



North Dakota University System Financial Aid Satisfactory Academic Progress

1. The policy for the North Dakota University System Satisfactory Academic Progress program is found at the end of this document. The following describes changes in this version; setup; and steps to use the screens, processes and reports that have been created to meet the policy.
2. The current version of SAP for 0630 has the following changes:
 - a. Only evaluates students who have enrolment information, rather than just looking for term activation. (Fix).
 - b. Instead of using Admit Type to determine eligibility for aid, now uses student's primary program. (Fix)
 - c. Problem that caused letters to not contain necessary information has been corrected. (Fix)
 - d. Students with all "F", "I", "W" grades now being more reliably identified. (Fix)
 - e. Credits are now being adjusted based on career. (Fix)
 - f. Service indicator is now being added at the post step instead of the evaluate step. (Enhancement)
 - g. A query has been added to identify students from your campus who are collaborative at other campuses. This will become a report for security reasons. (Enhancement)
 - h. The exception credit entry screen is in a second location and a new screen is available to simplify adding/removing/changing service indicators, checklist codes and communications during the evaluate step. The override switch has been moved to this new screen. (Enhancement)
 - i. An option has been added to allow schools to just evaluate 2/3 credits by cumulative, rather than by term and cumulative. (Enhancement)
 - j. An option has been added to allow schools to choose whether to change a second subsequent probation to a suspension. (Enhancement)
 - k. The program is using different logic to assign service indicators. As a result, a single default reason code will now be set up and assigned.
 - l. The checklist is being created in an "uncomplete" status so students can see it on self-service.
3. Set-Up
 - a. Go to **NDU_Applications > NDU Financial Aid > Setup > NDU Sat Progress Setup** and provide the necessary information.
 - (1) Tab 1, Parameters:

Dickinson State University

Min GPA Term 1:	<input type="text" value="1.000"/>	<input type="text" value="Warning"/>	Term Comp/Atmpt:	<input type="text" value="66.667"/>	<input type="text" value="Not Met"/>
Cum GPA Term 1:	<input type="text" value="1.600"/>	<input type="text" value="Warning"/>	Cum Comp/Atmpt:	<input type="text" value="66.667"/>	<input type="text" value="Not Met"/>
Min GPA Term 2:	<input type="text" value="1.000"/>	<input type="text" value="Probation"/>	*Unofficial Withdrawl (All F):	<input type="text" value="Not Met"/>	<input type="text" value="Not Met"/>
Cum GPA Term 2:	<input type="text" value="1.600"/>	<input type="text" value="Probation"/>			
Min GPA Term 3:	<input type="text" value="1.000"/>	<input type="text" value="Probation"/>	Pct Att Warn:	<input type="text" value="125.000"/>	<input checked="" type="checkbox"/> Active
Cum GPA Term 3:	<input type="text" value="1.600"/>	<input type="text" value="Probation"/>	Pct Att Prob:	<input type="text" value="140.000"/>	<input checked="" type="checkbox"/> Active
Min GPA Term 4:	<input type="text" value="2.000"/>	<input type="text" value="Not Met"/>	Pct Att NtMet:	<input type="text" value="150.000"/>	<input checked="" type="checkbox"/> Active
Cum GPA Term 4:	<input type="text" value="2.000"/>	<input type="text" value="Not Met"/>	Previous Probation Check	<input checked="" type="checkbox"/>	

(a) The Terms indicated in the left column refer to terms attended by a particular student. For example, if you do not evaluate any students during their first term, you would not enter values for Term 1 and would mark it inactive. If you are evaluating students during a term, indicate the service indicator you want assigned for failing to meet the minimum GPA.

Numbers entered here are threshold numbers; students will be selected if they have a GPA lower than the entered number

(b) The Pct Comp/Atmpt (Percent Completed versus Attempted) number is also a threshold number. If you do not choose to evaluate the Term Pct Comp/Atmpt, then the percentage is not calculated and will not be displayed on the Status page.

