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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 Ellucian 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 *Financial Aid User Guides*, located on the Ellucian Support Center.
MORE INFORMATION and SUPPORT: For an URGENT BUSINESS IMPACT issue, contact the ITS Helpdesk immediately at 706-583-2001 or 1-888-875-3697 (toll free within Georgia). For a NON-URGENT issue, contact the ITS Helpdesk via (1) the Self-Service Support website at http://www.usg.edu/customer_services (User ID and password required. Contact ITS Helpdesk to obtain login credentials.) or (2) Email helpdesk@usg.edu. For ITS product and service status updates, go to: http://status.usg.edu/. Additional information is available at the ITS Service Level Guidelines and Maintenance Schedule: http://www.usg.edu/customer_services/service_level_guidelines/.
SAP Menu and Forms Reference

**Overview**

Use the following forms to establish and maintain SAP:

<table>
<thead>
<tr>
<th>Descriptive Title</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAP Menu</td>
<td>*SAPR</td>
</tr>
<tr>
<td>SAP Form</td>
<td>ZOASAPR</td>
</tr>
<tr>
<td>SAP Group Rules Form</td>
<td>ZORSAPR</td>
</tr>
<tr>
<td>SAP Rules Assignment Form</td>
<td>ZORRULE</td>
</tr>
<tr>
<td>SAP Group Validation Form</td>
<td>ZTVSGRP</td>
</tr>
<tr>
<td>SAP Alternative Grade Code Maintenance Form</td>
<td>ZHASGRD</td>
</tr>
<tr>
<td>Baseline SAP Validation Form</td>
<td>RTVSAPR</td>
</tr>
<tr>
<td>Baseline Selection Rules Schema Owner Validation Form</td>
<td>RTVRULO</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Descriptive Title</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAP Group Assignment</td>
<td>ZOBSGRP</td>
</tr>
<tr>
<td>SAP Process</td>
<td>ZOBSAPR</td>
</tr>
</tbody>
</table>
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.
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. Add ‘GASIS’ schema in baseline RTVRULO
6. Create aid-year specific SAP rules ZORRULE

**Assigning Students to Groups**

1. Place individual students into SAP groups ZOBSGRP
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 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).

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.
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.

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.

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 that 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.

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

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

5. Set-up Schemas for SAP Rules used on ZORRULE (RTVRULO)

On the Selection Rules Schema Owner Validation Form (RTVRULO), add the Georgia Enhancements Schema ‘GASIS’.

Note: The Schemas that are marked as Required are delivered by Ellucian and these cannot be deleted or removed.

For additional information about RTVRULO, see the Ellucian Banner Financial Aid User Guide and Ellucian Banner Financial Release.
Guide for Financial Aid 8.20.1

6. Create Aid-year Rules (ZORRULE)

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

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. Also, when creating/editing your rules, you must include the variable :PIDM to ensure the ZOBSGRP process limits the population being processed accordingly.
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.

