

UNIVERSITY of HOUSTON

OFFICE OF SCHOLARSHIPS & FINANCIAL AID

Satisfactory Academic Progress (SAP) Appeal**Priority deadline for submission:** Spring 2013 – January 3, 2013**Absolute deadline for submission:** Spring 2013 – January 30, 2013

Last Name	First Name	MI	myUH ID
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Federal regulations require the Office of Scholarships and Financial Aid to monitor the academic progress towards earning a degree for students receiving financial aid. For this reason, your satisfactory academic progress (SAP) for financial aid is calculated each semester to verify that you have met all Federal SAP standards. If you fail to meet the SAP standards shown below, you are required to complete this appeal form, and provide necessary documentation in order to be considered to continue to receive financial aid funds. Upon review of the submitted appeal, some students may also be asked to turn in a SAP Plan before funds will be disbursed. Below is a summary of the minimum academic requirements. *Please be aware, this appeal is for financial aid assistance only and has no bearing on your academic standing. Academic appeals must be submitted and reviewed by your academic department.*

Undergraduate

Grade Level	Cumulative GPA required	Cumulative completion ratio required	Cumulative hours allowed
Undergraduate	At least 2.0	75%	180

Graduate

Graduate level	Cumulative GPA required	Cumulative completion ratio required	Cumulative hours allowed
Masters	At least 3.0	75%	54
Doctoral	At least 3.0	75%	100
Optometry, Pharmacy, Law, Architecture	At least 2.0	75%	150% of published required hours for the program. Please see online SAP policy for more details www.uh.edu/SAP

*Attempted hours are considered all credit hours in which the student enrolls. All credit hours attempted at 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 University of Houston that were pursued at a previous institution will be counted in the determination of hours attempted.*

State law requires that you be informed of the following: (1) with few exceptions, you are entitled on request to be informed about the information the University collects about you by use of this form; (2) under sections 552.021 and 552.023 of the Government Code, you are entitled to receive and review the information; and (3) under section 559.004 of the Government Code, you are entitled to have the University correct information about you that is incorrect.

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SECTION I: Please answer the following questions by selecting your response.

1. I am currently not meeting SAP standards because of the following (select all that apply):

- A. ☐ I did not pass 75% of the cumulative total credits I have attempted at the University of Houston and am not meeting the completion ratio requirement. This is calculated by dividing the hours completed by the hours attempted.
- B. ☐ My cumulative grade point average at the University of Houston is below the required amount.
- C. ☐ I failed to earn any credit the last semester attended at UH due to grades of W, F, I, or IP.

D. ☐ My total credits **attempted** at all schools have exceeded the required amount by more than 150% (180 hours for undergraduates, and 100 hours for most graduate programs). Assuming full time semesters, please determine how many hours you have left to complete your program, and what you estimate your completion date to be:

Number of Hours left for student to complete program (including Spring 2013):	Projected Graduation/Completion Date (estimate):
Number of full-time semesters left:	<i>This information will be confirmed with Academic Advising and if approved, students may be allowed to receive financial aid for additional full time semesters as determined by the Financial Aid office on an Academic Plan. While approved on this plan, the student will be required to not withdraw or fail any courses, and will be required to maintain a 2.5 semester gpa.</i>

THIS BOX IS TO ONLY BE COMPLETED FOR SECTION D : Do not complete if you don't qualify for section D

SECTION II: Provide all items detailed below

☐ **Personal Statement:** Answers the questions below in a typed and signed statement on a separate sheet.

It is assumed that each student appealing is dependent upon financial aid for the completion of his/her degree, so this explanation is not considered reason for approval. Please do not discuss your need for financial aid in your appeal, as this is not grounds for approval. Attach documentation that will provide support to your appeal statement. (EX: Unofficial transcripts from other institutions, doctor's notes, obituaries etc). **SAP Statements without corroborating documentation will be considered incomplete and denied for the semester.** All documents, including the personal statement must include the student's MyUH ID number on each sheet.

- Please explain the circumstances that have led to your not maintaining satisfactory progress and attach documentation that corroborates your statement. Keep in mind that since SAP measurements are cumulative, you may have made poor academic progress on a prior semester other than the most recent. Please be sure to explain what led to failure to meet requirements for each semester that may have contributed.
- What adjustments have you made that will help resolve the issues above? Examples include attending tutoring, time management workshops, paying for classes out of pocket at another institution, medical treatment, etc.

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SECTION III: Read the terms below and sign and date this form.

☐ **Student Certification**

I understand that appeal decisions are made on a case-by-case basis. I understand the submission of this form does not constitute an approval of my appeal and that I must still make payment arrangements.

I understand if my appeal is:

- APPROVED, I will be granted aid for one semester on a probationary status. To continue my eligibility I will be expected to meet the SAP requirements for CUMULATIVE completion ratio (75%) and GPA (2.0 for undergrads and 3.0 for most graduate students).
- I may also be sent an email to fill out a SAP Academic Plan which will allow me to continue receiving aid for future semesters as long as conditions of the academic plan is met.

Students must make progress towards their cumulative GPA and completion ratio so that they meet minimum SAP standards within 1 semester. Students who do not bring their cumulative GPA and completion ratio up to Federal SAP standards after being granted a probationary period will be subject to denial of Federal Aid.

- DENIED, I will not receive financial aid for this semester and will make alternative payment arrangements. I cannot appeal this denial for this semester. I understand that in order to regain my financial aid eligibility I must meet the federal SAP requirements.

By signing below I am certifying that I have read the information listed above and that I understand the conditions required in order for my financial aid appeal to be granted. I also understand that failure to complete these requirements may result in the loss of my financial aid.

I hereby certify that all information contained in this appeal, including the personal statement and documentation, is true and complete to the best of my knowledge.

I understand the submission of an appeal does not release the student from the obligation of staying current with the Bursar.

I understand that as there is no guarantee the appeal will be approved, and it is the student's responsibility to maintain good standing with the Bursar.

Student Signature _____

Date of Application submission: _____

Priority deadline for submission: Spring 2013 – January 3, 2013

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(Processing time can take up to 8 weeks, some students may be asked to turn in an additional SAP Academic Plan. Failure to complete a 2012-13 FAFSA by January 30th while not meeting SAP requirements will result in financial aid denial for the Spring 2013 semester)

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