



## SUMMER 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](mailto: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.

Deadline to complete Online Workshop and SAP Quiz	FA Appeals Submission Deadline	Committee Meeting Dates
Tuesday, June 20 by 5:00 PM	Monday, June 26 by 5:00 PM	Thursday, July 6
Monday, July 10 by 5:00 PM	Friday, July 14 by 5:00 PM <b>Mid-term Grades Required: Canvas Gradebook, instructor email or self-certification form (Each course must be listed)</b>	Thursday, July 20

The last Day to submit a Summer 2023 Financial Aid Appeal Form is **Friday, July 14, 2023**. All deadlines are Final.