# 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.

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Academic Unit	*	× Santa Clara University	
Academic Level	*	× Undergraduate 🖪	:=
Academic Period	*[	× Fall 2022 Quarter	:=

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 Satisfacto	ory Academic Progress Appeal				
29 second(s) ago					
Student					
Academic Period	Fall 2022 Quarter				
Place Student on Acader	Place Student on Academic Plan? 🔽				
Student-Specific A	Student-Specific Appeal Measures				
GPA *	0				
Pace *	0				
Maximum Timeframe *	0				
enter your comment					
Additional Informatio	n				
Response Q					
Арргоче	Add Approvers Deny Cancel				



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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.

Overview	Total Financial Assistance	Attend	lance Plan	
Santa Cl	ara University			
Student ha	s Student Hold Assignment		Yes	
Current Sat	tisfactory Academic Progress S	tatus	Failed	
Transfer M		(empty)		
> Loai	n Counseling			

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:
  - 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.
- 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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Q,	Integration IDs	>	Edit Courses for Load Status		
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Q	Winter 2023 Quarter	21	View Courses for Load Status		



# Satisfactory Academic Progress Appeal

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:**

	Santa Clara University					
udent						
sademic Period	Fall 2022 Quarter					
imary Program of Study of the Reporting Record	Business Undeclared					
itisfactory Academic Progress Rule Set	Academic Period SAP Rule Set					
imary Program of Study Unit Type	Quarter Units					
nancial Aid Satisfactory Academic Progress Status (Workday Defined)	Passed	Passed				
verride SAP Status	No					
rerride Cumulative SAP Measure Details No						
VP Date 03/08/2023 11:58 AM PST						
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#### Period Assessment:

Institution	Santa Clara University				
Student					
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?					
SAP History					
Cumulative Assessment Period Assessment					
Period Assessment					
Qualitative GPA 3.921					
Quantitative Pace 100%					