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530-749-7999

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

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15880 Dam Road Extension  
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707-995-7923

## 2020-2021 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 by the Department of Education. Students who are ineligible may continue to attend classes at their own expense, or may apply for the California College Promise Grant formerly known as the BOG Fee Waiver. The CCPG will only waive enrollment fees. It does not provide assistance for books, supplies, or other costs. Students must meet academic and progress standards in order to avoid losing their CCPG 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) and have completed the Sap appeal quiz, then you may submit this 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, extenuating appeals must be submitted by the following deadlines:**

Appeal Filing Deadlines			
Fall 2020	November 13, 2020	Spring 2021	April 23, 2021
Summer 2021	July 1, 2021		

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

- Complete a mandatory SAP appeal quiz.** The SAP appeal Quiz must be authenticated by having a Financial Aid Administrator review the quiz and verify your understanding of Yuba Colleges appeal process and policies.
- Complete the attached Financial Aid Appeal form.** Complete all questions in **INK** and in a legible and complete manner. Describe the extenuating circumstance that led to your 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 supporting 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 educational plan.** If you do not have a Comprehensive Educational Plan, you may submit an “unofficial” educational plan with your extenuating circumstances financial aid appeal form. You must schedule an appointment with an academic counselor to complete an “comprehensive” educational plan. You must submit the “comprehensive” educational plan within 30 days from the date you submitted your extenuating circumstances financial aid appeal to the Financial Aid Office.
4. **Your financial aid appeal will not be reviewed or accepted if:**
  - You failed to complete the mandatory SAP appeal quiz
  - You 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 financial aid appeal form is incomplete
  - You do not submit the proper supporting documentation
5. **The following items must be completed prior to the submission of the appeal form. In addition to the required documents, to the Financial Aid Office at your campus of attendance.**
  - The mandatory SAP appeal quiz with Financial Aid
  - Your completed financial aid appeal form
  - Your TYPED one-page statement about what has happened and what has changed
  - Your comprehensive educational plan
  - Supporting documentation of extenuating circumstances
6. **Please allow at least 30 days for your appeal to be reviewed by the Dean/Financial Aid Director or assigned designee.** 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/clarification** 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 66.67% (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.

For additional information view the Financial Aid Guide at [www.yccd.edu](http://www.yccd.edu), select your campus, then Financial Aid or contact your campus Financial Aid Office.



**Yuba College Financial Aid  
2020-2021 Satisfactory Academic Progress Appeal**

**INK ONLY**

Office Use Only:  
DATE received;

**To be completed by Financial Aid Office Only:**

GPA below 2.0     Pace of Progression below 66.67%     Exceed maximum units     30 Plus Remedial     Other

T-PERM (R2T4) Amt Owed: YCCD \_\_\_\_\_ DOE \_\_\_\_\_

**Term Appealing:**

Fall2020– Deadline: November 13, 2020

Spring 2021– Deadline: April 23, 2021

Summer 2021 – Deadline: July 1, 2021

SAP Appeal Quiz Stamp:

**STUDENT: Complete ALL of the items in this section or it will be considered Incomplete and Unreviewable.**

Name (Print) \_\_\_\_\_

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

Mailing Address \_\_\_\_\_

Date of Birth \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_

**Current Campus Attending:**     Yuba (Marysville)     Sutter     Lake County     Beale     Woodland     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 Yuba College?** \_\_\_\_\_

**Pell Lifetime Eligibility Used?** \_\_\_\_\_ % (Log in at <https://nsls.ed.gov> to find your LEU %, then click Financial Aid Review)

**Indicate the circumstances beyond your control that caused your academic progress to be unsatisfactory.**

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 one-page, explanation about what happened. Include the following:</b></p> <ul style="list-style-type: none"> <li>• Provide your Name, Student ID and Signature on the typed explanation.</li> <li>• Explain in detail the extenuating circumstance contributing to why you did not make satisfactory progress. Include date(s) of onset and duration of extenuating circumstances.</li> <li>• Provide an explanation for <u>all terms</u> 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><i>Note: Lack of awareness of withdrawal policies, requirements for satisfactory academic progress, or unpreparedness for college coursework will not be accepted as reasons for the purpose of an appeal.</i></p> <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, statements of attestation. All 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 a comprehensive 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.
<p><b><i>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.</i></b></p>	
<p>_____</p>	
Student Signature/Date	Student ID

Financial Aid Use Only (To be completed by FA Staff)						
	PACE	GPA	UNITS ATTEMPTED	UNITS COMPLETED	LEU %	FA RECEIVED
TERM						
OVERALL						
Degree Audit/Program of Study:						
Following Ed Plan: <input type="checkbox"/> Yes <input type="checkbox"/> No						
Comments:						

Financial Aid Decision			
	PELL	FWS	LOANS
Approved: <input type="checkbox"/> APA <input type="checkbox"/> PAA			
Denied: <input type="checkbox"/> TAD			
Progress Reports Required <input type="checkbox"/>			
Meet with FA Director <input type="checkbox"/>			
<input type="checkbox"/> Refer to FA Committee	FA Committee Decision: <input type="checkbox"/> Approved <input type="checkbox"/> Denied		
Comments:			
_____			
Financial Aid Signature	Date		

**Satisfactory Academic Progress (SAP) Policy Quiz**  
**Yuba Community College Financial Aid**

Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

1. The acronym SAP stands for \_\_\_\_\_
2. Which specific SAP standard(s) do you believe you are not meeting? *Circle all that apply*
  - A. Qualitative Standard- GPA is below 2.0
  - B. Pace of Progression-Completion rate is below 66.67%
  - C. Not Meeting the Maximum Timeframe prior to completing my goal
3. Attempted units are units that appear on my transcript and exclude grades of “W”? True or False
4. Where can I find my Federal Pell Grant lifetime eligibility used?
  - A. NSLDS Website
  - B. Student Email
  - C. Financial Aid Guide
5. Miguel’s GPA is below a 2.0 and completion rate is below 66.67%. Miguel’s appeal packet consists of?
  - A. A personal statement explaining the situation along with FAFSA application
  - B. Documents attesting to the Extenuating Circumstance, an Ed Plan and statement explaining the circumstances and what changes have been made to ensure meeting SAP standards as of now.
  - C. A statement of Extenuating Circumstances and an Unofficial Transcripts
6. The amount of Federal Pell Grant funds a student may receive over their lifetime is \_\_\_\_\_%
7. If you completely drop, withdraw or stop attending all classes at Yuba College prior to completing 60% of the term, it will affect your eligibility for financial aid, and could result in your having to repay **all** or a **portion** of your financial aid to YCCD and/or the U.S. Department of Education? True or False
8. What is the maximum unit limit for a certificate of achievement? \_\_\_\_\_units
9. After submitting an appeal; The Financial Aid office has **how long** before you can expect the appeal to be processed?
  - A. 4 weeks
  - B. 30 days
  - C. 1 month
  - D. All of the above
10. If you’re obtaining an AA, AS or transfer degree; there is a 90 unit maximum before you will be terminated from financial aid? True or False
11. If my appeal is approved, I will be eligible for retroactive funds for the previous semester and the current semester? True or False

12. How often does the Financial Aid office run students Satisfactory Academic Progress status?
- A. Once a year
  - B. Every other semester
  - C. Each Fall, Spring and Summer semester
13. Yuba College's Satisfactory Academic Progress policy can exclude courses for transfer, if they do not count towards the student's current program of study? True or False
14. Maria's overall completion rate was 65%, and GPA was 1.98%. Therefore, Maria is meeting SAP standards? True or False
15. In order to submit an appeal form to Financial Aid you must have a FAFSA/Dream ACT application on file and be enrolled in classes for the semester you intend to appeal? True or False
16. Name **two** Satisfactory Academic Progress status: \_\_\_\_\_ & \_\_\_\_\_
17. In what month is the Fall semester appeal deadline?
- A. September
  - B. November
  - C. All Fall Term
18. Remedial units are?
- A. Any coursework 100 or above.
  - B. Coursework below college level.
  - C. Any coursework taken while in High School.
19. Where can student's find the Financial Aid Guide?
- A. Yuba Self Service.
  - B. Your Student E-mail.
  - C. The Financial Aid website.
20. In your own words, please explain **one** of the Terms of Agreement: