



Woodland Community College  
2300 East Gibson Road  
Woodland, CA 95776  
530-661-5725

Lake County Campus  
15880 Dam Road Extension  
Clearlake, CA 95422  
707-995-7923

Colusa County Campus  
99 Ella Street  
Williams, CA 95987  
530-668-2500

## 2020-2021 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/transfer program maximum is 90 units, with students receiving a “warning” notice at 60 units.

**Course withdrawal(s) due to COVID-19, limited to those with an ‘EW’ on transcripts, are not included in SAP calculations for any of the above standards. For more information on ‘EW’ (excused withdrawals), see [Page 40 in the 20/21 Catalog](#).**

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.

**Complete SAP Appeal packets, including subsequent appeal submissions with permission, by the following deadlines.**

SAP APPEAL FILING DEADLINES			
Fall 2020	November 13, 2020	Spring 2021	April 30, 2021
Summer 2021	June 24, 2021		

### 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.

- **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.
  - **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](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. **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.



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## 2020-2021 Satisfactory Academic Progress Appeal Form

### TERM AND REASON APPEALING - Completed by STUDENT

Term Appealing  Fall 2020 – Deadline: 11/13/20  Spring 2021 – Deadline: 4/30/21  Summer 2021 – Deadline: 6/24/21

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
<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 circumstance(s) resulting in your inability to meet SAP standards for all terms you did not make satisfactory academic progress. Include date(s) of onset and duration of extenuating circumstance(s).</li> <li>• 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.</li> <li>• If this is not your first appeal, explain what has changed since your last appeal.</li> </ul> <p><b>Attach required supporting documentation which may include:</b> 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.</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>Explain why you have not been able to attain your educational goal within the specified timeframe.</p>
<p><input type="checkbox"/> If you already have a Degree or Certificate</p>	<p>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.</p>

