

**REQUEST FOR APPEAL OF FINANCIAL AID SUSPENSION**

\_\_\_\_\_

Last Name                      First Name

\_\_\_\_\_

Address

\_\_\_\_\_

City                      State                      Zip Code

Print your name and address legibly on the lines to the left; **this form** will be used to mail to you the results of your appeal.

@ \_\_\_\_\_

HPU ID

\_\_\_\_\_

Name of Academic Advisor

- I am appealing the suspension of my financial aid. A letter of explanation, documentation of circumstances, and description of resolution are attached.**
- I am now making satisfactory academic progress (grades have changed, successfully completed additional coursework, etc.) and am asking for reinstatement of financial aid.**
- Other: please explain on separate sheet.**

-----OFFICE USE ONLY: DO NOT WRITE BELOW THIS LINE-----

- Approved on Probation – each semester you must meet the requirements outlined in your Academic Plan**
- Denied for failure to provide required documentation.**
- Denied for failure to demonstrate extenuating circumstances.**
- Denied. In order to reinstate your financial aid, you must enroll in and complete credits, without the use of federal aid until you meet the SAP standards.**

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

COMMITTEE DECISION:

## APPEAL PROCESS GUIDELINES

If you feel you have extenuating circumstances which kept you from meeting the University's required satisfactory academic progress standards, you may request an appeal review. Appeals are not guaranteed. The appeals committee reviews all appeals, along with all supporting documentation, individually. No individual, in-person meetings will be scheduled.

Examples of extenuating circumstances include, but are not limited to:

- Death in the immediate family (copy of death certificate required – photocopy acceptable; no obituaries).
- Hospitalization or illness which required doctor's care (official documentation from physician or other licensed professional qualified to document your circumstances).
- Divorce or separation (copy of filing or decree).
- Other extenuating, **documentable** circumstances (documentation from official third party required).

### **On a separate typed sheet, YOU MUST:**

1. Describe why you failed to complete the required credits/GPA
2. Document your written statement. Do not make claims you cannot support.
3. Explain how your circumstances have changed since the term you were suspended.
4. Outline the actions you will take to ensure a successful next term and document as necessary.
5. Hand-sign your typewritten statement.
6. Submit this suspension appeal form and your typewritten statement along **with appropriate documentation** to the Financial Aid Office.

A second appeal request will be held to a much higher standard and stricter review, and the granting of that request is highly unlikely.

Unless your appeal is granted, any classes taken after the term in which you were suspended **will NOT be covered by financial aid**. You will be responsible for any tuition balance for these courses.

**Please allow 3-4 weeks for your suspension appeal to be reviewed. Appeals that are submitted on time and with sufficient documentation will be promptly reviewed. Requests without documentation will be DENIED. Handwritten, incomplete or unsigned appeals will not be considered. You will be notified of a decision by postal mail.**

By my signature, I certify that this statement is accurate and complete. I understand that if my appeal is granted I will be placed on probation and that I must meet the conditions placed on me at that time. If I am subject to the terms of an academic plan, I will successfully complete the terms of my written academic plan. I understand the decision of the appeal committee is final.

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

## Standards of Academic Progress for Financial Aid Applicants

This document helps explain certain procedures the Hawaii Pacific University (HPU) Financial Aid Office must follow when administering Financial Aid programs. It provides information concerning standards of Satisfactory Academic Progress (SAP) that financial aid applicants must maintain to continue receiving financial aid.

### What are the Standards of Satisfactory Academic Progress (SAP)?

Federal regulations require HPU to define minimum standards of satisfactory academic progress (SAP) to determine your eligibility for financial aid.

HPU must set certain standards to ensure you are **progressing toward degree completion**. If you do not meet the standards, you will not be able to receive financial aid.

### How is SAP measured?

The following measurements will be reviewed to determine good standing for continued financial aid eligibility:

**Qualitative:** College level grade point (Cumulative GPA)

**Quantitative (Pace):** College credits completed *and* time frame needed to complete the degree

### What are the standard requirements?

#### Qualitative:

- Undergraduate students:
  - Freshman and Sophomores: Minimum cumulative GPA of 1.8
  - Juniors and Seniors Minimum cumulative GPA of 2.0
- Graduate students: Minimum cumulative GPA of 3.0

#### Quantitative /Pace:

- **College credits hours completed:** required to complete 67% of total credit hours attempted.

#### *How to calculate PACE*

Cumulative number of credit hours student attempted ÷ Cumulative number of credit hours student successfully completed

#### *Application of Grades and Credit Hours*

Please keep in mind that your Academic GPA can be different than your Financial Aid GPA. For example, your Academic GPA may remove grades from repeated courses or not factor incomplete courses, whereas every class you have taken will be calculated into your Financial Aid GPA. Incomplete courses will be calculated as “F” grades. If you complete a course and the grade is changed from an “I” to a letter grade you can contact the Financial Aid Office and ask us to recalculate your GPA and PACE.

Credit hours attempted are all course credit hours for which you are enrolled as of the end of course add period.

For calculating credit hours, grades of “F” (failure), “I” (incomplete), “W” (withdrawn), “NC” (no credit) and repeated courses, are counted as hours attempted but not as credit hours completed.

For example, a sophomore that has attempted 60 credit hours and has satisfactorily completed 48 of those credit hours would have completed 80% of attempted credits hours.

**Time frame needed to complete the degree:** You are not allowed to attempt more than 1.5 times, or 150%, of the number of hours in your degree program of study.

