

7.1 Satisfactory Academic Progress (SAP)

Federal regulations require that a student, to be eligible for Federal Student Aid, must meet satisfactory academic progress (SAP), and that Woodland Community College have a reasonable policy for monitoring such progress. This policy specifies the standards that are reviewed at the end of each standard term (fall, spring, and summer), the minimum criteria required, student notifications, reestablishing aid eligibility, and appeals.

This policy applies to all students requesting Title IV funds regardless of whether or not the student has previously received Title IV aid. All students at WCC are subject to the regular academic policies of WCC which may not be superseded by these policies. When a student returns to WCC after a period of absence, regardless of the length of absence, the performance of the student in previous periods of enrollment is evaluated by current Financial Aid standards. Failure to maintain SAP will result in the loss of financial assistance (other than the fee waiver which is governed by separate academic progression policies).

Regardless of whether or not a student was a financial aid recipient at the time, enrolled courses within the Yuba Community College District, attended beyond the 100% refund period, will be included in the SAP evaluation, except audited courses and courses resulting in military or excused withdrawal. This includes repeated courses (those done in accordance with the published academic policies of WCC), withdrawn courses, incomplete courses, Pass/No Pass courses, and Credit/No Credit courses. The impact of earned grades to the SAP calculation is detailed below:

Grade Earned	Included in Attempted	Included in Completed	Included in GPA
A	Yes	Yes	Yes
B	Yes	Yes	Yes
C	Yes	Yes	Yes
D	Yes	Yes	Yes
F	Yes	No	Yes
I (Incomplete)	Yes	No	No
P (Pass)	Yes	Yes	Yes
NP (No Pass)	Yes	No	No
CR (Credit)	Yes	Yes	Yes
NC (No Credit)	Yes	No	No
AU (Audit)	No	No	No
W (Withdrawal)	Yes	No	No
MW (Military Withdrawal)	No	No	No
FW (Failing Withdrawal)	Yes	No	Yes
EW (Excused Withdrawal)	Yes	No	No
FEW (Emergency Withdrawal)	No	No	No
ENP (Emergency No Pass)	No	No	No
RD (Report Delayed)	Yes	No	No

All units accepted by WCC as transfer coursework are included in the SAP calculation as part of the quantitative standard (pace) and maximum timeframe as attempted and completed units. However, units accepted as equivalency (e.g. by examination) are not included in the SAP calculation.

Academic Renewal is not recognized for financial aid purposes; therefore, past coursework is included in pace calculation, GPA calculation, and maximum time frame. Even when a more favorable grade was subsequently received, both attempts would be counted.

ESL and remedial coursework enrolled and attended beyond the 100% refund period will be included in the SAP evaluation. A student may have up to 30 remedial units and *all* ESL units removed from the cumulative attempted and completed units, if terminated due to maximum time frame. Remedial coursework is all courses in the 100 series (e.g. Reading 105). Remedial coursework also includes courses with credit type "*Credit, Non Degree Applicable*" and course type "*Basic Skills*" (e.g. Math 50).

Official grade changes submitted, accepted, and processed through the WCC Registrar will be included in the SAP evaluation at the end of the term following the official course grade update, and an email notification is sent to the student advising the SAP status.

7.1.1 Satisfactory Academic Progress Standards

A student must be enrolled in an eligible academic program and maintain the following SAP standards, which are considered valid for evaluation purposes only when all previous semester grades are entered into the student's academic record. Satisfactory academic progress standards are reviewed at the end of each semester term once all grades are posted to the student's academic record.

7.1.1.1 Qualitative Standard

A student must maintain a semester term and cumulative Grade Point Average (GPA) of 2.0.

