



SAP NOT MET 2

Determining if a student is eligible to continue after SNM2 pull

Has the student shown any progress in last 2 semesters?
Grades C or higher, passing, and not MIA.

No

Not eligible for appeal or to continue Withdrawal for Violation of Probation.

If failing or MIA then VOP WD, **effective immediately.**
If they can possibly pass class or are VA, **drop at end of term.**
Use email template: "DROP CONFIRMATION SNM2/RFD/VOP/FTP"

Some

Student **will be eligible to appeal but with a strict deadline** (5-7 days).
Send the email labeled "AP Initial Email - SNM2/RFD," then send Appeal via Docusign with ARP, if not previously submitted.

Appeal Received?

No

Yes

If documentation is not valid, provided, or submitted: send email template: "SAP Appeal Follow Up for Docs"
If the appeal does not have any documentation or doesn't detail any circumstances, send email template: "SAP Appeal Denial"

Review Appeal
Does appeal meet requirements for review board submission?
Needs to show extenuating circumstances **AND** have supporting documentation.

No

Yes

Student **will be eligible** to appeal and continue.
Send email labeled "AP Initial Email - SNM2/RFD" then send Appeal via Docusign with ARP, if not previously submitted.

Appeal Received?

No

Set up task for next grade push and to remind about balance / appeal.
Close-Not Resolve case.

Yes

Complete SAP Calculations
Send appeal and documents to TL using "SAP Appeal to TL" email template.

Appeal Approved?
Needs 2/3 committee approval.

No

Yes

Send "SAP Appeal Denial" email template.

Copy & Paste committee's decision within the SF case as a closed task.
Send email to student labeled "SAP Appeal Approval."
Complete "SAP Appeal Approved" task.
Set up follow up task within 2 months.