


# INSTRUCTIONS TO COMPLETE ONLINE SAP APPEAL

Step 1: Click on the **Online SAP Appeal** link in Pipeline (If you do not see the link in Pipeline and unsure if you need to appeal please contact our office)

Student Requirements	Holds	Academic Progress
<b>Unsatisfied Requirements</b>		
<b>Requirement</b>	<b>Status</b>	<b>As of Date</b> <b>Fund</b> <b>Term</b>
<b>Cal Grant Dependent Self Certification</b> The California Student Aid Administration has identified you as having dependent children in your household. This increases the amount of Cal Grant you are able to receive. Prior to disbursement of these funds you must self-certify your status on your Web Grants Portal.	Requested Sep 30, 2022	
<b>Direct Loan Entrance Requirement</b> If you are planning on borrowing a student loan, you will need to complete online loan entrance counseling at <a href="https://studentloans.gov">https://studentloans.gov</a> . Entrance counseling only needs to be done once for both subsidized and unsubsidized loans. You will still need to submit a completed Direct Loan Request Form to the SBCC Financial Aid Office.	Requested May 03, 2010	Direct Loan Subsidized
<b>Financial Aid Verification</b> Financial Aid Verification- Your FAFSA or CA Dream Act Application has been selected for verification. Please click on Financial Aid Verification above, to sign into our new paperless process.	Requested Sep 01, 2022	
<b>Online SAP Appeal</b> ← To regain eligibility for financial aid, you must successfully appeal. Click on Online SAP Appeal above to complete and submit your SAP Appeal. For step by step instructions on how to appeal visit our <a href="#">SAP website</a> .	Requested Oct 11, 2022	

 The Requirements link enables you to download the form necessary to complete the specific requirement or transfers you to another page to satisfy the requirement.

## Satisfied Requirements

Requirement	Status	As of Date	Fund Term
Federal Student Financial Aid Application	Received and Satisfied	Apr 26, 2022	
SBCC Admissions Application	Received and Satisfied	May 13, 2022	
Terms and Conditions for Financial Aid	Received and Satisfied	May 19, 2022	

[Select Another Aid Year](#)

Step 2: You will be redirected to our Online SAP Appeal system. If you have not logged in before you will need to create your account. The system requires a one-time account creation.

This page will automatically close and log you out in 2:17 +Required

### Confirm Student Information

Information provided in the fields below must match information provided on your financial aid application - either the Free Application for Federal Student Aid (FAFSA) or the California Dream Act Application. An exact match of all 4 pieces of information to what you provide on one of these applications is required.

