

Using Satisfactory Academic Progress

Georgia Enhanced Banner Student and Financial Aid Systems User Documentation

Version 8.6

Information Technology Services

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Using Georgia Enhanced Satisfactory Academic Progress

Introduction to Satisfactory Academic Progress

Purpose of SAP

The Georgia Banner Enhanced Student and Financial Aid Satisfactory Academic Progress (SAP) process calculates transfer and institutional hours and GPA to determine student eligibility for financial aid. Federal law requires institutions disbursing Title IV funds to students to create policies for monitoring SAP.

The Georgia Enhanced SAP process includes both Banner baseline and Georgia requirement information. You can use the SAP process to report SAP for an individual or a population selection of students.

Schools must calculate SAP at least once a year for each student receiving Title IV aid.

Target Audience

Financial Aid Officers

Purpose and Scope of Document

This document explains how to use the Georgia Enhanced version of SAP that accommodates University System of Georgia needs and requirements and meets federal reporting regulations.

It does not include instructions for using SunGard Higher Education Solutions (SHES) Banner baseline SAP.

This chapter includes the following topics:

- Introduction to SAP
- SAP Menu and Forms Reference
- SAP Process Flow
- Using SAP
 - Setting up SAP Codes and Rules
 - Assigning Students to Groups
 - Calculating SAP
 - Verifying SAP Results

References



For information about the baseline product, see *Using SCT Banner, Financial Aid User Manual, Chapter 13, Financial Aid Common Functions*.

Support

For additional ITS resources and support, contact the ITS HELPDESK:

Web http://www.usg.edu/customer_services
(self-service ticket submission)

E-mail helpdesk@usg.edu

For urgent or production down situations, call the ITS HELPDESK:

Local 706-583-2001

Toll free within 1-888-875-3697
Georgia

SAP Menu and Forms Reference

Overview

Use the following forms to establish and maintain SAP:

Descriptive Title	Name
SAP Menu	*SAPR
SAP Form	ZOASAPR
SAP Group Rules Form	ZORSAPR
SAP Rules Assignment Form	ZORRULE
SAP Group Validation Form	ZTVSGRP
SAP Alternative Grade Code Maintenance Form	ZHASGRD
Baseline SAP Validation Form	RTVSAPR

Use the following processes to establish student groups and calculate SAP:

Descriptive Title	Name
SAP Group Assignment	ZOBSGRP
SAP Process	ZOBSAPR

SAP Process Flow

Description of SAP

The Satisfactory Academic Progress Process (ZOBSAPR) accumulates all hours based on rules established on the SAP Alternative Grade Form (ZHASGRD) for determining student academic progress. ZOBSAPR calculates hours counted for students receiving Title IV aid as displayed on the SAP Form (ZOASAPR). ZOBSAPR can be run for individual students or for Population Selections.

Rules established on ZHASGRD are indicated for SAP calculation, but hours counted for SAP may or may not be counted for the institutional attempted, earned, and GPA hours on the Grade Code Maintenance Form (SHAGRDE) or Transfer Grade Code Maintenance Form (SHATGRD), based on institutional rules established by the institution.

SAP rules for grade codes are established on the ZHASGRD form. Checked indicators on ZHASGRD do not affect institutional calculation for attempted, earned, and GPA indicators checked on the Grade Code Maintenance Form (SHAGRDE).

Timeframe

Schools must calculate SAP at least once a year for each student receiving Title IV aid.

Hours Included in SAP

Hours included in SAP are those hours that have been rolled to Academic History and those that are marked to be counted in ZHASGRD. Whether the hours have been converted from quarter to semester is irrelevant to the process.

Learning Support (LS) courses in institutional or transfer coursework may be calculated in SAP totals based on process parameter selection.

Federal regulations require that transfer credit hours be counted for Title IV aid.

Overview of SAP Process Flow

Complete the following steps to calculate SAP for an individual or for a population selection.

