Financial Aid Satisfactory Academic Progress (SAP) Policy
(Effective May 15, 2017)

In accordance with federal regulations, financial aid recipients at Leeward Community College must maintain satisfactory academic progress (SAP) toward the achievement/completion of an eligible degree or certificate. A student’s SAP will be evaluated after the Spring semester or at the time of awarding of each academic year.

Please note that financial aid standards for SAP are not the same as the university standards for academic progress. The Academic Probation and Suspension Policy can be found in the online catalog or at http://www.leeward.hawaii.edu/files/2016-17cat_final_linked_rdcd.pdf (2016-2017 Catalog).

I. ACADEMIC ELIGIBILITY REQUIREMENTS

Student meeting ALL of the following requirements are considered to be making SAP and can be considered for financial aid or reinstatement of financial aid:

A. (Qualitative Requirement) Maintain a minimum cumulative grade point average (GPA) of 2.0.

B. (Quantitative Requirement) Must successfully complete at least 67% of total credit hours attempted to ensure that they will graduate within the maximum timeframe.
   o All terms of attendance and all transfer credits apply; whether financial aid was received or not.
   o The following grades will be considered as credits attempted but not earned: Failing (F), No Credit (NC), No Grade (N), Withdrawal (W), Incomplete (I), Record Delayed (RD).
     ▪ An incomplete grade will be calculated as no credit until it reverts to a letter grade and is posted to the student’s academic record. Students are responsible for informing the Financial Aid Office when a grade changes, once it is posted to their academic record.
   o Audited classes and credit by exam are not eligible for financial aid and will not be counted towards credits attempted/completion.

Example of Quantitative Requirement
Since starting school, Jane has attempted 60 credit hours. However, she was only able to earn 50 credits because she withdrew from a few classes and failed one. Based on the following calculation, Jane has earned more than 67% of the credits that she attempted, and therefore has fulfilled the Qualitative Standard of the SAP Policy.

Calculation: 50 (Credits Completed)/ 60 (Credits Attempted) = 83.3%

C. (Maximum Timeframe Requirement) Have attempted less than 150% of the maximum cumulative units required for completion of their program.
   o All attempted credits, including credits attempted in the Summer term, will be counted against students’ maximum timeframe, whether or not the student received financial aid for those attempted credits.
   o Credits earned at another school and transferred into Leeward CC will be counted against students’ maximum timeframe.
   o Students who change their majors will have all credits previously attempted under their old major counted against their new major’s maximum timeframe.
   o Students are allowed to attempt 30 remedial credits that will not be counted against their maximum timeframe.
(C. Maximum Timeframe Requirement continued)

- Once a student has attempted 30 remedial credits, any remedial credits attempted thereafter will be counted against their maximum timeframe
  - ESL credits are not counted against students’ maximum timeframe.
  - Students who have met the degree requirements for their program will not be eligible for financial aid, even if they have not used the maximum credits allowed for their program.
  - Repeat courses/credits are counted against students’ maximum timeframe. Students who repeat a course that they have already earned a passing grade for will be allowed to receive funding to repeat that course only one time.

Example of Maximum Timeframe Requirement

Jane’s degree program requires 60 credits to graduate. Therefore, she must complete her degree program within a total of 90 credits attempted (60 credits x 150% = 90 credits).

II. FINANCIAL AID SUSPENSION

Students who do not meet all requirements outlined in ACADEMIC ELIGIBILITY REQUIREMENTS, sections I.A-Quantitative Requirement, I.B-Quantitative Requirement and I.C-Maximum Timeframe Requirement, will be placed on SUSPENSION status. Student placed on SUSPENSION status are not eligible to receive financial aid.

III. APPEALING FINANCIAL AID SUSPENSION

Students who are placed on SUSPENSION status may file an appeal for consideration of reinstatement of financial aid eligibility. In order to appeal a financial aid suspension, a student must: 1) complete the appeal form; 2) meet with a financial aid officer; and 3) meet with an academic counselor and create an academic plan. The appeal and academic plan will be reviewed by the Financial Aid Appeals Committee 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.

IV. ACADEMIC PLAN

An ACADEMIC PLAN is a plan the student will create with an academic counselor that will allow the student to meet the satisfactory academic progress requirements within the allowed timeframe specified by Federal regulations. Students who do not successfully meet the conditions 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.

V. REINSTATEMENT

To reinstate financial aid eligibility, a student must meet all requirements outlined in ACADEMIC ELIGIBILITY REQUIREMENTS, sections I.A-Qualitative Requirement, I.B-Quantitative Requirement and I.C-Maximum Timeframe Requirement.

Upon successful completion of all ACADEMIC ELIGIBILITY REQUIREMENTS, students must notify the Financial Aid Office in writing that they wish to be reinstated. Students will be notified whether or not they have been reinstated.