

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 [Change of Information 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 Mid-Term Progress grades with your appeal for the SAP Committee to make a decision on your appeal.

Deadline to complete