Setting Up Codes and Rules

- | | |
|---|---------|
| 1. Create group codes | ZTVSGRP |
| 2. Establish Quantitative and Qualitative hours for SAP and GPA rules | ZORSAPR |
| 3. Set grade codes | ZHASGRD |
| 4. Create progress codes in baseline | RTVSAPR |
| 5. Create aid-year specific SAP rules | ZORRULE |



Assigning Students to Groups

- | | |
|--|--------------------|
| 1. Place individual students into SAP groups | ZOBSSGRP |
| 2. Review SAP group results to see if number in default group is within expected range | zobsgrp.lis & .log |



Calculating SAP

- | | |
|--|--------------------|
| 1. Calculate SAP | ZOBSAPR |
| 2. Review results to verify that student records updated correctly | zobsapr.lis & .log |



Verifying SAP Results

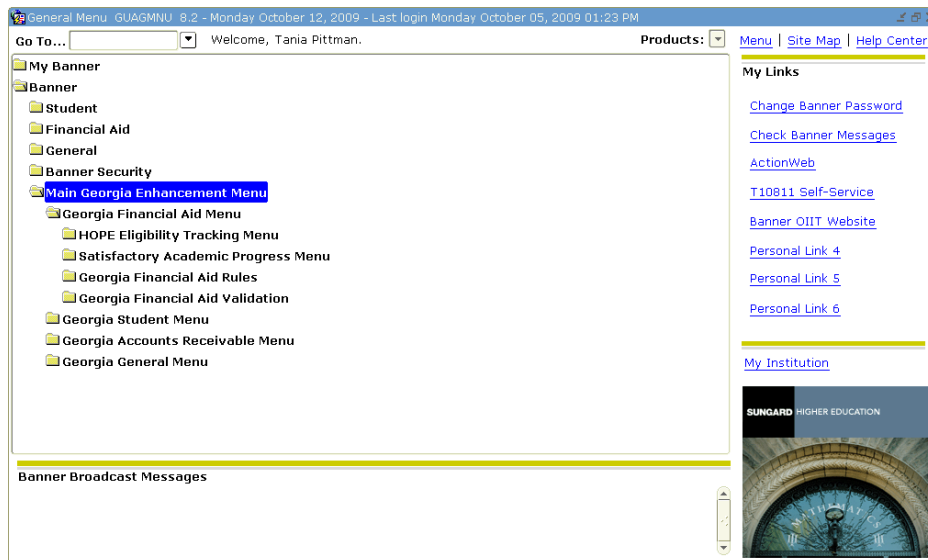
- | | |
|---------------------------------------|---------|
| 1. Verify that student status updated | ZOASAPR |
| 2. Verify that SAP status updated | ROASTAT |

Using Satisfactory Academic Progress

Accessing SAP Menu

Access SAP Menu (*SAPR)

Access the SAP Menu (*SAPR) from the Main Georgia Enhancements Menu.



Setting Up SAP Codes and Rules

1. Create Group Codes (ZTVSGRP)

Create SAP group codes on the SAP Validation Form (ZTVSGRP).

SAP Group Validation ZTVSGRP 8.0

Code	Description	Code Active	Default	Priority	Activity Date
UNDFRH	Undergrad Freshman	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	18-NOV-2010
UNDSOP	Undergrad Sophomore	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	05-NOV-2009
UNDRSE	Undergrad Jr/Sr	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5	05-NOV-2009
FRESH	Incoming Freshmen	<input type="checkbox"/>	<input type="checkbox"/>	7	18-NOV-2010
GRAD	Graduate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	10	05-NOV-2009
SCDBCH	Second Bachelor's Undergrad	<input checked="" type="checkbox"/>	<input type="checkbox"/>	20	05-NOV-2009
TCHCER	Teacher Certification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	30	28-OCT-2010
TRANSF	Incoming Transfer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	50	28-OCT-2010
DEFAULT	Default	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	100	02-NOV-2009
		<input type="checkbox"/>	<input type="checkbox"/>		

Include a default group and set the Default Indicator to Y. The default group should have the lowest priority (the highest number). Students in this group do not fit defined SAP rules established on ZORRULE.

Note: All active codes must have the “Code Active” indicator checked in order to be processed.

2. Establish Hours and GPA Rules (ZORSAPR)

Establish Quantitative and Qualitative hours and GPA rules on the SAP Group Rules Form (ZORSAPR) that match your institution's SAP policies.

The screenshot shows the 'SAP GROUP RULES FORM ZORSAPR 8.0'. At the top, there is a 'Group Code:' field with a dropdown arrow. Below this, the form is divided into two main sections: 'Quantitative Ratio' and 'Qualitative Ratio'. Each section contains a table with columns for 'Attempt Hrs', 'Start', 'End', '% Earned Hrs' (for Quantitative) or 'Min GPA' (for Qualitative), and 'Date'. Each column has six input boxes for data entry.

