

PROCESS DOCUMENTATION

SATISFACTORY ACADEMIC PROGRESS POLICY FOR FINANCIAL AID

TABLE OF CONTENTS

Process Overview.....	2
Exhibit n: Finish What You Start.....	3
Process Rules and Policies.....	4
Process Flow.....	4
Students with Blank SAP Calculations.....	5
SAP Batch Delete.....	8
<i>Reviewing the Satisfactory Academic Progress Audit Report.....</i>	<i>8</i>
<i>Satisfactory Academic Progress Emails.....</i>	<i>8</i>
<i>Student Appeals.....</i>	<i>11</i>
<i>Re-eligibility for Financial Aid.....</i>	<i>11</i>
<i>Unsuccessful Probationary Status Results (Denied).....</i>	<i>11</i>

**SATISFACTORY ACADEMIC PROGRESS
FOR
FINANCIAL AID
(Draft Overview)**

Process Overview

Students receiving financial aid from federal sources must meet certain academic requirements to retain their eligibility, known as **SAP (Satisfactory Academic Progress)**. These include a qualitative requirement for maintaining a specified **GPA (Grade Point Average)**; a pace requirement for completing 66% of overall credit hours attempted; and a quantitative requirement for completing the degree within 150% of the hours required for a particular major. These requirements are detailed in the document **“Finish What You Start.”**

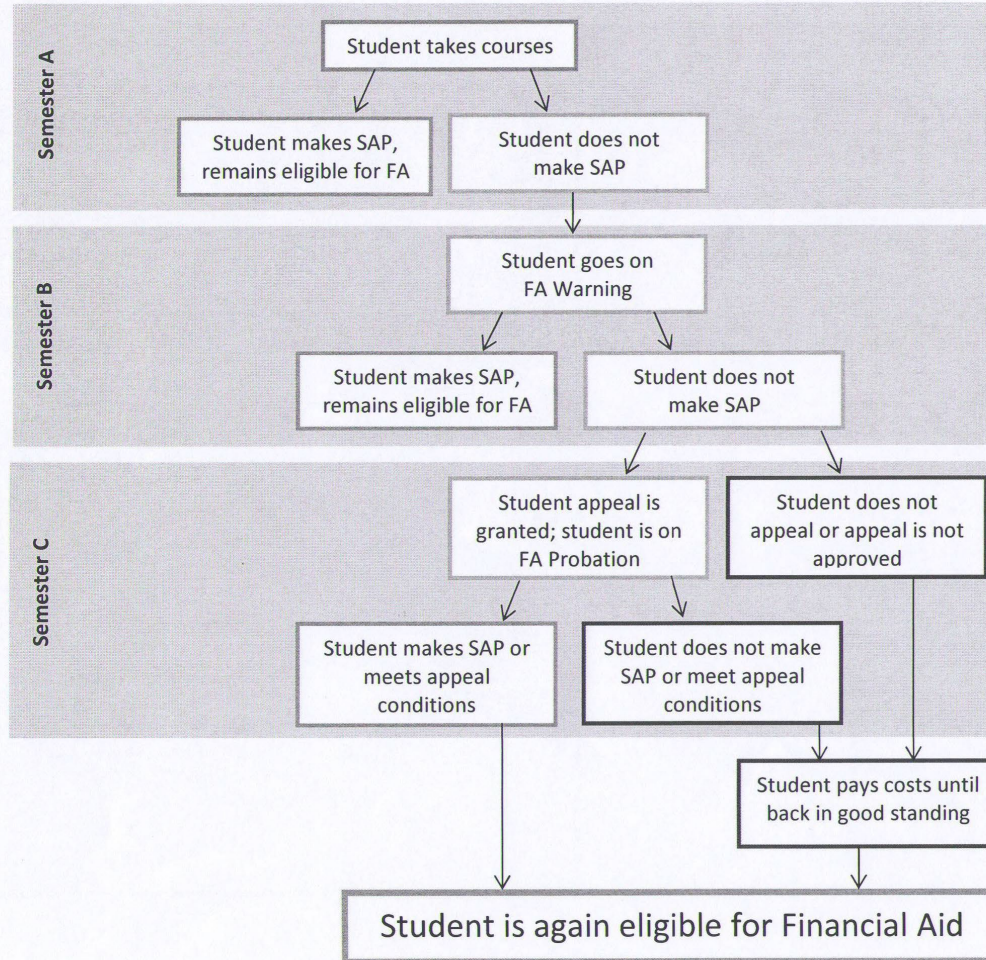
Students who fail to make satisfactory academic progress as defined in **“Finish What You Start”** receive a warning letter and are put on **Warning** status the following semester. Students who fail to meet the GPA or completion requirements during their warning semester lose their financial aid, unless they successfully appeal.

