



University of Houston  
**Satisfactory Academic Progress Appeal Application**  
 Award Year 2007 – 2008



•University of Houston • Office of Scholarships and Financial Aid •  
**Mailing Address: 31 E Cullen Building • Houston, TX 77204-2010**  
**Physical Address: 120 Welcome Center**

If extenuating circumstances exist, you may initiate an appeal through the Office of Scholarships and Financial Aid. Copies of all supporting documentation should be attached to this form. To ensure proper identification of your documents, please include your PeopleSoft ID on all pages. **Failure to provide the required documentation will result in the denial of your appeal or a request for additional information from the committee.** All information will become a part of your confidential financial aid record and cannot be returned.

You will receive notification from the Financial Aid Appeals Committee in two to four weeks regarding the status of your appeal. *Appeals submitted at the beginning of a semester may require additional time for review and a response.*

**Approval of Appeal:** If your appeal is approved, you will be awarded on a probationary basis for one semester. Failure to demonstrate academic progress for your probationary term will result in the cancellation of all future financial aid. No future appeals will be accepted.

**Denial of Appeal:** If your appeal is denied, you may appeal for future aid only after you have completed a minimum of six hours at your own expense and you have met the minimum standards of satisfactory academic progress for that semester.

**Deadlines for Satisfactory Academic Progress Appeals to be submitted:**

**Fall 2007 • November 3, 2007**

**Spring 2008 • March 30, 2008**

**Summer 2008 • June 15, 2008**

Please use BLACK INK only.

<b>Last Name</b>	<b>First Name</b>	<b>MI</b>	<b>PeopleSoft ID Number</b>	<b>E-Mail Address</b>
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**Address**

<b>Street</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
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<p><b>1. Please indicate the semester for which the appeal is to be considered.</b></p> <p><input type="checkbox"/> Fall 2007  <input type="checkbox"/> Spring 2008  <input type="checkbox"/> Summer 2008</p>	<p><b>2. Have you had a previous appeal?</b></p> <p><input type="checkbox"/> No  <input type="checkbox"/> Yes (Semester of previous appeal: _____)</p>
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**3. Complete the following information regarding your degree.**

Degree Objective: \_\_\_\_\_

Hours needed to complete degree: \_\_\_\_\_

**4. Reason for Appeal**

Please attach a typed detailed explanation of the factors contributing to your lack of academic progress. Also indicate the steps taken to prevent future unsatisfactory academic progress. Include your name and PeopleSoft ID on all pages.

- Medical:** If a medical problem contributed to the failure to maintain satisfactory academic progress, attach documentation from a medical professional from whom you have received advice or treatment.
- Death/Illness:** If the death/illness of a family member or close friend contributed to the lack of academic progress, please attach appropriate copies of death certificate, obituary, etc.
- Academic Adjustment:** If an academic record is in the process of being adjusted, please attach a photocopy of the Course Adjustment Form signed by the dean.
- Returning to UH from suspension:** If you are returning to UH from suspension, you must attach documentation from your department. If you attended any other institutions, you must attach a copy of your current academic transcript from the institution(s).
- Other Circumstances:** Please clearly state the circumstance (not listed above) and provide appropriate documentation.

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## 5. Academic Advising

You must meet with your academic advisor/dean prior to this form being reviewed. Please have your advisor/dean complete the section below. Your academic advisor is located in the department of your major. If you have not declared a major, contact Academic Advising located in the Student Services Center. An advisor's favorable recommendation does not guarantee your appeal will be approved.

Advisor Name: \_\_\_\_\_ (please print) Phone: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor Comments (if applicable): \_\_\_\_\_

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## Satisfactory Academic Progress Requirements

Classification	GPA	Ratio of Completed Hours to Attempted Hours	Total Attempted Hours Including Transfer Credits
Undergraduate	Minimum 2.00	75%	190 Credit Hours
Postbaccalaureate	Minimum 2.00	75%	100 Hours Beyond First Bachelor's Degree
Graduate	Minimum 3.00	75%	100 Hours Beyond Bachelor's Degree
Law	Minimum 2.00	75%	100 Hours Beyond Bachelor's Degree
Optometry	Minimum 2.00	75%	200 Hours Beyond Bachelor's Degree
Pharmacy	Minimum 2.00	75%	100 Hours Beyond Bachelor's Degree

6. I understand that appeal decisions are made on a case-by-case basis. I understand the completion of this application does not constitute an approval of my appeal. I will be notified of the committee's decision by email at the address provided through PeopleSoft Self Service ([www.uh.edu/studentstatus](http://www.uh.edu/studentstatus)). *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

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.