Quantitative Ratio				
Attempt Hrs:	Start	End	% Earned Hrs	Date

Qualitative Ratio				
Attempt Hrs:	Start	End	Min GPA	Date

Create SAP Rules for each SAP group that you created on ZTVSGRP. Use ZORSAPR to define the ranges for your institution's Quantitative Ratio and Qualitative Ratio for each SAP group.

Key Block

In the key block, enter the Group Code, which is validated from ZTVSGRP.

Notes About Quantitative and Qualitative Ratios: Do not define Quantitative or Qualitative Ratios for the Default Group.

Use zero for the 'Start' range on both Quantitative and Qualitative Ratios.

Quantitative Ratio Block

Define institutional start and end points for the range of Attempted Hours. The end must be greater than the start. The End field is the maximum number of hours allowed for the SAP group.

Enter the % Earned Hours for your institution, which equals the percentage of attempted hours that must be earned to make SAP.

Date is automatically populated.

Qualitative Ratio Block

Define institutional start and end points for the range of Attempted Hours. The end must be greater than the start. The End field is the minimum GPA allowed for the SAP group.

Enter the minimum GPA for the range just defined that a student must have to make SAP.

3. Set Grade Codes (ZHASGRD)

On the SAP Alternative Grade Code Maintenance Form (ZHASGRD), review grade codes and select settings for grades that should be counted for SAP.

Lvl	Grade Code	Abbrev	Term	Stat Ind	Quality Points	Count IN	Activity Date
						Att Earn GPA Oth	
G	A	A	000000	A	4.00	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	19-MAR-2009
G	A#	A/ACDR	000000	A	4.00	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	04-MAR-1999
G	A%#	6/T	199808	A	90.00	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	16-AUG-2006
G	A%#	A	200508	A	90.00	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	16-AUG-2006
G	A%#	A	199808	A	4.00	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	16-AUG-2006
G	AA%	A	199808	A	4.00	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	16-AUG-2006
G	ABC	A	000000	A	90.00	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	16-AUG-2006
G	ABC	A	199808	A	4.00	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	16-AUG-2006
G	ABCI	A	199808	A	90.00	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	16-AUG-2006
G	ABCI	A	000000	A	90.00	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	16-AUG-2006
G	ABCI	9/A/T	199808	A	90.00	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	16-AUG-2006
G	B	B	000000	A	3.00	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	09-JAN-2008
G	B#	B/ACDR	000000	A	3.00	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	04-MAR-1999
G	C	C	000000	A	2.00	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	22-NOV-1996
G	C#	C/ACDR	000000	A	2.00	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	04-MAR-1999
G	D	D	000000	A	1.00	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	04-MAR-1999
G	D#	D/ACDR	000000	A	1.00	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	04-MAR-1999
G	F	FAIL	000000	A	.00	<input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	06-JAN-1998
G	F#	F/ACDR	000000	A	.00	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	04-MAR-1999
G	I	INCMPLT	000000	A	.00	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	17-FEB-1997

Institutions vary in their SAP policies and the ways in which they count grades.

Use ZHASGRD to define grade codes for what is counted in Attempted, Earned, and GPA calculations. ZHASGRD is loaded with the grade data from SHAGRDE, which each institution populates.



Upgrading SHAGRDE does not automatically populate ZHASGRD with the same data. You must manually insert new grade codes on ZHASGRD that have been added to SHAGRDE. Your institution should establish a procedure so that the Records office notifies the Financial Aid office when new grade codes are created in SHAGRDE.

If you are inserting a new grade code longer than 3-4 digits, it may be necessary to use the drop-down menu, just above the Grade Code field, to select your new grade code.

Check Count In indicator for Att, Earn, and GPA for all grade codes that you want to count toward SAP.

Your institution's grade codes may vary from the example. Count Hours indicators may also vary from the example depending on your institution's policy for counting Learning Support coursework and other work in Institutional GPA.

Changing the Count Hours Indicators on this form does not affect the way the institutional GPAs are calculated; it only determines the hours and GPA calculation counted in SAP.

4. Create Progress Codes (RTVSAPR)

On the SAP Validation Form (RTVSAPR), create and modify academic progress validation codes.

