



### **Satisfactory Academic Progress (SAP) Appeal**

Federal and State regulations require the Office of Student Financial Aid monitor Satisfactory Academic Progress (SAP) towards earning a degree for all students receiving financial aid and/or certain waivers and exemptions. UHCL calculates your SAP status each semester to verify that you have met all SAP standards. If you are not maintaining satisfactory academic progress, you may appeal the denial of financial aid or State waivers/exemptions. *Submission of an appeal does not guarantee that financial aid or that waiver eligibility will be granted. You are responsible for any balance owed to UHCL. You must make necessary payment arrangements for any balance owed.*

Student Name: \_\_\_\_\_ UHCL ID#: \_\_\_\_\_

#### **Section 1: Type of Appeal:** Answer all questions in this section.

- A. I am currently not meeting SAP standards because of the following (select all that apply):
- GPA:** If this appeal is based upon your cumulative grade point average, address the issue of completing courses with a grade lower than 2.0 for Undergraduates or 3.0 for Graduates
  - Ratio:** If your ratio (hours completed divided by hours attempted) is less than 75%, address any courses in which you received a Withdrawal (W), an Incomplete (I), or a Failing Grade (F)
  - Timeframe:** If your appeal is based on exceeding the specified total of attempted credit hours for the completion of your degree plan, address the need to enroll in a greater number of credit hours than is normally associated with the completion of the degree requirements. Please indicate if you are a transfer student or have changed majors recently
  - Exceeding 30/45 SCH above the Degree Requirements:** Your attempted hours have exceeded the SCH required for the completion of the degree plan in which you are enrolled. (Waivers/Exemptions ONLY)
  - Previous Approved Appeal Requirements Not Met:** You failed to meet the terms outlined in your previous SAP Appeal and Academic Plan.
- B. Please indicate the semester and year for which you are appealing to receive financial aid: (Please check only one semester)
- Fall \_\_\_\_\_ (year)       Spring \_\_\_\_\_ (year)       Summer \_\_\_\_\_ (year)
- C. Have you submitted a previous appeal during your academic career at UHCL? (check one)
- No
- Yes, the semester and year of previous appeal was: \_\_\_\_\_

#### **Section 2: Reason for Appeal:** Answer all questions in this section.

- A. Indicate which situation best applies to the academic difficulty you have experienced:
- Medical:** If a medical problem contributed to your failure to maintain satisfactory academic progress, attach documentation confirming you received medical treatment during the semester(s) affected by your medical condition
  - Death/Illness:** If the death or illness of a family member or close friend contributed to your lack of academic progress, please attach appropriate copies of medical records, death certificate, obituary, etc

(continued on page 2)

- Change in work hours:** if the change in schedule was initiated by the employer after the term began, then this information must be substantiated by the employer on company letterhead.
- Other Circumstances:** Please state clearly the circumstances other than those listed above that contributed to your lack of academic progress. Provide appropriate documentation.

B. Provide a detailed written explanation of the factors contributing to your lack of academic progress. If you need additional space, please attach another page. You may attach a typed version.

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C. Please explain how your personal circumstances have changed so that they will no longer impede your academic progress and what measures you are taking to ensure your academic success in the future, such as a reduction in enrollment, change in employment, change in health condition, utilizing the UHCL Writing Center, etc. If you need additional space, please attach another page. You may attach a typed version.

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**Section 3: Signatures and Terms:** Read and sign below.

- ✓ I understand that the **decision of the committee is final** and 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. If approved, I will be expected to make academic progress in the semester for which my appeal has been approved.
- ✓ I understand the UHCL Satisfactory Academic Progress requirements in the UHCL Catalog.
- ✓ I understand that students whose SAP appeals are approved will receive financial aid for one semester on a probationary basis. At the end of that semester, students who are meeting all three components of SAP (GPA/Ratio/Timeframe) and are following the terms of the academic plan will not have to appeal. Students who are not meeting SAP will be notified via their UHCL email and they may submit another SAP appeal to the Office of Student Financial Aid.
- ✓ I understand that I will be notified via email to my UHCL email address if any further information is needed, and of the committee’s decision. *Any fees I may owe the university are due on the date specified regardless of the status of my appeal.*