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

<table>
<thead>
<tr>
<th>No.</th>
<th>Name</th>
<th>Req?</th>
<th>Description/Instructions</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Financial Aid Year Code</td>
<td>Yes</td>
<td>Enter valid aid year for processing applicants who have ROASTAT records.</td>
<td>Aid Year Inquiry Form (ROIAIDY)</td>
</tr>
<tr>
<td>02</td>
<td>Term Code</td>
<td>Yes</td>
<td><strong>Note</strong>: Term code used in ZOBSGRP should be the same as the one you use when you run ZOBSAPR.</td>
<td>FA Term Code Inquiry Form (ROITERM)</td>
</tr>
<tr>
<td>03</td>
<td>Student ID</td>
<td>No</td>
<td>Valid applicant ID. Putting in a student ID overrides population selection.</td>
<td></td>
</tr>
<tr>
<td>04</td>
<td>Application Code</td>
<td>No</td>
<td>Application code for population selection</td>
<td>Application Inquiry Form (GLIAPPL)</td>
</tr>
<tr>
<td>05</td>
<td>Selection Identifier</td>
<td>No</td>
<td>Code that identifies the sub-population to work with.</td>
<td></td>
</tr>
<tr>
<td>06</td>
<td>Creator ID</td>
<td>No</td>
<td>The Banner ID of the person who created the population selection.</td>
<td></td>
</tr>
<tr>
<td>07</td>
<td>User ID</td>
<td>No</td>
<td>The User ID of the sub population, if applicable.</td>
<td></td>
</tr>
<tr>
<td>08</td>
<td>RORSTAT Record on file</td>
<td>Yes</td>
<td>Do the Applicants that you are processing have a Financial Aid File or a valid ROASTAT record. Note: This parameter defaults to (Y)es.</td>
<td>Y/N</td>
</tr>
</tbody>
</table>
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

```
2014-06-01 12:15:43 PM Database 1 20B8D0F

<table>
<thead>
<tr>
<th>USERID</th>
<th>UNIVNM</th>
</tr>
</thead>
<tbody>
<tr>
<td>7736325509</td>
<td>TESTER, Timmy</td>
</tr>
<tr>
<td>4443893455</td>
<td>Miller, Marilyn</td>
</tr>
<tr>
<td>2218646667</td>
<td>Miller, Kim</td>
</tr>
<tr>
<td>9006103094</td>
<td>Vasa, El</td>
</tr>
<tr>
<td>4416016666</td>
<td>Black, Arthur</td>
</tr>
<tr>
<td>9003103050</td>
<td>Boudi, Mary L</td>
</tr>
<tr>
<td>9999999990</td>
<td>Pa, Svetta</td>
</tr>
</tbody>
</table>

Total: 9

*WARNING* UNIVNM is not defined for the aid year. Ignored

<table>
<thead>
<tr>
<th>USERID</th>
<th>UNIVNM</th>
</tr>
</thead>
<tbody>
<tr>
<td>2223036466</td>
<td>Miller, Kim</td>
</tr>
<tr>
<td>4442025552</td>
<td>Boudi, Mary L</td>
</tr>
<tr>
<td>9001020998</td>
<td>Vasa, El</td>
</tr>
<tr>
<td>9003103050</td>
<td>Boudi, Mary L</td>
</tr>
<tr>
<td>5555555555</td>
<td>EighthundredTwelve, SeventyFive</td>
</tr>
<tr>
<td>2223024242</td>
<td>Geita, Butfred</td>
</tr>
<tr>
<td>9999999990</td>
<td>Pa, Svetta</td>
</tr>
</tbody>
</table>

Total: 8

*WARNING* UNIVNM is not defined for the aid year. Ignored

*WARNING* UNIVNM is not defined for the aid year. Ignored

*WARNING* UNIVNM is not defined for the aid year. Ignored

*WARNING* UNIVNM is not defined for the aid year. Ignored

*WARNING* UNIVNM is not defined for the aid year. Ignored

**DEFAULT**

<table>
<thead>
<tr>
<th>USERID</th>
<th>UNIVNM</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000000000</td>
<td>Griffith, Ann M</td>
</tr>
<tr>
<td>5555555552</td>
<td>Geita, Butfred</td>
</tr>
<tr>
<td>4441836164</td>
<td>Black, Arthur</td>
</tr>
<tr>
<td>2223036466</td>
<td>Miller, Kim</td>
</tr>
<tr>
<td>9999999990</td>
<td>Pa, Svetta</td>
</tr>
<tr>
<td>4441836164</td>
<td>Black, Arthur</td>
</tr>
<tr>
<td>2223036466</td>
<td>Miller, Kim</td>
</tr>
</tbody>
</table>

Aid Year: 2014
SAP Group Assignment Report
```

Sample zobsgrp.log

Executing main
Executing parseargs
Username: Connected.

Run Sequence Number.................................!
Executing retrieve_parms
Executing val_id
Executing setup_fcnset
Executing sel_name_n_dt
Executing log_headers
Executing grp_open
Executing get_grp_slct
UNDFRH select num: 13,365
Executing get_statement
PRE-STMT: SELECT DISTINCT(ZVCLAS_PIDM) FROM ZVCLAS
WHERE ZVCLAS_AIDY_CODE = '1112' AND ZVCLAS_LEVL_CODE = 'US' AND RZ AND ZVCLAS_PIDM = :PIDM

POST-STMT: SELECT DISTINCT(ZVCLAS_PIDM) FROM ZVCLAS
WHERE ZVCLAS_AIDY_CODE = '1112' AND ZVCLAS_LEVL_CODE = 'US' AND RZ AND ZVCLAS_PIDM = 43437

Executing do_prepare
dyn prep/deo/open
Executing grp_fetch
Executing upd_cnt
Executing commit
Executing sub_group
Executing header 1
Executing sub_cnt
Executing cleanup_fcnset
Executing print_control_summary
Executing header 1
Executing close_files
Executing commit
Connected.
Connected.
Calculating SAP

1. Calculate SAP (ZOBSAPR)

Run the Satisfactory Academic Progress Process (ZOBSAPR).

