

Student Business Services  
Texas Education Code Section 54.2001  
Waiver Denial Appeal Request Process

Texas Education Code Sec 54.2001 requires the University of Houston to monitor the Satisfactory Academic Progress (SAP) of ALL students receiving certain exemptions and waivers as defined by the state. This policy applies to all new, transfer, continuing, and returning students. Academic progress is evaluated using both qualitative and quantitative requirements:

- Grade Point Average (GPA) – All undergraduate students must maintain a minimum 2.0 cumulative GPA. Graduate students must maintain a minimum 3.0 cumulative GPA.
- Percentage of attempted cumulative hours completed – Student must complete and pass a minimum of 75% of the hours attempted at the University of Houston.

Attempted hours are all credit hours in which the student enrolls. All credit hours attempted at the University of Houston, including repeated courses with a grade of “F”, “W”, “I”, or “IP” and all transfer hours to be used toward a degree at the University of Houston that were pursued at a previous institution will be counted in the determination of hours attempted.

- Maximum credit hours eligible for waiver – Complete all degree or certification requirements within 30 semester credit hours of the number of semester credit hours required for completion of the degree or certificate program for which the student is enrolled. If the waiver program limits the semester credit hours eligible for waiver to a lesser amount, the lesser amount will apply.
- Students who do not meet the established SAP standards will not be eligible to receive their exemption or waiver for next term after failing SAP. Exemption and waiver eligibility will be suspended until such time as the student meets SAP standards.
- While on suspension, students will not be able to receive exemptions and waivers for the term unless a completed appeal is approved. Eligibility for future exemptions and waivers will be based on the successful completion of requirements during the warning period.

I. Maximum Semester Credit Hours – Texas Education Code 54.2001 specifies that exemptions and waivers are also subject to limitations specified by Section 54.014. The maximum number of semester credit hours eligible for waiver may not exceed 30 semester credit hours over those required for completion of the student’s degree program. For purposes of Section 54.014, students not enrolled in a degree program are considered to be in a degree program requiring a minimum of 120 semester credit hours. The State of Texas may also impose limitations on certain exemptions and waivers, such as setting a term credit hour limit, a completion timeframe, or other performance criteria. In the event of a difference between specific waiver criteria and limits imposed by Section 54.014, the more stringent criteria will apply. All credit hours attempted at the University of Houston, including repeated courses with a grade of “F”, “W”, “I”, or “IP” and all transfer hours to be used toward a degree at the University of Houston that were pursued at a previous institution will be counted in the determination of hours attempted.

II. Increments of Evaluation–The academic progress of students receiving exemptions and waivers subject to SAP will be evaluated each term. Exemptions and waivers will be applied by term, with eligibility based upon SAP from the most recently completed term.

III. Satisfactory Completion–Successful completion for ratio purposes is defined as receiving a grade of A through D-or an S. Grades of “F”, “W”, “I”, “IP”, or “X” are considered as credit hours attempted, but not earned.

IV. Withdrawals (“W” grades)–Courses with a grade of “W” (Withdrawn) will not be calculated in the GPA or considered credits successfully completed, but will be counted as credits attempted and will affect both completion ratio as well as cumulative hours attempted.

V. All “W”s in one term–Withdrawing after the 100% refund period will impact a student’s SAP status. Any student receiving all “W”s (totally withdrawn), “I”, “IP” or all “F”s within one term will automatically be placed on exemption and waiver suspension, even if the student paid out of pocket that term and requested a waiver the following term. The student may file an appeal.

VI. Repeat Courses–Students who successfully complete a course with a grade of A, B, C, or D, may repeat that course one time and still receive exemptions and waivers. Students may repeat a course and receive exemptions and waivers if the original grade is not successful (“F”, “I”, “W”, or “IP”). A grade of D (1.0) is successful for exemption and waiver qualification purposes.

VII. Incomplete (“I” grades) –A grade of “I” (Incomplete) indicates that a student has not finished all course work required for a grade and is included in the cumulative credits attempted. An incomplete grade will not count as hours passed until a final grade is posted in the Registrar’s Office. If a student’s “I” grade changes during a term, it is the student’s responsibility to inform Student Business Services of the change. If the change of grade will affect the student’s exemption and waiver eligibility, Student Business Services will reevaluate during the term. Otherwise, the change of grade will not be factored into the overall completion rate until the next increment of evaluation.

VIII. Audit Courses –Audit courses neither earn credit nor influence GPA, and they are not counted in credits attempted. They are not eligible for exemption or waiver.

IX. Transfer Courses –Courses accepted for credit at the University of Houston from another institution—which meet the college’s transfer policy—are counted in the total credits attempted. Grades for transfer courses are not calculated in the GPA. Courses at proprietary and trade schools will generally not be accepted for credit towards degree or certificate requirements.

X. Amnesty/Renewal–As part of the University of Houston institutional academic progress policy, the college adheres to State Law (Educ. Code, Sec, 51.931) which allows students with academic credits earned 10 or more years prior to the starting date of the term in which they seek admission to any public institution of higher education to have those credits or grades not considered in the admission decision (Academic Fresh Start). For the purposes of calculating a student’s SAP for exemptions and waivers programs, all grades earned from previous enrollment periods will count towards the student’s maximum timeframe.

XI. Change of Program of Study/Major–A student may change from one program of study/major to another during his/her attendance at the University of Houston. Students who change from one program of study/major to another are still expected to maintain SAP and complete the coursework within the timeframe limitations. The total amount of credit hours taken will be evaluated for SAP purposes.

XII. Prior Attendance–Student Business Services is required to consider all attendance at the University of Houston when determining whether or not a student

is making SAP, even if exemptions and waivers were not received during any of the previous periods of enrollment. Student Business Services will review the Student's University of Houston academic history to determine if the SAP requirements have been met. Any student who does not meet these requirements will be placed on warning, probation, or suspension as appropriate.

XIII. SAP Notifications—Student Business Services will notify any student who is placed on warning, probation, or suspension, via the preferred email address, as noted in the myUH self-service center. Students not eligible for exemptions and waivers will receive notification in the same fashion.

XIV. Exemption and Waiver Probation—Students will be eligible for exemption or waiver consideration during the period they are placed on probation. If a student's GPA and/or completion rate does not meet the SAP minimum standards, the student may be placed on a SAP Academic Plan Agreement or may be placed on exemption and waiver suspension. To be placed on probation or an academic plan, the student must submit an appeal and the appeal must be approved for a plan submission.

XV. SAP Academic Plan Agreement—Probation students must make progress towards their cumulative GPA and completion ratio so that they meet minimum SAP standards within 1 term. If Student Business Services determines that the student may not be able to meet the cumulative SAP requirements within 1 term, the office may choose to place the student on a SAP Academic Plan Agreement, allowing the student additional time to meet the requirements. Students who meet the terms and requirements for their academic plan will be allowed to continue receiving exemptions and waivers during the terms agreed upon in the plan. If the student does not meet 100% term completion ratio and a 2.5 term gpa while being placed on an Academic Plan Agreement, the student will have failed the plan and will have their exemptions and waivers suspended.

XVI. Exemption and Waiver Suspension—Students who do not meet the probation requirements will be placed on exemption and waiver suspension.

XVII. Appeal of exemption and waiver suspension—Students who are placed on exemption and waiver suspension may appeal to re-establish eligibility. Students appealing their exemptions and waivers suspension must pay their own expenses until the appeal has been reviewed and the student determined eligible for the reinstatement of their exemption or waiver.

a. Academic Suspension—Academic suspension is determined by the Registrar’s Office. Students may not appeal for exemptions and waivers until the academic suspension is lifted. An approval on an academic appeal does not automatically mean the student will be granted approval for an exemption or waiver appeal.

b. Students who have exceeded the maximum cumulative hours allowed must submit their printed degree plan that accurately reflects their educational goals in the college in addition to their appeal and appeal documentation. Section 1-D is to be completed by an academic advisor.

c. A student on suspension must submit an Exemption and Waiver Appeal Form with supporting documentation to Student Business Services by the census date of each regular term in order to receive consideration for exemption or waiver eligibility. Failure to provide supporting documentation will result in the denial of an appeal. Students appealing their suspension must pay their own expenses until the appeal is reviewed. After an appeal has been reviewed and has been denied, the student will be responsible for paying their own expenses. The student may not appeal the denial for that term.

d. Student Business Services will review the appeal within eight weeks of its receipt and determine whether the exemption or waiver suspension is justified. Students will be notified of appeal decision via the preferred email address, as noted in the myUH self-service center.

e. A student may not appeal for two consecutive terms of enrollment. A student appealing for more than one consecutive term will be denied. If the student is assigned an academic plan and they continue to meet the requirements of that plan, they will not need to re-apply for an appeal until and unless the time period of that plan expires, the student has been making progress, and the student has experienced a special circumstance.

XVIII. Mitigating Circumstances –The University of Houston recognizes mitigating circumstances and the effects it may have on a student’s academic progress. In cases where a student has an unusual circumstance that has affected the student’s academic progress, allowances may be made. The following are examples of mitigating circumstances that may receive consideration with appropriate documentation: the student becomes very ill or is severely injured and cannot attend school, a student’s learning or functional disability, unusual circumstances that have been disruptive to the student’s academic performance, or the death or illness of an immediate family member.