



University of Houston
Satisfactory Academic Progress Appeal Form
 Award Year 2009 – 2010



• **University of Houston • Office of Scholarships and Financial Aid •**
31 E Cullen Building • Houston, TX 77204-2010
In Person: Welcome Center Room 120

Appeal Deadlines	
Fall 2009	September 8, 2009
Spring 2010	February 1, 2010
Summer Six Week – First	June 5, 2010
Summer Nine Week – First	June 5, 2010
Summer Twelve Week – Regular	June 5, 2010
Summer Six Week – Two	July 9, 2010

Instructions: Please complete this form and attach all required documentation. The appeal cannot be reviewed by the committee without supporting documentation. Failure to submit supporting documents will delay the processing of your appeal and may result in an automatic denial. Appeals submitted after the final deadline without the approval of a Financial Aid Officer will be denied.

Last Name	First Name	MI	MyUH ID Number	E-Mail Address
I am seeking reinstatement for the _____ semester.			Anticipated Graduation Date: _____	

STEP 1: IDENTIFYING YOUR INDIVIDUAL CIRCUMSTANCE(S)

- Insufficient Completion Ratio and/or Cumulative GPA
- Exceeded Maximum Hours (Degree audit, outlining remaining coursework and expected graduation date, must be provided from your academic advisor.)
- I have successfully completed six hours using my own resources.

Satisfactory Academic Progress Standards			
Classification	Cumulative GPA	Ratio of Completed Hours to Attempted Hours	Total Attempted Hours Including Transfer Credits
Undergraduate	Minimum 2.00	75%	190 Credit Hours
Post baccalaureate	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

STEP 2: DOCUMENTATION REQUIRED TO SUPPORT YOUR APPEAL

- Attach a typed statement explaining what circumstance(s) led to your failure to maintain satisfactory academic progress. Please state your action plan to improve your academic progress for your next semester of attendance.
- Attach supporting documentation for your special circumstance.
 - **Personal and/or physical health issues:** Medical records, death certificate, letters from involved third parties, such as doctors, therapists, employers, etc.
 - **Returning to UH from suspension:** If you attended any other institutions, you must attach a copy of your current academic transcript from the institution(s).

STEP 3: CERTIFICATION OF ACADEMIC ADVISOR

To be completed by your Academic Advisor ONLY

Your academic advisor must complete the section below. Your academic advisor is located in the department of your major. If you have not declared a major, contact UH Scholars Academic Advising. An advisor's favorable recommendation does not guarantee your appeal will be approved.

Advisor Name: _____ College: _____
(please print)

Phone: _____ Email: _____

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 2009 semester, I must demonstrate progress (GPA, Ratio and Max Hour requirements) during the fall 2009 semester.* If progress is not demonstrated, my future aid will be canceled.
- **DENIED**, I will not receive financial aid and 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 aid for the following semester.

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

MyUH 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.