The **“Finish What You Start”** document shows the process flow for determining student eligibility.

Exhibit n: Finish What You Start

FINISH WHAT YOU START!

Financial Aid offers millions of students the opportunity to go to college, but as a recipient of Financial Aid, students bear a responsibility to be successful in their courses. New Financial Aid regulations governing satisfactory academic progress require students and advisors to understand what it takes to be successful and remain eligible for Financial Aid.



What is Satisfactory Academic Progress (SAP)?

To “make SAP”, or make the academic progress necessary to remain eligible for Financial Aid, students must:

1. Maintain the minimum GPA required by the student’s attempted hours:

Attempted Hours	Minimum GPA
1-10	1.00
11-20	1.5
21-30	1.75
31+	2.00

2. Complete at least 66% of the credits they attempt with the review process beginning after 11 credits are attempted
3. Complete their degree in at least 150% of the hours required for that degree

Important Notes:

Repeats: Financial Aid will only pay for students to repeat a class once if they are required to repeat it for their program. Financial Aid will not pay for students to repeat a course for a third time for any reason.

Withdrawals: Withdrawals are used to calculate both items #2 and #3 above.

Process Rules and Policies

Rules

1. Students receiving financial aid are subject to an academic review to determine their continued eligibility after every payment period (every semester).

Policies

1. Students receiving financial aid who fail to maintain satisfactory academic performance receive a warning notice posted on Student Self Service within the RACC Portal at the completion of each semester.
2. Students receiving financial aid who fail to achieve satisfactory academic performance the semester after receiving a probationary status or warning lose their financial aid until they return to good academic standing.
3. Students may appeal the suspension of their financial aid.

Process Flow

The Director of Financial Aid/Registrar is responsible for determining whether students are making satisfactory academic progress for receiving financial aid. This process is run daily for students applying for financial aid who have blank **SAP** calculations, as well as once at the end of each semester after grades are posted for all students enrolled that semester.

Calculating Academic Standings

Because the calculations for academic standings feed into the calculations for financial aid eligibility, the Director of Financial Aid/Registrar calculates student academic standings as the first step in determining whether students are making satisfactory academic progress for financial aid. Academic standings are calculated the next business day after the deadline for posting student grades. For more information on how academic standings are calculated, see the process documentation for the determination of academic standing and student restrictions. All rules are recorded in SPTD within Colleague. Please note that an "I" grade is treated the same as an "F". It is the student's responsibility to ask for a recalculation if and when the student successfully completes the class. We calculate students once per semester.

Students with Blank SAP Calculations

The Director of Financial Aid/Registrar or the Assistant Director of Financial Aid/Registrar runs the ST-SLCR query FA.SAP.BLANK

The screenshot shows a web browser window with the URL `collprod-uiracc.edu/ui/home/index.html`. The page title is "SLCR: Savedlist Creation". The user is logged in as "brosenberger" and can click "Log Out". The interface includes a sidebar with navigation icons and a main content area. The main content area displays the "SLCR - Savedlist Creation" form. The form includes the following fields and options:

- Savedlist Specification ID:** FA.SAP.BLANK
- Last Select Statement:** EXECUTED SUCCESSFULLY
- Added On:** 07/30/14
- By:** BROSENBE
- Changed On:** 07/30/14
- By:** BROSENBE
- Savedlist Specification Description:** Sap Blank
- Savedlist to Limit Results To:** (empty field)
- Activate Savedlist Before Select:** (checkbox, unchecked)
- Select Statement to Execute:** A table with 6 rows. The first row contains the text "SELECT FIN-AID WITH FA-SAP-RESULTS.ID = """. The other rows are empty.
- Savedlist Name to Save Results Under:** FA.SAP.BLANK
- Review Results of the Select Statement:** (radio button, selected)
- Schedule for Automatic Refresh:** (radio button, selected)

This is run several times a week. After the query, SAPC must be run:

PRODUCTION - [R18_Prod]

collprod-ulracc.edu/ui/home/index.html#

RACC Homepage Etrieve | Content _Student Term Emails Etrieve Central | Ho... _Registration State... New Tab FAA Access to CPS... National Students L... Welcome to GoArm... RACC - INTRAnet H... Live Assessments National Student CL... Step 3 Table 1 | Net...

