

UHD ID: \_\_\_\_\_ Student's First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_



Office of Scholarships and Financial Aid

**2024 Spring Satisfactory Academic Progress Appeal**

**Deadline April 13, 2024**

Federal financial aid regulations require the University of Houston—Downtown to determine that federal aid recipients are making satisfactory academic progress (SAP) toward their degree. Students who do not meet the requirements for continued eligibility for financial aid due to circumstances beyond their control may appeal for reinstatement. You must complete this form, attach statement and supporting documentation, and submit to the Office of Scholarships and Financial Aid by the appropriate deadline.

**Section I. PLEASE SELECT THE REASON(S) FOR APPEAL:**

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**GRADE POINT AVERAGE (GPA)**

Undergraduate students must maintain a 2.0 cumulative GPA

Graduate students must maintain a 3.0 cumulative GPA.

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**COMPLETION PERCENTAGE**

Students must complete at least 73% of all their attempted course work, including transfer hours.

**THIS SECTION BELOW IS ONLY COMPLETED BY THE ADVISOR IF YOU ARE NOT MEETING TIME FRAME**

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**EXCEEDS MAXIMUM TIMEFRAME**

- Undergraduate students must complete their program of study with no more than 170 hours (this includes transfer hours).
- Graduate students must complete their program of study with no more than 54 hours (including transfer hours from other graduate schools)

Please have academic advisor complete questions below and complete the information below:

How many hours are in progress?	
What courses are in progress?	
Are any of the courses not applicable or needed for their degree completion?	
Assuming the grades post and are satisfactory for the courses identified above, how many hours would still be needed to complete remaining requirements	
If student has less than 2.0 UHD GPA, please estimate how many hours it will take to repair the GPA and complete any other remaining requirements.	
Projected Graduation Date	

**Please continue next page**

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

\_\_\_\_\_  
Academic Advisor Name (Print)

\_\_\_\_\_  
College/Department

\_\_\_\_\_  
Advisor Signature

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email

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Please address the following in your **typed and signed** Personal Statement on a separate sheet of paper.

1. Explain why you failed to maintain Satisfactory Academic Progress (SAP). Please be sure to explain what led to the failure to meet the requirements for each semester that may have contributed to your overall lack of progress.
2. What adjustments have you made that will help you resolve the issues above? Examples include tutoring, time management, workshops, paying for classes out of pocket, medical treatment, etc.

Attach supporting documentation that will support your appeal statement. If you are unable to provide supporting documentation, please explain why in your personal statement.

### Section III. Student Certification and Signature

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

\_\_\_\_\_ Appeal decisions are made on a case by case basis and the submission of this form does not guarantee an approval of my appeal.

\_\_\_\_\_ The submission of an appeal 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.

\_\_\_\_\_ If my appeal is approved, I will be placed on Financial Aid Probation for either one semester or for multiple semesters based on an 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 the minimum of 73% 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 or fail any courses before or during the appeal process, it will affect my financial aid for the future.

To the best of my knowledge, the information contained in this appeal is complete and correct. I understand that I am responsible for any tuition/fees payment due if my appeal is not approved and I do not receive financial aid. I understand that there is a 2-3 week turnaround time for my appeal to be reviewed. Submission of this appeal does not guarantee approval.

Student Signature

**(Black or blue ink, no electronic signatures accepted)**

Date

***Disclaimer: Incomplete Appeals will be denied.***

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