(c) Unofficial Withdrawal (All F) . To include in your satisfactory progress program students classified as “unofficial withdrawals” (students with all grades of “F” and/or “U” and/or “I” and/or “W” and/or “X” and/or blank), indicate the service indicator that you want assigned. Otherwise, indicate “inactive”.

(d) The Pct Att Warn (Percent Attempted--Warning) number is the percentage of the total credits for the student’s program as set up on Tab 3 that would cause a student to receive a Warning Service Indicator Code and corresponding Checklist Code (see Tab 2, Codes). To create a warning for a student who meets or exceeds the standard of 125%, enter 125.000.

(e) The Pct Att Prob (Percent Attempted –Probation) number is the percentage of the total credits for the student’s program as set

up on Tab 3 that would cause a student to receive a Probation Service Indicator Code and corresponding Checklist Code (see Tab 2, Codes). To create a probation for a student who meets or exceeds the standard of 140%, enter 140.000.

(f) The Pct Att NtMet (Percent Attempted—Not Met) number is the percentage of the total credits for the student’s program as set up on Tab 3 that would cause a student to receive a Not Met Service Indicator Code and corresponding Checklist Code (see Tab 2, Codes). To create a suspension for a student who meets or exceeds the standard of 150%, enter 150.000.

(g) If the “Previous Probation Check” box is checked, the program will convert a second Probation service indicator to Not Met (Suspension).

(2) Tab 2, Codes: Except for the letter code, your screen should look just like this: Use the appropriate “_LJ” letter code for your school. A “generic” reason code will be set up to be assigned by the system to the service indicator, but the Status page and the letter received by the student will show all the appropriate checklist items assigned to the “highest” service indicator earned by the student.

Parameters	Codes	Term Adjust Dates	Program Units	Exception Units
Dickinson State University				
*Warning Checklist Code:	FASAPW			*Letter Code: DLJ
*Warning Service Indicator Code:	FSW			*Tracking Group: FASAPR
*Warning Reason Code:	SATP			
*Probation Checklist Code:	FASAPP			*Checklist Item for Low GPA: SAPGPA
*Probation Service Indicator:	FSP			*Checklist Item for Cmp vs Att: SAPATT
*Probation Reason Code:	SATP			*Checklist Item for Excess Att: SAPMAX
*Not Met Checklist Code:	FASAPS			*Checklist Item for Unofcl Wdrt: SAPFIS
*Not Met Service Indicator Code:	FSS			
Not Met Reason Code:	SATP			

(3) Tab 3, Term Adjust Dates. Enter each past term that your school has been in service on PeopleSoft, the term that you are evaluating, and any current/future terms that currently may have drops in them. Future terms no longer need to be added. In each term indicate whether you want to enter dates for drops and withdrawals.

(a) Courses that are dropped after the “SAP Last Drop Date” will be counted if you have check-marked the “SAP Drop Adjust Active” box. If you do not check-mark this box, the process will default to the dates established by the records office on the Academic Calendar. This setting works to include credits that might not otherwise be counted as attempted; it can’t be used to exclude currently counted credits.

(b) Courses from which a student has withdrawn after the “SAP Last Withdraw Date” will be counted if you have check-marked the “SAP Withdraw Adjust Active” box. If you do not check-mark this box, the process will default to the dates established by the records office on the Academic Calendar. This setting works to include credits that might not otherwise be counted as attempted; it can’t be used to exclude currently counted credits.

[Home](#) > [NDU Applications](#) > [NDU Financial Aid](#) > [Setup](#) > **NDU Sat Progress Setup**

Parameters Codes Term Adjust Dates Program Units Exception Units

Minot State Univ-Bottineau

Last Processed Term: 0610

Drop / Withdraw Attempted Hours Adjustment		First	1-2 of 2	Last
*Term:	0610 2005 Fall			+ -
	<input checked="" type="checkbox"/> SAP Drop Adjust Active			<input checked="" type="checkbox"/> SAP Withdraw Adjust Active
SAP Last Drop Date:	09/01/2005			SAP Last Withdraw Date: 09/01/2005
<hr/>				
*Term:	0630 2006 Spring			+ -
	<input checked="" type="checkbox"/> SAP Drop Adjust Active			<input checked="" type="checkbox"/> SAP Withdraw Adjust Active
SAP Last Drop Date:	01/19/2006			SAP Last Withdraw Date: 01/19/2006

(4) Tab 4, Program Units: Ensure that you enter every program, along with the total number of units required to complete that program. This list should be reviewed each term to ensure it is current. If a program is not listed, students in that program will be skipped with a reason of “No Program”.

