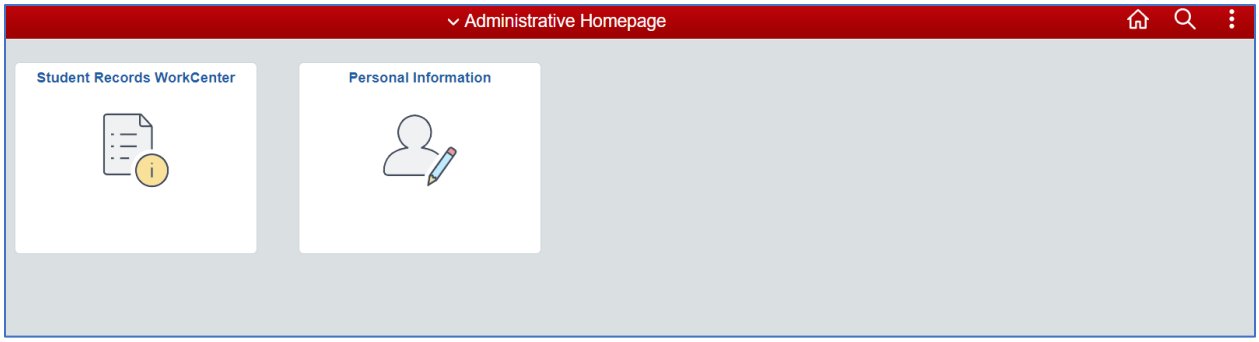
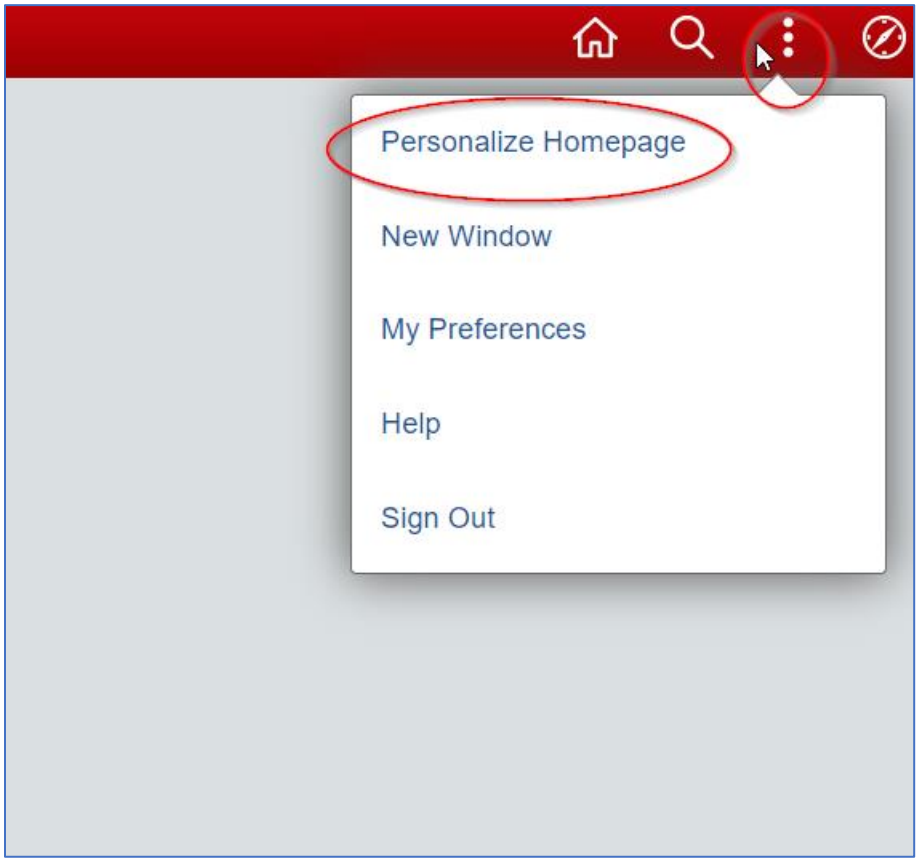
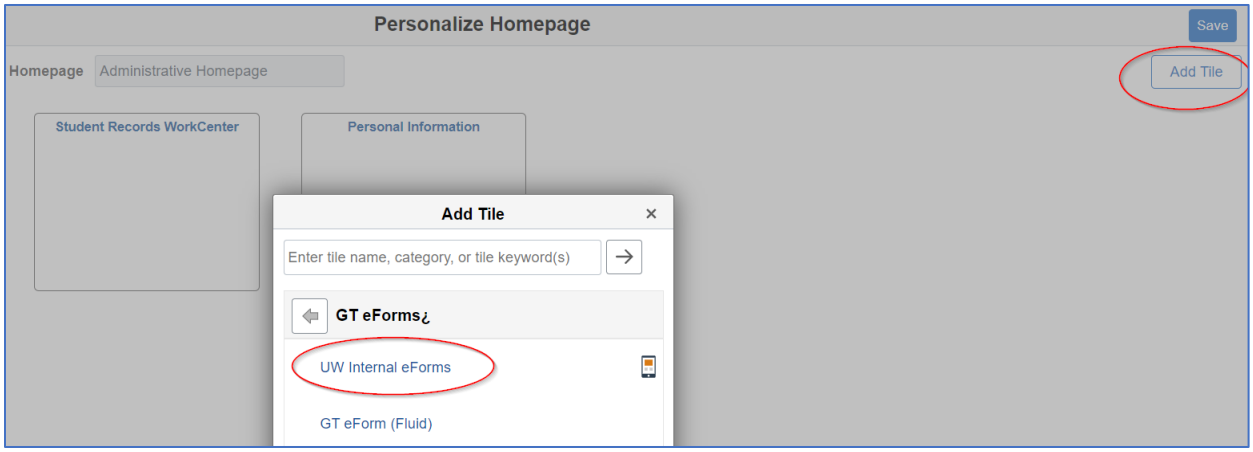
Filing a SAP Advisor Appeal via the SAP Advisor Appeal eForm



