcharge based on extenuating circumstances or financial hardship. Any student who withdrew from or failed a college

preparatory or college credit course due to a major extenuating circumstance may submit a Petition for Exception to Maximum Course Attempts and be granted a one-time exception, per course, to the maximum course attempts and/or 100 percent of the full cost of instruction fee (please see Petitions in the Student Records section for more information).

### **Course Withdrawal Policy**

A student can withdraw without academic penalty from any course in a term by the mid-point of that term. Withdrawals after that date may be granted only through established institutional procedures. The Academic Calendar provides information on important dates for each semester, such as the last day to withdraw from courses without a penalty.

Students may request a withdrawal for extenuating circumstances after the published deadline by submitting a "Late Withdrawal Form." This request can be secured in Academic Advising, Registration, or online and be turned in at the Registrar's Office. The Late Withdrawal Form does not alter or waive a student's responsibility from paying tuition and other fees. Students who stop attending courses without officially withdrawing and without an approved late withdrawal form will receive an "F" grade in the computation of the Florida SouthWestern State College GPA.

Students who officially withdraw from a class or classes any time prior to the date listed in the Academic Calendar will receive a grade of "W." Course(s) receiving a grade of "W" are included in attempted courses when determining a standard of academic progress. A student will be limited to two withdrawals per course. Upon the third attempt, the student will not be permitted to withdraw, and will receive a grade for that course.

Any and all courses for which a student withdraws are counted as attempted credits and are factored into unsuccessful attempts as related to quantitative standards and maximum time frame for financial aid eligibility.

### **Grade Forgiveness Policy**

The Grade Forgiveness Policy permits students to repeat a course in an attempt to improve a grade of "D" or "F." A student will be limited to two repeats per course, or a total of three attempts. Upon the third attempt, the student is not permitted to withdraw from the course and the grade assigned is the final grade for the course. Course withdrawals and earned grades count toward the maximum attempts.

Grade forgiveness is automatic, beginning Summer B, 1995, for all students who have repeated courses at Florida SouthWestern State College. Students must complete a Grade Forgiveness Form only if both the original and the forgiven grades were awarded in terms or semesters previous to Summer B, 1995, or if both courses were transferred to Florida SouthWestern State College from other institutions. Students should be aware that some colleges or universities may not accept the grade of a repeated course, or may compute grade point averages incorporating the grade originally assigned.

*NOTE: Students receiving financial aid of any type are cautioned to check with the Financial Aid Office to ensure that the repeated courses will count toward their financial aid award.*

Only the last grade earned in a repeated course will be computed into the grade point average at Florida SouthWestern State College, provided that the last assigned grade is not a “W” or an “X” (Audit). However, all grades will appear on the transcript. Students may not repeat a course to improve a grade point average after the awarding of the associate degree.

This policy applies to courses that are repeated for grade forgiveness purposes. It does not apply to courses designated as repeatable.

Any and all courses where grade forgiveness has been applied are counted as attempted credits and are factored into unsuccessful attempts as related to quantitative standards and maximum time frame for financial aid eligibility.

### **Academic Second Chance**

The Academic Second Chance Policy allows a student who is transferring to or seeking readmission to Florida SouthWestern State College a one-time, non-reversible opportunity to have coursework that is five calendar years or older excluded when computing the grade point average for graduation. To be eligible for Academic Second Chance, the student must complete all admissions requirements and be admitted to a degree or certificate program. Courses that receive amnesty will still count for the Financial Aid Satisfactory Progress Policy with regard to attempted/earned credits.

The student must submit a written request to the Office of the Registrar. For the request to be considered, transfer or readmitted students must complete a minimum of 12 semester hours at Florida SouthWestern State College within two consecutive semesters while maintaining a term GPA of 2.0 or better. ESL/ENS and remedial courses are not applicable.

When the request is approved, the following statement will be added to the student's transcript: "Academic Second Chance policy has been applied." The grade(s) and course(s) will remain on the transcript and the approved course(s) will be marked with a notation indicating that the grade(s) was not used to compute the student's GPA and/or to determine graduation status. The Academic Second Chance Policy does not apply once a certificate or a degree has been earned.

## **✓ REGISTRATION**

### **How to Register**

Please refer to the Academic Calendar for registration dates. Other important registration dates, such as late registration, add/drop period, and refund and withdrawal deadlines, are also set in the Academic Calendar. The Academic Calendar is published in this Catalog.

By registering for classes, all students assume the responsibility for familiarizing themselves with and abiding by the regulations, rules, policies, and procedures of Florida SouthWestern State College.