Parameters Codes Term Adjust Dates **Program Units** Exception Units

Mayville State University

View All First 1-8 of 73 Last

	Total Units	*Academic Program	Description		
1	64.000	UGAAA	Administrative Assistant	+	-
2	64.000	UGAAC	Accounting	+	-
3	120.000	UGACG	Commercial & Graphic Arts	+	-
4	64.000	UGACS	Clerical Science	+	-
5	64.000	UGAED	Art Education	+	-
6	64.000	UGAGS	General Studies	+	-
7	64.000	UGALS	Legal Secretarial Trng	+	-
8	64.000	UGAMS	Medical Sec Training	+	-

(5) Tab5, Exception Units: Enter the number of attempted credits to be excluded from each calculation for the student. Exception Units may also be entered on the student’s Status page. Normally you would enter a number without a sign, but negative numbers are accepted and will increase the credits should this be necessary.

- (a) The “Excl Attempt” box is where you would enter the number of attempted credits to be excluded from the percent attempted versus completed calculation (66% requirement).
- (b) The “Excl Maximum” box is where you would enter the number of attempted credits to be excluded from the maximum attempted calculation (150% requirement).
- (c) To add a new row for an additional student use the “+”, or use the “-“ to remove a student.

Parameters Codes Term Adjust Dates Program Units Exception Units

Dickinson State University

View All First 1-2 of 2 Last

Excl Attempt	Excl Maximum	*ID	Name
1	5.000	005292	B
2	54.000	044202	A

4. To run the Satisfactory Academic Progress (SAP) process, go to **NDU_Applications > NDU Financial Aid > Process > NDU Sat Progress Update**. You will normally run the process twice, although the two steps may be run together if you want the Post step to be based on an up-to-date Evaluate step. Once the evaluate process has been run for a particular term, it cannot be run for an earlier term.

Run Sat Progress

Satisfactory Progress Update

Run Control ID: NDU_Satisfactory_Prog_dj [Report Manager](#) [Process Monitor](#) [Run](#)

*Institution: LRSC1 Lake Region State College

*Term: 0530

Run Type

Evaluate

Post

Run Type Actions

Evaluate: Evaluates students' progress.
Applies service indicators.

Post: Updates progress indicator.
Applies letter codes.

- a. The first step (Evaluate) will evaluate student progress.
- (1) The program will evaluate students with a Program that is eligible for federal aid, and with a Program Status of "Active in Program", "Completed Program", "Cancelled", "Discontinued", "Dismissed", "Leave of Absence" or "Suspended" and who enrolled in credits during the evaluation term. It will not evaluate students who have a Program Status of "Admitted", "Applicant", "Deceased", "Prematriculant" or "Waitlisted".
 - (2) After the Evaluation step has run you can use the following to help you in evaluating your students for compliance with Satisfactory Academic Progress. The Admit Types reflected on these reports are:
 - . COL Collaborative Student
 - . CON Continuing

.	DC	Dual Credit Student
.	ERE	Early Entry Student
.	FYR	First Year Student
.	NON	Non-Degree Student
.	RDM	Readmit
.	TRN	Transfer Student
.	TRT	Transient

(3) **Process Monitor View Log/Trace, Message Log.** If a student's record causes an error, you will see a list of these students and a description of the error. You will want to manually evaluate these students or ask your records office to correct the problem. If the Message Log says "No drop/withdraw record found for...", please complete the "Term Adjust Date" tab on the NDU Sat Progress Setup. If the log says "Duplicate term record skipped", it just means that you have a term in set up that doesn't apply to the student.

