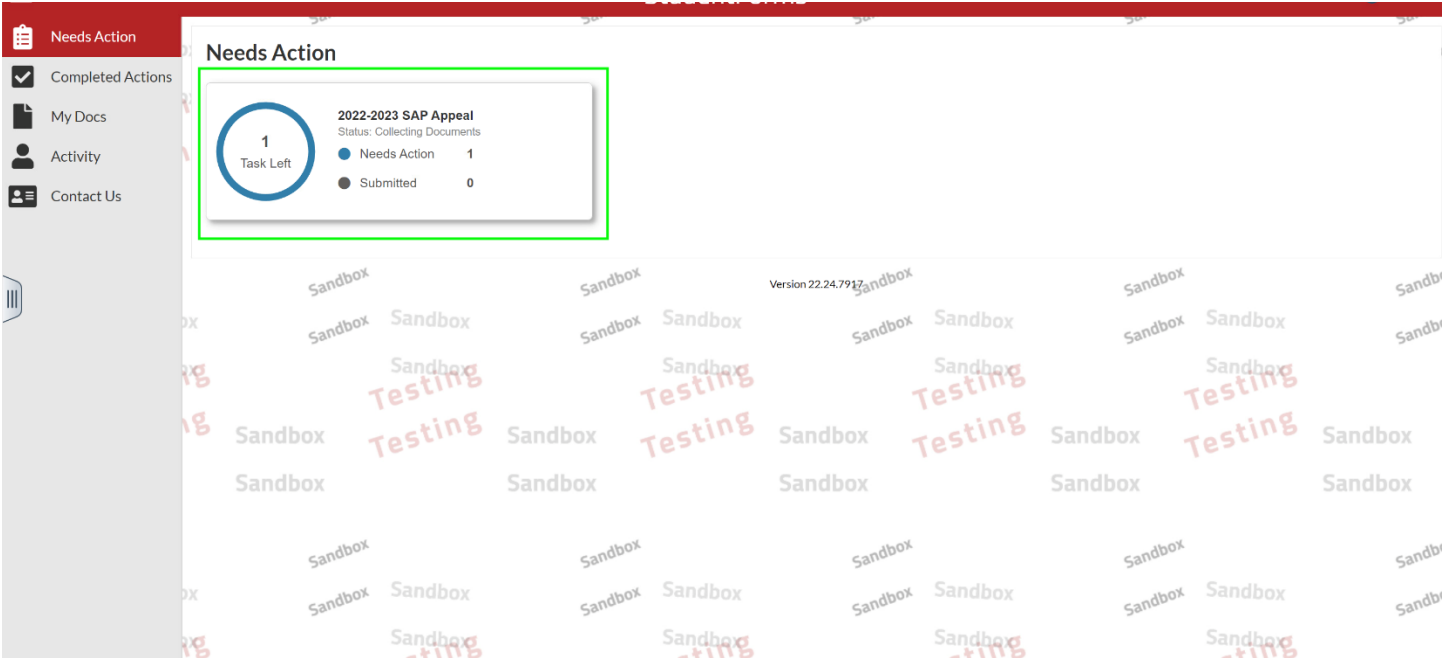
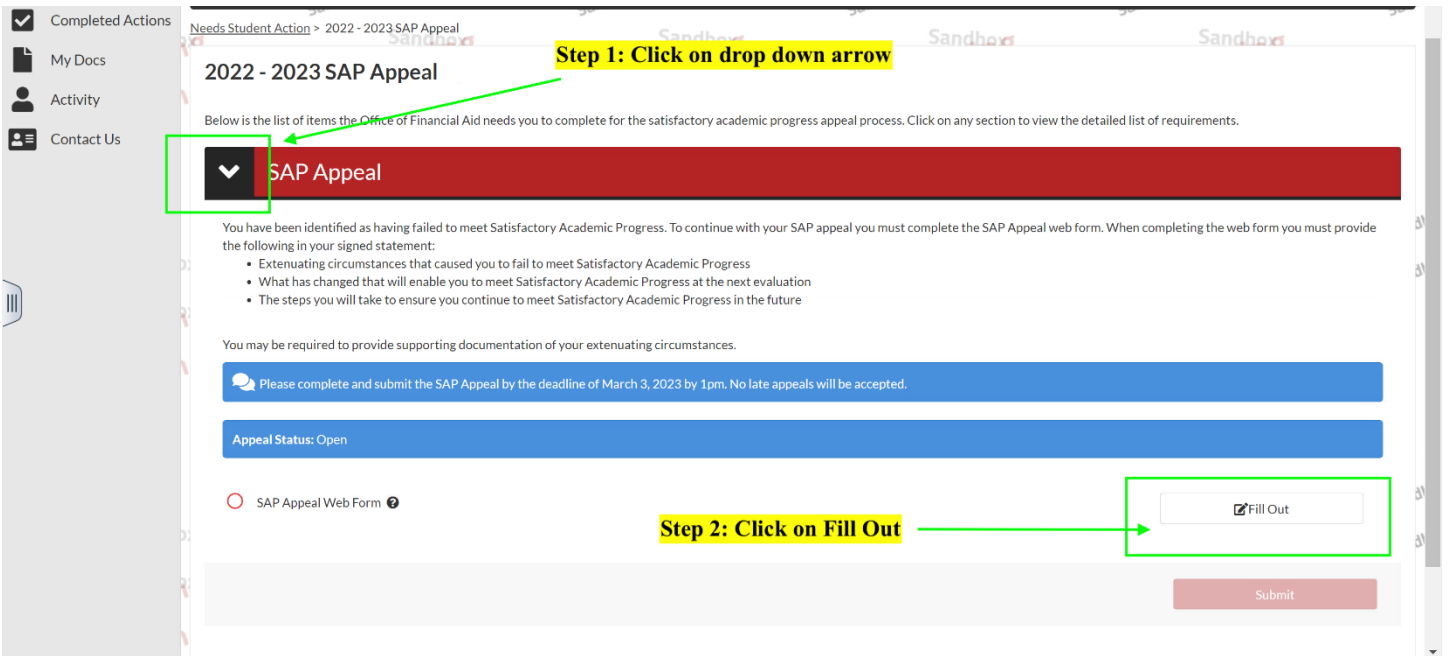


