2017-18 APPEAL FORM  
Federal Student Aid – Satisfactory Academic Progress

APPEAL DATE: ____________________________________________

Student Name: ____________________________________________  Xavier ID: ____________________________________________

Email: ____________________________________________  Current Class Level: ____________________________________________

Current Degree Program: ____________________________________________

In order to be reconsidered for financial aid eligibility, students who are not meeting the U.S. Department of Education’s Satisfactory Academic Progress regulations at Xavier University must submit an appeal with all necessary documentation.

Your appeal should include all of the following:

1) An attached statement describing the specific reasons, events, or circumstances that directly contributed to the inability to meet Xavier University’s Satisfactory Academic Progress requirements. Specific dates of the events (in cases of illness, accidents, etc.) should be included. Acceptable circumstances include a documented illness, documented learning disability, death of a family member, documented change in financial situation or conditions of employment, or other extraordinary emergency circumstances.

   a. Documentation to support all extenuating and/or unusual circumstances (e.g. letter from doctor or medical billing statement as proof of illness or disability, employment termination notice, etc). Please list attached documents:

   ____________________________________________

   ____________________________________________

   ____________________________________________

2) Your appeal MUST indicate what has changed with the above stated circumstances that will allow you to make satisfactory progress at the next evaluation. For example, your statement should specify steps you have taken to ensure improved academic performance.

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: ____________________________________________

__________________________________________________________________________________

Certification Statement: All of the information provided by me or any other person on this form is accurate and complete to the best of my knowledge. If requested, I agree to give proof of the information I have provided on this form.

Student Signature: ____________________________________________  Date: __________________________

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  Phone: 513-745-3142  
Email: Send scan of completed form to xufinaid@xavier.edu
FINANCIAL AID STANDARDS FOR ACADEMIC PROGRESS

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] - Evaluated at the end of each academic year

**Undergraduate**
- Students at the freshman level must achieve and maintain a minimum cumulative GPA of 1.75
- Students at the sophomore level and above must achieve and maintain 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 at the graduate level must achieve and maintain a cumulative GPA of at least 2.8.
- Students must successfully complete classes with grades A, A-, B+, B, B- or C.

QUANTITATIVE REQUIREMENT - CUMULATIVE ANNUAL COMPLETION RATE - Evaluated at the end of each academic year

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](http://www.xavier.edu/financial-aid/undergraduate-aid/loans.cfm).