Satisfactory Academic Progress

OVERVIEW

1) Review setup.
   a) Set Up SACR > Product Related > Financial Aid > Satisfactory Academic Progress> Define Set Up Criteria
   b) Set Up SACR > Product Related > Financial Aid > Satisfactory Academic Progress> Define Evaluation Terms
   c) NDU Applications > Financial Aid > Setup > NDU Sat Progress Extensions

2) AY Activate/FA Term (optional but encouraged).
   a) Schools have the option to run Aid Year Activation in a batch process. Financial Aid > Aid Year Activation > Process Financial Aid Years.
   b) Select Equation Engine as Selection Tool, FAAYNDU_ACTV as Equation Name. Click on the Edit Prompts link and complete the prompts. Be sure career (UGRD, GRAD) and institution are in all caps. You can then click on the Preview Selection Results to get the first 300 students the process will attempt to activate.
      If this process is followed by FA Term Build, only students with actual enrollment will have FA Term built. By running these two processes, schools could ensure they were setting the selection criteria for the SAP Evaluation process.

3) FA Term Inactivation (optional but encouraged).
   a) NDU Applications> NDU Financial Aid> Process> NDU FA Term Inactivation
      i) Consider running FA Term Inactivation process to ensure students with no enrollment for the evaluation term are set to an Inactive FA Term row. These students will not be selected for SAP Evaluation.

4) Run process.
   a) Financial Aid > Satisfactory Academic Progress> Process SAP (suggest Report Only mode first time)
      i) Remember, student must be Aid Year Activated and have an active FA to be evaluated.

5) Review report.
   a) Financial Aid >Satisfactory Academic Progress> Review Report Data
   b) OR run query NDU_FA_0034-SAP Report Listing

6) Run process in UPDATE mode.
7) Create Letters—suggest completing all communication steps for one status at a time.
   a) Financial Aid > SAP > Create SAP Communications

8) Review 3C Engine Trigger Results.
   a) Campus Community > 3C Engine > 3C Engine Trigger Results

9) Run 3C Engine.
   a) Campus Community > 3C Engine > Run 3C Engine
      i) Tab 2, Select Check Duplicate Communication (only students who have not previously received a letter will be assigned a communication for that status/term)
      ii) Be sure to check 3C Engine on the Process Scheduler Request

10) Create Letters, merge files.
    a) Campus Community > Communications > Letter Generation

11) Queries to assist you:
    a) NDU_FA_0034 SAP Report Listing
    b) NDU_FA_0034_1 Previously Suspended Review
    c) NDU_FA_0034_2 Pass/Fail Students
    d) NDU_FA_0034_3 SAP Disqualified with Awards
    e) NDU_FA_0034_4 SAP Service Indicator Mismatch
    f) NDU_FA_0034_5 Students Not Enrolled For Term
    g) NDU_FA_0034_6 SAP Disqualified with FAFSA

12) Review individual SAP evaluation/process exception.
    a) Financial Aid > SAP > Maintain Student SAP Data
       i) To process an exception, student must be Aid Year Activated and have an active FA Term for the exception term.

Effective July 1, 2011, these standardized definitions must be used in the school’s policy.
Financial aid warning: a status assigned to a student who fails to make satisfactory academic progress at an institution that evaluates academic progress at the end of each payment period. 668.34(b)
- Optional, but only for schools that evaluate SAP at the end of each payment period
- May be granted automatically, without a written appeal from the student
- A student on financial aid warning may continue to receive Title IV aid for one payment period despite a determination that the student is not meeting SAP standards

Financial aid probation: a status assigned by an institution to a student who fails to make satisfactory academic progress and who has appealed and has had eligibility for aid reinstated. 668.34(b)
- Optional for all schools
- A school could require that a student on probation fulfill specific terms and conditions (e.g., taking a reduced course load, enrolling in specific courses, etc.)
- A student on financial aid probation may receive Title IV funds for one payment period. At that point, the student must meet the school’s SAP standards or the requirements of the established individual academic plan to maintain Title IV eligibility (POS/Plan of Study).

Options for Schools That Evaluate SAP at the End of Each Payment Period
For the payment period following the payment period in which the student did not meet SAP standards, the school may choose to:
1. Place the student on financial aid warning and disburse Title IV funds to the student; or
2. Place the student on financial aid probation, following the prescribed appeal procedures, and disburse Title IV funds to the student.