Student Name (Printed): \_\_\_\_\_

UHCL ID#: \_\_\_\_\_

Student Signature: \_\_\_\_\_

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

(DO NOT use electronic or stamp signature, appeal application must be completed and signed by you in black or dark blue ink)



**Academic Plan**

The Academic Plan and Candidate Plan of Study must be submitted with your Satisfactory Academic Progress Appeal form. You are responsible for meeting with an academic advisor to complete Academic Plan and obtain an evaluated and updated Candidate Plan of Study. To ensure success, you must follow stipulations outlined in your Academic Plan during semester for which appeal was approved and thereafter. **Failure to follow the plan can result in a loss of future financial aid.**

<u>College</u>	<u>Location</u>	<u>Phone number</u>	<u>Appointment</u>
College of Education	Bayou 1231	281 283-3600	Walk-in
College of Business	Bayou 2111	281 283-3110	Walk-in
College of Science and Engineering	Bayou 3611	281 283-3711	Walk-in
College of Human Sciences and Humanities	Bayou 1539	281 283-3333	By appointment only*
Distance Ed at Texas Medical Center		281 253-9503	Must call first for availability *
Pearland Center	1200 Pearland Parkway Pearland, TX 77581	281 212-1606	Must call first for availability*

\*When making an appointment with an advisor expect at least 24 hour waiting period. Waiting period maybe longer during the peak time and registration.

**Part 1: (Student)** Please indicate the reason for failing to maintain satisfactory academic progress (Refer to page 1 of the Satisfactory Academic Progress Appeal Form)

- GPA
- Ratio
- Timeframe
- Exceeding 30/45 SCH above the Degree Requirements (Waivers/Exemptions ONLY)
- Previous Approved Appeal Requirements Not Met

**Part 2: (Academic Advisor)** To be completed by your UHCL Academic Advisor ONLY.

- A. What is the student’s estimated Graduation Date: \_\_\_\_\_
  - B. Remaining Hours Needed to Graduate: \_\_\_\_\_  
(Include hours for which the student is submitting an appeal – Student will not be able to receive financial aid for additional hours beyond the hours indicated)
  - C. Please indicate the maximum hours the student should enroll in for each term listed:
    - Enroll in no more than \_\_\_\_\_ hours for Fall \_\_\_\_\_ (year)
    - Enroll in no more than \_\_\_\_\_ hours for Spring \_\_\_\_\_ (year)
    - Enroll in no more than \_\_\_\_\_ hours for Summer \_\_\_\_\_ (year)
  - D. The student should earn a grade of no less than a \_\_\_\_\_ in any class.  
(For financial aid: Graduate students must earn no less than a B, undergraduates must earn no less than a C)
- (continued on page 2)

E. It is advised that the student visit with:

- The Writing Center
- Student Success Center
- Health and Disabilities Office
- Other: \_\_\_\_\_

F. Before dropping a course, the student should visit with:

- An Academic Advisor
- Writing Center
- Student Success Center
- Health and Disabilities Office
- Faculty member instructing the course
- Other: \_\_\_\_\_

(For financial aid: a student who drops a course during a term a SAP appeal was approved will need to appeal the following term for which they want to receive financial aid)

G. Does the Student have a current CPS On file: \_\_\_\_\_ Yes \_\_\_\_\_ No

(MUST attach a copy of the student’s current CPS to this form before submitting to Financial Aid)

Advisor Comments: (please feel free to add any additional or clarifying information below)

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**Part 3: Academic Advisor Signature:**

✓ I have reviewed the Academic plan with the student.

Advisor Name: \_\_\_\_\_

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

(DO NOT use electronic or stamp signature, appeal application must be completed and signed by you in black or dark blue ink)

**Part 4: Student Signature:**

- ✓ I have reviewed the academic plan with my academic advisor and I fully understand the contents of the academic plan.
- ✓ I understand that if I fail to maintain the terms of this academic plan, I understand my ability to receive future financial aid will be put in jeopardy. Furthermore I understand that my academic success remains my responsibility.

Student Name: \_\_\_\_\_ UHCL ID#: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(DO NOT use electronic or stamp signature, appeal application must be completed and signed by you in black or dark blue ink)