SAP Status	Description	Priority	Code Active	Prevent Packaging	Prevent Disbursement	Which Aid	Letter	Message Number
X	Not Yet Reviewed	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Title IV Only		
N	Not Making Satisfactory Prog	2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Title IV Only		
W	Financial Aid Warning	3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None		
R	Reviewed Making Progress	6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None		
A	Appeal Approved	8	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None		
S	Sat out 1 semester	10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None		
F	fake SAP code	999999	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None		

Note: All active codes must have the “Code Active” indicator checked in order to be processed.

References



For additional information about RTVSAPR, see the *SCT Banner Financial Aid, Accounts Receivables, and Student User Guides*.

5. Create Aid-year Rules (ZORRULE)

On the SAP Rules Assignment Form (ZORRULE), create aid-year specific SAP rules for each group code.

Rule Type: S=Satisfactory Academic Progress
Aid Year: 0910 2009-2010 Aid Year
SAP Code: UNDFRH Undergrad Freshman ☒ Active
Fund Code:

Selection Criteria

'(' Table Name Column Name Operator Value ')' AND/OR

Copy To ☒ Rule Active

Key Block

- Enter S for SAP in Rule Type.
- Enter Aid Year that you want to process.
- Enter Group Code from ZTVSGRP.
- Fund Code does not apply for SAP.

Selection Criteria

Selection Criteria are similar to RORRULE. See the Banner Baseline *Using Financial Aid* documentation for information about selection criteria.

Tip: You may want to use Financial Aid View ROVSTxx when building your SAP rules to make sure you are pulling current data.

Note: All active rules must have the “Rule Active” indicator checked in order to be processed, when running ZOBSGRP.

Assigning Students to Groups

1. Place Students in SAP Groups (ZOBSGRP)

Run the SAP Group Assignment Process (ZOBSGRP) to place students into appropriate SAP groups. ZOBSGRP is similar to baseline ROBBGRP. This process can be used to process individual students or a population selection of students.

Note: Due to version 8.x changes to the table behind the Applicant Status form (ROASTAT), this process can no longer be run by Aid Year/Term only.

The screenshot shows the 'Process Submission Controls' window for 'GJAPCTL 8.2'. The 'Process' dropdown is set to 'ZOBSGRP' and the 'SAP Group Assignment' parameter set is selected. The 'Printer Control' section includes fields for 'Printer', 'Special Print', 'Lines' (set to 60), and 'Submit Time'. The 'Parameter Values' section is a table with 7 rows of parameters and their corresponding values. The 'Submission' section at the bottom has a 'Save Parameter Set as' checkbox, 'Name' and 'Description' fields, and 'Hold' and 'Submit' radio buttons.

Number	Parameters	Values
01	Financial Aid year code	
02	Term Code	
03	Student Id	
04	Application Code	
05	Selection Identifier	
06	Creator Id	
07	User ID	

LENGTH: 4 TYPE: Character O/R: Required M/S: Single
Aid year of applicants to process.

Submission
☐ Save Parameter Set as Name: Description: ☐ Hold ☒ Submit

ZOBSGRP reports the student's SAP code, SAP code definition, student PIDM, last name, first name, and middle initial.

Run ZOBSGRP before running ZOBSAPR to ensure that any students who have changes that could affect their group placement since the last run are placed into the correct SAP groups.

Enter values for the following parameters for ZOBSGRP:

Parameters for ZOBSGRP

No	Name	Required?	Description/Instructions	Values
01	Financial Aid Year Code	Yes	Enter valid aid year for processing applicants who have ROASTAT records. Note: Applicants who do not have ROASTAT records for the aid year are not processed.	Aid Year Inquiry Form (ROIADY)
02	Term Code	Yes	Note: Term code used in ZOBSGRP should be the same as the one you use when you run ZOBSAPR.	FA Term Code Inquiry Form (ROITERM)
03	Student ID	No	Valid applicant ID. Putting in a student ID overrides population selection.	
04	Application Code	No	Application code for population selection	Application Inquiry Form (GLIAPPL)
05	Selection Identifier	No	Code that identifies the sub-population to work with.	
06	Creator ID	No	The Banner ID of the person who created the population selection.	
07	User ID	No	The User ID of the sub population, if applicable.	

2. Check Results (zobsgrp.lis & .log)

Review SAP group results from the zobsgrp.lis and .log files. The results list the students within each assigned SAP group.