7.1.1.2 Quantitative Standard

A student must complete an appropriate number of units, within the applicable enrollment range, to complete their program within the maximum time frame, or 150% (see Maximum Time Frame section below for additional details). An appropriate number of units is one that yields a pace percentage of at least 67%. The pace percentage is calculated using cumulative attempted units and cumulative completed units as described below:

67 % Pace - Unit Completion Examples:

Semester Enrollment (attempted units)	Completion Requirement (completed units)
12 units	At least 8 units
9 units	At least 6 units
6 units	At least 4 units
3 units	At least 2 units

NOTE: Units taken at Yuba College are included in the determination of maximum time limit as allowed by the Yuba Community College District consortium agreement.

7.1.1.3 Maximum Time Frame

A student must complete his/her academic program within 150% of normal program completion time. Due to the complicated and erratic attendance patterns of community college students, WCC expresses this time frame in units, rather than calendar time. A student may attempt up to 90 units toward the completion of an eligible degree, or 45 units toward the completion of an eligible certificate (see calculation below).

Academic Program Type	Normal Completion Time (units)	Standard (%)	Maximum Time Frame (units)
AA, AS, or Transfer	60 units	x 150% =	90 units
Cert of Achieve.	30 units	x 150% =	45 units

A student in an AA, AS, or Associate Transfer program may have up to 30 units of remedial coursework deducted from the cumulative units.

7.1.2 Consequences of Not Meeting SAP and Re-establishing Eligibility

A student who does not meet SAP standards will be subject to termination of financial aid, excluding the fee waiver.

7.1.2.1 Financial Aid Warning

A student who fails to meet SAP standards will be placed in Financial Aid Warning status, and a notification will be provided to the student. Financial Aid Warning status remains effective for one semester only and does not affect a student's financial aid award.

7.1.2.2 Termination

If, while in Financial Aid Warning status, a student fails to meet SAP standards for a second time, he/she will be placed in Termination status, and a notification will be provided to the student. A student placed in Termination status becomes ineligible for all financial aid and any pending aid will be cancelled with the exception of the fee waiver. Termination status remains effective until the student re-establishes eligibility.

A student placed in Termination status may submit an appeal. A student whose appeal is approved may receive financial aid while in Terminated status. (See section 7.1.3).

7.1.2.3 Re-establishing Eligibility

A student who is terminated from financial aid must meet SAP standards by completing at least one semester without financial aid, and meet all SAP eligibility criteria to re-establish eligibility. That is, a student whose term and cumulative GPA returns to at least 2.0 and whose term and cumulative pace percentage returns to at least 67%, per a subsequent SAP calculation, will be placed back into eligible SAP status, and may again receive financial aid in the subsequent academic period.

7.1.3 Satisfactory Academic Progress Appeals

Under certain conditions, a student may be eligible to appeal for reinstatement of aid without meeting the minimum SAP standards (see section 7.4) for details regarding qualifying conditions).

7.1.3.1 Appeal Process

The appeal process is designed to be the exception to the rule when extenuating circumstances exist outside the student's control and/or a change of major occurred where the student is now under the maximum time frame for the new program.

7.1.3.1.1 Appeal Application

A student may appeal the termination of his/her financial aid by submitting the following items to the Financial Aid Office by applicable semester deadlines. (1) completed Satisfactory Academic Progress Appeal form, (2) statement explaining extenuating circumstance, (3) supporting documentation of the extenuating circumstance, when needed (4) certification of successful completion of the appropriate online SAP counseling session, and (5) an approved education plan.

- Applicable semester deadlines are published annually in the Financial Aid Guide, and each semester in the course schedule, both are available on the WCC Financial Aid website. Appeals submitted after the applicable deadline will not be accepted without an extenuating circumstance indicating the reason a student was not able to submit his/her appeal by the published deadline. The decision to allow late submission of an appeal based on an extenuating circumstance is at the discretion of the Director of Financial aid or designee.
- The Satisfactory Academic Progress Appeal form is available on the WCC Financial Aid website, the YCCD student portal Financial Aid page, and in-person at the WCC Financial Aid Office.
- Appeals must include a detailed, signed, and dated statement with supporting documentation of the extenuating circumstance that resulted in the student not being able to meet minimum SAP standards. In limited cases (e.g. change of major), such documentation may not be available, and the Director of Financial Aid, or designee, will exercise his/her professional discretion in rendering the appeal decision without the documentation.
- Appeals must include an approved comprehensive student education plan. An approved education plan is one that has been reviewed by an educational counselor at WCC. The comprehensive education plan provided with the appeal must be current and reflect program completion requirements needed for the student's active academic program(s).
- The online SAP counseling tool is available online at wcc.get-counseling.com. Students must create an account, complete the appropriate session per the appeal form instructions, and include a current completion certificate with the submitted appeal packet.

