



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 #

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OFFICIAL ACADEMIC PLAN for 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.

Major: _____ Expected Graduation Term: _____

Have you applied to graduate? ___ Yes or ___ No **If yes, complete steps 1) Enter courses required for degree, (Advisor Signature(s) not needed if you have applied to graduate) and 2) Review and complete Part II with signature**

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 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
Fall 2024 Course(s)	Units	Indicate M/GE/GR	Spring 2025 Course(s)	Units	Indicate M/GE/GR	Summer 2025 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: _____

FAPLAN

23/24

Once completed upload financial aid documents at
<https://onbaseform.csus.edu/obforms/eforms/STDAF/DocumentSubmission/finaidupload.aspx>