

# University of Houston Clear Lake

## Satisfactory Academic Progress (SAP) Appeal Form

In order to appeal the denial of financial aid due to not maintaining satisfactory academic progress, you must complete this form and attach the required documentation (including a current CPS). Once the form has been completed, you may either mail it to the Student Financial Aid Office, 2700 Bay Area Blvd, Houston, TX 77058 or you may fax it to 281.283.2502.

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**To avoid delays, please read and complete this application carefully.**

Name (Last, First, MI) \_\_\_\_\_

Please indicate the academic year and semester for which the appeal is to be considered.

\_\_\_\_\_ Fall      \_\_\_\_\_ Spring      \_\_\_\_\_ Summer

Complete the following information regarding your degree.

Degree Objective: \_\_\_\_\_ Hours needed to complete degree: \_\_\_\_\_

Have you had a previous appeal?

\_\_\_\_\_ No

\_\_\_\_\_ Yes (Indicate the year and semester of the previous appeal \_\_\_\_\_)

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### Types of Appeals

\_\_\_\_\_ **GPA** - If this appeal is based upon your cumulative grade point average, address the issue of completing courses with a GPA lower than 2.0 for Undergraduates or 3.0 for Graduates.

\_\_\_\_\_ **Ratio** - If the ratio (hours completed divided by hours attempted) is less than 75%, address the issue of enrolling in courses and receiving a Withdrawal (W) or an Incomplete (I) which has negatively affected your completion ratio.

\_\_\_\_\_ **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.

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### Reason for Appeal

Below please indicate which situation best applies to the academic difficulty you have experienced. Then, on the next page provide a detailed explanation of the factors contributing to your lack of academic progress. Also, please indicate the steps taken to prevent future unsatisfactory academic progress.

**Medical:** If a medical problem contributed to the failure to maintain satisfactory academic progress, attach documentation from a medical professional from whom you have received advice or treatment.

**Death/Illness:** If the death/illness of a family member or close friend contributed to the lack of academic progress, please attach appropriate copies of medical records, death certificate, obituary, etc.

**Other Circumstances:** Please clearly state the circumstance (not listed above) and provide appropriate documentation.

**Detailed explanation of the factors contributing to your lack of academic progress:**

**You must provide the appeal committee with a written explanation below regarding reasons you are failing to meet satisfactory academic progress requirements.** If you need additional space, please feel free to attach an additional letter.

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**Student Signature**

I understand that decisions on appeals are processed on a case-by-case basis. If approved, I will be expected to make academic progress in the semester for which my appeal has been approved. **I am aware that my appeal will not be reviewed until the current semester's grades have been evaluated.** I have read the UHCL catalog concerning satisfactory academic progress requirements. I understand the completion of this application does not constitute an approval of my appeal. I will be notified of the committee's decision by e-mail at my official UHCL email address. **Any fees I may owe the university are due on the date specified regardless of the status of my appeal.**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

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**Checklist for appeals**

- \_\_\_\_ Completed appeal application
- \_\_\_\_ Copy of current Candidate Plan of Study (CPS)
- \_\_\_\_ Any additional documentation (i.e., statements from doctors, counselors, etc.)

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State law requires that you be informed of the following: (1) with few exceptions, you are entitled on request to be informed about 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.