## **Student Categories**

- A. *Full Time*: A student enrolled in 12 credits or more during the Fall, Spring or Summer semesters, is considered to be a full-time student when determining financial aid eligibility.
- B. *Part Time*: A student enrolled in fewer than 12 credits during the Fall, Spring or Summer semesters, or fewer than six credits during a mini semester, is considered to be a part-time student when determining financial aid eligibility.
- C. *Freshman*: A student who has earned less than 30 college credits is considered to be a freshman.
- D. *Sophomore*: A student who has earned 30 but less than 60 college credits is considered to be a sophomore.

## **College Requirement: Cornerstone Experience SLS 1515**

The Cornerstone Experience course at Florida SouthWestern State College is an integrative and interdisciplinary course designed to help first-year students acquire critical thinking and decision-making skills that promote academic success. In this course, students will learn about college resources and requirements, explore career objectives and programs of study, establish relationships with mentoring faculty, and develop a support group among peers.

All incoming degree-seeking students who have earned less than 30 credits are required to take and successfully complete SLS 1515 in the first semester. Approved exceptions will not exceed fulfilling the requirement within the first 15 credit hours. Successful completion is defined as earning a "C" or better in the course.

## **Registration, Fees, and Refunds**

### **Priority Registration**

Registration priority dates for degree and certificate seeking students are established each term and are published in the Academic Calendar. This includes Early College and transfer students.

### **Open Registration**

Open registration is for all active degree-seeking, certificate, and non-degree-seeking students. Open registration does not require instructor or Dean's approval unless classes have reached capacity and/or instructor consent is required of all registrants.

### **Registration Restrictions**

The following registration restrictions are in place that could restrict a Florida SouthWestern State College student's ability to register for classes:

- Courses requiring the instructor's consent cannot be added to students' schedules until the instructor's consent is obtained.
- Students who owe balances from prior terms must pay the outstanding balances before they are permitted to register.
- Students on probation must see their Academic Advisor prior to registering.
- Students who have not attended any classes for a year must seek readmission through the

Office of Admissions.

- Students who do not meet the published prerequisites for courses will not be allowed to register for those courses.
- Students are not permitted to register for more than one section of a course per term.

### **Payment of Registration Fees**

Registration fees are assessed at the time of registration and must be paid by the payment due date. Registration is not finalized until all registration fees are paid. The student's registration may be canceled if payment is not made by the due date. Registration fees for courses added by the student after payment of initial registration fees must be paid for by the new payment due date, or the student must drop the course(s) by the last day to drop with a refund. Students who fail to drop an unpaid course are billed by the Business Office for all applicable fees and are responsible for payment of those fees.

### **Late Registration Fee**

Students who register for classes during the late registration period, as published in the Academic Calendar, are automatically assessed a nonrefundable \$75 late registration fee. This fee is not assessed to students who registered and paid prior to the late registration period and who are making schedule adjustments.

### **Schedule Adjustment Period**

The schedule adjustment period is the time between the first instructional weekday of an academic term and the last day that students are permitted to add classes, change sections of a course, drop a course without financial penalty, or change from credit to audit or audit to credit. After the "Registration/Add/Drop" date has closed, additions to approved schedules will not be permitted.

### **Refund Policy**

Refunds of matriculation, tuition and special fees are made only if the student drops the class by the last day to drop with a refund as published in the Academic Calendar.

In the case of extenuating circumstances that are beyond the student's control, a student may appeal for an exception to the College Refund Policy (College Operating Procedure, COP 04-0310) by submitting a "Late Drop (Enrollment Exclusion)" Appeal Form to the Office of the Registrar. A student must officially withdraw from all courses prior to beginning the appeals process. Appeals should fully explain the extenuating circumstances and include supporting third party documentation. In all cases, the situation must have interrupted the student's ability to attend class(es) for a substantial length of time and/or complete the semester. Student Refund Appeal Forms are available online or in the Registrar's office, and must be received no later than one year from the last day of the term for which the tuition requested to be refunded was paid to the College.

**Financial Aid Recipients Note:** If a Refund Appeal is approved for a recipient of federal and/or state financial aid (grants and loans), and the student's original course registration is canceled and/or tuition liability is eliminated as a result, federal/state regulations dictate that all financial aid

previously applied to the student's College account and/or disbursed to the student in the form of an overpayment refund must be returned to the respective loan/grant program. This action may result in an outstanding balance on the student account; in certain scenarios, that (new) balance owed may be in an amount greater than was incurred via the initial registration/aid disbursement.

A student who is withdrawn from a class or classes because of administrative action, except for disciplinary reasons, is entitled to a full refund of matriculation, tuition, and special fees. (For students receiving financial aid please refer to "Withdrawal" section for additional information).

A student who is withdrawn from a class or classes for disciplinary reasons is not entitled to a refund of matriculation, tuition, and special fees. Florida SouthWestern State College reserves the right to apply any refund due to the student's account if the student has outstanding financial obligations.

