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## 2017-2018 Satisfactory Academic Progress Appeal Instructions

In order to comply with federal regulations, Yuba Community College District is required to monitor whether or not students are maintaining Satisfactory Academic Progress (SAP) in their course of study, regardless of whether they have ever applied for or received financial aid.

Based on the above regulation, it has been determined that you are ineligible to receive financial aid due to the fact that you did not meet the requirements for SAP. Students who are ineligible may continue to attend classes at their own expense, or may apply for the BOG Fee Waiver. The BOG Fee Waiver will waive only enrollment fees. It does not provide assistance for books, supplies, or other costs. Students must meet separate academic and progress standards in order to avoid losing their BOG Fee Waiver eligibility.

Students who have not met all SAP requirements and had extenuating circumstances (i.e., illness, death of an immediate family member, medical/emotional disability) may submit an appeal to the Financial Aid Office.

Appeals not meeting the “extenuating circumstances” category will not be accepted. Furthermore, submission of an appeal does **NOT GUARANTEE** the reinstatement of students’ financial aid. Therefore, students should be prepared to pay for their books, and other school related expenses pending the outcome of their “**extenuating circumstances**” financial aid appeal.

**IMPORTANT: To be considered, SAP appeals and all related paperwork, including subsequent appeals, must be submitted by the following deadlines:**

APPEAL FILING DEADLINES			
Fall 2017	November 10, 2017	Spring 2018	April 13, 2018
Summer 2018	June 28, 2018		

If you qualify to file an appeal for reinstatement of your financial aid, please follow the instructions below:

1. **Complete the online SAP appeal counseling session.** Click [here](http://wcc.get-counseling.com) or copy and paste the following URL into your internet browser: [wcc.get-counseling.com](http://wcc.get-counseling.com). Create an account, or log in if you have already created an account, and successfully complete the **Key Components to the SAP FA Appeal Process** session. You must successfully pass the **Key Components to the SAP FA Appeal Process** session and attach a copy of your completion certificate with your SAP appeal. **An appeal submitted without this completion certification will be denied without question.**
2. **Complete the attached SAP Appeal form.** Complete all questions in a legible and complete manner. Describe the extenuating circumstance that led to you not meeting the SAP requirements. Attach required supporting documentation that supports your request. **An appeal may be denied without question if it is incomplete or lacks documentation.**

### Supporting Documentation:

- **Illness of student or immediate family member.** Attach medical documentation confirming the onset and duration of illness.
- **Severe emotional difficulties.** Attach documentation from a qualified counselor documenting the onset and duration of the problem(s).
- **Death in family.** Attach copy of death certificate or obituary.
- **Accident or injury to student or immediate family member.** Attach medical and/or other documentation verifying the date and duration of the occurrence.
- **Loss or change of employment.** Attach a letter from the employer verifying the circumstances and dates of loss or change in employment.
- **Disasters affecting the student’s attendance.** Attach documentation of insurance claims or other third party information verifying the date of the disaster.-

3. **Include a current comprehensive educational plan.** If you do not have an "official" educational plan, you may submit an "unofficial" educational plan with your SAP appeal form. You must schedule an appointment with an academic counselor to complete an "official" educational plan. You must submit the "official" educational plan within 30 days from the date you submitted your extenuating circumstances financial aid appeal to the Financial Aid Office.
4. **Your SAP appeal will not be reviewed or accepted if:**
  - Your reason for not meeting SAP requirements do not fall under the "extenuating circumstances" category
  - You have not filed your FAFSA for the current academic year
  - You are not enrolled in classes
  - You do not submit a current educational plan
  - Your SAP appeal form is incomplete
  - You do not submit the proper supporting documentation
  - You do not submit the completion certificate from the **Key Components to the SAP FA Appeal Process** session
5. **Submit the following documents to the Financial Aid Office at your campus of attendance.**
  - Your completed SAP appeal form
  - Your TYPED, signed, and dated explanation/statement about your extenuating circumstance and what has changed. (See page 1 of SAP Appeal Instructions for statement requirements.)
  - Your official comprehensive educational plan
  - Supporting documentation of extenuating circumstances
  - Certification of successful completion of the **Key Components to the SAP FA Appeal Process** session
6. **Please allow at least 30 days for your appeal to be reviewed by the Financial Aid Office.** You will be notified of the decision via your YCCD student email. Appeal approval is effective as of the semester the appeal is approved and is **not retroactive** to prior semesters.
7. **For additional assistance or clarification,** please contact your campus Financial Aid Office.

