SAP Advisor Student User Guide



Getting Started

Creating a New Account

You will receive an email from your school letting you know you are eligible for the Satisfactory Academic Progress appeal process. The email will include a Personalized URL to access SAP Advisor. The first time you visit SAP Advisor, you will need to create an account by clicking **Sign Up** to start the process.

SAP Advisor Satisfactory Academic Progress Appeals	
Create a Profile sign Աթ	Welcome to SAP Advisor Let's Get Started. Help text is provided throughout this site and is found by clicking on the 0 symbol.
Returning User Login	
Email Address	
Login Forgot Password?	

Once your information is entered into the required fields, click **Submit**. Passwords must be at least twelve characters and contain at least one upper case letter, one lower case letter, and one special character.

SAP Advisor Satisfactory Academic Progress Appeals		
CREATE ACCOUNT		
Last Name	Student	SSN Last 4 Digits
Email	Student	DOB (MM/DD/YYYY)
Subm	Cancel	

After creating your password, your account has been created and you can begin submitting your SAP appeal.

Select I Understand – Next Step to agree to the Academic Standards, Violation Process and Consequences, Your Academic Status, and Appeal Process pages.

SAP Advisor Satisfactory Academic Prog	ress Appeals		
Academic Standards	Violation Process and Consequences	Your Academic Status	Appeal Process
To be eligible certificate. A reviewed at 1 1. Cumu o 2. Pace i o 3. Maxim o	e for federal student financial assistance a stu il of the following Satisfactory Academic Progr the end of each term/semsets: lative Grade Point Average (GPA) - Qualitative Students must have a minimum cumulative GI (Completion) Rate for Attempted Credit Hours Students must successfully complete 67% of considered attempted to the considered suc credits will also be included as attempted credit um Timeframe/Degree Completion Students must complete their baccalaureate of required to complete their degree, not to exce published length of 120 credit hours.	dent must be making progress toward ess (SAP) standards must be met and component %A of 2.0. - Quantitative Component credit hours attempted (the following in cessfully completed; I, U, W, and F gr it hours. legree within 150 percent of the public ed 180 attempted credit hours for a j	d a degree or d will be grades are ades). Transfer ished time program with a
	I Understand	Next Step	

On the **Appeal Process** tab, select the situation(s) that caused you not to meet satisfactory academic standards, then click **Section Complete.** If you are unsure of what qualifies as acceptable situations, click the **Information** icon to view examples.

SAP Advisor Satisfactory Academic Prog	AP Advisor atisfactory Academic Progress Appeals			
Academic Standards	Violation Process and Consequences	Your Academic Status	Appeal Process	
Submit select situ Medica Employ	an Appeal ation(s) that caused you to not meet satis I or health issues 0 ment or financial Issues 0	sfactory academic standards.	•	
Catastr	family or personal issues 🖲		•	
Change	in degree or program ()		•	
	Section C	complete		

Based on your selections explain your situation in detail and how it caused you to not meet satisfactory academic progress standards. Click **Save Changes**.

Academic Standards	Violation Process and Consequences	Your Academic Status	Appeal Process
Submit a	in Appeal		
Select situat	on(s) that caused you to not meet sati	sfactory academic standards.	•
Based on y satisfactory	our selection(s) please explain your situati academic progress(SAP) standards: (requ	on in detail and how it caused you to not mee lired)	et
	Edit	Save Changes	
Explain what (SAP) at the	t has changed in your situation that will all e end of the next evaluation: (required)	ow you to meet Satisfactory Academic Progre	255

Explain what has changed in the situation that will allow you to meet satisfactory academic progress at the next evaluation then click **Save Changes**.

Submit an Appeal	
Select situation(s) that caused you to not meet satisfactory academic sta	andards.
C Medical or health issues 1	
Based on your selection(s) please explain your situation in detail and how it c satisfactory academic progress(SAP) standards: (required)	eaused you to not meet
Edit	.ii Save Changes
Explain what has changed in your situation that will allow you to meet Satisfac (SAP) at the end of the next evaluation: (required)	ctory Academic Progress
Edit	Save Changes
You must upload some form of documentation to support your appeal. Accept PDF and common image formats, so you can upload a photo of the document Upload	table file formats include t as well.
Employment or financial Issues	•
Severe family or personal issues 6	-

When you have completed your explanation, click **Upload**. If you are unsure of what qualifies as acceptable documentation, the **Information** icon will give you more information on acceptable documentation and further explanation.

Once the process is complete, contact your Academic Advisor to schedule a time to complete an **Academic Plan**. When the plan has been agreed upon and signed by both you and your Advisor, choose **Upload Academic Plan**.

actory Academic Progress Appeals				
Academic Standards	Violation Process and Consequences	Your Academic Status Appeal Proces		
Academ	ic Plan			
Your advisor i the plan has b	s listed below. It is required that you contac een completed, come back and upload the	t your advisor and work with them to create an document you worked on with your Advisor to	academic plan. When finish your appeal.	
·	Your Advisor: Dr. Denise Metcalf Email: Dmetcalf@demo.com Phone: (402) 555-4270			
	Uploa	d Academic Plan		
I would lil	ke to e-sign my required document(s) f	or Satisfactory Academic Progress (SAP) A	dvisor	
◯ I do not w	ant to e-sign, but instead print all requ	ired document(s) and upload my original s	ignature	
l certify that federal stud the person give false o	all information provided is accurate a lent aid programs electronically signed identified by that UN and PW and have r misleading information, I may be fine	nd complete. I understand that any docum I using a username (UN) and password (PV not disclosed that UN and PW to anyone e d up to \$20,000, sent to prison or both.	ent related to the /), certify that I am Ise. If I purposely	

Once you have uploaded your plan, you can e-sign your application or print and ink sign the signature page and upload the signature document. Then, click **Submit Appeal**. Your school will receive an email once you have completed the signature process. While your appeal is under review, you may ask questions about your application by clicking **Send Inquiry**.

P Advisor factory Academic Progr	d visor ory Academic Progress Appeals			
Academic Standards	Violation Process and Consequences	Your Academ	ic Status	Appeal Process
Your App You have com the review of Appeal Deadlin Track you	eal is Under Review pleted all steps necessary to submit you your appeal is complete. ne: 12/31/2020 Jr Appeal	ır SAP appeal. You wil	l be contacted again aft	ter
	Steps		Date Completed	
School SAP F	File Uploaded		11/2/2020	
SAP Appeal S	Section Complete		11/23/2020	
Academic Pla	Academic Plan Complete 11/24/2020			
SAP Appeal O	SAP Appeal Complete/Appeal in Review		11/24/2020	
Appeal Decis	Appeal Decision Notice Sent			
You may send	an inquiry to the financial aid office to r	equest a status updat	e for your appeal.	
	Send In	quiry		

After your school has reviewed the documentation, you will receive an email with their decision.