Step by Step Instructions to 'Opt-Out' of E-Sign

Step 1: Log into your Online SAP Appeal account, and click on the SAP Appeal task.



To begin filling out the appeal click on 'Fill Out'.



Step 2: Complete each section of the worksheet and review all the information is correct.

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

2022/2023 Satisfactory Academic Progress Appeal

Complete each section of the SAP Appeal

- Instructions
- Demographics
- Statement
- Review & Sign

Return to Student Tasks

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](#).

For detailed information on the SAP Policy at Santa Barbara City College please [click here](#).

Continue →

Step 3: In the 'Review & Sign' section you will have the option to 'Opt-Out'

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 Drive
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:**

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

Step 4: Scroll towards the bottom of the form, and you will see the option to 'Opt-Out' will indicate No. To 'Opt-Out click' in the box

The student must sign and date this form.

Student's Signature _____ Date _____

Do not mail this worksheet to the U.S. Department of Education. Submit this worksheet to the financial aid administrator at your school. You should make a copy of this worksheet for your records.

E-Sign Password

Opt out of E-Sign NO

Back E-Sign

Version 14.190.43329

In order to Opt-Out click in the box

Step 5: The Opt-Out section will now indicate 'Yes'. The instructions to submit the form will become available. After reading the instructions click on 'Confirm'

The student must sign and date this form.

Date _____

Submit this worksheet to the financial aid administrator at your school. You should make a copy of this worksheet for your records.