Sample zobsgrp.lis

```
023-NOV-2010 03:42:02 PM Database 1
Aid Year: 0910 SAP Group Assignment Report ZOBSSGRP
-----
UNDFRH UNDFRH
-----
888666333 Smith, Bob
-----
Total: 1
```

```
Contd...2 023-NOV-2010 03:42:02 PM Database
Aid Year: 0910 SAP Group Assignment Report ZOBSSGRP
-----
CONTROL SUMMARY
-----
Program Name :ZOBSSGRP 8.6
One up Number :816891
Aid Year Code :0910
Term Code :200908
Applicant ID :888666333
Number of lines per page :60
Log file name :/home/banjob/database/zobsgrp_81
Total Records Grouped :1
***** END OF REPORT *****
```

Sample zobsgrp.log

```
Executing main
Executing parsargs
Username: Connected.

Run Sequence Number.....:
Executing retrieve_parms
Executing val_id
Executing setup_fcns
Executing sel_name_n_dt
Executing log_headers
Executing grp_open
Executing get_grp_slct
UNDFRH select num: 12,642
Executing get_statement
PARM::AIDY
PARM::PIDM
P-STMT: (n

Executing do_prepare
dyn prep/dec/open
Executing grp_fetch
Executing upd_cnt
Executing commit
Executing sub_group
Executing header_1
Executing sub_cnt
Executing cleanup_fcns
Executing print_control_summary
Executing header_1
Executing close_files
Executing commit
Connected.
Connected.
```

Calculating SAP

1. Calculate SAP (ZOB SAPR)

Run the Satisfactory Academic Progress Process (ZOB SAPR).

Run ZOB SAPR for an individual student, a population selection, **or** for all applicants with a RORSTAT record for the aid year that you select.

- To run ZOB SAPR for an individual, complete parameter 14.
- To run ZOB SAPR for a population, complete parameters 15–17.
- To run ZOB SAPR for all students for the same aid year, leave parameters 14–17 blank.

The single ID overrides any entered population selection.

Run ZOB SAPR at the time established by your institutional policy. Frequently, schools run SAP following end-of-term processing for spring.

Note: Before running ZOB SAPR, you must run ZOBSGRP for the same term using the same criteria for both.

Complete the following Parameters for ZOB SAPR.

Parameters for ZOB SAPR

No.	Name	Req?	Description/Instructions	Values
01	Financial Aid Year	Yes	Aid year for processing applicants. Applicant must have ROASTAT record for aid year in order to be processed.	Aid Year Inquiry Form (ROI AIDY)
02	Process Term Code	Yes	Term code within financial aid year used to calculate coursework and update RORSAPR records. Coursework is calculated up to and including work for the given term.	Term Code Validation Form (STVTERM)

03	Count All Learning Support	Yes	<p>Parameter controls if all Learning Support (LS) courses Subject with grade modes of 6, 7, 8, R, W, or B are counted in attempted and earned hours and, if applicable, the GPA.</p> <p>If the Count LS is set to N, no Learning Support Hours are counted in SAP processing.</p> <p>If the Count LS is set to Y, ALL LS Hours, both attempted and earned, are counted. If the LS course has a 'regular' grade, e.g., A, B, C, D, F; then that grade is also counted towards the SAP GPA.</p> <p>Default is N.</p>	<p>N Y</p>
04	Learning Support Hours to Exclude	Yes	<p>If Count LS is set to N, then the Exclude LS Hours parameter sets the maximum number of LS hours to exclude the SAP calculation.</p> <p>The default is 45, and an entry of 999 excludes all LS hours.</p> <p>If the Count LS is set to Y, then this parameter is ignored.</p> <p>EXAMPLES: If exclude LS hours is set to 45, all coursework after the first 45 hours is added to SAP. If the exclude LS hours is set to 999, no LS hours are added to the hours or GPA for SAP. If the exclude LS hours is set to 0, it counts all LS hours and GPA into SAP, the same as if you had set the Count LS to Y.</p> <p>Note: No matter how this parameter is set, a count of total LS hours taken by a student is calculated. If a student is taking an LS course for the process term and LS attempted hours are greater than 45, a detail record is written to a report indicating that the student is over 45 hours. This is only a warning message and does not affect SAP.</p>	
05	Count Transfer Credit	Yes	<p>Parameter controls whether institution equivalent transfer coursework (transfer work accepted by the institution) counts toward SAP attempted and earned hours, and, if applicable, in GPA.</p> <p>If parameter is set to N, no institution equivalent transfer coursework is counted toward SAP.</p> <p>If this parameter is set to Y, hours are totaled based on transfer course indicator settings on ZHASGRD.</p> <p>The default is N.</p>	<p>N Y</p>
06	New Freshman Code	Yes	<p>Select student type code for New Freshman.</p> <p>If the student has zero hours and is a new admit freshman for the term being processed, the process considers student as making SAP.</p>	<p>Student Type Code Validation Form (STVSTYP)</p>