(4) **PeopleTools > Query Manager > Use > Query Manager > NDU_0034_FA_LTR, Satisfactory Progress Letters** can be run to show who was selected for warning, probation or suspension by the Evaluation step. The report shows identifying information, GPA, and other information needed to review the appropriateness of the selections.

(5) **PeopleTools > Query Manager > Use > Query Manager > NDU_0034_FA_CLA, Collaborative Student Detail** shows students from your home campus who are taking coursework at another NDUS institution where they have been admitted as a Collaborative student. Once the evaluation step has been run at both the home and provider schools, this will list students and the grade posted (if any) at the provider school. Because of security concerns, this is being converted to a report. NOTE: This query will only provide reliable results after all schools have run the Evaluate Step

(6) **PeopleTools > Query Manager > Use > Query Manager > NDU_0034_FA_CLB, Collaborative Registrants** can be run to show students who were not evaluated for satisfactory progress because of an admit type of Collaborative at your institution.

(7) **PeopleTools > Query Manager > Use > Query Manager > NDU_0034_FA_EXC - Sat Prog Exception List** is the "Exception report" for Satisfactory Academic Progress. It lists students who were enrolled in credits during the term to be evaluated, but which the program could not evaluate. Reasons include Admit type of COL, CON, DC, ERE, TRT or NON; no grades; ineligible (program); or no program. **You will want to review this list and manually evaluate these students as warranted.**

(8) **PeopleTools > Query Manager > Use > Query Manager > NDU_0034_FA_SKP, Sat Prog Not Evaluated** can be run to show term activated students who were not evaluated for satisfactory progress, along

with the reason why. Reasons include no grades; ineligible (program); or no program

(9) **Build Community > Bio/Demographic Data > Report > NDU Collaborative Student Rpt** will assist you in monitoring the progress of your students who are enrolled as collaborative students at other NDUS institutions.

(10) **NDU_Applications > NDU Financial Aid > Report > NDU Unofficial Withdrawal** can be used to assist in managing unofficial withdrawals.

(11) **Build Community > Service Indicators > Report > NDU SRVC Ind Report** can be used to determine who has a specific service indicator.

b. **NDU_Applications > NDU Financial Aid > Use > NDU Sat Progress Adjustments, Adjustments tab.** Entries made on this screen after the evaluation step will be used by the post step to create a service indicator, to create reason codes, to create a checklist, and to change the SAP indicator on Packaging Status Summary. The bottom (Adjust Values for Post) portion of the screen becomes available if Manual Override is checked.

(1) If the Post step has been run and the Evaluate step has not been subsequently run, you will receive a message “Post has been run”. You can still save the page to indicate a Manual Override (i.e., the system will not evaluate this student in future Evaluate steps), but no boxes will be available to change Satisfactory Progress or Letter Checklist Items. The best course of action is to run Evaluate, however, you could proceed manually to change the status on Packaging Status summary, create a checklist, create a communication and create a service indicator.

(2) Changes made using “Manual Override” only will remain for the duration of the term being evaluated (i.e., you have the option to run the evaluate step repeatedly, and overrides won’t disappear if the evaluate step is run again for the same term).

(3) Changes made using “Manual Override” and “Permanent Override” will remain until manually removed.

(4) Excluded units can be added without using an override checkbox.

(a) The “Units to Exclude Attempted” box is where you would enter the number of attempted credits to be excluded from the percent attempted versus completed calculation (66% requirement).

(b) The “Exclude from Maximum Units” box is where you would enter the number of attempted credits to be excluded from the maximum attempted calculation (150% requirement).

(5) In the Satisfactory Progress box, indicate the service indicator that should be assigned to the student.

(6) In the Letter Checklist Items, indicate the checklist items that you want to be on the letter sent to the student, and to be reflected on the Status tab.

(7) The intent of this screen is to make adjustments easy when working the skip query and when approving appeals/petitions.

