Steps to complete Financial Aid Appeal Process

All dismissed students have the option to appeal.

Step 1: Complete SAP Workshop
Any financial aid dismissed student intending to appeal MUST complete the MANDATORY online Satisfactory Academic Progress (SAP) workshop

- You must pass the quiz for online workshop. See the SAP Workshop Information (on right side) for instructions on how to complete this workshop online
- Once you pass the quiz, you will be able to view the appeal form by going back to the course homepage (you will need to scroll down)

Step 2: ONLY IF
- Only if you have been dismissed due to exceeding 150% Program limit, you must see an academic counselor IN ADDITION TO completing the SAP workshop.
- During a scheduled appointment, a comprehensive educational plan must be completed with academic counselor. Major listed on educational plan must match the major with Admissions and Records office and the major listed in section D of the appeal form.

Step 3: READ AND COMPLETE
- Read the appeal policy to understand the SAP requirements and the student responsibilities.
- Complete the appeal form and address the reason(s) for lack of SAP, in detail. Be sure to address ALL prior semesters with non-passing grades and include all supporting documents.

Step 4: SUBMIT
- Submit completed Appeal form along with written (preferably typed) explanation and supporting documents to ARC Financial Aid Office no later than the due date specified on Appeal form.

STEP 5: WAIT
- You will be notified within 4-6 weeks from the date you submitted your appeal.
- Once the committee reaches a decision on your appeal, you will be notified through eServices Message Center.
- Committee decision is FINAL

Satisfactory Academic Progress (SAP) Workshop Information

(Instructions for Step 1)
You may complete the online SAP Workshop at home or at the Financial Aid Computer Lab located in Student Services.

- Go to Los Rios Single Sign On Canvas
- Or
- On the ARC official website, click on ‘Financial Aid’ then ‘Satisfactory Progress Policy’
- Scroll down and click on ‘Online SAP Appeal workshop’
- Login using w+ID # and EServices password
- Click on ‘Enroll in Course’ link near the top right corner
- Click on the ‘Go to the Course’
- Click on ‘Satisfactory Academic Progress Workshop – Quiz’
- Click on ‘Start Quiz’
- Once you successfully pass the quiz, scroll down and click on ‘Next’
- Download and print the Certificate and attach it to your appeal packet.
- Click on ‘Next’ to print the Appeal Form.

Note: There is a 60 Minutes Time Limit for the quiz. You must complete this workshop even if you have previously completed it for a prior year appeal.

You only have ONE CHANCE to submit a completed Appeal form along with a detailed explanation addressing the reason for your deficiency and any supporting documents.

Additional documents will not be accepted at a later time.