Satisfactory Academic Progress Certification Form

Deadline: Must be received/date stamped by November 1st for Fall and April 1st for Spring.

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

We are requesting this form because you are either 1) changing your major, and/or 2) getting close to reaching the maximum number of eligible semesters to receive financial aid. You must bring this form to Academic Counseling in Building 5, Room 102. An Academic Counselor will complete and review this form with you. Determination of Financial Aid eligibility will be based on the review of this form.

I understand that the Financial Aid Office will review my Satisfactory Academic Progress Certification Form request and will notify me of their decision and that until a decision is made, I understand that I am responsible to pay for my tuition, books/supplies, and other educational expenses. I understand that I will not be eligible to receive financial aid for a semester where the deadline has already passed.

Financial Aid Processing times: 6-8 weeks (additional time may be added on to Financial Aid Processing times when Satisfactory Academic Progress Certification Form is submitted in July/August (Fall) and December/January (Spring)).

I have read the attached Satisfactory Academic Progress Policy.

Student’s Signature: ____________________________ Date __________________________

FOR ACADEMIC COUNSELOR USE:

Current Major ___________________ Degree Sought (AA, AAS, AS, CA, etc.) ____________
(Use new major for Change of Major & student has 30+ cr at HonCC)

New Major ___________________ Degree Sought (AA, AAS, AS, CA, etc.) ____________

Total number of credits required for degree ____________ Expected Graduation ____________

If the student is currently attending HON CC or registered for a future semester(s) at HON CC, please include that information below.

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<th>TERM</th>
<th>TOTAL # CREDITS REGISTERED</th>
<th>TOTAL # CREDITS APPLICABLE TO MAJOR</th>
<th>DUAL ENROLLMENT FORM NEEDED/COMPLETED?</th>
<th>NOTES</th>
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Number of remaining credits AFTER completion of semester(s) listed above AND including transferred credits required to earn degree/certificate at HON CC: ____________

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 Policy stated on the back of this form.

Counselor’s Name: ____________________________

Counselor’s Signature: ____________________________ Date __________________________

Attach the following:

☐ STAR Academic Essentials with Expanded Courses  ☐ STAR Transfer Report  ☐ STAR Campus Report by Semester

The University is committed to a policy of nondiscrimination on the basis of race, sex, gender identity and expression, age, religion, color, national origin, ancestry, citizenship, disability, genetic information, marital status, breastfeeding, income assignment for child support, arrest and court record (except as permissible under State law), sexual orientation, national guard absence, or status as a covered veteran. UH Title IX Coordinators’ names and contact information are available at: https://www.hawaii.edu/titleix/help/coordinator and UH 504 Coordinators’ names and contact information are available at: https://www.hawaii.edu/offices/ceo/ada-504-coordinators/
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 and 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.