

Procedures for Processing Financial Aid SAP & SAP Appeals through Campus Logic

Process Summary

At End of Term (EOT) SAP reports are run and reviewed for accuracy. EGSC submits list to Campus Logic who sends letters to all students informing them of their SAP status. Students who have had their financial aid suspended may appeal by uploading an appeal letter and other documents to Campus Logic. The financial aid office will then prepare review documents for the SAP Appeal Committee. The decision is then entered into Campus Logic and a notification is sent to the Appeal applicant.

EOT SAP Notification

1. After Registrar completes EOT processing
 - a. Financial Aid Office runs Agros Report (SAP/EOT SAP Review)
 - b. Financial Aid Office reviews PrevSAP column for APLANS
 - i. Verify whether APLAN conditions met and adjust EOTSAPRCode column
 - ii. Save adjusted report
2. Prepare & Send List for Campus Logic using adjusted EOT SAP Review
 - a. Delete unnecessary columns
3. SAP Letters will be sent to student email from Campus Logic (samples below).
 - a. Good Standing
 - b. Warning
 - c. Suspended
 - d. Academic Plan (for students continuing on APLAN)

SAP Appeal Process

Students wanting to appeal their FA Suspension will receive instructions on their SAP Suspension Letter informing them that the Appeal Process is now completed through Campus Logic (a link will be provided).

Financial Aid Suspension letters trigger a form request to be set up in Campus Logic. When a student signs into Campus Logic in the needs action tab a message to complete a SAP Appeal will appear. The student will then click the "Manage Requestes" button and they will be brought to the SAP Appeal Application.

AALIYAH TESTINGDV1

Student ID: 93010000

Student Type: Student With SSN & ISIR


Account Status: Account Created

Workflow: 2023-2024 SAP Appeal

Tracking Group: Spring 2024

Outcome: N/A

Created on: 03/12/2024 12:43 PM

Reason for Request: Did not meet SAP for Spring 24. 

Outcome Date:

Status: Collecting documents

by Erica Hampson
03/12/2024 12:43 PM

Comments:

Last Status Update: 03/12/2024 12:43 PM

ISIR ID: TE1

Review

Student View

2023 - 2024 SAP Appeal

Below is the list of items the Office of Financial Aid needs you to complete for the satisfactory academic progress appeal process. Click on any section to view the detailed list of requirements.

 SAP Appeal

Waive Task

1. The student will open the drop-down bar to start the Appeal process, as shown below.

The screenshot shows a dark green header with a white downward arrow and the text "SAP Appeal". To the right is a "Waive Task" button. Below the header, a message states: "You have been identified as having failed to meet Satisfactory Academic Progress. To continue with your SAP appeal you must complete the SAP Appeal web form. When completing the web form you must provide the following in your signed statement:" followed by a bulleted list: "• Extenuating circumstances that caused you to fail to meet Satisfactory Academic Progress", "• What has changed that will enable you to meet Satisfactory Academic Progress at the next evaluation", and "• The steps you will take to ensure you continue to meet Satisfactory Academic Progress in the future". Below this, it says "You may be required to provide supporting documentation of your extenuating circumstances." There are two blue bars: the first contains a speech bubble icon and the text "Did not meet SAP for Spring 24.", and the second contains the text "Appeal Status: Open". Below these is a red circle icon next to the text "SAP Appeal Web Form" and a "View Form" button. At the bottom right is a green "Submit" button.

2. Checking the SAP Appeal Web Form circle opens the application instructions.

The screenshot shows the "2023/2024 Satisfactory Academic Progress Appeal" page. On the left is a navigation menu with "Instructions" selected, and sub-items "Demographics", "Statement", and "Review & Sign". Below the menu is a "Return to Student Tasks" button. The main content area is titled "Instructions" and contains the text: "After a review of your academic history it has been determined that you are not meeting one or more of the standards established in the Satisfactory Academic Progress (SAP) Policy. You can appeal this decision by providing additional information surrounding the unusual circumstances beyond your control that has led to not meeting the SAP standards. Please contact the Office of Financial Aid for additional information or if you have questions. For detailed information on the SAP Policy at East Georgia State College please [click here](#)." A green "Continue" button with a right arrow is at the bottom right.

3. Clicking Continue opens the next page. The student confirms demographics accuracy.

The screenshot shows the "2023/2024 Satisfactory Academic Progress Appeal" page. The navigation menu on the left has "Demographics" selected. The main content area is titled "Demographics" and contains the text: "Please correct the following information if needed." followed by three fields: "• First Name: AALIYAH", "• Last Name: TESTINGDV1", and "• Phone: (480) 555-1200". A "Return to Student Tasks" button is on the left. At the bottom left is a "Back" button and at the bottom right is a green "Continue" button with a right arrow.