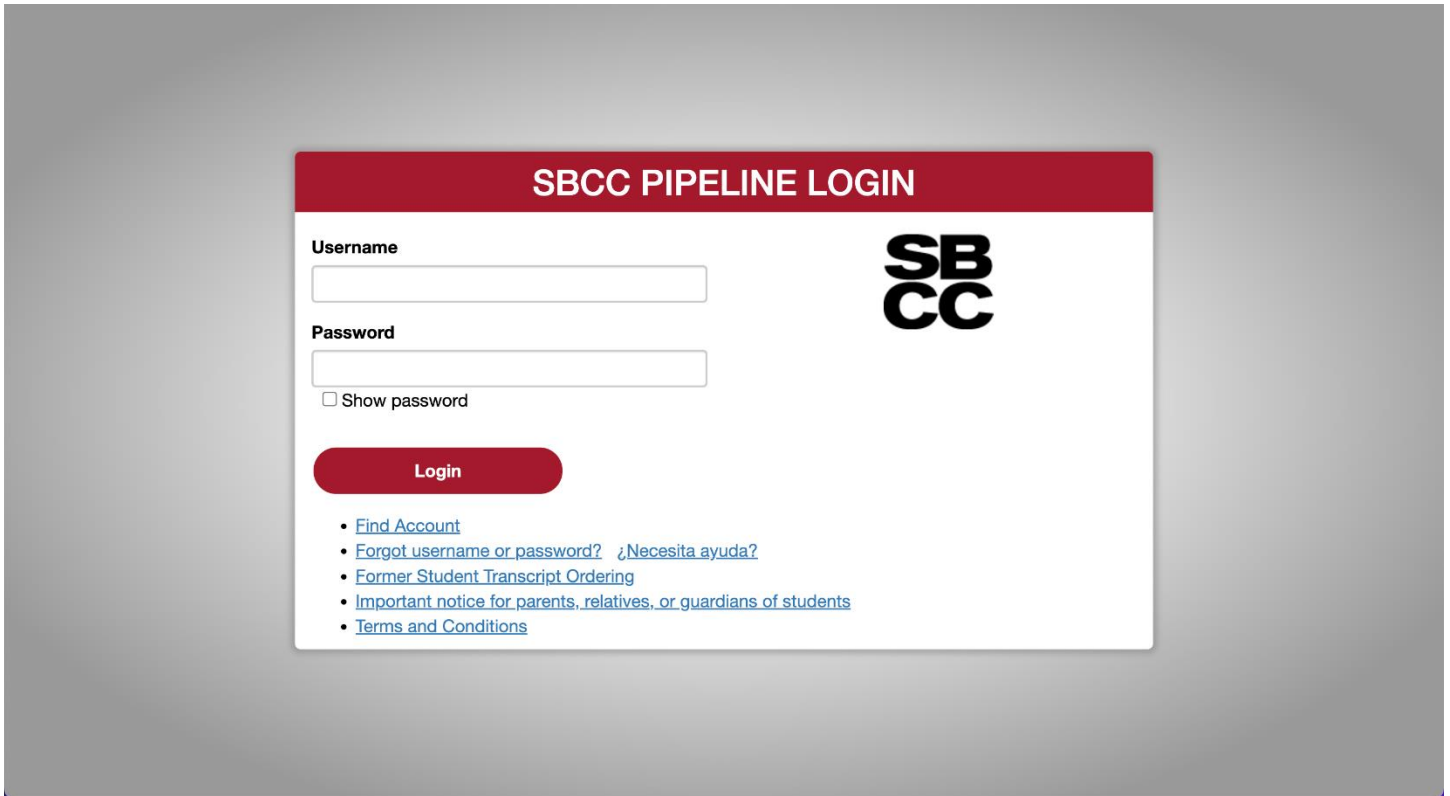
**Why do I have to provide this?**

- \* First name
- \* Last name
- \* Date of birth
- \* Social security number/DREAM ID
- \* Preferred email
- \* Confirm email

