

**HAWAII COMMUNITY COLLEGE**  
**SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY**  
Effective December 1, 2018

**POLICY STATEMENT**

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 as specified below at Hawaii Community College (HawaiiCC), 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 initially, when the application is completed and at the end of each Spring semester after grades have been posted.

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**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 Academic Renewal Policy will be included in the calculation of the financial aid GPA.
- C. Students must meet and maintain the standards of the Credit Completion Requirement (CCR).
- D. Students must not exceed the Time Frame of Aid Eligibility.

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**CREDIT COMPLETION REQUIREMENT (CCR)**

- A. Students must successfully complete (pass) at least 67% of all credits attempted (calculation will be rounded down to the nearest percent).
- B. All applicable credits, including those that transfer from another institution, will be counted towards the CCR calculation.
- C. 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.
- D. 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 (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 incomplete grade changes.**
- E. Audited classes are not eligible for financial aid and are not counted toward CCR calculation.
- F. Students who repeat a course for which they have already earned a passing grade may be allowed to receive funding to repeat that course only ONCE. Repeat courses are counted as attempted credits and may negatively impact your CCR as you are only able to earn credits for a course one time.

**Example:** Since Sarah started attending HawaiiCC, she 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, Sarah has met HawaiiCC's CCR.

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**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). **Students must notify the FAO when changing their major.**
- B. Students who change their major, without completing their degree or certificate, will have all credits previously attempted counted toward their new maximum time frame.
- C. ALL attempted credits from semesters of previous enrollment at HawaiiCC, regardless of aid status, will count toward time frame.
- D. Transfer credits that are applicable to the current major/degree at HawaiiCC will be counted toward time frame.
- E. Students who repeat a course for which they have already earned a passing grade may be allowed to receive funding to repeat that course only ONCE. Repeat courses are counted toward a student's time frame.
- F. Audited classes are not eligible for financial aid and are not counted toward time frame.
- G. 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 LBRT-AA, but it is not a remedial course for AG-CA). ESL courses do not count against the thirty (30) credit limits.

**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).

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**FINANCIAL AID SUSPENSION**

Students will not be eligible to receive financial aid when on Financial Aid Suspension. Students will be notified in writing that they have been suspended and will remain suspended until they once again meet the Satisfactory Academic Progress Policy standards.

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**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 the quantitative (CCR of at least 67%) minimum requirements. Financial aid eligibility cannot be reinstated for students who have exceeded the maximum timeframe for their degree or certificate. Students must submit a written request for reevaluation if they have been placed on Financial Aid Suspension but have since met the minimum Satisfactory Academic Progress Policy requirements.

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**APPEAL OF FINANCIAL AID SUSPENSION**

A student who is placed on financial aid suspension may appeal the denial of financial aid. In order to do so, the student must follow the instructions below. After careful review of a student's appeal, a decision notification will be emailed to the student's *hawaii.edu* address.

- A. To appeal, a student must complete and submit a HawaiiCC Satisfactory Academic Progress Appeal Form no later than 10 days after receipt of the notice of Financial Aid Suspension.
- B. Provide all information on the Satisfactory Academic Progress Appeal Form. Circumstances for which appeals will be considered include, but are not limited to:
  - a. Illness, injury or other health-related episode or condition that can be documented by a medical profession;
  - b. Death of a family member or other person of close relation;
  - c. Disabilities verifiable by the HawaiiCC Resource Center for Students with Disabilities (Hā'awi Kōkua).
  - d. Activities associated with a student's service in the United States Armed Forces or other entity providing essential services to the public;
  - e. Issues experienced by students transitioning to collegiate academic requirements, which have been resolved or are being remediated with the intervention of Academic Advising.
- C. See an academic counselor to complete the Satisfactory Academic Progress Appeal Form.