Satisfactory Academic Progress Appeal

Overview

Students must maintain a minimum satisfactory academic progress (SAP) status to receive financial aid each academic period. Workday enables you to configure a process for students to appeal *Failed* SAP statuses and continue receiving financial aid for the next academic period.

Process

1. Access the **Initiate SAP Appeal for Students with Failed Status** task.

2. Select the students to receive the questionnaire so they can appeal their SAP status.

3. Access the *Review Satisfactory Academic Progress Appeals* item in your **Inbox**.

This inbox item displays the student responses to the questionnaire you configured in the business process.

4. If placing this student on an academic plan: check **Place Student on Academic Plan** box and designate GPA, Pace, and Maximum Timeframe measures the student must meet in the next academic period (not cumulative).

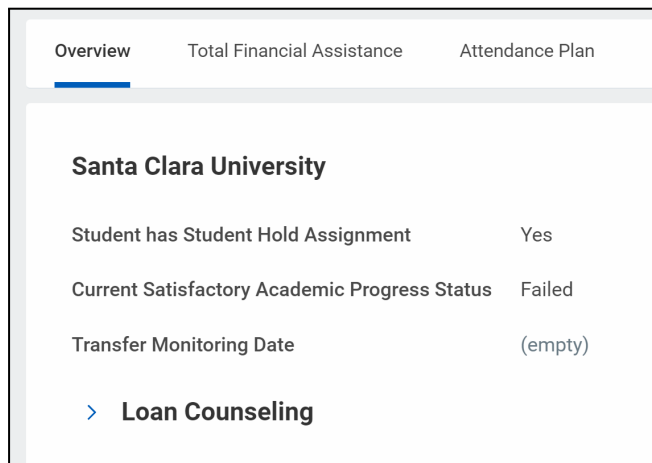Note: Once approved, the Academic Appeal measures cannot be updated.

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5. When you approve SAP appeals, students continue to receive financial aid for the next academic period, and their SAP status changes to *Probation*. At the end of that academic period, students who earn an SAP status of:

o *Failed* don't receive financial aid for the next academic period.

o *Passed* receive financial aid for the next academic period.

o *Failed*, but satisfy the temporary measures, receive financial aid and an SAP status of *Probation*.

You can view a student's current SAP status on the **Overview** report on the **Financial Aid** profile group of the student profile.
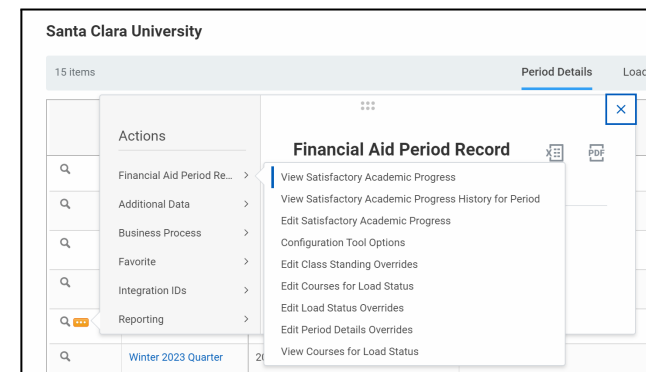

The SAP status displays:

● *Passed* if the student met all of the standards on the SAP rule set.
● *Warning* or *Failed* if the student failed 1 or more standards on the SAP rule set.
● *Undetermined* if Workday:
  o Can't determine a status because a student has no registrations, SAP ruleset, or has at least 1 course missing a grade within the academic period.
  o Hasn't assessed SAP for the academic period.
  o Processed an unofficial SAP evaluation.

To view more detailed results:

1. Access the **Attendance Plan** report on the **Financial Aid** profile group of the student profile.
2. From the related actions menu in the first column of the report, select **Financial Aid Period Record** > **View Satisfactory Academic Progress**.

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To view all of the SAP statuses that a student has ever received:

- access the **Attendance Plan** report on the **Financial Aid** profile group of the student profile.
- Select **Financial Aid Period Record** > **View Satisfactory Academic Progress History for Period** from the related actions menu.
- If there's no successful SAP evaluation for a student, there will be no data shown in the report.
- Click **View Details** to view included and excluded registrations in the SAP run. Workday also displays reasons for excluded registrations from the SAP run.

The **Cumulative Assessment** and **Period Assessment** tabs will display quantitative measurements for SAP.

Cumulative Assessment:

Period Assessment: