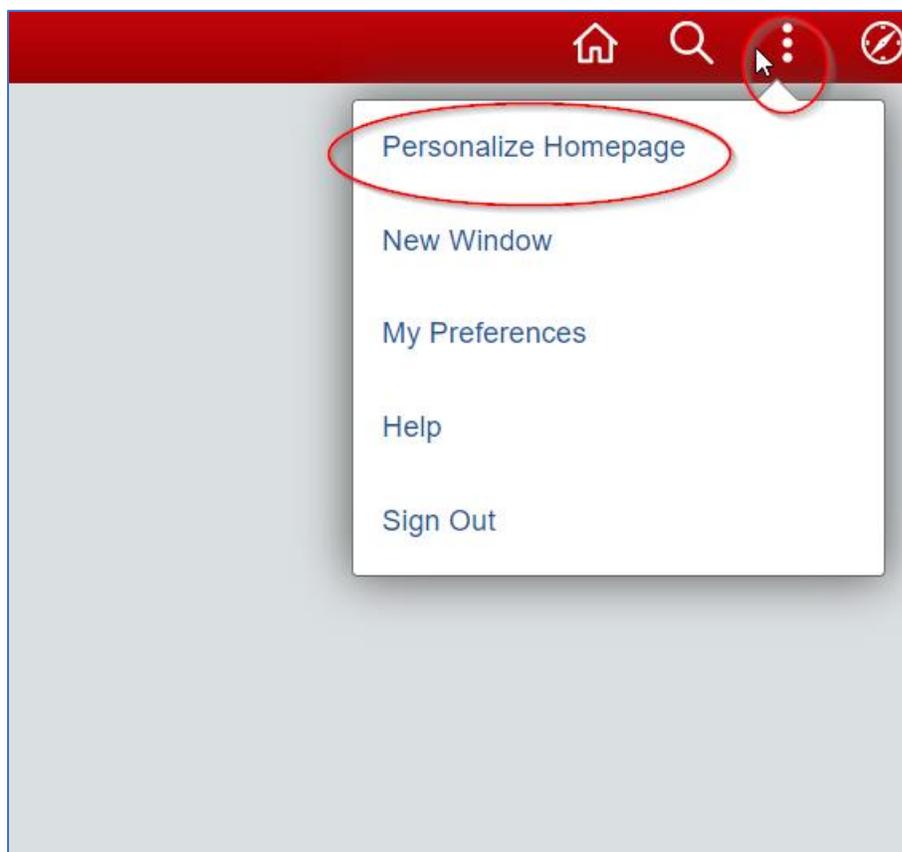


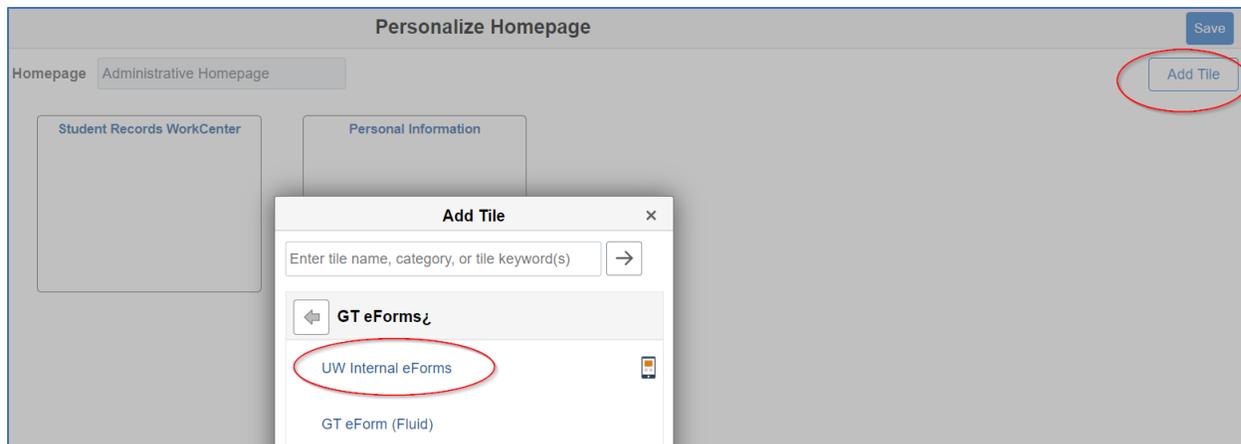
Filing a SAP Advisor Appeal via the SAP Advisor Appeal eForm



