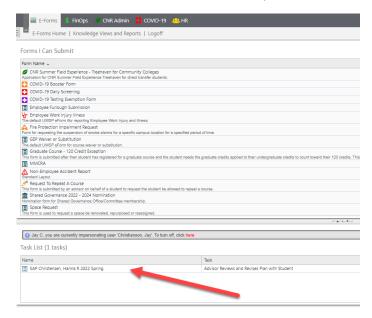


SAP Process Outline

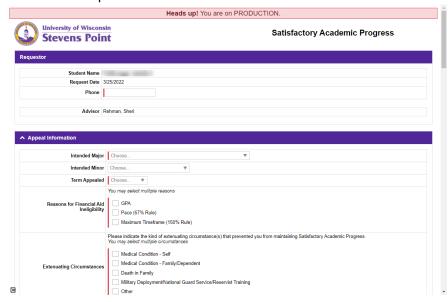
This process starts when a student has been notified by the Office Financial Aid and Veteran Services about a Satisfactory Academic Process (SAP) issue.

The student receives a notification that they are no longer eligible for financial aid via their UWSP email address. The email will include a link to the SAP appeal form. Their accesSPoint Task tile will also have a task in it with a link to the form.

Student proceeds via the link and starts the form. Throughout filling the form, the student can save and close it for later, and return to it via the Task List they see in the root of https://eforms.uwsp.edu.



Student enters pertinent information for the form.



When filling the Term Appealed, the form will prevent them from appealing terms that no SAP calculation has been done on. Student will receive a warning if this happens.

In general, they can only appeal the current or next term.



The student marks the form with the reasons identified in their email notification of why they are ineligible: GPA, Pace, and/or Maximum Timeframe. The checkboxes tell the form which computations it needs to do.



Student selects the extenuating circumstances that led to not meeting SAP.

Extenuating Circumstances	Please indicate the kind of extenuating circumstance(s) that prevented you from maintaining Satisfactory Academic Progress. You may select multiple circumstances
Attach Extenuating Support Documents	Add Documentation of Extenuating Circumstances. Please follow this link for lists of suggested documentation. Family Medical Condition Documentation.pdf View Download Remove 3/25/2022 6:19 AM Jay C

If the student selected any circumstance other than "Other," they will be asked to attach supporting documentation. The checkboxes tell the form if the student will need to provide supporting documentation. If the student has questions about what supporting documentation to provide, they can click the link for lists of suggested documentation.

This documentation doesn't have to be attached for the initial form submission but will have to be added prior the form being submitted to the Office of Financial Aid and Veteran Services.

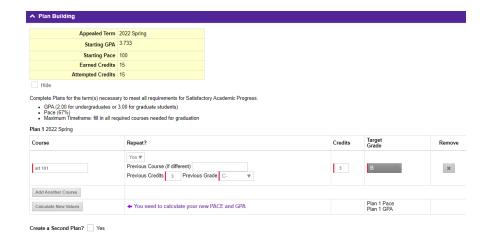
The student will provide a personal statement about the circumstances and may attach a personal statement document if they wish.

	Provide details regarding the extensisting circumstances that prevented you from maintaining Satisfactory Academic Progress for financial aid aligibility, and how these extensisting circumstances have changed (if you'd rather provide a prepared statement as a separate document, enter "See Attached," in My dad had the boogs woogle fiver.
Attach Personal Statement Documents	If you have a separate personal statement document, attach it here.

Student attaches their Degree Progress Report to the form before it will submit on to their Advisor.



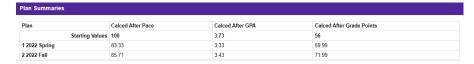
Student advances to building the Plan section where they will outline how they will attempt to meet the SAP condition they were notified of.



Student enters course numbers, credits and target grades, and construct semester plans to advance towards and overcome the SAP condition. If the course is a repeat, they will enter the information about the course that is being repeated.



As they enter courses, the form will prompt them to recompute their GPA/PACE, etc. as they go so, they can see in the Plan Summaries when they meet their goal.

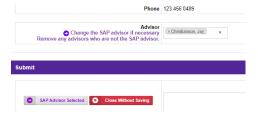


Once all the plans are entered, and the student knows they've constructed plans to meet their goal, they acknowledge the form is ready for advisor and submit.

If the student doesn't currently have an advisor assigned to them, the form will be auto forwarded to ACAC to have an Advisor assigned.

Advisor is notified that Student has submitted form, and Advisor needs to confirm whether they are the SAP advisor or not.

Advisor either chooses new advisor or confirms that they are SAP advisor.



The advisor hits the appropriate button ("I am SAP Advisor" or "SAP Advisor Selected") to advance the form.

If the advisor marks a different person as the advisor, that person will get a notification to enter the form and confirm that they are the SAP advisor.

The student is then notified to set up a meeting to meet with the advisor and discuss the plan when an advisor selects the I am SAP Advisor button.



Advisor gets a notice for the task to Review the plan with the student. The advisor can open and edit the form while meeting with the student to fine-tune the plans.

When the student and advisor are satisfied with the plans, the advisor marks Form as Ready to Submit to Office of Financial Aid and Veteran Services and hits the "Reviewed" button.



Advisor then completes a second step, either while still with student, or at any later point, to Endorse the form (or not).



If the student had not attached their extenuating documentation prior to this point, they will receive an email telling them they must attach the documentation before the form will actually submit onto the Office of Financial Aid and Veteran Services.

Office of Financial Aid and Veteran Services reviews the form.

Office of Financial Aid and Veteran Services Approves/Resubmits/Denies form.

If the Office of Financial Aid and Veteran Services needs clarification, or requests changes to the form or plans, they will select Resubmit.

When this happens, the student is notified of what changes are needed and given a link to update the form.

Student makes updates.

Student submits.

Advisor is notified that the student changed form and are given a link to review the changes.

Advisor reviews and approves or requests more changes from the student via a Resubmit button.

Office of Financial Aid and Veteran Services reviews and selects Approves/Resubmits/Deny.

Student will be notified if their appeal is approved or denied.

Office of Financial Aid and Veteran Services confirms filing PDF document in their records.