[Home](#) > [NDU Applications](#) > [NDU Financial Aid](#) > [Use](#) > [NDU Sat Progress Adjustments](#)

Status Adjustments

Bismarck State College

ID 05

J

Admit Term 0209 **Current Status**

Latest Term 0630 **Unknown**

Update Status

Sat Progress N Not Met Skip No

Term Units 2.000 Pct Comp

Units Passed Term GPA

Total Units 112.670 Pct Comp 90.237

Total Passed 101.670 Cum GPA 2.672

Excluded Att/Comp: Excluded Max Att:

Letter

Ready to Post

Completed vs Attempted Hours

Max Attempted Hours Exceeded

Unofficial Withdrawl

Last Evaluate

05/02/2006 08:28:04.000000

Last Post

12/29/2005 08:27:16.000000

Evaluated By

process

Status

Adjustments

Williston State College

ID 05776

F

<input checked="" type="checkbox"/> Manual Override	Units to Exclude Attempted: <input type="text"/>
<input type="checkbox"/> Permanent Override	Exclude from Maximum Units: <input type="text"/>

Last Evaluate: 02/23/2006 10:52:23.000000

Last Post: 07/26/2005 13:39:14.000000

Adjust Values for Post

Satisfactory Progress: Sat Progress Not Met

Letter Checklist Items:

- GPA Below Standards
- Completed vs Attempted Hours
- Max Attempted Hours Exceeded
- Unofficial Withdrawal

c. The second step (Post) will change the Satisfactory Progress setting on the Packaging Status Summary page, and apply checklist codes and letter codes so that you can run the Letter Generation process (**Build Community > Communications > Process > Letter Generation**). The Ready to Package process also changes settings on Packaging Status Summary, so running the two processes should be coordinated, with Packaging Status Summary run last.

(1) After running the Post step, run Letter Generation.

Run Control ID: Letter_Gen_SAP_dj

[Report Manager](#) [Process Monitor](#)

Run

ID Selection <input type="radio"/> All IDs <input type="radio"/> One Person ID <input checked="" type="radio"/> All Person IDs <input type="radio"/> One Org ID <input type="radio"/> All Org IDs Person ID: <input type="text"/> Organization ID: <input type="text"/>	
Letter Code Selection Letter Code: <input type="text" value="YLJ"/> <input type="button" value="Q"/> SAT Progress Letter	Missing Critical Data <input type="checkbox"/> Produce Communication <input type="checkbox"/> Complete Communication
Name and Address Usage Address: <input type="text" value="Home, Prefer, Perm, Bill, Mail"/> <input type="button" value="v"/> Addr Name: <input type="text" value="Legal"/> <input type="button" value="v"/> Salutation: <input type="text" value="Legal"/> <input type="button" value="v"/>	
Joint Salutation Usage Joint Name: <input type="text"/> <input type="button" value="v"/>	
ID Extract Name Usage ID Extract Name Usage: <input type="text" value="Legal"/> <input type="button" value="v"/>	

[Home](#) > [Build Community](#) > [Communications](#) > [Process](#) > **Letter Generation**

Run Control ID: Letter_Gen_dj

[Report Manager](#) [Process Monitor](#)

Run

Extract File Path/Options <input type="text" value="C:\PS_3C\Letters_Generated"/> <input type="radio"/> JetForm <input checked="" type="radio"/> CSV	
Update Communication Letter Printed Date With <input type="radio"/> Communication Date <input checked="" type="radio"/> System Date <input type="radio"/> User Supplied Date <input type="text"/>	Update Communication Completed Date With <input type="radio"/> Communication Date <input checked="" type="radio"/> System Date <input type="radio"/> User Supplied Date <input type="text"/>
Communication Date Range Selection *From Date: <input type="text" value="08/27/2001"/> <input type="button" value="G"/> *To Date: <input type="text" value="08/27/2099"/> <input type="button" value="G"/>	
Word Merge parameters Template Path: <input type="text" value="C:\PS_3C\Shared_Letters"/> Sort Option: <input type="text" value="Last Name, First Name"/> <input type="button" value="v"/> <input type="checkbox"/> Send to Printer	