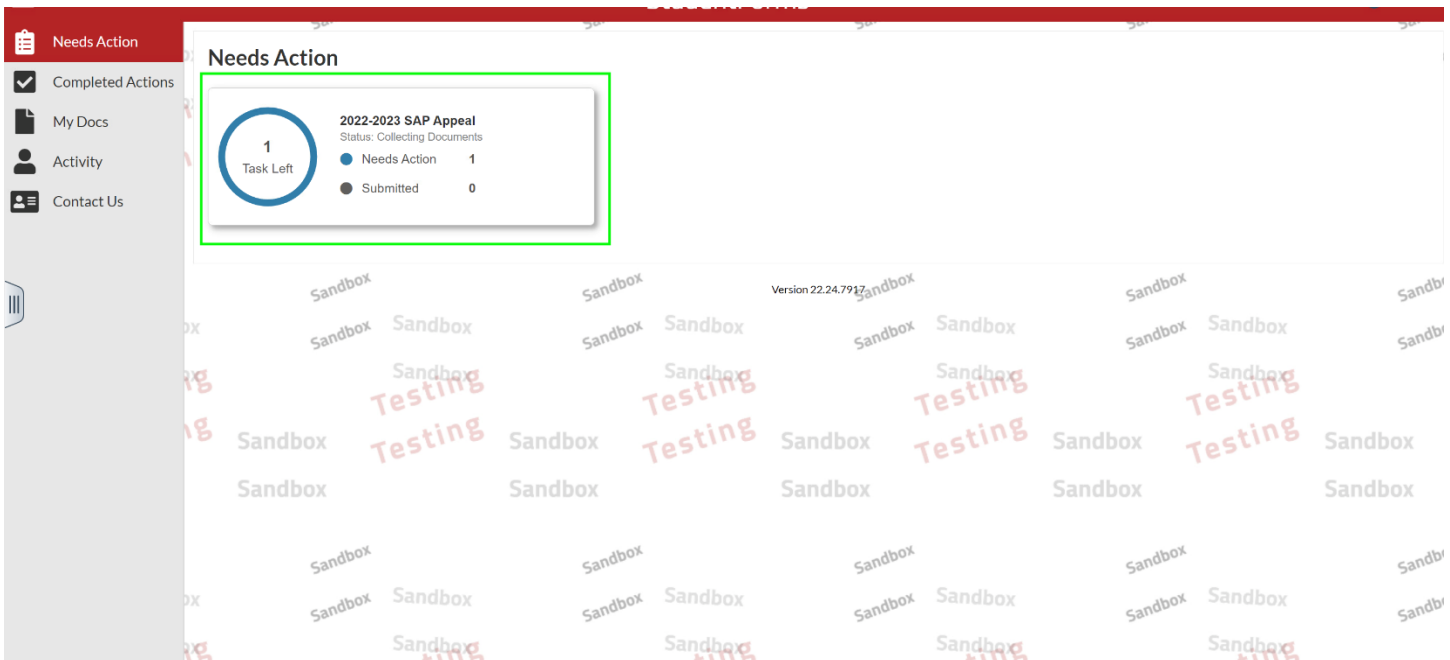
Phone Number  
Provide a phone number to subscribe to mobile phone text messages for account updates.  
(Standard text message charges apply)

**Register Account**

If you have logged into our Online Verification system before you will not need to create an account. Please enter your SBCC Pipeline User ID and password



Step 3: Once you have logged in you will see the outstanding SAP Appeal task to complete. Click on the 'SAP Appeal box'



Then click on drop-down arrow on the SAP Appeal task. To begin filling out the form click 'Fill Out'

The screenshot shows the '2022 - 2023 SAP Appeal' page. A yellow box highlights the text 'Step 1: Click on drop down arrow' with a green arrow pointing to a dropdown arrow on the 'SAP Appeal' task card. Another yellow box highlights 'Step 2: Click on Fill Out' with a green arrow pointing to a 'Fill Out' button. The page content includes a list of requirements, a deadline notice for March 3, 2023, and a 'Submit' button.

Step 4: Complete each section in the SAP Appeal. **It is very important to read the instructions carefully.**

The screenshot shows the '2022/2023 Satisfactory Academic Progress Appeal' page. A yellow box highlights the text 'Complete each section of the SAP Appeal' with a green arrow pointing to the 'Instructions' section in the left-hand navigation menu. The main content area contains detailed instructions for students, including a list of steps to follow and a 'Continue' button at the bottom right.

Step 5: Review the information in the Demographics section is correct. Click 'Continue' to move to the following section

The screenshot shows the '2022/2023 Satisfactory Academic Progress Appeal' form. The left sidebar contains navigation options: Needs Action, Completed Actions, My Docs, Activity, and Contact Us. The main content area is titled '2022/2023 Satisfactory Academic Progress Appeal' and has a breadcrumb trail: Needs Student Action > Tasks > 2022/2023 Satisfactory Academic Progress Appeal. The 'Demographics' section is active, showing a list of steps: Instructions, Demographics (selected), Statement, and Review & Sign. Below the list is a 'Return to Student Tasks' button. The Demographics form includes the following fields:

- First Name: ADALINE
- Last Name: TESTINGC124
- Phone: (480)555-1349

At the bottom of the form are 'Back' and 'Continue' buttons. A version number 'Version 22.23.7802' is visible at the bottom center.

Step 6: In the Statement section please ensure all questions are answered.