Run ZOBSAPR for an individual student or a population selection for the aid year that you select.

- To run ZOBSAPR for an individual, complete parameter 14.
- To run ZOBSAPR for a population, complete parameters 15–17.
- To run ZOBSAPR for all students for the same aid year, leave parameters 14–17 blank.
- To run ZOBSAPR for a student or group of students that do not have a ROASTAT record on file, use parameter 22 accordingly.
- To run ZOBSAPR for repeat courses according to your intuitions SAP policy, use parameters 23-24 accordingly.

The single ID overrides any entered population selection.

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

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

Complete the following Parameters for ZOBSAPR.
### Parameters for ZOBSAPR

<table>
<thead>
<tr>
<th>No.</th>
<th>Name</th>
<th>Req?</th>
<th>Description/Instructions</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Financial Aid Year</td>
<td>Yes</td>
<td>Aid year for processing applicants.</td>
<td>Aid Year Inquiry Form (ROIAIDY)</td>
</tr>
<tr>
<td>02</td>
<td>Process Term Code</td>
<td>Yes</td>
<td>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.</td>
<td>Term Code Validation Form (STVTERM)</td>
</tr>
<tr>
<td>03</td>
<td>Count Learning Support</td>
<td>Yes</td>
<td>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. <strong>If the Count LS is set to N, no Learning Support Hours are counted in SAP processing.</strong> 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. However, parameter (4) allows you to excluded LS hours as needed. Default is N.</td>
<td>N, Y</td>
</tr>
</tbody>
</table>
04 Learning Support Hours to Exclude  Yes  If Count LS (3) parameter is set to Y, then the Exclude LS Hours (4) parameter sets the maximum number of LS hours to exclude in the SAP calculation. The default is 45 hours. An entry of 0 would exclude no LS hours and an entry of 999 would exclude all LS hours. You can enter any value between 0 and 999, depending on your SAP policy regarding LS hours.

If the Count LS (3) parameter is set to N, then this parameter is ignored and does not count ANY LS hours in SAP processing.

EXAMPLES: If exclude LS hours (4) parameter is set to 45, all coursework up to the first 45 hours is excluded and then any above 45 is used in SAP processing. If the exclude LS hours (4) parameter is set to 999, no LS hours are added to the hours or GPA for SAP processing. If the exclude LS hours (4) parameter is set to 0, it counts ALL LS hours and GPA into SAP processing.

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.

05 Count Transfer Credit  Yes  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.

If parameter is set to N, no institution equivalent transfer coursework is counted toward SAP.

If this parameter is set to Y, hours are totaled based on transfer course indicator settings on ZHASGRD.

The default is N.

06 New Freshman Code  Yes  Select student type code for New Freshman. If the student has zero hours and is a new admit freshman for the term being processed, the process considers student as making SAP.

