

### SAP COMPLETION PLAN

NAME	EMPLID	PROGRAM

SUMMER 2023	FALL 2023	SPRING 2024
SUMMER 2024	FALL 2024	SPRING 2025
SUMMER 2025	FALL 2025	SPRING 2025

ADVISOR PRINTED NAME:
ADDITIONAL COMMENTS:
ADVISOR SIGNATURE _____ DATE _____

## Instructions

1. **Schedule an appointment with your advisor.**

2. **Be prepared for your advising appointment.**

Make sure you make the most of your appointment by being on time and fully prepared to get the most from your visit. Bring a draft of the Academic Progress Plan to your appointment.

It is useful to have an idea of the number of courses you will be able to take in any given semester. Remember, your academic standing, family, personal and job responsibilities can significantly impact the number of credit hours you can successfully complete in any given semester. These factors should be considered and discussed with your advisor.

3. **Following your appointment with your advisor**

After you have met with your advisor, and you both agree on your completion plan, return the signed Academic Progress Plan form to the Office of Financial Aid and Veterans' Affairs. Please allow 5-7 days to receive a response to your appeal.

If your appeal is approved, you will then need to sign and submit the Satisfactory Academic Progress (SAP) Agreement.