**IMPORTANT:** If all questions are not answered the appeal will be considered *Incomplete*

The screenshot shows the '2022/2023 Satisfactory Academic Progress Appeal' form, now in the 'Statement' section. The left sidebar is the same as in the previous screenshot. The main content area has a breadcrumb trail: Needs Student Action > Tasks > 2022/2023 Satisfactory Academic Progress Appeal. The 'Statement' section is active, showing a list of steps: Instructions, Demographics, Statement (selected), and Review & Sign. Below the list is a 'Return to Student Tasks' button. The Statement form includes the following instructions and questions:

- Step 1) As part of the SAP Appeal you are required to provide a detailed statement that includes the following information:**
  - Your current SAP Status. You can find your SAP Status in [Pipeline](#) (i.e: Excessive Units, Disqualified, Warning, or Completed Zero Units)
  - Your current Pace of Progression. You can find your Pace of Progression in [Pipeline](#)
  - Your current cumulative GPA. You can find your GPA in [Pipeline](#)
  - Provide the number of attempted units. You can find your attempted units in [Pipeline](#)
  - The date you anticipate to meet your educational goal (provide the semester example: Fall 2023)
  - What circumstances beyond your control prevented you from meeting the standard(s). To view a description of the different SAP Statuses please click [here](#).
  - Explain how this situation has changed and the steps you are taking to prevent it from happening again (for example: better utilizing campus support services). Supporting documentation that helps explain your situation can be attached.  
*Please note, this is a statement about your academic progress, not how much you need financial aid.*
- Step 2) Your Student Educational Plan (SEP) must be current, and must match current enrollment for the term. You do not have to upload your SEP, but it must be current in StarFish. Appeals will be considered incomplete if the SEP is not current and does not match current enrollment for the term.**
- Step 3) If you are part of EOPS, DSPS, Veteran's or CalWork's please reference it in your Statement.**

A grey box contains the text: 'Please complete and submit the SAP Appeal by the deadline of March 3, 2023 by 1pm. No late appeals will be accepted.' Below this is a text input field with the placeholder text 'Required: enter your statement...'.

Step 7: In the Review & Sign section please review the SAP Appeal and ensure all sections and questions have been answered.

Needs Action | Needs Student Action > Tasks > 2022/2023 Satisfactory Academic Progress Appeal

### 2022/2023 Satisfactory Academic Progress Appeal

Instructions  
Demographics  
Statement  
**Review & Sign**

Return to Student Tasks

**Santa Barbara City College**  
721 Cliff Dr  
Santa Barbara, CA 93109  
(805) 730-5157  
finaid@sbcc.edu

**2022/2023 Satisfactory Academic Progress Appeal**  
ADLEY TESTINGCLEAN  
K01339208  
test@gmail.com  
(480) 555-1394

#### Instructions

Our records show that you are eligible for federal or state financial aid at Santa Barbara City College. Students who receive financial aid are required to make progress towards their educational goal. At the end of each semester the Financial Aid Office reviews your academic history to see if you are meeting the minimum Satisfactory Academic Progress standards. We have completed a review of your academic profile, which is also now available in your [SBCC Pipeline](#) account. Follow the steps below to view your current SAP Status:

1. Log into [Pipeline](#)
2. Click on the "Student" tab
3. Click on "Financial Aid"
4. Click on "Financial Aid Status"
5. Select the Aid Year
6. Click on "Academic Progress"

\*\*\* It is important you know your SAP status as you will need to provide your status in your statement. \*\*\*

We encourage all students to read and be familiar with the [Financial Aid Satisfactory Academic Progress \(SAP\) Policy](#). These standards are stricter than those required to enroll at SBCC. To better understand your status, you must be meeting the following standards:

1. Complete your program within 150% of the maximum time frame
2. Maintain a cumulative 2.0 GPA
3. Successfully complete 67% of all attempted units

Please be familiar with the different types of [SAP statuses](#). Carefully complete your Appeal and be sure to submit it by the appropriate [deadline](#).

It is your responsibility to stay informed! If you have questions, please visit our SAP website or contact your Financial Aid Advisor.