It is the school’s option to incorporate warning periods and/or probationary periods. A school is not required to use either option.

For the payment period following a payment period during which a student was on financial aid warning and still did not meet SAP standards, the school may choose to place the student on financial aid probation, following the prescribed appeal procedures, and disburse Title IV funds to the student.

For the payment period following a payment period during which a student was on financial aid probation, the school can disburse Title IV funds only if the student is meeting SAP standards or the school determines that the student met the requirements specified by the institution in the student’s academic plan developed during the appeal process.
SET UP

Set Up
SACR > Product Related > Financial Aid > Satisfactory Academic Progress > Define Set Up Criteria

To update setup, insert a new effective date row and update the setup.

REVISION 07/01/2011
Update the Severity Levels and SAP Status

Add a row and create the new statuses, POS and INFO.

Be sure to review the severity level, keeping in mind the assigned calculated status.
Default SAP Status

The SAP evaluation process assigns these default statuses for particular cases, as described below. For each of these default statuses, select a status code that you defined in the Status Codes group box.

Statuses and Actions Rules

The Statuses and Actions feature is always executed for the online process and is an option for batch.

Add combinations needed to meet
your specific business needs.

1. **Academic Standing Rules**
   Optional (Note, not all schools use Academic Standing)

2. **Max Attempted Units Rules**

**WARNING!** Be very careful not to uncheck Use Max Attempted Units Test. All data previously entered will be deleted.

**REVISION 07/01/2011**
Determine at what point, if any, you want to notify students they are approaching the Maximum.

You might wish to delete the Warning line and update Probation to INFO. This will allow you to continue to use the test to inform students they are getting close to the Max.

Communications may need to be reviewed, updated as needed.
Attempted Units for their program.

Per the Federal Student Aid Handbook, the law specifies that by the end of the second academic year (regardless of how many credits the student has accrued), the student must have a C average or its equivalent or have an academic standing consistent with the requirement for graduation from the program.

By requiring a range of Cumulative Earned Units the rule is not returning a correct evaluation of students who have reached the end of the second academic year. The number of Cumulative Earned Units does not equate to terms of enrollment. A case was submitted to PeopleSoft, the correction was installed in Production September 27, 2008 as the 8th SAP test, **Two Year GPA Test**.

**HECN-Campus Solutions suggests that the Two Year GPA Test be used to evaluate this qualitative requirement.** Although the Minimum Current GPA and Minimum Cumulative GPA Tests do not return an evaluation that can be used for Federal compliance for this qualitative measurement, setup information for each test follows.

3. **Minimum Current GPA Test**

The Minimum Current GPA test determines the lowest current GPA that a student can have and still be eligible for financial aid.

4. **Minimum Cumulative GPA Test**

The Minimum Cumulative GPA test determines
the lowest cumulative GPA that a student can have and still be eligible for financial aid.

5. **Two Year GPA Test**
The Two Year GPA test determines the lowest cumulative GPA that a student can have and still be eligible for financial aid.

6. **Cumulative Earned Units Test**
Updated (Bundle #9, 09/2008).
For the Cumulative Earned Units test, define the percent or minimum number of units a student must complete of attempted units per term.
### 7a. Optional Exclusions Setup

Courses entered here will be excluded from ALL SAP tests you have setup.

### 7b. Award Exclusions

Award Exclusions exclude students from an SAP evaluation based on an aid type or specific awards.

Note: If the only aid a student received is in the excluded range, they will NOT be selected for SAP evaluation.

### 7c. Grade Exclusions

**Expanded Explanation (Bundle #9, 09/2008)**

Grade Exclusions are criteria for excluding course units with specific grading schemes, grading basis, and grade input values from the Current Earned Unit and/or Cumulative Earned Units tests.

If you use Grade Exclusions, the Current and Cumulative Earned Units values will be derived from the student’s enrollment, minus the units to be excluded. If you do not use Grade Exclusions, the Current and/or Cumulative Units value will be derived from the student’s Career Term data.
You must set up any and all course grades that you do not want to be counted toward earned units,

### Grade Exclusions

<table>
<thead>
<tr>
<th>Grading Scheme</th>
<th>“Grading Basis”</th>
<th>Grade Input</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Communications and Event ID**

If you want to notify students they are close to Max Credits or have a low GPA, but are still eligible for FA, use the new status INFO in your setup. This will be used in conjunction with new Event ID and Letter Codes.

