Woodland Community College	**Lake County Campus**	**Colusa County Campus**
2300 East Gibson Road	15880 Dam Road Extension	99 Ella Street
Woodland, CA 95776	Clearlake, CA 95422	Williams, CA 95987
530-661-5725	707-995-7923	530-668-2500

2018-2019 Satisfactory Academic Progress Appeal

Federal regulations require that all students who receive financial aid be enrolled in an approved academic program and make Satisfactory Academic Progress (SAP). Yuba Community College District is required to monitor SAP in a student's approved academic program regardless of whether they have ever applied for or received financial aid.

YCCD monitors SAP using qualitative, quantitative, and maximum timeframe (using units) standards.

- **GPA below 2.0 (qualitative):** GPA for last attended semester and/or cumulative attended semesters is below 2.0.
- **Pace of Progression below 67% (quantitative):** number of attempted units compared to number of completed units for last attended semester and/or cumulative units is below 67%.
- **Maximum timeframe (using units):** number of attempted units exceeds 150% of units required for completion of academic program objective - certificate program maximum is 45 units, with students receiving a "warning" notice at 30 units; associate and/or transfer program maximum is 90 units, with students receiving a "warning" notice at 60 units.

YCCD also monitors SAP for maximum remedial unit limit and for students who completely withdraw from a term.

- **30 Plus remedial:** number of attempted remedial units exceeds 30, with student receiving a "warning" notice at 20 attempted remedial units.
- **T-PERM (withdraw from a term)**: withdrawal from all courses within a term, or receipt of all grades "F", "W", or combination of the two.

If your financial aid status is "Terminated", it has been determined that you are ineligible to receive financial aid due to not meeting one or more of the SAP standards above. Students who are ineligible may continue to attend classes at their own expense, or may apply for the California College Promise Grant (CCPG), formerly known as the Board of Governor's Fee Waiver (BOG). The CCPG will waive only enrollment fees, and does not provide financial assistance with books, supplies, or other educational costs. Students must meet separate academic and progress standards to avoid losing their CCPG.

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.

IMPORTANT: Complete SAP Appeal packets, including subsequent appeal submissions with permission, by the following deadlines. No exceptions will be made.

SAP APPEAL FILING DEADLINES			
Fall 2018	November 9, 2018	**Spring 2019**	April 12, 2019
Summer 2019	June 27, 2019		

WCC SAP APPEAL FILING INSTRUCTIONS

1. **Submit a complete SAP Appeal packet to the WCC FA Office, to include the following items:**

   ✓ **Complete SAP Appeal form (attached).** Complete all questions thoroughly and legibly.

   ✓ **Typed, signed and dated statement.** Describe the extenuating circumstance for *all semesters* in which you did not meet SAP standards.

   ✓ **Required supporting documentation.** Attach appropriate, official documentation supporting the extenuating circumstance(s) mentioned in your statement. An appeal submitted without proper supporting documentation will be denied.

   SUPPORTING DOCUMENTATION EXAMPLES
   → **Illness of student or immediate family member.** Attach medical documentation confirming the onset and duration of illness.

- Instructions continued on other side -

- → **Severe emotional difficulties.** Attach documentation from a qualified medical professional documenting the onset and duration of the difficulty.
- → **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. Forms - Welcome to Woodland Community College
- → **Disasters affecting the student's attendance.** Attach documentation of insurance claims or other third party information verifying the date of the disaster.

✓ **Current comprehensive education plan.** You must schedule an appointment with an academic counselor to complete a comprehensive education plan, and submit a copy of it along with your SAP Appeal packet. **An appeal packet submitted without a comprehensive education plan will be denied without question.**

✓ **Online SAP appeal counseling session completion certificate:** Click here or copy and paste the following URL into your internet browser: 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. **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. If your appeal is "Conditionally Approved Pending Progress Reports", you will need to print the appropriate forms from the WCC FA Forms page, and submit one for each attempted course during the semester of appeal. Submission date for progress reports is available on the WCC FA Forms page.

