

# SAP APPEALS PROCESS

*FINANCIAL AID DEPARTMENT*

Spring 2020



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

- 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.

- 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 Work-Study, and the state Cal Grant program)

- On your award letter, you are given a link to access our SAP Policy online
- 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>

### DISQUALIFICATION

There are 4 possible reasons that you have been 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. 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 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 (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.

## Excessive Unit Worksheet

- An excessive unit worksheet will need to be completed by ALL students. A Hartnell counselor will need to complete the worksheet for you
- All units attempted are counted even if you attended Hartnell while still in high school or if you attended another college

ALL students are required to complete an  
ONLINE and IN PERSON SAP Workshop to  
complete the FA SAP process

## **At the end of this Online SAP Workshop and Quiz you will sent an e-mail notification**

- If you PASS the Online SAP Workshop Quiz you will be sent an e-mail notification that will alert you that you must now attend an IN PERSON SAP workshop *(The e-mail will contain instructions, dates, times and location of the IN PERSON SAP workshop)*
- 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.

The IN PERSON SAP Workshop will consist of:

- Overview of Hartnell's SAP Policy
- Reasons why your are on Disqualification
- Instructions on how to complete your FA Appeal Form

You are required to submit a Mid-Term Progress report along with your Appeal Form and Excessive Unit Worksheet. This only applies if you are submitting your appeal after:

Tuesday, February 4, 2020



- 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

- 2 FA Professionals and 3 Academic Counselors
- All decisions made by the Committee are FINAL and you will be notified of your decision by letter 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 FA Appeals Form, Excessive Unit Worksheet, and Mid-Term Progress Report (if applicable) no later than February 4, 2020 for Spring 2020 consideration.
- Please visit the following link for our Spring 2020 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, Excessive Unit Worksheet, and Mid-Term Progress Report (if applicable) must be completed in it's entirety.
- Failure to submit a **complete** petition will result in your appeal packet **not being considered for review and returned to you.**

- Make sure you put your 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.

- Ensure that your 2019-2020 Financial Aid File is complete. You can check your status through PAWS
- Once you attend the IN PERSON SAP workshop you will receive your FA Appeal Packet. Make sure to schedule your appointment with a counselor soon after this
- Before meeting with your counselor your portion of the FA Appeal packet must be completed

- Make sure you keep your Educational Plan updated
- Any changes with your Educational Plan must be submitted to the FA Department as soon as possible
- Along 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. We will not fund you for courses not listed on your plan



# Congratulations!



- 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://docs.google.com/forms/d/1XPe6SLg55HftNVjFHxWRRElnrcKtkpz69WpT8V9xptY/viewform?usp=send\\_form](https://docs.google.com/forms/d/1XPe6SLg55HftNVjFHxWRRElnrcKtkpz69WpT8V9xptY/viewform?usp=send_form)