E-Sign Password

Opt out of E-Sign YES

Back E-Sign

Version 14.190.43329

Instructions will appear after you choose to Opt-Out

Confirm opt out of E-Sign

When you opt out of e-signature you must upload a signed copy of the form by completing the following steps:

1. Click Download at the bottom of the next page
2. Print form
3. Sign your document
4. Scan or take a picture of your document
5. Save the file or image on your desktop
6. Upload the document to the task

After reading instructions click 'Confirm'

Confirm Cancel

The option will now change to 'Yes'

Step 6: To sign the form click on 'Download'

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 _____

Do not mail this worksheet to the U.S. Department of Education. Submit this worksheet to the financial aid administrator at your school. You should make a copy of this worksheet for your records.

Opt out of E-Sign YES

[← Back](#) The option to 'Download' the form will now be available Download

Version 14.190.43329

Step 7: You will automatically be redirected to the SAP Appeal task. To download the SAP Appeal form click on "SAP Request Form" hyperlink

2022 - 2023 SAP Appeal

Below is the list of items the Office of Financial Aid needs you to complete for the satisfactory academic progress appeal process. Click on any section to view the detailed list of requirements.

SAP Appeal

You have been identified as having failed to meet Satisfactory Academic Progress. To continue with your SAP appeal you must complete the SAP Appeal web form. When completing the web form you must provide the following in your signed statement:

- Extenuating circumstances that caused you to fail to meet Satisfactory Academic Progress
- What has changed that will enable you to meet Satisfactory Academic Progress at the next evaluation
- The steps you will take to ensure you continue to meet Satisfactory Academic Progress in the future

You may be required to provide supporting documentation of your extenuating circumstances.

Please complete and submit the SAP Appeal by the deadline of March 3, 2023 by 1pm. No late appeals will be accepted.

Appeal Status: Open

SAP Appeal Web Form [?](#) Fill Out

Download	Date Filled Out
SAP Request Form	10/25/2022

Upload SAP Request Form [?](#)

Click on hyperlink to download SAP Appeal Form

Step 8: After clicking on the hyperlink the Form will appear as a PDF. Click on the PDF to open the SAP Appeal

2022 - 2023 SAP Appeal

Below is the list of items the Office of Financial Aid needs you to complete for the satisfactory academic progress appeal process. Click on any section to view the detailed list of requirements.

SAP Appeal

You have been identified as having failed to meet Satisfactory Academic Progress. To continue with your SAP appeal you must complete the SAP Appeal web form. When completing the web form you must provide the following in your signed statement:

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Please complete and submit the SAP Appeal by the deadline of March 3, 2023 by 1pm. No late appeals will be accepted.

Appeal Status: Open

✔ SAP Appeal Web Form ? Fill Out

Download	Date Filled Out
SAP Request Form	10/25/2022

○ Upload SAP Request Form ? Upload

SAP Request Form.pdf

Step 9: Please sign and date the section for 'Student Signature'

SAP Request Form.pdf - Adobe Acrobat Pro DC (32-bit)

File Edit View E-Sign Window Help

Home Tools SAP Request Form...

2 / 2

I will provide supporting documentation.

