

# 9.2 Calculating SAP Per Student

**Purpose:** Use this document as a reference for how to calculate SAP per student in ctcLink.

**Audience:** FA Counselor/Technician.

**Note:** Make sure grades or changes have been posted before running SAP.

**!** You must have at least one of these local college managed security roles:

- ZC FA SAP Prcs
- ZD FA Director
- ZD FA SAP Prcs
- ZZ FA SAP Prcs

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

## Calculating SAP Per Student

**Navigation:** NavBar > Navigator > Financial Aid > Satisfactory Academic Progress > Maintain Student SAP Data

1. The Maintain Student SAP Data search page displays.
2. Enter student **ID**.
3. Enter the **Institution**.
4. Enter the **Academic Career** (UGRD).
5. Select **Search**.
6. The Student SAP tab displays.
7. Enter the **Process Term** value or use the lookup tool to find the appropriate term for SAP processing.
8. Select **Calculate SAP** to populate the SAP Calculation Results section with updated SAP information.
9. A message box labeled **SAVED** will flash briefly in the upper right-hand corner of the page.

Student SAP Career Exceptions Term Exceptions

ID 201035205 Ramirez, Carmen Institution WA172 Spokane Falls CC **Calculate SAP** **Saved**

Career UGRD Academic Career Process Term  **7** **8** Find | View All First 1 of 4 **9**

Term 2173 SPRING 2017 Updated  
 Program ACADM Academic User ID  
 Plan LASDTAA Academic Transfer AA DTA  
 Calc SAP Status MEET Meets SAP  
 Override SAP Status

Packaging Status Summary Meeting Satis Acad Progress [View Packaging Status Summary](#)

Comments

**SAP Calculation Results**

Test	Used	Actual	Rule Range From	To	Failed	Status	Severity	Exception Used	Term
Academic Standing	N		NA	NA	<input type="checkbox"/>			NA	
Maximum Attempted Units	Y	100.000			<input type="checkbox"/>	MEET	10	N	NA
Maximum Attempted Terms	N				<input type="checkbox"/>			N	NA
Minimum Current GPA	N	3.500			<input type="checkbox"/>			N	NA
Minimum Cumulative GPA	Y	3.140			<input type="checkbox"/>	MEET	10	N	NA
Current Earned Units	Y	5.000			<input type="checkbox"/>	MEET	10	N	NA

10. Process complete.