SATISFACTORY ACADEMIC PROGRESS FORM

Print Student’s Last name, First MI __________________________ Student ID Number __________________________

We are requesting this form because you are either changing your major, not making satisfactory academic progress in accordance to the Honolulu CC Financial Aid Satisfactory Academic Progress Policy (on back of this form), and/or getting closer to reaching the maximum number of eligible semesters to receive financial aid. **You must** bring this form to the Admissions and Counseling Center in Building 6, First Floor or Off-Campus Education Center. A Counselor will complete and review this form with you. Determination of Financial Aid eligibility will be based on the review of this form.

Current Major __________________________ Degree Sought (AA, AAS, AS, CA, etc.) ________

Total number of credits required for degree __________ Expected Graduation ________

Number of remaining credits after completion of current/most recent semester AND including transferred credits required to earn degree/certificate at HCC: _______

If a term is currently in progress, please complete this section for current term: ________ _______

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<th>Course(s) enrolled</th>
<th>Credits</th>
<th>Credits Applicable to Major (include required remedial credits)</th>
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Comments: ____________________________________________

I certify that to the best of my knowledge, the above information is accurate and the student has read the requirements of the Satisfactory Academic Progress stated on the back of this form.

Counselor Name: ____________________________________________

Counselor’s Signature: ____________________________ Date __________

Student’s Signature: ____________________________ Date __________

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FOR COUNSELOR USE:

Attach the following:

- ☐ STAR Academic Journey with Expanded Courses
- ☐ STAR Transfer Report
- ☐ STAR Campus Report by Semester
Satisfactory Academic Progress Policy

Only classified students who are enrolled at HCC are eligible for financial aid. A combination of factors are reviewed to determine a student’s eligibility; including the evaluation of the student’s academic record.

The college is required to annually review each applicant’s progress toward a degree by reference to a time frame, courses taken, credits earned, and grades. The time frame is based on full-time status, as defined by the institution. The minimum cumulative grade-point average of 2.0 is required for eligibility and has been established in accordance with the institution’s requirements for satisfactory academic standing.

The policy stated below is applicable to all HCC students applying for any type of federal, state, or private financial aid resources administered and managed by HCC; including student loans from private lenders which are guaranteed or insured by the federal government. Exceptions to this policy may be appealed in writing to the Financial Aid Administrator.

1. Students must complete their degree program within 150% of the credits required for their degree program. EXAMPLE: An Associate in Arts degree requires 60 credits to graduate; therefore, the student must complete the degree program with a total of 90 credits (60 credits x 150% = 90 credits). All terms of attendance apply, whether financial aid was received or not.

2. Transfer credits accepted from another institution will be used to calculate the remaining credits required for completion of the degree or certificate.

3. Financial aid applicants must maintain a cumulative grade-point average of 2.0 for credits earned at HCC.

4. Financial aid applicants must complete at least 67% of all credits attempted for financial aid satisfactory academic progress. All terms of attendance apply; whether financial aid was received or not.

5. The following grades will be considered as credits enrolled but not successfully completed: “F”, “W”, “N”, “I/F”, and “NC”. An “I” will be calculated as no credit until it reverts to a letter grade and is posted to the student’s academic record. Please note that the student must submit a letter to the Financial Aid Office when a grade changes because the Financial Aid Office is not automatically informed of grade changes.

6. Audited classes and credit by exam are not eligible for financial aid and will not be counted towards credits attempted/completion. Remedial courses, if required, will be counted.

7. Students who have earned a degree at Honolulu CC and are seeking another degree program must submit a petition stating their reason to pursue another degree and an updated Satisfactory Academic Progress Form indicating which credits are applicable to the new degree. Approval of the subsequent degree program will be determined after reviewing the petition and Satisfactory Academic Progress Form. NOTE: Students who are seeking an AA degree who have already earned an AA, BA, or BS degree are not eligible for financial aid.

8. A complete explanation of the college's satisfactory academic progress policy is available at the Financial Aid Office.