Advisor Guide for Filling out the SAP Appeal Form

✓ Make sure the student has completed his/her portion of the form appropriately

✓ Read student’s statement carefully. If student has not demonstrated adequate insight into the underlying causes/reasons for their academic difficulty and what changes they will implement to return them to good standing, have student revise their statement. **Statements of good intentions and aspirations alone will not suffice.**

✓ List specific reasons for your support. For example, student had undergone some personal/family challenges but with appropriate use of campus resources can be academically successful (Counseling Center, Family Resource Center, RCPD); student took insufficient credits in the past semester making it impossible to return to good standing; student can mathematically and reasonably to expected to return to good standing with prudent use of repeats and proper course selection.

✓ As you would during a probation conference, identify the needs of the student and assist them in strategizing the specific steps the student will take to help them return to good standing. Some possible resources could include use of the Writing Center, meeting with academic advisors, and making use of professors’ office hours.

✓ List courses and credits in which student is enrolled, and, if appropriate, the future course(s) in the plan. Make sure it is an appropriate course selection and credit load.

✓ Specify that student must see an advisor if they are contemplating dropping a course or in any way changing their schedule.

✓ Calculate needed GPA the student will need in order to return to good standing. This must be at or below a 2.5 in one semester. If more than 2.5 is needed, list enrollment plan for multiple semesters.

✓ **You are not obligated to support the appeal if student is unable or unwilling to comply with recommendations for returning to good standing.**