

## UNIVERSITY of HOUSTON

## OFFICE OF SCHOLARSHIPS &amp; FINANCIAL AID

**Satisfactory Academic Progress (SAP) Appeal**

Deadline for submission: Fall 2013

Priority Deadline = **July 19, 2013** Final Deadline= **September 11, 2013**

Last Name	First Name	MI	myUH ID
-----------	------------	----	---------

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 aid year to verify that you have met all Federal SAP standards. If you fail to meet the SAP standards shown below, you may complete this appeal form and provide corroborating 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 <a href="http://www.uh.edu/sap">www.uh.edu/sap</a>

*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.*

**Did you fill out a SAP Academic Plan in a previous semester?**

If you are not meeting SAP for Fall 2013 due to not meeting the semester GPA and/or ratio requirements for a SAP plan that you previously signed, you are not eligible to submit another SAP appeal until you bring up your cumulative GPA and completion ratio up to federal standards of 2.0 GPA and 75% completion ratio.

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.

# UNIVERSITY of HOUSTON

## OFFICE OF SCHOLARSHIPS & FINANCIAL AID

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

**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. *Note: if you are not meeting SAP due to NR grades, it is your responsibility to notify the Financial Aid office once that NR grade has been changed.*

- 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). Please have an academic advisor sign the following and attach a degree plan or audit for confirmation. This section is **ONLY** required for those who have exceeded their hours, **do not complete if you don't qualify for section D.**

<b>Academic Advisor Name (Print):</b>	<b>College/Department:</b>
<b>Phone:</b>	<b>Email:</b>
<b>Number of Hours left for student to complete program:</b>	<b>Projected Graduation/Completion Date (estimate):</b>
<b>Advisor Signature:</b>	<b>Date:</b>

**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 separate sheet.

1. 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.
2. 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. Please submit documentation of the adjustments.

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.

# UNIVERSITY of HOUSTON

## OFFICE OF SCHOLARSHIPS & FINANCIAL AID

**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 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 will maintain a semester GPA of at least 2.5 and not withdraw or fail to receive credits for classes enrolled.
- 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 year. 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 and will make alternative payment arrangements. I cannot appeal this denial for this year. 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: \_\_\_\_\_

**Deadline for submission: Fall 2013**

Priority Deadline = **July 19, 2013** Final Deadline= **September 11, 2013**

(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 2013-14 FAFSA by September 11, 2013 while not meeting SAP requirements will result in financial aid denial for the Fall 2013 semester).

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.