



How to Fill out a SAP Appeal

Log into your MyVCCCD.edu dashboard and click on the Financial Aid tab. Once there, click on your "Online Financial Aid Account" and you will see the following screens below:

Step 1: Locate your SAP Appeal

On your Online Financial Aid Account Dashboard, click on your SAP appeal (academic year will vary based on the term you are currently in).

Step 2: Click on “Student Educational Plan”

*You will need to make an appointment with an academic counselor to create a comprehensive educational plan. Once completed, you will need to upload your educational plan into this section.

Your educational plan that you made with your counselor can be found via your VCCCD portal -> DegreeWorks -> Plans

Download your ed plan as a PDF and upload it.

Step 3: Click on the SAP appeal and fill out the webform

Click on “View Form” and type out your appeal statement in the box provided. Once completed, click “Submit” and then “Finish”.