

SATISFACTORY ACADEMIC PROGRESS (SAP) APPEALS

ACADEMIC PLAN FAQ FOR ADVISORS

A student sent me a SAP Academic Plan form to review, but I'm not their advisor, what do I do?

Students input advisor information directly on the DocuSign form for the Academic Plan. If you have incorrectly been sent an academic plan for review, you can simply select '*Decline to Sign*' and note the reason.

I already signed the academic plan, but I keep getting notifications to complete it. How can I stop the notifications?

Each time you click a link to complete or open a DocuSign form, a duplicate copy of the form is created. If you have a duplicate copy of the form, you can log into DocuSign and delete the duplicate copy. You should be able to see any pending forms and/or copies under '*Action Required*', '*Waiting for Others*', or '*Expiring Soon*' in DocuSign. Anything that you have already completed will appear under '*Completed*'.

If the student sent another copy of the form, we recommend checking to be sure that the form includes the same information as the version you have already reviewed. From there, you may sign or '*Decline to Sign*' as appropriate.

There is documentation missing from the student's academic plan form. How should I resolve this?

Students should submit all relevant Academic Plan documentation, including a copy of their completed Academic Plan through their intended graduation, in their DocuSign submission. If you feel the student's Academic Plan is incomplete, or needs adjustment, you can indicate in the Advisor's section directly that you disagree with what was submitted. You should also add notes to this section to indicate what you feel is incomplete or needs to be corrected.

I have already signed the form, but the student has indicated they are still receiving alerts to complete the Academic Plan. Why might this occur?

In order to submit the SAP Academic Plan, students must upload their Academic Plan worksheet and sign off on the information included. Once that is complete, it is sent to the academic advisor they indicated. The form then goes back to the student for a final signature. This allows the student to view any feedback provided by the academic advisor and make adjustments before signing off on the completed form. Students are encouraged to check that they have completed this final signature so that the SAP committee will receive the forms for review.