



Satisfactory Academic Progress and the Banner Financial Aid System

Introduction

In designing a satisfactory academic progress (SAP) process in the Banner Financial Aid System, the Financial Aid Team attempted to follow federal regulations governing the structure of SAP evaluation as well as the guidance of the Financial Aid Council. We also strove to use as many of the "baseline" Banner processes as possible to ensure compatibility with future releases and avoid costly customization. In this document, we attempt to outline for each college the (1) setup required for the SAP process; (2) the SAP rules used to define the various codes; (3) how SAP evaluation actually occurs in Banner; (4) the use of the customized and enhanced SAP Report and SAP letters; (5) recommended business practices for use at your college in the effective use of the SAP evaluation and assignment process. Rather than merely serving as a training document, you should retain this material as your complete reference guide to the use of the Banner Financial Aid System in determining Satisfactory Academic Progress for your financial aid population.

Set-Up Issues

Step 1 RTVSAPR - Satisfactory Academic Progress Validation Form. This validation form contains our 10 SAP status codes and the priority assigned to each code. This table also shows which SAP codes prevent packaging, disbursement and the type(s) of financial aid prevented. RTVSAPR is a shared form; therefore it is populated and maintained by the team.

SAP Status	Pri	Prevents		Which Aid	Letter	Msg No
		Pckg	Disb			
NOHIST	10	<input type="checkbox"/>	<input type="checkbox"/>	None		10
MAXHRS	20	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	All Aid		20
SATPRG	30	<input type="checkbox"/>	<input type="checkbox"/>	None		30
NOTSAP	40	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	All Aid		40
EXCPTN	50	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	All Aid		50
PROB1	60	<input type="checkbox"/>	<input type="checkbox"/>	None		60
PROB2	70	<input type="checkbox"/>	<input type="checkbox"/>	None		70
WAIVER	80	<input type="checkbox"/>	<input type="checkbox"/>	None		80
INTAID	90	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Federal and State		90
NOTREV	100	<input type="checkbox"/>	<input type="checkbox"/>	None		100
		<input type="checkbox"/>	<input type="checkbox"/>			
		<input type="checkbox"/>	<input type="checkbox"/>			
		<input type="checkbox"/>	<input type="checkbox"/>			
		<input type="checkbox"/>	<input type="checkbox"/>			
		<input type="checkbox"/>	<input type="checkbox"/>			

Desc:

Step 2 ROAINST - Institution Financial Aid Options Form. On ROAINST, Institutional Parameters, the Initial SAP Status field must be set to "NOTREV". The "NOTREV" status will be assigned to all initial RORSTAT records as they are created. This status does not prevent packaging or disbursement from occurring.

On the second window of ROAINST, Institution Financial Aid Options II, the Exception SAP Status field must be set to "EXCPTN". This status is assigned to a student if, when ROPSAPR is run, the student fails to meet any of the SAP rules. "EXCPTN" status will prevent packaging and disbursement. Students with this status will require review.

Step 3a. RWVPARA – Financial Aid Letter Validation Form. Following our B-M naming convention and the SAP status codes on RTVSAPR, SAP letter codes, letter descriptions and letter types have been added to RWVPARA.

Code	Description	TYPE	Date
M_EXCPTN	Exception Status	SAP	27-NOV-2000
M_INTAID	Institutional Aid Only	SAP	27-NOV-2000
M_MAXHR	Maximum Credit Hours	SAP	27-NOV-2000
M_NOHIST	No Academic History	SAP	27-NOV-2000
M_NOTRE	Not Reviewed	SAP	27-NOV-2000
M_NOTSA	Unsatisfactory Progress	SAP	27-NOV-2000
M_PROB1	Probation 1	SAP	27-NOV-2000
M_PROB2	Probation 2	SAP	27-NOV-2000
M_SATPR	Satisfactory Progress	SAP	27-NOV-2000
M_WAIVER	Waiver/PJ	SAP	27-NOV-2000

3b. RWAPARA - Paragraph Form. SAP letters you choose to send to students are created on RWAPAPA. The Banner ID and SSN of the student will appear on each letter and the salutation will print as "Dear first name". A new variable has been added for SAP letters. This variable, @@SAPINFO, will print the student's current SAP status, from the RORSAPR table, onto the student's SAP letter. As you compose your letters, you can insert this variable by double-clicking in the paragraph. (A sample SAP letter is included at the end of this document.)

Step 4 SMAPROG - Program Requirements Form (Optional). This is a Banner Student form that is part of the CAPP (Curriculum Advising Program Planning) module and is optional to your SAP set-up. If, however, SMAPROG is populated, it will enhance the performance of your MAXHRS rule. Consult with your Registrar for more info about this form.

Step 5 RORRULEs. Of the 10 SAP codes on RTVSAPR, 4 codes have RORRULEs as follows:

NOHIST This bucket will capture students who have no academic history at the college.

