



## Financial Aid Satisfactory Academic Progress (SAP) Policy

(effective July 1, 2011)

In accordance with the federal regulations, financial aid recipients must maintain satisfactory academic progress toward the achievement of a degree or certificate. Financial aid standards for satisfactory academic progress are not the same as the university standards. The student's academic progress will be evaluated at the time of awarding (or at the end of Spring for awards done prior to the end of the previous academic year).

### ELIGIBILITY REQUIREMENTS

1. Students must be enrolled in a classified degree or certificate program of study (approved for Title IV funding by the U.S. Department of Education) at Kapi'olani Community College (KCC).
2. Students must maintain a cumulative grade point average (GPA) of at least 2.0.
3. Students must successfully earn 67% of all credits attempted. The following grades will be considered as credits attempted but not earned: W, F, NC, NP, and I. An "I" will be calculated as no credit until it reverts to a letter grade and is posted to the student's academic record. Repeated courses count toward Attempted Credit Hours.

*NOTE: Courses with grading option 'Audit' are ineligible for financial aid and financial aid will not pay for it.*

The following illustrates the number of credits that are required (except those on Financial Aid Probation, see special requirements):

Example: Since he started attending KCC, Bobby attempted to complete 60 credit hours. However, he was only able to earn 50 of the 60 credits that he attempted because he withdrew from a few classes and failed one. Based on the following calculation, Bobby has earned more than 67% of the credits that he attempted and has therefore fulfilled the KCC SAP Policy requirements.

**Bobby's Credits Completed 50**  
**Bobby's Credits Attempted 60 = 83%**

### ELIGIBILITY LIMITATIONS

1. Students will be allowed to attempt 150% of the number of credit hours normally required to complete the degree or certificate program the student is seeking.

Example: An Associate degree in Liberal Arts at Kapi'olani Community College requires 60 credit hours. A student is eligible to receive financial aid for a maximum of 90 (60x150%) credit hours at Kapi'olani Community College.

2. Students who change majors, have a previous degree or certificate will be assessed based on the number of remaining credits needed towards their current degree (only one change of major allowed). Students who are seeking an AA and have earned an AA/BA/BS are not eligible for financial aid.
3. ALL previously attempted credits (including summer) will be considered in determining satisfactory academic progress AND included toward Attempted Credit Hours, WHETHER OR NOT a student has previously received any financial aid.
4. Transfer credits which are accepted by KCC will be counted towards your maximum time frame (refer to #1 above) and be counted as 'attempted' credits.
5. Repeated coursework will be considered only if previously not passed (no credit earned). If passed will only be considered for one repeat.

**Students who COMPLETELY WITHDRAW during a semester will be assessed completion rate requirements based on ORIGINAL ENROLLMENT.**

## **FINANCIAL AID SUSPENSION**

Students will not be eligible to receive financial aid for any of the following reasons:

1. Fails to complete the completion rate and/or GPA requirements.
2. Fails to complete the requirements (GPA and credit completion) for courses taken during the probationary semester.
3. Attempted credits are more than the maximum 150% of the degree/certificate currently seeking. Students will be notified in writing of their financial aid suspension.

## **REINSTATEMENT OF FINANCIAL AID ELIGIBILITY**

To be reinstated for financial aid eligibility, a student may attend courses during subsequent terms, at the student's expense, to make up credits and/or improve her/his GPA. Upon successful completion of once again meeting the KCC SAP Policy standard requirements, the student may submit a request for reinstatement through the KISC

## **APPEAL OF FINANCIAL AID SUSPENSION**

Financial Aid Suspension may be appealed due to extenuating or mitigating circumstances, such as serious illness/injury or the death of an immediate family member. Those suspended due to attempting credits more than the 150% of the program are not eligible for appeal.

- Step 1- Complete the Satisfactory Academic Progress Appeal Form. Appeals should explain in detail:
  - (1) The specific reasons which contributed to the students' lack of progress and
  - (2) The steps being taken to ensure academic progress, if reinstated and

- (3) Meet with an Academic Advisor to review the student's written appeal explaining in detail the specific reasons which contributed to the student's lack of progress and the measures being taken to ensure academic progress if the student is reinstated.
- (4) Include an academic plan approved by an academic advisor to show how the student will meet the minimum requirements of financial aid academic progress within the maximum time frame of eligibility. Students who do not follow the academic plan and do not have an approved revised academic plan will no longer be eligible for aid until they meet the requirements of reinstatement.

- Step 2- Make an appointment with a Financial Aid Specialist to discuss the SAP policy, the appeal process and to submit the form.
- Step 3- The student will be notified in writing or by email of the decision. Thereafter, any appeals or comments must be made in writing to the Financial Aid Advisory Board. The decision of the Financial Aid Advisory Board is final.

## **FINANCIAL AID PROBATION DUE TO PROFESSIONAL JUDGMENT**

Students who do not meet the minimum standards for academic progress but have an approved (by a Financial Aid Specialist) appeal due to mitigating circumstances (i.e. serious illness/injury or death in the immediate family) may be placed on Financial Aid Probation Due to Professional Judgment. Students will be advised in writing of the terms and conditions necessary for continued eligibility.

Students on financial aid probation due to professional judgment will be notified in writing of their status and conditions. While on financial aid probation, students are still eligible to receive financial aid but continued eligibility is dependent upon successful completion of their probationary requirements.