University of Houston
Satisfactory Academic Progress Appeal Form
Award Year 2008 – 2009

• University of Houston • Office of Scholarships and Financial Aid •
31 E Cullen Building • Houston, TX 77204-2010

In Person: Welcome Center Room 120


Instructions: Please complete this form and attach all required documentation. Documentation must be submitted with appeal in order for the appeal to be reviewed by the committee. Failure to submit supporting documents will delay the processing of your appeal and may result in an automatic denial. (Examples of supporting documents: physician statement, death certificate, obituary, letters from involved third parties such as doctors or therapists, etc.)

<table>
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<tr>
<th>Last Name</th>
<th>First Name</th>
<th>MI</th>
<th>UH ID Number</th>
<th>E-Mail Address</th>
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Address
______________________________________________________     _________________________     ________     _____________
Street                                                                            City                              State                   Zip

I am seeking reinstatement for the __________________ semester.  Anticipated Graduation Date: ________________

Degree : Major: Advisor:

STEP 1: IDENTIFYING YOUR INDIVIDUAL CIRCUMSTANCE(S)

☐ INSUFFICIENT CREDITS AND/OR CUMULATIVE GPA:
I have special circumstances that prevented me from making Satisfactory Academic Progress (SAP):
  a. _____ Personal problems (family issues, death or serious illness of an immediate family member, job issues, etc.)
  b. _____ Emotional and/or physical health issues
  c. _____ Academic major problems
  d. _____ Other mitigating circumstances ___________________________________________________________________

☐ 190 HOURS EXCEEDED (UNDERGRADUATES) OR 100 HOURS EXCEEDED (GRADUATES)
I have circumstances beyond my control that interrupted normal progress. The standard maximum time frame provides for some delays, such as changes in major, dual majors and dual degree programs. Lack of adequate progress does not, in itself, justify extending the time frame. Documentation from an academic advisor is required, outlining remaining coursework and expected graduation date.

☐ I HAVE COMPLETED A FULL-TIME SEMESTER ON MY OWN RESOURCES
Successful completion of a half-time semester of enrollment means that you enroll in at least half-time status and are assigned passing grades for those courses. Courses assigned grades of Failed, Unsatisfactory, Audited, Incomplete or Withdrawal are not acceptable. If courses have been taken at another institution, you must submit an official grade report or transcript with your appeal.

STEP 2: PROVIDE FURTHER DETAIL ABOUT YOUR CIRCUMSTANCE(S)

☐ Attach a typed statement explaining in further detail what circumstances led to you not maintaining satisfactory academic progress. Please be specific and as detailed as possible. Please state your action plan to improve your academic progress for next semester of attendance.

☐ Attach a copy of your current unofficial academic transcript available at my.uh.edu. If transferring hours, please attach your transfer school’s unofficial transcript.
STEP 3: CERTIFICATION OF ACADEMIC ADVISOR
_To be completed by your Academic Advisor ONLY_

Advisor Name: ___________________________________________  College: ___________________________________________
Phone: ________________________________________________  Email: ______________________________________________

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<th>Has the student ever come in to talk to you about academic progress?</th>
<th>Yes</th>
<th>No</th>
<th>When?</th>
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<td>Discussed degree requirements pertaining to the student’s major?</td>
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<td>Discussed or developed a plan to improve academic success?</td>
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<td>Reviewed and made adjustments as appropriate to the student’s schedule</td>
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<td>Would you like to discuss the progress/plan? (If yes, SFA will contact you.)</td>
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Advisor Signature: ______________________________________  Date: _______________________________________

STEP 4: CERTIFICATION OF STUDENT
_To be completed by the student ONLY_

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. I understand if my appeal is:
• approved, I will be granted aid for one probationary semester. In order to continue receiving aid, I must demonstrate satisfactory academic progress during the semester for which my appeal was granted. For example, if I am granted an appeal approval for the fall 2008 semester, I must demonstrate progress (GPA, Ratio and Max Hour requirements) during the fall 2008 semester. If progress is not demonstrated, my future aid will be canceled.
• denied, I must demonstrate satisfactory academic progress by completing a minimum of six credit hours with a C or better without dropping any courses in order to regain eligibility for financial aid.

I will be notified of the committee’s decision by email at the address provided at MyUH.edu. **Any fees I may owe the university are due on the date specified regardless of the status of my appeal.**

Student Signature: ___________________________  PeopleSoft ID: ___________________________  Date: ___________________________

STEP 5: SUBMISSION OF APPEAL AND DOCUMENTATION

Return the completed form and all required documentation to the address provided. Incomplete appeals may be automatically denied.

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.