A sample of the maximum allowable attempted hours is noted below:

Academic Level	No. Credit Hours in Degree Program		150% of Degree Program		Maximum Allowable Attempted Credit Hours
Undergrad	124*	x	1.5 (150%)	=	186
Graduate	39*	x	1.5 (150%)	=	59

\*These maximum credit hours may vary depending on your specific program, as dictated by the HPU catalog.

If it appears that you would be unable to complete a degree program because it is mathematically impossible for you to graduate within the maximum timeframe, the University must make you ineligible for any federal financial aid at the point it determined that you cannot complete your program. Even if you are permitted academically to complete your degree, federal SAP regulations state that you will no longer be eligible for federal financial aid.

### ***Repeat Courses***

For courses repeated during your program of study, both the original and repeated credit hours will be counted as attempted hours in rate of progress and both grades will count in GPA calculations.

### ***Transfer Credit Hours/Change of Degree Program***

Transfer credits that are accepted toward your educational program count as both attempted and completed credits. PLEASE NOTE, you must review how transfer credit has been accepted by HPU. Student’s transferring in excessive credits that do not apply to their degree program, may face suspension by meeting the 150% of their degree program mark earlier than they had anticipated.

All credits attempted at HPU and ALL transfer credits **must** be counted toward the calculation of SAP (including credits earned during winter and summer sessions) regardless of whether the student received federal aid while attempting the credits.

### ***Withdrawing from courses***

Withdrawing from courses may impact your financial aid awards. Before withdrawing from class, you should contact the Financial Aid Office to determine the consequences.

### ***Withdrawing from the university or dropping all courses in a term***

Students who totally withdraw or drop all courses in a term, and receive aid may owe the university money. Before withdrawing from the university, you should contact the Financial Aid Office to determine the consequences.

### **When are these standards reviewed?**

The standards are reviewed at the end of each semester or term. A letter will be sent via postal mail to your mailing address, if you fail to meet the SAP standards. Please ensure your address is current with the University. Updates can be made via HPU Pipeline.

### **What happens if I'm not meeting the standards?**

#### ***Financial Aid Suspension***

Students who fail to meet satisfactory academic progress are placed on financial aid suspension. You will not receive federal or institutional aid during this suspension.

#### **Can I appeal my suspension?**

You have the option to appeal the suspension. An appeal must be based on significant mitigating circumstances that seriously affected academic performance. Incomplete appeals or appeals without documentation of extenuating circumstances will be denied.

#### ***The Appeal Process***

Contact the Financial Aid Office to begin processing an appeal. We will supply you with the appeal form and required steps

Examples of extenuating circumstances are:

- 1) Death of a relative
- 2) Student/parent injury or illness
- 3) Other special circumstance (ex, divorce/separation, natural disaster, etc.)

Because SAP standards are as lenient as possible, exceptions to the University's SAP policy are rare. Students may appeal more than once, but it is extremely unlikely that more than one exception will be granted. All decisions are made on a case-by-case basis.

We realize that sharing personal information can be difficult. Be assured that your statement will remain confidential. Only financial aid personnel will review your appeal.

For suspended students, who cannot meet the SAP standards by the end of the subsequent payment period, an academic plan approved by an academic advisor may be required.

#### ***Financial Aid Probation***

For students who are successful in their appeal, aid will be reinstated; however, placed on probation for one payment period/term. At the conclusion of the probation term, you must be meeting the school's SAP standard in order to qualify for further Federal Title IV Funding. If you are academically suspended, dismissed, or not permitted to continue your enrollment, you will not be eligible to receive financial aid.

### ***Reinstatement***

You may reestablish your eligibility for financial assistance by achieving the satisfactory academic progress standards. Keep in mind this will be **at your own expense as you are ineligible for aid**. Once you have earned the required grade point average or completed the required credit hours, you must contact Financial Aid to request the reinstatement of your financial aid eligibility.

### **What if my grades have changed after I was suspended?**

The HPU Financial Aid Office will NOT automatically adjust a student's SAP status when grades are changed or finally reported, but rather ONLY upon request from the student. In such cases, grades must be reflected on HPU's student records system prior to a review of a student's status. For any grade change (for example, a prior grade of 'I', incomplete, that has now been assigned a traditional letter grade), a student is responsible for notifying the HPU Financial Aid Office of such a change and requesting a review of their SAP evaluation. Note that such a review is not considered an appeal, and may not result in eligibility for federal student aid (for example, if a processing deadline has passed).

### **Do these standards apply to every financial aid program?**

These standards are related directly to the Federal Financial Aid programs. However, state, institutional and private sources of aid have other standards that must be considered. Refer to program specific web sites to review the specific criteria for each program. Contact the Financial Aid staff to determine the specific requirements of each type of federal aid that you receive.

### **Academic Progress vs. Probation/Suspension**

Please do not confuse academic probation/suspension with failure to make SAP toward a degree for federal financial aid purposes. Academic probation and suspension are actions taken by the Office of Academic Affairs. SAP is a standard required to maintain eligibility for federal and/or institutional financial aid. Because these are separate issues, it is possible to appeal an academic suspension and be re-admitted, or to sit out for a semester, **yet still be ineligible for financial aid**. It is also possible to be placed on probation, and still be eligible for financial aid.

### **Statute of Limitations**

There is no statute of limitations on federal SAP regulations. For example, if a student fails to make SAP at HPU during an academic year, then leaves HPU and returns after ten years, the student would still be ineligible for aid.

### **Deadline to submit an appeal**

Appeals received after the deadline for each semester will not be considered.

The deadlines are as follows:

- Fall:           October 10
- Spring:        March 10
- Summer:       June 10