### YCCD Satisfactory Academic Progress (SAP) Definitions

Federal regulations require that all students who receive financial aid maintain SAP and be enrolled in an approved certificate, associate degree, or transfer program. YCCD monitors that progress using Quantitative and Qualitative Progress criteria along with evaluating whether the student has exceeded the Maximum time limit to complete their program.

Failure to meet Quantitative and/or Qualitative Progress standards during the prior semester will place the student on financial aid warning or terminated status. Students placed on terminated status will not be eligible for any financial aid, except for a BOG Fee Waiver as long as they meet the BOG Fee Waiver eligibility criteria.

If your appeal is approved you will be placed on "probation". You must make satisfactory academic progress or follow the approved academic plan that will be reviewed each semester for compliance in order to remove "probation" status.

- **Pace of Progression below 70% (Quantitative Progress):** Did not complete the required number of attempted units based upon their enrollment status for last attended semester and/or cumulative units.
- **GPA below 2.0 (Qualitative Progress):** A student who did not maintain a GPA of at least 2.0 for last attended semester and/or cumulative attended semesters.
- **Exceed maximum units:** A student who did not complete their educational objectives within 150% of the published length of their chosen educational goal/program. For Certificate programs maximum is 45 units, with students receiving a "warning" notice at 30 units. For AA/AS/Transfer programs maximum is 90 units, with students receiving a "warning" notice at 60 units.
- **30 Plus Remedial:** A student who has accumulated more than 30 remedial attempted units. Will receive a "warning" notice when student accumulates 20 plus remedial units.
- **R2T4 (Return of Title IV Funds):** A student who withdraws, stops attending or receives all failing grades in currently enrolled classes.

For additional information view the Financial Aid Guide at <https://wcc.yccd.edu/student/financialaid/> located under Important Resources, or contact your campus Financial Aid Office.



## 2017-2018 Satisfactory Academic Progress Appeal

**TERM AND REASON APPEALING: To be completed by STUDENT**

Term Appealing:  Fall 2017 – Deadline: 11/10/17     Spring 2018 – Deadline: 4/13/18     Summer 2018 – Deadline: 6/28/18

GPA below 2.0     Pace of Progression below 70%     Exceed maximum units     30 Plus Remedial     T-PERM

**STUDENT: Complete ALL of the items in this section.**

Name (Print) \_\_\_\_\_ Student ID \_\_\_\_\_

Mailing Address \_\_\_\_\_ Date of Birth \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone Number \_\_\_\_\_

Current Campus Attending:  Woodland     Lake     Colusa

Have you met with an academic counselor?  Yes     No    Counselor's Name \_\_\_\_\_

What is your degree objective?  Certificate     Associate Degree     Transfer

What is your declared Program of Study with Admissions and Records? \_\_\_\_\_

How many units are required to complete your educational goal/program of study? \_\_\_\_\_

What is your anticipated graduation date (MO/YR) from Woodland Community College? \_\_\_\_\_

**STUDENT: Indicate the outcome of your online SAP appeal counseling session.**

Key Components to SAP FA Appeal Process counseling session completed (check one):  Yes     No

Date Session Completed: \_\_\_\_\_ Counseling Session Score: \_\_\_\_\_

**STUDENT: Indicate the circumstances beyond your control that caused your academic progress to be unsatisfactory.** Lack of awareness of withdrawal policies, requirements for satisfactory academic progress, or unpreparedness for college coursework will not be accepted as an extenuating circumstance.