### SAP Setup

<table>
<thead>
<tr>
<th>SAP Status</th>
<th>Event ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>DISQ</td>
<td>FA_SAPDSQ</td>
</tr>
<tr>
<td>INFO</td>
<td>FA_SAPINFO</td>
</tr>
<tr>
<td>PROB</td>
<td>FA_SAPPROM</td>
</tr>
<tr>
<td>WARN</td>
<td>FA_SAPWARN</td>
</tr>
</tbody>
</table>
8. Set up Comment ID’s for all of the tests you have set up. The text in the description will be printed on the student’s letter. Highlighted text in example is hardcoded and MUST BE EXACT. This is optional; use this only if you want the calculated figure to be listed in the student’s letter.
9. **SAP Extensions**
   a. Update SAP Extensions if you will be using the new option for students enrolled in all P/F courses.
   b. **Set Counselor Review on Return From**  
      If neither box is checked, the option is turned off.
   c. **Restrict Review to Terms**  
      If neither box is checked, counselor review will be applied to all terms, including summer.

   d. **Apply Review/Service Indicators From:** Campus Solutions recommends selecting both Batch and On-Line

   **REVISION 12/01/2011**

   e. **Service Indicator Assignment:** Add a row for each status that the school wants to apply a service indicator for. If this grid is left entirely blank, the service indicator option is turned off. **Add new FIF SAP Status/Indicator.**

   Staff will need security to add/remove the new FIF Service Indicator. Please work with your Campus Access Control Office for access.
Define Evaluation Terms.
Add new terms as necessary.
Suggest Report
Only the first time to allow you to review the data before posting to student’s record.
Review Report Data
Financial Aid > SAP > Review Report Data
Or run query NDU_FA_0034
SAP Report Listing

Review and update Student Satisfactory Academic Progress Details. Use overrides for selected students

Financial Aid > SAP > Maintain Student SAP Data
FA Staff are able to access the SAP Student Data page for all students with FA Term built, which allows for online SAP calculation for an individual student. Students must be Aid Year activated and have an active row in FA Term for the term that is being processed. If there is not an active row, the process executes but returns a blank page, or, if there is a previous status, the existing page data is displayed.

This page displays the SAP status code and all the calculation results used to determine a student’s SAP status code.

The Aid Year or Term field is displayed depending on the setup criteria. Enter the aid year or term to process for the SAP online process.

Click the Calc SAP button to run the SAP process for an individual. An Active FA Term record must exist for the aid year or term being processed. After processing, the SAP Calculation Results, SAP Calculation Data, and Processing Information group boxes are populated.

**Student SAP**

**Aid Year or Term** The aid year or term used in the SAP online or batch calculation. If the batch process calculated the data, this is the aid year or term used on the run control for that batch run.
<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Packaging Status Summary</td>
<td>Link and current SAP status. Click the link to view the Satisfactory Academic Progress field on the Packaging Status Summary page. This page is shown at the end of this list of fields.</td>
</tr>
<tr>
<td>Program</td>
<td>The academic program from FA Term that was used to determine SAP status.</td>
</tr>
<tr>
<td>Plan</td>
<td>The academic plan from FA Term that was used to determine SAP status.</td>
</tr>
<tr>
<td>Calc SAP Status</td>
<td>The calculated SAP status that controls the value in the SAP field on the Packaging Status Summary page. To access this page, click the Packaging Status Summary link.</td>
</tr>
<tr>
<td>Override SAP Status</td>
<td>If populated, this status overrides the value in the Calc Sap Status field and controls the Satisfactory Academic Progress field on the Packaging Status Summary page. Delete the override status before running the process after the fully graded date.</td>
</tr>
<tr>
<td>Updated</td>
<td>This date is populated if an override is placed on the student’s SAP record.</td>
</tr>
<tr>
<td>Userid</td>
<td>The user ID of the person who applied the override.</td>
</tr>
<tr>
<td>Comment</td>
<td>A comment can be placed in this field to provide additional information on a student’s SAP. Use the comment field when you override a student’s SAP Status.</td>
</tr>
<tr>
<td>SAP Calculation Results</td>
<td></td>
</tr>
<tr>
<td>Used</td>
<td>Y indicates that this test was used to determine SAP status and N indicates this test was not used.</td>
</tr>
<tr>
<td>Actual</td>
<td>The calculated value is populated for any test that is used. This is the value that is used in the rule comparison.</td>
</tr>
<tr>
<td>Rule Range From</td>
<td>If the student failed this test, the rule displays in the lower end of the failed range. Academic standing does not use ranges and there is no value for the Academic Standing Test row.</td>
</tr>
<tr>
<td>Rule Range To</td>
<td>If the student failed this test, the rule displays in the upper end of the failed range. Academic standing does not use ranges and there is no value for the Academic Standing Test row.</td>
</tr>
<tr>
<td>Failed</td>
<td>If checked, a failure occurred for this test.</td>
</tr>
<tr>
<td>Status</td>
<td>The calculated status for each test.</td>
</tr>
<tr>
<td>Severity</td>
<td>Severity of the SAP status. The status with the highest severity is used to populate the Calc SAP Status field.</td>
</tr>
<tr>
<td>Exception Used</td>
<td>Y or N is displayed to indicate whether or not there was an exception used.</td>
</tr>
<tr>
<td>----------------</td>
<td>-------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Term</td>
<td>Term used to evaluate academic standing from Student Records. Only displays for the Academic Standing test.</td>
</tr>
</tbody>
</table>

