POLICY:
Federal regulations require that financial aid recipients maintain satisfactory academic progress toward the achievement of a degree or certificate. All attempted courses in any term at Hawaii Community College will be counted regardless of whether or not the student was receiving financial aid at the time the courses were attempted.

MINIMUM STANDARDS:
Students must maintain a cumulative Hawaii Community College grade point average (GPA) of at least 2.0 and must successfully complete a minimum of 67% of all credits attempted without exceeding the normal completion time. Satisfactory Academic Progress will be monitored at the end of each spring term. Students whose academic program is less than one year (less than 24 credits) and students who do not earn any credits at the end of the fall term will be evaluated after each term of enrollment and may be placed on a financial aid suspension. Credits and grades excluded under the Academic Renewal Policy will be included in the calculation of the Financial Aid GPA and Credit Completion Rate (CCR).

MAINTAIN CUMULATIVE GPA:
Students must maintain a minimum Hawaii Community College cumulative GPA of at least 2.0 in order to be eligible for financial aid.

- The only grades that meet satisfactory academic progress standards are A, B, C, and D. An F grade is not a passing grade and will be averaged into your grade point average, and it will be counted in credits attempted.
- The following will not be calculated into your grade point average, but will be counted in your financial aid time frame as credits attempted (N, NC, W, I/F).
- 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 the “I” grade should change to an A, B, C or D, it is the student’s responsibility to notify the Financial Aid Office so their Financial Aid GPA may be recalculated.
- Non-credit courses are not eligible for federal financial aid and are not calculated in either the GPA or maximum time frame calculation.

MAXIMUM TIME FRAME (CREDIT HOURS) FOR AID ELIGIBILITY:
Students must complete their educational objectives within a reasonable period of time. Financial Aid may fund up to 150% of the number of credit hours required for completion of the degree or certificate. 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). A student who completes the academic requirements for a program degree or certificate, but has not applied for graduation or posting of credentials to transcripts, is not eligible for further federal aid for that program.

- Students who change their major, without completing their degree or certificate, will have all credits previously attempted counted toward their new maximum time frame.
- Financial Aid will fund one degree or certificate at a time. Students who seek a second degree or certificate must submit a “Subsequent Degree form” and a new Timeframe will be calculated.
- A student can only be awarded aid for courses that are applicable towards their degree or certificate.
- ALL semesters of previous enrollment at Hawaii Community College, regardless of aid status, will be counted toward the maximum time frame.
- All transfer credits accepted by Hawaii Community College will be counted toward the maximum time frame for completion of the degree or certificate.
- Students may receive payment once for repeating a course if credit was earned. Credits for each attempt will be counted towards the maximum time frame and may affect CCR.
- A student is allowed 30 remedial credits that are not counted toward the time frame. Remedial credits are program specific (ENG 21 is a remedial course for the LBRT AA, but it is not a remedial course for AG AAS). ESL courses do not count against the 30 credits limit.

PANCE REQUIREMENT:
Students must maintain a minimum CCR of 67% of all credits attempted at Hawaii Community College to finish a program within the established maximum time frame.

FAILURE TO MEET FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS:
Students who do not meet the cumulative 2.0 GPA, the minimum 67% completion and/or the completion of a degree or certificate within a maximum time frame will be suspended. Financial aid suspension means that the student is ineligible to receive Federal Financial Aid until the satisfactory academic progress requirements are met. During the period of financial aid suspension, students may (unless placed on Academic Dismissal) attend Hawaii Community College without financial aid. It will be the student’s responsibility to secure other financial resources during this period.

REINSTATEMENT:
To regain financial aid eligibility, the student must earn sufficient grades and/or complete the necessary credits to meet the 2.0 GPA and/or the 67% completion rate and/or making PACE.

APPEALS:
Students may appeal in writing for reinstatement of financial aid eligibility if they have experienced mitigating circumstances that prevented them from meeting the minimum standards (accident, illness, death of immediate family member, etc.). Students must submit a signed SAP Appeal form (http://hawaii.hawaii.edu/financialaid/Documents/SAP Appeal Form.pdf) explaining the mitigating circumstances and provide documentation to substantiate your statement and an outline of what steps you have taken to ensure academic progress to the Financial Aid Office. The student will be informed by letter if the appeal is conditionally approved or denied. If an appeal is granted, the student will receive an Academic Plan outlining the conditions of the appeal which must be met to continue to receive financial aid.