Satisfactory Academic Progress (SAP) Financial Aid Appeal

A. Policies - Go to the Financial Aid link below for complete information on The Satisfactory Academic Progress (SAP) policies
   http://www.eiu.edu/finaid/policies_academic_progress.php

B. Procedures - How to calculate (Calculator is located on the Financial Aid and Campus Advising Network (CAN) websites

1. Go to Student Grade Report on rePortal (http://reportal/reports.aspx)

2. This can be accessed in two ways:
   a. Student –academic advising grade sheet-Advisor grade sheet-academic advising
      1. You need to be the advisor of record and your E number and term

   b. Student Grade Report- Single student grade sheet
      1. You need the student’s E number and term

3. On the grade report you will see SAP Status
   a. Completion Rate(I-UG): GPA hours GPA
      (I-UG Institution-undergraduate)
   b. CGPA (O-UG): Attempted Earned Remedial
      Completion %
      (O-UG Overall–undergraduate (includes transfer credit hours)

4. Using the GPA and Completion Calculator (see CAN website under SAP)- Fill in the Yellow boxes only
   Use the information from the grade report:
   a. Enter the current Cumulative GPA
   b. Enter the current GPA hours
   c. Enter the current Attempted hours
   d. Add Remedial hours (if available) to Earned
   e. Enter that number for Completed hours

5. The calculator will calculate the current CGPA and completion percentage rate
   a. Enter the courses the student is currently enrolled in
      Option to put the course number/name or the number of courses to be calculated. This box does not calculate – it is for information
   b. Repeated Course-Y/N (include D, F and N/C)
   c. Previous Grade- if Y
   d. Anticipated Grade
6. The calculator will automatically calculate:
   a. The new (anticipated) CGPA
   b. The new (anticipated) completion %
   c. The new (anticipated) completed hours
   d. The new (anticipated) attempted hours

The worksheet is protected, and the cells with formulas are locked. All data is entered into the yellow cells, and the computations are based on that info.

This is a one step calculator that takes into consideration all courses that will be repeated. Attach a copy of the calculator to the SAP form and for your records.