**SAP Calculation Data**

<table>
<thead>
<tr>
<th>Current Units Attempted</th>
<th>The number of units the student is attempting for the evaluation term or aid year terms. This is used in the Current Earned Units test.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cumulative Units Attempted</td>
<td>The cumulative number of units the student attempted up to and including the units for the term or terms in the aid year being evaluated. This is used in the Cumulative Earned Units test.</td>
</tr>
</tbody>
</table>

**Processing Information**

<table>
<thead>
<tr>
<th>Process Userid</th>
<th>User ID of the person who ran the batch process.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Process Date/Time</td>
<td>Date and time when the process was run.</td>
</tr>
<tr>
<td>Processing Message:</td>
<td>The message identifies the source of the status code:</td>
</tr>
<tr>
<td></td>
<td>Default SAP Status. The status assigned to students who pass all of the selected tests.</td>
</tr>
<tr>
<td></td>
<td>Statistics Calc Pass 1, Term XXX. Calculated status from the evaluation term or max term in an aid year.</td>
</tr>
<tr>
<td></td>
<td>Statistics Calc Pass 2, Term XXX. Calculated status from the latest (max) term on the student’s record.</td>
</tr>
</tbody>
</table>

From the Student SAP page, click the Packaging Status Summary link to view the Satisfactory Academic Progress field on the Packaging Status Summary page.
Defining Student-Specific Career Exceptions

This page is for student-specific career rules, rewriting the rule at the student level for the Effective Date and Status control when the student-specific career rule is applied. If any career rules fail when processing, the Exception Failure Default Status is applied and the exception flag is set to Y for the test using the exception.

The SAP status assigned for any career exception failure is the Exception Fail Default Status.

NEW November 2011
   Enter the total number of CUMULATIVE attempted units to exclude from the calculation. This will impact the 2/3’s calculation.
The Aid Year Exceptions page and the Term Exceptions page are the same except for specifying aid year or term. Which page is displayed depends on the process type set up for the institution and career for the particular student.

Access the Term Exceptions page.

This page is for student-specific term rules and displays for all careers set for term processing. The rules apply only to the specific term entered.

NEW November 2011
Enter the total number of CURRENT attempted units to exclude from the calculation. This will impact the 2/3’s calculation.

The SAP status assigned for any career exception failure is the Exception Fail Default Status.
Research into how the PS 9 Satisfactory Progress process works has uncovered an issue involving how the process counts units for Max Attempt and Attempt/Complete evaluations. The new process includes options to exclude units by course, grade basis, and whether or not to include transfer credits as well as some other options. The exclusions work for units earned at the current school; they are not applied to transfer units. The assumption is that the total transfer units were adjusted for excluded courses, repeats, etc. at the time the transfer records were accepted and the total transfer units are simply added when this option is selected.

