

# Satisfactory Academic Progress & the Banner Financial Aid System

Connecticut Community Colleges  
December 19 & 21, 2000



# Today's Agenda .....

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- Introduction
- Set-up Issues
- Review of Codes and Rules
- How SAP works in Banner
- Report/Letter Generation
- Business Practice Issues

# Set-up Issues.....

- Satisfactory Academic Progress Validation Form (RTVSAPR)
- Institutional Options Form (ROAINST)
- Financial Aid Letter Validation Form (RWVPARA)
- Paragraph Form (RWAPARA)
- Program Requirements Form (SMAPROG)

# Satisfactory Academic Progress Validation Form (RTVSAPR)

- 10 group codes
- 6 character name field for SAP code
- Priority order indicates how group assignment process will flow – according to rules for group
- Only top 4 groups have rules
- Group code determines if packaging/disbursement is prevented for that group and which type of aid is prevented
- SAP status will display on Web

# SAP Group Codes on RTVSAPR

- NOTREV - NOT REVIEWED - priority 100  
- no rules - does not prevent packaging or disbursement
- Initial SAP status assigned to RORSTAT records as the records are brought into Banner. As we use the SAP assignment process, fewer records will have this status.
- On ROAINST, you **MUST** assign NOTREV as your initial SAP status

# SAP Group Codes on RTVSAPR

- INTAID - INSTITUTIONAL AID ONLY – priority 90 – no rules – manually assigned – prevents packaging & disbursement of most aid, except that aid defined as “institutional aid” on RFRBASE.
- WAIVER - WAIVER/PJ – priority 80 – does not prevent packaging and disbursement – manually assigned.

# SAP Group Codes on RTVSAPR

- PROB1 – PROBATION 1 – priority 60 – no rules – manually assigned – does not prevent packaging or disbursement;
- PROB2 – PROBATION 2 – priority 70 – no rules – manually assigned – does not prevent packaging or disbursement.

# SAP Group Codes on RTVSAPR

- EXCPTN - EXCEPTION STATUS - automatically assigned - indicates student has "fallen through" the automatic group assignment process - priority 50 - prevents packaging and disbursement of all aid.
- On ROAI NST, you MUST set the "Exception SAP Status Field" to EXCPTN.
- Students with the EXCPTN status require staff review.

# SAP Group Codes on RTVSAPR

- The next 4 SAP group codes we'll discuss all have rules assigned them; let's review these group codes in priority order;
- Think of these SAP group codes as "buckets" into which a student will fall if s/he meets the bucket criteria

# SAP Group Codes on RTVSAPR

- NOHIST - NO ACADEMIC HISTORY – priority 10 – automatic group assignment based upon a rule – does NOT prevent packaging or disbursement;
- In this bucket we simply place students who have no academic history (level 1) at the college. We look at the SHRLGPA table for student record information.

# SAP Group Codes on RTVSAPR

- MAXHRS – MAXIMUM CREDIT HOURS – priority 20 – automatically assigned based upon complex rule  
- prevents packaging & disbursement of all aid;
- In this “bucket” we want to capture all students who have exceeded a 150% maximum time frame allowed for completion of current certificate or degree program. Rule has multiple clauses –Interface with CAPP module - using SMBPGEN and SHRLGPA tables and assumptions.

# SAP Group Codes on RTVSAPR

- SATPRG - Satisfactory Academic Progress  
– priority 30 – automatically assigned based on rule – allows packaging & disbursement of all aid;
- In this “bucket” are placed all students who are in compliance with SAP standard in that they have completed at least 2/3 of their attempted credits AND have a minimum of a 2.0 overall GPA.

# SAP Group Codes on RTVSAPR

- NOTSAP - UNSATISFACTORY ACADEMIC PROGRESS – priority 40 – automatically assigned by rule - prevents packaging & disbursement of all aid;
- In this “bucket” we place students who are making unsatisfactory progress in that they have NOT completed 2/3 of their attempted credits OR their overall GPA is less than 2.0.

# Set-up Issues.....

- Satisfactory Academic Progress Validation Form (RTVSAPR)
- Institutional Options Form (ROAINST)
- Financial Aid Letter Validation Form (RWVPARA)
- Paragraph Form (RWAPARA)
- Program Requirements Form (SMAPROG)

# SAP Letter Generation Process

- Incorporated into our current solution for tracking letters/award letters;
- Financial Aid Letter Validation Form (RWV PARA) – a new “SAP” letter type – 10 new letter codes for each college following X\_SAPCODE naming convention (e.g. X\_MAXHRS, X\_NOTSAP);
- Table populated for end-users

# SAP Letter Generation Process

- Paragraph Form (RWAPARA) – the end-user will construct the letter in paragraphs for each SAP letter s/he wants to create;
- Student's SAP status will print in **BOLD** beneath the Banner ID on each letter;
- Variable insert (@@SAPI NFO) will print gray box containing data from which SAP status was determined (attempted credits, completed credits, %, GPA)

## Set-up Issues.....

- Program Requirements Form (SMAPROG) – this is an optional validation form. It is part of the Curriculum Advising Program Planning Module (CAPP). You should consult with your academic staff as to its use at your college. Its completion will enhance the SAP process.

