Satisfactory Academic Progress (SAP)
Academic Advisor Instructions

**SAP Appeal Form Steps**

- **Section Two**
  - Advisor Section
    - Review SAP standard(s) student is not meeting
    - Discuss any steps you think student can take to be academically successful
    - Review student's degree requirements
    - Discuss any support services the student may be able to utilize
    - Write any recommendations you think OSFA should know
    - Sign

- If student is not meeting the Maximum Timeframe Standard

**Maximum Timeframe Academic Plan Steps**

- **Section Two**
  - Advisor Section
    - List only required coursework the student needs to graduate
    - If more than one class will fulfill requirement, list all options
    - If the exact class student will take is unknown - put general course/tier
    - Sign

- **Section Three**
  - Academic Plan
  - Review student's current GPA, Major/Minor and graduation date

If student is not meeting the Maximum Timeframe Standard