SAP Appeal Instructions

Students on denied financial aid for not making Satisfactory Academic Progress (SAP) may submit an appeal to have their Financial Aid reinstated. To submit an appeal, students are required to attend an online SAP workshop (once per academic year as applicable).

The workshop consists of a series of three videos, for about 1 hour total. You will be required to answer quiz questions along the way to progress through the videos. Follow the steps below to complete the online workshop:

1. Log on using this link: http://sjcc.get-counseling.com/flag-session/16863+16864+16865.

2. Create a free account by clicking the REGISTER button and follow the instructions.

3. Log-in and click on the “Dashboard” link toward the top-left of the page. To complete each of the three sessions, click the START button, view the videos, and answer the questions. Repeat this for all three sessions.

   All three sessions must be completed to fulfill the workshop requirement.

You must submit a current Educational Plan with your appeal. Work with your Counselor if you do not have a current Ed Plan.

Be sure to bring the following materials when you meet with a counselor:

- Educational Plan – the most current Ed Plan you have if you have one.
- Other College Transcripts (if you attended other colleges or universities).

Deadline: Appeals and associated documents must be submitted by the following deadlines:


Required Documents (to be submitted online):

1. SAP Appeal Form
2. Documentation of Extenuating Circumstances (as applicable)
3. Educational Plan and/or Graduation/Certificate Petition

To submit the appeal and associated documents, log on to https://SJCC.VerifyMyFAFSA.com using your SJCC email and password (click here for more information about your SJCC email).

- If you have not previously signed in, complete your profile using your name, date of birth and social security number exactly as they appear on your FAFSA.
- Click on the Request button toward the upper right-side of the screen.
- Click on the green + next to the SAP Appeal line under the 2020-2021 year.
- Follow the instructions and upload supporting documents, including your current Educational Plan.

Additional Information:

- Appeals will not be accepted prior to completing a workshop
- Be sure to have official transcripts sent to Admissions & Records
- Unofficial transcripts may be used to assist in developing or revising your Ed Plan

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