

# 2024-2025 Satisfactory Academic Progress (SAP) Appeal

**Spring 2025 Appeal Deadline**  
**February 10, 2025**

Last NameFirst NameMI

Federal regulations require the Office of Scholarships and Financial Aid (SFA) to monitor the academic progress towards earning a degree for students receiving financial aid. Satisfactory Academic Progress (SAP) is calculated each aid year to ensure that students applying for financial aid meet the minimum standards. If academic performance is below the minimum SAP standards, all further financial aid is suspended. A student has the right to appeal their financial aid suspension and may complete this appeal form and include supporting documentation (as applicable). In addition to the appeal and supporting documentation, a student may also be asked to compete and submit an SAP Academic Plan before a final decision is issued.

**There is no guarantee that an SAP appeal will be approved – decisions are determined based on the merits of the case.** The following are the minimum SAP standards. *Please be aware, this appeal is for financial aid funding only and has no bearing on your academic standing. Academic appeals must be submitted and reviewed by your academic department.*

**SECTION I: REASON(S) FOR APPEAL**

**I am currently not meeting SAP standards because of the following (select all that apply):**

A.  BELOW MINIMUM CUMULATIVE GRADE POINT AVERAGE

- Undergraduate 2.0
- Graduate
  - Masters 3.0
  - Doctoral 3.0
  - For all other programs, please see online SAP policy at [www.uh.edu/sap](http://www.uh.edu/sap)

B.  BELOW MINIMUM COMPLETION RATE (less than 67%)

- Students must successfully complete a minimum of 67% of all attempted credit hours. Completion Rate is calculated by total hours successfully completed divided by total hours attempted.

**DO NOT complete Section C if it does not apply to you.**

C.  EXCEEDS MAXIMUM TIMEFRAME

- My total credit hours **attempted** at University of Houston (UH) plus all transfer hours to UH, exceed the minimum number of required credit hours for my degree by more than 150%.  
*(Example: 120 credit hours is the standard minimum for most Undergraduate degrees at UH. 150% of 120 = 180 credit hours. Most Graduate program's 150% is 100 credit hours.)*
- Please have an academic advisor sign the following and attach a degree plan or audit for confirmation.

<b>Academic Advisor Name (Print):</b>	<b>College/Department:</b>
<b>Phone:</b>	<b>Email:</b>
<b>Number of Hours left for student to complete program:</b>	<b>Projected Graduation/Completion Date (estimate):</b>
<b>Advisor Signature:</b>	<b>Date:</b>

This section is **ONLY** required for those who have exceeded their maximum time frame.

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.

**SECTION II: LETTER OF APPEAL AND SUPPORTING DOCUMENTATION**

Please answer the questions below in a typed and signed Personal Statement on a separate sheet.

1. Please explain why you failed to maintain Satisfactory Academic Progress (SAP). Keep in mind that since SAP measurements are cumulative, you may have made poor academic progress in a prior semester other than the most recent. Please be sure to explain what led to the failure to meet requirements for each semester that may have contributed to your overall lack of progress.
2. What adjustments have you made that will help resolve the issues above? Examples include attending tutoring, time management workshops, paying for classes out of pocket at another institution, medical treatment, etc.

Attach documentation that will provide support to your appeal statement. If you are unable to provide supporting documentation, please explain why in your personal statement. All documents, including the personal statement, must include your myUH ID number on each separate sheet.

**SECTION III: STUDENT CERTIFICATIONS AND SIGNATURE**

Please read and initial all of the following statements. I understand that:

\_\_\_\_\_Appeal decisions are made on a case-by-case basis. Submission of an appeal does not guarantee it will be approved and it does not release me from my financial obligation to the university to meet all payment deadlines. I am responsible for all institutional charges assessed to my account and must make payment arrangements timely and as needed.

\_\_\_\_\_ I may also be requested (via email) to complete and submit a SAP Academic Plan as additional appeal documentation, which will allow me to continue receiving financial aid for future semesters as long as I meet all the conditions of the academic plan.

\_\_\_\_\_ If my appeal is approved, I will be placed on Financial Aid Probation either for one semester or for multiple semesters based on an SAP Academic Plan.

\_\_\_\_\_ By the end of my Probation period, I must (a) achieve the minimum cumulative GPA for my degree program and (b) maintain the minimum Completion Rate (successfully complete a minimum of 67% of all credit hours attempted) so that I meet all minimum SAP standards.

\_\_\_\_\_ If I do not meet the minimum cumulative GPA and Completion Rate standards by the end of my Probation period, I am subject to denial of all further financial aid.

\_\_\_\_\_ If I withdraw from or fail any courses before or during the appeal process, it will affect my financial aid for future semesters.

*By signing this form, I certify that I have read the information listed above and understand the terms and conditions of the Financial Aid Appeal process. I also understand that failure to complete these requirements will result in the loss of my financial aid.*

*I hereby certify that all information contained in this appeal, including the personal statement and supporting documentation, is true and complete to the best of my knowledge.*

Student Signature \_\_\_\_\_ **(NO ELECTRONIC SIGNATURES)**

Date: \_\_\_\_\_



Office of  
Scholarships and Financial Aid  
Office of the Provost