

SAP Plan Excel File – Quick Guide

Enter Name, F number and current data from student transcript
 (any light blue cells can be edited)
 GPA is calculated and should agree with transcript

SAP plan for:		F	8/2/2016			
From Student Transcript -->	Attempt Hrs	Passed Hrs	Earned Hrs	GPA Hrs	Quality Pts	Current GPA
Total 2 year:						----
Total 4 year:	28	14	14	28	31	1.107
Total Transfer:						----
Overall:	28	14	14	28	31	1.107

Enter target GPA and Course completion rate
 Credit hours with a given grade and credit hours needed to achieve target are calculated.

GPA						
Target		grade / hrs needed			Credit hours needed with a given grade to reach target GPA	
2.00		GR	Hrs	GPA		
Current		A	13	2.024		
1.107		B	25	2.000		
		C	---	---		
Course Completion Rate						
Target		Credit hours needed per term to reach target completion rate				
67.0%						
Current		Terms	1	2	3	4
50.0%		Hrs	14	7.2	4.8	3.6

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Enter Term information and courses planned for that term.

(any light blue cells can be edited)

Enter desired grade (use up down arrows to cycle through the options)

If any planned course is being repeated from a previous term use drop down menu to select it and enter previous term grade.

Term 1	Fall 2016						
Course	Hours	Grade	Q Pts	Term Summary			
BIOL 1105	4	B	12	Attempt hrs	13		
CHEM 1105	5	C	10	Passed hrs	13		
Math 1012	1	B	3	Earned hrs	13		
MATH 1112	3	B	9	GPA hrs	13		
		-	-	Quality pts	34		
		-	-	GPA	2.62		
		-	-	Comp	100%		
Repeated Courses - Previous Grades				Original Term			
BIOL 1105	4	F	0	Fall 2015			
CHEM 1105	5	F	0	Fall 2015			
		-	-				
Cumulative							
Attempt hrs	41		GPA hrs	32			
Passed hrs	27		Quality pts	65			
Earned hrs	27		GPA	2.031			
			Completion	65.9%			

Term summary and cumulative data are calculated

Green cells meet or exceed target, red cells not so much

Enter additional terms as necessary

Select print to print a one page summary

Save or Print to PDF for your records