

Financial Aid Satisfactory Academic Progress Policy

Federal regulations require that financial aid recipients at Windward Community College maintain satisfactory academic progress toward the achievement of an eligible degree or certificate. A student's academic progress is evaluated at the conclusion of each spring term.

Minimum Standards for Financial Aid

Satisfactory Academic Progress

Students must be enrolled in an eligible degree or certificate program at Windward Community College.

Students must maintain a cumulative 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 Windward CC and successfully completes 36 credits with a 2.5 cumulative GPA. This student is making satisfactory academic progress by meeting both the minimum 2.0 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).

Timeframe 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 in Arts (AA) degree at Windward CC 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 Windward CC.)

The following Windward CC 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 Windward CC in which financial aid was not received.

Applicable credit(s) accepted in transfer from another institution will be counted towards the maximum timeframe.

Students may receive funding for repeating a course that has been successfully completed with a "C" grade or higher only once.

A student is allowed 30 remedial English and math credits that are not counted towards the maximum timeframe.

Financial Aid Suspension

Students who do not meet the cumulative 2.0 GPA or the 67% completion rate of total credits attempted (pace) will be suspended from financial aid eligibility at Windward CC. Financial aid suspension means that the student is not eligible to receive financial aid at Windward CC until minimum satisfactory academic progress 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 satisfactory academic progress standards of a cumulative GPA of 2.0 and a 67% credit completion rate (pace).

Appeal of Financial Aid Suspension

Students who are suspended from financial aid at Windward CC may appeal their suspension if they have experienced mitigating circumstances that prevented them from meeting the minimum satisfactory academic progress 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 student's 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 Windward CC Financial Aid Office to complete and file a satisfactory academic progress 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 a satisfactory academic progress 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 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 in financial aid suspension status and will not be eligible for financial aid at Windward CC.

Withdrawal and Refund Policy for Financial Aid Recipients

Financial aid recipients are advised to contact the Financial Aid Office prior to withdrawing from class(es) at the College for it may result in the repayment of all or part of the aid awarded to the student. In the event a financial aid recipient completely withdraws from the College, any refund due to unearned tuition and fees will be applied to the financial aid program(s) from which the student benefited. The order of financial aid programs to which the refund will be applied is available at the Financial Aid Office webpage.

For inquiries on financial aid, email the financial aid office at wccfao@hawaii.edu, visit the financial aid office in Hale Alaka'i 107, or log on to our website at <https://windward.hawaii.edu/scholarships/>.