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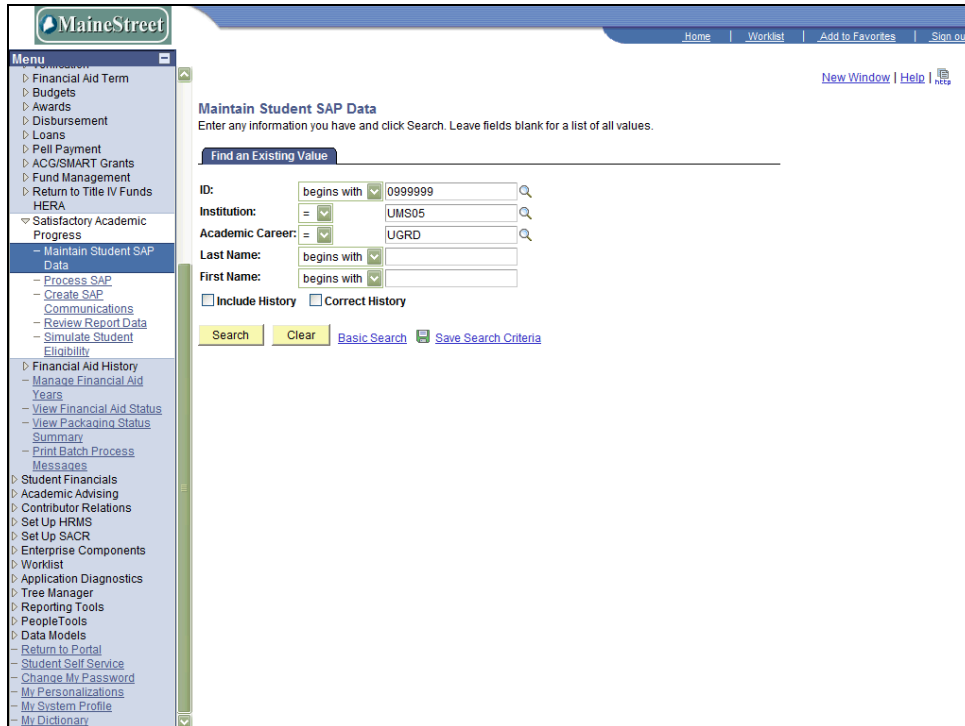
## **Online SAP Evaluation**

### **Concept**

The SAP online or batch process determines a student's Satisfactory Academic Progress status by comparing student information against specified SAP tests. The institution chooses which of the standard tests to use in the calculation and sets the rules for each test. The process calculates a status code for each individual test and then calculates an overall status code. The overall status displays in the Satisfactory Academic Progress field on the Packaging Status Summary.

## Procedure

Step	Action
1.	Navigate: <b>Financial Aid &gt; Satisfactory Academic Progress &gt; Maintain Student SAP Data.</b>



