



Student Business Services
Division of Administration
& Finance
Waiver Denial Appeal Request Form

All Texas public institutions of higher education will be required to comply with new legislation passed by the Texas Legislature. **Section 54.2001**; Continued Receipt of Exemptions or Waivers has been added to the Texas Education Code. In order to continue receiving certain exemptions and waivers, graduate and undergraduate students must now meet the University's grade point average requirement for making satisfactory academic progress toward a degree or certificate, in accordance with the institution's policy regarding eligibility for financial aid. In addition, hours considered excessive under Texas Education Code, Section 54.014 Tuition for Repeated or Excessive Hours, may not be eligible for exemption.

In order to comply with the Texas Education Code, your Satisfactory Academic Progress (SAP) will be calculated each term to verify that you are meeting all Federal SAP standards. In accordance with Texas Education Code Section 54.2001, if you fail to meet the SAP standards shown below, you may appeal by providing corroborating documentation in order to be reconsidered for continued receipt of exemptions and waivers. Upon review of the submitted appeal, you may be asked to submit a plan before your exemption or waiver will be applied. Below is a summary of the minimum academic requirements.

PLEASE BE AWARE, THIS APPEAL IS FOR ASSISTANCE WITH YOUR EXEMPTION OR WAIVER ONLY AND HAS NO BEARING ON YOUR ACADEMIC STANDING. ACADEMIC APPEALS MUST BE SUBMITTED AND REVIEWED BY YOUR DEPARTMENT.

Undergraduate

Grade Level	Cumulative GPA Required	Cumulative Completion ratio required	Cumulative hours allowed
Undergraduate	At least 2.0	75%	150

Graduate/Professional

Graduate Level	Cumulative GPA required	Cumulative Completion ratio required
Masters	At least 3.0	75%
Doctoral	At least 3.0	75%
Optometry, Pharmacy, Law, Architecture	At least 2.5	75%

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 minimum standard.
- C. I failed to earn any credit the last term 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 Student Business Services once that NR grade has been changed.*
- D. I am being charged CAP fees considered as ‘Excessive’ Undergraduate credit hours.

SECTION II: Provide all items detailed below

- Personal Statement: Provide answers to all questions below in a typed and signed statement and attach to your appeal.**

It is assumed that each student appealing is dependent upon their exemption or waiver for the completion of his/her degree. Please do not discuss your need for your exemption or waiver 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). **Failure to provide supporting documentation will result in denial of your appeal as it will be considered incomplete.** 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 you not maintaining SAP/CAP and attach documentation that supports your statement. SAP measurements are cumulative and will include academic progress in prior terms. Please be sure to explain what led to failure to meet requirements for each term that may have contributed.
2. What adjustments have you made that will help resolve the issues above? Examples include attending tutoring, time management workshops,

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 an exemption or waiver 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 term 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 complete an Academic Plan which will allow me to continue receiving exemptions and waivers for future terms as long as conditions of the academic plan are 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 SAP standards after being granted a probationary period will be subject to denial of future receipt of exemptions and waivers.

- DENIED, I will not receive an exemption or waiver and will make alternative payment arrangements. I cannot appeal this denial for this term. I understand that in order to regain my eligibility to receive future exemptions and waivers, I must meet the SAP requirements.

By signing below, I am certifying that I have read the information listed above and that I understand the conditions required for my exemption or waiver appeal to be granted. I also understand that failure to complete these requirements may result in the loss of my exemption or waiver.

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: _____

**Spring 2024 Deadline for submission:
Priority deadline: February 01, 2024**