12. Satisfactory Academic Progress (SAP)

12.1 Process Overview and Responsibilities
In order to receive financial aid from any of the Federal aid programs, the State of California programs or from institutional funds, a student must maintain satisfactory academic progress towards his/her educational goal, as defined below.

The Financial Aid Office is responsible for reviewing a student's status.

12.2 Same As or Stricter Than

Policies
The Woodland Community College SAP Policy for Title IV students is more strict than the standards for students enrolled in the same educational program who are not receiving Title IV aid.

To graduate from an academic program, all students must have a 2.0 GPA. This is the minimum GPA required in the SAP Policy.

To remain in good academic standing in the program, all students must have a completion rate of 50% or more. The minimum completion rate in the SAP Policy is 67%. Calculations will be rounded up to the nearest tenth (66.67% or higher will be rounded up to 66.7%, which is considered eligible for aid).

Grades included in the SAP Calculations are:

Grade	Grade Value	Att	Cmp	GPA	Repeats Att	Cmp	GPA
A	4.00	Yes	Yes	Yes	Yes	Yes	Yes
B	3.00	Yes	Yes	Yes	Yes	Yes	Yes
C	2.00	Yes	Yes	Yes	Yes	Yes	Yes
CR	2.00	Yes	Yes	Yes	Yes	Yes	Yes
P	2.00	Yes	Yes	Yes	Yes	Yes	Yes
D	1.00	Yes	Yes	Yes	Yes	Yes	Yes
NC	0.50	Yes	No	No	Yes	No	No
NP	0.50	Yes	No	No	Yes	No	No
F	0.00	Yes	No	Yes	Yes	No	Yes
AU	0.00	No	No	No	No	No	No
IP	0.00	No	No	No	No	No	No
I	0.00	Yes	No	No	Yes	No	No
MW	0.00	No	No	No	No	No	No
RD	0.00	Yes	No	No	Yes	No	No
FW	0.00	Yes	No	Yes	Yes	No	No
EW	0.00	Yes	No	No	Yes	No	No
W	0.00	Yes	No	No	Yes	No	No
Z	0.00	No	No	No	No	No	No
ZW	0.00	No	No	No	No	No	No
ZSP	0.00	No	No	No	No	No	No
ZP	0.00	No	No	No	No	No	No
ZNP	0.00	No	No	No	No	No	No
FEW	0.00	No	No	No	No	No	No
ENP	0.00	No	No	No	No	No	No

Procedures
The Director of Financial Aid reviews the Title IV SAP policy to ensure it meets all federal requirements on an annual basis. The Director is notified of any changes to its academic policies by the Registrar.

12.3 Categories of Students

Policies
All students are in the same category. WCC does not have categories of students.

Procedures
WCC Financial Aid Office calculates eligibility for all enrolled students using the same standards and time frames.

12.4 Qualitative Measure

Policies
A student must maintain a 2.0 cumulative grade point average (GPA). This includes all GPA units at WCC and is calculated by the Registrar's Office after each term. See grade schema in 12.2 for grades with GPA units.

GPA units from other colleges and universities that have been evaluated by the Registrar's Office and applied to the student's academic record do not count toward financial aid SAP qualitative measurement.

Units taken at Yuba College are included in the determination of qualitative and quantitative Title IV SAP calculations as allowed by the Yuba Community College District consortium agreement.

When GPA drops below the minimum standard, the student is placed on Financial Aid Warning or Financial Aid Termination, as applicable (see below).

Procedures
GPA is calculated at the end of each academic term by the Registrar's Office and is stored in Colleague. Students can view their current GPA through their online student portal. Students on Financial Aid Warning or Financial Aid Termination receive email notification.

12.5 Quantitative Measure

Policies
The quantitative measure of SAP includes two parts. The first part is to set a maximum time frame, measured by attempted credit hours, by which a student must complete an academic

program. The second part includes determining whether a student is on pace to complete the academic program within that set maximum time frame.

Units taken at Yuba College are included in the determination of qualitative and quantitative Title IV SAP calculations as allowed by the Yuba Community College District consortium agreement.

Procedures
The Financial Aid Office reviews the quantitative information from Colleague after it is compiled by the Registrar's Office. The Financial Aid Director or designee runs a Colleague process to calculate the quantitative components at the end of each academic term. Notices of status are listed in Colleague and available to students via the online portal. All students receive email notification of their current standing.

12.5.1 Maximum Time Frame

Policies
A student can not exceed the maximum attempted unit time frame allowed for the completion of their educational program. 30 units are required to complete a vocational certificate and 60 units are required to complete an associate degree. Based on federal regulations, a student is allowed a maximum attempted unit timeframe not to exceed 150% of the length of an educational program.