## **Adding, Dropping, Auditing or Withdrawing from a Course**

### **Adding or Dropping Courses**

Students can add or drop courses, or change sections through the last day to drop with a refund, as published in the Academic Calendar. Students are financially liable for all courses that they are registered in after the last day to drop with a refund.

### **Withdrawal**

A student can withdraw from any course by submitting the necessary form to the Office of the Registrar, or withdrawing on the Web, before the last day to withdraw, as published in the Academic Calendar. Withdrawals after that date may be granted only through established Florida SouthWestern State College procedures (please see Petitions, in the Student Records section, for more information). Please note: A student cannot withdraw from his or her entire semester schedule on the Web; to withdrawal from the College, a student must meet with an Advisor.

Students who officially withdraw from a course or courses before the withdrawal deadline receive a grade of a "W." Students are limited to two withdrawals per course. Upon the third attempt, the student is not permitted to withdraw from the course and must receive a grade for the course.

Withdrawing from a course or courses may affect a student's financial aid status, may result in the student having to pay the third attempt course surcharge to retake the course, and may affect the student's anticipated graduation date. Students receiving financial aid that withdraw from courses may be responsible for repaying all or a portion of the financial aid funds received. Students should meet with a Financial Aid Specialist to discuss the impact withdrawing will have on their financial aid and future eligibility.

Students should speak with their professor before withdrawing from a course and should meet with an Academic Advisor to discuss the impact of a withdrawal on the student's education plan.

Withdrawing from a course will increase the cost of your education and may affect your financial aid status or Bright Futures. Students also should speak with a Financial Aid Specialist to discuss the impact of a withdrawal on the student's financial aid.

## ✓ **RESPONSIBILITIES AS A FINANCIAL AID RECIPIENT**

### **Students must make Satisfactory Academic Progress (SAP) to be eligible for financial aid**

According to regulations from the Department of Education a student must make satisfactory academic progress (SAP) each semester in order to stay eligible for financial aid funding. There are three (3) main standards students must meet.

- 1) Maintain a grade point average (GPA) of at least 2.0 („C“) average for all classes ever attempted. (This includes grades from other schools).
- 2) Successfully complete at least two-thirds of all classes ever attempted (this includes grades from other schools).
- 3) Degree programs must be completed within 150% of the total credits required for their program. (For example, if your program has a total of 60 hours, you must complete it within no more than 90 hours to continue to receive financial aid.)

#### **SAP Review Process:**

- FSW will review satisfactory academic progress annually at the end of Spring semester.
- Students enrolled in Summer semester of the same academic year will be evaluated again at the end of Summer semester.
- Students not meeting standards at the end of the academic are no longer eligible to receive financial aid.

#### **Appeal Process for Possible Reinstatement of Financial Aid:**

- Must have extenuating circumstances
- Must provide supporting documentation and statement why SAP could not be met
- [Click here for SAP appeal form.](#)

#### **Financial Aid Funding is Based on Enrollment and Attendance**

- 1 Financial aid funding is ordinarily based on full-time attendance (defined as a minimum of 12 credits per semester) at FSW. If you are taking fewer than 12 credit hours per semester the amount of financial aid funding you receive may be reduced accordingly.
- 2 All students must be enrolled at least half-time (6 credits per semester) in order to be eligible for most need-based financial aid.
- 3 Financial aid will not be paid for students who have not attended classes.

4. If you add/drop or stop attending class your financial aid funds could be impacted. Students are responsible for any balance or refunds due to changes in their enrollment/attendance status.

### **Alert of Financial Status Changes**

Financial aid funds are based on student eligibility, financial need, and availability of funds. All students receiving outside scholarships or educational loans are required to notify the Office of Student Financial Aid immediately upon receipt of private funding. The outside award will be incorporated into financial aid packages.

### **Maintain Current Mailing Address**

Student account statements are emailed to the student's bucs.fsw.edu email account. Failure to receive a student account statement is not an adequate reason for nonpayment. Students are required to maintain an accurate address with the school. Click here for a [Change of Address Form](#) or visit the Office of the Registrar.

*Florida SouthWestern State College is committed to providing an educational and working environment free from discrimination and harassment. All programs, activities, employment and facilities of Florida SouthWestern State College are available to all on a non-discriminatory basis, without regard to race, sex, age, color, religion, national origin, ethnicity, disability, sexual orientation, marital status, genetic information or veteran's status. The College is an equal access/equal opportunity institution. Questions pertaining to educational equity, equal access or equal opportunity should be addressed to Title IX/Equity Officer, Florida SouthWestern State College, 8099 College Parkway, Fort Myers, FL 33919, (239) 489-9051.*