



## Financial Aid Office

411 Central Ave • Salinas, CA 93901 • (831) 755-6806 • FAX (831) 759-6014

### Spring 2020 SAP APPEALS PROCESS

1. Complete the online [SAP Quiz](#) found on our website.
2. Check your Hartnell Gmail 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 appeal form in its entirety **with the exception of your counselor's signature and recommendations.**
4. Once you complete your appeal form please make an appointment with your academic counselor 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 when meeting with a Hartnell Counselor.)
5. The declared major on the Student Educational Plan must reflect what Admissions and Records has on their system. (You may update your major filling out a Change of Information form found on the [Admissions and Records](#) page).
6. Submit the completed SAP Appeal Form 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.

SAP Appeals Submission Deadline	Committee Meeting Dates
<b>Wednesday, April 1<sup>st</sup></b>  <i>*Copy of Canvas Grade Book or email from instructor with current grade for each course.</i>	<b>Monday, April 6, 2020</b>
<b>Tuesday, April 14<sup>th</sup></b>  <i>*Copy of Canvas Grade Book or email from instructor with current grade for each course.</i>	<b>Thursday, April 23, 2020</b>