Courses from other regionally accredited colleges or universities that have been evaluated by the Registrar's Office and applied to the student's academic record will also be counted toward the maximum attempted unit timeframe.

Units taken at Yuba College are included in the determination of qualitative and quantitative Title IV SAP calculations as allowed by the Yuba Community College District consortium agreement.

Procedures
The Financial Aid Office uses pace to determine if a student is on track to degree completion within the maximum time frame (see below). Each academic program has the number of credits for completion identified in Colleague by the Registrar's Office. Notices of status are listed in Colleague, are available to students via the online portal and are emailed to all students.

Example: 150% of a 60-unit program (60 x 1.5) equals 90 attempted units, at which time the student would be disqualified. All courses, including remedial, ESL, repeated courses,and courses taken while pursuing other majors, with all grades excluding FEW will be counted as attempted units applied to the maximum attempted unit timeframe allowed.

The CARES Act allows for flexibility to exclude coursework from attempted calculations. FEW grades are excluded from this calculation.

12.5.2 Pace

Policies
A student must complete at least 67% of the total number of units they attempt (completed hours divided by attempted hours). Calculations will be rounded up to the nearest tenth.

All grades except FEW will be counted towards the total attempted units. Units from regionally accredited colleges and universities that have been evaluated by the Registrar's Office and applied to the student's academic record will be counted.

All enrollment terms, including part time enrollment, count towards the pace calculation. All attempted hours, including hours for which the student did not receive financial aid and those credits usually waived under academic amnesty policies, are included in the calculation of pace, except those the student does not attend beyond tuition refund date. Remedial courses are also included in the pace calculation.

The CARES Act allows for flexibility to exclude coursework from attempted calculations. FEW grades are excluded from this calculation.

Procedures

The Financial Aid Technician runs a Colleague report to calculate pace. Notices of status are listed in Colleague, are available to students via the online portal and are emailed to all students.

12.6 Evaluation Periods

Policies
The Financial Aid Office will evaluate students' academic progress at the end of each term (fall, spring, and summer) following the official posting of grades by the Registrar's Office.

Procedures
The financial aid academic progress status will then be assigned from those listed below and posted to Colleague.

SAP Statuses:

SAP Status	Description
S	SATISFACTORY
WPC	WARNING - PACE
WGP	WARNING - GPA
W20	WARNING - REMEDIAL UNIT MAX
W60	WARNING - ASSOCIATE DEGREE UNIT MAX
W30	WARNING - CERTIFICATE UNIT MAX
T30	TERMINATE - REMEDIAL UNIT MAX
T90	TERMINATE - ASSOCIATE DEGREE UNIT MAX
T45	TERMINATE - CERTIFICATE UNIT MAX
TPC	TERMINATE - PACE
TGP	TERMINATE - GPA
APR	PENDING - ACADEMIC PLAN REVIEW

Near Max Timeframe - warning for students at 60 credits for Associate and 30 credits for cert programs

Max Timeframe - Students at 90 credits for Associate and 45 credits for cert programs are terminated from Title IV eligibility

PACE - If a student fails to meet the requirements for term and cumulative pace for the 1st time, the student is issued a SAP warning and allowed to retain financial aid eligibility. If the student was already on warning status and passes requirements for term and cumulative pace, the student is cleared for the pace element of SAP and will be evaluated for GPA. If the student was already on warning status and fails pace for term or cumulative calculation, then the student will be terminated from Title IV financial aid eligibility.

GPA - If a student fails to meet the requirements for term and cumulative GPA for the 1st time, the student is issued a SAP warning and allowed to retain financial aid eligibility. If the student was already on warning status and passes the requirements for term and cumulative GPA, the student is cleared for the pace element of SAP. If the student was already on warning status and fails GPA for term or cumulative calculation, then the student will be terminated from Title IV financial aid eligibility.

Remedial credits are reviewed during SAP. If the student has attempted more than 30 credits, then the student will be terminated from Title IV financial aid eligibility. If the student has attempted 20 credits, but less than 30 credits, then the student will be issued financial aid warning status.

12.6.1 Financial Aid Warning

Policies
WCC utilizes the optional Financial Aid Warning status, which is available for one payment period. Students who fail to meet the 67% cumulative pace of unit completion and/or 2.0

cumulative GPA will be placed on financial aid warning status and continue to receive financial aid in the following term, if otherwise eligible.

To continue to receive aid beyond the warning term, the student must meet SAP standards at the end of that term. Failure to meet SAP standards will result in the student being placed in Financial Aid Termination.

A student can be in Financial Aid Warning for one payment period with no consecutive terms in warning status. However, there is no limit to the number of times a student can move into warning status.

