

SAP APPEALS PROCESS

FINANCIAL AID DEPARTMENT

Summer 2021





- It is important that you read all of this PDF presentation.
- Each page will cover questions that you will need to answer on our SAP Quiz.
- The SAP Quiz will be given to you at the end of this presentation.

In this presentation we will cover the Financial Aid SAP Process which includes the following:

- What is SAP?
- Satisfactory Academic Progress (SAP) Policy
- New Changes to the FA SAP process
- The SAP Committee (Deadlines and Decisions)
- Next Steps and Recommendations



- SAP is a measurement of your Qualitative (GPA) and Quantitative (Units) Academic Progress
- This eligibility requirement applies to all forms of Federal Title IV student aid (PELL grants, SEOG grants, Federal Direct Loans, Federal Work-Study, and the state Cal Grant programs)



- Federal Regulations require that Colleges establish Satisfactory Academic Progress standards for students applying and receiving federal student aid.
- It is required that your academic history be reviewed at the end of each Fall, Spring, and Summer terms to make sure that you are making Satisfactory Academic Progress towards your educational goals.



- Each student is provided a link to access our SAP Policy online on their award letter.
- Please make sure you read the SAP Policy as it impacts your opportunity to receive Federal and State financial aid.
- Below is the SAP policy link:
<https://www.hartnell.edu/students/fa/sap-satisfactory-academic-progress.html>



There are 4 possible reasons why a student could be placed on Disqualification (Unsatisfactory) status:

1. Your cumulative GPA is below a 2.0
2. You have not completed at least 67% of the cumulative units you have attempted
3. You have “attempted” over 90 units or less if you are in a certificate program. These units will include ALL units completed at any prior colleges you have attended. ALL units are counted, even college units earned while in high school.
4. You have already received a BA/BS degree



The Qualitative Measurement for SAP is your Grade Point Average (GPA):

- You must maintain a minimum Cumulative Grade Point Average (GPA) of 2.0

The Quantitative measurement for SAP is your units completed. To maintain Satisfactory Academic Progress, students must complete at least 67% of all units attempted.

- Example: If you register for 17 units and only completed 10 units, you have only completed 59% of the units attempted. You can derive the percentage by dividing the completed units by the attempted units (10/17=59%)



RETURN TO TITLE IV (R2T4)

- Return to Title IV is defined as when a student completely drops ALL courses
- If you withdraw from ALL of your classes before more than 60% of the semester or receive all F's or a combination of all F's/NP's, you will be required to return any unearned federal funds

Length of Eligibility

- Federal regulations require colleges to establish a maximum time frame during which students are eligible to receive financial aid not to exceed 150% of an academic program
- The 150% for Hartnell academic programs is 90 cumulative units attempted. Less for certificate programs. Exceptions are made for High Unit Majors. Students are no longer eligible for financial aid after attempting 90 units, whether or not financial aid was received.

ALL students are required to complete an
ONLINE Workshop/Quiz and an appointment
with a Hartnell Counselor to complete the FA
SAP process.



At the end of this Online SAP Workshop and Quiz you will be sent an e-mail notification to your Hartnell email.

- If you PASS the Online SAP Workshop Quiz you will be sent a SAP Appeal packet with instructions. You will then need to complete the packet and meet with a Hartnell College Counselor.
- If you FAILED the Online SAP Workshop Quiz the e-mail notification will alert you that you will be required to re-do the Online SAP Workshop and Quiz. You are only given 2 opportunities to pass the QUIZ. If you fail the SAP Quiz twice, you will not be allowed to complete the FA SAP process until the following term.



Appeals are required to have current grades along with the Appeal Form in order to be reviewed. Grades must be submitted in the form of a canvas gradebook, an email from your instructor for each course or a progress report form.

The final appeal deadline for Summer 2021 is
Friday, July 2, 2021

No appeals will be accepted beyond this date.



- You can only submit a maximum of **3 appeals** during your course of study at Hartnell
- Once you have reached this maximum you will be placed on **Permanent** DISQUALIFICATION status at Hartnell

The Appeals Committee consists of 5 Hartnell faculty and staff

- 3 FA Professionals and 2 Academic Counselors
- All decisions made by the Committee are FINAL and cannot be appealed.
- You will be notified of your decision by email in approximately 2 weeks after the Committee has met.



The Appeals Committee reviews each student appeal form and makes decisions based on a set criteria for ALL students



Appeal Deadlines

- A student may appeal their Disqualification status by submitting a completed SAP Appeal Packet and current grades no later than Friday, July 2, 2021 for Summer 2021 consideration. No appeals will be accepted beyond that date.
- Incomplete appeals will not be reviewed by the committee.
- Please visit the following link for our Summer 2021 Appeal deadlines:
<https://www.hartnell.edu/students/fa/sap-satisfactory-academic-progress.html>

Appeals may be filed for the following extenuating circumstances:

1. Medical Problems
2. Family emergency
3. Other Documented Extenuating Circumstances

- The FA Appeal packet (Appeal Form, Current grades, Ed Plan, Counselor Recommendation) must be completed in it's entirety. Incomplete appeals will not be reviewed.
- Appeal submitted after July 2 are required to have current grades along with the Appeal Form in order to be reviewed. Grades must be submitted in the form of a canvas gradebook, an email from your instructor for each course or a progress report form.
- **Incomplete/Partial appeals** will result in your appeal packet **not being considered for review.**



- Make sure you list your Hartnell e-mail address on the SAP Quiz. You will receive your results within 3-5 working days.
- Make sure that you take your time answering each question on the Quiz. A FAIL will prevent you from taking your next step in the FA SAP Process.
- Additional documentation may be requested by the committee. Failure to submit additional documentation by the deadline will result in a denial.

- Make sure you completed a FAFSA or CADAA application for the current academic year.
- Ensure that your 2020-2021 Financial Aid File is complete. You can check your status through PAWS. Payments cannot be issued for incomplete files even if your appeal is approved.
- You must be registered for the semester you are appealing.
- After you receive your FA Appeal Packet complete the FA Appeal packet and schedule your appointment with a counselor.
- Submit your completed FA Appeal packet to finaid@hartnell.edu by the published deadlines.

- Make sure you keep your Educational Plan updated.
- Students must submit any Education Plan changes directly to the FA Department as soon as possible.
- With your updated Educational Plan you must submit a statement indicating why there is a change in your plan.
- Make sure you “follow” your Educational Plan. Financial Aid will not pay for courses not listed on your Ed Plan and/or not applicable to your declared major.



- You have now completed Hartnell's ONLINE SAP Workshop. Please take your time completing your SAP QUIZ.
- Cut and paste the link below to your web browser to begin the QUIZ.

(DO NOT CLICK ON THE LINK)

<https://forms.gle/Efzz2T5MG2LuPpDo8>