

## **Standards of Academic Progress**

**(effective for enrollment periods as of July 1, 2011)**

The Higher Education Act of 1965, as amended, requires Xavier University to develop and enforce standards of satisfactory academic progress prior to awarding any federal financial aid funds to students. Standards of satisfactory academic progress were established to encourage students to successfully complete courses for which federal financial aid is received, and to progress satisfactorily toward degree completion. Successful completion of a course for undergraduates is defined as receiving one of the following grades: A, A-, B+, B, B-, C+, C, C-, D+, D, D-, or S. Successful completion of a course for graduate students is defined as receiving one of the following grades: A, A-, B+, B, B- or C.

The standards apply to Federal financial aid programs, including Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Work Study, Federal Perkins Loan, Federal Direct Stafford Loan, Federal Direct Parent Loan for Undergraduate Students (PLUS), Graduate Plus Loans, Federal Teach Grant, and Xavier funds. These financial aid standards of academic progress are separate from, and in addition to, academic standards required by the University for continued enrollment. The criteria used to determine academic progress are grade point average, annual completion rate, and maximum time frame for completion of educational objective. At the end of spring semester, the Office for Financial Aid reviews students' progress during the previous three semesters. All periods of enrollment are reviewed, including semesters during which no financial aid was received.

### **Qualitative Requirement - Grade Point Average**

- Undergraduates who have not yet completed two academic years must have a minimum cumulative GPA of 1.750.
- Undergraduates who have already completed two academic years must have a minimum cumulative GPA of 2.000.
- Graduate students must maintain a minimum cumulative GPA of 2.800.

### **Quantitative Requirement - Completion Rate**

Students must successfully complete a minimum of 67% ( two-thirds) of cumulative credit hours attempted (attempted hours are hours for which a charge was incurred, excluding audited hours).

### **Maximum Time Frame for Completion of Educational Objective**

Students must complete their degree program within 150% of the published length of their degree program. For example, if a major requires 120 credit hours to graduate, a student could not receive financial aid beyond 180 credits attempted (including transfer hours) whether or not financial aid was received for those credits.

### **Incomplete Grades**

Incomplete grades are calculated as an "F" until the incomplete grade is changed to a complete grade.

### **Multiple Retakes - Repeated courses affect academic progress as follows:**

- Cumulative Grade Point Average - Only the most recent grade counts in the student's CGPA.
- Annual Completion Rate - When a course is repeated it will be counted as attempted hours.
- Maximum Time Frame - A course that is repeated is only counted once as attempted hours.

### **Remedial Coursework**

Remedial courses and English as a Second Language (ESL) courses are treated the same as other courses for satisfactory academic progress purposes. If a student who was enrolled in remedial course work does not maintain the minimum academic standards and he or she requests an appeal, the financial aid appeal committee will take into consideration the courses in which the student was enrolled.

### **Transfer Hours**

Transfer hours that are accepted toward the student's academic program count in the overall maximum time frame calculation. Transfer hours have no effect upon the cumulative grade point average.

### **Changes of Major/Degree Program**

Students who change majors or change programs are still held to the 150% maximum time frame rule. All credits attempted from the first major/program will count as attempted hours for the new major/program. The 150% maximum limit will be measured based on the number of credits required for the new major/program.

### **Second Bachelor Degree**

Students who enroll in a second bachelor degree program are still held to the 150% maximum time frame rule. However, only the credit hours from the first degree which apply to the second degree will be counted as attempted hours.

### **Timing of Reviews**

Current financial aid recipients will have their academic progress reviewed at the end of the academic year. New financial aid recipients (i.e., those students who had never previously applied for aid) will have their academic progress reviewed when the Office of Financial Aid receives the results of the Free Application for Federal Student Aid (FAFSA).

At the time of the review students who are not meeting the minimum requirements will be placed on financial aid suspension.

### **Financial Aid Suspension**

Students who are placed on financial aid suspension are ineligible for financial aid for subsequent enrollment periods. During suspension students may be permitted to attend Xavier at their own expense to demonstrate academic progress.

### **Reinstatement of Eligibility**

Students who choose to attend Xavier or another institution while on financial aid suspension at their own expense will not be automatically eligible for financial aid upon seeking reinstatement. When seeking reinstatement, students must be meeting the academic progress standards in order to regain eligibility for

subsequent enrollment periods. A minimum of six credit hours must be completed in order to be considered for reinstatement.

### **Appeals**

Appeal is a process by which a student who is not meeting the institution's satisfactory academic progress standards petitions the institution for reconsideration of the student's eligibility for Title IV, HEA program assistance. Students on financial aid suspension may appeal the loss of aid if extenuating circumstances prevented the students from making satisfactory progress. Circumstances which are considered extenuating are those which are unusual and/or unforeseen at the beginning of the enrollment period, such as: injury or illness of the student, death of a close relative, or other situations which were unexpected and beyond the student's control. Allowances can also be made for students who have a documented disability. The appeal must include what has changed that will allow the student to make SAP at the next evaluation. Appeals should be made in writing to the Financial Aid Standards of Academic Progress Appeals Committee. Students are notified in writing of the results of their appeal. The possible appeal results are listed below.

#### **Approved Appeals – Probationary Status**

Students who appeal may be granted a probationary period. At the end of a probationary period, students must be meeting the satisfactory academic progress requirements or must be successfully meeting requirements of an academic plan in order to continue to receive financial assistance.

#### **Denied Appeals – Reinstatement of Eligibility**

Students who choose to attend Xavier while on academic progress suspension, at their own expense, will not be automatically eligible for financial aid upon seeking reinstatement. Students must be meeting the academic progress standards in order to regain eligibility for subsequent enrollment periods. A minimum of six credit hours earned at Xavier must be completed in order to be considered for reinstatement.