



## SUMMER 2022 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 have filled out 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](mailto: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>	<u>FA Appeals Submission Deadline</u>	<u>Committee Meeting Dates</u>
Monday, June 20 by 5:00 PM	Friday, June 24 by 5:00 PM	Thursday, June 30
Tuesday, July 5 by 5:00 PM	Monday, July 11 by 5:00 PM <b>Mid-term Grades Required: Canvas Gradebook, instructor email or self-certification form (Each course must be listed)</b>	Friday, July 15

**The last Day to submit a Summer 2022 Financial Aid Appeal Form is **Monday, July 11, 2022**. All deadlines are Final.**