



California State University, Sacramento  
 Student Service Center  
 Financial Aid and Scholarships Office  
 Lassen Hall  
 6000 J Street, Sacramento, CA 95819-6044

Print Student Name \_\_\_\_\_

Student ID #

**OFFICIAL ACADEMIC PLAN**  
**Satisfactory Academic Progress Appeal**

As part of your Satisfactory Academic Progress (SAP) Over Unit Appeal, you must complete an Official Academic Plan in order to successfully meet your expected graduation term.

**Deadlines**

**Fall 2022:** September 12, 2022 \* **Spring 2023:** February 3, 2023

Major: \_\_\_\_\_ Expected Graduation Term: \_\_\_\_\_

***PART I: Courses required for Major, General Education and/or Graduation Requirements***

List course(s), course units and indicate if the course fulfills a Major (M), General Ed (GE) or Grad Requirement (GR). To ensure course(s) listed meet financial aid requirements, course(s) may need to be verified.

Fall 2022 Course(s)	Units	Indicate M/GE/GR	Spring 2023 Course(s)	Units	Indicate M/GE/GR	Summer 2023 Course(s)	Units	Indicate M/GE/GR
Fall 2023 Course(s)	Units	Indicate M/GE/GR	Spring 2024 Course(s)	Units	Indicate M/GE/GR	Summer 2024 Course(s)	Units	Indicate M/GE/GR

**Advisor Certification**

In accordance with the above-named student's academic plan. I certify that the course(s) listed above apply toward the completion of the stated educational degree objective at Sacramento State.

**Academic Advisor**

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Major Advisor**

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Department: \_\_\_\_\_ Date: \_\_\_\_\_

***Part II: Student Certification - I certify that I have read and understand the following:***

- I must enroll in required coursework as approved on my academic plan and notify the Financial Aid & Scholarships Office in writing if there are any changes to my approved plan
- The Financial Aid & Scholarships Office may revise my official academic plan based on Academic Requirements and/or information provided by Degree Evaluations or Graduate Studies
- The Financial Aid & Scholarships Office will review my coursework after Census of each probation semester, and will notify me of any changes made to my award(s), which may result in repayment of aid
- I must pass SAP Probation Standards at the end of each probation semester to maintain my aid eligibility

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Once completed upload financial aid documents at  
<https://onbase.csus.edu/unity/forms/faupload.aspx>

**FAPLAN**  
**22/23**