Student Type Code Validation Form (STVSTYP)
<table>
<thead>
<tr>
<th>No.</th>
<th>Field Description</th>
<th>Required</th>
<th>Description</th>
<th>Form/Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>07</td>
<td>Transfer Student Code</td>
<td>Yes</td>
<td>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.'</td>
<td>Student Type Code Validation Form (STVSTYP)</td>
</tr>
<tr>
<td>08</td>
<td>Making Progress Code</td>
<td>Yes</td>
<td>Select SAP Code for reviewed and making progress. Progress codes must be defined in RTVSAPR.</td>
<td>Satisfactory Academic Progress Validation Form (RTVSAPR)</td>
</tr>
<tr>
<td>09</td>
<td>Undetermined Code</td>
<td>Yes</td>
<td>Select SAP code for undetermined SAP status. Undetermined code must be defined in RTVSAPR.</td>
<td>Satisfactory Academic Progress Validation Form (RTVSAPR)</td>
</tr>
<tr>
<td>10</td>
<td>Warning Code</td>
<td>No</td>
<td>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.</td>
<td>Satisfactory Academic Progress Validation Form (RTVSAPR)</td>
</tr>
<tr>
<td>11</td>
<td>Probation Code</td>
<td>No</td>
<td>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.</td>
<td>Satisfactory Academic Progress Validation Form (RTVSAPR)</td>
</tr>
<tr>
<td>12</td>
<td>Suspended Code</td>
<td>Yes</td>
<td>Select SAP code for suspend – not eligible for aid. Suspended code must be defined in RTVSAPR.</td>
<td>Satisfactory Academic Progress Validation Form (RTVSAPR)</td>
</tr>
<tr>
<td>13</td>
<td>Appeal Code</td>
<td>Yes</td>
<td>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.</td>
<td>Satisfactory Academic Progress Validation Form (RTVSAPR)</td>
</tr>
<tr>
<td>14</td>
<td>Applicant ID</td>
<td>No</td>
<td>Enter valid applicant ID to run process for single student. Entering ID overrides population selection.</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Application Code</td>
<td>No</td>
<td>Enter Application Code for population selection.</td>
<td>Application Inquiry Form (GLIAPPL)</td>
</tr>
<tr>
<td>16</td>
<td>Selection Identifier</td>
<td>No</td>
<td>Enter Selection ID of population selection.</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Creator ID</td>
<td>Yes/No</td>
<td>Optional. Enter the Banner ID of the person who created the population selection.</td>
<td></td>
</tr>
<tr>
<td>----</td>
<td>------------</td>
<td>--------</td>
<td>---------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>User ID</td>
<td>Yes/No</td>
<td>Optional. Enter the User ID of the person performing population selection, if applicable.</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Run Mode</td>
<td>Yes/No</td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Process Enrolled Only</td>
<td>Yes/No</td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>Effective RORSAPR TERM</td>
<td>Yes/No</td>
<td>Enter valid term code for the effective term for SAP.</td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>RORSTAT Record on file</td>
<td>Yes/No</td>
<td>Does the Applicant(s) that are processing have a Financial Aid File or ROASTAT record for aid year. Note: This defaults to (Y)es. If you set this parameter to (Y)es, a ROASTAT record is required for processing.</td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>Count All Repeat Course Hours</td>
<td>Yes/No</td>
<td>Do you want to count all hours (earned) of every attempt of courses that student has repeated. Note: This defaults to (N)o. If you set this parameter to (N)o, only the repeat courses marked as ‘Include’ on SHATERM will be counted in hours.</td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>Count All Repeat Course Grades</td>
<td>Yes/No</td>
<td>Do you want to count all grades of every attempt of courses that student has repeated. Note: This defaults to (N)o. If you set this parameter to (N)o, only the repeat courses marked as ‘Include’ on SHATERM will be counted in GPA.</td>
<td></td>
</tr>
</tbody>
</table>
Review results in the zobsapr.lis and .log files to verify that student records were updated correctly.

Sample zobsapr.lis

```
02-JUL-2014 11137117 201202
Id Name
111-11-1111 Student, One R 91.99 92.99 140.62 65.99 65.99 2.57 UNRAME
```

Sample zobsapr.log

```
Username: Connected.
Run Sequence Number: .............................., zobsapr completed successfully
39 lines written to /home/banjob/TEmul55/zobsapr_201202.dat
```

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.

2. Check SAP Status (ROASTAT)

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

### Satisfactory Academic Progress Calculation

<table>
<thead>
<tr>
<th>Term</th>
<th>New SAP Status</th>
<th>Lock Indicator</th>
<th>User ID</th>
<th>Activity Date</th>
<th>Calculation</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>201108</td>
<td>F</td>
<td></td>
<td>KDKOK</td>
<td>06-JUN-2014</td>
<td></td>
<td>Poor Academic Progress</td>
</tr>
<tr>
<td>201006</td>
<td>F</td>
<td></td>
<td>KDKOK</td>
<td>06-JUN-2014</td>
<td></td>
<td>Poor Academic Progress</td>
</tr>
<tr>
<td>201002</td>
<td>F</td>
<td></td>
<td>KDKOK</td>
<td>06-JUN-2014</td>
<td></td>
<td>Poor Academic Progress</td>
</tr>
</tbody>
</table>