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 _____

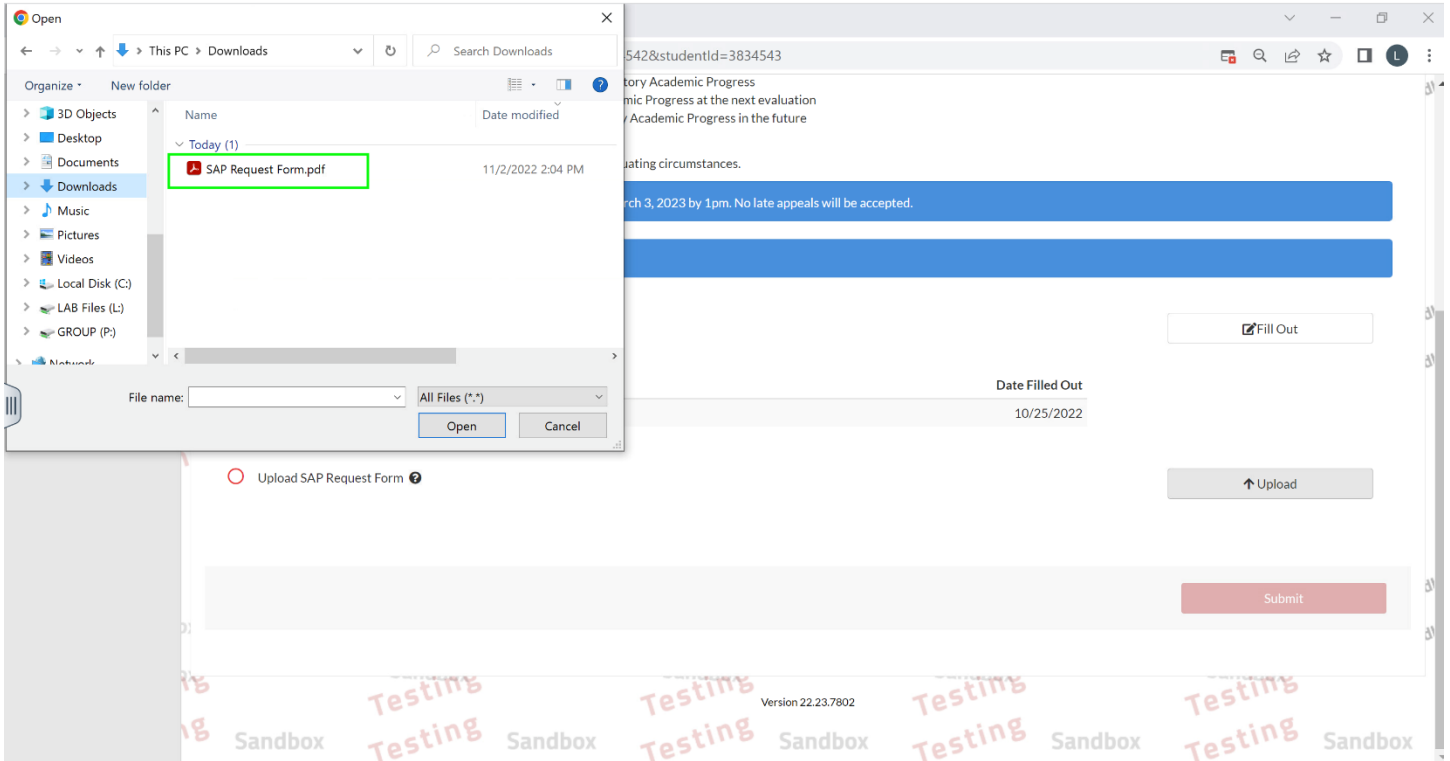
Testing

Sandbox

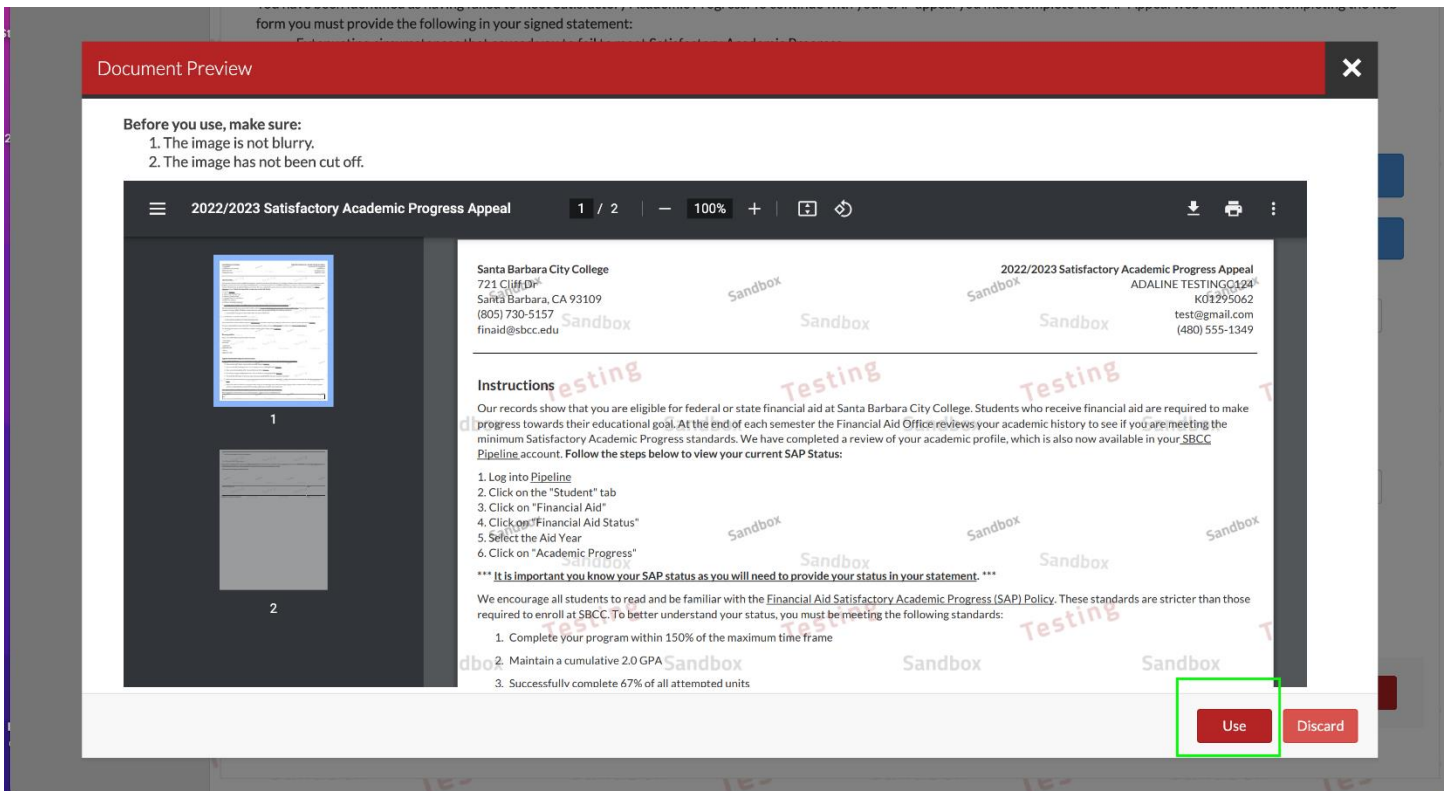
Tools

- Create PDF
- Combine Files
- Edit PDF
- Fill & Sign
- Export PDF
- Organize Pages
- Send for Comments
- Comment
- Scan & OCR
- Protect
- More Tools