For 9 of our campuses, legacy data was imported to Peoplesoft as an internal transfer. There is no Enrollment Table data for these courses that can be used to execute the Sat Progress exclusion options. (Mayville and Valley City did a full conversion and will not have this issue)

What this means for the user community is the following:

If the school opts to include transfer credits, our legacy modification will add in the attempted units that were bypassed by the internal transfer, and the PS 9 Sat Progress process will include the accepted legacy credits as transfer credits. This is essentially the same way our previous (PS 8) custom process worked, and should yield correct results.

However, should a school opt not to include transfer credits, the validated legacy data will be excluded also. The best our legacy modification can do at this point is to add the total attempted and completed units brought over from legacy. It is not practical to attempt to apply the course exclusions, course repeat exclusions, etc. Legacy transfer data may not be sufficient for this to be done with complete accuracy.

| Campus Solutions Functions | Campus Community > Communications>Set up Communications> Communication Speed Key Table
| Campus Community> 3C Engine, Setup 3C Engine> Event Definition
| Campus Community> 3C Engine> Setup 3C Engine> 3C Event Group |
SAP> Create SAP Communications
for the desired SAP Status:
DISQ, PROB, WARN, INFO

Suggest completing all communication steps for one status at a time.
The Create SAP Communications process populates the 3C Engine trigger table. To review the letters BEFORE you print them, go to Campus Community>3C Engine>3C Engine Trigger Results.

### Search Results

<table>
<thead>
<tr>
<th>Academic Institution</th>
<th>Event ID</th>
<th>Description</th>
<th>Administrative Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>NDSU1</td>
<td>FA_SAPDSQ</td>
<td>FA SAP Disqualified</td>
<td>FINT</td>
</tr>
<tr>
<td>NDSU1</td>
<td>FA_SAPINFO</td>
<td>FA SAP Information</td>
<td>FINT</td>
</tr>
<tr>
<td>NDSU1</td>
<td>FA_SAPPROB</td>
<td>FA SAP Probation</td>
<td>FINT</td>
</tr>
<tr>
<td>NDSU1</td>
<td>FA_SAPWARN</td>
<td>FA SAP Warning</td>
<td>FINT</td>
</tr>
</tbody>
</table>

Tab one
Note the comments on tab two.

**Campus Community> 3C Engine> Run 3C Engine**

**RUN 3C ENGINE** for each type of evaluation status that your institution uses:
- Warning
- Probation
- Disqualified
- Info
- EF
### Duplicate Communication Check

- **Check Duplicate Communication**
  - Variable Data: Match
  - Communication Status:

### Duplicate Checklist Check

- **Check Duplicate Checklist**
  - Variable Data:
  - Checklist Status:
Be sure to check 3C Engine on the Process Scheduler Request.

Run Letter Gen to create csv and dat files. Merge as usual.

**MANUAL OVERRIDES**

If the Override SAP Status is populated, this status overrides the value in the Calc SAP Status field and controls the SAP field on the Packaging Status Summary (PSS) page. Additional Information Regarding Overrides

Overrides/Exceptions entered either tab 1-Student SAP or Tab 3-Term Exceptions WILL NOT CARRY FORWARD TO SUBSEQUENT TERMS.

Exceptions entered on the 2nd tab-Career Exceptions-do stay in place when evaluating subsequent terms.

Overrides entered on either tab 1-Student SAP or Tab 3-Term Exceptions will be tied to that term. Subsequent terms evaluation will update PSS as per the terms Calculated SAP Status.

IMPORTANT: If you go back and calc a previous term that has an override entered on it, PSS WILL update to the override status. This will also be the PSS status that shows on the most recent terms evaluation.

The OVERRIDE STATUS will be listed on the query NDU_FA_0034 SAP Report Listing.
Review setup for Aid Year and Evaluation Terms.

The Terms that you want to calc must be set up.

Add terms as needed.
Retrieve Student note the Term that displays is term the latest SAP evaluation was processed.
To update AY Packaging Status Summary, you must enter an term in that academic year. In this example to update 2009 AY, 0910 is used.

1. Enter the desired Override SAP Status
2. Enter the Term
3. Press CALC SAP
4. Save

Remember, student must be Aid Year Activated and have an active FA Term in the AY you want to update
Packaging Status Summary has updated.

You may also enter Exceptions by career or term.

Exceptions entered in the Career Exceptions tab will remain in effect until the student changes Careers.

Term Exceptions are tied to a specific term.
Term Exceptions are tied to a specific term.