MAXHRS This bucket will capture all students who have exceeded the 150% maximum hours allowed for the completion of the student's current certificate or degree program.

SATPRG This bucket will capture students who are making satisfactory progress according to our standard definition. This means the student must have successfully completed (earned credit hours) at least 66% (.66) of the total number of credit hours attempted WITH an overall grade point average (GPA) of 2.000 or above.

NOTSAP This bucket will capture students who didn't meet the criteria for the first 3 rules - but do meet the criteria for this group. This NOTSAP group will capture students making unsatisfactory progress. These students have not completed at least 66% of their attempted credits OR their overall GPA is less than 2.00.

How SAP Works in Banner

Step 6 Overview of Banner SAP

- a. Aid Year
- b. RORSTAT Record
- c. Term Code for Calculation
- d. SAP Effective Term Code
- e. ROASTAT
- f. RORSAPR (SAP Assignment Process)
- g. ROISAPR

Step 7 ROPSAPR – SAP Assignment Process. The SAP assignment process can be done either in batch or on-line. The process for batch SAP assignment is ROPSAPR. To

invoke this process, enter ROPSAPR in "Direct Access" and enter parameters 01-03 only. (The remaining parameters have been hard-coded.)

01 - Aid Year	user input
02 - Term Code for Calculation	user input
03 - SAP Effective Term Code	user input

You can also run the SAP assignment process for an individual student on-line through ROAIMMP.

Step 8 ROISAPR – Satisfactory Academic Progress Status Inquiry Form. Review ROISAPR after running ROPSAPR. This inquiry form gives a count of students in each of your SAP groups.

Report/Letter Generation

Step 9 RWRXS01 – Satisfactory Academic Progress Report. This is the SAP report that prints the current SAP status of your financial aid students. Modifications have been made to this report as follows:

- "Academic History" field has been added to the report. "Yes" or "No" will indicate if the student has academic history.
- "Attempted Credits" field has been added to the report. This field populates with # of credits the student has attempted.
- "Completed Credits" field has been added to the report. This field populates with # of credits the student has completed.
- "% Complete" field has been added to the report. This field populates with the % of completed credits (completed credits/attempted credits).
- "Overall GPA" field has been added to the report. This field populates with the student's GPA.

(A sample of RWRXS01 is included at the end of this documentation.)

Step 10a. SAP Letters – RWRXL01 (Batch). To accommodate our SAP processes and to print SAP letters, the following modifications have been made to the batch letter generation process (RWRXL01):

- parameter 02 - added option "S(AP)" for SAP letters
- parameter 06 - new parameter - "SAP Effective Term Code"

10b. **SAP Letters - RWRXL02 (SIM/UPD).** Modifications have also been made to the SIM/UPD SAP letter generation process as follows:

- parameter 02 - choose SAP codes from RWVPPARA
- parameter 06 - new parameter - "SAP Effective Term Code"

Business Practice Issues

A. Determining SAP for Spring 2001 Semester

1. Confirm, with your Registrar, that grades for the Fall 2000 semester have been "rolled" to academic history.
2. Run SAP Assignment Process (ROPSAPR) using Fall 2000 as the "Term Code for Calculation" (Parameter 02) and Spring 2001 as the "SAP Effective Term Code" (Parameter 03). This process will assign the appropriate SAP code to every student who had a RORSTAT record for the Fall 2000 term. This SAP code will be displayed for the Spring 2001 term on ROASTAT.
3. ROISAPR - Satisfactory Academic Progress Status Inquiry Form - After running ROPSAPR, ROISAPR can be used to review the grouping of aid applicants and their assigned SAP statuses.
4. Run SAP Report - RWRXS01. After running RWRXS01, you may want to review students in certain groups (like NOTSAP) and determine if some other SAP status is better (maybe PROB1) for that student. You should also identify students in the EXCPTN group and determine why these students failed to get selected by the other rules. (If you make a manual adjustment to a student's SAP status, you must lock this SAP status for the applicable term on ROASTAT.)
5. Run SAP Letters - RWRXL01.

Manual Adjustments for waivers, appeals, and professional judgment cases can be made on ROASTAT. If you make a manual adjustment to SAP Status, you must check the SAP lock indicator for that term.

New Applicants for the Spring 2001 term will not be included in the ROPSAPR process, Step 2 above, because they did not have a RORSTAT record for the 0001 AY when the process was run. You will be able to identify these students by running the RWRXS01 SAP Report for the NOTREV (Not Reviewed) SAP group code. Students appearing on this report as NOTREV with NO Academic History are fine for Spring 2001. You should review closely students with a NOTREV SAP code and YES for Academic History. You can invoke the ROPSAPR process through ROAIMMP to calculate the SAP status for these students.

Send letters as needed.

RWRXS01 should be run periodically (weekly) throughout the term to identify those students who need to be evaluated for SAP.

