



SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

PURPOSE

The purpose of this policy is to ensure that financial aid recipients are meeting satisfactory academic progress standards.

In an effort to comply with the code of federal regulations, the University of Hawaii Maui College (UHMC) has developed the Satisfactory Academic Progress Policy for students to maintain or re-establish eligibility to receive Title IV aid.

TIME OF REVIEW

Your financial aid academic history will be reviewed:

- 1) At the time UH Maui College receives your FAFSA application and
- 2) At the end of the spring semester of an academic year where you were paid federal financial aid.

POLICY

Federal law requires that financial aid applicants and recipients maintain satisfactory academic progress toward their educational objectives. The law and regulations require that progress be determined using both qualitative and quantitative measures.

All attempted courses that appear on a student's official transcript will be counted in calculating qualitative and quantitative measures of progress, regardless of whether or not the student was receiving financial aid at the time the courses were attempted. Calculations are exact and there is no rounding of calculations.

QUALITATIVE (GPA):

Students must maintain a minimum cumulative Financial Aid grade point average (GPA) of at least 2.0 in order to be eligible for assistance. A student's GPA will be assessed every academic year at the time of initial application and all previous academic years' grades are available for review to determine if the standard is met. **For Financial Aid purposes, GPA is calculated by dividing the total points earned by the total units attempted.**

- Grades will be calculated into the student's GPA as follows:
(A-4 points, B- 3 points, C- 2 points, and D- 1 point, F-0 points)
- The following grades will not be calculated into the student's GPA:
(N, NC, W, I, CR).

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. For more information or inquiries regarding these policies, please contact the EEO/AA and Title IX coordinator, Debbi Brown at 808-984-3601.



- Incomplete grades (I) are counted as hours attempted but not completed and count toward maximum timeframe eligibility. If an incomplete grade is changed to a passing letter grade, the student should notify the Financial Aid Office so their SAP can be recalculated.
- Withdrawal grades (W) are not counted towards a student's GPA but will be counted towards completion rate and maximum timeframe eligibility.
- Administrative Withdrawal credits that have been included towards your financial aid credit load are not counted towards a student's GPA but will be counted towards completion rate and maximum timeframe eligibility.
- Non-credit courses and courses taken for audit (L) are not eligible for federal financial aid and are not considered in either the GPA or the completion rate.
- Distance Education courses taken at another campus will not be factored into the institutional GPA.

QUANTITATIVE (COMPLETION RATE OR PACE):

Students must complete at least 67% of their cumulative coursework. All courses attempted on the student's academic transcript must be counted. Each student's completion rate will be assessed every academic year at the time of initial application and all previous academic years' grades are available for review to determine if the standard is met. **For Financial Aid purposes, completion rate is calculated by dividing the total hours completed by the total hours attempted.**

- The following grades will be counted as hours attempted and completed: (A, B, C, D, CR)
- The following grades will be counted as hours attempted but **not** completed: (F, N, W, I, NC).
- Incomplete grades (I) are counted as credits attempted but not completed and count toward maximum timeframe eligibility. If an incomplete grade is changed to a passing letter grade, the student should notify the Financial Aid Office so their SAP can be recalculated.
- Withdrawal grades (W) are not counted towards a student's GPA but will be counted towards completion rate and maximum timeframe eligibility.
- Administrative Withdrawal credits that have been included towards your financial aid credit load will be counted as an attempted but not completed credit(s) towards your completion rate.

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- Non-credit courses and courses taken for audit (L) are not eligible for federal financial aid and are not considered in either the GPA or completion rate.
- Transfer credits that have been evaluated and accepted will be counted as both attempted and completed hours.
- Distance Education courses taken at another campus will be “completed” and factored into the financial aid completion rate when the courses are transferred into Maui home campus. Distance Education courses that are not completed but have been included towards your financial aid credit load will be counted as an attempted but not completed credit(s) towards your completion rate.