# Your SAP Set-up Is Complete!



# How SAP Works in Banner...

- Aid Year
- RORSTAT Record
- Term Code for Calculation
- SAP Effective Term Code
- ROASTAT
- ROPSAPR
- ROI SAPR

# SAP Assignment Process (ROPSAPR)

- SCT delivered process. Invoke the process from GJAPCTL, the Job Submission Control Form;
- Run in BATCH or through ROAI MMP;
- Works in accordance with RTVSAPR & RORRULEs;

# SAP Assignment Process (ROPSAPR)

- Hard-coded parameters for performance & technical reasons;
- End-users enter 3 parameters;
- View results on Satisfactory Academic Progress Status Inquiry Form (ROI SAPR) & ROASTAT

# SAP Report (RWRXS01)

- New feature – will sort by SAP code;
- New fields
  1. Academic history with yes/no indicator
  2. Overall attempted credits
  3. Overall completed credits
  4. Completed credits %
  5. GPA

# SAP Letter Generation Process

- Financial Aid Letters (RWRXL01) – “S” for SAP letters is a new option for parameter 02;
- Batch process will determine which SAP letter should be sent to student;
- Updates RUAMAIL & GUIMAIL;
- Will send “new” letter if student SAP status changes, either through automatic process or manual intervention

# SAP Letter Generation Process

- FinAid Letter Process SIM/UPD (RWRXL02)
- Updated for SAP letters;
- Use to test your SAP letters;
- Can produce SAP letters for individual students for any SAP code & any SAP effective term

# Business Practice Issues.....

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- Complete your SAP set-up BEFORE invoking any SAP process!!!

## Determining SAP for the Spring 2001 Semester...

- Confirm with your Records Office that Fall 2000 grades have been “rolled” to academic history
- Run SAP Assignment Process (ROPSAPR)
- Review SAP Inquiry Form (ROI SAPR)
- Run SAP Report (RWRXS01)
- Run SAP Letters (RWRXL01)

## Determining SAP for the Spring 2001 Semester...

- Manually review “exceptions”. Manually adjust for professional judgment, appeals, waivers. Manually lock SAP status for term on ROASTAT
- For new applicants for the Spring 2001 semester – identify using SAP Report those with NOTREV status who have “YES” for academic history. Use ROAI MMP to perform automatic SAP calculation. Run RWRXS01 periodically OR invoke ROPSAPR for the term periodically.

## Determining SAP for the Summer 2001 Term...

- After the Spring 2001 grades have been rolled to Academic History;
- "Calculation From Term" is Spring 2001
- "SAP Effective Term" is Summer 2001
- Rather than calculate Summer Term SAP status for all students; however, we recommend you invoke ROPSAPR from ROAI MMP on a case-by-case basis. Unless your Summer Term financial aid population is quite large, then do in batch via GJAPCTL.

## Determining SAP for the Fall 2001 Term, Part I

- Run ROPSAPR after Spring 2001 grades are rolled to Academic History;
- Indicate Award Year as "0001"
- "Calculation FromTerm" is Spring 2001
- "SAP Effective Term" is Fall 2001

## Determining SAP for the Fall 2001 Term, Part II

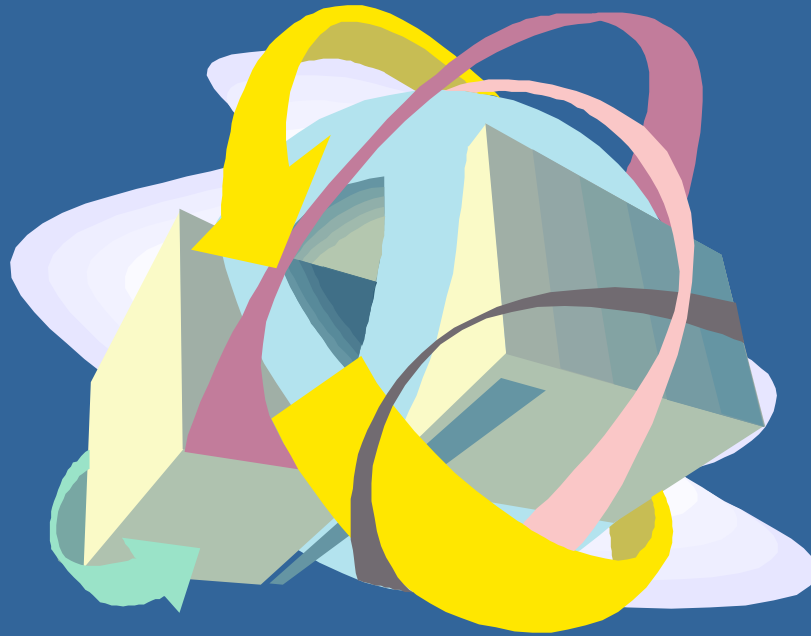
- Run ROPSAPR after Summer 2001 grades are rolled to Academic History to catch those students who may have earned summer credits;
- Aid Year is "0001"
- "Calculation From Term" is Summer 2001
- "SAP Effective Term" is Fall 2001

## To determine SAP for "NEW" Applicants for the 2001-02 Year

- Periodically (you determine the schedule that best fits your processing needs), you need to run the SAP Report (RWRXS01), paying particular attention to students with a NOTREV status where Academic History is "YES";
- After a MANUAL determination, assign the student a SAP status for the Fall term & lock the record.
- Use RWRXL02 to provide letters to these students if necessary.

For the Spring 2002 Term And Beyond.....

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Questions???