Step 8: To electronically sign the SAP Appeal enter your 4-digit PIN, and then click on E-SIGN

#### Certification and Signatures

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. **WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.**

The student must sign and date this form.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

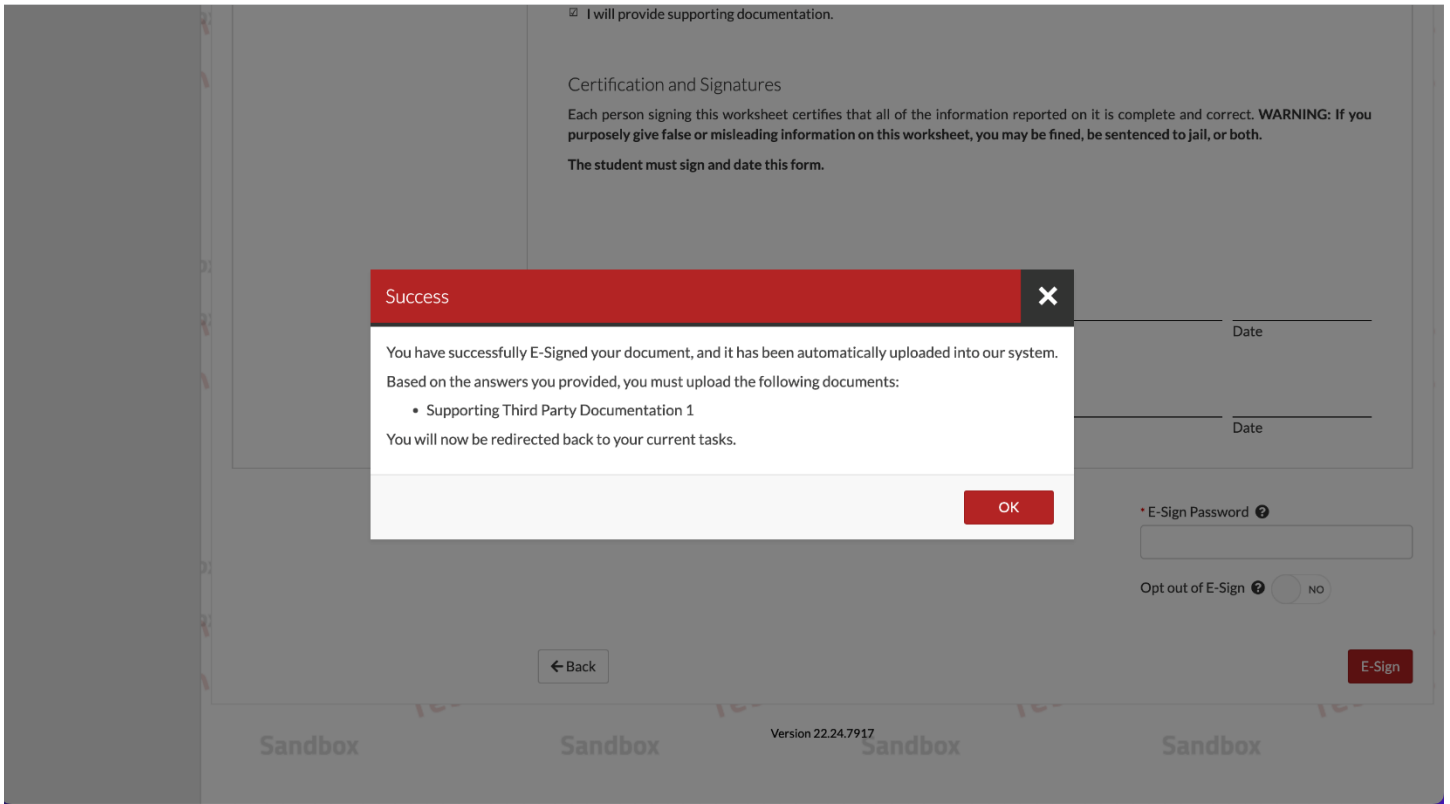
Spouse's Signature (optional) \_\_\_\_\_ Date \_\_\_\_\_

