



HAWAII COMMUNITY COLLEGE

SATISFACTORY ACADEMIC PROGRESS POLICY

(EFFECTIVE STARTING FALL 2007)

HAWAII COMMUNITY COLLEGE, FINANCIAL AID OFFICE

In accordance with the U.S. Department of Education regulations, financial aid recipients must maintain satisfactory academic progress toward the achievement of a degree or certificate. The law and federal regulations require that progress be determined using both qualitative and quantitative measures. All credits attempted in any semester of enrollment at Hawaii Community College (HawCC), regardless of aid status, will be counted when calculating both qualitative and quantitative measures of Satisfactory Academic Progress. The student's academic progress will be evaluated at the end of the Fall and Spring semesters.

MINIMUM STANDARDS FOR ACADEMIC PROGRESS

- A. All financial aid recipients must be enrolled as a classified student in an eligible degree or certificate program of study that is at least 16 credits and 15 weeks in length.
- B. Students must maintain a cumulative grade point average (GPA) of at least 2.0. (Credits and grades excluded under the Amnesty Policy will be included in the calculation of the financial aid GPA).
- C. Students must successfully complete (pass) at least 67% of all credits attempted.

CREDIT COMPLETION REQUIREMENT

- A. All students, including students who completely withdraw during a semester, will be assessed credit completion requirements based on their enrollment on the HawCC Census Date (last day to withdraw from semester long courses without a "W") including funded consortium credits.
- B. The following grades will be considered as credits attempted but not successfully completed: F, W, N, I/F, NC, and any grade considered as a non-passing grade by either the home or the host institution for consortium credits.
- C. An I/F grade is calculated as no credit received until the grade is changed by the Instructor and added to the student's academic record by the Records Office. If students need the completed grade to change their financial aid status (probation/suspension), they must notify the Financial Aid Office when the grade has been added to their transcript. **The Financial Aid Office will not automatically review for an incomplete grade changes.**
- D. Audited classes are not eligible for financial aid and are not counted toward credit completion requirement calculation.
- E. Students must successfully complete (pass) at least 67% of all credits attempted.

Example: Since she started attending HawCC, Kuu attempted 60 credits. She only successfully completed (passed) 50 credits because she withdrew from a few classes and failed one. The calculation is 50 credits divided by 60 credits equals 83%. Therefore, Kuu has met HawCC's credit completion requirement.

TIME FRAME OF AID ELIGIBILITY

- A. Students will be allowed 150% of the number of credits required for the completion of their certificate or degree (the calculation will be rounded down to the nearest whole number of credits).
- B. Students who change their major, without completing their certificate or degree, will have all credits previously attempted counted toward the new time frame.
- C. Students who have completed a degree or certificate and are working on a subsequent degree or certificate will have any previously attempted credits that exceeded the first time frame and any credits that transfer to the new degree or certificate counted toward the time frame of the new degree or certificate.
- D. ALL semesters of previous enrollment at HAWCC, regardless of aid status, will be counted toward time frame.
- E. ALL transfer credits accepted by HAWCC will be counted toward time frame for completion of the degree or certificate.
- F. Students may receive payment for repeating a course. Each attempt will be counted toward time frame.
- G. Audited classes are not eligible for financial aid and are not counted toward time frame.
- H. A student is allowed thirty (30) remedial credits that are not counted toward the time frame. Remedial credits are program specific (e.g. ENG 21 is a remedial course for the LBART AA but it is not a remedial course for AG AAS). ESL courses do not count against the thirty (30) credit limits.



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Example: An Associate of Arts (AA) degree requires 60 credits. A student is eligible to receive federal Title IV funds for a total of 90 credits (60 credits X 150% = 90 credits).

FINANCIAL AID PROBATION

Students who have ATTEMPTED LESS THAN 25 credits and do not meet the credit completion requirement and/or the cumulative GPA requirement will be placed on financial aid probation if they meet the following conditions:

1. Students who have a credit completion rate of at least 50% but less 67%.
2. Students who have a cumulative GPA of at least 1.0 but less than 2.0.

IMPORTANT: At the end of the probationary semester, students must maintain or achieve a cumulative GPA of at least 2.0 and have a credit completion rate of at least 67%.

While on financial aid probation, students are still eligible to receive financial aid. The Financial Aid Office may use Professional Judgment to extend a student's probationary period beyond one semester.

Students will be notified in writing that they have been placed on probation.

FINANCIAL AID SUSPENSION

Students will have their financial aid suspended and they will not be eligible for financial aid in subsequent semesters in the following cases:

1. Students who have a credit completion rate of less than 50%
2. Students who have a cumulative GPA of less than 1.0.
3. Students who have attempted twenty-five (25) or more credits who have a cumulative GPA of less than 2.0 and/or a credit completion requirement of less than 67% of attempted coursework.
4. If at the end of the probationary period, a student has a cumulative GPA of less than 2.0 and/or a credit completion rate of less than 67% of attempted coursework.
5. Student has exceeded the maximum timeframe for his/her degree or certificate.

Students will be notified in writing that they have been suspended. Students will remain suspended until they once again meet satisfactory progress standards. Students may regain eligibility through the normal application of the satisfactory progress calculation of their subsequent coursework, if the calculation restores them to "Good Standing" (cumulative gpa of at least 2.0 and a cumulative credit completion rate of at least 67%).

REINSTATEMENT

To regain financial aid eligibility, a student must earn sufficient grades and/or complete the necessary credits to meet the qualitative (cumulative GPA of at least 2.0) and a credit completion rate of at least 67%. Financial aid eligibility can not be reinstated for students who have exceeded the maximum timeframe for their degree or certificate.

APPEAL OF FINANCIAL AID SUSPENSION/TERMINATION

The only basis for an appeal will be an extraordinary circumstance ((e.g. accident, illness, death of an immediate family member, etc.). A student must complete and submit a HAWCC APPEAL OF SATISFACTORY ACADEMIC PROGRESS POLICY form explaining in detail the specific reasons which contributed to the student's lack of progress, documentation to substantiate the student's statement, and an outline of what steps the student plans to take to ensure academic progress if the student is reinstated. Students will be notified in writing of the decision.