4. Student writes statement and indicates whether supporting documentation will be submitted, and clicks continue.

Instructions Demographics > Statement Review & Sign	Signed Statement Request Instructions Instructions Please provide the following to the Office of Financial Aid at your Institution. 1. A detailed statement that includes the following information: <ul style="list-style-type: none">• Extenuating circumstances that caused you to fail to meet Satisfactory Academic Progress.• What has changed that will enable you to meet Satisfactory Academic Progress at the next evaluation.• The steps you will take to ensure you continue to meet Satisfactory Academic Progress in the future. <div style="border: 1px solid gray; padding: 2px; margin: 5px 0;">Did not meet SAP for Spring 24.</div> <input type="checkbox"/> I will provide supporting documentation.
Return to Student Tasks	

← Back Continue →

5. Student reviews form and provides an electronic signature.

Instructions Demographics > Statement Review & Sign	<div style="text-align: right;">2023/2024 Satisfactory Academic Progress Appeal AAL10MTESTINGDV1 93010000 testing@gega.edu (480) 555-1200</div> <div style="text-align: center;">Sandbox Sandbox Sandbox Sandbox Sandbox Sandbox</div> Instructions After a review of your academic history it has been determined that you are not meeting one or more of the standards established in the Satisfactory Academic Progress (SAP) Policy. You can appeal this decision by providing additional information surrounding the unusual circumstances beyond your control that led to not meeting the SAP standards. Please contact the Office of Financial Aid for additional information if you have questions. For detailed information on the SAP Policy at East Georgia State College please click here .
Return to Student Tasks	Demographics Please correct the following information if needed. • First Name: AALIYAH • Last Name: TESTINGDV1 • Phone: (480) 555-1200 Signed Statement Request Instructions Please provide the following to the Office of Financial Aid at your institution. 1. A detailed statement that includes the following information: <ul style="list-style-type: none">• Extenuating circumstances that caused you to fail to meet Satisfactory Academic Progress.• What has changed that will enable you to meet Satisfactory Academic Progress at the next evaluation.• The steps you will take to ensure you continue to meet Satisfactory Academic Progress in the future. <div style="border: 1px solid gray; height: 20px; margin: 5px 0;"></div> <input type="checkbox"/> I will provide supporting documentation. Certification and Signatures Each person signing this worksheet certifies that all of the information reported on it is complete and correct. WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both. The student must sign and date this form. _____ Student's Signature Date _____ Signature Date

6. The student is brought back to the first page and is able to upload supporting documents. Upon completion, the student clicks on “submit” and the form is stored for Committee Review.

▼ SAP Appeal

Waive Task

You have been identified as having failed to meet Satisfactory Academic Progress. To continue with your SAP appeal you must complete the SAP Appeal web form. When completing the web form you must provide the following in your signed statement:

- Extenuating circumstances that caused you to fail to meet Satisfactory Academic Progress
- What has changed that will enable you to meet Satisfactory Academic Progress at the next evaluation
- The steps you will take to ensure you continue to meet Satisfactory Academic Progress in the future

You may be required to provide supporting documentation of your extenuating circumstances.

Did not meet SAP for Spring 24.

Appeal Status: Open

SAP Appeal Web Form ?

[View Form](#)

Submit

After Review, Campus Logic is updated with decision and a confirmation is sent to the student.

Sample SAP Letters

1. Good Standing Letter

Site Title

East Georgia
STATE COLLEGE

[[FIRSTNAME]] [[LASTNAME]]
Month XX, 20XX
Student ID: [[STUDENTID]]

[[FIRSTNAME]] [[LASTNAME]],

Your Satisfactory Academic Progress (SAP) Status:

GOOD STANDING

As of the close of the [[FUNDCOSTTERM]] term, you are currently in **GOOD STANDING** and remain eligible for financial aid funds. For additional information on maintaining eligibility, please refer to our [SAP requirements](#).

MINIMUM ACADEMIC REQUIREMENTS

Completion Rate: <input checked="" type="checkbox"/> 87% Your Completion Rate: 100% Completed Credits: 3 Attempted Credits: 3	GPA: <input checked="" type="checkbox"/> 2.8 Your GPA: 4 Minimum Requirement of 2.0 GPA	Maximum Time Frame: <input checked="" type="checkbox"/> Your Time Frame: Less Than 150% Attempted Credits: 3 Maximum Number of Credits: 90
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Completion Rate
Students must complete 87% or more of all cumulative credit hours attempted.
Your Status:
You are meeting this requirement.

GPA
Students with __ or __ credits completed must maintain a __ GPA or higher for all cumulative credits hours attempted.
Your Status:
You are meeting this requirement.

Maximum Time Frame
The Maximum Time Frame requirement focuses on the student's progress towards their selected degree. It is critical that students take the correct classes required for their degree, as even passing one's classes with a high GPA does not ensure the student will be able to graduate within the 150% maximum time frame. Taking courses not required for one's degree may result in the student being ineligible for future financial aid.
Your Status:
You are meeting this requirement.

NEXT STEPS

No further action is required. Keep up the good work!