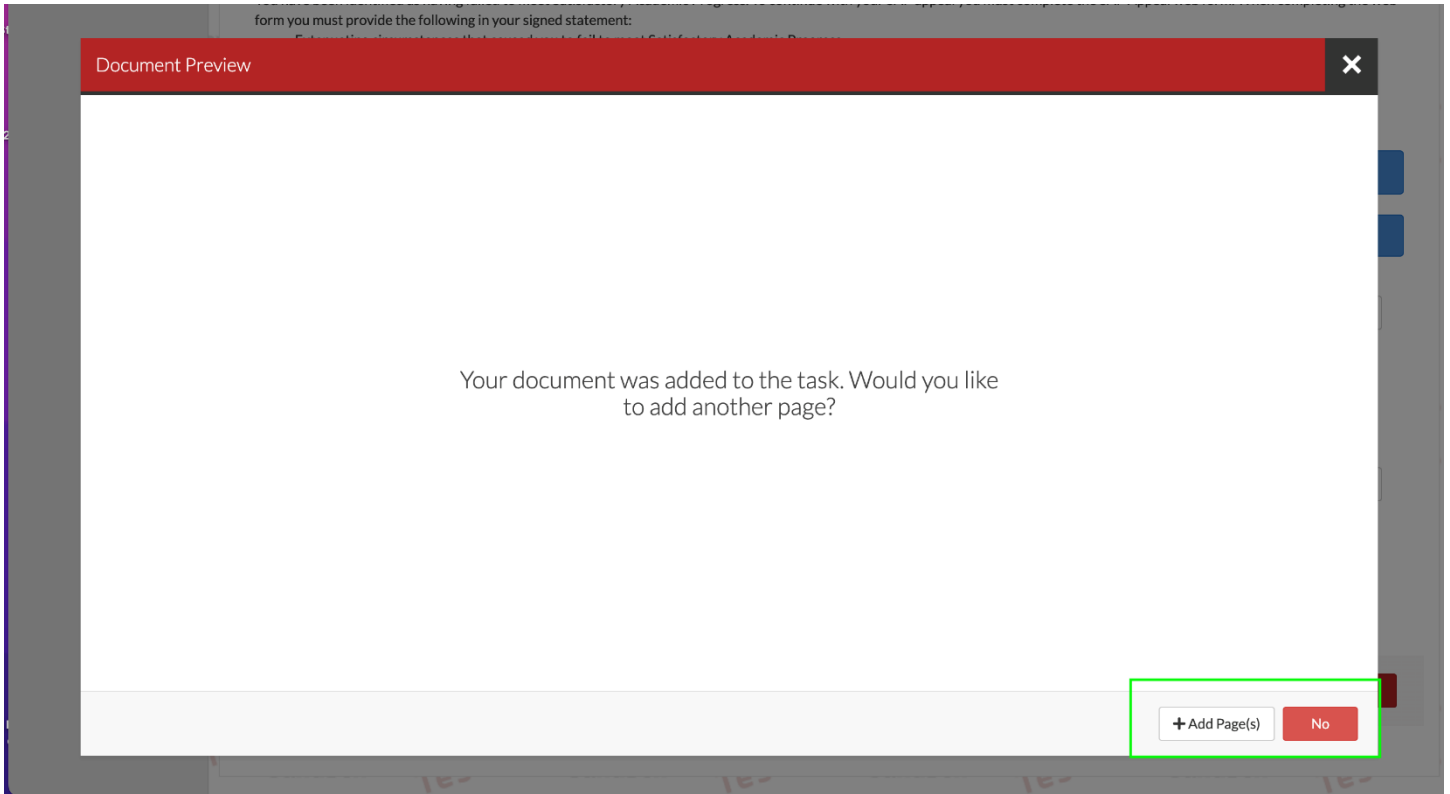
Step 10: After the form has been signed and saved it's ready to be uploaded. Click on the 'Upload' button, and select the file to upload



