



## SPRING 2026

# SAP APPEALS PROCESS

1. Complete the Online Workshop & SAP Quiz found on our website.
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 appeal instructions and will be assigned a task to your online Self-Service portal.
3. Before submitting your appeal, you will need to make an appointment with a Hartnell counselor to develop or update your Education Plan. The major on the Education Plan must match the academic major under the My Progress link on Self-Service. If the major is incorrect, you must submit a Program of Study (Major) Change Request Form with the correct major to Admissions and Records).
4. 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.
5. Appeals, Education Plan and supporting documentation must be submitted by the deadline posted on the financial aid webpage at <http://www.hartnell.edu/sap-satisfactory-academic-progress>. Incomplete appeals will not be reviewed.
6. After the second SAP appeal deadline, you will be asked to submit Mid-Term Progress grades with your appeal for the SAP Committee to make a decision on your appeal.

<b>Deadline to complete Online Workshop and SAP Quiz</b>	<b>FA Appeals Submission Deadline</b>	<b>Committee Meeting Dates</b>
Friday, January 30 by 5:00 PM	Friday, February 13 by 5:00 PM	Thursday, February 26, 2026
Friday, February 20 by 5:00 PM	Friday, March 6 by 5:00 PM <i>Mid-term Grades Required: Canvas Grade book (Each course must be listed)</i>	Thursday, March 19, 2026
Friday, March 13 by 5:00 PM	Friday, March 27 by 5:00 PM <i>Mid-term Grades Required: Canvas Grade book (Each course must be listed)</i>	Thursday, April 9, 2026
Friday, April 3 by 5:00 PM	Friday, April 17 by 5:00 PM <i>Mid-term Grades Required: Canvas Grade book (Each course must be listed)</i>	Thursday, April 30, 2026
Friday, April 24 by 5:00 PM	Friday, May 8 by 5:00 PM <i>Mid-term Grades Required: Canvas Grade book (Each course must be listed)</i>	Thursday, May 14, 2026

**The Last Day to Submit a Spring 2026 Financial Aid Appeals form is Friday, May 8, 2026.**