

How To Submit A SAP Appeal Review From Outlook

Learn how to process and submit a student SAP appeal request directly from your Outlook inbox. This guide streamlines the review and signature process to ensure all required documentation is completed efficiently.



You will receive an email from "EIU Workflow" with Subject: "SAP Appeal Submission for <Student Name Goes Here>"

1 Email explains why you received the email and what you should do next

Hello [REDACTED]

A student has submitted a SAP Appeal request that requires your review.

Please log in to the workflow system and review the submitted materials at your earliest convenience:

[Sap Appeal Request](#)

Once you click on the above link you can "Claim Task" to begin review. An example image has been provided below:

CLAIM TASK

This task is unassigned, click Claim Task to assign yourself.

As part of the review process, you are required to meet with the student face-to-face, by phone, or video chat before making your decision. This meeting is necessary to ensure a thorough and appropriate evaluation of the request.

After meeting with the student, please document your review and submit your advising information within the system.

Information on the SAP Appeal Policy can be found here: [Eastern Illinois University :: Office of Financial Aid - Satisfactory Academic Progress](#)

If you have any questions, kindly contact Marie Finney: mfinney@eiu.edu

NB: This is a test email

- EIU Workflow System

2 Click "Sap Appeal Request" Link

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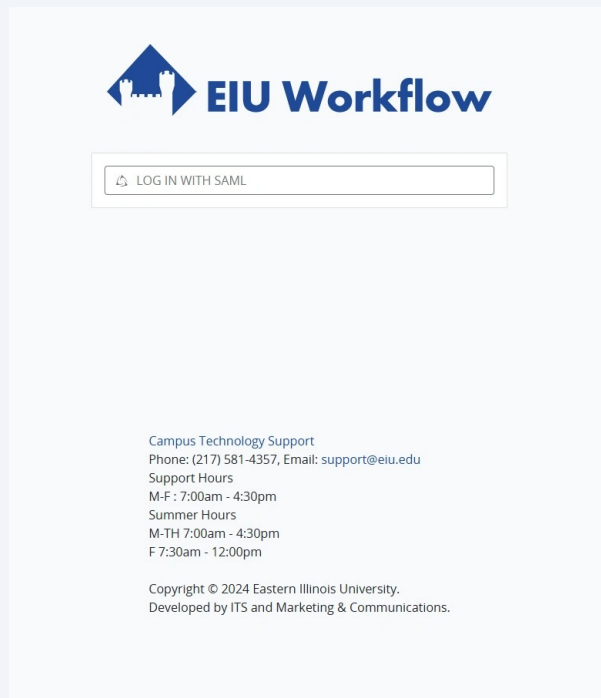
You are required to meet with the student face-to-face, by phone, or video chat before making your decision. This meeting is necessary to ensure a thorough and appropriate evaluation of the request.



Once "Sap Appeal Request" Link is clicked you are brought to the workflow page

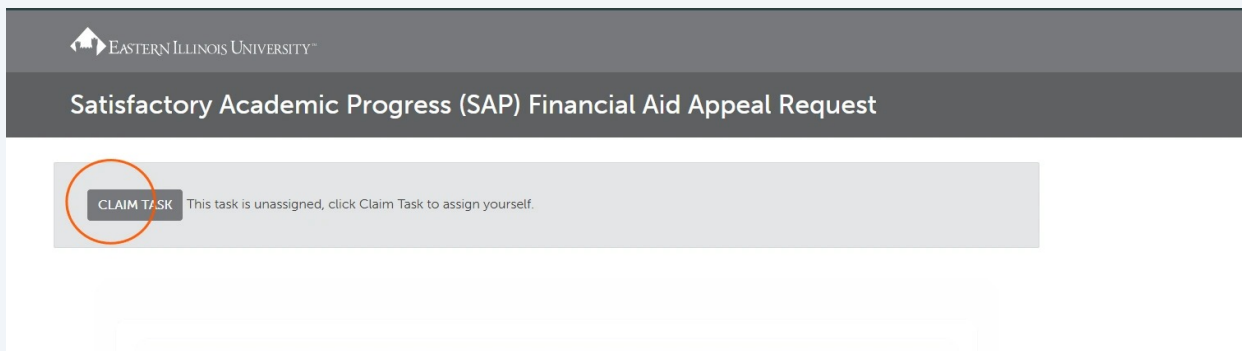
3

If you have not logged into any EIU system you will see this page and would need to click on "LOG IN WITH SAML" to log in.



