



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.

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

Have you applied to graduate? \_\_\_\_ Yes or \_\_\_\_ No **If yes, complete PART 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 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
Fall 2025 Course(s)	Units	Indicate M/GE/GR	Spring 2026 Course(s)	Units	Indicate M/GE/GR	Summer 2026 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**  
**24/25**

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