



Financial Aid Satisfactory Academic Progress Policy

Prior to the awarding of any financial aid, students enrolled at Honolulu Community College (HCC) must be making satisfactory academic progress in accordance with U.S. Department of Education regulations. The student's academic progress will be evaluated at the point when your application is reviewed in an academic year. 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.

ELIGIBILITY REQUIREMENTS FOR ACADEMIC PROGRESS

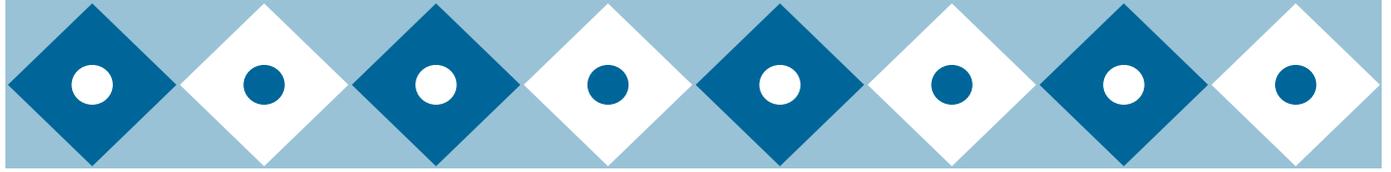
1. All financial aid recipients must have a declared major at HCC and enroll in credits towards the completion of that degree/certificate.
2. The student is expected to maintain a cumulative grade point average (GPA) of at least 2.0.
3. The student must complete at least 67% of all credits attempted.
 - a. All terms of attendance and all transfer credits apply; whether financial aid was received or not.
 - b. The following grades will be considered as credits enrolled but not successfully completed: F, W, N, I, I/F, and NC. An incomplete grade will be calculated as no credit until it reverts to a letter grade and 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 as the Financial Aid Office is not automatically informed of grade changes.
 - c. Audited classes and credit by exam are not eligible for financial aid and will not be counted towards credits attempted/completion.

EXAMPLE: Since he started attending HCC, John has attempted 60 credit hours. He only completed (passed) 50 credits because he withdrew from a few classes and failed one. Based on the following calculation, John has earned more than 67% of the credits that he attempted; therefore, has fulfilled the HCC Satisfactory Academic Progress Policy requirements.

$$\frac{\text{John's Credits Completed } 50}{\text{John's Credits Attempted } 60} = 83\%$$

TIME FRAME OF AID ELIGIBILITY

1. Students must complete their degree program within 150% of the credits required for their degree program. EXAMPLE: John's degree program requires 60 credits to graduate; therefore, he must complete his degree program within a total of 90 credits (60 credits x 150% = 90 credits).
2. Students who change majors must have all of their credits and transfer credits re-evaluated towards their new major to determine their remaining financial aid eligibility.
3. Students who have earned a degree at Honolulu CC and are seeking another degree must submit a petition stating their reason to pursue another degree. Approval of the subsequent degree program will be determined after reviewing the petition. NOTE: Students who are seeking an AA degree who have already earned an AA, BD, or BS degree are not eligible for financial aid.
4. Transfer credits accepted from another institution will be used to calculate the remaining credits required for completion of the degree or certificate.
5. The student's entire academic history will be taken into account, including periods of enrollment when financial aid was not received.
6. Generally, students will not receive payment for repeating a course that was successfully completed (A, B, C, D, or CR). If the student is required to repeat a course that was previously completed successfully, students may submit a petition stating the reason for the repeated course along with documentation showing requirement.



FINANCIAL AID SUSPENSION

Students' financial aid at HCC will be suspended and they will not be eligible for financial aid in subsequent terms in the following cases:

1. Student fails to achieve a cumulative GPA of at least 2.0.
2. Student fails to complete at least 67% of all classes attempted.
3. Suspended students not enrolled at HCC in the following semester will have their suspension stand until they have met the requirements for reinstatement.

APPEAL OF FINANCIAL AID SUSPENSION

Students who do not meet the minimum satisfactory academic progress requirements will be suspended from receiving aid. If suspended from receiving financial aid, the student can appeal the suspension.

In order to appeal a financial aid suspension, a student must complete an appeal form and an academic plan with an academic counselor. The forms will be reviewed by a financial aid officer and a determination made as to whether or not the student will be able to meet the satisfactory academic progress requirements within the time frame allowed by Federal regulations.

ACADEMIC PLAN

An academic plan is a plan the student will create that will allow them to meet the satisfactory academic progress requirements within the allowed timeframe specified by Federal regulations. Student who do not successfully meet the condition of their approved academic plan will again be placed on financial aid suspension until they meet the criteria for reinstatement of their eligibility for aid.

REINSTATEMENT

To reinstate eligibility, a student must meet all three of the following conditions:

1. Have minimum cumulative GPA of at least 2.0,
2. Complete at least 67% of all credits attempted (Includes all credits reflected on the transcript),
3. Be able to graduate within the 150% timeframe allowed by Federal regulations.

Upon successful completion of the required credits and GPA, a student must notify the Honolulu CC Financial Aid Office in writing that they wish to be reinstated. The student will be notified whether or not they have been reinstated.