07	Transfer Student Code	Yes	Select student type code for Transfer Student. If the student has zero hours and is a new transfer for the term being processed, the process considers student as 'Not Yet Determined.'	Student Type Code Validation Form (STVSTYP)
08	Making Progress Code	Yes	Select SAP Code for reviewed and making progress. Progress codes must be defined in RTVSAPR.	Satisfactory Academic Progress Validation Form (RTVSAPR)
09	Undetermined Code	Yes	Select SAP code for undetermined SAP status. Undetermined code must be defined in RTVSAPR.	Satisfactory Academic Progress Validation Form (RTVSAPR)
10	Warning Code	No	Select SAP code for the first warning. Warning code must be defined in RTVSAPR. If your institution does not use a first warning code before suspending a student not making SAP, then leave this parameter blank.	Satisfactory Academic Progress Validation Form (RTVSAPR)
11	Probation Code	No	Select SAP code for the second warning. Probation code must be defined in RTVSAPR. If your institution only gives one warning or only uses 'Suspended' when an applicant is not making SAP, then leave this parameter blank.	Satisfactory Academic Progress Validation Form (RTVSAPR)
12	Suspended Code	Yes	Select SAP code for suspend – not eligible for aid. Suspended code must be defined in RTVSAPR.	Satisfactory Academic Progress Validation Form (RTVSAPR)
13	Appeal Code	Yes	Select SAP Code for appeal status. Appeal code is not updated automatically when ZOBSAPR is run. Appeal code must be defined in RTVSAPR. ZOBSAPR does not automatically update the Appeal/Conditional SAP Code. An appropriate detail record is printed to a report indicating the student's status and that the student is under appeal. Appeal codes must be changed manually.	Satisfactory Academic Progress Validation Form (RTVSAPR)
14	Applicant ID	No	Enter valid applicant ID to run process for single student. Entering ID overrides population selection.	
15	Application Code	No	Enter Application Code for population selection.	Application Inquiry Form (GLIAPPL)
16	Selection Identifier	No	Enter Selection ID of population selection.	

17	Creator ID	No	Optional. Enter the Banner ID of the person who created the population selection.	
18	User ID	No	Optional. Enter the User ID of the person performing population selection, if applicable.	
19	Run Mode	Yes	Set to A runs process in audit mode, which prints results but does not update the tables. Set to U updates the tables. Default is A.	A U
20	Process Enrolled Only	Yes	If set to N, all applicants for term and aid-year specified are processed. If set to Y only applicants enrolled for the process term are included. Set to Y if you are running process at the end of each term and using the warning/probation codes (parameters 10–12) from RTVSAPR. Otherwise, a student who received a warning in a previous term is given a second warning, even if not enrolled. Default is N.	N Y
21	Effective RORSAPR TERM	Yes	Enter valid term code for the effective term for SAP.	Term Code Validation Form (STVTERM)

Review results in the zobsapr.lis and .log files to verify that student records were updated correctly.

```

30-NOV-2010 15:15:55
200908
Database
Satisfactory Academic Progress Report
PAGE 1
ZOBSPAPR

Id      Name      SAP      Attmp      Earned      GPA      SAP      Group      Message
      Code      Hours      Hours
888-66-6333  Smith, Bob      R      6.00      6.00      3.00      UNDRFR      ** MAKING SAP
B
30-NOV-2010 15:15:55
200908
Database
Satisfactory Academic Progress Report
PAGE 2
ZOBSPAPR

* * * REPORT CONTROL INFORMATION * * *

..... VERSION: Gamod 8.0

.... FINANCIAL AID YEAR: 0910
..... PROCESS TERM: 200908
..... COUNT LS Y/N: N
.... LS HOURS TO EXCLUDE: 45
.... COUNT TRANSFER Y/N: N
.... NEW FRESHMAN CODE: B
..... TRANSFER CODE: T
..... REQUESTED ID: 888666333
..... APPLICATION CODE:
..... SELECTION ID:
..... CREATOR ID:
..... OK CODE: R
..... UNDETERMINED CODE: X
..... WARNING CODE: W
..... PROBATION CODE: W
..... SUSPENDED CODE: S
..... APPEAL CODE: A
..... RUN MODE: U
. PROCESS ENROLLED ONLY: N
.EFFECTIVE RORSAPR TERM: 201002

..... RECORD COUNT: 1