General Parameters | Date/Merge Parameters | Checklist Parameters

Run Control ID: Letter_Gen_SAP_dj [Report Manager](#) [Process Monitor](#) [Run](#)

Checklist Type: Requirements List

Tracking Group: FASAPR Sat Progress Checklist TG

Checklist Code:

Tracking Group Status
 Initiated Completed

Checklist Status
 Initiated Completed

Item Status
 Initiated Completed Waived Notified Second Notification

(2) When you run Letter Generation, on the third tab of your run control select a checklist type of "Requirement List" and pick a Tracking Group of FASAPR **Initiated**. Change the default Tracking Group Status, Checklist Status and Item Status check boxes (check mark only "Initiated", "Initiated", "Initiated", "Notified", "Second Notification").

5. Use the **NDU_Applications > NDU Financial Aid > Use > NDU Sat Progress Adjustments, Status tab** to determine the latest SAP status of an individual student, based on the last run of the evaluate step, and to project the status at the end of the current term for the attempted versus completed standard (66% requirement) and the maximum attempted standard (150% requirement).
 - a. The Latest Update tab of the screen shows you the student's Admit Term and Program, as well as current status of Satisfactory, Unknown, Probation or Not Evaluated as reflected on the student's Packaging Status Summary. The latest term is the term the evaluation step was last run for. It should be the most recent complete term; if not, the Evaluation step needs to be run to evaluate students for that term.

Status

Adjustments

Williston State College

ID 05776

F

Admit Term 0540 **Current Status**

Latest Term 0540 Meets SAP

Update Status			
Sat Progress	N	Not Met	Skip No
<hr/>			
Term Units	4.000	Pct Comp	
Units Passed	1.000	Term GPA	1.000
<hr/>			
Total Units	4.000	Pct Comp	25.000
Total Passed	1.000	Cum GPA	1.000
<hr/>			
Excluded Att/Comp:		Excluded Max Att:	

Letter

Ready to Post

GPA Below Standards

Completed vs Attempted Hours

Last Evaluate

02/23/2006 10:52:23.000000

Last Post

07/26/2005 13:39:14.000000

Evaluated By

process

(1) In the left hand box, you may see Update Status of “Undetermined” (generally because the student was not enrolled during the term), “Meets SAP” or “Not Meet”. This is the status that will be reflected on Packaging Status Summary after the Post step is run. You will also see if the student was skipped (i.e., not evaluated) during the last run, and if so, why (no grades, admit type, no program, officially withdrawn).

(a) The box will also show you, for the latest term measured, the number of units the student was enrolled in, the percent completed (if you are evaluating terms), the number of units passed, the Term GPA, and towards the bottom, the student’s cumulative total number of attempted units, cumulative percent completed, cumulative total units passed and cumulative GPA.

(b) If your records office enters transfer credits without including them in the GPA, these numbers will be different than what you will see on the student record, as those transfer credits will be included here in Total Units and Total Passed.

(c) Exception credits, if entered, are displayed at the bottom of the box and are used in the calculation, but are not subtracted from the numbers in the display.

(2) In the Right box, information is displayed about whether a letter is required (i.e., hasn't been printed yet), is not required or has been posted to Campus Community, the checklist items that appeared/will appear on the letter, the last time the evaluated step of the NDU Satisfactory Progress updated the system, and the last time the post step of the NDU Satisfactory Progress process was run, and the operator ID of the last person making changes to this student's evaluation. It will read "Process" if not changed from the evaluation done by the program.

b. At **NDU_Applications > NDU Financial Aid > Use > NDU Sat Progress Forecast**, you have the opportunity to project the student's status based on the student adding, dropping or failing a course. The indicated credits are based on the student's current term enrollment, and assume the student will pass all their courses. Push the appropriate button one time for each unit you want to calculate as added, dropped or failed. As you change the credits, you can observe how unit counts and percentages change. The standards to compare these numbers against are in the right hand box.

