

SAP APPEALS PROCESS

FINANCIAL AID DEPARTMENT

Fall 2025





INSTRUCTIONS

- You are required to read all of this PDF presentation.
- Each slide will cover information related to a question on the required SAP Quiz.
- The SAP Quiz will be given to you at the end of this presentation.

FINANCIAL AID SAP PROCESS

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

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

What is SAP?

- SAP is a measurement of your GPA (Qualitative) and Unit (Quantitative) Academic Progress
- This eligibility requirement applies to all types of Federal Title IV student financial aid
 - PELL grants
 - SEOG grants
 - Federal Direct Loans
 - Federal Work-Study
 - State Cal Grants

What is SAP?

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



SAP Policy

- Each student is provided a link to access our SAP Policy and other conditions of awards on their award letter.
- You are required to read the SAP Policy as it impacts your opportunity to receive Federal and State financial aid.

Below is the direct SAP policy link:

<https://www.hartnell.edu/support/fa/2025-2026-sappolicy.pdf>

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.

- You must complete at least 67% of all units attempted.

Example:

- 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 ($10/17=59\%$)

What happens if I don't complete courses?

Aside from impacting your progress, not successfully completing course can also impact you in other ways.

- If you withdraw or drop from course(s) your Financial Aid awards may be adjusted, and in some cases may have to pay back financial aid.
- If you withdraw from ALL of your classes before completing more than 60% of the semester you will be required to return any unearned federal funds.
- If you receive all F's or a combination of all F/NP or W, you will be required to return any unearned federal funds.



Length of Eligibility (UMAX)

The maximum time frame during which students are eligible to receive financial aid cannot exceed 150% the length of an academic program.

- The 150% for most Hartnell academic programs is 90 cumulative units attempted. Students are no longer eligible for financial aid after attempting 90 units, whether or not financial aid was received.
- Exceptions are made for High Unit Majors.
- Certificate programs will vary and will be less than 90 units.

Example Calculation:

60 units x 150% = 90 Unit Maximum Unit Timeframe

Please be refer to the Hartnell College Catalog and refer to your programs published unit requirement (Total Units x 150% = Maximum Units) for more information on your program.

ALL students are required to complete the following to complete the Financial Aid SAP Appeal Process:

- This ONLINE Workshop
- The SAP Quiz at the end of this workshop
- An appointment with a Hartnell Counselor for an updated Ed Plan.
- After meeting with your counselor to complete the education plan, you must complete and submit the SAP appeal at <https://hartnell.studentforms.com/> and upload supporting documentation and the updated education plan. *Students who have not previously submitted online forms to the Financial Aid Office will be asked to create an online account.*

Incomplete appeals will not be reviewed and can result in denial.

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 an email with further instructions. You will then meet with a Hartnell College Counselor for an Ed Plan.
- 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 semester.



Submitting Grades:

After the second appeal deadline, you will be required to submit your grades for your current course(s) with your SAP Appeal. Grades must be submitted in the form of a canvas gradebook or an email from your instructor for each course.

The final appeal deadline for Fall 2025 is
Friday, December 5, 2025

No appeals will be accepted beyond this date.

- You can only submit a maximum of **1 appeal** per semester.

The Appeals Committee consists of 3 Hartnell faculty and staff

- 2 FA Professionals and 1 Academic Counselor
- 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

- A student may appeal their Disqualification status by submitting a completed SAP Appeal Packet and current grades no later than Friday, December 5, 2025 for Fall 2025 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 Fall 2025 Appeal deadlines:
https://www.hartnell.edu/support/fa/fall_2025_sap_deadlines.pdf

Appeals may be filed for the following extenuating circumstances:

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



- The FA Appeal consist of:
- SAP Appeal Form
- Current grades (after the 2nd deadline)
- Ed Plan
- Supporting Documentation

Failure to submit a complete all required documents will result in your appeal not being reviewed or denied.

- List your Hartnell e-mail address on the SAP Quiz. • You will receive your results within 3-5 working days.
- Take your time answering each question on the Quiz.
- A FAIL will prevent you from taking your next step in the Financial Aid SAP Appeal Process.
- Additional documentation can sometimes be requested by the committee. Turn it in by the deadline provided in your email.
- Failure to submit by the deadline can result in a denial.
- Be sure that you have completed a FAFSA or CADAA application for the current academic year.

- You must be registered for the term you are appealing.
- Ensure that your 2025-2026 Financial Aid File is complete.
- You can check your status through Self-Service. Payments cannot be issued for incomplete files even if your appeal is approved.
- After you receive your instructions schedule your appointment with a counselor to complete or update your Ed Plan.
- After meeting with your counselor to complete the education plan, you must complete and submit the SAP appeal at <https://hartnell.studentforms.com/> and upload supporting documentation and the updated education plan. *Students who have not previously submitted online forms to the Financial Aid Office will be asked to create an online account.*
- Approved appeals are not retroactive. If approved, payments will be issued only for the semester you appealed for.

- Approved appeals are approved on a probationary status and will automatically be re-reviewed during subsequent semesters as long as you maintain continuous enrollment.
- All students must be working towards a Hartnell College Academic Major. The Academic Major must be declared with Admission and Records and must match your Education Plan.
- Keep your Educational Plan and major updated.
- Submit any Ed Plan changes directly 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 courses not listed on your plan or courses not required for your academic major.



Academic Resources

Several Academic resources are available to help you avoid SAP. Resources include but are not limited to the following:

- Visit Panther Learning Labs for academic support
- <https://www.hartnell.edu/students/programs/tutoring/panther-learning-lab-hartnell-college.html>
- Reach out to professors during office hours
- Reach out to Student Services for support
- <https://www.hartnell.edu/students/programs/index.html>



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://forms.gle/Efzz2T5MG2LuPpDo8>