```

```

Username: Connected.

Run Sequence Number.....:zobsapr completed successfully
37 lines written to /home/banjob/database/zobsapr_817039.lis

lvl: US sem lvl US gtr lvl: U type: S
get_pre_hrs_gpa (NO ROWS) lvl: U at: 0 et: 0 gt: 0 pt: 0
get_hrs_gpa lvl: U at: 0 et: 0 gt: 0 pt: 0
ID: 888-66-6333 lsa: 0 lse: 0 lsg: 0 lsp: 0
lxa: 0 lxe: 0 lxx: 0 lxp: 0
conv_hour .
conv_hour .
conv_hour .
conv_hour .
conv_hour .
get_hrs_gpa lvl: US at: 6 et: 6 gt: 6 pt: 18
ID: 888-66-6333 lsa: 0 lse: 0 lsg: 0 lsp: 0
lxa: 0 lxe: 0 lxx: 0 lxp: 0
at: +000000000000000000000000 et: +000000000000000000000000 pt: +00000000000000000000000018.00000000
Get Min GPA For +000000000000000000000000 hours UNDFRH
Get Percent Earned for +000000000000000000000000 hours UNDFRH
ID: 888-66-6333 sap code: R
Connected.
Connected.

```

Verifying Results

1. Check Student Status (ZOASAPR)

After running ZOBSAPR, verify that an individual student's status has been updated on the Satisfactory Academic Progress Application Form (ZOASAPR). You can use ZOASAPR to view, delete, insert, or update SAP records. The User_ID field has been added to this form to identify individuals that run the SAP Group Assignment Process (ZOBSGRP) with a population selection.

Satisfactory Academic Progress Applicant Form ZOASAPR 8.0

ID : 888666333 Bob Smith

Term	Group	Attempt Hrs	Earned Hrs	GPA	Max Hrs	User Id	Date
200908	UNDFRH	6.00	6.00	3.00	90	JYOUNG	23-NOV-2010

Process Message: 21 MAKING SAP

Term	Code	Description	Date
201002	R	Reviewed Making Progress	23-NOV-2010
200908	X	Not Yet Reviewed	19-OCT-2010

2. Check SAP Status (ROASTAT)

Verify that SAP has been updated under the Eligibility Status tab of the baseline student Applicant Status Form (ROASTAT).

Aid Year: 1011 ID: 888666333 Bob Smith

Applicant Status Eligibility Status

Term	Calculated SAP Status	New SAP Status	Lock Indicator	User ID	Activity Date	Calculation	New
201002		R	<input type="checkbox"/>	JYOUNG	23-NOV-2010		Reviewed Making P
200908		X	<input type="checkbox"/>	JYOUNG	19-OCT-2010		Not Yet Reviewed
			<input type="checkbox"/>				
			<input type="checkbox"/>				

Term	Level	Decision	Significant Decision	Institution Acceptance	Student Acceptance	Inac Appli
200908	US Undergraduate Semester	AF Admit Final	Y	Y	Y	

Appendix A: Document History

This section details the history of the document and updates made for each modification.

Release and Date	Form/Process	Page	Update Description
Georgia Enhancements 7.16, 10/17/08	ZOBSAPR	Pg. 13	Updated .lis & .log screenshots and screen shot of ROASTAT.
Georgia Enhancements 8.0, March 31, 2010	All SAP processes, forms, as well as .lis & .log files have been updated to 8x version.	Entire doc	Updated screen shots for .lis & .log files, SAP forms and processes. Added process flow to appendix.
Georgia Enhancements 8.6, December 17, 2010	ZOBSGRP	Multiple pages	Updated screen shots of .lis & .log files. Also updated ZOASAPR and ROASTAT screen shots to show User Id.

Appendix B: Process Flow