3. **For additional assistance or clarification, please contact the WCC Financial Aid Office.**

WCC SAP APPEAL IMPORTANT INFORMATION

✶ **Your SAP appeal will not be reviewed or accepted if:**
- Your reason for not meeting SAP requirements does 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 with corresponding dates from your statement
- You do not submit the completion certificate from the **Key Components to the SAP FA Appeal Process** session

✶ **Ensure all items from the checklist below are included in your appeal packet submission to the Financial Aid Office:**
- ❒ Completed SAP appeal form
- ❒ Typed, signed and dated statement describing your extenuating circumstance(s)
- ❒ Supporting documentation of extenuating circumstance(s)
- ❒ Current comprehensive educational plan
- ❒ Certification of successful completion of the **Key Components to the SAP FA Appeal Process** session

✶ **Submission of an appeal does NOT GUARANTEE the reinstatement of financial aid. Therefore, students should be prepared to pay for their books, and other school related expenses pending the outcome of their financial aid appeal.**

WCC SAP APPEAL DECISIONS

Upon review, your appeal will either be approved, conditionally approved, or denied.
✶ Appeal approval is granted for single term or multiple terms. If you are granted a multiple semester term approval, you will be required to remain enrolled in an eligible academic program, meet SAP standards, and follow your comprehensive education plan for each subsequent term to remain eligible.
✶ Conditional appeal approval requires submission of progress reports. You will be required to submit progress reports for all courses attempted during the semester of appeal during specific dates. You must be passing all attempted courses with at least grade "C" or better. See the WCC Financial Aid Forms page for progress report submission deadlines.
✶ Appeal denial information is available at the WCC Financial Aid Office, if you have questions.

> 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.

Woodland Community College
Financial Aid Office

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2018-2019 Satisfactory Academic Progress Appeal Form

TERM AND REASON APPEALING - Completed by STUDENT

Term Appealing ☐ Fall 2018 – Deadline: 11/9/18   ☐ Spring 2019 – Deadline: 4/12/19   ☐ Summer 2019 – Deadline: 6/27/19

Reason Appealing ☐ GPA below 2.0   ☐ Pace of Progression below 67%   ☐ 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 _____

STUDENT - Describe the extenuating circumstance for all semesters in which you did not meet SAP standards. 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
Check reason(s) you did not make SAP ☐ Personal illness or injury ☐ Personal crisis ☐ Illness of a family member ☐ Death in the family ☐ Other _____	**Attach a TYPED, signed, and dated statement explaining your extenuating circumstance(s). Include the following -** • **Provide your name and student ID** at the top of the page. • **Explain in detail the extenuating circumstance(s)** resulting in your inability to meet SAP standards for <u>all terms</u> you did not make satisfactory academic progress. Include date(s) of onset and duration of extenuating circumstance(s). • **Explain what has changed**. Include why you believe it is possible for you to now achieve and maintain satisfactory academic progress, including **the positive steps** you are taking to ensure future success in attaining your academic goal. • If this is not your first appeal, explain what has changed since your last appeal. **Attach required supporting documentation which may include:** doctor statement, copy of hospital/urgent care/physician bill, obituary/funeral notice/death certificate, police report, or statements of attestation. Supporting documentation must show date and duration.
☐ If you are exceeding the maximum time frame/units	**Maximum -** Certificate – 45 units AA/AS/Transfer – 90 units Remedial – 30 units Explain why you have not been able to attain your educational goal within the specified timeframe.
☐ If you already have a Degree or Certificate	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.

STUDENT CERTIFICATION AND SIGNATURE - Read and initial the following statements. Sign and date the certification.	
Initials	**Statement**
	I understand it is my responsibility to meet with an academic counselor and submit a comprehensive education plan with my appeal.
	I understand the submission of an appeal does **NOT GUARANTEE** 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, Lake, Beale, Colusa, Sutter).
	I understand if this appeal is approved for multiple terms, I will be will be required to remain enrolled in my eligible academic program, meet SAP standards, and follow my comprehensive education plan for each subsequent term. Failure to make SAP or change in academic programs may 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 (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 **Key Components to the SAP FA Appeal Process** Online SAP Counseling Session: ☐ Yes ☐ No ☐ Pass ☐ Fail

Comments:

Financial Aid Decision

	PELL	FWS	FSEOG	CALGRANT	FTSSG	EOPS	CARE	Scholarship
Approved: ☐ **APA** ☐ **PAA**								
Denied: ☐ **TAD** ☐ **APD**								

☐   Progress Reports Req'd

☐   Meet with FA Director

Comments:

_____   _____

Financial Aid Signature   Date