Procedures

The Financial Aid Technician will record the Warning status in Colleague.
An email notification is sent to the student to explain warning status and how to move off of warning status, which is earning:
      1. A cumulative 2.0 GPA, and
      2. A cumulative 67% Pace of Unit Completion.

12.6.2 Financial Aid Probation

Policies
If a student successfully files a SAP appeal, the student will be placed on financial aid probation for one payment period. Students on financial aid probation are eligible for Title IV aid. If the student will require more than one payment period to re-establish eligibility with SAP standards, the student can also be placed on an academic plan. The student will be on financial aid probation during the all payment periods of the academic plan.

If a student fails to meet the conditions of the academic plan as provided in the appeal the student will be placed on Financial Aid Termination and cannot receive financial aid.

Procedures
The Financial Aid Technician reviews and decides on the appeal within 30 days. The appeal decision is recorded as Probation status in Colleague for students on approved appeals. Students on Probation status can review their status through the online portal.

12.7 Appeals

Policies
In certain documented circumstances, students placed on any financial aid status that results in their loss of financial aid eligibility may file an appeal for reinstatement of financial aid. The student can appeal GPA, Maximum Time Frame or Pace components of the SAP Policy. The appeal form can be found in the forms section of the financial aid website as well as in person in the Financial Aid Office.

The following are the acceptable reasons for consideration of an appeal:
- Additional time needed to complete an educational goal beyond an associate degree
- Additional time needed to complete an educational goal and student has exceeded the maximum attempted unit time frame of150% that is allowed
- Serious physical or emotional illness of the student or immediate family member
- Death of an immediate family member
- U.S. military service orders
- Victim of a violent crime, natural disaster, accident, or injury to the student or immediate family member
- Disability, new or complications of existing, which affected academic performance
- Other extenuating circumstances approved by the Financial Aid Office

SAP Appeals are reviewed by Financial Aid Office staff on an individual basis. There are no limits to the number of times a student can submit an appeal; however, the number of prior appeals will be considered in the decision process.

The deadline to submit an appeal is approximately 70-75% into the term, specific date varies depending on scheduled breaks of 5 or more days in a term. Deadlines are published on the WCC website. Financial Aid Appeals and documentation can be submitted in-person to the WCC or LCC Financial Aid Offices, mailed, emailed, faxed or uploaded through the secure portal.

To appeal, a student must submit:
- SAP Appeal Form
- Statement that includes:
    - What happened to keep them from meeting SAP in the past, and
    - What change is made to help them be successful in the future
- Supporting documentation, when appropriate
- SAP Appeal Video certificate
- Education Plan, available in their self-service portal or through an academic advisor

Procedures
The Financial Aid Technician reviews appeals and makes the decision.

The SAP appeal decision will be sent to the student via the college district issued email within 30 days of submission of a complete appeal packet.

Appeals can be approved for one semester or multiple semesters. If a multiple term appeal is approved, the Technician will review grades at the end of each term and evaluate if the student is meeting the conditions of the academic plan. The student will continue on probation status as long as the conditions of the appeal are being met.

12.7.1 Supporting Documentation

Policies

Supporting documentation required for review of an appeal is dependent upon the situation. Some examples include, but are not limited to:

- obituaries or death certificates for family deaths
- medical bills, physicians statements, police reports for illness, accident, crime, natural disaster
- U.S. military service orders
- written statement from clergy, counselor or academic advisor

All appeals are required to include:

- A written statement from the student explaining why they failed to meet SAP standards and a plan to be successful in upcoming terms.

Procedures

Financial aid appeals and documentation are sent to the Financial Aid Technician. If appeals are submitted as incomplete, they are listed as incomplete in Colleague pending additional documentation. If documentation is not submitted before the applicable term SAP appeal deadline, the appeal is listed as denied. Exceptions to appeal deadlines are at the discretion of the DIrector of Financial Aid and may not be appealed. All documentation is scanned into the student's electronic files after review.

12.7.2 Academic Plans

Policies

All students filing a financial aid appeal are required to submit an educational plan. The plan includes a course-by-course plan for degree completion and must have been completed within 90 days of the appeal submission. An academic advisor should assist with the creation of the plan and sign off on the plan before submission. Plans will be reviewed at the end of each term to monitor compliance for appeals approved for multiple terms.

Students filling an appeal for Maximum Time Frame must submit a new educational plan each term. Students filing appeals for pace or GPA only need to submit an educational plan once, as long as the student continues to meet that plan.

Procedures

The educational plan is stored in the student file. For multiple term appeal approvals, the Financial Aid Technician will review the plan at the end of each semester and compare to grades submitted, updating the student status in Colleague. If the student meets the conditions of the plan, the student will continue on Financial Aid Probation. Students who fail to meet the conditions of the plan are placed in Financial Aid Termination, lose eligibility for financial aid and receive email notification.