**Maintain Student SAP Data**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

ID: begins with 0999999

Institution: UMS05

Academic Career: UGRD

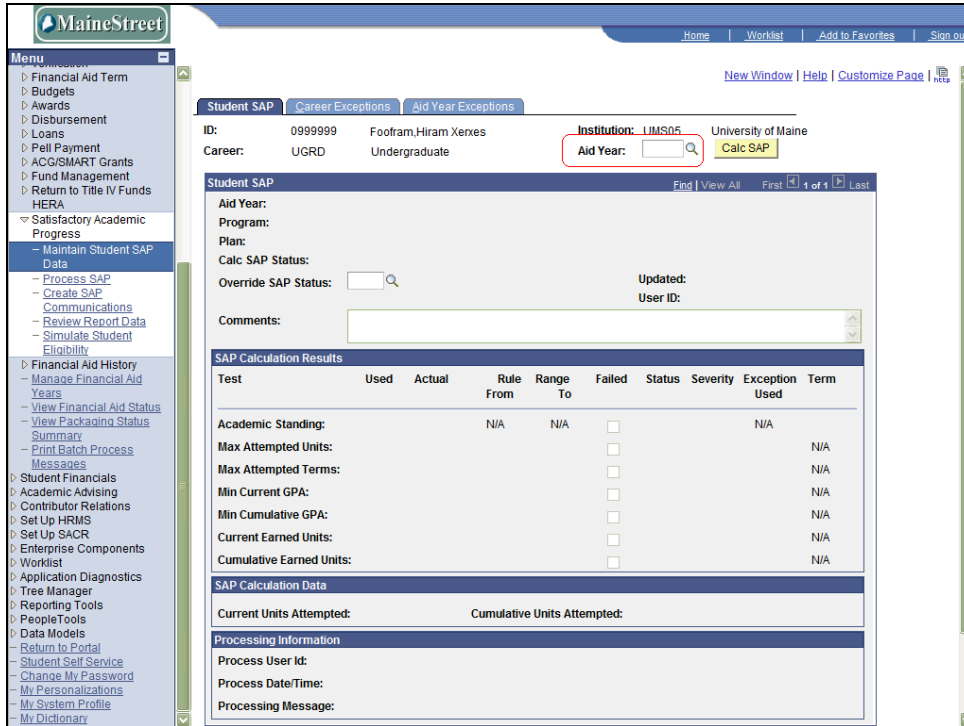
Last Name: begins with

First Name: begins with

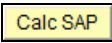
Include History  Correct History

**Search** **Clear** [Basic Search](#) [Save Search Criteria](#)

Step	Action
2.	Enter Institution, Career and search criteria to identify the student. Click the <b>Search</b> button.



The screenshot shows the 'MaineStreet' web application interface. At the top, there are navigation links for 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. Below this is a 'Menu' on the left side with various options like 'Financial Aid Term', 'Budgets', 'Awards', etc. The main content area is titled 'Student SAP' and includes tabs for 'Career Exceptions' and 'Aid Year Exceptions'. It displays student information: ID: 0999999, Name: Footram, Hiram Xerxes, Institution: UMS05, University of Maine, Career: UGRD, Undergraduate. A red box highlights the 'Aid Year' field, which is currently empty. A 'Calc SAP' button is visible. Below this is a section for 'SAP Calculation Results' with a table showing various tests and their statuses. The table has columns: Test, Used, Actual, Rule From, Range To, Failed, Status, Severity, Exception Used, Term. The 'Academic Standing' row shows 'N/A' for Rule From and Range To, and a checkbox for 'Failed'. Other rows include 'Max Attempted Units', 'Max Attempted Terms', 'Min Current GPA', 'Min Cumulative GPA', 'Current Earned Units', and 'Cumulative Earned Units'. Below the table is a section for 'SAP Calculation Data' with 'Current Units Attempted' and 'Cumulative Units Attempted' fields. At the bottom, there is a 'Processing Information' section with fields for 'Process User Id', 'Process Date/Time', and 'Processing Message'.

Step	Action
3.	<p>If you calculate SAP on a term basis, you will see a <b>Term</b> field rather than an <b>Aid Year</b> field as shown in the example..</p> <p>Enter the term or aid year for which you are calculating SAP.</p>
4.	<p>Click the <b>Calc SAP</b> button.</p> 

