

The Academic Plan and Four Year Academic and Co-Curricular Plan forms need to be completed in order to submit your SAP petition. During your appointment with an academic advisor, your plan will be reviewed. SAP petitions that do not have all of the appropriate forms and signatures attached will not be processed. The student must meet with their college advisor.

## **INSTRUCTIONS FOR COMPLETING THE ACADEMIC PLAN & FOUR YEAR ACADEMIC AND CO-CURRICULAR PLAN**

### **STEPS FOR COMPLETING THE ACADEMIC PLAN:**

- (1) The top portion of the form to be completely filled out with the student's information
- (2) Advisor must list specific goals to be implemented this upcoming semester under student's solutions for improving completion rate and grade point average (section ii):
  - a. No withdrawals, F's or incompletes
  - b. Complete any incompletes on transcript
  - c. Enroll in tutoring for specific courses: science, English, math, etc.
  - d. Retake failed courses
  - e. Complete probation requirements
- (3) Student can disregard section iii, unless they require some special intervention as it relates to a personal issue (can be discussed with any academic advisor to weight the merits of the issue)
- (4) In section IV, the advisor and student must fill out the recommendations.

### **FOUR YEAR ACADEMIC AND CO-CURRICULAR PLAN**

1. Log into Cougar Connect or Banner to access the student's academic transcript.
2. List the courses that the student has taken at Chicago State by semester. If the student passed the course, put the total number of credit hours earned in the "credits" column. If the class was failed, place a zero in the column. The spreadsheet will automatically do the calculations for you.
3. The advisor will fill in the completion rate and total credit hours earned sections. Calculate the completion rate by simply dividing the number of credits earned by the total number of credits attempted.