

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

Some

Yes

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"

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.

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

Yes

No

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"

Send
"SAP Appeal Denial"
email template.

Appeal Received?

Review Appeal

Does appeal meet requirements for review board submission?

Needs to show extenuating circumstances **AND** have supporting documentation.

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.

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.