



SPRING 2021 SAP APPEALS PROCESS & DEADLINES

1. Complete the online [ONLINE SAP Workshop & Quiz](#) found on our website.
2. Check your Hartnell email account for quiz results. Quiz results will be sent to you within 3 business days after you take the SAP Quiz.
3. If you pass the quiz, you will be sent an appeal packet for your completion. Please be sure to complete the entire appeal form with the exception of your counselor's signature and recommendations. Incomplete appeals will not be reviewed.
4. Once you complete your appeal form please make an [appointment with a Hartnell counselor](#) via the Counseling Virtual Help Desk to develop strategies for success and complete a comprehensive educational plan. (If you have not previously completed your Math and English placement, you must do so before meeting with a Hartnell Counselor.)
5. The declared major on the Student Educational Plan and appeal must match what Admissions and Records has on their system. (Unsure of your major? You may check your declared major under profile on PAWS. If it has changed you may update your major by filling out and submitting a [Change of Information](#) form to admissions@hartnell.edu).
6. Submit the complete SAP Appeal packet by email to finaid@hartnell.edu. Be sure to attach supporting documentation, a copy of your educational plan, and a copy of your canvas grade book or email from your instructor indicating your grade for each class with your appeal packet. ***Incomplete appeal packets will not be reviewed by the committee.***

<u>Deadline to complete Online Workshop and SAP Quiz</u>	FA Appeals Submission Deadline	Committee Meeting Dates
Mon, February 1 by 5:00 PM	Fri, February 5 by 5:00 PM	Thurs, February 18, 2021
Mon, February 15 by 5:00 PM	Fri, February 19 by 5:00 PM	Thurs, March 4, 2021
Mon, March 1 by 5:00 PM	Fri, March 5 by 5:00 PM Mid-term Grades Required: Canvas Gradebook, instructor email or self-certification form (Each course must be listed)	Thurs, March 18, 2021
Mon, March 29 by 5:00 PM	Fri, April 2 by 5:00 PM Mid-term Grades Required: Canvas Gradebook, instructor email or self-certification form (Each course must be listed)	Thurs, April 15, 2021
Mon, April 12 by 5:00 PM	Fri, April 16 by 5:00 PM Mid-term Grades Required: Canvas Gradebook, instructor email or self-certification form (Each course must be listed)	Thurs, April 29, 2021

The last Day to submit a Spring 2021 Financial Aid Appeal Form is **Friday, April 16, 2021. All deadlines are Final.**