

Online SAP Evaluation-081108

1.	Navigate: Financial Aid > Satisfactory Academic Progress > Maintain Student SAP Data.
2.	Enter Institution, Career and search criteria to identify the student. Click the Search button.
3.	If you calculate SAP on a term basis, you will see a Term field rather than an Aid Year field. Enter the term or aid year for which you are calculating SAP.
4.	Click the Calc SAP button.
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 Calc SAP Status field will always display the calculated overall SAP status for the student.</p>
6.	The results of the SAP calculation are copied to the Packaging Status Summary page. Click the Packaging Status Summary link.
7.	Notice that the Satisfactory Academic Progress field has value "Meets SAP." To return to the Maintain Student SAP Data page, click the SAP Details link.
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 Look up Override SAP Status button.</p>
9.	To override the student's SAP status, click an entry in the Override SAP Status column.
10.	If you wish, enter comments in the Comments 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 Save button.
11.	<p>The Override SAP Status is copied to the Packaging Status Summary page.</p> <p>The Calc SAP Status field will always display the original calculated overall value for the student.</p>
12.	End of Procedure.