Forecast

Williston State College ID 05779

C

Admit Term 0630 **Program** UGMST **Message Therapy**

Current Term 0630 **Current Status** Unknown

Add	Drop	Fail	Forecast Status Not Evaluated
New Prog: <input type="text"/>			<input type="button" value="🔍"/>
Term Units		Pct Comp	
Units Passed			
Total Units		Pct Comp	
Total Passed		Pct Rqd	

Standards	
Req Units	125.000
Cmp vs Att Term	66.667
Att Warn	126.000
Att Prob	138.000
Att Susp	150.000

(1) In the left-hand box, the first "Pct Comp" field is the attempted versus completed calculation for the term. It will not be calculated if you are not evaluating percent completed for terms. The second "Pct Comp" field is the cumulative attempted versus completed calculation. The "Pct Rqd" field is the maximum attempted calculation.

(2) In the Standards box, the Req Units (Required Units) reflects how many units are needed for the student to graduate in their current program. This number may change if you enter a "new Program" in the left box.

(3) The remaining numbers in the Standards box are all percentages, and reflect the standard percentage for completed-to-attempted units; the standard percentage of attempted-to-required units to create a Warning service indicator; the standard percentage of attempted-to-required units to create a Probation service indicator; and the standard percentage of attempted-to-required units to create a Suspension service indicator.

6. The following changes have been requested to the SAP program. The Financial Aid Functional Users Groups reviews this list from time to time and determines which requests get a priority.
- a. Inquiry Screen:
 - (1) Should show percent of Max Credits completed.
 - (2) Should show number of cum terms attended
 - (3) Should show name of program student is enrolled in for max credits.
 - b. Queries/Reports:
 - (1) Letters query should show which students have awarded aid amount greater than zero for evaluated term.
 - (2) Letters query should include student's current primary program.
 - (3) List of students who have exception credits or an "override"
 - (4) List of students who have a SAP service indicator from any term.
 - (5) The Skipped report broken out to:
 - (a) A list of students who actually w/d, withdrawn student the report should show the attempted credits
 - (b) All other students not evaluated i.e. students who dropped before census date and
 - (c) A list of student with existing "holds" .
 - (6) A report that lists the data that's on NDU_0059_SR.....with the exception that it lists all students
 - c. Setup:
 - (1) Need to be able to setup GPA criteria by career (at least grad and ugrad)
 - (2) Need to be able to add exception credits for completed credits, as well as attempted credits.
 - (3) Exception credits should have a date/term associated with it--or free flow for comments that are displayed on query requested above
 - d. The post step should remove previously applied service indicators if the evaluate step showed the student now meets requirements.
 - e. Multiple Service Indicators (this may now be an obsolete request).
 - f. Letters need to indicate all SAP problems and allow for more customized letters - the information you give a warning student is substantially different than the message for a suspended student, more than just one different paragraph.

- g. The Adjustments page needs a free-flow field to document why/when adjustments were made.
- h. If a student is admitted to a term subsequent to the term being evaluated, the skip report indicates an admit status of UNK; a better description would be appreciated.
- i. Student's who have had exception credits removed continue to be displayed on Exception Credits in setup.
- j. The term calculation for 2/3 should be made and displayed, even if the term isn't being evaluated for this component.
- k. Zero values should be represented by zeroes rather than blanks.
- l. When exception credits are zeroed out, the student should not continue to be listed on the exception credits tab in setup.
- m. Official withdrawals need to be evaluated for GPA as well as attempted credits.
- n. All official withdrawals are being evaluated for attempted credits. Only those who withdrew after the drop/withdraw dates on setup should be evaluated.
- o. Need separate setup per grade level for for $\frac{3}{4}$ completion measurement. Currently 1st term freshmen are being measured even their first term.

Financial Aid

Satisfactory Academic Progress Policy (SAP)

Satisfactory Academic Progress will be measured in 4 separate ways for each institution. The four areas to be measured will be GPA, credits attempted vs. credits completed, max credits allowed, and unofficial withdrawals (students with all F's). The satisfactory academic progress for each student will be measured at the end of each semester of attendance including summer.