### Admissions Status Detail

<table>
<thead>
<tr>
<th>Term</th>
<th>Level</th>
<th>Decision</th>
<th>Significant Decision</th>
<th>Institution Acceptance</th>
<th>Student Acceptance</th>
<th>Inactive Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>201108</td>
<td>Undergraduate Semester 1</td>
<td>Admission Final</td>
<td>Admission Final</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>201006</td>
<td>Undergraduate Semester 2</td>
<td>Admission Final</td>
<td>Admission Final</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>201002</td>
<td>Undergraduate Semester 3</td>
<td>Admission Final</td>
<td>Admission Final</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
</tbody>
</table>

Term for which SAP record is effective; press UST for valid codes.
# Appendix A: Document History

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

<table>
<thead>
<tr>
<th>Release and Date</th>
<th>Form/Process</th>
<th>Page</th>
<th>Update Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Georgia Enhancements</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.16, October 17, 2008</td>
<td>ZOBASAPR</td>
<td>Page 13</td>
<td>Updated .lis &amp; .log screenshots and screen shot of ROASTAT.</td>
</tr>
<tr>
<td>8.0, March 31, 2010</td>
<td>All SAP</td>
<td>Entire</td>
<td>Updated screen shots for .lis &amp; .log files, SAP forms and processes. Added process flow to appendix.</td>
</tr>
<tr>
<td></td>
<td>processes,</td>
<td>doc</td>
<td></td>
</tr>
<tr>
<td></td>
<td>forms, as</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>well as .lis &amp; .log files have been updated to 8x version.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.6, December 17, 2010</td>
<td>ZOBASGRP</td>
<td>Multiple pages</td>
<td>Updated screen shots of .lis &amp; .log files. Also updated ZOASAPR and ROASTAT screen shots to show User ID.</td>
</tr>
<tr>
<td>8.29, January 31, 2014</td>
<td>ZORRULE</td>
<td>Page 10</td>
<td>Updated screen shot of ZORRULE.</td>
</tr>
<tr>
<td></td>
<td>ZOBSGRP</td>
<td>Pages 12-13</td>
<td>Updated screen shot of GJAPCTL.</td>
</tr>
<tr>
<td></td>
<td>ZOBSAPR</td>
<td>Page 11</td>
<td>Updated screen shot of .lis file.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Pages 18-19</td>
<td>Updated screen shot of GJAPCTL.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Updated screen shots of .lis &amp; .log files.</td>
</tr>
<tr>
<td>8.29.1, February 28, 2014</td>
<td>RTVSAPR</td>
<td>Page 9</td>
<td>Updated screen shot of RTVSAPR.</td>
</tr>
<tr>
<td></td>
<td>ZORRULE</td>
<td>Page 10</td>
<td>Updated screen shot of ZORRULE.</td>
</tr>
<tr>
<td>8.32, April 30, 2014</td>
<td>ZORRULE</td>
<td>Page 9</td>
<td>Updated screen shot of ZORRULE.</td>
</tr>
<tr>
<td>8.35 June 2014</td>
<td>ZOBSGRP</td>
<td>Pages 11, 12, 13, 14</td>
<td>Updated screen shots of new parameters and .lis/.log files with version numbers</td>
</tr>
</tbody>
</table>
| 8.35 June 27, 2014     | ZOBSAPR      | Pages 15, 19, 20, 21 and 22| Updated screen shots of new parameters and .lis/.log files with version numbers
|                        | ZOASAPR      |        | Screen shot of new ZOASAPR form with new columns and version                                                                                  |
|                        | ROASTAT      |        |                                                                                                                                                  |
| Georgia Enhancements 8.32.1 July 15, 2014 | ZORRULE | Page 9-10 | Added section on new baseline setup required (Selection Rules Schema Owner Validation Form - RTVRULO). Updated Screen Shot of ZORRULE with new version number on form. |
Appendix B: Process Flow

Satisfactory Academic Progress Overview

End of Term

Grades are assigned and rolled into history

SAP process is run in online or batch mode

SAP status for students updated

Student not making SAP are notified – aid is removed pending appeal