



HONOLULU COMMUNITY COLLEGE - FINANCIAL AID OFFICE  
 874 Dillingham Boulevard - Honolulu HI 96817  
 Phone: (808) 845-9116 Fax: (808) 847-9829

## SATISFACTORY ACADEMIC PROGRESS FORM

Print Student's Last name, First MI Social Security Number

We are requesting this form because you are either changing your major, not making satisfactory academic progress in accordance to the Honolulu CC Financial Aid Satisfactory Academic Progress Policy (on back of this form), and/or getting closer to reaching the maximum number of eligible semesters to receive financial aid. **You must** bring this form to the Admissions and Counseling Center in Building 6, First Floor or Off-Campus Education Center. A Counselor will complete and review this form with you. Determination of Financial Aid eligibility will be based on the review of this form.

Current Major \_\_\_\_\_ Option \_\_\_\_\_ Degree Sought (AA, AAS, AS, CA, etc.) \_\_\_\_\_

Expected Graduation \_\_\_\_\_ Current GPA \_\_\_\_\_ Cumulative GPA \_\_\_\_\_  
 term/year

Number of transfer credits applicable to HCC major \_\_\_\_\_

Number of remaining credits after completion of current/most recent semester AND including transferred credits required to earn degree/certificate at HCC: \_\_\_\_\_

### Academic History for Completed Semesters

Term	Campus	If Credits from another campus, has credits been evaluated? (Y/N)	# Credits Enrolled* (include I,N,F,W)	# Credits Completed*	# Credits Applicable to Major (include remedial credits)

\*Do not need to complete these fields if credits were from another campus.

If a term is currently in progress, please complete this section for current term: \_\_\_\_\_  
 term/year

Course(s) enrolled	Credits	Credits Applicable to Major (include required remedial credits)

Comments: \_\_\_\_\_  
 \_\_\_\_\_

I certify that to the best of my knowledge, the above information is accurate and the student has read the requirements of the Satisfactory Academic Progress stated on the back of this form.

Counselor's Signature: \_\_\_\_\_ ext \_\_\_\_\_ Date \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date \_\_\_\_\_

## Satisfactory Academic Progress Policy

Only classified students who are enrolled at HCC are eligible for financial aid. A combination of factors are reviewed to determine a student's eligibility; including the evaluation of the student's academic record.

The college is required to annually review each applicant's progress toward a degree by reference to a time frame, courses taken, credits earned, and grades. The time frame is based on full-time status, as defined by the institution. The minimum semester and cumulative grade-point average of 2.0 is required for eligibility and has been established in accordance with the institution's requirements for satisfactory academic standing.

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.

1. The number of semesters a full-time student is eligible for financial aid is determined by the student's degree objective. **All terms of attendance apply, whether financial aid was received or not.**

On-Campus Programs	
Degree Sought	Maximum Number of Eligible Semesters
AA, AAS or AS	6*
Certificate of Achievement	3

Off-Campus (Accelerated) Programs	
Degree Sought	Maximum Number of Eligible Semesters
AA, AAS or AS	9*

\* Programs requiring more that 60 credits may be considered for additional semesters of eligibility

2. Because of limited funds, students who have earned sufficient credits applicable toward their degree will not be eligible for additional semester(s) of eligibility.
3. Financial aid applicants must maintain a semester and cumulative grade-point average of 2.0 for credits earned at HCC.
4. Financial aid applicants must complete at least 67% of all credits attempted for financial aid satisfactory academic progress. All terms of attendance apply; whether financial aid was received or not.
5. The following grades will be considered as credits enrolled but not successfully completed: "F", "W", "N", "I/F", and "NC". An "I" will be calculated as no credit until it reverts to a letter grade and is 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 because the Financial Aid Office is not automatically informed of grade changes.
6. Audited classes and credit by exam are not eligible for financial aid and will not be counted towards credits attempted/completion. Remedial courses, if required, will be counted.
7. Transfer credits accepted from another institution will be used to calculate remaining credits required for completion of the degree or certificate.
8. A complete explanation of the college's satisfactory academic progress policy is available at the Financial Aid Office.