12.8 Regaining Eligibility

Policies
A student not making SAP may re-establish eligibility on their own, either because an appeal was denied or because he or she did not submit an appeal.

A student may regain eligibility by:
- Self-Reinstatement - A student may have financial aid self-reinstated by earning a term and cumulative 2.0 GPA and by earning a term and cumulative 67% pace of unit completion; but, must not have exceeded the maximum attempted unit time frame of 150% allowed for the completion of their educational program.
- Approval of SAP Appeal with Resulting Probation Status - A student may submit a SAP Appeal Form accompanied by supporting documentation (if required) and have their appeal approved. In this scenario, students are placed on Probation status for single or multiple terms depending on length of time needed to meet GPA and pace standards; and, students approved for multiple terms must meet the conditions of the academic plan as well as meet GPA and pace standards at the end of each term.

Procedures
A student has regained eligibility when all components of the SAP policy are met.

For students who self-reinstate eligibility, the Financial Aid Technician calculates this and updates status to Good Standing in Colleague during the regular SAP calculation process.

For students who are placed on Probation status as a result of an appeal approval, the status is updated manually by overriding the calculated status for each term covered by the appeal approval.

12.9 Treatment of Non-Punitive Grades, Repeated Courses, Audited Courses, Pass/Fail Courses, Withdrawals and Incompletes

Policies

Non-Punitive Grades: These indicate unsatisfactory completion of courses for financial aid purposes. These courses will count against a student in both pace and maximum timeframe.

Incomplete Grades: Incomplete courses will not be considered complete until official confirmation has been received in the financial aid office showing satisfactory completion of the incomplete with a passing grade. Incomplete grades will count against a student in the pace and maximum timeframe requirements, as these credits are not considered earned. Incomplete grades turn to an F grade at the end of one year, which affects GPA.

Pass/Fail Courses: These courses will not affect the GPA component of financial aid, but will be included in the pace and maximum time frame calculations.

Repeat Courses: Students may receive financial aid funding for a specific course only three times if a non passing grade is earned. If a student earns a D grade, only one more attempt will be allowed for financial aid. All attempts will count towards the attempted credits calculated in maximum timeframe and pace, however only courses with units earned will count as earned credits (i.e. student earns a D grade, repeats course and earns a B grade; units for both the D and B grades are included).

Withdrawals: Withdrawals will count against a student in maximum timeframe and pace. Students who totally withdraw from the university, after receiving financial aid, may be liable for refunds and/or return of Title IV funds.

Procedures
Each of the above grades are built into automatic processes when SAP is reviewed at the end of each term in the Colleague system.

12.10 Treatment of Remedial, Enrichment and English as a Second Language Courses

Policies

Remedial Coursework: Students who enroll in remedial coursework (less than 100 level) may receive financial aid. All remedial coursework will count as attempted and completed credits and can affect GPA.

ESL Coursework: ESL coursework is included in all components of SAP, but may be later removed from attempted and/or completed units based on evaluation of a submitted SAP appeal. Such adjustment is applicable to pace and maximum timeframe requirements only.

Procedures
Each of the above course types are built into automatic processes when SAP is reviewed at the end of each term in the Colleague System.

12.11 Treatment of Consortium, Change of Major, Second Degree, and Second Major Courses

Policies
The Financial Aid Office does not reset the maximum timeframe or pace for students changing majors or earning a second degree. When a student fails to meet the SAP standards, these are situations considered in appeal.

Procedures
The Financial Aid Office is notified of students changing majors through Colleague. Change of Majors and adding degree programs are processed by the Admissions & Records Office.

12.12 Completion of Degree Requirements

Policies
The Registrar's Office tracks degree completion requirements. Students that have earned the credits for a degree cannot receive financial aid for continued enrollment without applying for graduation.

Procedures
The Registrar's Office will notify the Financial Aid Office if a student has met the requirements to graduate, but fails to graduate. If the student has completed all required courses, then the Financial Aid Office will flag the student so they cannot receive financial aid for that completed degree program.

12.13 Notices

Policies
The Satisfactory Academic Progress policy is published online. Enrolled students are notified of the SAP policy in an email welcome notice.

The Director of Financial Aid is responsible for reviewing the policy annually and ensuring updates are accessible online. References to the SAP policy are included in financial aid office brochures and presentations.

Students not meeting SAP will receive a notice at the end of the term with their disqualified status. Information on student services programs, appeals and reinstatement are included in the notice.

Procedures

The SAP Policy is published on the public-facing website. An email notification of the SAP policy is sent to all students submitting a FAFSA to WCC each semester.

12.X Reserved for Institution Use