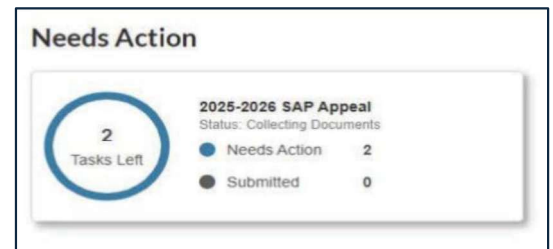


# How to Submit a SAP (Satisfactory Academic Progress) Appeal

## 1. Log In

1. Go to **MyVCCCD.edu**
2. Open your **Financial Aid** tab
3. Click **Online Financial Aid Account**



## 2. Find Your SAP Appeal

1. On your dashboard, select your **SAP Appeal**.
2. Make sure the **academic year matches your current term**.

## 3. Upload Your Student Educational Plan (SEP)

▼ Additional Info: Student Educational Plan - Moorpark

You **must** complete this before submitting your appeal. Follow the steps below:

1. Meet with an **academic counselor** to create your plan
2. Go to **VCCCD Portal** → **Degree Works** → **Plans**
3. Download your plan as a **PDF** and **upload under SEP section**

## 4. Complete the Appeal Form

▼ SAP Appeal

1. Click **View Form**
2. Write your appeal statement following the guidelines below:
  - What happened that prevented you from making SAP progress?
  - What has changed so you will make SAP progress going forward?
  - Your plan for success/what you will do differently going forward.
3. Click **Submit**, then **Finish**

## Need Help?

Check out the tutorial video listed on our website! [How to File a SAP Appeal Video](#) or by QR Code.

SAP Appeal Video Tutorial

