



FALL 2026

SAP APPEALS PROCESS

1. Complete the [Online Workshop & SAP Quiz](#) found on our website. *(If a student begins, but does not complete the SAP Appeal process for any given semester, the student will need to begin the process over again for the next semester they wish to appeal).*
2. 3-5 business days after you take the SAP Quiz, check your Hartnell email account for results and next steps. If you pass the quiz, you will receive instructions and will be assigned a task to your online [Student Forms](#) portal. Students who have not previously submitted online forms through *Student Forms* will be asked to create an online account.
3. After the semester begins and before submitting your appeal, you will need to make an appointment with a Hartnell counselor to develop, update or confirm your comprehensive Education Plan *(a plan that outlines courses the student must take to complete their educational goal)*. The major on the Education Plan must match the academic major under the My Progress link on [P.A.W.S. Self Serve](#). If the major is incorrect, you must submit a [Program of Study \(Major\) Change Request Form](#) with the correct major to Admissions & Records and request to have all old majors cancelled.
4. After meeting with your counselor, you must complete and submit the SAP appeal at <https://hartnell.studentforms.com/> and if applicable, upload supporting documentation along with your most recent education plan dated during the semester you are appealing.
5. Appeals, Education Plan and supporting documentation must be submitted by the deadline posted on the financial aid webpage at <https://www.hartnell.edu/support/fa/sap-satisfactory-academic-progress.html> and at the bottom of this form. **Incomplete appeals will not be reviewed.**
6. After the first SAP appeal deadline, you will be asked to submit Mid-Term Progress grades using your Canvas Grade book with your appeal for the SAP Committee to make a decision on your appeal.

Deadline to complete Online Workshop and SAP Quiz	FA Appeals Submission Deadline	Committee Meeting Dates
Fri, August 28 by 5:00 PM	Fri, September 11 by 5:00 PM	Thurs, September 24, 2026
Fri, September 18 by 5:00 PM	Fri, October 2 by 5:00 PM Mid-term Grades Required: Canvas Grade book (Each course must be listed)	Thurs, October 15, 2026
Fri, October 9, by 5:00 PM	Fri, October 23 by 5:00 PM Mid-term Grades Required: Canvas Grade book (Each course must be listed)	Thurs, November 5, 2026
Fri, October 30, by 5:00 PM	Fri, November 13 by 5:00 PM Mid-term Grades Required: Canvas Grade book (Each course must be listed)	Thurs, November 25, 2026
Fri, November 20, by 5:00 PM**	Fri, December 4 by 5:00 PM** Mid-term Grades Required: Canvas Grade book (Each course must be listed)	Thurs, December 10, 2026** ** <u>Students may not receive payment until the next semester</u>

**The Last Day to Submit a Fall 2026 Financial Aid Appeals form
is **Friday, December 4, 2026.****