QUANTITATIVE (MAXIMUM TIMEFRAME):

In addition to completing a certain percentage of their coursework, students must also be progressing through their educational program within a set timeframe. **A student’s maximum timeframe is determined by the number of credits required for completion of their degree goal multiplied by 150 percent.**

- Transfer credits that have been evaluated and accepted will be counted as both attempted and completed hours.
- Students who reach 60 attempted credits will be notified that they are close to exceeding the maximum timeframe. They will be required to meet with an advisor and submit a Financial Aid Degree Completion Form. The form will inform the Financial Aid Office of how many credits the student needs to graduate.
- Students may choose to change their major at any time, however all credits previously attempted at the college and accepted transfer credits, will initially be counted in their new maximum timeframe.
- All home campus credits and any distance courses that apply towards your financial aid credit load will be deducted from your remaining timeframe.

◆ Multiple Degrees

Once a student completes one degree at UHMC, the student **may** continue receiving financial aid for a second degree. Students must see an advisor to determine how many credits from the previous degree applies to the second degree and submit a Financial Aid Degree Completion Form. The form will inform the Financial Aid Office of how many credits the students needs to graduate. In certain cases, if a student has not exceeded the maximum timeframe as allowed by federal guidelines, professional judgment may be used to allow the student to receive aid towards subsequent certificates or degrees.

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◆ **Change of Major**

Students who change their major should check with the Financial Aid Office for any effects. All courses attempted in any previous majors will count towards your qualitative and quantitative SAP standards and maximum timeframe eligibility.

◆ **Developmental Coursework**

Developmental Math and/or English credits required for completion of a student's degree goal may be added to a student's maximum timeframe. The number of credits added will be determined by a student's Compass Placement Test score. Non-credit remedial Math and English courses are not eligible for federal financial aid and will not be considered in a student's satisfactory academic progress.

◆ **Transfer Credits**

Students who have attended previous institutions of higher education should meet with an academic counselor to determine the number of completed credits that may apply to their UHMC degree. Any units accepted by UHMC for transfer will be considered in the calculation of a student's maximum timeframe and completion rate.

◆ **Repeat Coursework**

- ❖ Repeat courses can be funded by financial aid only once for a course that was previously passed.
- ❖ Repeat courses can be funded by financial aid multiple times for a course that was previously failed. "Failed" is defined as receiving one of the following letter grades (F, N, NC, W).
- ❖ Repeat coursework with the highest grade will be considered completed only once towards qualitative and quantitative standards. All other repeat courses will not count towards your cumulative GPA but will be counted as courses attempted but not completed for your cumulative completion rate.
- ❖ Certain courses may not be considered repeat courses and may be taken multiple times (e.g. course name is same but content different).
- ❖ All repeat coursework credits attempted will apply towards a student's maximum timeframe eligibility.

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FAILURE TO MEET FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS STANDARDS:

If a student is below the minimum academic standards at the time grades and credits are reviewed, the student will be suspended and not eligible for financial aid.

◆ **Regain Eligibility**

A student may re-apply for financial aid after regaining eligibility. The student must earn sufficient grades and/or complete the necessary credits to meet the qualitative (2.0 Financial Aid cumulative GPA) and/or quantitative (67% completion rate) standards of progress.

◆ **Appeals**

A student who has been suspended may appeal if they have experienced some extraordinary situation that prevented the student from meeting the minimum standards. Such situations must be exceptional, generally beyond their control, and non-recurring in nature.

The appeal must explain why the student failed to make satisfactory academic progress and what has changed in the situation that will allow the student to demonstrate progress at the next evaluation.

Every semester there is a deadline to submit appeals. Any appeals turned in after that deadline will only be considered for a future semester. Please see the Financial Aid Office for the deadline date.

If your appeal is approved you will be placed on a Financial Aid Probation status and be required to meet with a Financial Aid Advisor and an Academic Counselor to complete an Academic Plan.

Students who are placed on Financial Aid Probation will be given academic conditions to meet per semester until they meet the overall Satisfactory Academic Progress requirements. The academic conditions will be monitored after every semester of attendance. If you are not meeting academic conditions then you will be suspended and ineligible for financial aid.