SAP Appeal

Student ID

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Pursuant to Federal Regulations, financial aid recipients must maintain Satisfactory Academic Progress (SAP) to remain eligible for federal aid. The Office of Student Financial Services has established comprehensive guidelines to measure whether a student is progressing satisfactorily towards completion of his/her program of study. SAP is measured annually both quantitatively (time-based) and qualitatively (grade based) at the end of each spring term once all grades have been posted to determine a financial aid recipient's continued eligibility for aid. When determining SAP, all previous academic history (including classes taken at this institution and received as transfer credit) is incorporated in the calculation even if a student did not receive financial aid for those terms. *Students must demonstrate successful completion of coursework that improves overall program GPA, completion rate, and/or maximum time frame to meet the SAP requirements. Binary (pass/fail) grades do not count in the SAP Calculation.*

While financial aid eligibility is determined by the Office of Student Financial Services, maintaining Satisfactory Academic Progress is the responsibility of the student. Students not meeting SAP standards will be ineligible for financial aid whether or not written notice is received from the Office of Student Financial Services.   Students failing to meet SAP standards may appeal the suspension of financial aid by completing this form and providing documentation to support an appeal. Supporting documents may include a letter from the student's Academic Advisor/Dean, bills or other documents demonstrating a student's hardship. The lack of supporting documentation may result in an appeal denial.

Submit forms using ONE of the following methods:

1.   **Online:**   Log on to myUTH, click on the Document Center tile, select "FA Unsolicited Documents," upload the document, click submit.

2.   **In Person:** UCT Building, 7000 Fannin, Suite 2220, Houston, TX 77030

A. STUDENT INFORMATION

_____

Student Last Name   First Name   Middle Initial

_____
Academic Advisor / Dean

_____
Program

_____
Anticipated Graduation Date

B. GUIDELINES

Submission Requests:
Students have the right to submit a <u>completed</u> SAP Appeal form <u>and</u> any documentation necessary to substantiate the circumstances of the appeal within <u>10 business days</u> of the notification/determination date.   Appeals submitted after the 10th business day will not be evaluated or effective until the next term. Submissions must be sent to the Office of Student Financial Services.   **Appeals may be submitted only <u>once</u> for <u>each</u> SAP requirement, but <u>no more than two appeals</u> will be accepted per academic year.   Submitting an appeal does not guarantee the reinstatement of financial aid eligibility.**

Tuition and Fees: The student should make alternate payment arrangements to cover the cost of tuition and fees. Students are not eligible for institutional Emergency Loans until SAP is met or the SAP appeal is approved.

Appeal Circumstances:
- Personal health issue or injury
- Death of a relative
- Other extenuating circumstance. Exentuating circumstances will be considered on a case-by-case basis.

Required Documents:
- Appeal Form
- Documentation necessary to substantiate the circumstances of the appeal
- Degree Plan approved/signed by your Academic Advisor/Dean outlining the steps to be taken to achieve SAP standards.

Review:
All documentation will be reviewed by the Financial Aid Appeal Committee (FAAC) within 14 business days from the date the appeal and documentation was submitted.

Decision:
Students will be notified of the decision by the FAAC via e-mail or letter upon review completion.

Student Completion Checklist:
1.   Completed Appeal form

2.   Appeal Letter: Detail the extenuating circumstances that prevented you from meeting SAP standards. Describe the circumstances that led to your difficulty, the dates involved, how the situation has been resolved, and what corrective measures you will take to succeed. If this is not your first appeal, explain how the situation is different.

3.   Supporting documentation

4.   Degree Plan

Student Name: _____   **Student ID:** _____

               Last   First   M.I.

C.   REASON FOR APPEAL

Mark the box that applies for BOTH sections

I am not meeting Satisfactory Academic Progress for the following reason:

☐   Grade Point Average (GPA) does not meet the 2.0 (undergraduate) or 3.0 (graduate/professional) cumulative standards

☐   Rate of Progression does not meet at least 67% of the hours in which enrolled each academic year   Maximum Time Frame exceeds the 150% of the published length of the academic program completion

I was unable to maintain Satisfactory Academic Progress (SAP) during the previous academic year due to:

☐   Personal health issue or injury

☐   Death of a relative

☐   Extenuating circumstances will be considered on a case-by-case basis. _____

                                                                          Extenuating Circumstance

D.   APPEAL

Complete BOTH sections

Please explain the specific circumstances that prevented you from maintaining SAP. Attach as many additional pages as necessary to fully explain your individual circumstances.

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Please explain how your situation has changed. Indicated what corrective measures you have taken or will take to achieve and maintain SAP.

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E.   Certification and Signature

The person signing below certifies that all of the information reported is complete and correct.

> **WARNING: If you purposely give false or misleading information you may be fined, sent to prison, or both.**

_____   _____

Student Signature *(no electronic signatures accepted)*   Date

SAP
Degree Plan

2025-2026

FBSAPA

Student ID

Pursuant to Federal Regulations, financial aid recipients must maintain Satisfactory Academic Progress (SAP) to remain eligible for federal aid. The Office of Student Financial Services has established comprehensive guidelines to measure whether a student is progressing satisfactorily towards completion of his/her program of study.   SAP is measured annually both quantitatively (time-based) and qualitatively (grade based) at the end of each spring term once all grades have been posted to determine a financial aid recipient's continued eligibility for aid. When determining SAP, all previous academic history (including classes taken at this institution and received as transfer credit) is incorporated in the calculation even if a student did not receive financial aid for those terms. *Students must demonstrate successful completion of coursework that improves overall program GPA, completion rate, and/or maximum time frame to meet the SAP requirements.   Binary (pass/fail) grades do not count in the SAP Calculation.*

INSTRUCTIONS

Students failing to meet SAP standards may appeal the suspension of financial aid. In so doing, the student is required to provide documentation to support an appeal such as a Degree Plan that has been approved and signed by the student's Academic Advisor or Dean. **Form is to be completed by the student's Academic Advisor or Dean and submitted to the Office of Student Financial Services.**

A. STUDENT INFORMATION

_____

Student Last Name   First Name   Middle Initial

_____

Academic Advisor / Dean

_____

Program

_____

Anticipated Graduation Date

B. DEGREE PLAN

Please list below the course(s) required for the aforementioned student to complete his/her program of study. Enter each term on a separate table.   Attach more pages if necessary.

Term	Course Number	Course Name	Total Credit Hours	Grade

Term	Course Number	Course Name	Total Credit Hours	Grade

Term	Course Number	Course Name	Total Credit Hours	Grade

C. CERTIFICATION AND SIGNATURES

Each person signing below certifies that all of the information reported is complete and correct.

WARNING: If you purposely give false or misleading information you may be fined, sent to prison, or both.

_____

Student Signature *(no electronic signatures accepted)*

_____

Date

_____

Academic Advisor / Dean Signature *(no electronic signatures accepted)*

_____

Date