2. Warning Letter

[[FIRSTNAME]] [[LASTNAME]],

Your Satisfactory Academic Progress (SAP) Status:

WARNING

As of the close of the [[FUND-COSTERM]] term, you are currently on **WARNING** status and remain eligible for financial aid funds. While you are still eligible for financial aid, if you **DO NOT** meet the SAP requirements at the end of this semester, you will be suspended from receiving financial aid for the following semester.

MINIMUM ACADEMIC REQUIREMENTS

Completion Rate ⚠️ 0% Your Completion Rate (CR) Completed Credits: 0 Attempted Credits: 0	GPA ⚠️ 0.0 Your GPA Earned Credits: 0 Attempted Credits: 0	Maximum Time Frame ⚠️ You DO NOT Meet Required Credits: 0 Maximum Number of Credits: 0
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Data Ele

Data (Repeat the column)

1. GPA -
2. COMS
3. ATTE
4. COME
5. MAX C

Completion Rate ⚠️

Students must complete 67% or more of all cumulative credit hours attempted.

Your Status:

You are **NOT** meeting this requirement.

You have not been meeting SAP requirements for at least 1 semester. While you are still eligible for financial aid, if you **DO NOT** meet the SAP requirements at the end of this semester you will be disqualified from receiving financial aid for the following semester.

GPA ⚠️

Students with ___ or ___ credits completed must maintain a ___ GPA or higher for all cumulative credits hours attempted.

Your Status:

You are **NOT** meeting this requirement.

You have not been meeting SAP requirements for at least 1 semester. While you are still eligible for financial aid, if you **DO NOT** meet the SAP requirements at the end of this semester you will be disqualified from receiving financial aid for the following semester.

Maximum Time Frame ✓

The Maximum Time Frame requirement focuses on the student's progress toward their selected degree. It is critical that students take the correct classes required for their degree, as enrolling in classes with a high GPA, does not ensure the student will be able to graduate within the 150% maximum time frame. Taking courses not required for one's degree may result in the student being cut off from receiving future financial aid.

Your Status:

You are **meeting** this requirement.

NEXT STEPS

You are strongly encouraged to meet with a financial aid advisor and review the SAP policies to ensure you maintain your Financial Aid eligibility.

 Contact Us	 Review SAP Policy	 RETURN 2
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3. Suspend Letter

[[FIRSTNAME]] [[LASTNAME]],

Your Satisfactory Academic Progress (SAP) Status:

SUSPENDED

As of the [[FUNDOSTERM]] term, you are currently on **Suspended** status and we regret to inform you that we cannot offer you financial aid at this time. You are welcome to appeal this decision should you believe that special circumstances warrant a review of your progress. To appeal, please follow the instructions in the **NEXT STEPS** section of this letter.

MINIMUM ACADEMIC REQUIREMENTS



Completion Rate

Students must complete 67% or more of all cumulative credit hours attempted.

Your Status:

You are **NOT** meeting this requirement.

GPA

Students with __ or __ credits completed must maintain a __ GPA or higher for all cumulative credit hours attempted.

Your Status:

You are **NOT** meeting this requirement.

Maximum Time Frame

The Maximum Time Frame requirement focuses on the student's progress towards their selected degree. It is critical that students take the correct classes required for their degree, as even passing one's classes with a high GPA does not ensure the student will be able to graduate within the 150% maximum time frame. Taking courses not required for one's degree, may result in the student being cut off from receiving future financial aid.

Your Status:

You are **NOT** meeting this requirement.

NEXT STEPS

You are strongly encouraged to meet with a financial aid advisor and review the SAP policies to ensure you maintain your Financial Aid eligibility.



[[FIRSTNAME]] [[LASTNAME]],

Your Satisfactory Academic Progress (SAP) Status:

FINANCIAL AID ACADEMIC PLAN STATUS

As of the [[FUNDCOSTTERM]] term, you are currently on Financial Aid Academic Plan status. This means that you will receive your financial aid for the upcoming semester, even though you are not currently meeting the requirements. At the end of that semester, we will review your academic transcript to see if you have met the conditions of your academic plan. If you have not met the requirements of your academic plan, you will be placed on financial aid suspension and we will notify you regarding the appeal process that may allow you to continue to receive financial aid.

MINIMUM ACADEMIC REQUIREMENTS



Completion Rate

Students must complete 67% or more of all cumulative credit hours attempted.

Your Status:

You are NOT meeting this requirement.

GPA

Students with ___ or ___ credits completed must maintain a ___ GPA or higher for all cumulative credits hours attempted.

Your Status:

You are NOT meeting this requirement.

Maximum Time Frame

The Maximum Time Frame requirement focuses on the student's progress towards their selected degree. It is critical that students take the correct classes required for their degree, as even passing one's classes with a high GPA does not ensure the student will be able to graduate within the 150% maximum time frame. Taking courses not required for one's degree, may result in the student being cut off from receiving future financial aid.

Your Status:

You are NOT meeting this requirement.

NEXT STEPS

You are strongly encouraged to meet with a financial aid advisor and review the SAP policies to ensure you maintain your Financial Aid eligibility.