\* E-Sign Password

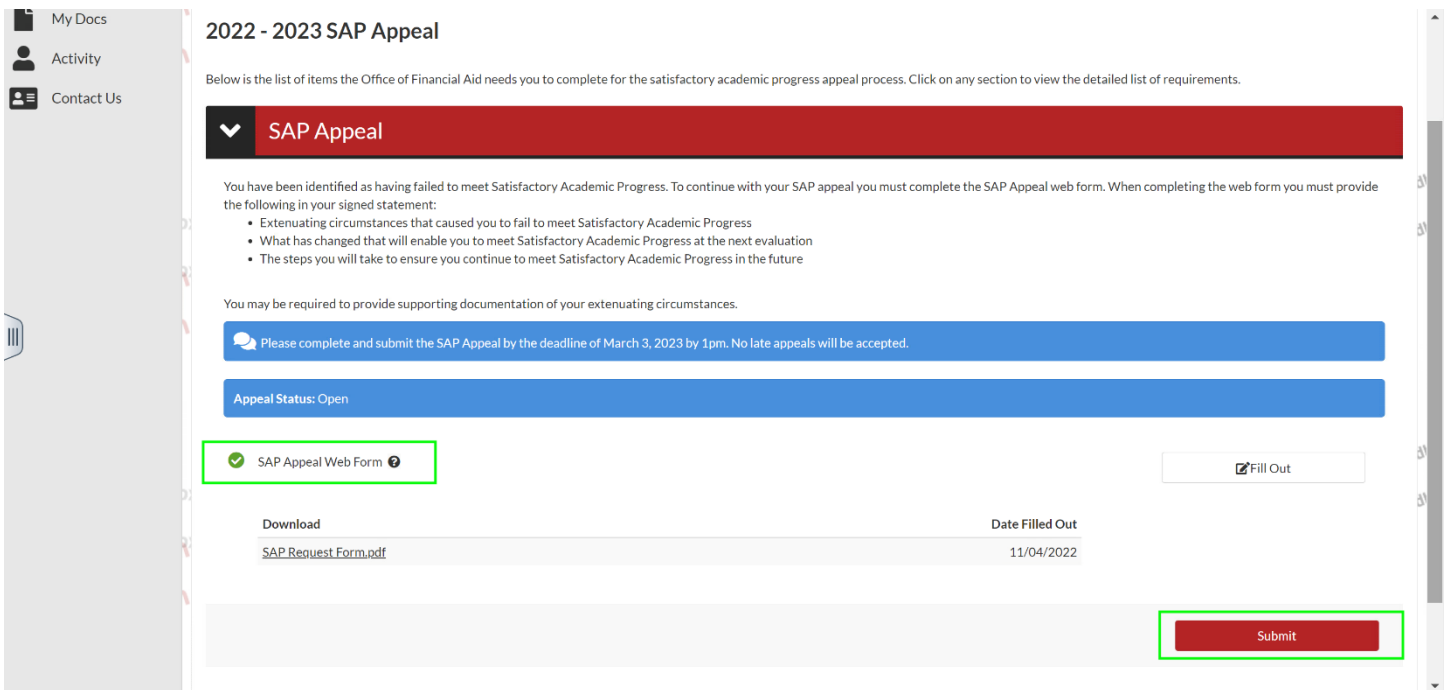
Opt out of E-Sign  NO

Sandbox | Sandbox | Version 22.24.7917 | Sandbox

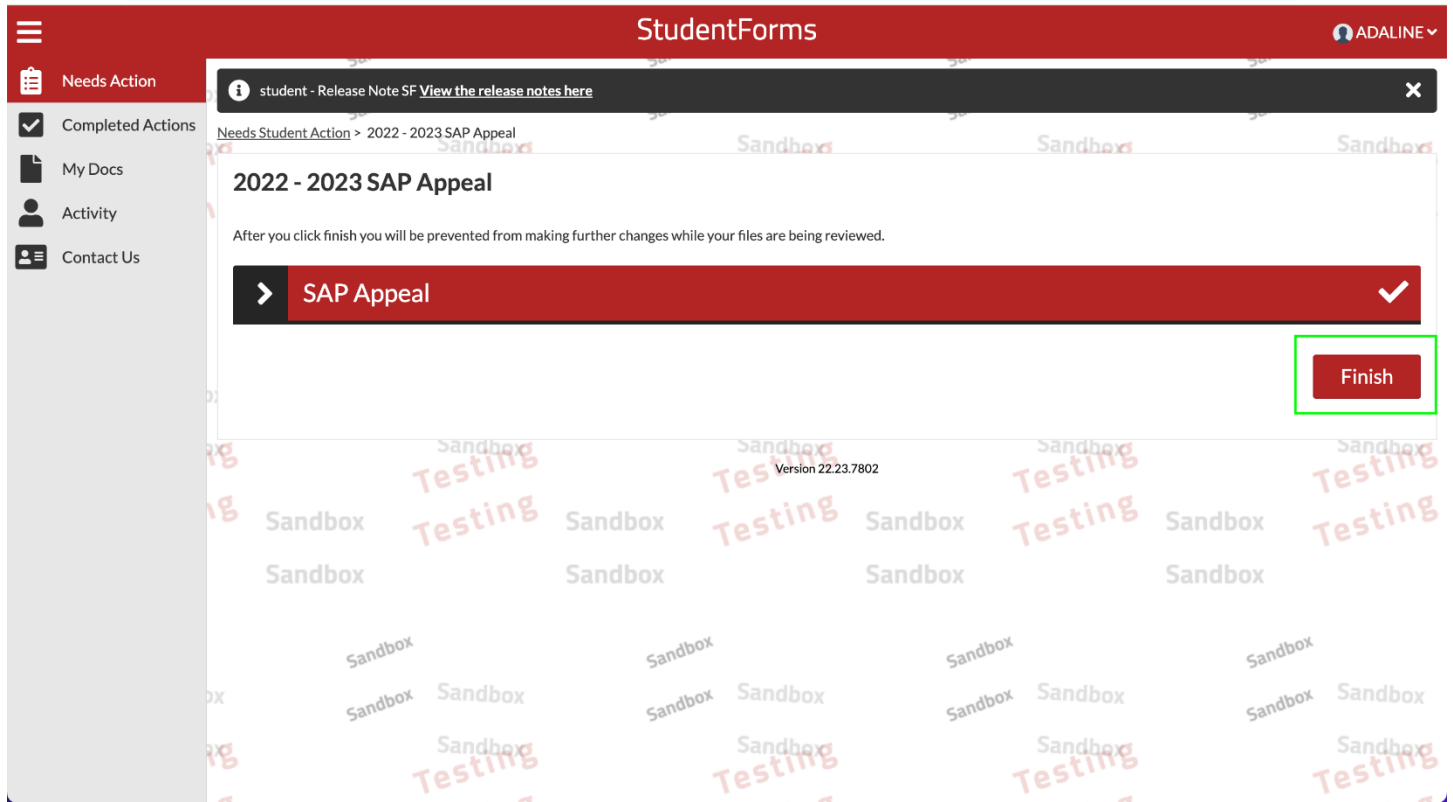
Step 9: After clicking on E-SIGN we will receive confirmation the Appeal has been successfully E-Signed. Click 'Ok'



Step 10: You will be redirected to the SAP Appeal task. The SAP Appeal Web Form will display a green check mark confirming the Appeal is complete and signed. Click on 'Submit'



Step 11: Click on the Finish button to complete the task and submit for review



Step 12: The SAP Appeal task will display a check mark indicating the task is complete.

**IMPORTANT:** Completing and submitting a SAP Appeal does not guarantee it will be approved. All Appeals are reviewed by a committee

- Needs Action
- Completed Actions
- My Docs
- Activity
- Contact Us

student - Release Note SF [View the release notes here](#)

Needs Student Action > 2022 - 2023 SAP Appeal

### 2022 - 2023 SAP Appeal

No action is required while the Office of Financial Aid is reviewing your file. You may view documents that have been submitted by clicking on the links below.

[SAP Appeal](#)

Version 22.23.7802