# Process Document

## Financial Aid: Online SAP Evaluation-081108



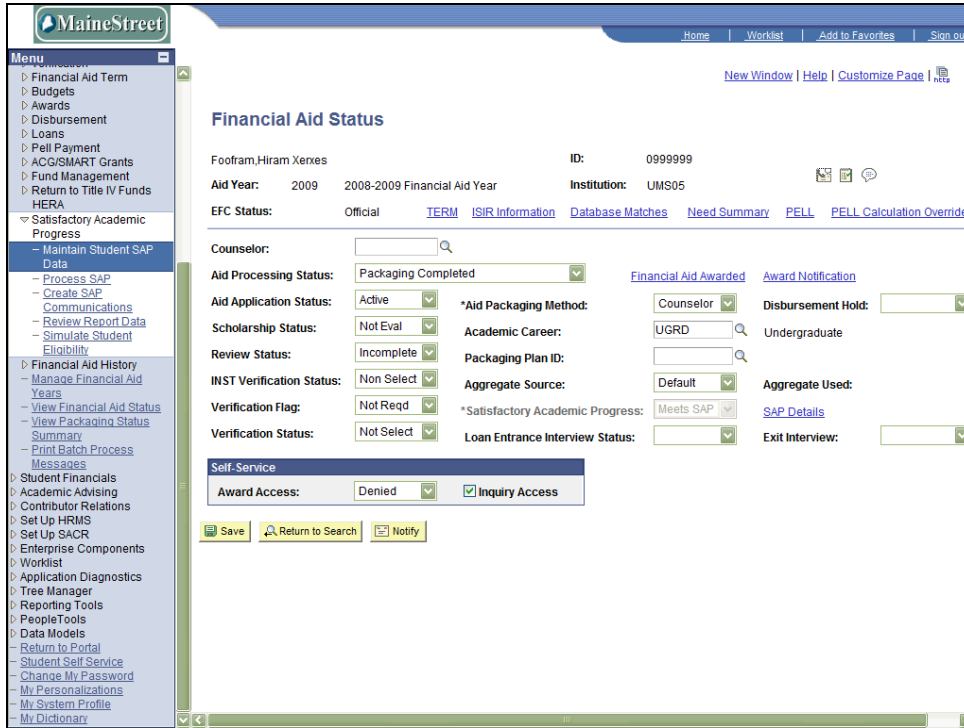
The screenshot shows the 'Student SAP' page in the MaineStreet system. The student's ID is 0999999, and they are an Undergraduate at the University of Maine. The 'Calc SAP Status' is 'MEET Meets SAP'. The 'SAP Calculation Results' table shows that all tests passed with a status of 'MEET'.

Test	Used	Actual	Rule From	Range To	Failed	Status	Severity	Exception Used	Term
Academic Standing:	N		N/A	N/A	<input type="checkbox"/>			N/A	
Max Attempted Units:	Y	128.00			<input type="checkbox"/>	MEET	10	N	N/A
Max Attempted Terms:	N				<input type="checkbox"/>			N	N/A
Min Current GPA:	N				<input type="checkbox"/>			N	N/A
Min Cumulative GPA:	N				<input type="checkbox"/>			N	N/A
Current Earned Units:	N				<input type="checkbox"/>			N	N/A
Cumulative Earned Units:	Y	119.000			<input type="checkbox"/>	MEET	10	N	N/A

**SAP Calculation Data**  
 Current Units Attempted: Cumulative Units Attempted: 128.000

**Processing Information**  
 Process User Id: 0088888  
 Process Date/Time: 08/11/08 3:13:35PM  
 Processing Message: Statistics Calc Pass 1, Term 0820

Step	Action
5.	<p>The student in this example has met the requirements for each SAP test used by this institution.</p> <p>The SAP Calculation Results tell you which rules were used and the results of each. In the Processing Information area of the page you see which term was used in processing.</p> <p>In the student SAP section, the <b>Calc SAP Status</b> field will always display the calculated overall SAP status for the student.</p>
6.	<p>The results of the SAP calculation are copied to the Packaging Status Summary page. Click the <b>Packaging Status Summary</b> link.</p> <p><a href="#">Packaging Status Summary</a></p>



**Financial Aid Status**

Footram, Hiram Xerxes ID: 0999999  
 Aid Year: 2009 2008-2009 Financial Aid Year Institution: UMS05

EFC Status: Official [TERM](#) [ISIR Information](#) [Database Matches](#) [Need Summary](#) [PELL](#) [PELL Calculation Override](#)

Counselor:

Aid Processing Status: Packaging Completed [Financial Aid Awarded](#) [Award Notification](#)

Aid Application Status: Active \*Aid Packaging Method: Counselor Disbursement Hold:

Scholarship Status: Not Eval Academic Career: UGRD Undergraduate

Review Status: Incomplete Packaging Plan ID:

INST Verification Status: Non Select Aggregate Source: Default Aggregate Used:

Verification Flag: Not Req'd \*Satisfactory Academic Progress: Meets SAP [SAP Details](#)

Verification Status: Not Select Loan Entrance Interview Status:  Exit Interview:

**Self-Service**

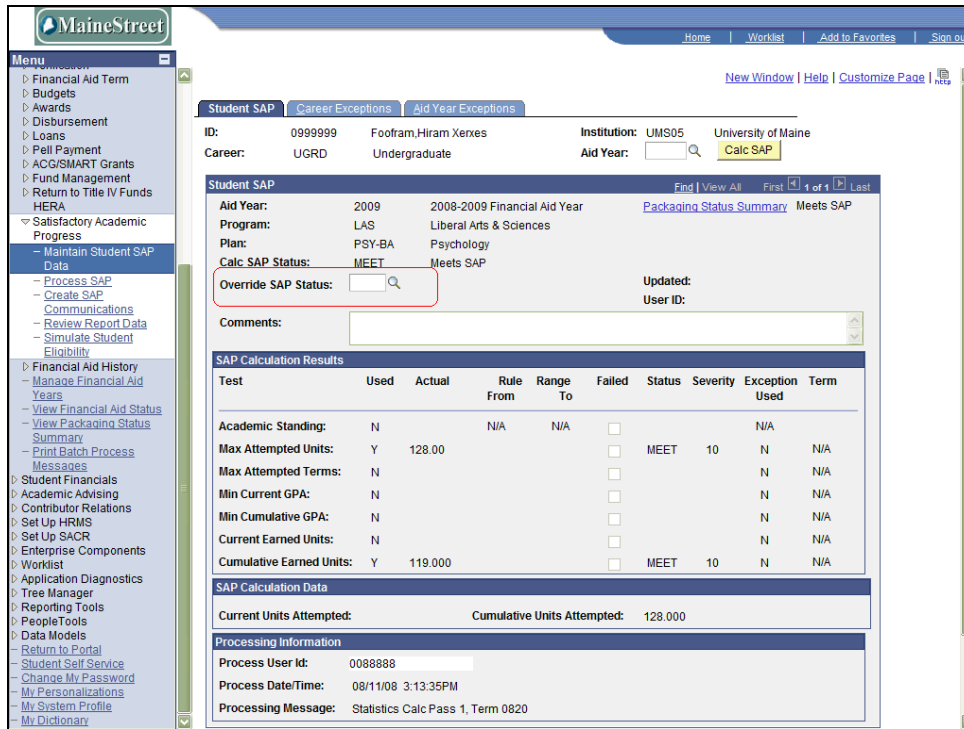
Award Access: Denied  Inquiry Access

[Save](#) [Return to Search](#) [Notify](#)


Step	Action
7.	Notice that the <b>Satisfactory Academic Progress</b> field has value "Meets SAP." To return to the Maintain Student SAP Data page, click the <b>SAP Details</b> link. <a href="#">SAP Details</a>

# Process Document

## Financial Aid: Online SAP Evaluation-081108



The screenshot shows the 'MaineStreet' application interface. On the left is a navigation menu with categories like 'Financial Aid Term', 'Budgets', 'Disbursement', etc. The main content area is titled 'Student SAP' and shows details for a student with ID 0999999, Career UGRD, and Institution UMS05. The 'Aid Year' field is blank. Below this, the 'SAP Calculation Results' table is displayed, showing various metrics like Academic Standing, Max Attempted Units, and Current Earned Units. A red box highlights the 'Override SAP Status' field, which is currently set to 'MEET'. Below the table is the 'SAP Calculation Data' section, showing 'Current Units Attempted' and 'Cumulative Units Attempted' as 128.000. The 'Processing Information' section at the bottom shows the process user ID, date/time, and message.