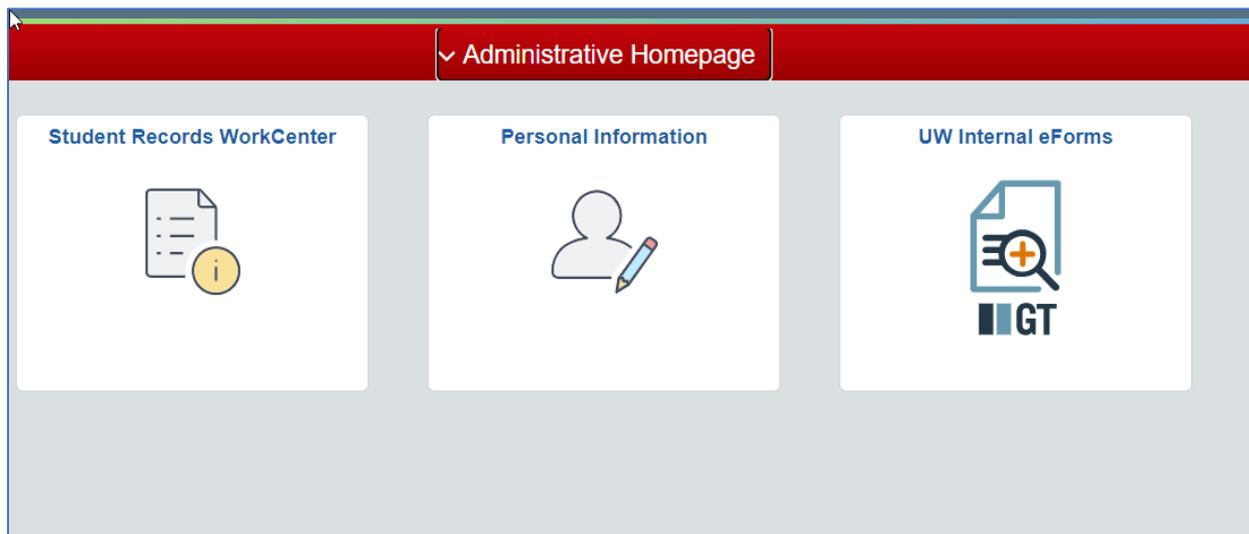
- ✓ Sign into **SIS Administrative Homepage**.



- ✓ Click on the three dots then click **Personalize Homepage**.



- ✓ Select **Add Tile**, then select **GT eForms**.
- ✓ Select **UW-Internal eForms** tile.
- ✓ Hit **Save**.



- ✓ Click on **UW Internal eForms** tile.

Administrative Homepage UW Internal eForms

Landing Page

Internal forms are never utilized/accessed by Students. The form(s) are initialized (added

+

Add a SAP Adv Ap eForm

?

View an Internal eForm

✓ Click on **Add a SAP Adv Ap eForm**.

+

Start a SAP Advisor Appeal : Student Information Form ID 220497

Student Information

Satisfactory Academic Progress (SAP) ADVISOR Appeal Form

Students receiving financial aid must meet the minimum Satisfactory Academic Progress (SAP) in order to be eligible to continue receiving financial aid. The following three components are evaluated at the end of each academic year:

1. Minimum cumulative grade point average of 2.0
2. Successful completion of a 2/3 (67%) of all credits attempted
3. May not enroll for more than 150% of the number of credits needed to complete a degree

The student requesting the SAP ADVISOR Appeal Form from you did not meet the minimum requirements to maintain SAP and they are appealing to regain eligibility for financial aid. Please review the student's SAP Appeal Form/Plan and complete this form.

