

HIGHLAND COMMUNITY COLLEGE

606 W. MAIN, HIGHLAND, KS 66035 • 785-442-6135

WWW.HIGHLANDCC.EDU

Standards of Satisfactory Academic Progress (SAP) for Financial Aid Eligibility

Federal regulations require that students receiving Federal Financial Aid, including Pell Grants, Supplemental Educational Opportunity Grants, Federal Work Study, VA Benefits and Federal Direct Student Loans, maintain satisfactory academic progress towards a degree or certificate in order to be eligible to receive Federal aid.

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

- 1) a semester and cumulative grade point average (GPA);
- 2) completion of credit hours; 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**. All TRANSFERRED hours except for developmental and audit hours are counted in a student's GPA. Developmental hours are included as hours paid and passed, but are not calculated in the GPA. Audit hours are not considered for financial aid. Incomplete present on student's records at time of review will be calculated as an F until the grade is complete.
- 2. Minimum Completion Rate** - Students must complete 66.67% or 2/3rd of all hours attempted. 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 = Completion Percentage. This number is rounded two decimal points out. IE. 70.155% = 70.16%. 70.154% = 70.15%
- 3. Maximum Time Frame 150%** - Two-year degree seeking students may not receive financial aid for more than 150% of the required hours to complete a degree. The chart below gives a breakdown of the maximum number of credit hours a student can take before losing eligibility for financial aid.

Type of Degree	Credit Hours required for Graduation	Pace Warning Credit Hours	Pace Ineligibility Credit Hours
Certificate A	30	33	45
Certificate B	45	55	68
Certificate C	55	70	83
Associates	63	80	95

Good Standing Status

Good Standing status is defined as meeting all of the above requirements for both Term and Cumulative calculations.

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Warning Status

Students who have been in good standing, but fail to meet the minimum requirements stated above will be placed on warning for the following semester of attendance, but will continue to be eligible for Federal Financial Aid. At the end of the warning semester, students must have a minimum semester and cumulative 2.0 GPA and must have a minimum 66.67% cumulative completion rate. There is no warning status for students who have exceeded the Maximum Time Frame of 150%.

Financial Aid Ineligible Status

Financial Aid Ineligible means that a student's eligibility for Federal grants, direct loans, VA Benefits, and federal work-study has been suspended due to not making Satisfactory Academic Progress. Suspension from Federal Student Aid will occur if a student on Warning does not meet the requirements for Good Standing. Suspension will also occur if a student has exceeded the Maximum Time Frame stated above. Students will be able to attend HCC if reinstated.

Returning Students: A student's SAP status and prior history with Highland Community College will remain on a student's account and be counted towards the student's Satisfactory Academic Progress calculations.

SAP Appeals: Any student placed on Financial Aid Ineligible Status can request for an appeal to the decision. The student will need to complete the form online at <https://highlandcc.edu/pages/sap-appeal-form>. Students requesting an appeal will need to provide the reason for not meeting SAP requirements and what has changed in their life to be able to now meet SAP requirements and supply documentation to support their statement.

Examples of reasonable requests would be, but not limited to, death of a relative, injury or illness of student, family difficulties, such as divorce or illness, or other situations beyond a student's control. Once the SAP Appeal is received, it is initially reviewed by the Director of Financial Aid. Any appeals that are denied by the Director automatically go to the Financial Aid Appeal Committee for a secondary review.

Students with approved appeals will be notified in writing to their student issued e-mail account and will be placed on "Probation" for the term in which the appeal was approved. Students with denied appeals will be notified in writing to their student issued e-mail account of the committees' decision and the reinstatement process.

SAP Probation: As part of the SAP Appeal process, a student who was granted a successful appeal are placed into the SAP Probation status. There are two different levels of SAP Probation that a student could be put into, SAP Probation without Academic Plan or SAP Probation with Academic Plan.

SAP Probation without Academic Plan: If a student is placed on SAP Probation without Academic Plan, a student is eligible to enroll in classes that go towards his or her degree program and receive financial aid for one additional semester. At the end of the semester, the students' academic progress will be re-reviewed. If the student meets all SAP Requirements, then the student will be placed back into SAP Good Standing and can continue to receive financial aid as normal. If a student does not meet SAP Requirements by the end of one semester, the student will

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be placed back into Financial Aid Ineligible Status and cannot receive financial aid. The second Financial Aid Ineligible status cannot be appealed.

SAP Probation with Academic Plan: If the SAP Committee determines that the student cannot meet SAP requirements after one semester OR feels that the student would benefit from an Academic Plan, the SAP Committee will develop an academic plan for the student. The academic plan will be unique per student and may include, but not limited to the following items: Requirements to register for fewer credit hours per semester, stipulating enrollment in only certain classes, required GPA/Completion Rate per semester, required number of hours in tutoring, etc.

A student is required to follow the academic plan completely to remain in SAP Probation status and receive Financial Aid. If a student deviates from the academic plan in any way, the student's academic plan is voided and is no longer eligible for financial aid until back in SAP Good Standing. Examples of reasons for the academic plan to be voided would be changing majors, not enrolling in the semester the academic plan was designed for or not meeting the requirements of the academic plan. All requirements of academic plans will be communicated with student and must be agreed to by student.

If a student cannot achieve SAP Good Standing within one semester, the student will be placed on SAP Probation with Academic Plan if the appeal is approved. The progress of the Academic Plan will be reviewed periodically through each semester. If a student does not complete the academic plan or does not fulfil any portion of the required actions, the student will be placed in Financial Aid Ineligible Status effective immediately and will not be eligible for any disbursements from that point going forward.