



SPRING 2023 SAP APPEALS PROCESS

1. Complete the online [SAP 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. ***Incomplete appeals will not be reviewed.***
4. Before submitting your appeal, you will need to make an appointment with a Hartnell counselor to develop or update your Education Plan. The major on the Education Plan must match the academic major under the My Progress link on Self-Service. If the major is incorrect, you must submit a Change of Information Form with the correct major to Admissions and Records).
5. Submit the complete SAP Appeal packet in-person, by email to finaid@hartnell.edu or faxed to (831) 759-6014. 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.

<u>Deadline to complete Online Workshop and SAP Quiz</u>	FA Appeals Submission Deadline	Committee Meeting Dates
Fri, January 20, 2023 by 5:00 PM	Mon, January 30, 2023 by 5:00 PM	Thurs, February 9, 2023
Fri, February 3, 2023 by 5:00 PM	Mon, February 13, 2023 by 5:00 PM	Thurs, February 23, 2023
Fri, February 24, 2023 by 5:00 PM	Mon, March 6, 2023 by 5:00 PM Mid-term Grades Required: Canvas Gradebook, instructor email or self-certification form (Each course must be listed)	Thurs, March 16, 2023
Fri, March 3, 2023 by 5:00 PM	Mon, March 13, 2023 by 5:00 PM Mid-term Grades Required: Canvas Gradebook, instructor email or self-certification form (Each course must be listed)	Thurs, March 23, 2023
Fri, March 17, 2023 by 5:00 PM	Mon, March 27, 2023 by 5:00 PM Mid-term Grades Required: Canvas Gradebook, instructor email or self-certification form (Each course must be listed)	Thurs, April 13, 2023

The last Day to submit a Spring 2021 Financial Aid Appeal Form is **Monday, March 27, 2023. All deadlines are Final.**