

# Satisfactory Academic Progress (SAP) Appeal

Office of Student Financial Services  
7000 Fannin, Suite 2220  
Houston, TX 77030  
Phone: (713) 500-3860  
Fax (713) 500-3863

**COMPLETE ALL SECTIONS: Please complete this form in blue or black ink and print legibly**

Student Last Name	First Name	Middle Initial	Student ID Number
Academic Advisor / Dean Name		Anticipated Graduation Date	Program

## Instructions

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. 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.

### Appeal Circumstances:

- Health issues
- Injury, death of relative or
- Other extenuating circumstances (i.e., personal or family problems)

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 E-loans until SAP is met or appeal is approved.

### Submission Requests:

Students have the right to submit a completed SAP Appeal form and any documentation necessary to substantiate the circumstances of the appeal within 10 business days of the notification/determination date. Appeals submitted after the 10<sup>th</sup> business day will not be evaluated or effective until the next term. Submissions must be sent to the Office of Student Financial Services.

### 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 requirements

### Review:

All documentation will be reviewed by the Financial Aid Appeals 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:

- ☐ Completed Appeal form
- ☐ Appeal letter detailing extenuating circumstances, if applicable
- ☐ Supporting documentation
- ☐ Degree Plan

## A. Reason for the Appeal

Check 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 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
- ☐ Other Extenuating Circumstance: \_\_\_\_\_

## B. 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.


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


## C. Certification and Signatures (no electronic signatures accepted)

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

\_\_\_\_\_  
Date

# Satisfactory Academic Progress Degree Plan

**Office of Student Financial Services**

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Houston, TX 77030

Phone: (713) 500-3860

Fax (713) 500-3863

**COMPLETE ALL SECTIONS: Please complete this form in blue or black ink and print legibly**

Student Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Student ID Number \_\_\_\_\_

Academic Advisor / Dean Name \_\_\_\_\_ Anticipated Graduation Date \_\_\_\_\_ Program \_\_\_\_\_

**Instructions**

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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 by the student's Academic Advisor or Dean.

**A. Degree Plan**

To be completed by the student's Academic Advisor/Dean

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. Please 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

**B. Certification and Signatures (no electronic signatures accepted)**

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 (Required)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Academic Advisor / Dean Signature (Required)

\_\_\_\_\_  
Date