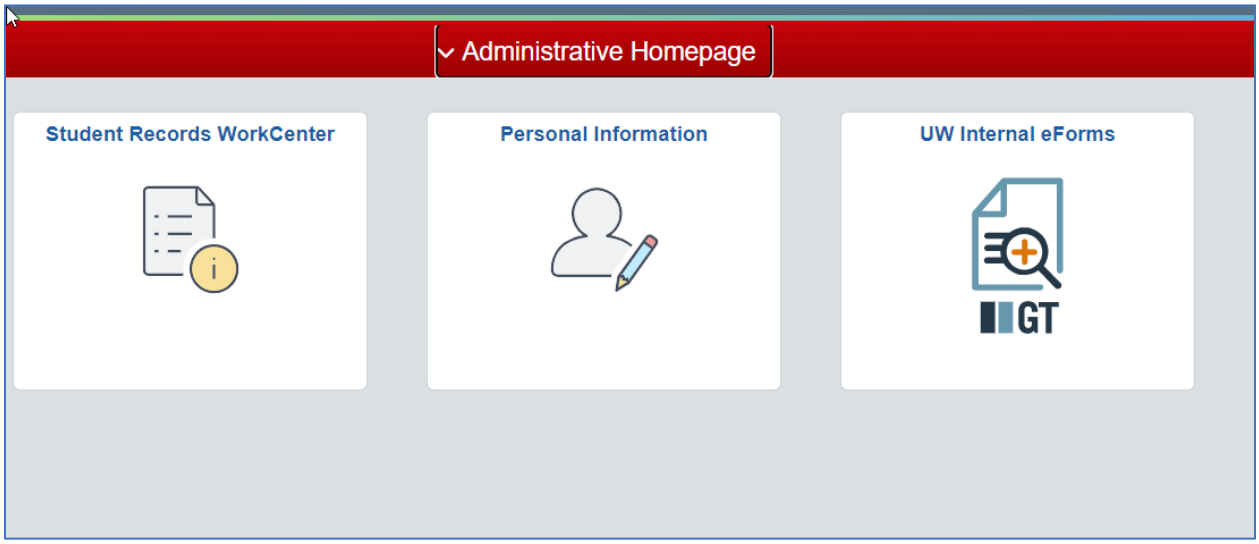
✓ Sign into **SIS Administrative Homepage**.



