



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

Return this appeal by: Fall 2008 • October 3, 2008 Spring 2009 • March 30, 2009 Summer 2009 • June 15, 2009

Last Name	First Name	MI	PeopleSoft ID Number	E-Mail Address
Address				
Street		City	State	Zip
I am seeking reinstatement of my financial aid eligibility for the _____ semester.			Anticipated Graduation Date: _____	

Instructions: Complete steps 1-4 below, and submit the completed appeal form and all supporting documentation to the Office of Scholarships and Financial Aid.

STEP 1: IDENTIFYING YOUR INDIVIDUAL CIRCUMSTANCE(S)

CUMULATIVE COMPLETION RATIO AND/OR GPA NOT MET:

I have special circumstances that prevented me from making satisfactory progress:

- a. _____ Personal problems (family issues, work issues)
- b. _____ Serious injury/illness requiring extended recovery time
- c. _____ Death or serious illness of an immediate family member
- d. _____ Academic problems
- e. _____ Other: _____

Supporting documentation is required (i.e. Physician statement, death certificate, obituary, letters from involved third parties such as doctors, therapists, employers, etc.) Be sure to include your PeopleSoft ID on each page. Please list the documentation you are attaching to this form:

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 your academic advisor outlining hours remaining to complete your degree requirements and when you will graduate is required.

I HAVE COMPLETED A HALF-TIME SEMESTER USING MY OWN RESOURCES AFTER PREVIOUS APPEAL DENIAL

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 documentation supporting your individual circumstance.
- 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:** _____

	Yes	No	When?	Initials Advisor/Student
Has the student ever come in to talk to you about academic progress?				/
Discussed degree requirements pertaining to the student's major?				/
Discussed or developed a plan to improve academic success?				/
Reviewed and made adjustments as appropriate to the student's schedule				/
Would you like to discuss the progress/plan? (If yes, SFA will contact you.)				/

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, and require two to four weeks for review. I understand the submission of this form does not constitute an approval of my appeal, and that any fees I may owe the university are due on the date specified regardless of the status of my appeal. I understand that failure to provide the required documentation will result in the denial of my appeal by the Financial Aid Appeals Committee. I will be notified of the committee's decision by email at the address provided at my.uh.edu. **I understand that if approved, I am being granted financial aid on a probationary status and that failure to make progress in GPA, Completion Ratio and Max Hours during my probationary semester will result in the cancellation of all future aid.**

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.