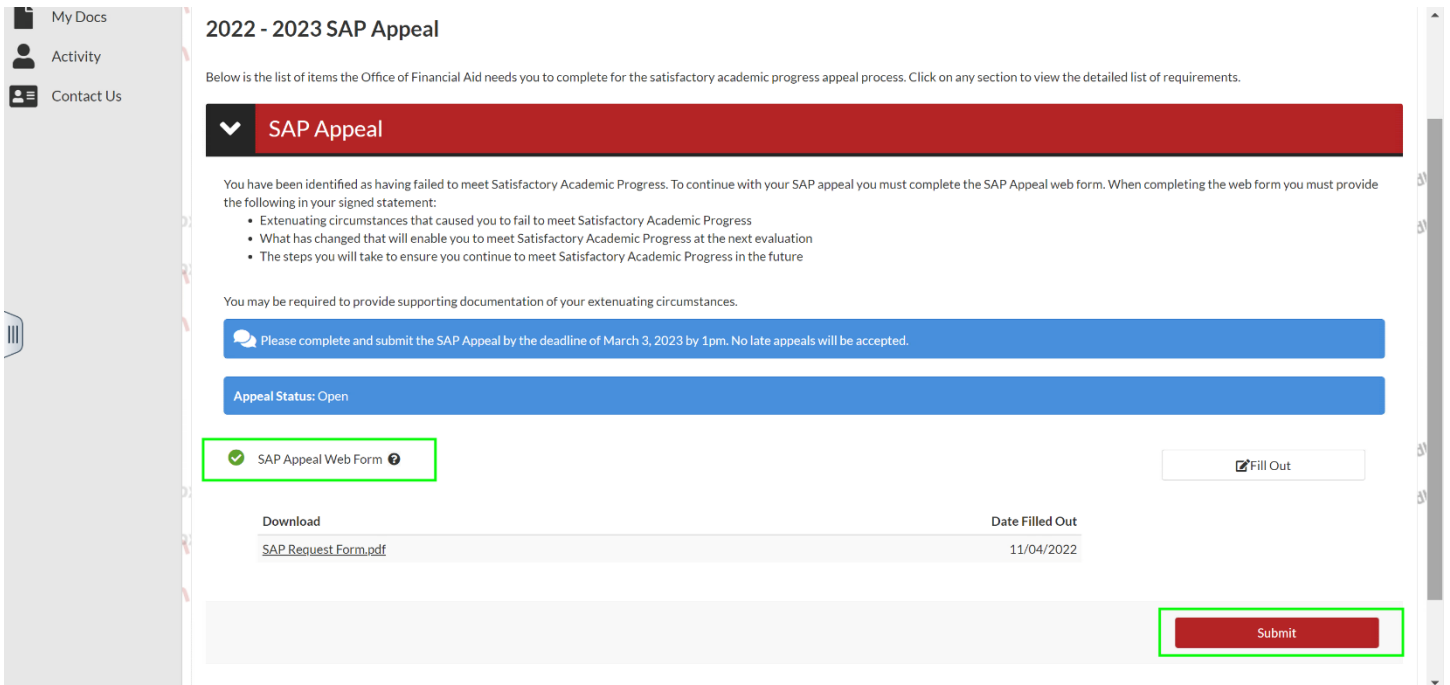
Step 11: The file selected will populate in order for you to review the document uploaded. After confirming the Form was uploaded and no sections were cut off click or blurry click on 'Use'



Step 12: If additional pages need to be uploaded you can do it now by clicking '+Add Page'. If no additional pages are required click on 'No'



Step 13: 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 uploaded successfully. Next click on 'Submit'



Step 14: Click on the Finish button to complete the task and submit for review

The screenshot shows the StudentForms interface. At the top, there is a red header with the text "StudentForms" and a user profile icon labeled "ADALINE". Below the header is a navigation menu on the left with options: "Needs Action", "Completed Actions", "My Docs", "Activity", and "Contact Us". The main content area displays a task titled "2022 - 2023 SAP Appeal". Below the title, there is a message: "After you click finish you will be prevented from making further changes while your files are being reviewed." A red bar with a white arrow and the text "SAP Appeal" is visible. A red button labeled "Finish" is highlighted with a green border. The background of the main content area is watermarked with "Sandbox" and "Testing".

Step 15: 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 the committee

The screenshot shows the StudentForms interface. At the top, there is a red header with the text "StudentForms" and a user profile icon labeled "ADALINE". Below the header is a navigation menu on the left with options: "Needs Action", "Completed Actions", "My Docs", "Activity", and "Contact Us". The main content area displays a task titled "2022 - 2023 SAP Appeal". Below the title, there is a message: "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." A red bar with a white arrow and the text "SAP Appeal" is visible. A red button with a white checkmark is highlighted with a green border. The background of the main content area is watermarked with "Sandbox" and "Testing".