

2025-2026 Satisfactory Academic Progress (SAP) Appeal

Grade Point Average/Completion Ratio Appeal

Fall 2025 Appeal Deadline
September 22, 2025

Last Name

First Name

MI

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

You have been identified as a financial aid recipient who is not meeting either the grade point average requirement or the completion ratio requirement, or both, and, therefore, may submit this appeal to reinstate your financial aid eligibility.

The requirements are:

MINIMUM CUMULATIVE GRADE POINT AVERAGE REQUIREMENT:

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

COMPLETION RATIO (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.

SECTION II: HOW TO SUBMIT A COMPLETE APPEAL:

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

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.
3. Attach 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 each of the following statements and if you agree to these conditions, sign and date the form.

1. 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.
2. 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.
3. 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.
4. By the end of my probationary 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.
5. 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.
6. 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 _____

(**Electronic signatures are acceptable if your appeal is uploaded via your myUH Self-Service account**)

Date: _____



Office of
Scholarships and Financial Aid
Office of the Provost

State law requires that you be informed of the following: (1) with few exceptions, you have the right to inspect and receive copies of 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.

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