Reading Area Community College SAPC: SAP Calculate Results Navigate brosenberger Log Out

No Active Context. Search for People or open Favorites to get started

SAPC - SAP Calculate Results Save Save All Cancel Cancel All

SSN Display Option S Store Results Yes

Eval Period Start/End Term 2023FA Audit Rpt Opt TS

Term Start/End Dates 12/08/2023 SAP Types 1 FEDERAL 2 3

Eval Period Start/End Date

Section Types to Include 3 Use All Sections

Section Range to Include E End W/in the Range

Input Saved List Name FA.SAP.BLANK

Academic Levels 1 2 3 4

Academic Programs 1 2

Multiple Programs Ind 2 - Latest Active Program

Generate Spreadsheet No

ID	Name
Students 1	
2	
3	

The important fields are set as follows:

SSN Display Option:	S
Store Results:	Yes
Eval Period Start/End Term:	Start: Blank/End: Latest Registration Term
Audit Rpt Opt:	TS
SAP Type:	Federal
Section Types to Include:	3 Use All Sections
Section Range:	E End W/in the Range
Input Saved List Name:	FA.SAP.BLANK
Multiple Programs Ind:	2 Latest Active Program

The SAP calculation can't be processed successfully until the new applicant moves to student within Colleague. This process need to be run regularly because aid is not disbursable with a blank SAP status. To prevent deregistration for non-payment there must be coordination with the Cashiers Office.

Below is the look of the report and the categories associated with each rule:

July 28 2011

SATISFACTORY ACADEMIC PROGRESS AUDIT REPORT

PAGE 97

TOTAL OF RESULTS BY SAP TYPE

REPORT OPTIONS: Use all Sections INCLUDE SECTIONS: End W/in the Range

BATCH ID: SAPC_BROSENBERGER_35771_15915

SAP TYPE	SAP STATUS SETTINGS	#STUDENTS	PCT OF TOTAL CALCULATED
FEDERAL Federal SAP	WA 150% Progress	0	0.00
	WB Less 2.0 GPA	0	0.00
	WC Not making 66%	0	0.00
	WD 66% AND < 2.0 GPA	0	0.00
	WE Everything	0	0.00
	OK Progress OK	63	95.45
	TF 120% Warning	0	0.00
	PB Appeal Approval	0	0.00
	XX Unable to Calculate	0	0.00
	TC Old Warn 66% credits	0	0.00
	TG Old Warn G.P.A < 2.0	0	0.00
	B Warning GPA < 2.0	1	1.52
	C Warning 66% Credits	0	0.00
	D Warning 66% AND < 2.0	2	3.03

		66	
		=====	

This report is run as a batch process. If an error is made while generating the report, there is a delete process **SABD (SAP Batch Delete)** to undo the process.

An individual **SAP** can also be deleted by running **SAPV (SAP View)**.

Exhibit n: SAPV (SAP View)

The screenshot displays the SAPV: SAP View web application interface. The browser window title is "Datatel Colleague - Test - [SDAGNALL / test] - Windows Internet Explorer". The application has a top navigation bar with "Person", "Form", and "SAPV: SAP View" tabs. Below the navigation bar is a search bar and a "SEARCH" button. The main content area is titled "No Active Context". A yellow dialog box titled "Student LookUp:" is overlaid on the main content area, containing a search input field and "SUBMIT", "CANCEL", and "FINISH" buttons. The background interface includes a "SAVE" button, a "SAVE ALL" button, a "CANCEL" button, a "CANCEL ALL" button, and a "DELETE" button. The main content area also features a "Student Program Override" field, an "Override Ends" field, and a table with columns: "Student Program", "Start Date", "Program Status", "Ant Cmpl Date", "Loc", "Acad Level", and "Degree". The table has 7 rows of data.

Reviewing the Satisfactory Academic Progress Audit Report

The financial aid managers review the **Satisfactory Academic Progress Audit Report** to determine which students have failed to meet the requirements for satisfactory academic progress. Students who fail to achieve the required GPA, who fail to complete 66% of the hours they attempt after attempting 11 credits, or who fail to complete their degree within 150% of the hours required for the degree, are placed on **Warning** status the first time this occurs. Students who fail to meet the GPA or completion requirements during their warning semester lose their financial aid, unless they successfully appeal.

Satisfactory Academic Progress Emails

After academic progress has been determined, each student who failed to meet the requirements for satisfactory academic progress receives an email from the Financial Aid Office detailing the circumstances prompting the letter, the consequences to the

student in terms of continued eligibility for financial aid, and any action the student must take. Students who failed to meet these requirements and who do not currently receive financial aid also receive a letter, since they may decide to apply for financial aid at a future date. The federal government looks at these students' prior academic history in determining eligibility for financial aid, so their compliance with academic progress requirements is also tracked and recorded.

Students who are being placed on **Warning** status receive Probationary status within the RACC portal in Self Service. Students whose financial aid is being suspended receive a suspension email. The Financial Aid Managers are responsible for generating, reviewing, and emailing.