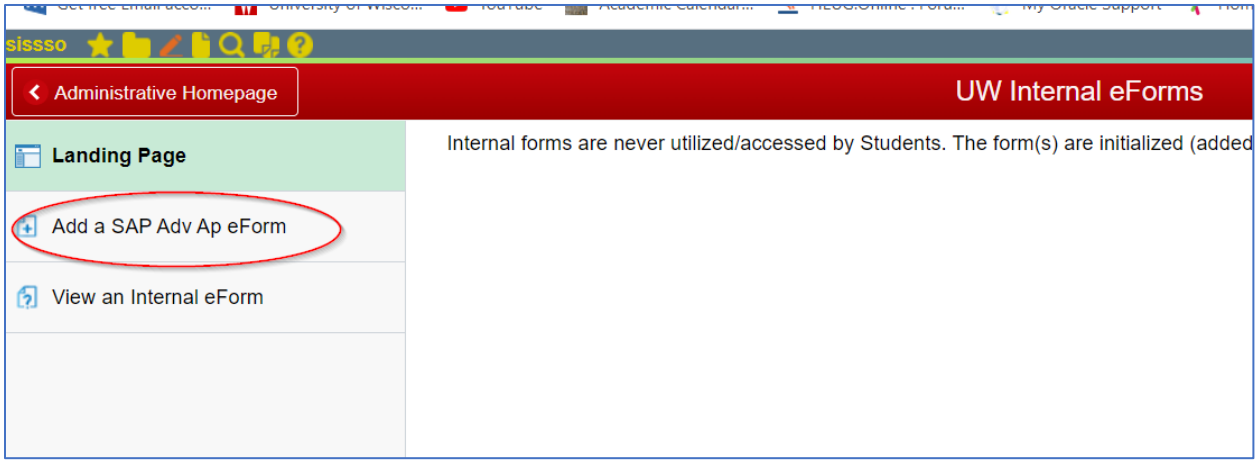
✓ Click on the three dots then click **Personalize Homepage**.



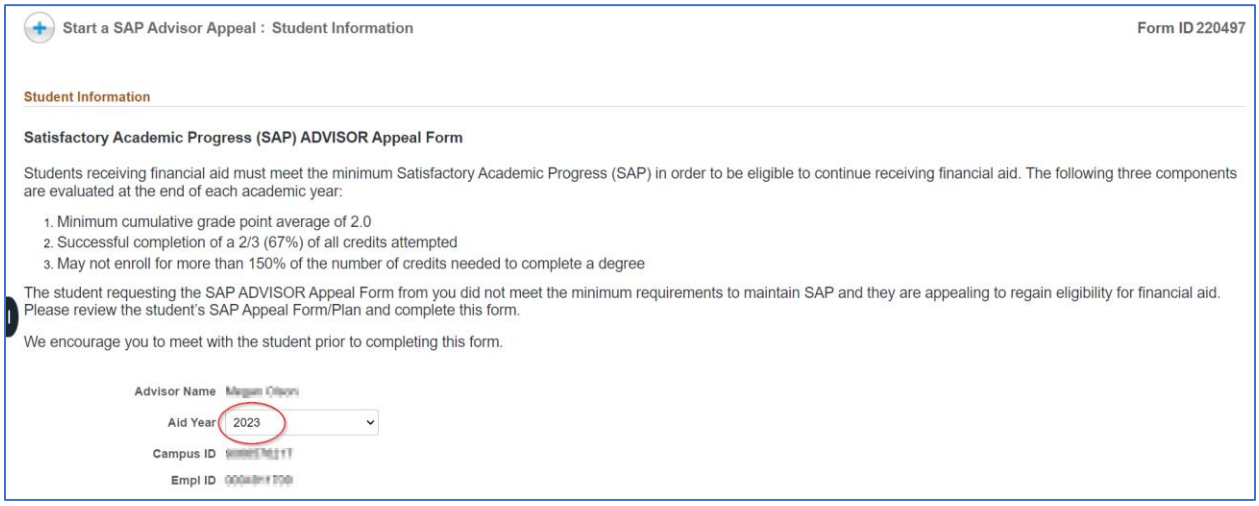
- ✓ Select **Add Tile**, then select **GT eForms**.
- ✓ Select **UW-Internal eForms** tile.
- ✓ Hit **Save**.