We encourage you to meet with the student prior to completing this form.

Advisor Name Megan Olson

Aid Year 2023

Campus ID S10001111

Empl ID 0000011100

✓ Select **Aid Year**. (Note: the Aid Year is the second part of the academic year. So for 2022-23, the aid year would be 2023 and 2023-24, the aid year would be 2024.)

*What has the student indicated is the primary circumstance/factor that has led to them failing SAP? Also, what recommendations were discussed with the student to improve their academic performance (tutoring, study groups, course load, counseling, etc.)?

This student has indicated that ineffective study habits have contributed to them not meeting SAP for this past year. The plan moving forward will be to join a study group to increase their GPA and completion rate. In addition, this student will do the following...

Would you like to attach additional documentation(s) for us to consider while reviewing the student's appeal? Please upload the additional document(s) below.

No

*Advisor Printed Name

*Advisor Contact Phone Number

*Advisor Contact Email

Date 05/06/2022

Have any feedback? If you have feedback about the new process, please add here. (This is optional.)

▶ **Comments**

- ✓ Sign eForm by entering **full name**, **phone number**, and **email**, then click on **Submit**.
- ✓ You eForm appeal is complete.

SAP Advisor Appeal 215616 Submitted for **Meghan Rosenberg**



satisfactory.progress@finaid.wisc.edu
To: Alex White

Reply Reply All Forward ...

Hello Alexander White,

This email confirms your Satisfactory Academic Progress (SAP) appeal submission for **Meghan Rosenberg**. A SAP Team member will review your appeal and inform the student of the decision within 2-4 weeks. Make sure to check your email in case our team needs any additional information from you. If you have questions about this student's appeal, please contact us at satisfactory.progress@finaid.wisc.edu.

Thank you.



Office of Student Financial Aid | University of Wisconsin-Madison
608.262.3060 | 333 East Campus Mall #9701 | Madison, WI 53715-1382
www.financialaid.wisc.edu | [Facebook](#) | [Twitter](#) | [Instagram](#) | [GradReady](#)

- ✓ A confirmation email will come to your wisc.edu address including student name and Form ID.

SAP Advisor Appeal - Additional Information Needed



sisadmin_noreply@g-groups.wisc.edu
To: Alex White

Reply Reply All Forward ...
8:57 AM

Dear Alexander White,

The Office of Student Financial Aid has received your Satisfactory Academic Progress advisor appeal for **Meghan Rosenberg** - Form Id 215616. Before we can proceed with the request, additional information is needed.

Please click the link below to login to your request. Within the request, are instructions at the bottom of the form regarding additional information needed. Please add the additional information/attachments and Resubmit your form.

https://madison.sisdev.wisc.edu/psc/sisdev/EMPLOYEE/SA/c/G3FRAME.G3SEARCH_FL.GBL?Page=G3SEARCH_FL&Action=U&G3FORM_ID=215616&G3FORM_TASK=UPD

Thank you.



Office of Student Financial Aid | University of Wisconsin-Madison
608.262.3060 | 333 East Campus Mall #9701 | Madison, WI 53715-1382
www.financialaid.wisc.edu | [Facebook](#) | [Twitter](#) | [Instagram](#) | [GradReady](#)

- ✓ In the outside chance the Financial Aid SAP Advisors need more information from you, they can 'Recycle' the eForm back to you requesting more information.

- ✓ In this rare instance, you would receive an email asking you to access the eForm again and add more information.
- ✓ Click on the workflow hyperlink at the bottom and you will be taken back into the eForm you filed.

*Advisor Printed Name

*Advisor Contact Phone Number

*Advisor Contact Email

Date 05/16/2022

Have any feedback? If you have feedback about the new process, please add here. (This is optional.)

▼ **Comments**

**

** Mon, May 16 22, 08:57:00 AM

Please provide more details on the student's plans to improve their academic success.

- ✓ Enter the additional information and click Resubmit.