Financial aid warning and suspension postings are generated within the Student Portal Financial Aid section of Self Service. Suspensions are emailed right after final grades are posted at the end of the semester. The Financial Aid Office works with the Cashier Manager to coordinate the timing of the letters and the deadline for the appeals process to ensure that students have time to file an appeal or pay their bill before the deregistration process for nonpayment begins.

The Director of Financial Aid/Registrar runs the query logic to determine which students will receive letters and saves the results to a savelist that will be input into **CRA (Correspondence Request Assignment)**.

Exhibit n: SAPC Query Logic

The screenshot shows a 'Selection of Items' dialog box with the following components:

- Conn:** A dropdown menu with 'Or' and 'And' options.
- Field:** A list box containing the following fields: FA.ACAD.LEVELS, FA.ACAD.PROGRAMS, FA.ACG.REASON.CODE, FA.ACG.RIGOROUS.PROGRAM, FA.ADDRESS, and FA.ADMIT.STATUS.
- Operator:** A list box containing the following operators: =, <, >, <=, >=, and #.
- Value:** A text input field.
- Prompt...** and **Dates...** buttons.
- Quote Value** checkbox (checked).
- Refresh** button.
- Selection:** A text area containing the query logic: AND R25.FA.LAST.CALC.SA=DATE "<<DATE>>" R25.FA.LAST.CALC.SALIKEATL"W..."
- Add**, **Insert**, **Replace**, and **Delete** buttons.
- Edit**, **Help**, **Cancel**, and **OK** buttons.

After successfully running the **SAPC** query logic, the Director of Financial Aid/Registrar runs **CRA** twice, entering the name of the savelist created from the query logic. The **Default File Suite Year** defaults to the current year. **CRA** is run the first time to clean out the Datatel files of everyone on the savelist. When **CRA** is run the second time it creates a line in the history file of everyone on the savelist, indicating that **SAP** calculations have been performed and that these students have been notified of their right to appeal the suspension of their financial aid.

Exhibit n: CRA (Correspondence Request Assignment)

Default File Suite Year 2011

Rules Operator

Rules	Name	Description
1		
2		

Correspondence	Requests	Action	Date	Exp Act Dt
1	FARXXSAP	FARXXSAP SAP appeal request	Delete	08/02/11
2				
3				

Saved List Name..(Optional) 2007FABSAP

File Name

ID/Name Search	
1	
2	
3	
4	

The Director of Financial Aid/Registrar runs XSTE process to notify the students through email. It is sent to primary and secondary emails. Next the CRA process codes the student FASI record. The process looks for all **FADXXSAP** documents that are populated, meaning that a history line was added for the student when **CRA** was run.

Student Appeals

Students who have had their financial aid suspended may file an appeal with the Financial Aid office. Since the process is communicated through email, the return address is appeals@racc.edu. The student can simply reply to the email in which they were sent. If any student inadvertently appeals through the financialaid@racc.edu email address, it is forwarded to the appeals@racc.edu email for management review.

Students are expected to communicate why there was a failure to make satisfactory progress and what has changed that will allow satisfactory progress going forward.

The Committee consists of three primary readers, each having a back-up reader available in case of absence. Any one of the readers can approve a student, denials require 2 readers. One reader will always be a financial aid office manager. Readers are assigned based on their availability, with their back-ups reviewing the appeal documents, if necessary.

The readers record their decision within the administrative software on the SAPV screen, by entering the date of the appeal into **Appeal Date**, the results of the appeal into **Appeal Action**, and the semester into **SAP Comments** on the **SAPA (SAP Appeals)** screen.

Students receive an email notifying them of the results of their appeal and it is posted on the student record within the portal. The letter is triggered when the results of their appeal are entered into the **Appeal Action** field on their **SAPA (SAP Appeals)** screen.

Re-eligibility for Financial Aid

Students who have lost their financial aid for failure to maintain satisfactory academic performance become eligible once they have returned to good academic standing. To become eligible, students must pass all of their classes without any **W**, **F**, or **I** grades that bring them below the required GPA or 66% completion ratio. In addition, students must have a current **FAFSA (Free Application for Federal Student Aid)** form on file, which must be submitted yearly. The SAP process is run at the end of every semester and students who have returned to good academic standing will automatically be listed as eligible for financial aid.

Unsuccessful Probationary Status Results (Denied)

For students who do not successfully complete their coursework during a probationary period, the college suspends financial aid eligibility as evidenced by a Denied DE status posted within Student Self Service. Reinstatement from this status is only available through a revision to the original plan due to extenuating circumstances. As with

appeals, this is reviewed on a case by case basis and may require third party documentation. These will be reviewed by only the Director of Financial Aid or Assistant Director.