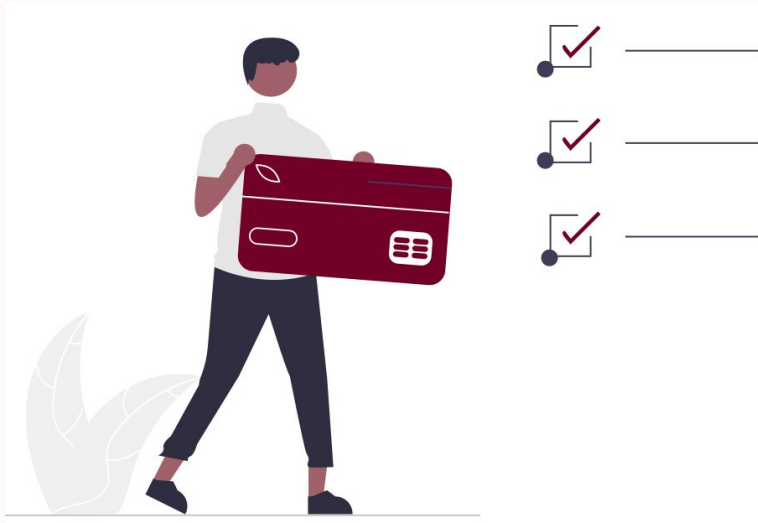


Financial Aid

SAP Appeal Workshop

Hartnell College
Financial Aid Department





- 1) Complete the **SAP Appeal Workshop & Quiz**
 - a) Responses in **3-5 business days**
- 2) Create a **Student Forms** account
- 3) Complete the **SAP Appeal Form**
- 4) Submit an **Updated Ed Plan** from an academic counselor



- 5) After the first priority deadline, upload a **progress report of ALL grades on Student Forms**
 - a) This can be a screenshot from **Canvas with the course name visible** or an **email from your instructor**.
- 6) **If needed**, provide additional supporting documentation
- 7) Wait for a decision from the **SAP Appeal Committee**



Students are required to read the **SAP Policy**
as it **impacts** your opportunity to receive
Federal and State financial aid

[https://www.hartnell.edu/support/fa/2025-2026-
sappolicy.pdf](https://www.hartnell.edu/support/fa/2025-2026-sappolicy.pdf)



- What is SAP?
- SAP Process
- Priority dates and decision
- Return to Title IV
- SAP Committee
- Next Steps and Recommendations



- **Satisfactory Academic Progress (or SAP)**
 - a Federal regulation that provides to determine whether a student is making sufficient progress in order to maintain eligibility for Financial Aid.
- Academic records are reviewed at the end of each semester (Fall, Spring, & Summer) to determine a students status



If a student is on Unsatisfactory SAP status they are ineligible for all Federal Title IV Financial Aid (cash aid). Such as:

- Pell Grants
- SEOG
- Federal Direct loans
- State Cal Grants



- **GPA:** Students must maintain a cumulative 2.0 GPA or better (Qualitative measurement)
- **Pace of Completion:** students must pass 67% or more of total attempted units (Quantitative measurement)
- **Maximum Time Frame:** students must finish their program within the max amount of units allowed. In most cases, this is 90 units for certificated programs; or within 150% of the length of an academic program.
- **Student has NOT received a BA/BS degree**



A student has attempted **60 units** but has **only passed 37 units**, The student only passed 62% and does not meet the 67% requirement.

- **$37/60=.62$**

***Note: Withdraws do not count towards GPA, but do count towards the Pace percentage.**



- Must be consistent with the student's **Educational Plan**
- Must be kept up to date with **Admissions & Records**

If your Ed Plan does not match this format below it will not be considered

Example Ed Plan

Course Plan as of 10/21/2025

Student

Patrick Panther

ID

0XXXXXX

Programs

General Studies: Psych, 24-25
Intersegmental General Ed Transfer Curriculum, 24-25

Reviewed By

M.Rogers on 10/21/2025 at 1:29 PM

Spring 2025 Semester

| Status | Registered | Courses/Sections | Credits | CEUs | Added to Plan By | Approved/Denied By |
|-------------------------------|------------|-------------------------------------|---------|------|------------------|--------------------|
| | Yes | ART-72 Introduction to Digital Arts | 3 | | | |
| Completed and Planned Credits | | | 3.00 | 0.00 | | |

Fall 2025 Semester

| Status | Registered | Courses/Sections | Credits | CEUs | Added to Plan By | Approved/Denied By |
|-------------------------------|------------|---|---------|------|---------------------|--------------------|
| Planned | Yes | ENG-1A 5028 College Composition & Reading | 3 | | M.Rogers, 6/14/2025 | |
| Planned | Yes | PSY-2 2052 General Psychology | 3 | | Student 6/14/2025 | |
| Planned | Yes | COM-1 5084 Intro to Public Speaking | 3 | | Student 6/14/2025 | |
| Planned | Yes | SOC-1 2043 Introduction to Sociology | 3 | | Student 6/14/2025 | |
| Completed and Planned Credits | | | 12.00 | 0.00 | | |

Notes

Updated ed plan.
M. Rogers on 10/21/2025 at 1:29 PM

Student has changed major and is interested in Psychology; New Goal is IGETC and AA.PSYC
M. Rogers on 4/30/2025 at 3:34 PM



Reasons include, but not limited:

- Medical problems
- Family emergency
- Other documented extenuating circumstances



Students are advised to submit SAP Appeals by the priority deadlines to ensure their appeal is reviewed in a timely manner.

Students can submit SAP Appeals **no later than Friday, May 8, 2026**. However, this does not guarantee the SAP appeal will be approved.

- Please visit the [SAP Appeal Deadlines and Process](#) PDF on the Hartnell SAP webpage



Not completing courses impacts students in more ways than SAP:

- Withdrawing or dropping from courses may result in adjustments to your Financial Aid awards, and in some cases, **you may be required to repay 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 grades or a combination of F/NP or W, you will be required to return any unearned federal funds.



Hartnell College has a set **SAP Appeal Committee** that reviews each appeal form and makes a decision based on a set criteria for all students.

Once a decision has been made students will be contacted with further details and instructions.



Take the SAP Appeal Quiz

<https://forms.gle/d7BrUzfaHzUK6Bws8>



Email: finaid@hartnell.edu

Phone: (831)755-6806

Location: Main Campus: Building B -
Student Services, Room B121

Open:

Monday - Thursday 8am-6pm

Friday 8am-5pm

