Student Name _______________________________ Xavier ID Number _______________________________

Email ______________________________________ Current Class Level _______________________________

Current Degree _______________________________

Over the last year, have you used the Learning Assistance Center or any other academic support services offered by Xavier: SSS/Trio, math lab, writing lab, supplemental instruction?  Yes_____ No_____ N/A_____  
If yes, indicate which service(s) and how often: ____________________________________________________

Please explain the circumstances that affected your academic performance and/or prevented course completion under 67 percent (cumulative hours), and describe your specific plans to improve your academic record. Use the space below and attach additional sheets as needed. Note: Attending summer school will not mean an automatic reinstatement of your financial aid. However, successful completion of summer classes may support your case for appeal. [See page 2 for details about financial aid standards for academic progress.]

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Return your completed form to:

Mail:  Satisfactory Academic Progress [SAP] Committee
       Office of Student Financial Assistance, Xavier University, Schott Hall – First Floor
       3800 Victory Parkway, Cincinnati, OH 45207-5111

Fax:   513-745-2806

Email:  Send scan of completed form to xufinaid@xavier.edu

For more help, call 513-745-3142
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.

The standards apply to the following financial aid programs: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant [FSEOG], Federal TEACH Grant, Federal Work Study, Federal Perkins Loan, Federal Direct Stafford Loan, Federal Direct Parent Loan for Undergraduate Students [PLUS], Federal Graduate PLUS Loan 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: cumulative grade point average [CGPA], cumulative completion rate and maximum timeframe for completion of educational objective. At the end of spring semester, the Office of Financial Aid reviews students’ progress. All periods of enrollment are reviewed, including semesters during which no financial aid was received.

QUALITATIVE REQUIREMENT - CUMULATIVE GRADE POINT AVERAGE [CGPA]

Undergraduate
• Students who have not yet completed two academic years must have a minimum cumulative GPA of 1.75.
• Students who have already completed two academic years must have a minimum cumulative GPA of 2.0.
• Students must successfully complete classes with grades A, A-, B+, B, B-, C+, C, C-, D+, D, D- or S.

Graduate
• Students must maintain a cumulative GPA of at least 2.8.
• Students must successfully complete classes with grades A, A-, B+, B, B-, C+ or C.

QUANTITATIVE REQUIREMENT - CUMULATIVE ANNUAL COMPLETION RATE

Undergraduate and graduate students must successfully complete a minimum of 67 percent of all credit hours attempted. “Attempted hours” are hours for which a charge was incurred, excluding audited hours.

MAXIMUM TIMEFRAME FOR COMPLETION OF EDUCATIONAL OBJECTIVE

Undergraduate students must complete their degree program within 150 percent 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. Information about alternative loan programs to help students finance their education if they intend to remain at Xavier University may be found at www.xavier.edu/financial-aid/undergraduate-aid/loans.cfm.