Extenuating Circumstance	Required Documentation
<p><b>Check reason(s) you did not make SAP:</b></p> <p><input type="checkbox"/> Personal illness or injury</p> <p><input type="checkbox"/> Personal crisis</p> <p><input type="checkbox"/> Illness of a family member</p> <p><input type="checkbox"/> Death in the family</p> <p><input type="checkbox"/> Other _____</p>	<p><b>Attach a TYPED, signed, and dated statement explaining your extenuating circumstance(s). Include the following:</b></p> <ul style="list-style-type: none"> <li>• Provide your name and student ID at the top of the page.</li> <li>• Explain in detail the extenuating circumstances contributing to why you did not meet satisfactory academic progress requirements. Include date(s) of onset and duration of extenuating circumstances.</li> <li>• Provide an explanation for <b>all terms</b> you did not make satisfactory academic progress.</li> <li>• Explain what has changed. Include why you believe it is possible for you to now achieve and maintain satisfactory academic progress.</li> <li>• Describe the positive steps you are taking to ensure future success in attaining your academic goal.</li> <li>• If this is not your first appeal, explain what has changed since your last appeal.</li> </ul> <p><b>Attach any relevant supporting documentation which may include:</b> Doctor's statement, copy of hospital/urgent care/physician's bill, obituary/funeral notice/death certificate, police report, or statements of attestation. Supporting documentation must show date and duration.</p>
<p><input type="checkbox"/> If you are exceeding the maximum time frame/units</p>	<p><b>Maximum:</b> Certificate – 45 units    AA/AS/Transfer – 90 units    Remedial – 30 units</p> <p><b>Explain why you have not been able to attain your educational goal within the specified time frame.</b></p>
<p><input type="checkbox"/> If you already have a Degree or Certificate</p>	<p><b>Explain why you are not currently using the degree or certificate you have completed and why you are returning to complete another degree or certificate.</b></p>

**STUDENT CERTIFICATION AND SIGNATURE: Read and initial the following statements. Sign and date the certification.**

Initials	Statement
	I understand it is my responsibility that I meet with an academic counselor and submit an official educational plan within 30 days of submitting my appeal.
	I understand the submission of an appeal does <b>NOT GUARANTEE</b> the reinstatement of my financial aid. I am responsible for and should be prepared to pay for my tuition, books, and other school related expenses pending the outcome of my financial aid appeal.
	I am enrolled in an eligible program of study and attend classes at one (or more) of the campuses/centers throughout the YCCD (Marysville, Woodland, Clear Lake, Beale, Colusa, Sutter).
	I understand if this appeal is approved, I will be expected to make academic progress in the semester for which my appeal was approved by having at least a 2.0 cumulative GPA and completing the required units for which I am enrolled in. Failure to make SAP can affect my future financial aid eligibility.
	I understand it is unlikely that I will have multiple appeals approved during my academic career at YCCD regardless of extenuating circumstances. I understand it is my responsibility to meet all the SAP standards each semester.

*I am requesting to have my financial aid eligibility reinstated. I understand that my application may be denied without question if it is incomplete or lacks documentation. By signing this form, I certify that I have read and understand the Satisfactory Academic Progress Policy. I further certify that I have read and understand all statements made above and that the information contained in the supporting documentation are true and correct to the best of my knowledge.*

\_\_\_\_\_  
Student Signature/Date

\_\_\_\_\_  
Student ID

**Financial Aid Use Only (To be completed by FA Staff)**

	PACE	GPA	UNITS ATTEMPTED	UNITS COMPLETED	LEU %	FA RECEIVED	R2T4/OP OWES
TERM							WCC:
OVERALL							DOE:

Degree Audit/Program of Study:

Following Ed Plan:  Yes  No

Completed Online SAP Counseling Session:  Yes  No

Pass  Fail

Session Score: \_\_\_\_\_

Comments:

**Financial Aid Decision**

	PELL	FWS	FSEOG	CALGRANT	FTSSG	EOPS	CARE	Scholarship
Approved: <input type="checkbox"/> APA <input type="checkbox"/> PAA								
Denied: <input type="checkbox"/> TAD <input type="checkbox"/> APD								

Progress Reports Req'd

Meet with FA Director

Comments:

\_\_\_\_\_  
Financial Aid Signature

\_\_\_\_\_  
Date