Financial Aid SAP

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Title: SAP Process	
Overview: Process to run SAP at the end of each term.	
Responsibility Party: Director and Associate Director of Financial Aid	
Date of Last Revision: December 2020	

Step 1: Run Final Term Integration

1. Create NCMC Helpdesk ticket to push term SAP status in PowerFAIDS into PowerCampus.
2. Confirm with Registrar that final term grades have been reported.
3. Create NCMC Helpdesk ticket to run updates to the pass/fail ds course totals.
4. Run term integration from PowerCampus to PowerFAIDS. (See Integration process.)
5. Review previous 'Major 150%' case statement for any updates/additions.
6. After integration is complete, create NCMC Helpdesk ticket to update the custom data field 'Major 150%'.
7. Batch 0 to all records without CVD19_HRS. Then search for any blank or unknown.
8. In PowerFAIDS student module, access Batch Wizard and run Dynamic Redetermination (Process Records section) for all students to execute PIT.
9. Review both financial aid GPA and Major 150% fields to ensure accuracy. Also, check for any 'Major 150%' fields of 0 and correct if necessary.

Step 2: Run Selection Sets

1. Run the following selection sets out of PowerFAIDS. Update subsequent term SAP result, send appropriate letters to students (if applicable), add appropriate comments (if applicable) and hold student accounts (if applicable). Print all results and keep for term SAP records.
2. Review each selection set results to ensure accuracy and quality control.

Selection Set Run	Explanation of Selection Set	SAP Status Result	Notification to Student
SAP Appeal Status- Check for Good Status	Checks for students previously on probation who have now met SAP	Good Update prior 'SP' comment Un-hold record	SAP Achieved Good Status letter
SAP Appeal Status- GPA and 67% Check	Checks for students previously on probation who have not met SAP	Suspended Update prior 'SP' comment Hold student record	Suspension GPA % Complete letter
SAP Good Status- Check for Good Status	Checks students who previously had a good	Good	n/a

	SAP status and continue to meet SAP		
SAP Good Status- GPA and 67% Check	Checks students who previously had a good SAP status and have not met SAP	Warning Add 'WA' comment	Warning letter
SAP Over 150%	Checks for students who are over the 150% maximum timeframe	Suspended Add 'SP' comment Hold student record	Suspension Max Timeframe letter
SAP Probation Status – Check for Good Status	Checks students who were previously on probation and have now met SAP	Good Update 'SP' comment	SAP Achieved Good Status letter
SAP Suspended Still Suspended	Checks student who were previously suspended are still suspended.	Ensure record is held Add to 'SP' comment "Still suspended…"	n/a
SAP Suspended Status- Check for Good Status	Checks students who were previously suspended and have now met SAP	Good Update prior 'SP' comment Un-hold record	SAP Achieved Good Status letter
SAP Warning Status- Check for Good Status	Checks students who were previously on warning and have met SAP	Good Update 'WA' comment	n/a
SAP Warning Status- GPA and 67% Check	Checks students who were previously on warning and have not met SAP	Suspended Add 'SP' comment Hold student record	Suspension GPA % Complete letter

Step 3: Manually Review Appealed Students

1. Run advanced search for POE equal to the SAP term you are reviewing and SAT-PROG-POE equal to 'Probation Multiple Semester Appeal'.
   a. Review each student's 'SP' comments and ensure appeal conditions have been met.
      - If met, continue with status 'Good Multiple Semester Appeal Conditions Met'.
      - If not met, continue with status 'Suspension'. Update 'SP' comment, mail suspension letter specific for not meeting conditions of appeal and hold student record.
2. Run advanced search for POE equal to the SAP term you are reviewing and SAT-PROG-POE equal to 'Good Multiple Semester Appeal Conditions Met'.
   a. Review each student's 'SP' comments and ensure appeal conditions have been met.
      - If met, continue with status 'Good Multiple Semester Appeal Conditions Met'.
      - If not met, continue with status 'Suspension'. Update 'SP' comment, mail suspension letter specific for not meeting conditions of appeal and hold student record.