



This policy has been developed in accordance with federal regulations and UHWO policies governing the administering of financial aid programs to ensure that recipients are making satisfactory academic progress toward their educational objectives. These regulations apply to all students applying for and receiving financial aid. Transfer credits applicable towards students' UHWO degree program will be included in the calculation of SAP.

To be eligible for financial aid, students must meet ALL qualitative and quantitative SAP standards regardless of whether or not they previously received financial aid. Based on this policy, if a student does not meet one of the requirements below, then they will be designated as not meeting SAP and will become ineligible for financial aid:

1. Students must maintain a **minimum cumulative grade point average (GPA) of a 2.0** or better at UHWO.
2. Students must **successfully complete and pass at least 75% of all credit hours attempted**, including transfer credits. A student's completion rate is calculated by dividing hours earned by hours attempted. Courses assigned grades of F, W, I, NC and repeated courses count as hours attempted.

Example: Student A enrolls in 12 credits in Fall and 12 credits in Spring, but only successfully completes 6 credits in Fall and 9 credits in Spring. The student's completion rate is 62.5% (15 credits earned/24 total credits attempted = 0.625 or 62.5%).

3. Students must **graduate within 150% of the published credits required for their UHWO program of study** (inclusive of transfer credits applicable to a student's UHWO degree).

Example: Student A enrolls in a 120 credit Bachelor's Degree program at UHWO. The student must complete their program of study within 180 credits (120 credits X 150% or 1.5 = 180 credits).

The Financial Aid Office reviews SAP once a student becomes enrolled in a degree-seeking program at UHWO and applies for financial aid. The Financial Aid Office reviews students annually, and at the point that financial aid is reviewed, students identified as not meeting SAP will be notified via their @hawaii.edu email account, and in the Financial Aid section of MyUH.

STUDENTS INELIGIBLE FOR FINANCIAL AID

During the period of financial aid ineligibility, students may (unless placed on Academic Suspension or Dismissal) attend UHWO without financial aid. However, the student will need to secure other financial resources (e.g. through work earnings, private loans, assistance from family/friends, etc.) to cover their educational costs during this period. Courses taken during periods of financial aid ineligibility are factored into the calculation of a student's SAP.

Example: Student A attempted 12 credits in Fall and 6 credits in Spring (18 total), but only passed a total of 12 credits, giving them a completion rate of 67% (12 credits earned/18 credits attempted = 0.67 or 67%). As a result, The Financial Aid Office notifies the student of their ineligibility of financial aid due to not meeting SAP, and the student then decides to attend one semester without financial aid rather than submit a SAP Appeal for financial aid consideration (see below). The student decides to take 6 credits and passes all of those credits, increasing their completion rate to 75% (18 total credits earned/ 24 total credits attempted = 0.75 or 75%). The student is now meeting SAP and can notify the Financial Aid Office to review their eligibility by emailing uhwo.finaid@hawaii.edu.

SATISFACTORY ACADEMIC PROGRESS (SAP) APPEAL PROCESS

Students who have been identified as not meeting SAP may appeal their ineligibility for financial aid. The appeal process is optional and it is the student's responsibility to submit an appeal, should they choose to exercise this option. For students not maintaining a 2.0 UHWO GPA or did not successfully complete 75% or the courses that they attempted, appeals can be submitted by completing the [Satisfactory Academic Progress Appeal Form \(PDF\)](#). As an additional condition for appeal approval, students must be able to graduate within 150% of the published credits for their program of study.

Students with total UHWO institutional credits earned that meet 150% of their published program of study, or that will exceed 150% of their published program of study can appeal ineligibility of financial aid for SAP by submitting the [Satisfactory Academic Progress Form \(Maximum Timeframe\) \(PDF\)](#). Appeals are to be submitted to the Financial Aid Office and must include information regarding the **specific extenuating circumstance(s)** causing the student to not meet SAP, and what has changed that will allow the student to demonstrate satisfactory progress during the next enrollment period. Examples of extenuating circumstances include illness or injury, family difficulties, or other unforeseen circumstances beyond the student's control. Students are encouraged to seek resources on campus designed to assist students with the academic challenges they encounter while pursuing their degree at UHWO. Examples of resources available to students attending UHWO include **The Health and Wellness Office** that provides counseling services, **The No'eau Center** that offers tutoring services, and **The Advising Office** that provides academic counseling.

Financial Aid Office - Enrollment Services Department (C-141)

91-1001 Farrington Hwy., Kapolei, HI 96707

Telephone: (808) 689-2900 Toll Free: (866) 299-8656 Fax: (808) 689-2901 Email: uhwo.finaid@hawaii.edu



UNIVERSITY
of HAWAII®
WEST O'AHU

Satisfactory Academic Progress (SAP) Policy

University of Hawai'i-West O'ahu

Submission of an appeal does not guarantee approval or reinstatement of financial aid, and all appeals must be submitted no later than 30 days before the end of the last day of instruction. All appeals will be reviewed on a case-by-case basis and all decisions are final.

If approved, and as a condition to receive financial aid, students are required to meet with an Academic Advisor to develop a SAP Academic Plan (SAP Plan) that will follow the student through to their program completion. A student's Academic Advisor will submit approved SAP Plan to the Financial Aid Office to extend financial aid eligibility for a probationary period. Students are notified of appeal decisions as well as stipulations of their SAP Plan on their @hawaii.edu email account, or in the Financial Aid section of MyUH.

Financial aid recipients are expected to monitor their academic progress and be aware that less than satisfactory academic performance will result in consequences such as the loss of financial aid eligibility. The student may also run out of eligibility for certain funds as a result of the student receiving their aggregate maximums for the Federal PELL Grant or Federal student loan programs prior to the completion of their UHWO degree. Students may check their Federal grant and loan eligibility by logging on to nslds.ed.gov.

Questions regarding the appeal process can be directed to the Financial Aid Office by calling (808) 689-2900, or by emailing uhwo.finaid@hawaii.edu.

Financial Aid Office - Enrollment Services Department (C-141)

91-1001 Farrington Hwy., Kapolei, HI 96707

Telephone: (808) 689-2900 Toll Free: (866) 299-8656 Fax: (808) 689-2901 Email: uhwo.finaid@hawaii.edu