



Administrative Capability 1.3



Satisfactory Academic Progress

HAWAII COMMUNITY COLLEGE SATISFACTORY ACADEMIC PROGRESS POLICY

Effective July 1, 2018

POLICY STATEMENT

- A. 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 (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, Spring and Summer 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 Academic Renewal 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 (CCR)

- A. All students, including students who completely withdraw during a semester, will be assessed credit completion requirements based on their enrollment on the HawCC Enrollment Freeze 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 (warning/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 (the calculation will be rounded down to the nearest percent).

Example: Since Sarah started attending HawCC, 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 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. **Students must notify the Financial Aid Office when changing their major.**
- C. Students who have completed a degree or certificate and are working on a subsequent degree or certificate will have any previously earned credits applicable to new degree or certificate counted when calculating new maximum timeframe.
- D. ALL semesters of previous enrollment at HAWCC, regardless of aid status, will be counted toward time frame.
- E. ALL transfer credits accepted to current major/degree at HAWCC will be counted toward time frame and credit completion of the degree or certificate.
- 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 towards student's CCR and maximum time frame



Administrative Capability 1.3



Satisfactory Academic Progress

- 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-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).

FINANCIAL AID WARNING

Currently enrolled students who do not meet the credit completion requirement and/or the cumulative gpa requirement will be placed on financial aid warning the following semester 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 warning 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 warning, students are still eligible to receive financial aid. Students will be notified via My UH portal that they have been placed on FA warning status.

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. If at the end of the warning 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.
4. 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 the quantitative credit completion rate of at least 67%. Financial aid eligibility cannot be reinstated for students who have exceeded the maximum timeframe for their degree or certificate.

APPEAL OF FINANCIAL AID SUSPENSION

A student must complete and submit a HAWCC SATISFACTORY ACADEMIC PROGRESS APPEAL form.

1. Provide all information on the Satisfactory Academic 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 professional;
 - b. Death of a family member or other person of close relation;



ADMINISTRATIVE POLICY

Administrative Capability 1.3

Satisfactory Academic Progress



- c. Disabilities verifiable by the HawCC Resource Center for Students with Disabilities (Ha'awi Kokua);
 - 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;
2. See an academic counselor to complete the Academic Progress Appeal Form.
 3. Must provide supporting documentation no later than 7 days prior to the starting of the term you're appealing.
 4. Decision letter will be emailed to student's Hawaii.edu email no later than 3 weeks of completed appeal forms. If approved, decision letter must be signed and returned to the Financial Aid Office prior to funds being disbursed.

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