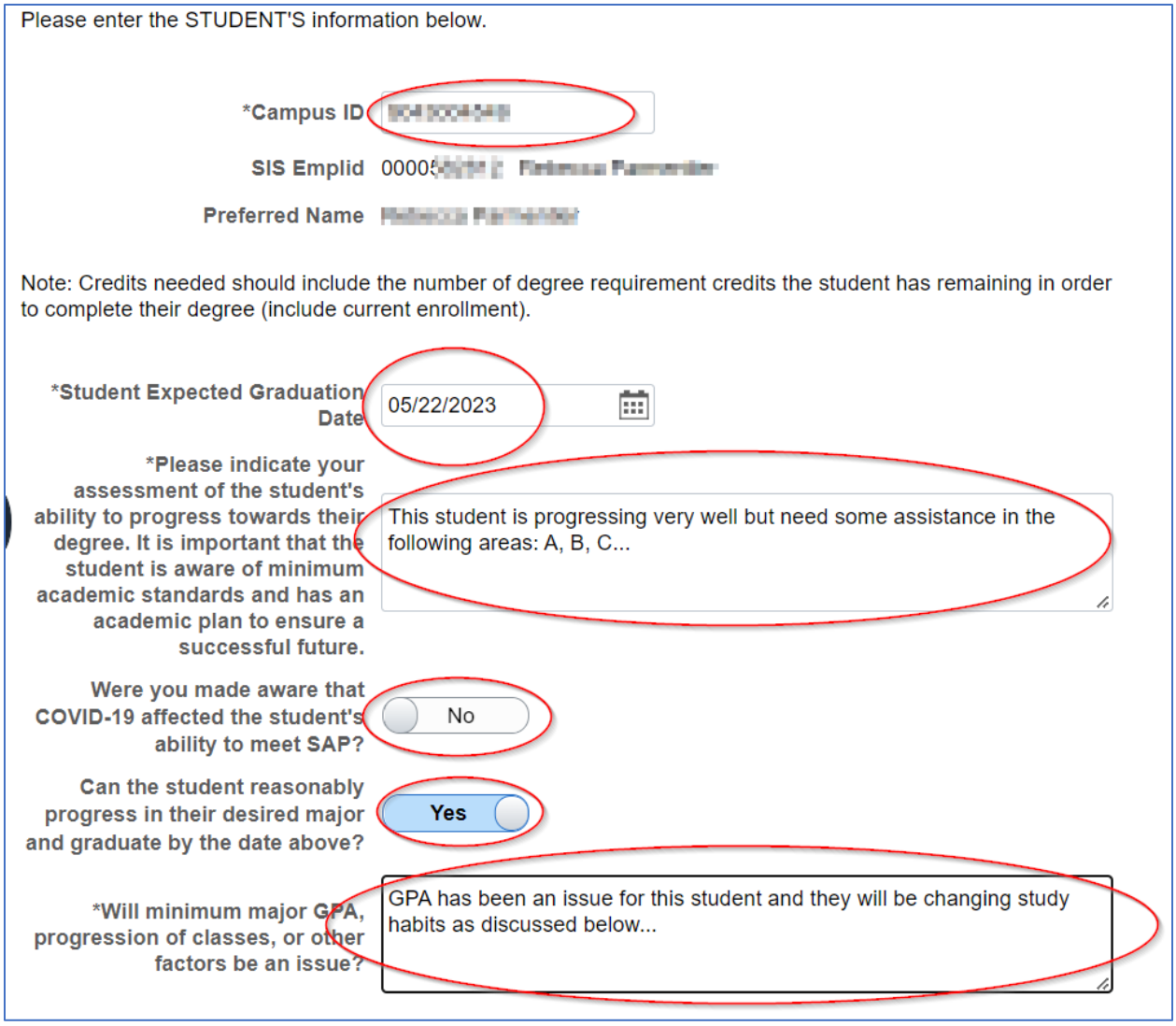
- ✓ Click on **UW Internal eForms** tile.



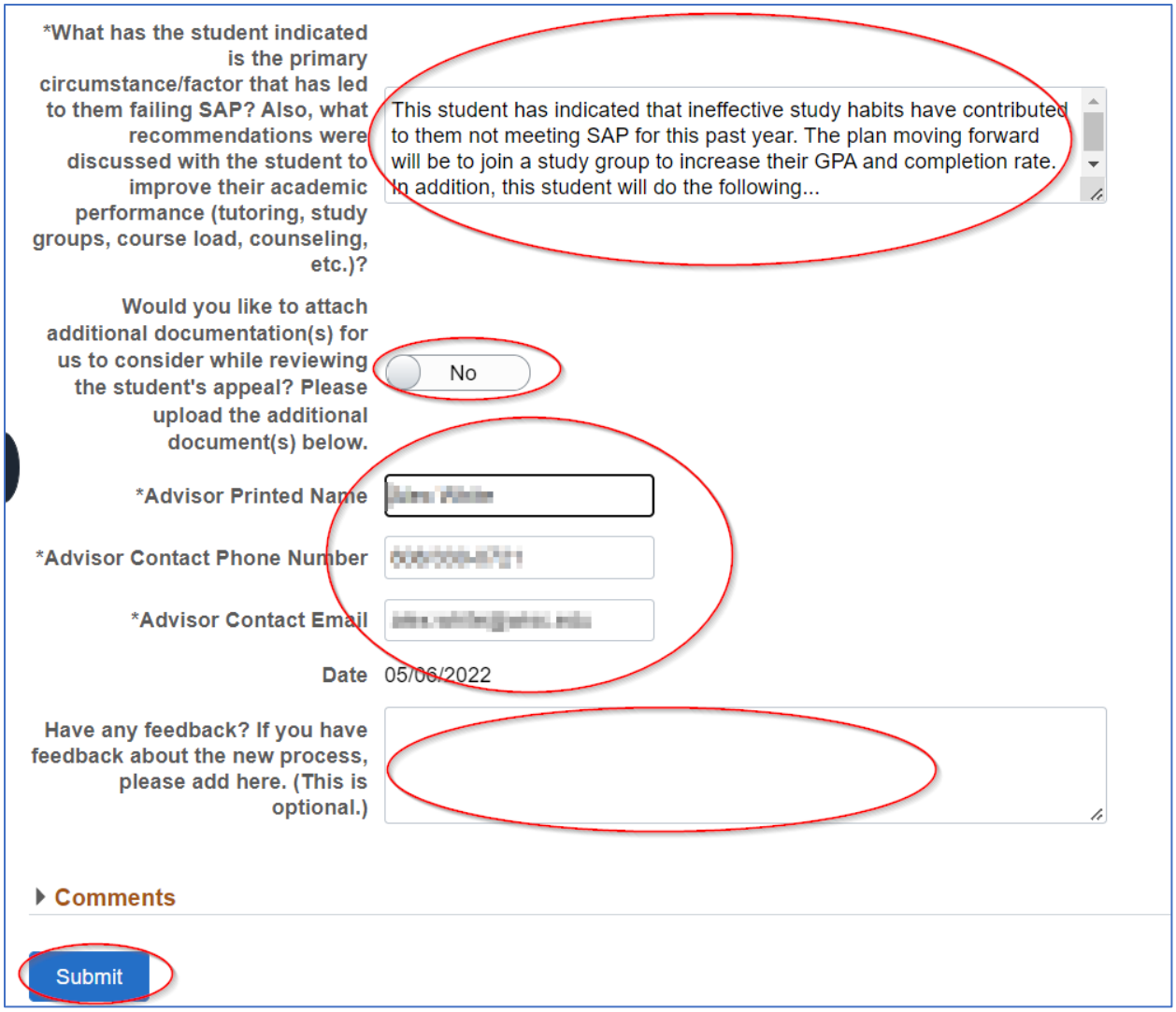
✓ Click on **Add a SAP Adv Ap eForm**.



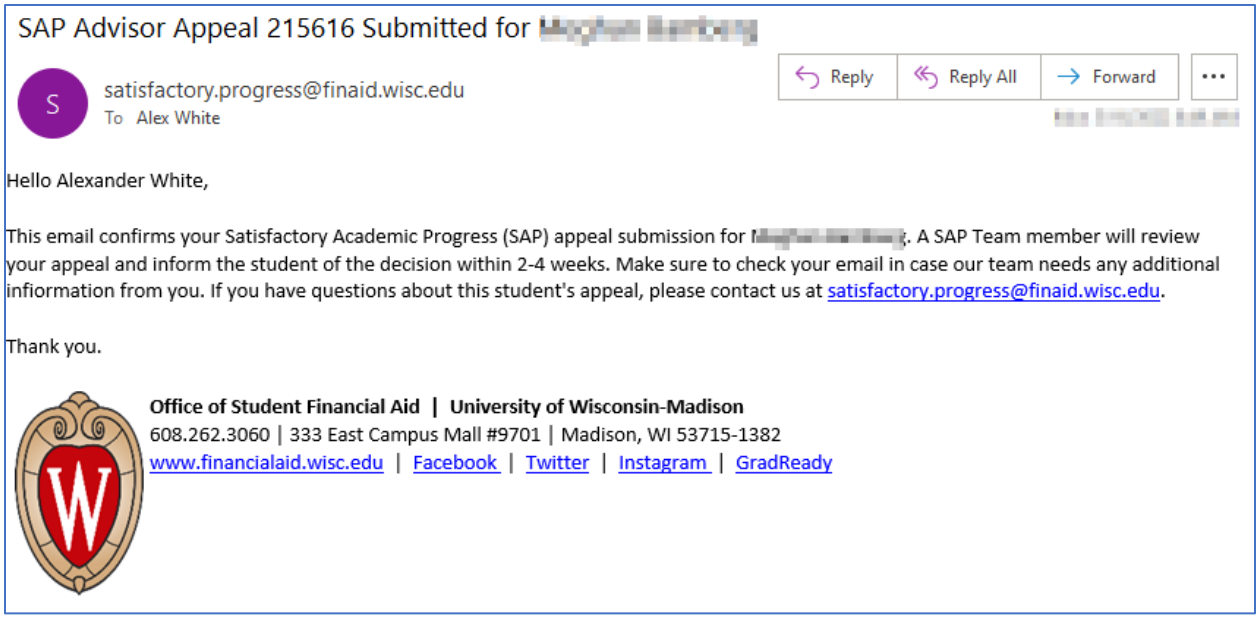
✓ Select **Aid Year**. (Note: the Aid Year is the second part of the academic year. So for 2022-23, the aid year would be 2023 and 2023-24, the aid year would be 2024.)



- ✓ Enter Student **CAMPUS ID** and **SAP appeal information**.
- ✓ Enter **SAP appeal information**.



- ✓ 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 [redacted]

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

Reply | Reply All | Forward | ...

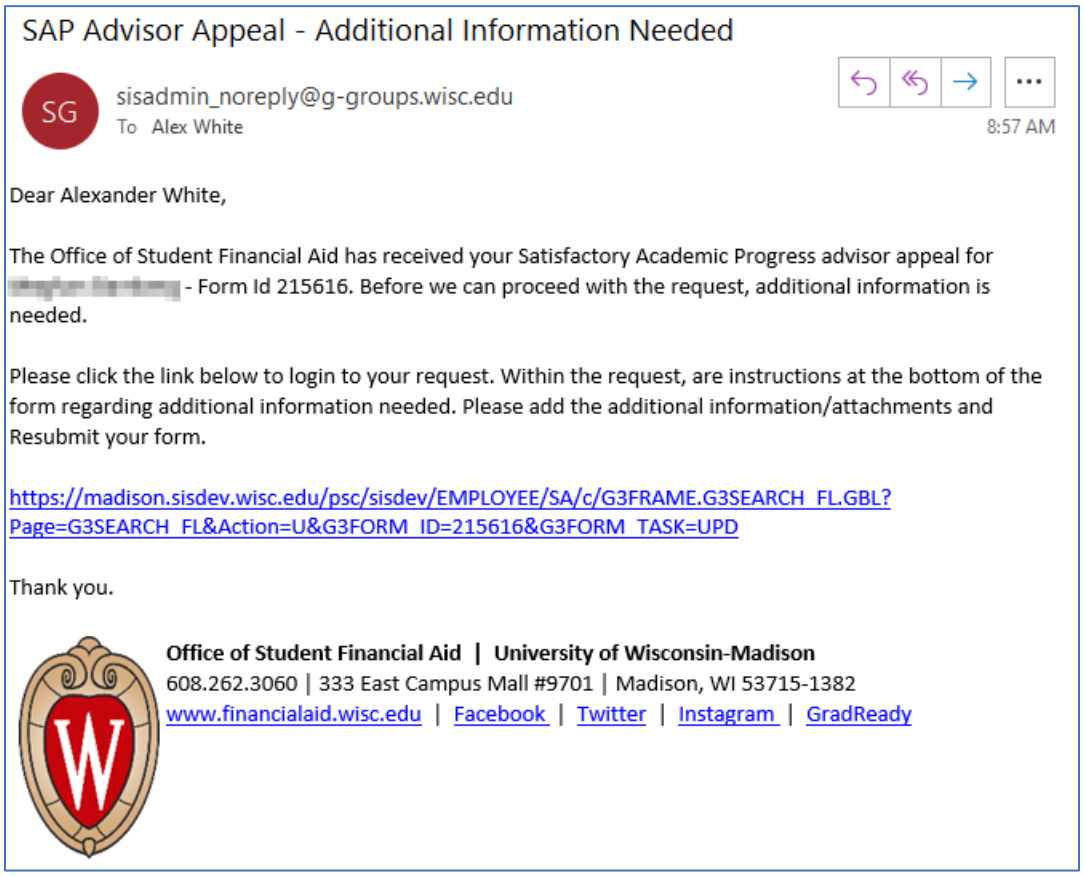
Hello Alexander White,

This email confirms your Satisfactory Academic Progress (SAP) appeal submission for [redacted]. 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 infiormation 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

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

8:57 AM

Dear Alexander White,

The Office of Student Financial Aid has received your Satisfactory Academic Progress advisor appeal for [redacted] - 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.

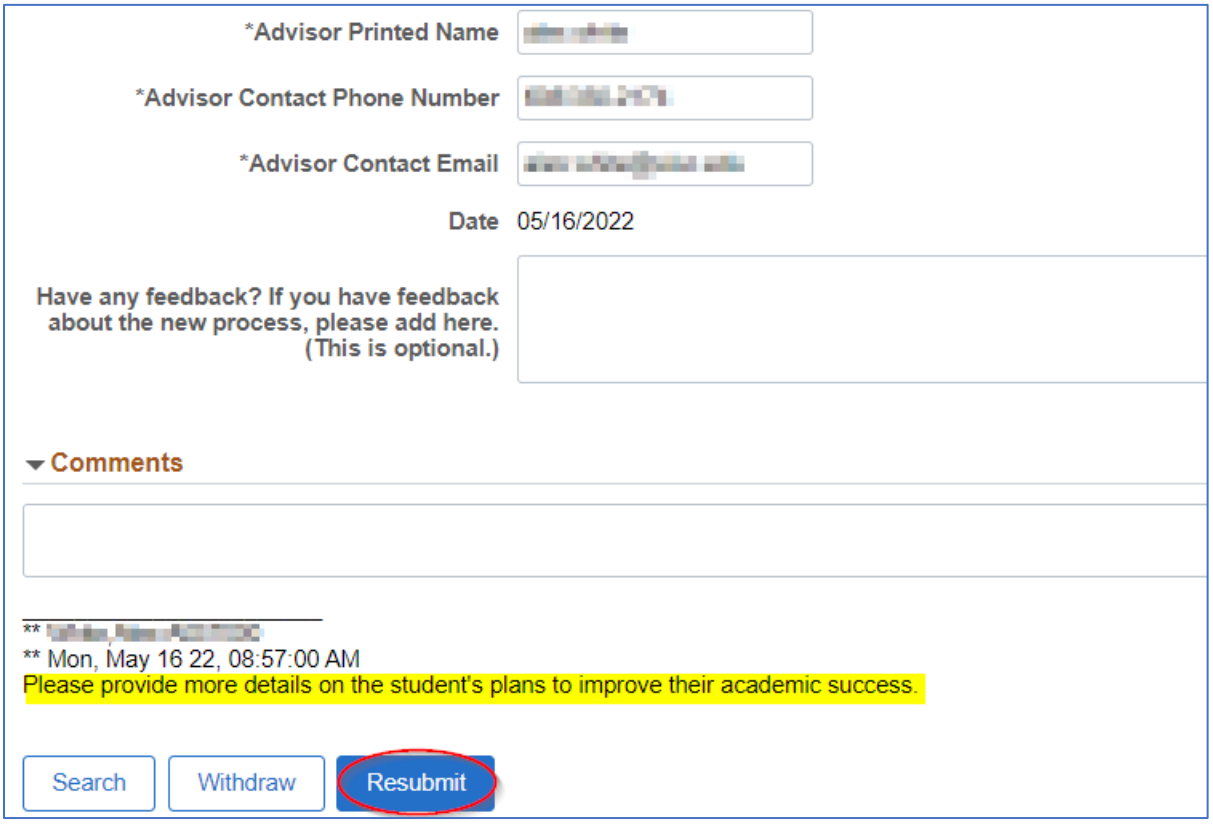
https://madison.sisdev.wisc.edu/psc/sisdev/EMPLOYEE/SA/c/G3FRAME.G3SEARCH_FL.GBL?Page=G3SEARCH_FL&Action=U&G3FORM_ID=215616&G3FORM_TASK=UPD

Thank you.

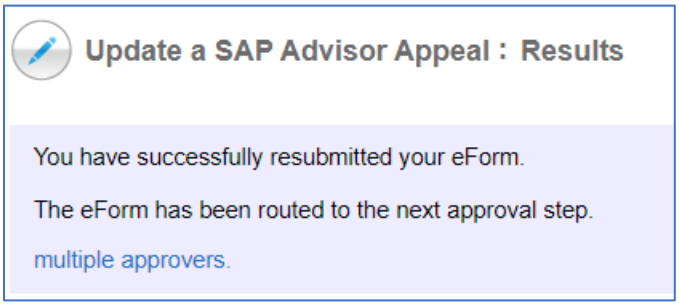
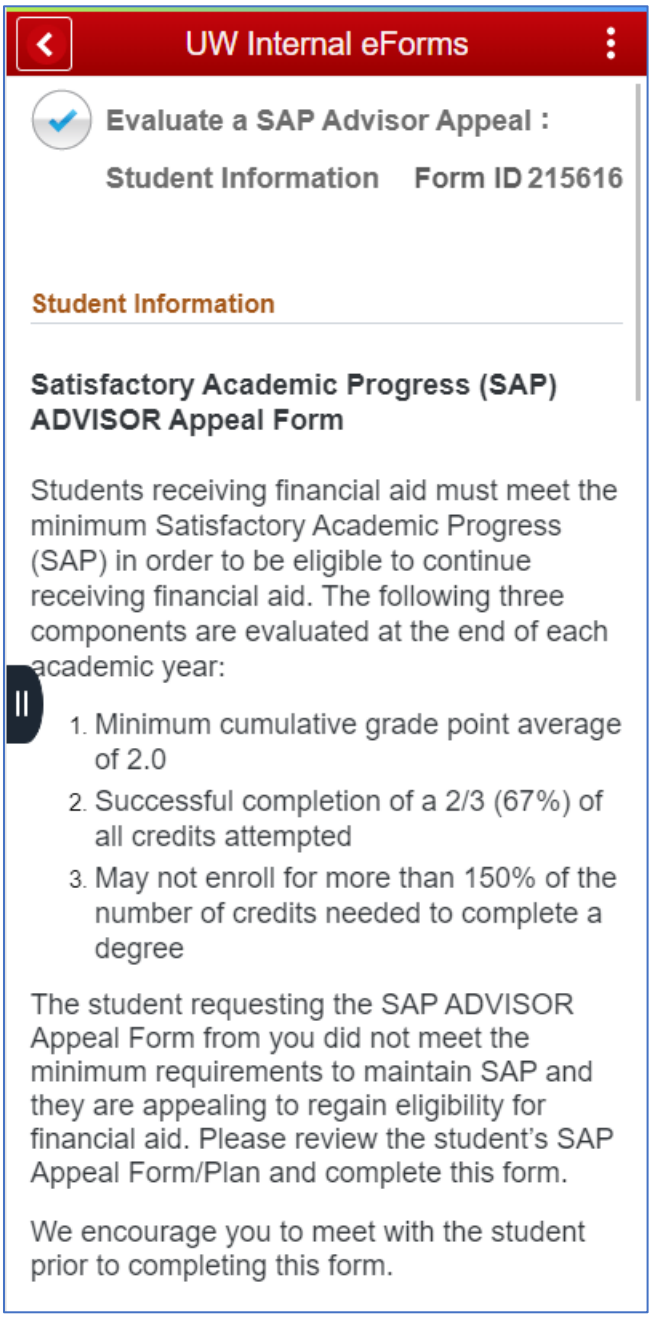
Office of Student Financial Aid | University of Wisconsin-Madison
608.262.3060 | 333 East Campus Mall #9701 | Madison, WI 53715-1382
www.financialaid.wisc.edu | Facebook | Twitter | Instagram | GradReady

- ✓ 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.



- ✓ Enter the additional information and click Resubmit.



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