Step	Action
8.	<p>Note that the Aid Year field is blank, even though you filled it in before calculating SAP. This is not a problem.</p> <p>You can use this page to override the calculated SAP status for the student. Click the <b>Look up Override SAP Status</b> button.</p> 



**MaineStreet** Home | Worklist | Add to Favorites | Sign out

**Menu**

- Financial Aid Term
- Budgets
- Awards
- Disbursement
- Loans
- Pell Payment
- ACG/SMART Grants
- Fund Management
- Return to Title IV Funds
- HERA
- Satisfactory Academic Progress
  - Maintain Student SAP Data
    - Process SAP
    - Create SAP
      - Communications
    - Review Report Data
    - Simulate Student Eligibility
  - Financial Aid History
    - Manage Financial Aid Years
      - View Financial Aid Status Summary
      - Print Batch Process Messages
  - Student Financials
    - Academic Advising
    - Contributor Relations
    - Set Up HRMS
    - Set Up SACR
    - Enterprise Components
  - Worklist
  - Application Diagnostics
  - Tree Manager
  - Reporting Tools
  - PeopleTools
  - Data Models
    - Return to Portal
    - Student Self Service
    - Change My Password
    - My Personalizations
    - My System Profile
    - My Dictionary

**Look Up Override SAP Status**

Academic Institution: UMS05  
 Override SAP Status: begins with

Look Up Clear Cancel Basic Lookup

**Search Results**

View All First 1-4 of 4 Last

Override SAP Status	Description
<a href="#">FAIL</a>	Failed SAP
<a href="#">MEET</a>	Meets SAP
<a href="#">PROB</a>	Probation
<a href="#">UNDT</a>	Undetermined

Step	Action
9.	To override the student's SAP status, click an entry in the <b>Override SAP Status</b> column.

# Process Document

## Financial Aid: Online SAP Evaluation-081108



MaineStreet

Home | Worklist | Add to Favorites | Sign out

New Window | Help | Customize Page |

Student SAP Career Exceptions Aid Year Exceptions

ID: 0999999 Footram,Hiram Xerxes Institution: UMS05 University of Maine  
 Career: UGRD Undergraduate Aid Year: Calc SAP

Student SAP Find | View All First 1 of 1 Last

Aid Year: 2009 2008-2009 Financial Aid Year Packaging Status Summary Meets SAP  
 Program: LAS Liberal Arts & Sciences  
 Plan: PSY-BA Psychology  
 Calc SAP Status: MEET Meets SAP  
 Override SAP Status: PROB Probation Updated: User ID:

Comments:

Test	Used	Actual	Rule From	Range To	Failed	Status	Severity	Exception Used	Term
Academic Standing:	N		N/A	N/A	<input type="checkbox"/>			N/A	
Max Attempted Units:	Y	128.00			<input type="checkbox"/>	MEET	10	N	N/A
Max Attempted Terms:	N				<input type="checkbox"/>			N	N/A
Min Current GPA:	N				<input type="checkbox"/>			N	N/A
Min Cumulative GPA:	N				<input type="checkbox"/>			N	N/A
Current Earned Units:	N				<input type="checkbox"/>			N	N/A
Cumulative Earned Units:	Y	119.000			<input type="checkbox"/>	MEET	10	N	N/A

SAP Calculation Data

Current Units Attempted: Cumulative Units Attempted: 128.000

Processing Information

Process User Id: 0088888  
 Process Date/Time: 08/11/08 3:13:35PM  
 Processing Message: Statistics Calc Pass 1, Term 0820

Step	Action
10.	If you wish, enter comments in the <b>Comments</b> field to document the override. Once the page is saved, your emplid and the date of the override will be recorded on the page.  To complete the override, scroll down and click the <b>Save</b> button.
11.	The <b>Override SAP Status</b> is copied to the Packaging Status Summary page.  The <b>Calc SAP Status</b> field will always display the original calculated overall value for the student.
12.	<b>End of Procedure.</b>