



Satisfactory Academic Progress Policy

Aloha. Federal regulations require that financial aid recipients at Windward Community College (WCC) maintain satisfactory academic progress (SAP) requirements toward the achievement of an eligible degree or certificate. A student's academic progress is evaluated at the conclusion of each spring term at WCC. This document outlines the minimum standards needed to maintain SAP and financial aid eligibility at WCC. Mahalo for taking the time to review the SAP policy. If you have any questions, please visit or contact the WCC Financial Aid Office at (808) 235-7449.

MINIMUM STANDARDS FOR SATISFACTORY ACADEMIC PROGRESS (SAP)

- Students must be enrolled in an eligible degree or certificate program at WCC.
- Students must maintain a cumulative WCC grade point average (GPA) of at least 2.0.
- Students must successfully complete (pass) at least **67%** of all credits attempted.

Example: A student attempts 48 credits to date at WCC and successfully completes 36 credits with a 2.5 cumulative WCC GPA. This student is making satisfactory academic progress by meeting both the minimum 2.0 WCC GPA requirement and the 67% credit completion requirement. By completing 36 of 48 credits, the student has a 75% credit completion rate (36 divided by 48).

TIME FRAME OF ELIGIBILITY

- Students must complete their educational objectives within a reasonable period of time. Financial aid recipients will be allowed to attempt 150% of the number of credit hours required to complete their degree or certificate.

Example: An Associate of Arts (AA) degree at WCC requires the completion of 60 credit hours. A student is eligible to receive financial aid for a maximum of 90 (60 x 150%) credit hours attempted while pursuing an AA degree at WCC.

- The following WCC grades will be considered as credits attempted but not successfully completed: F, W, N, NC, I/F, I/N, I/NC.
- A student's entire academic history will be taken into account, including periods of enrollment at WCC in which financial aid was not received.
- Applicable credit(s) accepted in transfer from another institution will be counted towards the maximum timeframe.
- Students who repeat a course they have successfully completed will be allowed to receive funding to repeat the course only one more time.
- A student is allowed 30 remedial English and Math credits that are not counted towards the maximum timeframe.

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FINANCIAL AID SUSPENSION

Students who do not maintain a cumulative WCC GPA of at least 2.0 **OR** a 67% completion rate of total credits attempted will be suspended from financial aid eligibility at WCC. Financial aid suspension means the student is not eligible to receive financial aid at WCC until minimum SAP standards are met. It will be the student's responsibility to secure other financial resources during this suspension period. Students on Financial Aid Suspension will be notified in writing of their status.

REINSTATEMENT

Students on financial aid suspension may regain their aid eligibility at their own expense by earning sufficient grade points and credits to meet minimum SAP standards of a cumulative WCC GPA of 2.0 and a 67% credit completion rate.

APPEAL OF FINANCIAL AID SUSPENSION

Students who are suspended from financial aid at WCC may appeal their suspension if they have experienced mitigating circumstances that prevented them from meeting the minimum SAP standards. A Satisfactory Academic Progress Appeal Form (available at the Financial Aid Office) must be submitted to the Financial Aid Office explaining the specific reasons which contributed to the students lack of progress (accident, illness, death of immediate family member, etc.) and the measures being taken to ensure future satisfactory academic progress. An appointment must be scheduled with the WCC Financial Aid Office to complete and file an SAP appeal.

The Financial Aid Office will review the appeal to determine whether or not the student will be placed on financial aid probation and help to form an academic plan with the student that is necessary for continued aid eligibility. Students will be notified in writing of their appeal status.

FINANCIAL AID PROBATION

When an SAP appeal is approved, an academic plan will be established with the student and the student will be placed on financial aid probation. While on financial aid probation, the student will be eligible for aid but must meet the specific minimum standards of their academic plan each term. Students who successfully attain a cumulative WCC GPA of 2.0 and a cumulative credit completion rate of 67% of their attempted credits while on probation will be removed from probation status.

Students on financial aid probation who do not meet the specific minimum standards noted in their academic plan will be placed on financial aid suspension status and will not be eligible for financial aid at WCC.

QUESTIONS

If you have any questions concerning the Financial Aid Satisfactory Academic Progress Policy, please contact the WCC Financial Aid Office at 235-7449. Mahalo.

Windward Community College 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. For more information or inquiries regarding these policies, please contact Karla Silva-Park, Title IX Coordinator, at (808) 235-7468. Her email address is wccitix@hawaii.edu and her office is located in Hale Akoakoa, Room 220.