All credits including transfer credits will be used in calculating both the Quantitative and Qualitative components of Satisfactory Academic Progress. Listed below are the four areas measured:

1. **GPA** In order to meet the requirements a student will need to have an academic standing consistent with the requirement for graduation from the program at the end of the first, second, and third semesters. At the end of the 4th semester of attendance a student **MUST** have a C (2.0) or better average. The student's current and cumulative GPA will be used to determine their academic standing. (Semester has been defined by the SME group as any term with any credit.)

[Qualitative standards – The law specifies that by the end of the second academic year (**measured as a period of time, not by the student's grade level**), the student must, in general, have a C average or its equivalent, or have academic standing consistent with the requirement for graduation from the program.]

2. **Credits Attempted** Students must complete 66.667% of the credits they attempt. This percentage will be calculated for both cumulative and current credits. Classes added after census date (the 8th instructional day of classes) will be considered attempted; credits dropped after census date will be considered attempted but not completed

[Quantitative Standards – The Satisfactory progress policy must include a quantitative measure to determine the number of courses, credit hours completed.]

3. **Maximum Time Frame** Students must complete their program within 150% of the published length of the program. Credits considered attempted (as defined for the credits attempted in #2) will be considered in the 150%. A table will be set up to determine the maximum number of credits attempted by institution by program.

[Quantitative Standards – To quantify academic progress, your school must set a maximum time frame in which a student is expected to finish a program. For an undergraduate program, the maximum time frame cannot exceed 150% of the published length of the program measured in credit hours.]

To monitor maximum attempted credits a table will be set up as follows:
WARNING: Students who have attempted 125% of their program credits will get a warning letter, i.e., if 192 is the maximum number of attempted credits allowed for a program then 125% of 192 credits would equal 160 credits. When this student has attempted 160 credits they would receive a warning letter.
PROBATION: Students who have attempted 140% of their program credits will get a probation letter, i.e., if 192 is the maximum number of attempted credits allowed for a program then 140% of 192 credits would equal 180 credits. When this student has attempted 180 credits they would receive a probation letter
SUSPENSION: Students who have attempted 150% of their program credits will get a suspension letter.

The system will allow you to record and track exceptional credits for appeals, transfer credits or change in programs of study.

These measurements will be monitored at the end of each term.

Unofficial Withdrawals (All F's/I's). Students who receive all Failing grades or Incompletes in a semester will be automatically placed on financial aid suspension status.

Program Definitions

The Satisfactory Academic Progress program will run at the end of each term.

The Satisfactory Academic Progress program will have two negative service indicators to help the schools identify which type of hold the student has. (One negative service indicator will be used to hold the aid when the student is out of compliance and one negative service indicator will be used when a student is put on probation.) Reason codes for each area of SAP will be attached to these service indicators so that when a letter is generated it will have the information pertinent to the student's compliance issue and can be used by the financial aid counselor when visiting with students regarding their SAP issues.

The Satisfactory academic progress program will put a student on probation the first term they are not in compliance and assign a letter code to that student. A letter will be generated and mailed to the student. If the student is not in compliance for the next term, the Satisfactory Academic Progress program will put a negative service indicator on to hold the students aid and add a letter code to the student's record that will be used to notify the student that they are out of compliance (except in the case of maximum credits where the progression is warning, probation, suspension and all F's/I's which will be immediate suspension).

For counseling purposes a query or report will be created that can be run on a student-by-student basis to determine if the student is/will be out of compliance if he/she drops a class.

To aid in the Return of Title IV Funds for Unofficial Withdrawals, a report has been created to identify those students who received all F's/I's. The students in this category will automatically be put on suspension. In order to maintain compliance, we will recommend that instructors record the last date of attendance when giving a failing grade or incomplete. This date would be included on this report.

Transfer credits are entered on the students record and will be considered in the attempted credits.