

World Medicine Institute (WMI) Financial Aid Satisfactory Academic Progress (SAP) Policy

In addition to maintaining a minimum grade of “C” in each of your classes, you must also be making satisfactory academic progress toward a degree or certificate in order to continue to receive federal financial assistance from WMI. Terms in which a student did not receive financial aid are included in our review in determining SAP for financial aid eligibility. Failure to meet these standards may impact your future eligibility for financial aid. The standards you must adhere to are as follows:

Qualitative (GPA) Standards

You must maintain a minimum cumulative grade point average of 2.0. The cumulative grade point average includes all courses attempted at WMI

Quantitative (Pace) Standards

All students must pass at least 75% of all credit hours attempted during their academic career at WMI. All accepted transfer credits are included in the pace calculation, both as attempted as well as completed credits. If a student repeats a previously passed course, only the first repeat will apply toward the completed credit count; subsequent repeats will not.

WMI at which you are progressing by dividing the cumulative number of hours you have successfully completed by the cumulative number of hours you have attempted.

$$\text{Pace} = \frac{\text{Cumulative number of hours (credit hours) that you have successfully completed}}{\text{Cumulative number of hours (credit hours) that you have attempted}}$$

The following courses do not count as successfully completed units in the SAP calculation:

- Audit
- Incomplete
- Failed
- No Credit
- Withdrawn

Maximum Timeframe

In addition to quantify academic progress, You must be able to graduate at WMI with no more than 186 credits attempted. Applicable transfer credits will be included in the calculation of exceeding maximum timeframe.

Example of Maximum Timeframe Standards

Following is an example of how a WMI student might fail to meet timeframe standards:

This student, whose program requires 176 units toward graduation, has accumulated 360 attempted units, thus exceeding the 150% maximum timeframe.			
Degree credit requirements	150%	Student's Cumulative Credits	SAP Status
176	264	360	Fail

Period of Evaluation

Satisfactory Academic Progress will be reviewed after the Spring semester of each year for successful completion of SAP standards. For financial aid eligibility, semesters are defined as fall, spring, and summer.

Students Ineligible for Financial Aid

At the conclusion of the Spring semester, our office will determine students continued eligibility for the upcoming semester, typically the following summer or fall semester. **Students who do not meet qualitative and/or quantitative standards are not eligible for financial aid and will be placed on financial aid suspension.** As long as you are in suspension status, you are not eligible for federal/state or certain institutional financial aid funds. All financial aid offers will be canceled upon non-compliance of the Satisfactory Academic Progress Policy.

Reinstatement of Financial Aid Eligibility

If you lose aid eligibility because you are not meeting SAP standards, you may regain eligibility in one of the following ways:

- 1. Use your own financial resources while attending the University of Hawaii at Manoa. Should you later meet our SAP standards, you may request a review of your financial aid eligibility.**
- 2. Obtain a Private Education Loan (also known as an Alternative Loan)**

3. *Submit a Satisfactory Academic Progress (SAP) Appeal Form and include the following:*

- Extenuating circumstances which prevented you from meeting WMI Financial Aid Satisfactory Academic Progress.
- Changes that occurred which will allow you to meet satisfactory academic progress requirements.
- Provide supporting documents of your extenuating circumstances
- What corrective action you have taken or will take to improve your performance
- If the appeal is for maximum timeframe, our office may request additional official documentation of your remaining course requirements and/or information on your transfer credits (if applicable).

Once we receive all items requested, a decision will be reached within 2-3 weeks to approve/deny your reinstatement appeal. You will be notified via email of our decision.

For students whose Satisfactory Academic Progress appeal is approved, a Satisfactory Academic Progress Academic Plan will be sent to you. You will need to review this plan with Dr. Gayle Todoki. You will be awarded financial aid for the following term subject to the availability of funds.

A student on financial aid probation will be reviewed at the end of each term to ensure conditions (requirements) provided in the SAP Academic Plan are being met. Should you fail to meet the conditions (requirements) of the SAP Academic Plan at the conclusion of the semester, your financial aid will be cancelled for the upcoming term.