B. Determining SAP for Summer 2001

1. Confirm, with your Registrar, that grades for the Spring 20001 semester have been "rolled" to academic history.
2. Rather than calculating summer term SAP for all students, we recommend that you invoke ROPSAPR through ROAIMMP on a case-by-case basis. (If your summer term aid population is quite large, you may prefer running ROPSAPR in batch.) To determine SAP for the summer term through ROAIMMP, use Spring 2001 as your Calc from term and use Summer 2001 as your SAP effective term.
3. Print SAP letters (RWRXL01 or RWRXL02) as needed

C. Determining SAP for Fall 2001-Part I (calculating from Spring 2001-Fall 2001)

1. Confirm, with your Registrar, that grades for the Spring 2001 semester have been "rolled" to academic history.
2. Run SAP Assignment Process (ROPSAPR) using Spring 2001 as the "Term Code for Calculation" (Parameter 02) and Fall 2001 as the "SAP Effective Term Code" (Parameter 03). This process will assign the appropriate SAP code to every student who had a RORSTAT record for the 00-01 Aid Year. This SAP code will be displayed for the Fall 2001 term on ROASTAT.
3. ROISAPR - Satisfactory Academic Progress Status Inquiry Form - After running ROPSAPR, ROISAPR can be used to review the grouping of aid applicants and their assigned SAP statuses.
4. Run SAP Report - RWRXS01. After running RWRXS01, you may want to review students in certain groups (like NOTSAP) and determine if some other SAP status is better (maybe PROB1) for that student. You should also identify students in the EXCPTN group and determine why these students failed to get selected by the other rules. (If you make a manual adjustment to a student's SAP status, you must lock this SAP status for the applicable term on ROASTAT.)
5. Run SAP Letters - RWRXL01.

D. Determining SAP for Fall 2001-Part II (calculating from Summer 2001-Fall 2001 to include students who have earned summer term credits)

1. Confirm, with your Registrar, that grades for the Summer 2001 semester have been "rolled" to academic history.
2. Run SAP Assignment Process (ROPSAPR) using Summer 2001 as the "Term Code for Calculation" (Parameter 02) and Fall 2001 as the "SAP Effective Term Code" (Parameter 03). This process will assign the appropriate SAP code to every student who had a RORSTAT record for the 00-01 Aid Year. This SAP code will be displayed for the Fall 2001 term on ROASTAT.
3. ROISAPR - Satisfactory Academic Progress Status Inquiry Form - After running ROPSAPR, ROISAPR can be used to review the grouping of aid applicants and their assigned SAP statuses.

4. Run SAP Report - RWRXS01. After running RWRXS01, you may want to review students in certain groups (like NOTSAP) and determine if some other SAP status is better (maybe PROB1) for that student. You should also identify students in the EXCPTN group and determine why these students failed to get selected by the other rules. (If you make a manual adjustment to a student's SAP status, you must lock this SAP status for the applicable term on ROASTAT.)
5. Run SAP Letters - RWRXL01.

New Applicants for the 2001-02 Aid Year will not be included in the ROPSAPR process, Step 2 above, because they did not have a RORSTAT record for the 00-01 Aid Year when the process was run. You will be able to identify these students by running the RWRXS01 SAP Report for the NOTREV (Not Reviewed) SAP group code. Students appearing on this report as NOTREV with NO Academic History are fine for Fall 2001. You should review closely students with a NOTREV SAP code and YES for Academic History. A manual SAP calculation must be made for these students. Once determined, these SAP statuses must be manually entered and locked on the students' ROASTAT records.

Send letters as needed.

Name	SSN	Banner Id	Term	SAP	Academic History	Attempted Credits	Completed Credits	% Complete	Overall GPA
Abbate, Cheryl	999-99-9999	@99999999	101113	NOTREV	Yes	46.00	40.00	86.96%	3.925
Adams, Kathleen	999-99-9999	@99999999	101113	NOTREV	Yes	15.00	15.00	100.00%	3.734
Ambrosino, Brigida	999-99-9999	@99999999	101113	NOTREV	Yes	15.00	12.00	80.00%	3.000
Andrews, Mark	999-99-9999	@99999999	101113	NOTREV	Yes	34.00	19.00	55.88%	2.378
Aniello, Beth-Ann	999-99-9999	@99999999	101113	NOTREV	Yes	24.00	21.00	87.50%	2.810
Albertson, Sandra	999-99-9999	@99999999	101113	NOTREV	No	.00	.00	0.00%	.000
Allen, Daniel	999-99-9999	@99999999	101113	NOTREV	No	.00	.00	0.00%	.000
Allen, Jason	999-99-9999	@99999999	101113	NOTREV	No	.00	.00	0.00%	.000
Angelakopoulos, Sapfo	999-99-9999	@99999999	101113	NOTREV	No	.00	.00	0.00%	.000
Avery, Edward	999-99-9999	@99999999	101113	NOTREV	No	.00	.00	0.00%	.000
Aviles III, Faustino	999-99-9999	@99999999	101113	NOTREV	No	.00	.00	0.00%	.000
