



606 W. Main | Highland, KS 66035 | [www.highlandcc.edu](http://www.highlandcc.edu) |   

## **Kansas Promise Act Standards of Satisfactory Academic Progress (SAP)**

The Kansas Board of Regents (KBOR) requires each institution to establish Satisfactory Academic Progress (SAP) guidelines specific to Kansas Promise Scholarship eligible classes. HCC's Kansas Promise Act SAP guidelines will follow the same guidelines used to determine Satisfactory Academic Progress for Federal Student Aid.

Progress will be measured at the end of each semester according to three factors:

- 1) a semester and cumulative grade point average (GPA) for Kansas Promise eligible classes for which the student received Kansas Promise funds;
- 2) completion of credit hours for Kansas Promise eligible classes for which the student received Kansas Promise funds; and
- 3) the time frame allowed for completing a certificate or degree.

### **SAP Requirements:**

- 1. GPA** - A minimum 2.0 GPA measured **by semester and cumulative credit hours** for Kansas Promise classes for which the student received Kansas Promise Funds. An incomplete grade ("I") present on the student's record at the time of review will be calculated as an "F" until the incomplete grade is updated.
- 2. Minimum Completion Rate** - Students must complete 66.67% or 2/3<sup>rd</sup> of all Kansas Promise hours attempted for which the student received Kansas Promise Funds. This will be measured **by semester and cumulative credit hours**. Completion rate is calculated as follows: Hours Completed / (divided by) Hours Attempted x (multiplied by) 100. This number is rounded two decimal points out. For example: 70.155% = 70.16% and 70.154% = 70.15%
- 3. Maximum Time Frame** – A Kansas Promise Act eligible program is required to be completed in 36 months.

### **Good Standing Status**

Good Standing is defined as meeting all three of the above SAP requirements.

### **Returning Students**

A student's Kansas Promise Act SAP status and prior history with Highland Community College remains on the student's record and will be counted toward the student's Satisfactory Academic Progress calculations.

### **Warning Status**

Students who have been in good standing but fail to meet the minimum SAP requirements in the most recently completed semester will be placed on Warning for the following semester of attendance. Students on Warning will continue to be eligible for a Kansas Promise Scholarship. At the end of the Warning semester, students who do not return to Good Standing status will be placed in Financial Aid Ineligible status.

### **Financial Aid Ineligible Status**

Financial Aid Ineligible means a student's eligibility for the Kansas Promise Scholarship has been suspended due to not making Satisfactory Academic Progress. Suspension from the scholarship will occur if a student on Warning does not meet the requirements for Good Standing. Ineligible status does NOT extend 30 month timeframe for completion of the Kansas Promise eligible program.



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## **Kansas Promise Act Standards of Satisfactory Academic Progress (SAP)**

### **SAP Appeals**

Any student placed on Financial Aid Ineligible Status may submit an appeal. To appeal the student must complete the online form at <https://highlandcc.edu/pages/sap-appeal-form>. Students requesting an appeal must provide the reason(s) for not meeting SAP requirements and the changes made in his/her life to now be able to meet those requirements. Documentation to support the reason(s) must be included.

Examples of reasonable appeal requests include, but are not limited to, death of a close relative, injury or illness of the student, family difficulties such as divorce or illness, or other situations beyond a student's control.

The SAP appeal is reviewed by the Director of Financial Aid. Any appeals denied by the Director go to the Financial Aid Appeal Committee for a secondary review.

A student with an approved appeal will be notified in writing to his/her student issued e-mail account and will be placed on "Probation" for the semester in which the appeal was approved. A student whose appeal was denied will be notified in writing to his/her student issued e-mail account of the committees' decision and the reinstatement process.

### **SAP Probation with an Academic Plan**

As part of the SAP Appeal process, a student who is granted a successful appeal is placed into SAP Probation status. All Kansas Promise Scholarship recipients whose appeal is approved will be placed on SAP Probation with an Academic Plan. The student must meet with his/her advisor to develop an Academic Plan for the next semester of attendance. The Academic Plan is unique to each student and may include, but is not limited to the following items: requirements to enroll in fewer credit hours, stipulations for enrollment in only certain classes, a specified GPA and/or Completion Rate, and/or a required number of hours in tutoring.

All requirements of the Academic Plan will be communicated with the student and must be agreed to by the student. A student is required to follow the Academic Plan in its entirety in order to remain in SAP Probation status and receive the Kansas Promise Scholarship. If a student does not complete the Academic Plan or does not fulfill any portion of the required actions, the student's Academic Plan will be voided and the student will no longer be eligible for the scholarship until back in SAP Good Standing. Examples of reasons the Academic Plan may be voided include changing degree programs, not enrolling in the semester for which the Academic Plan was intended or not meeting the requirements of the Academic Plan.

**The deadline to submit a SAP Appeal and Academic Plan is the first day of the student's classes in the semester for which the student wishes to receive financial aid. Any Appeals received after that date will be considered as submitted for the next semester.**

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