



Financial Aid and Veteran Services University of Wisconsin-Stevens Point

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>.

The screenshot shows the E-Forms application interface. At the top, there are navigation tabs for E-Forms, FinOps, CNR Admin, COVID-19, and HR. Below the navigation is a header with "E-Forms Home | Knowledge Views and Reports | Logoff".

The main section is titled "Forms I Can Submit" and contains a list of forms with icons and descriptions:

- CNR Summer Field Experience - Treehaven for Community Colleges**: Application for CNR Summer Field Experience Treehaven for direct transfer students.
- COVID-19 Booster Form**
- COVID-19 Daily Screening**
- COVID-19 Testing Exemption Form**
- Employee Furlough Submission**
- Employee Work Injury Illness**: The default UWSP eForm for reporting Employee Work Injury and Illness.
- Fire Protection Impairment Request**: Form for requesting the suspension of smoke alarms for a specific campus location for a specified period of time.
- GSP Waiver or Substitution**: The default UWSP eForm for course waiver or substitution.
- Graduate Course - 120 Credit Exception**: This form is submitted after then student has registered for a graduate course and the student needs the graduate credits applied to their undergraduate credits to count toward their 120 credits. This form is submitted after then student has registered for a graduate course and the student needs the graduate credits applied to their undergraduate credits to count toward their 120 credits. This
- NIACRA**
- Non-Employee Accident Report**: Standard Layout.
- Request To Repeat A Course**: This form is submitted by an advisor on behalf of a student to request the student be allowed to repeat a course.
- Shared Governance 2022 - 2024 Nomination**: Nomination form for Shared Governance Office/Committee membership.
- Space Request**: This form is used to request a space be renovated, repurposed or reassigned.

Below the forms list, there is a notification: "Jay C, you are currently impersonating user 'Christianson, Jay'. To turn off, click [here](#)".

The "Task List (1 tasks)" section contains a table:

Name	Task
SAP Christiansen, Hanna R.2022 Spring	Advisor Reviews and Revises Plan with Student

A red arrow points to the task entry.

Student enters pertinent information for the form.

The screenshot shows the "Satisfactory Academic Progress" appeal form. At the top, there is a red banner that says "Heads up! You are on PRODUCTION.".

The form is titled "University of Wisconsin Stevens Point Satisfactory Academic Progress".

The "Requestor" section contains the following information:

- Student Name: [Redacted]
- Request Date: 3/25/2022
- Phone: [Redacted]
- Advisor: Rehman, Sheri

The "Appeal Information" section contains the following information:

- Intended Major: [Choose...]
- Intended Minor: [Choose...]
- Term Appealed: [Choose...]

Under "Reasons for Financial Aid Ineligibility", there are three checkboxes:

- GPA
- Pace (67% Rule)
- Maximum Timeframe (150% Rule)

Under "Extenuating Circumstances", there are four checkboxes:

- Medical Condition - Self
- Medical Condition - Family/Dependent
- Death in Family
- Military Deployment/National Guard Service/Reservist Training
- Other

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.

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.

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.

Plan Building

Appealed Term	2022 Spring
Starting GPA	3.733
Starting Pace	100
Earned Credits	15
Attempted Credits	15

Hide

Complete Plans for the term(s) necessary to meet all requirements for Satisfactory Academic Progress.

- GPA (2.00 for undergraduates or 3.00 for graduate students)
- Pace (67%)
- Maximum Timeframe: fill in all required courses needed for graduation

Plan 1 2022 Spring

Course	Repeat?	Credits	Target Grade	Remove
art 101	<input type="button" value="Yes"/> Previous Course (if different) <input type="text"/> Previous Credits <input type="text" value="3"/> Previous Grade <input type="text" value="C-"/>	<input type="text" value="3"/>	<input type="text" value="B"/>	<input type="button" value="X"/>
<input type="button" value="Add Another Course"/>				
<input type="button" value="Calculate New Values"/>				
			Plan 1 Pace	
			Plan 1 GPA	

Create a Second Plan? Yes

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.

Plan 1 2022 Spring

Course	Repeat?	Credits	Target Grade	Remove
art 101	<input type="button" value="Yes"/> Previous Course (if different) <input type="text"/> Previous Credits <input type="text" value="3"/> Previous Grade <input type="text" value="C-"/>	<input type="text" value="3"/>	<input type="text" value="B"/>	<input type="button" value="X"/>
<input type="button" value="Add Another Course"/>				
<input type="button" value="Calculate New Values"/>				
			Plan 1 Pace	
			Plan 1 GPA	

Create a Second Plan? Yes

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.

Plan Summaries

Plan	Calcd After Pace	Calcd After GPA	Calcd After Grade Points
Starting Values	100	3.73	56
1 2022 Spring	83.33	3.33	59.99
2 2022 Fall	85.71	3.43	71.99

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.

Phone 123 456 0489

Submit

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.

The screenshot shows a form with an 'Advisor' section. It includes a dropdown menu with 'U:ChrisBenson_Jay' selected. Below the dropdown are instructions: 'Change the SAP advisor if necessary' and 'Remove any advisors who are not the SAP advisor.' A purple 'Submit' button is visible. At the bottom, there are two buttons: 'I am SAP Advisor' (green) and 'SAP Advisor Selected' (purple), along with a red 'Close Without Saving' 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.

The screenshot shows a table titled 'Plan Summaries' with the following data:

Plan	Calcd After Pace	C
Starting Values	100	3
1 2022 Spring	100	3
2 2022 Fall	83.33	3

Below the table is a purple 'Submit' button. Underneath, there is a checkbox labeled 'Form is Ready to Submit to Financial Aid' which is checked. Below this, there are two buttons: 'Reviewed' (green) and 'Close Without Saving' (red).

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

The screenshot shows a form with a checked checkbox 'Form is Ready to Submit to Financial Aid'. Below it, there are two buttons: 'I Endorse the Appeal' (green) and 'I Do Not Endorse the Appeal' (red), along with a red 'Close Without Saving' button.

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.