SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

This policy has been developed in accordance with federal regulations and University of Hawai‘i - West O‘ahu 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 federal and state financial aid. A student's total post-secondary history is considered in the determination of satisfactory academic progress.

To be eligible for federal and state aid programs, the student must meet ALL three Satisfactory Academic Progress (SAP) standards regardless of whether or not the student had received financial aid.

1. Maintenance of a minimum cumulative grade point average of a 2.0 or better.
2. Completion and passing of at least 75% of all credit hours attempted at UH West O‘ahu, including any approved concurrent enrollment at another UH campus. 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.
3. Must not have attempted 140 credits or more, inclusive of transfer credits.

Satisfactory Academic Progress will be monitored throughout the academic year and reviewed after the Spring semester grades have been posted. Students failing to satisfactorily meet the academic progress requirements will be considered ineligible to receive financial aid. Eligibility may be reinstated at the time the student is able to demonstrate that they are able to meet all financial aid academic progress requirements or if eligibility had been extended based on the approval of an SAP appeal.

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. pay out of pocket) to cover their educational costs during this period.

SATISFACTORY ACADEMIC APPEAL PROCESS

A student who is ineligible may appeal the denial of financial aid. The appeal process is optional and it is the student's responsibility to complete an appeal. A completed Satisfactory Academic Progress Appeal Request and any applicable supporting documentation must be submitted to the Financial Aid Office no later than 30 days before the end of the last day of instruction for the semester.

The appeal must include information regarding why satisfactory progress was not made and what has changed that will allow the student to demonstrate satisfactory progress in the next enrollment period.

Submission of the appeal is not a guarantee of approval or reinstatement of financial aid eligibility. The appeal will be reviewed on a case-by-case basis and all decisions are final. Appeals should be submitted based on extenuating circumstances such as illness or injury, family difficulties or unforeseen circumstances. If the appeal is approved, financial aid eligibility will be extended for a probationary period. The student will be advised of the action on the appeal via letter and/or through their My UH portal.

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 meeting their aggregate maximums for the federal Pell Grant or student loan programs prior to the completion of their degree requirements.

Questions regarding this policy or the decision of an appeal must be directed to the Financial Aid Office.