SAP appeals for previous semesters of enrollment will not be accepted.

7.1.3.1.2 Appeal Review

Federal regulation provides discretion to the Financial Aid department and other college administrators to exercise their judgment on a case-by-case basis enabling them to treat each situation equitably.

- SAP appeals are reviewed by the Director of Financial Aid, or /his/her designee within 30 days of receipt. Students are notified in writing of the SAP appeal decision. SAP appeal decisions are final and may not be appealed, except in cases where the Director of Financial Aid, or his/her designee, has indicated the student may re-submit the appeal for re-evaluation.
 - SAP appeals submitted prior to the start of the term for which the appeal applies will not be reviewed within 30 days; rather, they will be reviewed within 30 days of the SAP calculation for that term.
- WCC has the discretion to attach conditions that are not part of the basic SAP policies to the reinstatement of financial aid eligibility for a student whose appeal is approved (e.g. progress reports).
- WCC will consider circumstances beyond the student's control (such as illness, injury, extreme family problems, catastrophic event, etc.) when reviewing the SAP appeal. When considering an appeal for maximum time frame, WCC will consider the job market, the student's efforts toward finding employment, and the nature of the previous degree(s) and/or certificate(s).

7.1.3.1.3 Appeal Decision

The outcome of a SAP appeal will be approved, conditionally approved, or denied. Students will be notified in writing of an SAP appeal decision via his/her YCCD email.

Approved SAP appeals may be effective for a single payment term (semester) or an ongoing basis (multiple semesters) not to exceed the time needed to complete course requirements as outlined on the comprehensive education plan. Appeals approved on an ongoing basis must be reviewed at the end of each semester term to verify continued eligibility. Students with approved appeals are considered eligible for financial aid while remaining in Terminated status during the entire effective period, and are placed on Financial Aid Probation.

- If an appeal is approved on an ongoing base, and the student continues to meet the obligations of the active approved appeal, he/she will continue to be eligible for financial aid without submission of a new SAP appeal.
- If an appeal is approved on an ongoing base, and the student does not continue to meet the obligations of the active approved appeal, the student's appeal will be denied. Upon discovery of the student not meeting such obligations, the student will no longer be eligible for financial aid.

In some cases, an appeal may be conditionally approved and require the student to submit progress reports.

- An appeal requiring progress reports will be fully approved upon receipt of progress reports from all courses attended beyond the 100% refund period that reflects a passing grade of "C" or better.
- Progress reports submitted with a grade less than "C" will result in denial of the SAP appeal, and the student will not be eligible for financial aid, except the fee waiver.

- The deadline for submission of progress reports is provided to applicable students at the time the SAP appeal decision is communicated.
- If a student who is required to submit progress reports does not do so, the SAP appeal will be denied, and the student will remain ineligible for financial aid, except fee waiver.

SAP appeals may be denied for a variety of reasons, including but not limited to the following:

- Incomplete appeal submission (e.g. no supporting documentation, incomplete appeal form, no personal statement, etc.), and/or
- Not a qualifying extenuating circumstance (e.g. student failed courses, student did not know about the SAP requirements, appeal submitted past deadline, etc.)

7.1.4 Student Responsibilities

Nothing in these policies is meant to excuse a student from other Student Financial Aid responsibilities. For example, a student cannot claim that reinstatement after a successful appeal gives him/her a right to additional grants if that student has not fully complied with all other requirements and deadlines of the other grant or program.

It is a student's responsibility to supply all documents requested in a timely manner and to complete all additional requirements and conditions.