



# 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.

**Initiate SAP Appeal for Students with Failed Status**

Academic Unit \*

Academic Level \*

Academic Period \*

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.

**Review Satisfactory Academic Progress Appeal**

29 second(s) ago

Student

Academic Period

Place Student on Academic Plan?

**Student-Specific Appeal Measures**

GPA \*

Pace \*

Maximum Timeframe \*

**Additional Information**

Response

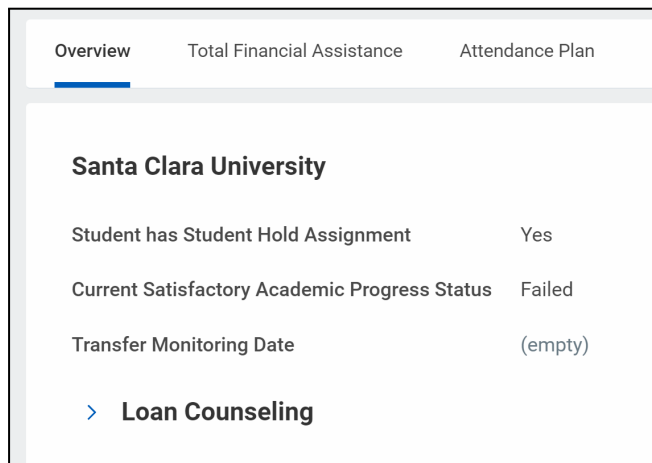


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5. When you approve SAP appeals, students continue to receive financial aid for the next academic period, and their SAP status changes to *Probation*. At the end of that academic period, students who earn an SAP status of:

- 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.

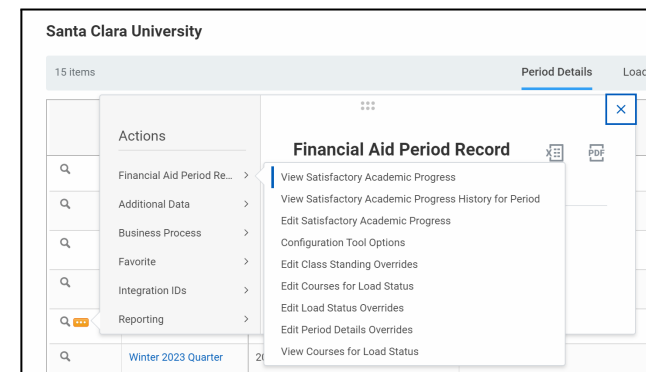


The SAP status displays:

- *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:

The screenshot shows the 'Cumulative Assessment' tab with a table of 3 items. The table has columns for Measure, Calculation, Passed, Workday Defined, and Measure Override.

Measure	Calculation	Passed	Workday Defined	Measure Override
Qualitative GPA	3.927	Yes	425/1115	
Quantitative Pace	100%	Yes	117/117	
Max Timeframe	66.96%	Yes	117/175	

## Period Assessment:

The screenshot shows the 'Period Assessment' tab with the following details:

- Institution: Santa Clara University
- Student: [Redacted]
- Academic Period: Fall 2022 Quarter
- Primary Program of Study of the Reporting Record: Business Undeclared
- Satisfactory Academic Progress Rule Set: Academic Period SAP Rule Set
- Primary Program of Study Unit Type: Quarter Units
- Financial Aid Satisfactory Academic Progress Status (Workday Defined): Passed
- Override SAP Status: No
- Override Cumulative SAP Measure Details: No
- SAP Date: 03/08/2023 11:58 AM PST
- Placed on SAP Academic Plan? [Redacted]

**Period Assessment**

- Qualitative GPA: 3.921
- Quantitative Pace: 100%