



Hartnell College Spring 2019 SAP APPEALS PROCESS

1. Complete the SAP Quiz online at: <http://live-hartnell.gotpantheon.com/sap-satisfactory-academic-progress>
2. Check your Hartnell gmail account for quiz results which will be sent to you within 3 working days after you take the SAP quiz.
3. If you passed the quiz, you will need to sign up for an in-person SAP Workshop by calling (831) 755-6806 or stop by the Financial Aid Office to schedule an appointment. Below are the SAP Workshop Dates.
(If you did not pass the SAP Quiz, you will be instructed to re-take the quiz.)
4. At the SAP Workshop, you will be given your SAP Appeals form to complete along with other important SAP information.
5. After completion of the SAP Workshop, you will be instructed to make an appointment with a counselor to develop strategies for success considering individual student needs and for a comprehensive educational plan.
6. After meeting with your counselor, you will need to submit the completed SAP Appeals form, support documentation, and a copy of your educational plan by the established due dates which are shown below.

| SAP Workshop Dates * | <u>Deadline to Sign Up for SAP Workshop</u> | FA Appeals Submission Deadline | Committee Meeting Dates |
|--------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|--------------------------|
| Mon. January 28 th Main Campus Room: B110 3:00-4:15 or 4:30-5:45 | Friday, January 25 th 1:00 p.m. | Tues. February 5 th by 6:00pm | Thurs. February 14, 2019 |
| Mon. February 11 th Main Campus Room: B110 3:00-4:15 or 4:30-5:45 | Friday, February 8 th 1:00 p.m. | Tues. February 19 th by 6:00pm *Mid-term progress Report Due along with Appeal Packet | Thurs. February 28, 2019 |
| Mon. March 4 th Main Campus Room: B110 3:00- 4:15 or 4:30-5:45 | Friday, March 1 st 1:00 p.m. | Tues. March 12 th by 6:00 p.m. *Mid-term progress Report Due along with Appeal Packet | Thurs. March 21, 2019 |
| *Mon. March 4th Location: King City Center Room KCC209 2:00-3:15 or 3:30-4:45 | Friday, March 1 st 1:00 p.m. | Tues. March 12 th by 6:00 p.m. *Mid-term progress Report Due along with Appeal Packet | Thurs. March 21, 2019 |
| Mon. April 8 th Main Campus Room: B110 3:00-4:15 or 4:30-5:45 | Friday, April 5 th 1:00 p.m. | Tues. April 16 th by 6:00 p.m. *Mid-term progress Report Due along with Appeal Packet | Thurs. April 25, 2019 |

The last Day to Submit a Spring 2019 Financial Aid Appeals form is Tuesday, April 16, 2019.