4

If you have already logged in you will see this page and would need to click "Claim Task" to begin student review



You will need to confirm you have met with the student

5

Click the "I confirm that I have met with student face-to-face and discussed the details of thier SAP Appeal request prior to submitting this review" field.

This [link](#) allows you to download the GPA Calculator Excel file. Please complete the GPA calculation using the spreadsheet and upload the completed document as part of your submission.

* I confirm that I have met with student face-to-face and discussed the details of thier SAP Appeal request prior to submitting this review

*** GPA + Completion Rate Calculator Upload**

Drop a file here to upload or

SELECT FILE

GPA_Comp_Calculat... 16 KB success

*** Possible to achieve required GPA:**

Yes

No

*** Possible to achieve required completion rate:**

Yes

No

*** Your Signature**

Conditions / Notes



GPA Calculation: Ensure you download the excel file for the gpa calculator

6 Click "link" to download gpa calculator

This [link](#) allows you to download the GPA Calculator Excel file. Please complete the GPA calculation using the spreadsheet and upload the completed document as part of your submission.

* I confirm that I have met with student face-to-face and discussed the details of thier SAP Appeal request prior to submitting this review

*** GPA + Completion Rate Calculator Upload**

Drop a file here to upload or

[SELECT FILE](#)

*** Possible to achieve required GPA:**

Yes
 No

*** Possible to achieve required completion rate:**

Yes
 No

*** Your Signature**

Conditions / Notes

7 Once calculation done Click "select file" to upload the file

This [link](#) allows you to download the GPA Calculator Excel file. Please complete the GPA calculation using the spreadsheet and upload the completed document as part of your submission.

* I confirm that I have met with student face-to-face and discussed the details of thier SAP Appeal request prior to submitting this review

*** GPA + Completion Rate Calculator Upload**

Drop a file here to upload or

[SELECT FILE](#)

*** Possible to achieve required GPA:**

Yes
 No

*** Possible to achieve required completion rate:**

Yes
 No

*** Your Signature**

Conditions / Notes



Choose options you believe for both questions

8

Click "Yes" or "No"

This [link](#) allows you to download the GPA Calculator Excel file. Please complete the GPA calculation using the spreadsheet and upload the completed document as part of your submission.

* GPA + Completion Rate Calculator Upload

Drop a file here to upload or

SELECT FILE

GPA_Comp_Calculat... 16 KB success



I confirm that I have met with student face-to-face and discussed the details of their SAP Appeal request prior to submitting this review

* Possible to achieve required GPA:

- Yes
- No

* Possible to achieve required completion rate:

- Yes
- No

* Your Signature

Conditions / Notes

9 Click "Yes" or "No"

This [link](#) allows you to download the GPA Calculator Excel file. Please complete the GPA calculation using the spreadsheet and upload the completed document as part of your submission.

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Drop a file here to upload or

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GPA_Comp_Calculat... 16 KB

success



I confirm that I have met with student face-to-face and discussed the details of their SAP Appeal request prior to submitting this review

* Possible to achieve required GPA:

Yes

No

* Possible to achieve required completion rate:

Yes

No

* Your Signature

Conditions / Notes

10 Click the "Your Signature" field.

* GPA + Completion Rate Calculator Upload

Drop a file here to upload or

SELECT FILE



GPA_Comp_Calculat... 16 KB

success



* Possible to achieve required GPA:

Yes

No

* Possible to achieve required completion rate:

Yes

No

* Your Signature

Conditions / Notes

SUBMIT

11 Type your name

12 Click "Submit"

* GPA + Completion Rate Calculator Upload

Drop a file here to upload or

SELECT FILE

GPA_Comp_Calculat... 16 KB success

* Possible to achieve required GPA:

Yes

No

* Possible to achieve required completion rate:

Yes

No

* Your Signature

Jude

Conditions / Notes



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Once you submit you can close the tab because you are done!



Satisfactory Academic Progress (SAP) Financial Aid Appeal Request

Request Submitted

Your SAP Appeal request has been submitted.

You may close this window.

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Developed by ITS and Marketing &
Communications.

Campus Technology Support
Phone: (217) 581-4357, Email: support@eiu.edu
Support Hours
M-F : 7:00am - 4:30pm
Summer Hours
M-TH 7:00am - 4:30pm
F 7:30am - 12:00pm