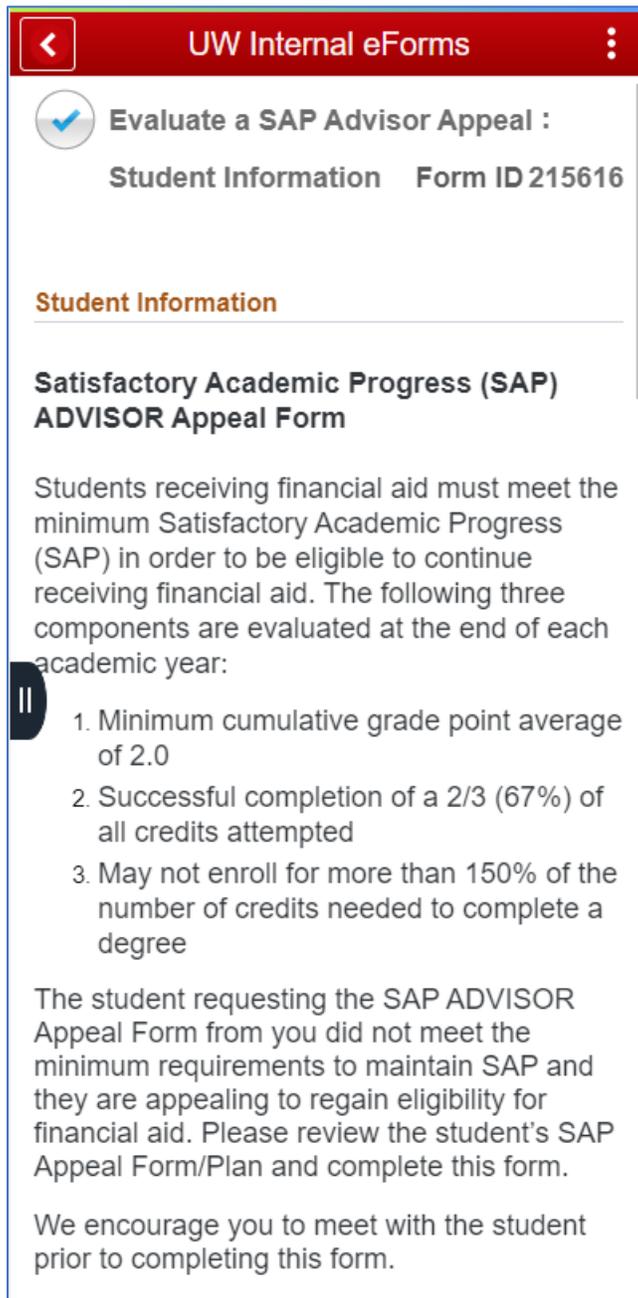
 **Update a SAP Advisor Appeal : Results**

You have successfully resubmitted your eForm.

The eForm has been routed to the next approval step.

[multiple approvers.](#)

- ✓ BONUS: You can also file this eForm on your smartphone or other device.



The screenshot shows a mobile application interface with a red header bar containing a back arrow, the text "UW Internal eForms", and a menu icon. Below the header, there is a blue checkmark icon in a circle, followed by the text "Evaluate a SAP Advisor Appeal : Student Information Form ID 215616". A section titled "Student Information" is underlined. Below this, the title "Satisfactory Academic Progress (SAP) ADVISOR Appeal Form" is displayed. The main content area contains a paragraph explaining that students receiving financial aid must meet minimum SAP requirements. This is followed by a numbered list of three requirements: 1. Minimum cumulative grade point average of 2.0; 2. Successful completion of a 2/3 (67%) of all credits attempted; 3. May not enroll for more than 150% of the number of credits needed to complete a degree. The text concludes with instructions for the advisor to review the student's SAP Appeal Form/Plan and complete the form, and a note encouraging a meeting with the student before completion.

UW Internal eForms

Evaluate a SAP Advisor Appeal :
Student Information Form ID 215616

Student Information

Satisfactory Academic Progress (SAP) ADVISOR Appeal Form

Students receiving financial aid must meet the minimum Satisfactory Academic Progress (SAP) in order to be eligible to continue receiving financial aid. The following three components are evaluated at the end of each academic year:

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